



Appendix 2: Responsibilities of Doctoral Students

It is important that a clear understanding is established at an early stage between the supervisor(s) and a doctoral student about the responsibilities of each. This list summarises the main responsibilities of doctoral students. The body of QA7 should be referred to for further details of these responsibilities. [QA7 Appendix 1](#) identifies the responsibilities of supervisors.

In summary, doctoral students are responsible for undertaking research; undertaking appropriate skills training; maintaining the progress of their work; taking the initiative in raising problems or difficulties; and deciding when to submit their thesis/portfolio, within the constraints of the University's Regulations.

The doctoral student is responsible for:

- attending induction sessions, both institutional and departmental/School/Doctoral Training Entity and for familiarising themselves with relevant induction documentation such as the [Doctoral College Handbook](#), [University of Bath Regulations](#) and relevant [QA Code of Practice statements](#)
- discussing their training, including [generic skills training](#), and personal development needs and attending relevant training as agreed with their lead supervisor. This includes undertaking [training](#) in research integrity (Concordat), Academic integrity (including the academic integrity test), and (in some cases) Research Ethics & Governance shortly after registration and prior to confirmation/progression to the research phase of the programme
- identifying with their supervisor any specific requirements (such as disability aspects through a Disability Access Plan (DAP)), which would need to be taken into account in determining the most appropriate way of supporting the student throughout the duration of their studies
- producing a [data management plan](#), in conjunction with the lead supervisor, which addresses issues of data organisation, integrity and future usage
- discussing with their supervisor(s) the type of guidance and feedback found to be most helpful
- identifying/agreeing/maintaining appropriate contact with their supervisor(s) through regular formal and informal meetings (see [checklist for first meetings](#))
- taking the initiative to set the topics for discussion at meetings with their supervisor(s), where appropriate
- ensuring that an appropriate written record is kept of meetings with their supervisor(s), including advice or instructions received and agreed actions
- taking the initiative in raising problems or difficulties, however elementary they may seem, particularly in relation to the expectations about achievements and progress of the research. This is particularly important in the early stages of the research project, and should continue throughout the degree.
- seeking support from outside of the supervisory team for further issues, such as the Director of Studies, the [Doctoral College](#), [Student Services](#) or the [University Independent Advisor and Deputy Advisor for Postgraduate Research Students](#)
- maintaining the progress of the work in accordance with the stages agreed with their supervisor(s), including the presentation of written material as required in sufficient time to allow for comments and discussion before proceeding to the next stage

- ensuring that their research work is original and undertaken independently. Wherever another author's work is referred to or used a student is responsible for ensuring appropriate acknowledgement of that work
- informing the University of any changes to their personal contact details, including during periods of fieldwork or research visits of more than 14 days duration
- Informing the University of any periods of leave (either holiday entitlement or sickness leave)
- ensuring that any reports and the final thesis/portfolio presented to the supervisor(s) have been prepared in a professional manner with the correct use of English (or, for students in the Department of European Studies and Modern Languages, a foreign language as set out in Regulation 16.1e(ii)) and ensuring that the final thesis/portfolio conforms to the format required by the University
- giving your supervisor as much notice as possible (not less than two weeks) of submission of the draft thesis/portfolio and at least six weeks for reading the draft thesis/portfolio
- deciding when submission of the final thesis/portfolio is to be made, within the constraints of the [University Regulations](#), and taking due account of the supervisors' opinion
- contributing to the research environment of the department/school in which they are based
- completing other required activities in the case of Doctoral Training Entity programmes.