1. **The Duties and Responsibilities of the Programme Director/Organiser**

1.1 Decision to admit a student onto a MRes programme should be made by at least two people. They should be confident that:

- the student is appropriately qualified;
- that research topics suitable for that student's abilities and background will be available;
- the necessary facilities can be provided;
- proper supervision can be given to the student for their projects;
- that the students have the necessary English Language skills (in most cases following the recommendations and regulations of the College).

1.2 The Programme Director/Organiser should ensure that a suitable induction programme takes place.

1.3 Each programme must have a handbook, either in hard copy or electronic format which is provided to the student at the beginning of their programme.

1.4 Material (such as the programme handbook) which is given to students at the beginning of their programme should indicate:

- How and when research project(s) will be allocated
- What taught component, i.e. modules, or lectures, should be attended (including Graduate School professional development skills courses, if applicable)
- How the programme and project(s) will be assessed.
- Progression rules
- Other material as advised by Registry/Graduate School

1.5 The Programme Director/Organiser should ensure that there is a general safety induction for all students on an MRes course. They should also remind students and supervisors of the need to undergo local safety training and induction as necessary at the start of every project.

1.6 The Programme Director/Organiser is responsible for ensuring the assessment of the programme. In all cases MRes students should have at least one oral assessment. Every oral assessment should have two examiners. There should be a report on all oral assessments that is considered at the Board of Examiners.

1.7 The Programme Director/Organiser is responsible for ensuring the student is aware of the pastoral and welfare support mechanisms available in their department as well as in the College and is responsible for ensuring their students know how to access them.
1.8 Ensuring that adequate and timely feedback is provided on coursework that forms part of the taught components of the programme.

1.9 Where students are experiencing difficulty with their English language, the Programme Director/Organiser will require them to attend English classes.

1.10 Ensure that regular contact is maintained with all students during their research project, especially those who are undertaking their research outside the College.

2. The Duties and Responsibilities of the Research Supervisor

2.1. The principal supervisor (and any co-supervisor) for an MRes project should be eligible to supervise a PhD student. There may be an assistant supervisor (for example a postdoc) who helps in the supervision process. These individuals form the supervisory team. The principal supervisor may delegate some of their responsibilities to other members of the supervisory team, but is ultimately responsible for ensuring that the duties of the research supervisor are carried out appropriately.

2.2. At the beginning of the student's research the supervisor will give details of the facilities available in the department and any regulations or constraints governing their use.

2.3. Supervisors should ensure that students receive all necessary local safety induction.

2.4. Supervisors will give appropriate guidance about the nature of research and the standard expected, and about how to plan their research and writing up so as to ensure that the project should be submitted at the correct time.

2.5. Supervisors should ensure that students are able to attend the taught components that form part of the MRes.

2.6. Supervisors will give guidance on the systematic recording of data or theoretical calculations and the importance of keeping and maintaining a clear record of all that has been undertaken.

2.7. Where a supervisor identifies a student having difficulty with their English, they should liaise with the Programme Director/Organiser to ensure appropriate training and support is provided.

2.8. Supervisors will maintain regular contact with their students through tutorials, group meetings or at the bench. They should set aside normally a minimum of one hour per week (on average) for consultation with them.

2.9. Supervisors (in conjunction with Programme Director/Organisers where appropriate) will guide students on the relevant use of library facilities, including approaching original literature and sources with a critical attitude and will give guidance on avoiding plagiarism.

2.10. Supervisors will arrange, as appropriate, for their students to talk about their work to staff and/or group seminars and to have practice in oral presentations. In some cases this may form part of the programme and be arranged by the Programme Director/Organiser.
2.11. Supervisors will ensure that students are made aware when progress is inadequate or when standards of work fall below those generally expected and, in appropriate cases, will report such occurrences to the Programme Director/Organiser.

2.12. Supervisors should discuss with their students the type of guidance and criticism that the individual would find of most assistance.

2.13. Supervisors will ensure that all necessary reports are made to the MRes Programme Director/Organiser on time.

2.14. Supervisors should include students as authors on published work when the student has fulfilled the conditions for authorship.

2.15. Supervisors will ensure that students are aware of the College Guidelines for Proper Scientific Conduct in Research, and the Policy and Procedures for Investigation of Allegations of Scientific Misconduct.

2.16. Supervisors will ensure that all projects that use human subjects or human tissue have been approved by the appropriate ethical committee, and that all research involving animals has appropriate Home Office approval.

3. The Duties and Responsibilities of the MRes Student

3.1. The following information applies to all MRes students registered at the College.

3.2. Students are required to comply with Imperial College London degree regulations and other College procedures and regulations, including being familiar with College safety requirements and procedures and checking that all projects that use human subjects or human tissue have been approved by the appropriate ethics committee, and that all research involving animals has appropriate Home Office approval.

3.3. Students should recognise that their supervisor's role is not to dictate in detail but rather to advise, guide and oversee the research.

3.4. Students should discuss with their supervisor the type of guidance and criticism that they find of most assistance.

3.5. Students should attend the compulsory taught component (including those run by the Graduate School if applicable). In addition they should attend wider research seminars and journal clubs, in order to consolidate and/or broaden their background knowledge.

3.6. Where students are unable to attend College because of illness or urgent personal circumstances they shall inform their supervisor or the Programme Director/Organiser as soon as practicable. College regulations require that postgraduate students inform their Programme Director/Organiser if they are absent from College for more than three days during term. If the absence is due to illness a medical certificate must be produced after seven days. If an examination is missed on account of illness a medical certificate must be produced immediately. If the absence is prolonged, normally four weeks or longer, it will be necessary to request an interruption of studies.

3.7. Students should maintain the progress of the work in accordance with any deadlines agreed with the supervisor; written material should be presented as required in
sufficient time to allow for comments and discussion before proceeding to the next stage.

3.8. Most students establish good relationships with their supervisors and serious disagreements occur very rarely. However if this does happen, a student should initially raise the matter with the Programme Director/Organiser or Postgraduate Tutor. Often this leads to resolution of the problem. In a few cases, a student may wish to refer matters to the Head of Department or to the College Tutor. Where appropriate it may be possible for the student to continue the research under a different supervisor.

3.9. Students are reminded that any theses or dissertations must be their own work and all quotations from other sources, whether published or unpublished, must be properly acknowledged. Plagiarism is a form of cheating and this is a very serious offence and, where proven against a student, may result in disqualification from the examination for the MRes and exclusion from all future examinations of the College. Some joint work is permitted, provided it is properly and carefully acknowledged as such. The College regulations in respect of plagiarism can be found in the Examination Regulations.

3.10. Graduate students are members of the Imperial College Union and are encouraged to participate in its activities. The Graduate Students’ Union is a branch of the Union and specifically represents postgraduate students.

*Any reference to "department" or "departmental" may include Imperial College Schools, Institutes, Centres or Divisions, as appropriate.