

Industrial Doctorate — Handbook Supplement

Purpose of and scope of this supplement

This document is a supplement to (a) the Handbook and Regulations for Doctoral Researchers and (b) the Handbook for Research Supervisors and Directors of Doctoral Studies. The standard regulations, policies, procedures and recommended good practice in these handbooks applies to Industrial Doctorates unless otherwise specified in this document.

Introduction

- The purpose of the Industrial Doctorate programme is to provide Schools with a flexible programme within which to run industrially funded PhD degrees.
- This will enable Schools to attract funding for PhD level study from commercial organisations that wish to conduct research on topics that are of specific relevance to the organization.
- Benefit to industrial sponsors includes: targeted research on technical problems or developments identified by the commercial organization; wider knowledge transfer to the organisation in the area of the project; research methods training for potential employees; trialling of potential employees.
- Benefits to PhD candidates, in addition to the PhD and funding, include: work experience and training in an industrial context (e.g., understanding of the culture, practices and demands of an industrial organization; developing technical, project management and interpersonal skills suited to the commercial sector); potential employment with the organization.
- Benefits to Schools, in addition to PhD scholarships, includes: promotion of long term research oriented relationship with the host organisations; concrete demonstration research impact.
- An Industrial Doctoral will be based on a detailed planned programme of research developed prior to the recruitment of the student.
- The award will be PhD in Informatics or PhD in Engineering.

Industrial Doctoral development and authorization

It is anticipated that project will be developed in collaboration between the potential project supervisor and the commercial organization. Various issues must be addressed in the formulation of the project proposal.

- The duration of the project, to thesis submission, should be planned to be three years for full-time study, or 4.5 years for part-time study.
- Fees will be 100% of normal fees.
- The student will receive a stipend of at least the standard EPSRC rate (but salaried employees of the commercial organisation may be registered, if the employee and organization demonstrates that the time commitment to the project will be equivalent to full-time or part-time study, as appropriate).
- Depending on the extent of use of School research facilities, the Head of School will negotiate an appropriate level of overheads for the project.
- The commercial organization must demonstrate a commitment to the project for its full duration, at a senior managerial level.

- The stipend will normally be paid by the commercial organization to the student and the fees to the University. However, dependant on the importance of the work to the School's research plan, the Head of School through the School Research Degrees Committee may provide either stipend or fees support, or both, to the candidate.
- Director of Doctoral Studies academic approval is required to ensure: (a) the project is suitable doctoral level research; (b) the availability of the required resources for the duration of the project; (c) the suitability of research training arrangements spanning the commercial organization and the School/University.
- Planning of the project should pay particular attention to the availability of the student for research training provided by the School/University or the commercial organization.
- Planning of the project should take in to account the expectation for an on-going write-up of the thesis and the report requirements (see below).
- Arrangements for dispute resolution should be specified (see below).
- The project will require the normal School and University research project authorizations, in particular so that the IPR implications are considered with the Research and Enterprise Office.
- It is anticipated that the contract between the University and commercial organisation will incorporate the requirements specified in this document.

Student application

- Applications will be through the normal on-line application form.
- Although the applicant is not expected to write their own project proposal, they must write a detailed statement explaining their interest in the PhD project and why their particular qualifications, experience and skills are relevant to the project.
- A panel comprised by, at least, the main academic supervisor and the main industrial supervisor will interview suitable applicants.

Registration

- The mode of study may be full time or part-time. Any request for a change to the mode of attendance will be made in consultation with the student, supervisor, Director of Doctoral Studies and the commercial organization.
- The expected duration of full-time study will be planned to be 3 years (4.5 year part-time), but the normal 4 year (6 year) maximum registration will apply.
- Students wishing to submit after the end of their third year must provide a written justification, submission plan and letters of support from both their academic and industrial supervisors.
- Students may apply to transfer to pre-submission status (formerly continuation) if they satisfy the standard conditions.
- The student location for the research will be either the commercial organization or the School, or some combination of both, depending on the availability of the research facilities. This will be specified in the project plan.
- The normal rules for intermissions (temporary withdrawal) apply, but intermissions on the grounds of work demands other than the PhD project by the commercial organization will not be permitted.
- Students must have a minimum of 15 days of attendance per year at the University in order to full partake in research training (see below).

Induction and research training

Induction and research training are integral components of a doctoral programme of study.

- The student is expected to attend the School and University induction.
- The commercial organization is expected to provide an induction appropriate to extent and nature of the project.
- The student will complete either the generic University or School specific research skills audit with the academic and industrial supervisor.
- The student will undertake a programme of research training at the University comprising the School's research methods training, selected units from the Doctoral School and topic specific MSc modules, as recommended by the academic supervisor.
- The student is required to participate any compulsory research methods training taken by PGR students in the school.
- Explicit arrangements should be detailed in the project plan to enable the student to full partake in research training.

Supervision

The normal academic supervision requirements and levels for doctoral students will apply (including the submission of meeting summaries and meeting logs on Sussex Direct).

- Further, it is expected that at in-person (not video conference/Skype) supervision meetings will occur at least quarterly with at least two per year being at the commercial organization.
- The student will have a primary and second academic supervisor.
- The commercial organization will provide a named research supervisor ("Industrial Supervisor") who will have responsibility to serve as an advisor and to facilitate the student's project within the organisation.

Progress and annual review

Given the demands of an industrial context it is required that the student adopts a continuous write-up approach to ensure submission according to the project plan.

- The DDS will inform the student of this requirement during induction. The supervisors will implement this approach. The DDS will inform the annual review committee of this requirement.
- The student will produce a research progress report every 6 months, which will be reviewed by both academic and industrial supervisors. Where feasible this should encompass the content of at least one thesis chapter.
- Standard progress and annual review requirements apply but in addition the annual review will include: (a) evaluations of whether the continuous write-up of the thesis is on track; (b) a written report from the industrial supervisor on the student progress. The inadequacy of either of these may constitute sufficient grounds for refusal of re-registration.
- The School (though its DDS) will provide a supplement to the annual review forms reflecting these conditions with appropriate questions to enable progress with on-going writing up to the evaluated.

Dispute resolution

In case of disagreements between parties involved the project a procedure for should be clearly specified in the project proposal and incorporated into the project agreement.

- The School and commercial organisation will each identify a senior officer within their organization who is empowered to investigate and resolve issues between the student

and the academic or industrial supervisor, respectively. For the School this may be Director of Doctoral Study, Head of Department or the Head of School.

- With regard to disputes between the academic and industrial supervisor, the University and commercial organisation should each specify a senior manager with the responsibility for mediating and resolving the disagreement between these parties. For the University this may be the PVC for research, or their nominee.

Examination, corrections and award

Assessment of the doctorate will be by written thesis and oral examination and subject to the full requirements of a conventional PhD in terms of academic rigour, examination and administration.

- In particular, the research must make a substantial original contribution of knowledge or understanding in the topic area of the thesis.
- A confidentially agreement will be arrange for external examiners for any theses containing commercially sensitive information (internal examiners are covered the University's policy on confidentiality).
- Following the viva voce examination, the student will receive the usual levels of supervisory and School support for their mode of re-registration given to make corrections.
- Following University regulations, the title of the award will be Doctor of Philosophy (PhD).