Code of Practice on Consultancy, Teaching and other Work by PhD Students

Regarding Intellectual Property Rights, students must comply with the relevant section of the Code and also the University Court's current rules on intellectual property rights.

Three propositions underlie this Code.

• Firstly, it is primarily the student's responsibility to ensure that the appropriate amount of time should be devoted to academic research work properly reflecting whether this is full- or part-time. It is crucially important that academic work should not be prejudiced by other commitments.

• Second, the terms and conditions of any student visa, studentship or award, grant, loan or funding etc. should be checked and complied with as these may restrict the hours and/or earnings of a postgraduate student or apply other conditions.

• Third, where the work in question, including teaching, is being offered by the University of Dundee or as part of a project being managed by University staff, the University has some responsibility for ensuring that requests (direct and indirect) do not encroach unreasonably on the student's time.

The purposes of this Code are:

• to prevent supervisors and other academic colleagues from delegating work to research students without due attention to the requirements of the individual student's research project;

• to monitor the employment activities of students outside their research areas, to ensure they do not overburden themselves to the detriment of their research project;

• to ensure that postgraduate students have the necessary levels of support, training and development to enable them to carry out any teaching duties in the University;

• to ensure that discussions, dealing with any of these issues, between the supervisor (or others) and the student are clearly recorded;

• to guide and protect students and supervisors.

1. Disclosure

All PhD students should disclose to their supervisors all paid work, whether by employment, casual work (in excess of 6 hours per week) or by personal consultancy, which they propose to undertake, before doing so. This information should be recorded as part of the normal process of recording supervision meetings.

2. Agreement

The student and supervisors should come to an agreement as to whether the work should be undertaken. Factors that may be taken into account in reaching a decision include:

• a. The effect the work is likely to have on the progress of the student's PhD work;

• b. If the effect is likely to be significant, whether a transfer from full- to part-time registration is appropriate;

• c. The student's personal circumstances (particularly financial) where relevant;

• d. Possible breaches of the terms of any University regulation, guideline, code etc. or of any studentship, or award, grant, loan, student visa or funding body, etc;

• e. Whether the work will involve the use of University property or resources and the propriety of such use;
• f. In respect of personal consultancy work, whether the student needs to obtain appropriate insurance cover for the proposed work and/or provide full indemnity for the University entirely at his/her own expense;

• g. In respect of personal consultancy work, how far the guidelines issued by the University Court governing staff consultancies apply. The terms of any agreement should be recorded as part of the normal process of recording supervision meetings. The supervisors may refuse their permission for the work to be undertaken. If permission is refused, the grounds for refusal should be recorded along with the supervisors’ assessment of the impact on the progress of the PhD if the student goes ahead in the face of that refusal.

• h. In respect of teaching duties, the requirement to participate in training and development opportunities for postgraduate tutors in teaching, learning & assessment, offered through CASTLE. Supervisors and students should refer to the Guidance on Teaching and Other Work for Schools by PhD Students published alongside this document.

• i. For International students, the requirement that they comply with the terms of their student visa including any restrictions on taking employment in the UK.

• j. For students wishing to gain (or retain) professional accreditation or recognition, the requirement that they undertake a minimum amount of clinical or professional work to comply with the requirements of the relevant professional, statutory or regulatory body.

3. Advice:
In coming to agreement, advice may be sought by either the student or the supervisors from:

• a. The members of the student’s thesis monitoring committee;
• b. Members of School Postgraduate Committee;
• c. Research and Innovation Services;
• d. The Finance Manager responsible for insurance;
• e. The Director of Academic & Corporate Governance;
• f. Any other relevant source.

4. Disputes:

• a. It is expected that the issue of work undertaken by a student will be dealt with under the usual supervision arrangements for postgraduate students. In the event of a dispute, however, resolution will be found outside the supervisory relationship.

• b. Where a student disputes the supervisors’ decision not to grant permission, an appeal can be made to the Dean of School.

• c. In extreme and exceptional circumstances and as a final resort if the student does not comply with the advice given, the Thesis Monitoring Committee for a given student may recommend that a student’s method of study be changed from full-time to part-time.

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