

# REGISTRATION AND ACADEMIC PROGRESS REVIEW REGULATIONS FOR THE AWARD OF

**DOCTOR OF PHILOSOPHY (PhD)**

**MASTER OF PHILOSOPHY (MPhil)**

**RDC-B**

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## **B1**            **REGISTRATION**

### **1.1**            **Registration and Entry Qualifications**

Programmes of research may be proposed in any field of study subject to the requirements that the proposed programme is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners. The written thesis may be supplemented by material in other than written form. All proposed research programmes shall be considered for research degree registration on their academic merits and without reference to the concerns or interests of any associated funding body.

#### i)            Qualifications Offered

Registration is for the following degrees:

- a)            Master of Philosophy, (M.Phil);
- b)            Doctor of Philosophy, (Ph.D).

#### ii)           Registration Criteria

In approving an application for registration, the Postgraduate Research Assessment Board ('The Board') shall satisfy itself that:

- a)            the candidate is suitably qualified;
- b)            the candidate is embarking on a viable research programme;
- c)            supervision is adequate and likely to be sustained; and
- d)            the University is able to provide appropriate facilities for the conduct of scholarly research in the area of the research programme, and

iii) Entry Qualifications

- a) An applicant for registration for the degree of MPhil or PhD shall normally hold a first or upper second class honours degree of the University or of a university in the UK or a qualification which is regarded by The Board as equivalent to such an honours degree.
- b) An applicant holding other qualifications shall be considered on his/her merits and in relation to the nature and scope of the programme of work proposed. In considering an applicant in this category, The Board shall look for evidence of the candidate's ability and background knowledge in relation to the proposed research. Professional experience, publications, written reports or other appropriate evidence of accomplishment may be taken into consideration. The Board may require an applicant to pass an externally assessed qualifying examination before registration is approved.

An applicant wishing to be considered under this regulation shall include in the application for registration the names of two suitable persons whom the University may consult concerning the candidate's academic attainment and fitness for research.

iv) Group Projects

- a) An applicant whose work forms part of a larger group project may register for a research degree. In such cases each individually registered project shall in itself be distinguishable for the purposes of assessment and be appropriate for the award being sought. Each individual contribution and its relationship to the group project shall be clearly indicated.
- b) Where a research degree project is part of a piece of funded research, The Board shall establish to its satisfaction that the terms on which the research is funded do not detract from the fulfilment of the objectives and requirements of the candidate's research degree.

v) Students working overseas

The Board may approve an application from a person proposing to work outside the UK, provided that:

- a) there is satisfactory evidence as to the facilities available for the research both in the University and abroad; and

b) the arrangements proposed for supervision enable frequent and substantial contact between the candidate and the supervisor(s) based in the UK, including adequate face-to-face contact with the supervisor(s). The candidate should spend normally not less than six weeks per year at the University.

vi) Registration backdating

a) *Students enrolling prior to 1 September 2012*

Registrations are backdated to the date of first enrolment.

b) *Students enrolling on or after 1 September 2012*

Registration takes place concurrently with first enrolment and the date of Registration will be that of first enrolment.

vii) Advanced Standing Registration periods

Where a candidate has previously undertaken research as a registered candidate for a research degree The Board may approve a shorter than usual registration period which takes account of all or part of the time already spent by the candidate on such research.

viii) Review

A candidate may request the review of all decisions concerning registration made by the Board, in accordance with the University's Academic Appeal Regulations.

## 1.2 Initial Registration

i) Research Methods Training

In order to support academic achievement in research and to ensure that candidates are adequately prepared for the demands that advanced work places on them, candidates will be required to follow a programme of related studies where this is necessary for the attainment of competence in research methods and of knowledge related to the subject of the thesis. This programme shall be intended:

- a) to provide the candidate with the skills and knowledge necessary for the pursuit of the proposed research;
- b) to provide a body of knowledge normally associated with a degree in the field of study of the proposed research; and
- c) to provide breadth of knowledge in the related subjects. Where the programme of related studies includes an approved programme of studies leading to another award and a candidate is registered for that programme and fulfils all its requirements (including the payment of appropriate tuition fees), he/she may be recommended for that award in addition to the degree of MPhil or PhD.

ii) Training Needs Analysis

If a formal Training Needs Analysis has not been completed, other than during the Application stage, then this should be performed prior to Annual Review at the end of the first year being approved. Evidence should be provided along with progress documents

iii) Pre-requisites for approval of progress to subsequent year

Attendance at all the required training specified in a candidate's offer letter will be monitored and will be a pre-requisite for approval of a candidate's progress at each Annual Review stage.

iv) Integrated Programmes of Work

A candidate for a PhD may undertake an integrated programme of work which, as well as the research element, shall include a programme of postgraduate study on which his/her performance shall be formally assessed. Such a course of study shall not occupy more than one third of the total period of registration and shall complement the research. This regulation shall not apply to the MPhil degree.

v) Relationship of award-bearing training to the research degree thesis

Where award-bearing training modules are undertaken, any practical work may be related to the research which will form the basis of the research degree, but should not form a substantial part of it.

Training work may consist of a preliminary or pilot study or a small study of a cognate area and may appear in the research degree thesis (with due acknowledgement of its source) but must not form a major part of the thesis.

vi) Concurrent Registration

The Board may permit a candidate to register for another course of study concurrently with the research degree registration only if the research degree registration or the other course of study is by part-time study and that, in the opinion of The Board, the dual registration will not detract from the research.

vii) Creative Work

A candidate may undertake a programme of research in which the candidate's own creative work forms, as a point of origin or reference, a significant part of the intellectual enquiry. Such creative work may be in any field (for instance, fine art, design, engineering and technology, architecture, creative writing, musical composition, film, dance and performance), but shall have been undertaken as part of the registered research programme. In such cases, the presentation and submission may be partly in other than written form.

The creative work shall be clearly presented in relation to the argument of a written thesis and set in its relevant theoretical, historical, critical or design context. The thesis itself shall conform to the usual scholarly requirements and be of an appropriate length.

The final submission shall be accompanied by some permanent record (for instance, video, photographic record, musical score, and diagrammatic representation) of the creative work, where practicable, bound with the thesis. The application for registration shall set out the form of the candidate's intended submission and of the proposed methods of assessment.

viii) Scholarly Editions

A candidate may undertake a programme of research in which the principal focus is the preparation of a scholarly edition of a text or texts, musical or choreographic work, or other original artefacts.

The final submission shall include a copy of the edited text(s) or collection of artefact(s), appropriate textual and explanatory annotations, and a substantial introduction and critical commentary which set the text in the relevant historical, theoretical or critical context. The thesis itself shall conform to the usual scholarly requirements and be of an appropriate length.

ix) Language of Thesis and Oral

Except where permission has been given for the thesis and the oral examination to be in another language, The Board shall satisfy itself that the candidate has sufficient command of the English language to complete satisfactorily the programme of work and to prepare and defend a thesis in English. Permission to present a thesis in another language shall normally be sought at the time of application for registration. Permission to present a thesis in a language other than English shall normally be given only if the subject matter of the thesis involves language and related studies in a language other than English.

x) Research Effort

A candidate may register on a full-time or a part-time basis. A full-time candidate shall normally devote on average at least 35 hours per week to the research; a part-time candidate on average at least 12 hours per week.

xi) Confidentiality Agreements

Where a candidate or the University or Sponsor wishes the thesis to remain confidential for a period of time after completion of the work for reasons of anticipated publication, commercial sensitivity or other confidential content, application for approval shall normally be made to The Board at the time of registration, stating the reasons. In cases where the need for confidentiality emerges at a subsequent stage, a special application for the thesis to remain confidential after submission shall be made immediately to The Board. The period approved shall normally not exceed two years from the date of the oral examination. In exceptional circumstances this period may be extended by The Board.

## **1.4 The Registration Period**

i) Minimum and Maximum Registrations

The normal minimum and maximum periods of registration shall be as follows:

	<b>Minimum<sup>1</sup></b>	<b>Maximum</b>
<b>MPhil</b>		
full-time	18 months	36 months
part-time	30 months	48 months
<b>PhD</b>		
full-time	36 months	48 months <sup>2</sup>
part-time	48 months	84 months

ii) Expected completions

A full-time candidate shall normally reach the standard for MPhil within two years of registration and for PhD within three years.

iii) Accelerated Registrations

Where there is evidence that the research is proceeding exceptionally well, The Board may approve a shorter minimum period of registration. An application for such shortening should be submitted at the same time as the application for approval of examination arrangements.

iv) Effect on Registration Periods of Changes of Mode of Study

Where a candidate changes after three years from full-time to part-time study, the minimum and maximum registration periods shall be calculated as if he/she were a full-time candidate. Notification of such a change shall be made on the appropriate form.

v) Changes to registered programmes

A candidate seeking a change to a registered research degree programme shall apply in writing to The Board for approval. Revised Ethical Clearance may need to be applied for.

vi) Academic Progress Review

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<sup>1</sup> For students whose first enrolment is after 1 September 2018. Students whose first enrolment was prior to 1 September 2018 will have a minimum Registration for PhD of 24 months full-time or 36 months part-time.

<sup>2</sup> For students whose first enrolment is 9 January 2012 onwards. Students whose first full-time enrolment was prior to 9 January 2012 will have a maximum Registration period of 60 months.



a) *Annual Review*

Once per year, around the anniversary date of enrolment, Schools shall establish whether a candidate is still actively engaged on the research programme and is maintaining regular and frequent contact with the supervisors and shall consider a report on the candidate's progress.

In particular, candidates are expected to provide clear and specific evidence of how their work has progressed in the last year and/or since the previous Annual Review point. Candidates should also provide a clear plan for the following year(s) showing how this plan is achievable based on the work already undertaken.

As a result of obtaining this report, the School shall take appropriate action, via the Postgraduate Research Assessment Board, which may include the withdrawal of the candidate's registration or recommending an MPhil submission only for a candidate registered for PhD. These actions may be taken only after giving candidates the opportunity to improve their work and demonstrate adequate progress in a Follow-Up Review or a Special Review.

b) *Academic Appeal*

A candidate may request the review of a decision not to permit progression from one academic year to the next or to change or withdraw Registration in accordance with the University's Academic Appeal Regulations.

c) *Exceptions to Annual Review*

Normally, a candidate who is expected to submit a thesis for examination within the three month period subsequent to the date on which they would be required to undertake annual review will be exempt. In such cases, a condition of an exemption being granted is that an examination team has been approved for the candidate seeking an exemption on the grounds of imminent submission; and confirmation from student, Director of Studies, and Postgraduate Tutor or equivalent, that submission will be made within the three months.

vii) Interruption of Registration

Two different sets of circumstances may permit the Board to approve that the Registration of a candidate be Interrupted:

- a) in cases of Extenuating Circumstances<sup>3</sup>;
- b) in cases where personal factors that are not defined as Extenuating Circumstances prevent progress being made with the research.

In all these cases, the registration may be interrupted by the Board, normally for not less than three months and not more than 12 months at a time. Application for such an interruption shall be made on the appropriate application form.

The process of applying for and considering cases under a) should follow that set out in the *Extenuating Circumstances Regulations (Research Degree Programmes)*.

Cases under b) can be considered using a standard application for Interruption of Registration.

The commencement date for Applications for Interruption cannot be backdated beyond three months from the date of receipt by the Board.

Candidates should make themselves familiar with the requirements of any studentships/scholarships of which they are in receipt as separate approval will be required by external funding bodies, and may result in suspension of the studentship. Retrospective applications for Interruption may result in requirements to repay fees and maintenance to the relevant funding body. International Students (Tier 4) must be treated in accordance with visa rules. As such, Interruption of Registration may not be available to international students.

The nomination of an Examination Team will not be approved for any student whose Interruption of Registration is current.

Interruption of Registration must not be used in order to delay the expiry of Registration.

viii) Intention to Submit for Examination and Registration period

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<sup>3</sup> As defined in *Extenuating Circumstances Regulations (Research Degree programmes)*

Before candidature for MPhil or PhD through examination can be confirmed, all research degree students must declare their Intention to Submit for Examination. The declaration of Intention to Submit for Examination must be made three months prior to the submission of a thesis for examination. In cases where the period prior to expiry of Registration is also three months, a student will be required either to make a declaration of Intention to Submit for Examination or make an application for Extension of Registration.

In cases where a student expects to submit in the period shortly after the expiry of Registration, the Board may grant a period of Extension of Registration to run concurrently with the Declaration of Intention to Submit for Examination period up to 3 months without the candidate being required to submit a separate application for an Extension of Registration, as long as the Declaration is made prior to the expiry of Registration.

ix) Extension of Registration

A candidate shall submit the thesis for final examination to The Board before expiry of the maximum period of Registration.

Two different sets of circumstances may permit the Board to approve that the registration period of a candidate be Extended:

- a) in cases of Extenuating Circumstances<sup>4</sup>;
- b) in cases where personal factors that are not defined as Extenuating Circumstances prevent submission for final examination being made before the expiry of the maximum period of Registration.

In all these cases, the Registration may be Extended by the Board, normally for not less than three months and not more than 12 months at a time. Application for such an Extension shall be made on the appropriate application form. If a candidate requires a short period of less than or up to 3 months in order to make a valid Declaration of Intention to Submit for Examination, the Extension can be applied to run concurrently with the Declaration period without the need to make a separate application for Extension of Registration, as long as the Declaration is made prior to the expiry of Registration.

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<sup>4</sup> As defined in *Extenuating Circumstances Regulations (Research Degree programmes)*

The process of applying for and considering cases under a) should follow that set out in the *Extenuating Circumstances Regulations (Research Degree Programmes)*.

Cases under b) can be considered using a standard application for Extension of Registration.

The Board may withdraw any candidate who fails to submit a thesis prior to expiry of the maximum registration period without applying for an Extension of Registration.

A candidate may request the review of a decision not to permit Extension to Registration, in accordance with the Academic Appeal Regulations.

x) Withdrawal of Registration or Study

Where a candidate has discontinued the research, the withdrawal of registration shall be notified to the Board on the appropriate form. Candidates should also make themselves familiar with the requirements of any studentships/scholarships of which they are in receipt as notification of withdrawal will be required by external funding bodies. Tuition fees are payable to the University up to the effective date of withdrawal. Retrospective notifications of withdrawal may result in requirements to repay fees and maintenance to the relevant funding body.

xi) Enrolment and Annual Re-enrolment

Students are required to re-enrol on the anniversary of their start date following determination by their School that academic progress is sufficient. Enrolment is required up to the point at which a student's degree is ratified. Students must be enrolled throughout the duration of their studies, at the point of submission of the thesis, during the period that they are being examined, and during any period subsequent to examination in which they are making amendments or revisions to a thesis.

Any student who does not re-enrol for the current academic year following notification that they should do so, and who has not had a formal Application for Interruption approved by The Board, will be contacted again by post and by email within a month to request them to re-enrol. Failure to re-enrol following this second request will result in automatic termination of the student's Registration and Withdrawal. Change of contact addresses or failure to check an official student email address will not be considered a valid reason for failure to re-enrol. Withdrawal on the basis of failure to re-enrol cannot be appealed using the University's Academic Appeal Regulations.

## **B2 SUPERVISION**

## 2.1 Number of Supervisors

A research degree candidate shall have at least two and normally not more than three supervisors. In cases where more than three supervisors are proposed for a new student Registration, this must be specifically approved by the Board, as for Changes to Supervision for current students.

One supervisor shall be the Director of Studies (first supervisor) with responsibility to supervise the candidate on a regular and frequent basis in accordance with the *Code of Practice for Postgraduate Research*.

Normally a Director of Studies should not be responsible for supervising more than six students as Director of Studies at any one time.

Directors of Study must be internal to the University.

## 2.2 Supervisory Experience

A supervision team shall normally have had a combined experience of supervising not fewer than two candidates to successful completion. The total of two completions may be distributed across the team and need not be satisfied by a single supervisor. The total of two completions may be achieved as follows:

Either, at least one supervisor shall have had experience of supervising at least two candidates to successful completion of a UK research degree; **or** two supervisors shall each have had experience of supervising one candidate to successful completion of a UK research degree; **or** at least one supervisor shall have had experience of supervising one candidate to successful completion of a UK research degree **and** have attended the internal Research Supervisors' Training Programme. In the case of a PhD, all the successful supervision must be at doctoral level.

The Director of Studies must normally have specific expertise in the student's field of study and/or theoretical approaches to be applied. The second/third supervisor(s) may internal or external to the University and may be appointed on the basis of specific expertise to the field of study or to provide expertise for the successful completion of the study.

## 2.3 Research Supervisor Training

Academics who wish to become research supervisors must normally successfully complete an approved internal supervisory training programme, or have completed an approved and evidenced external equivalent, before they undertake any supervisory role. Only in exceptional circumstances will a member of staff be allowed to undertake supervision without such training and in that event the training programme must be successfully completed within twelve months of the uptake of such a duty.

#### **2.4**      Additional Advisers

In addition to the supervisors, an adviser or advisers may be proposed to contribute some specialised knowledge or a link with an external organisation.

#### **2.5**      Supervisors Registered for Research Degrees

A candidate for a research degree (except for a degree of PhD by Completed Work) normally shall be ineligible to act as a member of a Supervisory Team for another research degree candidate.

#### **2.7**      Change of Supervisory Arrangements

A proposal for a change in supervision arrangements shall be made to the Board on the appropriate form. A change may be instigated either by the Student or by a member of the Supervisory Team, in consultation with the relevant School. Changes to the members of a Supervisory Team for a current student must be approved by the relevant School Associate Dean (R&I) prior to being considered by the Board.

#### **2.8**      Supervisor-supervisee Conflicts of Interest

Where a clear and demonstrable conflict of interest pertains between a proposed supervisor and a potential supervisee, the proposed supervisor shall be ineligible.

### **B3**            **ACADEMIC PROGRESS REVIEW**

#### **3.1**            The process of Academic Progress Review

All candidates registered for a research degree shall apply on an annual basis, using the appropriate application process, to undergo an Annual Progress Review. The criteria used for each Annual Review will be determined by the candidate's stage of Registration, from Year-1 through to Year-4 for full-time candidates; or from Year-1 through to Year-7 for part-time candidates.

Candidates may be exempt from applying for an Annual Review only if the candidate is preparing imminently to submit for final examination. In those cases, imminent submission must be evidenced by an examination team having been nominated and approved; and confirmation from student, Director of Studies, and Postgraduate Tutor or equivalent, that submission will be made within the next three months. In cases where submission is not made within this three month period and an exemption has been granted, the Board may require a Review to be undertaken. Review will be required if the submission is not expected within the next 3 months even if an examination team is in place.

### 3.2 Timing and types of Annual Review

Each candidate's Annual Review schedule will be determined by the start date of Registration and specified in the candidate's Offer Letter. The timing of each Annual Review will be linked to the original Registration date.

Three types of Review are used, determined by whether a candidate can demonstrate satisfactory progress. Not all candidates will undergo all types of review if satisfactory progress is demonstrated and many candidates will only undergo Annual Review if progress each year is satisfactory.

Annual Review will take place each year around the anniversary date of a candidates first Registration. If progress is determined to be satisfactory at this Review, the candidate will next apply for Annual Review at the same point the following year.

If progress at the Annual Review is determined to be unsatisfactory, then the candidate will be required to apply for Follow-Up Review within three months of the Annual Review. If progress at the Follow-Up Review is determined to be satisfactory, the candidate will next apply for Annual Review around the anniversary date of the first Registration, around nine months after Follow-Up Review.

If progress at Follow-Up Review is determined to remain unsatisfactory, then the candidate will be required to apply for Special Review within three months of the Follow-Up Review. If progress at the Special Review is determined to be satisfactory, the candidate will next apply for Annual

Review around the anniversary date of the first Registration, around six months after the Special Review.

Schools will make a decision about candidates whose progress is determined to be unsatisfactory at Special Review, which may include either change of Registration from PhD to MPhil; or the Withdrawal of Registration. Recommendations to change Registration from PhD to MPhil or Withdrawal of Registration will be made by the School to the Postgraduate Research Assessment Board for ratification. Decisions ratified by the Board are subject to Academic Appeal by the candidate. The assessment criteria and process applied at Annual Review, Follow-Up Review, and Special Review are set out at 3.5, 3.7 and 3.9.

### 3.3 Purpose of Academic Progress Review

The purpose of each Application for Annual Review is:

- a) to seek confirmation of the level of degree on which the candidate may proceed to further study;
- b) to ensure that the plan, design and proposed methods for the work undertaken on a Registration for a research degree are viable and achievable within the normal period permitted for Registration on the relevant degree and mode;
- c) to confirm that the candidate is adequately enabled and supported to achieve those aims.

The Application for Annual Review consists of:

- d) submission of an Application summarising progress and fulfilment of requirements. Schools may also require additional material to be submitted to supplement the content of the Application;
- e) preparation of an oral presentation of maximum duration 15 minutes relating to the content of the Application. It is not permitted to use electronic presentation support for the purposes of the oral presentation.
- f) attendance at an Annual Review meeting to make the presentation and defend the submission, along with any other submitted work required by the School.

### 3.4 Content of the Application for Annual Review



Candidates will be informed of the deadline each year by which their Application for Annual Review must be received. This deadline will be in the 11<sup>th</sup> month of each candidate's current Registration year. The deadline for Application can only be deferred using an Application for Extension of Assessment, as set-out in the Extenuating Circumstances (Research Degrees Programmes) Regulations.

The Application should contain:

- a) an up-to-date bibliography or list of references pertinent to the study, preferably annotated;
- b) a review of the work undertaken during the previous year of Registration;
- c) a clear and up-to-date plan for the project including discussion of the design and methods, data obtained, analysis and/or conclusions, depending on the stage of the candidate's work;
- d) a clear statement of what work is anticipated to be undertaken in the following year of Registration indicating how this work builds on what has already been done, particularly in the previous year;
- e) how the work undertaken so far and planned to be done will provide a strong basis for meeting the assessment criteria for a research degree.

Schools may specify that candidates submit additional work to support the Application for Annual Review. The content of any additional work required by a School does not substitute for the requirement for the content set out at 3.4 a-e. Assessment of a candidate's Academic Progress and decisions taken regarding Academic Progress will be determined by the content of the Application *and* any additional work in those cases where additional work is required; decisions about Academic Progress cannot be made solely on the basis of additional submitted work without reference to the Application.

Depending on the stage of a candidate's Registration, the Application itself does not necessarily need to include data. Data may be a requirement of additional requirements employed by a School. The assessment of Academic Progress will be made using criteria derived solely from the requirements at a) through e) above, although in some cases, data may be required to show that progress has been made satisfactorily in achieving criteria c), d) and e) above.

### 3.5 Assessment of Academic Progress at Annual Review

Before approving that satisfactory Academic Progress has been made at each Annual Review, the School shall be satisfied that the work achieved so far and the proposed programme of further work provides a suitable basis for continuing work at the standard for the level of degree (Masters or Doctorate) which the candidate is seeking to achieve, and is capable of pursuing to completion.

For Annual Review, the School will seek the advice of at least one assessor who is not formally part of the supervisory team but chosen in consultation between School staff responsible for research degree candidate progress (PL R&I and/or PG Tutor) and the supervisory team. Independent Assessors may be external to the School and/or the University but Assessors should not have had close previous connections with the candidate's work, other than in an assessment capacity. Previous supervisors of a candidate cannot act as assessors for that candidate's work.

For Follow-Up Review and Special Review, the School will seek the advice of two assessors, one of whom will be external to the School and/or the University. One of the assessors should normally also have been involved in the Annual Review that precedes the Follow-Up and/or Special Review.

Where the candidate is a member of University staff or a Graduate Tutor, then normally at least one assessor must be external to the School/University or a member of staff from outside the School must be added to the assessment process in order to provide independent scrutiny of the assessment. The independent scrutiny of the assessment process does not require the independent person to have specific academic expertise in the area of research being assessed, but does require academic expertise on the process of assessment of research, of appropriate criteria for assessment of research degrees, and preferably of research degree supervision and/or research degree examination, as either an examiner or an independent chair.

Where the candidate is a member of University staff or a Graduate Tutor, then any Follow-Up or Special Review meetings should always involve at least one assessor external to the School and/or University. One of the assessors should normally also have been involved in the Annual Review that precedes the Follow-Up and/or Special Review. Annual Review Assessors should be clearly informed about the purpose of the Application for Annual Review. Independent Assessors will provide written assessment of the Application, and any additional submitted work, at least three days in advance of the Annual Review meeting.

The determination of progress for each Annual Review should take into account the year of Registration and the mode of the candidate's Registration whether full or part-time.

Candidates should also be provided with an opportunity to raise any concerns that they may have about their supervision confidentially with the members of the meeting, excepting the supervisor; and supervisors should be provided with the opportunity to raise any concerns that they may have about the candidate confidentially with the members of the meeting, excepting the candidate.

Applicants and their supervisors will not be provided with the written assessment in advance of the Annual Review meeting.

### 3.6 The Annual Review meeting

There must be a minimum of three staff in attendance at the Annual Review meeting: a Chair, at least one Assessor, and at least one of the Supervisory Team, preferably the Director of Studies. The Chair will normally be a member of research active staff within the School who has understanding and experience of research degrees gained as a research degree supervisor, examiner or examination chair. An additional member of School staff independent of the Supervisory Team may also be in attendance. A member of Research & Innovation Services (Doctoral Training) staff may also be in attendance, at the request of the Postgraduate Research Assessment Board.

The candidate is required to attend the Annual Review meeting. Candidates will give an oral presentation of maximum 15 minutes at the meeting, which should refer to their Application. This presentation must not use any form of electronic presentation support and must consist of oral presentation only, with the exception of visual or other artefacts where such artefacts are a critical element of the research itself.

Assessors' Reports and the content of the candidate's presentation will form the basis of questions at the meeting. The content of the Reports, presentation and candidate's responses to questions form the basis of the assessment decision taken. The decision taken must be clearly indicated on the recommendation section of the Annual Review report made following the meeting, signed by both the candidate and Chair. Where progress is determined to be unsatisfactory, the Annual Review Report must clearly stipulate that a Follow-Up Review is required and the date by which this must have taken place. The Annual Review Report must clearly state what is required to be done for a Follow-Up Review and these requirements must be provided to the candidate at the end of the Annual Review meeting. The candidate must be informed that a Follow-Up Meeting will be scheduled in 3 months and that an Application for Follow-Up Review will be required by a specified date.

### 3.7 Assessment of satisfactory academic progress at Follow-Up Review

If it has been determined that a candidate's progress at Annual Review is unsatisfactory, then the requirements for Follow-Up Review will be determined and communicated to the candidate at the end of the Annual Review Meeting.

Candidates will be informed again, in around 3 months, of the deadline by which their Application for Follow-Up Review must be received. The deadline for Application can only be deferred using an Application for Extension of Assessment, as set-out in the Extenuating Circumstances (Research Degrees Programmes) Regulations.

The Application must address the requirements determined by the previous unsatisfactory Annual Review.

### 3.8 The Follow-Up Review meeting

There must be a minimum of three staff in attendance at the Follow-Up Review meeting: a Chair, at least one Assessor, and at least one of the Supervisory Team, preferably the Director of Studies. The assessment for the Follow-Up Review meeting should normally be conducted by the same assessor as that of the Annual Review of which it is a requirement. Normally, a member of the Postgraduate Research Assessment Board will act as Chair. A member of Research & Innovation Services (Doctoral Training) staff may also be in attendance, at the request of the Postgraduate Research Assessment Board. Follow-Up Review meetings should be scheduled so to leave sufficient time for the assessment during the meeting, normally no less than ninety minutes.

The candidate is required to attend the Follow-Up Review meeting. Candidates will give an oral presentation of maximum 15 minutes at the meeting, which should refer to their Application for Follow-Up Review and address the specific requirements. This presentation must not use any form of electronic presentation support and must consist of oral presentation only.

Assessors' Reports and the content of the candidate's presentation will form the basis of questions at the meeting. The content of the Reports, presentation and candidate's responses to questions form the basis of the assessment decision taken.

The decision taken must be clearly indicated on the recommendation section of the Follow-Up Review report made following the meeting, signed by both the candidate and Chair. Where progress is determined to be unsatisfactory, the Follow-Up Review Report must clearly stipulate that a Special Review is required and the date by which this must have

taken place. The Follow-Up Review Report must clearly state what is required to be done for a Special Review and these requirements must be provided to the candidate at the end of the Follow-Up Review meeting. The candidate must be informed that a Special Review Meeting will be scheduled in 3 months and that an Application for Special Review will be required by a specified date. The candidate should also be informed of the consequences of progress being determined as unsatisfactory at the Special Review meeting.

### 3.9 Assessment of satisfactory academic progress at Special Review

If it has been determined that a candidate's progress at Follow-Up Review is unsatisfactory, then the requirements for Special Review will be determined and communicated to the candidate at the end of the Follow-Up Review Meeting.

Candidates will be informed again, in around 3 months, of the deadline by which their Application for Special Review must be received. The deadline for Application can only be deferred using an Application for Extension of Assessment, as set-out in the Extenuating Circumstances (Research Degrees Programmes) Regulations.

The Application must address the requirements determined by the previous unsatisfactory Follow-Up Review.

### 3.10 The Special Review meeting

There must be a minimum of three staff in attendance at the Special Review meeting: a Chair, at least one Assessor, and at least one of the Supervisory Team, preferably the Director of Studies. The assessment for the Special Review meeting should normally be conducted by the same assessor as that of the Follow-Up Review of which it is a requirement. Normally, a member of the Postgraduate Research Assessment Board will act as Chair. A member of Research & Innovation Services (Doctoral Training) staff may also be in attendance, at the request of the Postgraduate Research Assessment Board. Special Review meetings should be scheduled so to leave sufficient time for the assessment during the meeting, normally no less than two hours.

The candidate is required to attend the Special Review meeting. Candidates will give an oral presentation of maximum 15 minutes at the meeting, which should refer to their Application for Special Review and address the specific requirements. This presentation must not use any form of electronic presentation support and must consist of oral presentation only.

Assessors' Reports and the content of the candidate's presentation will form the basis of questions at the meeting. The content of the Reports, presentation and candidate's responses to questions form the basis of the assessment decision taken.

If it is determined that progress is satisfactory and that the requirements of the previous Follow-Up Review have been met, then this must be clearly indicated on the recommendation section of the Special Review report made following the meeting, signed by both the candidate and the Chair.

Where progress is determined to be unsatisfactory, then the School will recommend either:

- i) in cases of PhD Registration, that the candidate's Registration be changed from PhD to MPhil;
- ii) in cases of MPhil Registration or PhD Registration, that the candidate's Registration be Withdrawn.

This recommendation should be clearly indicated on the recommendation form of the Special Review report and forwarded to the Postgraduate Research Assessment Board for consideration and ratification. The candidate should be informed of this recommendation and notified that the Board will inform them, following consideration of the recommendation, of the status of their Registration. The candidate should be informed that if the final decision of the Board is to change or withdraw the Registration, then they will be provided with the opportunity to apply for Academic Appeal.

### 3.11 Independently invoked Special Review

In cases where problems of attendance, study habits, engagement with supervisors, or other non-compliance with academic Regulations are identified, Schools may invoke the use of a Special Review meeting independently of the usual Annual Review/Follow-Up Review process.

This form of Special Review can be invoked at any time, including in the first year prior to the normal cycle of Annual Review commencing.

Such meetings may not be used for routine academic progress assessment but may be invoked where timeliness of intervention would support a student in achieving a future successful Annual Review of academic progress.

Such meetings may not be used for Disciplinary Matters covered by Student Disciplinary Regulations or for matters covered by the Regulations relating to research misconduct.

Justification for invoking a Special Review of this kind independently of the normal Annual Review process must be clearly evidenced along with a notification to the Postgraduate Research Assessment Board that the invoked Special Review is needed.

In invoked Special Review, the composition of the Meeting will involve a Chair, who shall be a member of the Postgraduate Research Assessment Board; the Director of Studies; and a member of School staff independent of the supervisory team. A member of Research & Innovation Services (Doctoral Training) staff may also be in attendance, at the request of the Postgraduate Research Assessment Board.

The student should be given at least five working days written notice of the date of the invoked Special Review Meeting and be provided with full details about the reasons for the Review. The student should also be informed about the right to bring a friend to the meeting if they wish and advised on the support services available from the Students' Union and/or Student Services.

The purpose of the invoked Special Review Meeting is to resolve the issue(s) identified in the notification and justification provided by the School to the Postgraduate Research Assessment Board. The student will be required to satisfy the Meeting that the issues will be resolved. If the Meeting is satisfied that the issues identified can be resolved, then no further action will be taken. If the Meeting is not satisfied that the identified issues will be resolved, then the School can recommend that the Registration of the student be Withdrawn.

3.12 School assessment decision, recommendations and ratification by the Postgraduate Assessment Board

All decisions taken by Schools at Annual, Follow-Up or Special Review will be reported to the Board in the format required.

3.13 Substitute Annual Review

In some cases it may not be appropriate for the standard formal Annual Review process to take place, such as when a student returns from an Interruption of Registration mid cycle, or a student is due imminently to submit their Declaration of Intention to Submit for Examination. In the case of an Interruption, the School will be informed whether a standard Annual Review is required or whether a Substitute Annual Review can be used. In other cases, the Postgraduate Tutor can request a Substitute Annual Review, but the Board will confirm if this is possible based on the student's circumstances. The standard formal Annual Review would then be due on the next relevant date for the student's academic cohort, if applicable.

Minimum attendance required for a Substitute Annual Review is the student; a member of the supervisory team, preferably the Director of Studies; and a Chair, preferably the Postgraduate Tutor. Criteria for supervisor and Chair are as for standard Annual Review. The student is not required to submit any work or make an application.

No assessors are required. The meeting is to confirm whether the student should progress to the next year of study, to ensure that they are on track with their studies and to highlight any issues, training needs or additional support required.

The Chair must complete the appropriate Annual Review Substitute Report Form after the meeting, to be signed by the Chair and Student, and kept on the student's record.

## **B4 SPECIFIC THESIS REQUIREMENTS**

### **4.1 Thesis length<sup>5</sup>**

The text of the thesis should normally not exceed the following length (excluding ancillary data):

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<sup>5</sup> Candidates are warned that Examiners may decline to examine excessively long theses



for PhD in Science, Engineering, Art & Design	40,000 words
for MPhil in Science, Engineering, Art & Design	20,000 words
for PhD in Arts, Social Sciences and Education	80,000 words
for MPhil in Arts, Social Sciences and Education	40,000 words

Where the thesis is accompanied by material in other than written form or involves creative writing or a scholarly edition, the written thesis should normally be within the range:

for PhD	30,000 - 40,000 words
for MPhil	15,000 - 20,000 words