



## 2. Roles and Responsibilities

### 2.1 Research Officer

Each significant area of postgraduate research study has one or more senior academics in place to oversee study. These academics are known as Research Officers (ROs). The role of the RO includes:

- (a) Appointing and inducting Supervisors
- (b) Representing their area of study on the termly University Research Committee
- (c) (for MPhil/PhD students) Chairing the Annual Review, or appointing a suitable alternative Chair, for each student
- (d) Problem-solving and providing guidance for students under their purview
- (e) Providing sign-off for extension requests and Intention to Submit forms
- (f) Mediating difficulties between students and Supervisors, considering requests for changes to supervisory arrangements, and appointing a new Supervisor where appropriate.

If one of student's Supervisors is also the relevant Research Officer, an appropriate deputy or an RO from another area of the University should oversee their studies.

### 2.2 Supervisors

2.2.1 Each student should normally have two active Supervisors. The student-supervisor relationship is crucial to the successful progress of any research project. A minimum of two formal Supervisor-led meetings should be held per term. Supervision arrangements will be reviewed periodically to encourage active engagement of second Supervisors, with adjustments made where resource constraints or conflicts of interest arise.

2.2.2 The First Supervisor allocated to a student should, wherever possible, be an employee of the University. It is expected that a First Supervisor will usually hold a PhD themselves or be actively engaged in academic research within the field of study. The precise division of responsibilities between Supervisors should be made clear at the Annual Review and if necessary be a point of discussion at the Review.

The role of the First Supervisor includes:

- (a) Inducting students to the programme and making them aware of any relevant skills workshops
- (b) Meeting regularly with each student under their supervision to determine progress, recommend avenues of research that may enhance a project and support the student through any difficulties they may encounter during their study



- (c) As appropriate, being accessible to students outside of scheduled meetings
- (d) Students are responsible for keeping their own records of meetings and managing their time effectively. At the end of each term, supervisors will complete a supervisory report on e:vision
- (e) Ensuring students are aware of issues around ethics and the Academic Integrity policy and running a final draft through Turnitin to check for signs of plagiarism
- (f) (for MPhil/PhD students) Attending the Annual Review
- (g) Ensuring students are responsible for managing their time effectively to meet submission dates and that they actively work towards these deadlines.
- (h) Encouraging students to submit draft written work at timely stages throughout the 16 production of their thesis
- (i) Helping students to improve their written work, as per Section 5.2. Proof-reading and Editing
- (j) Advising students on copyright and related issues, as per Section 7.1. Fair dealing and Third-party Copyright
- (k) Reading the student's final draft and making recommendations, where appropriate, on how it could be improved
- (l) Referring students to the regulations within this handbook as necessary, e.g. regarding suspension of studies, extensions and submissions
- (m) Providing sign-off or support of Intention to Submit forms and Extension of Time requests

#### 2.2.4 The role of the Second Supervisor includes:

- (a) Providing comments on written drafts and the direction of research and suggesting additional ideas, supplementary to those of the First Supervisor, on how the project may be directed.
- (b) Offering pastoral support by being available to discuss any academic or personal concerns the student may have and providing guidance as appropriate.
- (c) Meeting with the student and First Supervisor if requested by the student or First Supervisor.
- (d) (For MPhil/PhD students) Attending the Annual Review.

### 2.3 Research Administrator

The Research Administrator (RA) is a Registry Officer with responsibility for central research student administration. The RA should be contacted regarding any point of clarification on the regulations contained within this handbook and the related administrative processes.

The RA and will provide regulatory advice to staff and students and process requests submitted by the Faculty requiring changes to student records or submitted via the appendices of this handbook.



The RA will oversee the Intention to Submit process, thesis submission extension requests and will coordinate the examination process, including Vivas and obtaining approval for awards.

The Research Administrator can be contacted by emailing [research@buckingham.ac.uk](mailto:research@buckingham.ac.uk)

## 2.4 Faculty Administrator

The Faculty Administrator is based within the Faculty and is responsible for research student administration at Faculty level. The FA supports staff and students by assisting in preparing requests for changes to a student status (such as suspensions or withdrawals), facilitating access to student support services, and maintaining research Moodle pages.

They also coordinate the annual review process and contribute to progress reporting. The FA works closely with the RA to ensure student records are accurately maintained in line with each student's progression.

To contact the relevant faculty administrator, please email  
[FBHS.RESEARCH@Buckingham.ac.uk](mailto:FBHS.RESEARCH@Buckingham.ac.uk) for Humanities  
[SchoolofLaw@buckingham.ac.uk](mailto:SchoolofLaw@buckingham.ac.uk) for Law  
[SchoolofPsychology@buckingham.ac.uk](mailto:SchoolofPsychology@buckingham.ac.uk) for Psychology  
[SchoolofComputing@buckingham.ac.uk](mailto:SchoolofComputing@buckingham.ac.uk) for Computing  
[SchoolofEducation@buckingham.ac.uk](mailto:SchoolofEducation@buckingham.ac.uk) for Education.

## 2.5 Student

A postgraduate research student should work diligently in their research, gradually taking ownership of their project, while being guided by their Supervisors towards the project's completion. The responsibilities of the student shall include:

- (a) Preparing a fully-fledged research proposal (developed from the proposal made at the admissions stage). For MPhil/PhD students, this proposal will form the basis of the first Annual Review. For MA/LLM/MSc students, this proposal will develop through the early months of study and form the basis for the thesis
- (b) Meeting with and maintaining contact with their Supervisors, producing draft work and fulfilling intermediate submission requirements as per their programme of study
- (c) Monitoring their University email account and responding to emails in a timely fashion
- (d) Considering ethical implications of their work and, if applicable, securing ethical clearance to conduct their research
- (e) Ensuring they avoid plagiarism in their work by familiarising themselves with the Academic Integrity policy in the Regulations Handbook and noting sources diligently



- (f) (for MPhil/PhD students) Producing a report on progress and attending the Annual Review
- (g) Submitting their thesis within the expected timeframe, or making an extension request as appropriate
- (h) (for MPhil/PhD students) Defending their thesis at the viva
- (i) If applicable, making modifications to their thesis in line with the Examiners' requirement
- (j) Bringing to the attention of their Research Officer any unresolving difficulties with supervision, including reasoned requests to change their supervisory team.