Staff & Student Guide to the SotE’s RHD Student Policy

Individual responsibilities according to new policy

RHD students
- Communicate with supervisor(s)
- Submit forms & reports on time (all submissions centrally through the School Office)
  - Late submission require written justification
  - All submissions must be accompanied by a Student Details form
- Submit progress reports, present progress seminars & attend post-seminar discussions
- Respond to additional requests from the Advisory Panel
- Submit annual progress forms
  - Arrange discussions with Principal Supervisor and Chair of SotE’s RHD Committee

Principal Supervisor
- First point of contact for RHD students
- Monitor progress on a continuous basis
- Recommends thesis submission
- Organises seminars on behalf of student
- Involved in Advisory Panel
- Nominates 3rd member of Advisory Panel

Advisory Panel
- Evaluation of progress reports & seminars
  - Report to Chair of SotE’s RHD Committee
- Put forward additional requests to students, if required
  - Report such requests to Chair of SotE’s RHD Committee

Chair of SotE’s RHD Committee
- Evaluate annual progress
- Archive reports & monitor progress
- Report problem cases to FHDC
- Point of contact for RHD students & Advisory Panel
- Sends final reminders in case of missed deadlines (assisted by the EO of the School RC)

Dean of SotE
- Conflict resolution if required

Useful contact information (2016)

RHD Coordinator and Chair: SotE RHD Committee
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