

## STUDENTS' RESPONSIBILITIES

Ensure you are aware of the terms of your research degree programmes, including any particular requirements stipulated by your sponsors.

Supervisors provide advice and guidance, but you are expected to take the initiative, and have responsibility for the progress of your research, the preparation and submission of your thesis, the quality and integrity of your work, and for your own personal and professional development.

You are expected to pursue your research goals with diligence, and endeavour to present a completed thesis for examination by the end of your period of fee-paying registration (by the 'expected thesis submission date').

Your responsibilities as a research degree student include:

- .1 agree with your supervisors **the goals and scope of the research project**, an overall timescale for its completion and the key stages of work (recorded in the Research Plan);
- .2 **set and keep to timetables and deadlines**, including undertaking and submitting work as and when required and generally maintaining satisfactory progress;
- .3 **ensure** that other activities do not adversely affect the **progress** of your studies;
- .4 **comply with** the review and reporting requirements of the University's Research Student Progress Monitoring **Procedure**;
- .5 maintain regular contact with your supervisors, including when you are away from the University;
- .6 agree a schedule of meetings and formal contacts with your supervisors at which detailed planning and progress can be discussed, and adhere to the agreed schedule;
- .7 prepare adequately for meetings with your supervisors;
- .8 take account of guidance and feedback from supervisors;
- .9 be open and honest about progress, and alert your supervisor to any specific needs or factors likely to affect your work or progress, including any circumstances which may require application for an interruption of study or an extension to the submission deadline;
- .10 report planned absences such as holiday arrangements in advance to the supervisor, and report any circumstances that prevent or impede attendance or engagement as soon as is practicable;
- .11 attend any interview requested by the School or University;
- .12 make appropriate use of the study and research facilities provided and if required to share facilities to do so with due regard for fellow students/workers;
- .13 participate in training and development opportunities agreed with your supervisor;
- .14 take advantage of opportunities to engage in the research environment and to discuss your research;
- .15 submit the thesis for examination within the required timescale, taking due heed of the supervisor's advice;
- .16 report in writing any specific provision requests that should be made known to the research degree examiners to the Convenor of the Examining Board;
- .17 maintain a proper and professional relationship with your supervisors and other University staff and students;
- .18 comply with relevant regulations, policies, procedures and codes of behaviour, and with terms of studentship funding, including those relating to academic matters; research governance; intellectual property; research integrity and ethics; enrolment; payment; health and safety; and student data maintenance;
- .19 keep appropriate records of your research, of your research and professional development and of formal meetings with supervisors.

Cardiff University's [Student Charter](#) outlines the roles, responsibilities and expectations of all students to support a high-quality experience whilst studying at the University.