



**CITY UNIVERSITY
LONDON**

Doctoral Track Scheme Guidelines

Introduction

The Doctoral Track Scheme was launched as a Research and Enterprise initiative by the University in October 2010. These guidelines clarify the purpose and aims of the scheme, the support available to staff, and the roles of key providers in providing that support, the responsibilities of the staff registered on the scheme, and information on the way in which the scheme operates. The purpose of the Doctoral Track Scheme is to:

- enhance the research standing and international reputation of the University and strengthen its research culture;
- improve the student experience through staff engagement in research activity concurrently with teaching activity;
- engage the professoriate in raising the quality of achievements in research;
- encourage academic staff to engage in their own professional development;
- increase the University's research income;
- Increase competence and confidence in research activity;
- improve the University's Research Degree Qualification Rates.

The Doctoral Track Scheme aims to:

1. publicise the availability of routes into doctoral study across the University and encourage academic staff to pursue a doctoral qualification;
2. provide advice and support to staff in choosing the appropriate route into doctoral study;
3. provide a link to the additional support and guidance available to staff through the Research and Enterprise Development Programme.

Support available for staff

- help in selecting the appropriate route to a doctoral qualification. Advice may be sought from the School Associate Dean for Research or the Senior Tutor for Research within the Department/Centre within which a candidate is based. Further information on the routes above may also be gained from the Academic Development Unit (ADU) and the Research Office. These discussions and conversations with line managers should also include consideration of the time the staff member needs to commit to doing a doctorate;





**CITY UNIVERSITY
LONDON**

Doctoral Track Scheme Guidelines

- information on the availability of research methods training and how to access this training;
- supervisors (subject to the availability of sufficient staff resource in the relevant areas). Normally this would be internal supervisors as this will support the development of the University's research culture. If it is not possible to find internal supervisors an external supervisor may be sought with the appropriate specialist expertise to meet the needs of the member of staff. Where an external supervisor is sought the normal process would be for the staff member to be registered at City and to be supervised jointly by an internal and external supervisor;
- support through the Research and Enterprise Development Programme and other associated skills training provision;
- internal fees will be waived for staff selected for this scheme by Deans of School. If there are any other costs associated with the doctorate the School will normally meet these.

Staff are responsible for ensuring that their research meets the requirements of their chosen doctoral route; that they actively contribute to the research culture of their School/Department or Centre through participation in relevant research seminars; undergo the normal research degree progress reviews; and achieve the doctoral qualification within the agreed time limit.

Staff in pursuit of a doctoral qualification are advised to refer to the University's Framework for managing research degree provision and, in particular, the University's Research Degrees Typology, for clarification on the academic requirements of a doctoral degree within the University.

Process

Information on the numbers of staff who are undertaking a doctorate and the stage they are at will be reported to the relevant University committees in order to identify any additional support or action where necessary. The progress of individual staff is tracked and supported through the University's annual appraisal and the usual research degree progress monitoring mechanisms, information on which is available through the University's Framework for Research Degree Provision.

