

POLICY ON REMOTE DISSERTATION SUPERVISION

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Policy on remote supervision of dissertations (taught masters programmes)

Introduction

- Postgraduate taught programmes include a dissertation (or research project) comprising of 60 or more credits, normally at stage two of the programme
- The normal expectation is that students will complete the dissertation at their main campus, where they are registered.
- This policy has been designed to help international students complete their programme of study from overseas, via remote dissertation supervision, if they are no longer able to remain in the UK.
- This policy should only be applied in exceptional circumstances, for example:
 - when a student visa has expired
 - when there is not sufficient time left on a visa to complete the dissertation/project
 - when a student has been required to return overseas
- The circumstances in which this request is made should be specified via Form XX and the Academic Registrar, or nominee, will have final agreement on whether they are appropriate to remote dissertation supervision.
- The policy is not intended to affect those students whereby there is already a separate agreement which permits them to complete their dissertation from their home country.
- A request to submit remotely must also have the full support of the University.
- This policy is intended to outline the responsibilities of the student and the Programme Leader / Dissertation Supervisor.

Responsibilities of the Student:

- Prior to departure a request to complete the dissertation remotely must be submitted (Form XX). To include:
 - A plan of work which makes specific reference to completion of the required chapters, reviews, data collection and analysis with a clearly identified timescale that meets the registration period of the student and aligns with the programme hand-in dates and academic boards.
 - Method(s) of communication during the supervision period
 - A minimum of three 'face to face' meetings (e.g. via Skype or FaceTime) with proposed dates/times.
- To initiate contact with Dissertation Supervisor following his/her departure
- To maintain regular contact with the Dissertation Supervisor throughout the module
- To complete all of the action points arising from each supervision session within a timescale agreed during the supervision
- The student may be asked to complete a monthly progress report to be submitted to the Programme Leader/Dissertation Supervisor in electronic format.

This request must be agreed in advance by the Programme Leader/Dissertation Supervisor and the Immigration Compliance Team (via Form XX).

Any student on a current Tier 4 visa who is required to return overseas and wishes to complete their dissertation remotely should be aware that the University will withdraw Tier 4 sponsorship as the visa is issued on the basis of being a full time student in the UK.

A Tier 4 student will be required to provide proof that they have left the UK prior to their visa expiring, such as a passport re-entry stamp or boarding card. If this evidence is not provided the student will be withdrawn from the programme with immediate effect and no further supervision will be provided.

If a student on a Tier 4, studying at their main campus, wishes to travel overseas for a short period of time in order to undertake research as part of their dissertation, they must obtain approval via the authorised absence process, as outlined in the Student Suspension Policy.

Responsibilities of the Programme Leader / Dissertation Supervisor:

- Prior to the student's departure confirm that the student can complete the module remotely (via completion of Form XX)
- In agreeing to the student completing their dissertation remotely the supervisor must ensure the student has access to:
 - Relevant resources,
 - Adequate pastoral support
- Inform the student if they are expected to complete a monthly progress report
- Notify the School Office if the student is not engaging with their studies, thereby instigating the Attendance Monitoring Policy.

Responsibilities of Academic Registry:

- Academic Registrar, or nominee, to agree that the circumstances in which a request is made (via Form XX) are appropriate to permit remote dissertation supervision.
- The Immigration Compliance Team to agree the request in advance of the student's departure (via Form XX).

If the request to submit from overseas is not approved the student may be required to exit from their programme of study with any award or credits they are entitled to.