**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:** |  |
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| 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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