**PARTNER INSTITUTION**

**VALIDATION POSTGRADUATE RESEARCH (PGR)**

**ADDITIONAL INFORMATION**

For professional doctorates or research degree programmes, in addition to the standard supporting information, an outline of how the course team’s arrangements comply with the [University’s Code of Practice on Professional Doctorates or the University’s Code of Practice on Postgraduate Research Degrees](http://www.essex.ac.uk/about/governance/regulations/) should be provided.

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| **Partner Institution:** |  |
| **Date of PGR Additional Information:** |  |
| **Date of Validation event:** |  |
|  | |
| 1. **The research environment:**   **1a. Staffing**   * The number of professional practice and/or research supervisors * The number of students per supervisor * The course team’s approach to workload allocation * Arrangements for complying with the relevant University Code of Practice with regard to staffing * Supervisory experience * Supervisory training | |
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| **1b. Facilities available to research students**   * Office space * Equipment (PCs etc) * Common Room * Facilities available during professional placements * Other facilities * Policy on allocation and availability | |
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| **1c. Research culture**   * How the course team and/or partner institution creates a research community for its research students, for example through student induction, research seminar programmes and integration of students into the research culture | |
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| **1d. Financial support for research students**   * Sources of funding for students * Support for students to attend appropriate seminars and conferences | |
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| 1. **Supervisory arrangements**  * A description of supervisory arrangements * Supervisory norms (frequency of meetings and duration) * Methods for monitoring student progress * The recording of supervision and the use of log books * Arrangements for Supervisory Boards, Progress Committees and, where there is a taught component, Examination Boards * A copy of the supervisory board report form and two anonymised completed forms * Procedure for dealing with problems with supervision * Publication of progress guidelines to students | |
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| 1. **Research and generic skills training**  * A description of research and generic skills training provided and the approach to training needs analysis (attach any statement on research training provision that has been provided to the research councils) | |
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| 1. **Placements (where applicable for professional doctorates)**  * A description of arrangements for managing professional placements, drawing on guidance within the [UK Quality Code for Higher Education, Chapter B10: Managing higher education provision with others](http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code) | |
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| 1. **Graduate Teaching Assistants (where applicable)**  * How the course team and/or partner institution supports the professional development of its GTAs * Number of GTAs * Compliance with the University’s Code of Practice on Teaching and Demonstrating by Graduate Students, in particular arrangements for training, mentoring and monitoring | |
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