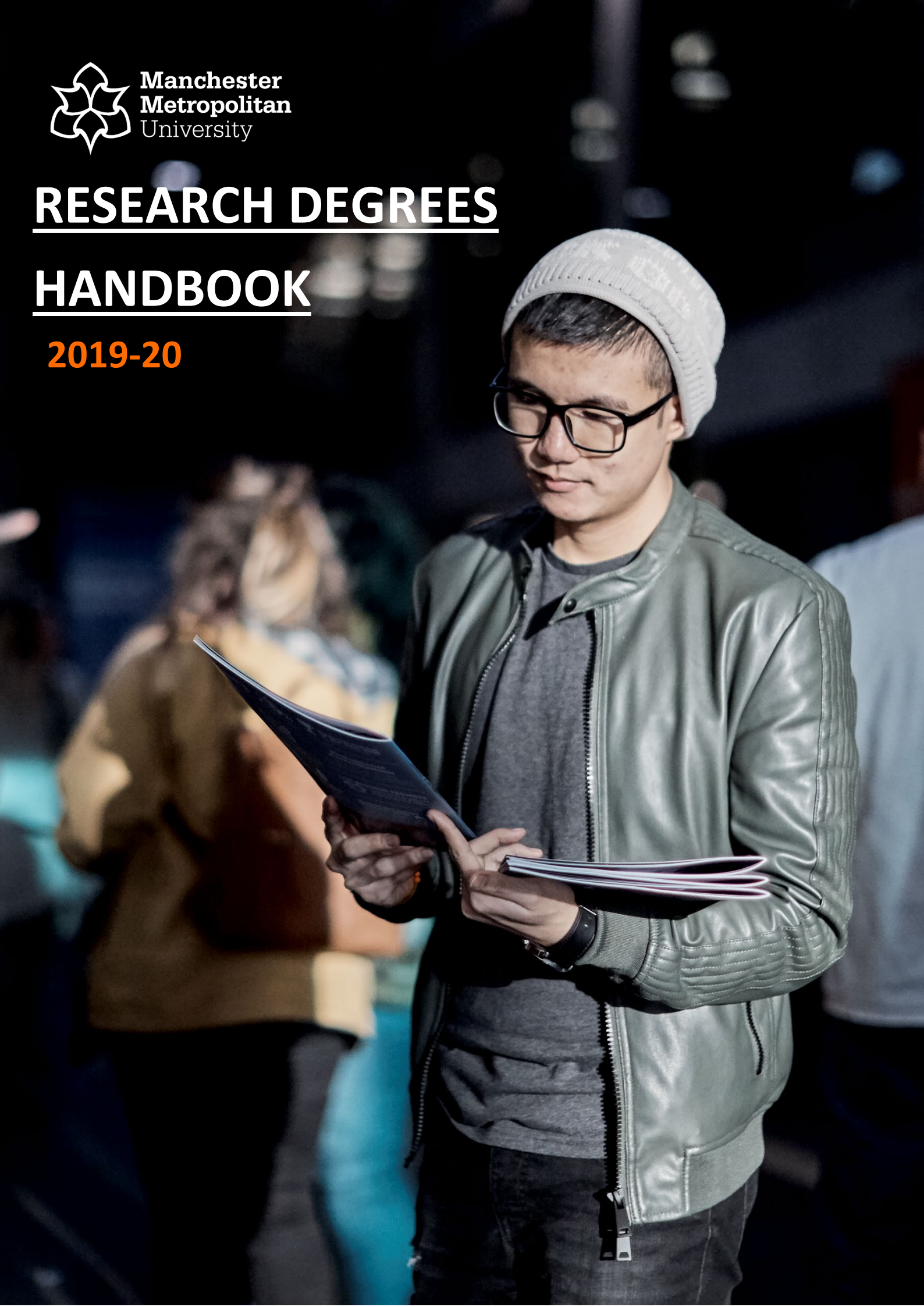


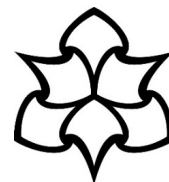


RESEARCH DEGREES

HANDBOOK

2019-20

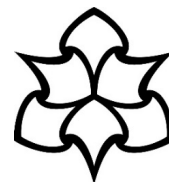




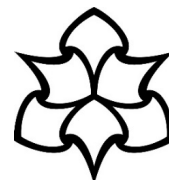
Research Degrees Handbook 2019-20

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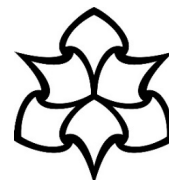
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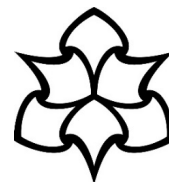
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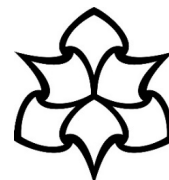
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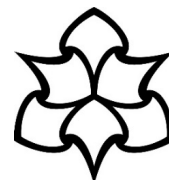
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Major changes for 2019-20

The Research Degrees Handbook is reviewed annually, with feedback gathered from staff and students across the University. Major changes for 2019-20 are below:

Section	Amendment/Addition
All	Amendments have been made throughout the document to provide clarity, reduce duplication and ambiguity in the text and ensure ease of reference between the suite of regulatory documents.
All	To provide consistency and clarity in decision making, where the term “delegated authority” is noted, unless stated otherwise, this means the Faculty Research Degrees Committee.
All	Where the term “normally” appears, if a situation does not fall within this criterion, it will be assessed on a case-by-case basis by the Head of Faculty Research Degrees, in liaison with the Research Degrees Manager.
All	Terminology has been amended from <i>conferment</i> to <i>completion and award</i> throughout the document.
All	Text has been amended from <i>Graduate School</i> to <i>Faculty Graduate School Team</i> to reflect recent changes to operational practice for some of the processes.
Re-enrolment	Information related to timescales for completing re-enrolment have been included to clarify expectations
Training and Development	Sections and content have been updated throughout to ensure it reflects current practice and support available
Changes in Mode of Study (RDMS)	A section has been added to the handbook. This option has always been available to students; however, the details of how to change mode of study were not referenced in the previous handbook.
Progression review or transfer of registration (RD2)	Details of the possible outcomes post-assessment have been included to be consistent with other milestone information in the document.
Thesis format for examination	Information has been updated to confirm that if a thesis is substantially in excess of the recommended word length without prior permission, this may be cited as a reason for resubmission by the examination team
Submission of thesis for examination	Content has been updated to reflect current operational practice before and following the submission of a thesis (including confirmation of the newly introduced timescale to receive the written outcome post oral examination).
The oral examination	Content has been updated to include reference to the potential use of video conferencing facilities to support the oral examination process (in identified cases).



Examination Outcomes and resubmission outcomes	Content related to timescales for completing and reviewing revisions and communicating examination outcomes have been updated to clarify expectations for all parties, and to fall in line with sector standard practice.
Completion and award	For all students, the date of award is the date when all the academic and administrative requirements for the award have been completed.
Appendix 3: Specimen front covers and title pages	Revised Specimen documents have been inserted to align with changes to Completion and Award processes.

This Handbook is owned and updated by the Manchester Metropolitan University Graduate School on behalf of Academic Board. Queries should be directed to the Graduate School (gsresearchdegrees@mmu.ac.uk).

Introduction

This Handbook is for postgraduate research students, supervisors and administrative staff. It contains advice and guidance that supplements two other important documents:

- The **Regulations for Postgraduate Research Degrees**, which outlines the rules governing the formal stages of postgraduate research programmes: registration, progression and assessment.
- The **Institutional Code of Practice for Postgraduate Research Degrees**, which details the procedures, and practices that apply to all aspects of undertaking and administering postgraduate research programmes.

These and other key documents are essential reading for research students, supervisory teams and administrative staff, and can be found on the [Graduate School website](#).

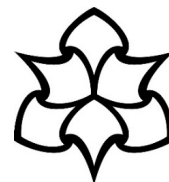
Please note that the current University Regulations, Code of Practice and accompanying documents apply to all research students regardless of when they enrolled.

Research student journey

The following pages summarise students' main activities and milestones.

Annual and on-going milestones and activities

- **Enrol**
Students must enrol each year on the anniversary of their initial enrolment (see 'Enrolment').
- **Undertake independent research**
Depending on their projects and the stage of their research, students will spend the majority of their time undertaking independent research activities.
- **Meet with the supervisory team**
Meetings with supervisors should be recorded on the Record of supervisory meetings (RD9) form on SkillsForge. Full-time students should have at least six meetings a year; part-time students should have at least three (see 'Responsibilities'). Note that some international



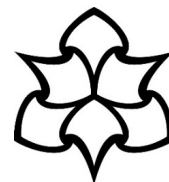
students are required to record at least ten contact points a year; the record of supervision can be used for this purpose.

- **Engage with personal and professional development activities**
Students should complete a training needs analysis (TNA) when they start their research degree and revisit this on a regular basis. The TNA and training and development requirements are to be discussed with their Director of Studies (DoS). Students are required to complete at least two weeks' worth of development activities per year for full-time students and one week per year for part-time students. (See Training and Development)
- **Complete the annual review**
Each year, in the summer term, students undertake an annual review to examine their progress and allow them to raise any issues or concerns they may have (see 'Annual review').
- **Submit research publications**
Where relevant, students should seek to publish their research in journals or other channels.

Starting the degree: Key milestones and activities for the first 12 months (full-time) or 24 months (part-time)

Within the first month (full-time) or two months (part-time)

- **Attend an induction meeting with the Director of Studies (DoS)**
This meeting should cover health and safety guidance, facilities for research students, etc. The meeting should include a discussion around training and development, and set out clear expectations of each other (see 'Getting started').
- **Contact the Disability Service to set up a Personal Learning Plan (if required)**
See 'Getting started'.
- **Contact the English Language Centre (if required)**
See 'Language Centre'.
- **Attend Faculty and University inductions**
Faculty Research Degrees Teams provide information about the induction programmes (see 'Getting started').
- **Complete the University's Online Induction**
The University's Online Induction for research degrees students is available via Moodle: moodle.mmu.ac.uk
- **Complete Research Integrity training**
The Research Integrity training course is available via the online induction on Moodle: moodle.mmu.ac.uk (see also 'Research ethics').



- **Read the regulatory documents**

Students should familiarise themselves with the Regulations for Postgraduate Research Degrees, Institutional Code of Practice, Research Student Handbook, and other relevant regulatory documents available on the [Graduate School webpages](#).

By the end of the second month (full-time) or fourth month (part-time)

- **Submit draft application for registration (RD1) proposal to DoS**
See 'Application for registration (RD1)'.

At three months (full-time) or six months (part-time)

- **Submit application for registration (RD1)**
See 'Application for registration (RD1)'.

By the end of 12 months (full-time) or 24 months (part-time)

Applies to doctoral students only; Master's (by Research) students should discuss with their Director of Studies.

- **Apply for ethical approval via the EthOS online system**
See 'Research ethics' for further details.

At 12 months (full-time) or 24 months (part-time)

Does not apply to students on programmes that last less than 12/24 months

- **Submit progression review (RD2) and undertake oral assessment**
See 'Progression review or transfer of registration (RD2)'.

Examination: Key milestones and activities

Three months before the thesis submission deadline

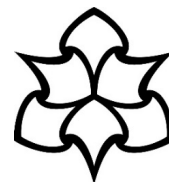
- **Submit complete draft of thesis**
Submit thesis draft to Director of Studies/supervisors.
- **DoS submits approval of examiners (RD6) form**
See 'Nomination and appointment of examiners'.

By the thesis submission deadline

- **Submit thesis for examination**
Students submit two soft bound and one electronic copy of their thesis, along with their declaration (RDDEC form). See 'Submission of the thesis for examination'.

After thesis submission

- **Arrange a mock oral examination**
See also supporting resources and videos in the [PGR Hub](#) and PGR Development areas on Moodle.
- **Complete oral examination**
For more information, see 'The oral examination'.
- **If required, submit amendments to examiners for approval or re-examination**
See 'Examiners' recommendations' and 'Resubmission'.



- **Submit final copy of thesis**
See 'Submission of the final thesis'.

Monitoring of milestones on SkillsForge

During a research degree, the postgraduate research student and their supervisors will be notified of key dates and milestones on [SkillsForge](#), the University's system for monitoring and administering the research student journey.

The thesis submission deadline will be indicated on the student's offer letter and confirmed upon the approval of the student's application for registration (RD1) form.

Students are advised to monitor their own progress on SkillsForge, but they will also be sent alerts and email reminders when key milestones are approaching, or if they have missed an important milestone.

If the DoS has not already taken appropriate action, the DoS will be alerted through SkillsForge that a key date or milestone is approaching and advised of the course of action required.

All communications relating to a student's studies, including alerts and emails from SkillsForge, will be sent to the student's Manchester Metropolitan University email account.

Students must check their email regularly: my.mmu.ac.uk

Enrolment and getting started

Enrolment

Please note that for postgraduate research degrees, enrolment and registration are two distinct and different processes. See 'Applying for registration (RD1)'.

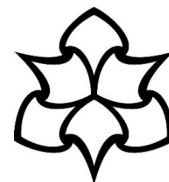
There is an October enrolment date for all faculties (or September for professional doctorates), and in some Faculties there are three further enrolment periods: January, April and, exceptionally, July.

If a student's application to undertake a research degree at Manchester Metropolitan University has been successful, and they are offered a place of study, their start date will be confirmed within their offer letter. Once they have accepted their place, they will be sent a welcome letter approximately a month before that start date providing details of how to [enrol online](#) with the University. The student must ensure that they enrol with the University prior to starting on their research degree. If a research student does not enrol within four weeks of their start date, they will be considered to have withdrawn from the University.

Re-enrolment

Every student must remember to re-enrol on the anniversary of their initial enrolment each year until they are awarded their degree. If their enrolment date changes, because of a suspension, they must then re-enrol each year on the anniversary of their revised enrolment date.

If a research student fails to re-enrol within four weeks of their re-enrolment date, they will be deemed to have withdrawn from the programme and their registration for the award and at the University will be cancelled.



If a research student does not re-enrol each year, they will not be covered by Manchester Metropolitan University insurance and should not come onto the Manchester Metropolitan University premises, and should not use any of the facilities or receive any supervisory support.

Getting started

Once a student has successfully enrolled, they can access their student email account by visiting my.mmu.ac.uk. Students can login with their student ID and password. The default password is set to the student's date of birth in the following format: ddMonyy, e.g. 28Aug87.

My MMU contains a number of useful links, including to the student's email account and the Moodle virtual learning environment.

Within the first week, the student must arrange to meet with their DoS for their initial induction meeting. The student will be able to commence their research and use the University facilities, including the library. The student will also be able to prepare, in consultation with their supervisory team, their application for registration (RD1) form. Registering for a research degree takes place only once, and the RD1 form, together with associated documentation, should be submitted within three months (full-time) or six months (part-time).

The student is required to complete the online induction on Moodle, attend the full Faculty induction, and the all-faculty welcome event. The induction programme is designed to:

- Provide research students with useful information regarding the Regulations and the student journey
- Support research students to help them feel part of the research student community
- Introduce the training and development opportunities on offer
- Raise students' awareness of research ethics and research governance
- Provide students with up-to-date information on the library, IT systems and wellbeing and support services.

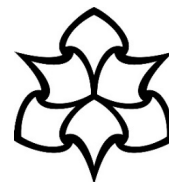
Students and their supervisors will need to familiarise themselves with the current [Regulations for Postgraduate Research Degrees](#) and the [Institutional Code of Practice for Postgraduate Research Degrees](#).

If a student has a disability or a specific learning difficulty (e.g. dyslexia) for which they require additional support, it is advisable that they disclose this to the University at the earliest opportunity, otherwise it may delay the provision of appropriate support. If the student is unsure about the nature of the support available, or whether or not they are entitled to disability related support, they should contact the [University's Disability Service](#) for advice.

If English is not the student's first language and they wish to develop their language skills further, the [Language Centre](#) runs a variety of courses to improve English by focusing on the four key skills of reading, writing, listening and speaking.

[Student Support Officers](#) are available to offer impartial advice on a range of academic and pastoral issues and provide study skills support, should a student require it.

The student will need to give consideration to any ethical issues related to their research, and apply for ethical approval via the [University's EthOS system](#) at the appropriate time. The appropriate time will vary depending on the individual student's research project, but ethical approval must be obtained before any research or data collection begins. See 'Research ethics' for further information.



Key contacts and groups

There are a number of key contacts, individuals or groups that the student will have contact with during their student journey. Some of these key contacts/groups are listed below with a brief summary of their roles.

Supervisory team

The supervisory team is responsible for supervising a research student during their research degree. One member of the team will act as DoS. The supervisory team normally consists of two or three supervisors who are Manchester Metropolitan University academic staff, and in some cases an external supervisor from outside the University.

In addition to the supervisors, a research student may also have an advisor or mentor to contribute specialist knowledge, expertise or to establish a link with a specific external organisation.

The members of a supervisory team should have expertise in the subject area of the student's research and between them have experience of previously supervising a postgraduate research student to completion.

Students undertaking the PhD by Published Work (Route 2) do not have a supervisory team. Instead, an internal advisor, appointed by the Research Degrees Committee, assists and guides the research student in compiling the thesis. The advisor also proposes the examination team.

A supervisory team is approved by the Faculty Research Degrees Committee as part of the application to register (RD1) process. For more information regarding the responsibilities of the supervisory team, see 'Responsibilities of the supervisory team'.

Director of Studies (DoS)

The DS is a member of University academic staff and plays a crucial role as the leader of the supervisory team. The DoS has overall responsibility for the administration of the project and for supervision of the research student on a regular and frequent basis. The understanding of 'regular' and 'frequent' should be discussed, negotiated and agreed between the student, the DoS and the supervisory team at the start of a research degree.

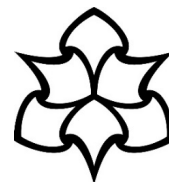
The DoS shall normally be a student's main academic supervisor but this role may be split if the main academic supervisor is external to the University. The DoS should be able to offer the student guidance and advice on procedural and regulatory matters as well as academic issues. The DoS must be a member of staff of the University. One of the other supervisors on a team should be designated as the main point of contact in the event that the DoS is not attending the University (through leave of absence, extended illness etc.)

For more information regarding their responsibilities, see 'Responsibilities of the Director of Studies'.

Faculty Research Degrees Teams

Faculty Research Degrees Teams have general oversight of Faculty research degree processes, and are responsible for research student records and associated administrative support. Researcher students may consult them on any regulatory, procedural or administrative matter in the absence of their Director of Studies (DoS).

A list of the Faculty Research Degrees Teamstaff s is available on the [Graduate School website](#).



Their key responsibilities include, but are not limited to:

- Maintaining the student records system with up to date information regarding research student enrolment and engagement
- Providing advice and guidance to research students and supervisors throughout the student journey on regulatory, procedural and administrative matters
- Monitoring timely submission of University milestones
- Providing administrative support to the Head of Faculty Research Degrees and Faculty Research Degrees Committee
- Supporting compliance with the University [Regulations for Postgraduate Research Degrees](#) within their Faculty
- Facilitating PGR inductions and other relevant Faculty PGR events.

Faculty Research Degrees Co-ordinator (FRDCo)

Each Faculty has Research Degrees Co-ordinators who have oversight of the research degrees programme within their departments.

A list of the Research Degrees Co-ordinators is available on the [Graduate School website](#).

Their key responsibilities include, but are not limited to:

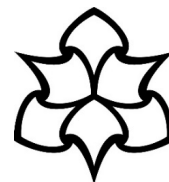
- Communication with research students (including at prospective enquiry and application stage), supervisors, FRDAs and the Head of Faculty Research Degrees on academic matters
- Providing advice and guidance to students within their department regarding local policies and practices
- Nomination of scrutineers and independent reviewers
- Resolution of discrepancies between reports from scrutineers at application to registration and progression review of transferring registration milestones.

Head of Faculty Research Degrees (HFRD)

HFRD is responsible for maintaining the standard and quality of research programmes, and protecting the interests of postgraduate research students. The HFRD provides leadership for research degree matters within the Faculty and chairs the Faculty Research Degrees Committee. They also represent the Faculty on the University Research Degrees Committee (RDC).

Their key responsibilities include, but are not limited to:

- Oversight of the research degrees programme and all associated academic decisions within their Faculty
- Approving research student requests by chair's action where required
- Annual monitoring of the progress of research students in their faculty.
- Creating, implementing and reviewing the annual Faculty PGR action plan, in response to student feedback from the annual review process and the biennial Postgraduate Research Experience Survey (PRES)
- Facilitating postgraduate research inductions and other relevant faculty events for research students
- Resolving research student experience and/or progression issues where required.



Scrutineers

Two independent scrutineers are appointed to review the research proposal and the application for registration (RD1) form as part of the research student's registration process. Two scrutineers are also appointed at the progress review/transfer (RD2) stage to read the progress review/transfer report and facilitate an oral assessment. Where possible, the same scrutineers will be appointed for both of the above

Their key responsibilities include, but are not limited to:

- Reviewing the registration (RD1) and progress/transfer (RD2) submissions and providing an independent report.
- Facilitating a progression/transfer (RD2) oral assessment and providing recommendations on the appropriate outcome
- Providing timely feedback and advice to the student regarding the scope and direction of the research project.

Independent Reviewer

Postgraduate research students are required to have an annual review each year with an academic member of staff who is independent of the student's supervisory team (see 'Annual review'). The role of the independent reviewer is to facilitate a discussion with the student to ensure that the student is:

- Actively engaged in their research degree
- Making satisfactory progress with their research
- Maintaining frequent contact with their supervisory team.

The independent reviewer also uses the annual review to gain valuable feedback on the student's experience to date, and to discuss their personal and professional development.

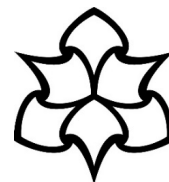
Key responsibilities include, but are not limited to:

- Conducting the annual review meeting with the student and making recommendations to the student (and their supervisory team where appropriate) on any issues that may arise during discussions, including those that pertain to the supervisory team itself
- Helping a student to identify training needs, personal development goals or future career aspirations related to their degree.

Faculty Research Degrees Committee (FRDC)

Each FRDC is responsible to the University Research Degrees Committee (RDC) for the registration, transfer and progression of their research students. Each committee has the authority to approve various research degree applications relating to key milestones, including:

- Application to register (RD1)
- Transfer/progression review (RD2)
- Supervisory changes (RD3)
- Applications for extension (RD4) and suspension of studies (RD5).
- Changes to programme or mode of study (RDCP and RDMS)
- Approval of examiners (RD6)



University Research Degrees Committee (RDC)

RDC is responsible to the University's Academic Board for the oversight of all matters relating to the registration, transfer, progression and examination of postgraduate research students within the University. It has responsibility for strategic issues and for the quality assurance and enhancement of postgraduate research degree programmes.

The Committee oversees the progress of a research student within the University. This is with a view to ensuring that, any arising problems are satisfactorily dealt with and that improvements to student experience and policy are made to support the general academic environment for our students

The Graduate School

The University Graduate School provides strategic leadership on postgraduate research activities. The Graduate School oversees the administration and quality assurance of research degrees, including the production of the [Regulations for Postgraduate Research Degrees](#), the [Institutional Code of Practice](#) and the [Research Degrees Handbook](#). All students, as well as supervisory and administrative staff, should familiarise themselves with these documents.

To support the personal, professional and career development of postgraduate research students, the Graduate School coordinates a comprehensive programme of training and development sessions, and works to enhance the research student experience through:

- Running events (such as the Annual PGR Conference and Three Minute Thesis)
- Evaluating feedback from PGR reps and student surveys
- Offering funding opportunities
- Celebrating and promoting the work of research students.

Responsibilities

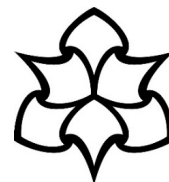
No simple set of rules covers the variety of relationships that can exist between a research student and their supervisors. The University does however, assume that supervision requires active and regular contact with the student. Supervision should enable students to become competent in research methods, skills and scholarship, as well as facilitating sustained independent effort.

The Regulations require that all postgraduate research students are supervised by a DoS and at least one additional supervisor. PhD by Published work (Route 2) students are an exception; where only one academic advisor is required. Following formal supervisory meetings, a research student must complete the record of supervision (RD9) form on SkillsForge, which includes action points for completion after the meeting. A postgraduate research student needs to complete at least six RD9 forms throughout the academic year.

International students on a Tier 4 visa must have at least ten points of contact with the University on an annual basis. These are monitored through SkillsForge and can include:

- the submission of milestones such as the application for registration (RD1) and progression/transfer review (RD2)
- the annual review (RDAR)
- the completion of records of supervision; (RD9) forms
- attending workshops.

Non-compliance will be reported to the International Office.



Expectations

A word that recurs frequently in relation to supervision is expectations, usually in the context of the student's uncertainty about what to expect from a supervisor, as few students have had any previous experience of the research process. Supervisors can also have false expectations of their students or of each other, as each research project is unique. It is desirable that everyone involved with a student's studies should start with a clear understanding of their own and everyone else's responsibilities and duties.

The following pages provide guidance on setting out and mutually agreeing the responsibilities of research supervision. The guidelines outline the roles and responsibilities of the DoS, supervisors, reviewers and the student.

Agreement on responsibilities

The student and members of their supervisory team all need to agree on how they plan to work together towards achieving completion of the student's research degree.

Responsibilities of the Director of Studies

The DoS has overall responsibility for the supervision of a research project.

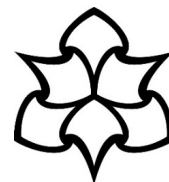
Specific responsibilities include:

- Project administration support for the student, from the preparation and submission of the application for registration (RD1) form through to the submission of the thesis and the oral examination.
- Ensuring that a research student enrolls and re-enrolls on an annual basis.
- Being the point of contact with the FRD Team, and with the Research Degrees Co-ordinator in the department or Faculty.
- Advising on an appropriate supervisory team, which may include two or more supervisors in addition to the DoS and, if appropriate, one or two advisors and/or mentors. Supervisors, advisors or mentors may be external to the University.
- Leading the supervisory team and taking responsibility to ensure that duties are allocated and performed and that all members of the supervisory team are actively involved in supervision.
- Supporting the student to engage in appropriate personal, professional and career development, including discussing the student's TNA.
- Completing the DoS report within the annual review process in a timely manner to allow sufficient time for the reviewer to conduct the annual review meeting in advance of the deadline.
- Nominating the examiners and setting up the oral examination (if it is required for the qualification).
- Ensuring that the research student is aware of the University's ethics processes, and has obtained ethical approval for their project at the appropriate time.

Responsibilities of the supervisory team (including the DoS)

The supervisory team responsibilities include:

- Inducting the new student and making them feel at home in the department, research unit, the Faculty and University environment, and, where appropriate, the wider region.



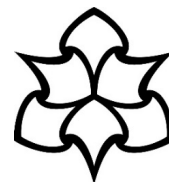
- Giving general guidance on such matters as: the nature of research; academic standards; planning; literature and other sources; methods and techniques; and ethical issues in relation to the research.
- Proposing the appointment of a suitable advisor/mentor (where appropriate).
- Assisting the research student in navigating through official procedures and administration, and ensuring that deadlines are met.
- Maintaining regular and frequent formal contact with the student. When the student has not been in contact with the supervisory team for some time, e.g. six weeks, it is the supervisory team's responsibility to make contact with them. The student's understanding of 'regular' and 'frequent' should be discussed, making reference to the expectations agreed with the DoS and supervisory team at the beginning of the research degree.
- Providing the research student with support and informal advice.
- Obtaining progress reports and other written work, and providing prompt, constructive and critical feedback within agreed timeframes.
- Considering and advising on any training or skills development (personal, professional or career) that the student may need.
- Making the student aware of inadequate progress or other impediments (if applicable) to the successful completion of their research within the required time.
- Ensuring that the student makes a positive contribution to promoting diversity and equal opportunities within the University and the community through their work within the University and through their choice of area of study, research methods and analysis.
- Informing the FRD Team if there are any problems or difficulties as early as possible.

How the DoS distributes these responsibilities among the team depends on individual team member strengths and interests, and the particular needs and requirements of the research student.

Responsibilities of the student

The postgraduate research student responsibilities include:

- Discussing and agreeing with their supervisors what kind of help and guidance is required, what form it should take and the frequency of meetings.
- Complying with the requirements of official procedures and submitting forms within the agreed timeframes.
- Engaging with personal, professional and career development throughout their research degree, utilising established tools where appropriate (e.g. the Researcher Development Framework).
- Maintaining regular and frequent formal contact with their supervisory team.
- Maintaining progress with their research, along the lines agreed with their supervisors at the outset.
- Informing their supervisors if there are any problems or difficulties as early as possible.
- Informing the FRD Office if there are any problems or difficulties as early as possible
- Seeking help or advice from the supervisory team where it is necessary to apply for an extension, suspension, withdrawal or changes in their mode of study.
- Delivering progress reports and other written material as required in sufficient time to allow for adequate comment and discussion, and providing evidence of progression at their annual review.



- Maintaining the My Skills section on SkillsForge to keep a record of training and development undertaken.
- Working in an ethical manner and obtaining ethical approval for their project via the EthOS system, before data collection begins.
- Attending formal supervisory meetings and recording the agreed actions using the record of supervision (RD9) form.
- Ensuring that their thesis is of an adequate standard for the award.
- Submitting their thesis to comply with the University's Regulations.
- Re-enrolling with the University on an annual basis, even if they have submitted their thesis and have not yet been awarded their degree.
- Making a positive contribution to promoting diversity and equal opportunities within the University and the community through their work within the University and through the choice of area of study, research methods and analysis.
- Checking their University email account on a regular basis and responding to correspondence in a timely manner.

Responsibilities of the Independent Reviewer

At a research student's annual review, the independent reviewer responsibilities include:

- Checking the student's research work is progressing satisfactorily.
- Checking that the resources required have been made available for the student to undertake their research.
- Checking that ethical, academic and administrative procedures have been followed
- Checking that there is a satisfactory relationship between the student and members of the supervisory team.
- Discussing the student's personal and professional development through their use of the 'My Skills' section on SkillsForge.
- Examining evidence of record keeping and work undertaken to ensure that the student has received an adequate number of formal supervisory meetings and a record of the action plans from those meetings has been kept using the supervision (RD9) forms on SkillsForge.
- Checking literature reviews, the progression/transfer report and other reports have been completed as required.

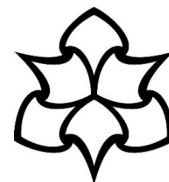
Research ethics

Research in the UK is underpinned by the highest standards of rigour and integrity, as described in the [UK Concordat to Support Research Integrity](#).

To reach this goal of integrity, the University implements a programme of research governance, which means that research must follow the procedures outlined in University [policies and guidelines](#).

The University expects all researchers to understand this and complete research integrity training as part of the Online Induction via Moodle Ethical approval

One of the main requirements of research governance is that **all research must obtain ethical approval before it commences**. Every student must apply for ethical approval using the university online application system [EthOS](#), and select the full application route for PGRs and Staff. Students



will not be permitted to register unless they confirm that they have understood ethical procedure and agree to comply with it.

At the time of the student's application for registration (RD1), they are asked if they have already obtained ethical approval. If they have, they will be asked to upload the approval letter. If they have not obtained approval yet, they will be asked to confirm an approximate date by which they will do so.

At the time of their progression/transfer review (RD2), they must be able to upload a letter of ethical approval and any amendments that they may have obtained for it. If they have not obtained ethical approval by this stage, they will not be permitted to progress further with their studies and the Faculty will review their case.

Support and information

Research students can access numerous sources of support and information concerning ethics. Their supervisory team are the primary guides, providing input on the theory behind ethical research, guidance on creating relevant supporting documentation, and reviewing draft ethics applications before submission

Research students should read the necessary [policies, forms and guidelines](#), and the [Standard Operating Procedures for research ethics](#).

In the event that supervisors are unable to answer a question, students can seek advice from the Faculty Research Ethics and Governance Committee. The committee are also available to answer questions about the status of EthOS submissions. The Manchester Met website provides a [list of Faculty contacts](#).

Queries that are more complex can be directed to the University Research Ethics and Governance Team: ethics@mmu.ac.uk, and any technical issues with EthOS to rke-systems@mmu.ac.uk.

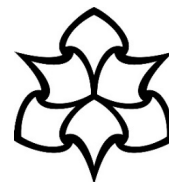
Application for registration (RD1)

Registration for a research degree takes place following the submission of an application for registration (RD1) on SkillsForge. A student will need to submit their application for registration within three months (full-time) or six months (part-time) after they enrol.

By examining a student's application, the Faculty Research Degrees Committee will ensure that:

- The research is academically sound
- The research is ethical
- There is a high probability of the student successfully completing the project within the period of their registration
- The student is embarking on an achievable and viable research project
- The supervisory team is appropriate and likely to be sustained
- Appropriate facilities are available for the student to conduct their research

If the student is undertaking the route of PhD by Published Work or Professional Practice, additional guidance on the registration process is provided within the separate document, [Guidelines for PhD by Publication](#) available from the Graduate School website.



When the application for registration has been approved by the Faculty Research Degrees Committee, the student and their DoS will be sent an email confirming the approval of their registration and their thesis submission deadline date.

Transferring from another institution

Students can normally only transfer within the first 12 months full-time (24 months part-time) of their study.

If a student is transferring from another institution, they must complete the application for registration (RD1) form together with a report of progress to date and a letter from the institution they were registered with, indicating the period spent on the research degree and the agreement of their current institution to the transfer for consideration by the University Research Degrees Committee or delegated authority.

If the transfer into Manchester Metropolitan University is with their existing Director of Studies, the student may (if approved) continue at the same stage of registration. However, if the transfer is independent, a maximum reduction to the registration period of one year will be available for full-time students (two years for part-time students).

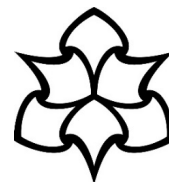
Periods of registration

The periods from registration to thesis submission, completion and award are indicated in the table overleaf.

These are calculated from the start date and are formally confirmed when the students application for registration (RD1) is approved.

The research student should familiarise themselves with their thesis submission deadline date so they can manage their time and their research project accordingly to meet this date.

	Thesis submission deadline	Completion and Award deadline
Master's degree (by Research)		
Full-time	12 months	24 months
Part-time	24 months	36 months
MPhil, including via transfer from Master's degree (by Research) [and including any period of Master's degree (by Research) registration]		
Full-time	18 months	30 months
Part-time	36 months	48 months
PhD, including via transfer from Master's degree (by Research) or MPhil [including any period of Master's degree (by Research) and/or MPhil registration]		
Full-time	36 months	48 months
Part-time	72 months	84 months
PhD by Published Work (Route 1)		



Full-time	24 months	36 months
Part-time	48 months	60 months
PhD by Published Work (Route 2)		
Full-time	6 months	18 months
Part-time	12 months	24 months
PhD by Professional Practice (Route 3) [For candidates who have a portfolio of outputs already completed]		
Full-time	24 months	36 months
Part-time	48 months	60 months
PhD by Professional Practice (Route 3) [For candidates who are still working towards their portfolio of outputs at enrolment]		
Full-time	36 months	48 months
Part-time	72 months	84 months
Doctor of Education (part-time only); Professional Doctorate in Health and Social Care		
Full-time	36 months	48 months
Part-time	60 months	72 months
Doctor of Clinical Science		
Part-time	60 months	72 months

The application for registration (RD1) form

The student is guided on SkillsForge through the form and will not be able to submit it until all the mandatory sections are completed or specific documentation is uploaded.

The student is expected to complete their research proposal and submit it on the RD1 form on SkillsForge. If the student is uncertain about what needs to be uploaded with the application and what should be written on the form, they should discuss this with their DoS.

Student details

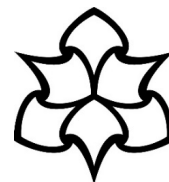
This section will be pre-populated from the student records system, but the student should double check that the details are correct.

The research project

The title should be concise and indicate the topic of the research. It only needs to be a working title at this stage and can be amended at any point up to submission.

The student will need to upload the following to SkillsForge:

- Their proposal (see below for further details about what to include in the proposal).
- A project timeline such as a Gantt Chart indicating the key milestones within their project.



- A record if the student is undertaking any element of their research degree overseas. This may be for fieldwork, to collect data or use particular facilities. If an overseas visit is included in their research degree, this should be indicated in this section of the form.
- If their project involves creative work where a performance or an installation is to be included as part of the examination process. The University needs to be made aware of this on the RD1 form to ensure appropriate procedures are put in place for the oral examination.

The research proposal

The research student is required to submit a research proposal with the application for registration (RD1) form.

Word limit

This should be 1,500 words ($\pm 10\%$) in length and no smaller than size 12 font.

The complete proposal (excluding diagrams and key references) should not extend beyond this length. If the proposal is longer than this, it will be returned to be shortened.

Audience

The student should aim to describe their research in a way that will make it comprehensible to non-experts and will enable the scrutineers and Head of Faculty Research Degrees to assess their application.

Contents of the research proposal

i. **Academic aims of the investigation**

The aims should be clear and concise. They should indicate, in essence, what the research student will expect to have achieved upon completion of their research project.

Note that the aims of an investigation cannot be “to investigate” something. The aims should be formulated to indicate the outcome of the investigation: what they want to find out, not how they mean to do it. Rather than saying “to investigate”, appropriate expressions might be “to identify”, “to establish” or “to contribute to the understanding of”.

The aims should be presented as the first paragraph of the proposal and it is helpful if the paragraphs are numbered.

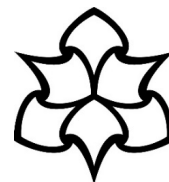
ii. **Description of the research to be undertaken**

The research student should provide a short statement in simple terms that refers to previous work with properly cited references (which will be listed as the last part of the outline of their proposal) showing how their research ‘fits in’ to this wider context. This usually involves identifying a gap or a controversy in existing knowledge. It explains why they are doing the research.

If they are applying to register for a PhD, they will need to identify/outline the significant contribution to knowledge that their research is expected to make.

iii. **Methods to be used**

The research student needs to indicate how they expect to achieve the stated aims. They should give a concise, clear description of what they intend to do. It is helpful if they bear in mind the aims they have listed and, in describing the proposed research, state explicitly how it relates to the aims.



One problem they may find is that it is sometimes difficult to describe what is to be done beforehand, since the later stages of the research will be determined by the early stages. Nevertheless, it is necessary for the research student to describe in sufficient detail what they plan to do so that a decision can be taken as to whether the proposal is feasible.

If their proposal involves some form of quantitative data collection and analysis, it is essential that they indicate what form the data will take and how it will be analysed. Statements such as “a questionnaire will be distributed and the responses analysed using the computer” are not adequate, and raise the suspicion that the research student has not foreseen what the data will be like or precisely how it will be analysed. They must be able to demonstrate a reasonable understanding of these matters. If the research student and their supervisor are unclear about how the data will be collected and/or analysed, they should obtain expert guidance. This may involve recruiting a member of staff to act as an advisor prior to completion of the application for registration.

If their proposed project is one in which their own creative work forms a significant part of the intellectual enquiry, they must ensure that they include at the end of their outline the form of the submission and the proposed methods of assessment.

iv. **References**

At the end, the student will need to give the references that have been cited in the text. A comprehensive and detailed bibliography is not required at this stage. References should be listed in a conventional academic style used by the subject area. Students should indicate texts they intend to consult.

[Ethics](#)

At the time of the student's application for registration (RD1), they will be asked if they have already obtained ethical approval. If they have, they will be asked to upload their approval letter. If they have not obtained approval yet, they will be asked to confirm an approximate date by which they will do so (see 'Research ethics' for more detail on ethics).

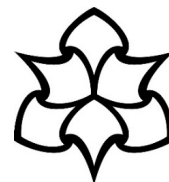
[Completion of induction](#)

It is compulsory that research students attend their Faculty induction. They must also complete the Online Induction on [Moodle](#) and indicate the date of completion on the application for registration (RD1) form.

[Training and development](#)

Research students are expected to take responsibility for their own personal, professional and career development during their research degree, taking advice from their supervisory team. It is recognised that students commence their research degrees with a wide variety of skills and experience. They must therefore complete a training needs analysis as part of their application for registration (RD1) and revisit it regularly throughout their research degree. This can help to identify any areas for development. Full-time research students should undertake at least two weeks' worth of training and development per year, and part-time research students should undertake at least one week's worth. Students must record their training and development activities in SkillsForge. A guide on how to do this can be found on Moodle in the PGR Development area.

Further information on training and development can be found in the 'Training and development' section.



Support from collaborating establishment

A collaborating establishment is an external organisation that is actively involved in or supporting the research by providing facilities such as studio space, laboratories or other resources, which may also include supervision.

Please note that the involvement of an external supervisor does not necessarily mean that the institution is a collaborating establishment.

The Faculty must assure itself that any facilities provided by a collaborating establishment to enable the research project to be conducted and completed are available. The name of the collaborating establishment should be given and confirmation of approval and details of the facilities being provided by a collaborating establishment must be uploaded to the application.

Backdating registration

Should a student's application for registration (RD1) not be submitted by the deadline, the DoS must upload a backdating statement to explain the reasons for the delay and requesting approval from the University Research Degrees Committee for an extension. The Faculty Research Degrees Administrator will then put this request forward and update the student and their supervisory team of the outcome, prior to going out for scrutiny.

Additional support

If there are any additional or specialist facilities (such as particular library materials, laboratory or computing facilities) upon which a student's research depends, brief details should be given in this section. There is no need to give details of facilities commonly available.

Declaration

The research student needs to sign the form to confirm that they are not undertaking another degree qualification while studying for their research degree (see 2.9, PGR regulations to confirm where exceptions to this may apply), and that they will submit their thesis and undertake the oral examination (where required) in English. In addition, the signing of the form confirms that they are familiar with the Regulations and supporting documentation.

Review and scrutiny

Director of Studies review

The application for registration (RD1) is completed by the student in SkillsForge, then reviewed by the DoS. If satisfied that all required information has been included and is accurate, the DoS co-signs and then saves the RD1 form (on or before the submission deadline date).

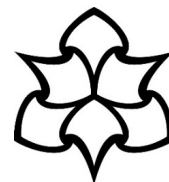
Approval by Head of Department (HoD)

The application for registration (RD1) is then sent to the HOD, who will confirm whether resources are available to support the research. If approved, the HOD will complete and sign the resources section in SkillsForge.

Scrutiny of Application for Registration (RD1) form, proposal and associated documentation

The application for registration (RD1) form is submitted via SkillsForge to the Faculty Research Degrees Team to check that the documentation uploaded on SkillsForge is appropriate and fully completed.

The form and all the documents are then sent electronically to two scrutineers (independent academic staff) to review. The two scrutineers will complete their report on the application for



registration (RD1A) form with their recommendations. The final recommendations will be approved by the Faculty Research Degrees Committee.

Please note that following the submission of the RD1, the student can continue with their research, except for any research that is subject to ethical approval, while they wait for approval/the outcome.

Consideration by the Faculty Research Degrees Committee (FRDC)

The RD1 will be considered by the FRDC (or delegated authority). Following consideration by the Faculty, the decision will be forwarded to the University Research Degrees Committee for ratification.

The FRDC may make one of the following decisions:

- i. Approve to register
- ii. Approve to register, subject to revisions being made
- iii. Proposal to be revised and resubmitted
- iv. Not approve the application at this stage and refer it back for discussion with the supervisory team and/or Head of Faculty Research Degrees. In this case, the application will need to be revised to the satisfaction of the Head of Faculty Research Degrees who will recommend approval of the application by either chair's action or referral to the University Research Degrees Committee.

Consideration by the Research Degrees Committee (RDC)

Once a decision has been made by the FRDC (or delegated authority), unless it is referred to the RDC for consideration, the decision will be ratified by the committee. The student and their supervisors will be notified of the decision via SkillsForge.

Where registration is approved, an email will be sent confirming the details of their registration. This will include their thesis submission deadline date, which is calculated from their start date.

Where their application has been approved subject to condition(s) being met, the student and their supervisors will be notified of what needs to be done and once the condition(s) have been met, an email confirming their registration (as above) will be issued. Where their application has not been approved, notification will be sent setting out the reasons for the decision and containing advice on revisions that need to be made. The student should arrange a meeting with their DoS as soon as possible to discuss the contents of the email. Questions or concerns about the revisions should be directed to HFRD.

Changes in approved arrangements

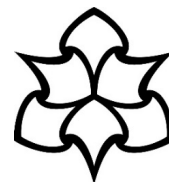
It is sometimes necessary to change arrangements that have been approved by the FRDC. For example, new supervisors may be required, the student may need to take time off from their research degree or the student may wish to request an extension to complete their project.

Processes for making changes

The student should discuss any changes with their DoS before proceeding.

There are processes on SkillsForge to request changes to arrangements:

- Application for change in approved arrangements for supervision (RD3)



- Application for extension of period of registration (RD4)
- Application for suspension of period of registration (RD5)

Suspending and extending

More detailed guidance on extending and suspending is available in the [Code of Practice on Extensions and Suspensions](#) available on the Graduate School Website.

Please note that if the student does not think they are going to meet their thesis submission deadline, they will need to apply for an extension in advance, and if the extension request is successful, they will be liable for the payment of non-submission fees.

For information on non-submission fees, see the [Finance Regulations for Postgraduate Research Students](#).

Changes in approved programme of study (RDCP)

It is assumed that the title of the student's research project is a working title, so it may be changed and amended at any time up to thesis submission. However, if the research changes substantially from that approved by FRDC, then the student will have to complete a change in approved programme of study (RDCP) form to be reviewed and approved by FRDC.

Changes in mode of study (RDMS)

A student may apply to change their mode of study from full-time to part-time, or part-time to full-time at any point, and student fees will be adjusted in accordance with the approved changes.

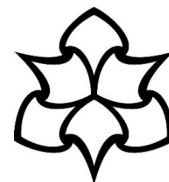
- Students who are funded will need to seek confirmation from their sponsor before applying, to confirm if a change in mode of study will affect their financial situation, and if there is a limit on the number of times they can change their mode of study.
- Overseas students will need to consult with International Operations to clarify whether there are visa restrictions that preclude them from being able to change their mode of study from full-time to part-time.

To request a change to the mode of study, the student will have to complete a change in mode of study (RDMS) form to be reviewed and approved by FRDC.

Training and development

The university are committed to supporting students' personal, professional and career development throughout their research degree. Students are expected to proactively manage their own training and development, with support and advice from their supervisory team.

Students should complete the equivalent of at least two weeks' worth of training and development activities per year (one week for part-time students), taking advantage of the many opportunities on offer at the university and, where appropriate, externally, to develop the knowledge, behaviours and attributes of effective researchers as outlined in the [Researcher Development Statement \(RDS\)](#), derived from the [Researcher Development Framework \(RDF\)](#) (a widely used and well established approach to researcher development). This involves striving for excellence in key areas such as research skills, subject knowledge and public engagement.



Training Needs Analysis (TNA)

With the support of their supervisory team, students must complete a training needs analysis as part of their application for registration (RD1) and revisit it regularly throughout their research degree. This process enables students to assess their current level across a variety of domains and establish areas for development. Taking advice from their supervisory team, students are then able to identify and engage in relevant training and development activities. The TNA is updated throughout the research degree and is discussed at each annual review. A guide on how to complete a TNA is available in the PGR Development area on Moodle.

Training and development opportunities

Once a student has completed a TNA and established areas for development, the next step is to identify and complete training and development activities. There are many activities within and outside. Some examples are listed below and more information can be found in the PGR Development area on Moodle.

Face-to-face workshops

The Graduate School organises a programme of face-to-face workshops on a wide variety of topics including: poster design and presentation; ethnography; using statistical software; enhancing your research using technology.

Faculties may also provide a range of workshops and seminars for research students, and students can attend workshops at partner universities around the region. There may also be opportunities to attend external workshops or courses regionally, nationally and internationally. Students are advised to check Moodle for such opportunities or speak to their Director of Studies/supervisory team about possibilities within their own subject area.

Postgraduate taught programmes

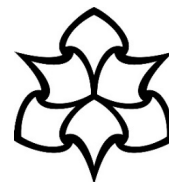
All Faculties offer taught Master's programmes that it might be possible for research students to 'audit'. Directors of Studies should be aware of existing units that may be of benefit to their students. However, as there is no automatic right to attend or audit such units, students should approach unit leaders prior to attending.

Conferences, seminars and symposia

An exciting way of finding out about research, and putting presentation skills into practice, is by attending and presenting at conferences. There are a wide range of research seminars, symposia and conferences organised by faculties, departments and research centres around the University, as well as the flagship Annual PGR Conference, organised and run by students with support from the Graduate School. Students should seek opportunities on notice boards, through email circulars, Research Centre websites, the [PGR Development area](#) on Moodle and [@ManMetPGR](#) on Twitter.

Competitions

Students are encouraged to enter research communication competitions such as the Three Minute Thesis (3MT) and Images of Research, both of which provide them with the opportunity to communicate their research and its impact in a concise and focused way to non-specialist audiences.



Support during your studies

Using the Library and its services

The [Library website](#) provides a starting point to discover information and resources for a student's research, and research students will find a link on the website to the [user guide for researchers](#), which gives an overview of the services the Library provides. In addition to printed publications such as books and journals, the Library provides access to a wide range of online journals, databases and other resources.

The Library runs a number of workshops to help research students. These include workshops on Endnote (the University's preferred reference management tool), advanced searching techniques and citation searching.

The Library manages [e-space](#), Manchester Met's institutional repository. It aims to collect and preserve all of the research output of Manchester Met and make it freely accessible online. When a student is awarded their degree, their thesis is made available on e-space.

Subject Librarians/Research Support Librarian

Subject Librarians can provide research students with advice on specialist subject resources as well as general library services. If a visit to the Library is not possible, research students can email their [Subject Librarian contact](#) with their information request.

The Research Support Librarian manages a small team that can be contacted on rsl@mmu.ac.uk. The Research Support Librarian works alongside the library subject teams to help research students make the most of the library resources and services in their field of research. The Research Support Librarian also works with the Research and Knowledge Exchange Directorate to ensure that the research agenda informs the Library Service.

Borrowing from the Manchester Metropolitan University Library

Following enrolment, research students are issued with an ID card, which gives them access to the Library. All researchers may borrow up to 30 books for 2 weeks and they will be renewed automatically unless another borrower has reserved them. Items that are not on the shelves or are at another Library site can be reserved without charge.

Inter-Library Loans

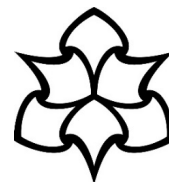
Students can make up to 30 requests per academic year for material not held by the Manchester Met University Library, via the [Inter Library Loans service](#). There is no charge for this service. If a research student requires more than their allocation they must discuss this with the Inter-Library loans team.

Access to other libraries

Research students may be able to borrow books directly from other UK university libraries participating in the SCONUL Access Scheme. Full details, including an application form, are available on the [SCONUL website](#).

Student support

[Student Services](#) aims to enhance the student experience by providing access to a range of facilities and support to all students. This includes Counselling Services, Chaplaincy, Careers and



Employability, Sport, International Office (support for overseas students) and the [Disability Service](#) (support for students with a disability).

Student Support Officers

The [Student Support Officers](#) are available to offer impartial advice and guidance on a range of academic and pastoral issues as well as providing study skills support.

The Language Centre

The [Language Centre](#) provides free English classes and one-to-one tutorials for international students.

Progression review or transfer of registration (RD2)

Students will complete a progression review (RD2) after 12 months (full-time) or 24 months (part-time) of registration except for those students on a research programme that lasts for less than 12/24 months. The review allows the University to judge whether the student is making sufficient progress in their research.

The RD2 process can also be used where a student initially registered for a MA (by Research) or an MPhil and wishes to transfer to an MPhil or PhD respectively.

Applications for transfer should be submitted according to the following timetable:

	Full-time	Part-time
Master's (by Research) to MPhil or PhD	6 months	12 months
MPhil to PhD	12 months	24 months

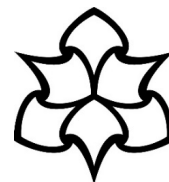
For more information on progression and transfer, see the Regulations and Institutional Code of Practice on the [Graduate School website](#).

Submitting the progression or transfer report

The student will need to complete the progression review/transfer (RD2) form on SkillsForge and upload their completed progression or transfer report and abstract. These will then be submitted to two scrutineers, who are normally the same academic staff who scrutinised the student's application for registration (RD1) proposal. They will provide a report using the RD2A form.

The scrutineers will consider:

- The structure and presentation of the student's report
- Whether the literature appraisal is succinct and related to the field of work
- The appropriateness of the aims and objectives
- The appropriateness of the research methods used
- The results, discussion and progress to date
- The conclusions and indication of the way forward
- The expected significant contribution to knowledge (if the student is pursuing a PhD)
- The relationship between the report and the original aims given in the application for registration (RD1)



The application for progression or transfer

The application consists of four parts:

- i. The application form (RD2)
- ii. The progression or transfer report
- iii. A one-page abstract of the report
- iv. An oral assessment

i. The application form for progression or transfer

The research student will need to complete the application for progression or transfer of registration (RD2) form on SkillsForge.

ii. The progression or transfer report

The main document the research student must write in support of their application is the progression or transfer report.

Preparing the report is beneficial because it gives the student experience in writing at the appropriate standard, and it should form a significant contribution to their thesis. Much of the content of the progression or transfer report could form the first draft of parts of the final thesis, which also contains sections on the work of other people, methodology, results, etc.

Content

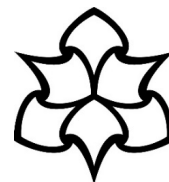
The content and style of the progression or transfer report will inevitably vary from subject to subject, but it should incorporate the following:

- i. The aims of the research student's project as detailed in their original application for registration (RD1).
- ii. A critical literature review of the findings of other workers in the field of enquiry.
- iii. A full description of the methods and/or methodology used.
- iv. Details of results obtained. The research student should also indicate how the aims specified in their RD1 have been achieved. If these aims have been altered, the report should indicate how any new aims have been satisfied.
- v. Discussion of the work already undertaken and conclusions drawn at this stage of the work. The relative extent of discussion and conclusions will vary considerably from subject to subject. If difficulties are experienced, expert advice should be sought from experienced supervisors in the appropriate field.
- vi. A full description of the intended further work.

In addition, students applying for a transfer should include:

- The aims of the revised project that would lead to the higher award of MPhil or PhD
- How the intended further work will develop the project from Master's (by Research) or MPhil, to MPhil or PhD level.

Students requesting transfer are advised to avoid giving the impression that they will simply be doing 'more of the same' kind of work. They need to identify how their work will develop to the next level. If their Director of Studies has queries about this, they will seek advice from the Research Degrees Co-ordinator or Head of Faculty Research Degrees.



For both the progression and transfer report, the research student must include details of the significant contribution to knowledge, which is likely to emerge. This part of the report should be sufficiently detailed to give clear and precise indications of the development of the project and, in the case of transfer, indicate how the work proposed becomes MPhil or PhD standard.

Changes since registration

Research projects change and evolve. In some research projects, it may not be possible to adhere exactly to the research project envisaged at the time of registration. Minor variations are normal and do not present a problem. The project title is a working title and may be amended at any point up to submission. If, however, there are substantial differences between the original project and the project which has emerged as the research has developed, an explanation should be included in the progression or transfer report, and the changes in approved programme of study (RDCP) form must be completed.

For overseas students undertaking their research in a subject area where they were required to gain an ATAS certificate, they may need to obtain further ATAS clearance if their work has changed substantially from the approved project.

Word limit

Given the requirements specified in (a) to (f) above, the report should be around 6,000 words in length.

iii. Abstract

An abstract, a brief one-page summary of the report, should be included at the front of the progression or transfer report.

iv. The progression or transfer oral assessment

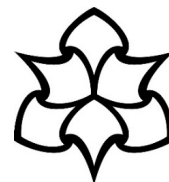
Once the scrutineer reports (RD2A) have been received, the research student will be required to attend an oral assessment. The oral assessment is intended to be helpful and to ensure that the student is on the right path. It will also provide the student with experience of the oral assessment process.

The Faculty Research Degrees Team will contact the two scrutineers and the research student to arrange a mutually convenient date and time for the oral assessment. The date, time and venue for the assessment will be confirmed by the Faculty Research Degrees Team using the RD2B-FRDA form on SkillsForge. The oral assessment will be conducted by the two scrutineers and will normally last around one hour.

If the student wishes, they may request that a member of the supervisory team is present during the assessment; however, they must remain a silent observer. Please note, delays in arranging the oral assessment will not be permitted based on the availability of any observers.

In some cases, for example, where the scrutineers are inexperienced, an independent chair may be present during the oral assessment to ensure the structure and organisation of the assessment is maintained.

During the oral assessment, the student will be given the opportunity to give a short presentation to summarise their progress to date, findings and future work to be carried out. This provides a good opportunity for the student to address some of the feedback received in the scrutineer reports



(RD2A), which the student will receive ahead of the assessment. The scrutineers may ask further questions to clarify key points or probe for more detail.

Outcome

The scrutineers will complete their report (RD2B) on SkillsForge following the oral assessment, which indicates the outcome of the assessment and any amendments required to the progression or transfer report.

The possible outcomes are:

- i. the student be approved to progress/transfer
- ii. the student be approved to progress/transfer, subject to revisions being made to the progression/transfer report to the satisfaction of one of the scrutineers
- iii. the progression/transfer report must be revised and presented for re-examination

The outcome of the examination will be subject to approval by the Faculty Research Degrees Committee, and will be confirmed by the Head of Faculty Research Degrees using the RD2I form on SkillsForge

Notification of outcome

Following the approval of the progression or transfer report, the research student and supervisors will receive a notification email from SkillsForge confirming the thesis submission deadline date for the higher award or the continuation on the doctorate degree.

If the progression or transfer was not approved, the research student and supervisors will be notified formally by email and provided with a thesis submission deadline date for the original award or in the case of PhD, where progression is not approved, they will be provided with a revised deadline for the submission of an MPhil.

Appeal

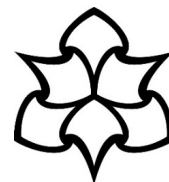
If the research student does not agree with the outcome of the progression or transfer process, they have the right to appeal the decision using the [appeals procedure](#).

Annual review

The University makes every effort to ensure that research students are able to make satisfactory progress with their research, that any problems that arise are properly and quickly dealt with and that, where necessary, improvements can be made in both the support students receive and the general academic environment in which they work. To these ends, the University operates the annual review process.

University regulations require that during the period of registration a research student will be required to have an annual review (sometimes referred to as the Research Degree Annual Review (RDAR) process).

The aim of the annual review is to establish whether the student is actively engaged on the research programme, making satisfactory progress with the research and maintaining regular and frequent contact with their supervisory team. It is also an opportunity for students to comment on their student experience.

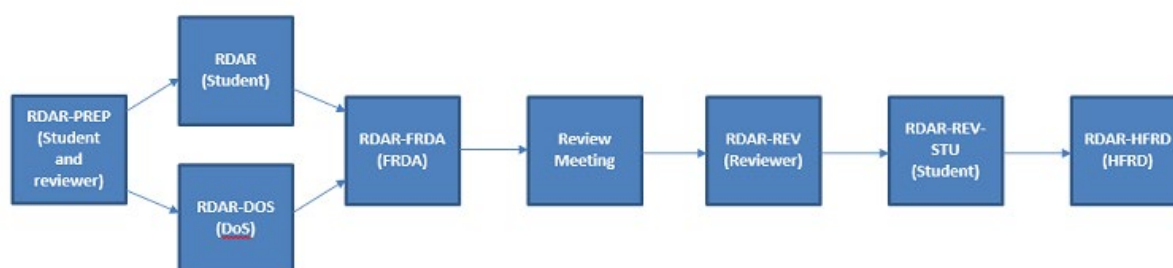


A member of academic staff who is independent of the student's supervisory team will carry out the review.

The review is compulsory for all research students in the University, with the exception of Master's (by Research) students studying full-time, those on suspension, students who have submitted their thesis already or are within three months of their thesis submission date, . The review meeting will normally last no longer than one hour and will take place with an independent internal reviewer approved by the Head of Faculty Research Degrees.

Research students will not be permitted to re-enrol with the University if they have not completed their annual review.

The annual review process requires the completion of a number of forms on SkillsForge. The flowchart below outlines the process and details of the sub-processes are noted in the subsequent sections below:



Completion of My Skills

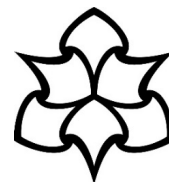
Students have access to a My Skills area on SkillsForge for recording training and development activities. There is a guide on how to do this in the PGR Development area on Moodle. Students can print off reports and transcripts from SkillsForge for discussion at their annual review. The aim is to identify not only research skills, but also transferable skills related to their employability and professional development.

Students who enrolled at the university prior to the introduction of SkillsForge in September 2016 were issued with a Personal Development Portfolio (PDP) to maintain a record of their professional and personal development. Where this applies, it should be taken to the annual review meeting.

Appointing a reviewer and setting up a meeting

Following the appointment of the reviewer by the Head of Faculty Research Degrees, the research student will receive an email notification from SkillsForge indicating who their independent reviewer is and prompting them to arrange a mutually convenient date to hold the annual review meeting. The reviewer will need to book a suitable venue.

The same person may be appointed to review a research student's progress in successive years, because they would already have an understanding of the student's previous work and earlier progress. They may also be appointed as the internal examiner for the student's final research degree viva voce.



If a research student has any objections to the suggested reviewer, they should contact their Faculty Research Degrees Team or the Head of Faculty Research Degrees, who will consider the request and may then suggest an alternative independent reviewer.

As soon as a date, time and venue have been agreed for the review meeting, the student and independent reviewer are both required to complete and sign the RDAR-PREP form on SkillsForge. This will then generate the forms that the student and DoS are required to complete in advance of the review meeting.

Prior to the review

Prior to the review meeting taking place, the research student must complete the annual review for research students (RDAR) form on SkillsForge. Also prior to the review meeting, the Director of Studies must complete the RDAR-DOS form on SkillsForge, with their assessment of the student's progress.

Upon receipt of the signed RDAR and RDAR Director of Studies report (RDAR-DOS), the FRD Team will check these and sign the RDAR-FRDA form to confirm they have been completed correctly. The independent reviewer will then receive both the RDAR and RDAR-DOS reports via SkillsForge prior to the review meeting.

The student must take the following to their review meeting;

- their completed 'My Skills' record
- records of supervision (RD9) forms
- the previous year's annual review (if they are a returning student)
- other related documentation that they consider relevant to evidence their progress on the degree

For research students who enrolled in 2016 or later, these documents will all be present within SkillsForge. For those who enrolled prior to 2016 the documents can be either hard copy or preferably submitted electronically to the independent reviewer.

The annual review can take place any time from the start of the review process in May and should be completed by August (prior to the start of the new academic year in October).

Students will not be permitted to re-enrol with the University if they have not had an annual review.

The annual review meeting

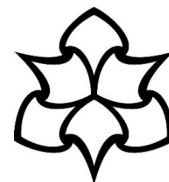
Progress to date

The meeting should normally last no longer than one hour. At the meeting, the reviewer will be prepared to ask the following example questions relating to the research student's progress to date. This may also include reference to lack of such information:

Has the student registered?

If they have registered, they must show the application for registration (RD1) form.

If they have not registered then is their proposal being prepared? The student must bring along with them any preparatory notes. (This will only be acceptable if they have been enrolled for less than three months full-time, or six months part-time, as all candidates must apply to register within that timeframe).



What is the progress to date?

The research student must provide evidence of literature work, posters, papers, reports, seminars, etc.

Are there any problems or issues identified?

This may include ethical matters, resources and difficulties with the work or subject.

[For students who are intending to transfer/preparing for progression]: Where are they up to with their transfer/progression report?

The research student must take along with them any preparatory notes or a draft of the transfer/progression report.

Is the student attending meetings regularly with their supervisory team?

The research student must provide copies of records of supervision (RD9) forms to demonstrate they are having regular formal supervisory meetings. If they are having any issues with supervision, it is important to mention them at the meeting so that the University can seek a resolution.

The student experience

The reviewer will discuss with the research student any problems related to resources and supporting infrastructure that may have an impact on their student experience. This may include:

- The quality and quantity of supervision related to both the University and any external supervisors
- The suitability and availability of equipment, etc.
- IT support
- Library facilities, resources, etc.
- Support from an industry partner (if applicable)
- Financial issues
- Whether the skills development opportunities are suitable and meet their requirements, including any feedback on how they can be enhanced
- Conference attendance and/or poster presentations or seminar opportunities.

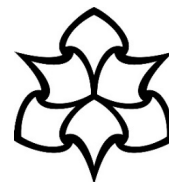
Training and development

Using the research student's My Skills section on SkillsForge or a PDP, the reviewer may discuss with the student appropriate goals for the forthcoming year in relation to personal, professional and career development

Advice given

The final area for discussion relates to the research student's progression on their research degree and may include comments and recommendations covering topics such as:

- Whether they have progressed well and achieved all the required skills
- If there are any issues affecting their student experience
- Identify any areas of concern raised
- If there are any serious issues, such as issues with supervisory arrangements and how these can best be resolved. This may be in discussion with the Research Degrees Co-coordinator or Head of Faculty Research Degrees following the meeting.



After the annual review

The independent reviewer will complete and submit the RDAR-REV report on SkillsForge following the meeting and will be asked to indicate the outcome of the review on the form, which can be as follows:

1. The student has made excellent progress
2. The student has made good progress
3. The student has made adequate progress
4. The student has not made adequate progress. It is recommended that the student follows the [Unsatisfactory Academic Progress Procedure](#).

The research student will then receive a copy of the RDAR-REV report via SkillsForge. The student should confirm their agreement by completing and signing the RDAR-REV-STU report on SkillsForge.

The Head of Faculty Research Degrees completes the review of the information and signs off the RDAR-HFRD form on SkillsForge to complete the annual review process.

Feedback on the student experience from the annual review meeting and the annual review (RDAR) form will be used to compile the annual Faculty Monitoring and Evaluation Action Plans. Key points are raised within the plan to improve the experience of research students, which are then forwarded to the Research Degrees Committee and Academic Board.

Submitting the thesis and the oral examination

The following is a step-by-step guide to the procedures for the submission and preliminary assessment of a research student's thesis, and its subsequent defence by oral examination (viva voce).

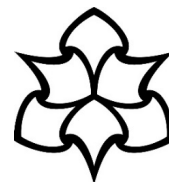
Nomination and appointment of examiners

The Director of Studies (DoS) will nominate and apply for the approval of examiners using the approval of examiners (RD6) form on SkillsForge. The application should be submitted to the Faculty Research Degrees Team (via SkillsForge) for approval at the Faculty Research Degrees Committee. The DoS should request the Committee's approval to use their proposed examination team at least three months before the student is due to submit their thesis.

An examining team normally comprises two examiners, at least one of whom must be an external examiner (two external examiners from different institutions are required if students are also members of Manchester Metropolitan University staff).

An independent chair shall also be appointed who will be responsible for chairing the examination and ensuring that the associated administration of the oral examination is completed satisfactorily. The chair does not examine the thesis. A chair is not normally required for a Master's (by Research) as there is no oral examination for this qualification, however, in certain circumstances an oral examination can be requested by the examiners.

The examination team will be considered by the Faculty Research Degrees Committee, with a view to assuring itself that the examiners are experienced in research in the general area of the thesis and, where practicable, have specialist experience in the topic to be examined. The Committee will



also ensure that one or more members of the team have previous examining experience at the appropriate level.

These notes should be read in conjunction with the University's [Regulations for Postgraduate Research Degrees](#), [Institutional Code of Practice](#), [Guidelines on the Examination of Postgraduate Research Degrees](#), and any supporting documents relating to the assessment process.

Failure to comply with all the procedures of the process may result in the examination outcome being declared null and void.

The Director of Studies and the examination team will be notified via SkillsForge when the Committee has approved the examining team.

The appointment of the examiners must be confirmed by the time the research student is ready to submit their thesis. It is important that the student has no contact with their examiner(s) between their appointment and the oral examination.

Request for early submission

If a student's research is progressing exceptionally well, they can submit a request for early submission to the Faculty Research Degrees Committee. This should be supported by their Director of Studies and is normally submitted at the same time as the approval of examiners (RD6) form. The minimum length of registration before a student can submit for a PhD is 24 months full-time (48 months part-time) (see the [Regulations for the Academic Awards of Manchester Metropolitan University](#)).

Request for confidentiality

If a student requires their thesis to remain confidential, an application must be made to the Faculty Research Degrees Committee. A request should normally be made at the time of the approval of examiners (RD6) form and must be supported by the student's Director of Studies. The student must outline in writing via email to their FRDA the reasons for the confidentiality request and the duration required.

The Faculty Research Degrees Committee will normally only approve an application for confidentiality in order to enable a patent application to be filed, if there is commercially sensitive data, or to protect the legitimate interest of stakeholders.

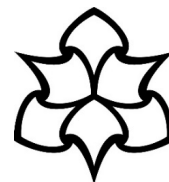
The period of confidentiality shall not normally exceed two years from the date of the oral examination. However, in exceptional circumstances, University Research Degrees Committee may approve a longer period if valid reasons are cited.

When the research student submits their thesis, they should state on the declaration (RDDEC-A) form on SkillsForge that a request for confidentiality has been submitted. This will also be confirmed after the oral examination on the EThOS deposit agreement form.

During this confidentiality period, only the abstract will be published on e-space until the embargo period has lapsed, when the full thesis will be displayed.

Preparation of the thesis

There are a number of presentational aspects of the thesis that a research student should discuss with their supervisory team. The University has specific requirements that are detailed below. Students should note that their thesis cannot be examined until the format is correct.



To prepare for thesis submission and the oral examination, students can attend relevant workshops and explore online resources. It is also advisable that students and their Director of Studies arrange a mock viva.

The University Library holds copies of successful Master's (by Research), MPhil and doctoral theses, which are available for reference. Students may also wish to look on [e-space](#), the University's open-access digital repository, for more recent submissions.

If the research includes the presentation of work in a form other than written (for example an installation or a performance), reference to this should have been made in the application for registration (RD1). If, however, it becomes clear at a later stage that the thesis will involve such a presentation, then students should contact the Faculty Research Degrees Team as soon as possible, as this will require special application to the Faculty Research Degrees Committee.

Research students may want to submit their work to [Turnitin](#) (accessed via the PGR Hub page in Moodle) prior to formally submitting their thesis to ensure there are no issues with citation or references. It can also help them improve their academic writing, as they will receive feedback on their use of quotations, citation and referencing. Students can test their work with Turnitin at any stage of their writing, e.g. when they have written their first chapter.

Research misconduct

Plagiarism

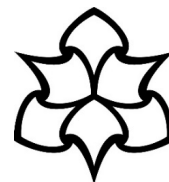
Copying and presenting someone else's work without acknowledgement may be construed as attempting to pass that work off as one's own. This is called plagiarism. The intent of the act cannot be proven and is therefore not always considered. Whether accidental or deliberate, it is still plagiarism. Manchester Metropolitan University takes the act of plagiarism very seriously. It is important for researchers to understand this when they are writing their thesis and/or journal articles originating from the thesis.

The supervisory team should ensure the research student is able to:

- Agree and document what work was carried out and by whom
- Be clear about all those who had input into the research
- Be clear in referencing work obtained from the research, citing all work that has been published and/or is in print
- Use the accepted referencing system, including the use of direct quotes

Research students are expected to maintain the highest professional integrity in research practice and publication. Where there are allegations of plagiarism, or any other form of academic misconduct, this will be investigated through the [Investigation of Misconduct in Research](#) and the [Procedure for Handling Academic Misconduct](#). Examples of what is considered as research misconduct are identified within these procedures.

If a research student needs further advice and guidance on writing support, they should contact either their supervisory team or [Student Support Officer](#).



Editorial support on the thesis¹

When a research student submits their thesis, it must be their own work (except where the Regulations permit the inclusion of appropriately referenced collaborative research or work). The student must not appoint or employ a 'ghost writer' to write parts or all of their thesis, whether in draft or as a final version.

Editors, whether they are part of the supervisory team, informal mentors, family, friends or professional proof-readers or editors, need to be clear about the extent and nature of help they can offer to a student in their editing role. Supervisors also need to be clear about their editorial role as well as the role of 'third party' editors.

A student may use 'third party' editorial assistance or proof-readers (paid or voluntary) from an outside source. However, this must be with the knowledge and support of the student's DoS and must strictly follow the guidelines.

It is the student's responsibility to provide editors or proof-readers with a copy of this statement. The student must also complete the declaration (RDDEC-A) form confirming their compliance with this statement.

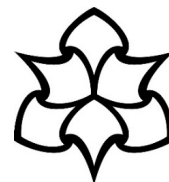
A 'third party' editor **cannot be used** to:

- Change the text of the thesis so as to clarify and/or develop the ideas and arguments
- Reduce the length of the thesis so it falls within the specified word limit
- Correct information within the thesis
- Change ideas and arguments put forward within the thesis
- Translate the thesis into English

A 'third party' editor **can be used** to offer advice on:

- Spelling and punctuation
- Formatting and sorting of footnotes and endnotes for consistency and order
- Ensuring the thesis follows the conventions of grammar and syntax in written English
- Shortening long sentences and editing long paragraphs
- Changing passives and impersonal usages into actives, or vice versa as may be appropriate
- Improving the positioning of tables and illustrations and the clarity, grammar, spelling and punctuation of any text in or under tables and illustrations
- Ensuring consistency of page numbers, headers and footers

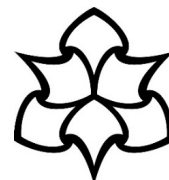
¹ The University wishes to acknowledge the University of Birmingham in compiling this statement.



Thesis format for examination

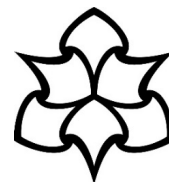
The research student must ensure that the format of their thesis is in accordance with the following requirements for their examination:

- (a) Theses shall normally be in A4 format, although the Faculty Research Degrees Committee may give permission (if requested in advance of submission) for a thesis to be submitted in another format if deemed necessary.
- (b) Two paper copies of the thesis should be submitted in perfect/channel/sure binding with a soft cover. This can either be cardboard, paper or plastic film. Please note that spiral binding or other loose-leaf formats are not acceptable. Sure binding can be provided by [University Print Services](#).
- (c) Paper copies of the thesis shall be submitted in typescript. One copy of the thesis should be submitted electronically (either as a pdf or Word document) via email, or on a pen drive. Where documents are large and contain lots of additional information e.g. tables and images, a text only version should also be submitted.
- (d) The paper thesis may be printed on one or both sides of the paper. The paper should be white and within the range 70 g/m² to 100 g/m².
- (e) The margin at the left hand binding edge of the page shall not be less than 40mm; other margins shall not be less than 15mm.
- (f) Double or 1.5 spacing shall be used in the typescript except for indented quotations or footnotes where single spacing may be used.
- (g) Pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages.
- (h) The title page shall give the following information:
 - i. Full title of the thesis (in the format that you would like it to appear on your degree certificate e.g. not in capital letter or lower case text)
 - ii. Full name of the author
 - iii. Award for which the thesis is submitted
 - iv. Title(s) of the department(s) or other unit(s) of the University
 - v. Collaborating Establishment(s), if any
 - vi. Year of submission
- (i) Arial, Tahoma or Calibri are the preferred fonts and the font size should normally be 12 point.
- (j) Diagrams or graphs should be clear and legible and any colours used should be distinguishable.
- (k) Copies of relevant material published by the student in advance of the examination of the thesis should be bound within the initial paper thesis submitted for examination or placed in an adequately secured pocket at the end of the thesis.
- (l) A single page abstract of approximately 300 words should be included in the thesis. This should provide a synopsis of the thesis stating the nature and scope of the work undertaken and the contribution made to the knowledge of the subject treated.
- (m) The text of the thesis should normally not exceed the following length (excluding ancillary data such as footnotes, bibliographies, diagrams and references):



Programme	Word limit
Science and Engineering subjects	
For a PhD	40,000 words
For an MPhil	20,000 words
For a Master's (by Research)	15,000 words
Other subject areas	
For a PhD	80,000 words
For an MPhil	40,000 words
For a Master's (by Research)	30,000 words
Doctor of Clinical Science (DClinSci)	
Doctor of Clinical Science	30,000 - 40,000 words
Where the thesis forms part B of a professional doctorate (such as the Doctor of Education) then the thesis should normally be within the range	
Professional doctorate	40,000 - 60,000 words
Where the thesis is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, the written thesis should normally be within the range	
For a PhD/professional doctorate	30,000 - 40,000 words
For an MPhil	15,000 - 20,000 words
For a Master's (by Research)	10,000 - 15,000 words
PhD by Published Work (Routes 1 and 2)	
The analytical commentary (thesis) which accompanies the submission should be within the range	
PhD by Published Work (Routes 1 and 2)	10,000 - 15,000 words
PhD by Professional Practice (Route 3)	
The analytical commentary (thesis) which accompanies the submission should be within the range	
PhD by Professional Practice (Route 3)	20,000 - 40,000 words

A thesis that is substantially in excess of the recommended word length (more than 10%), without prior permission and sufficient justification, may be cited as a reason for resubmission by the examination team.



If the Director of Studies believes that there is a good reason to excessively exceed the specified word limit a request should be presented in writing (together with compelling evidence) to the Faculty Research Degrees Committee to gain the necessary permission to continue.

Submission of the thesis for examination

It is the student's responsibility to ensure that the thesis is submitted for examination to the Faculty Research Degrees Administrator for checking on or before their thesis submission deadline date.

Submission requirements

To successfully submit a thesis, a student should ensure all of the following:

- i. One electronic copy of the thesis (in pdf or Word format) is submitted via email or on a pen drive.
- ii. The declaration (RDDEC-A) form is completed via SkillsForge.
- iii. Two copies of the thesis are printed and submitted in a soft perfect/channel/sure bound format following the formatting guidance previously noted.

When the student submits the thesis for examination, they must ensure that they are currently enrolled as a student of the University, and that they have no outstanding fees. If there are any fees outstanding this is likely to cause delays to the examination of the thesis.

For MPhil, PhD and professional doctorate students, the Graduate School recommends that the student prints a further two copies of their thesis: one for themselves to take into their oral examination and a second copy for their Director of Studies.

Turnitin

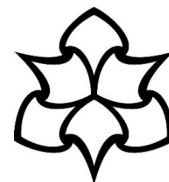
The submitted thesis is processed through Turnitin for plagiarism checking before it is sent out to the examining team. This is in accordance with emerging good practice across the higher education sector. The Director of Studies will be sent a report (generated through the Turnitin process) and will be asked to check the details to confirm that no plagiarism is identified within the thesis. Where the DoS considers that there may be plagiarism, this is investigated in accordance with the University's [Procedure for the Investigation of Misconduct in Research](#) and the [Procedure for Handling Academic Misconduct](#).

The submission of a research student's thesis for examination is made solely at their discretion.

While it would be unwise to submit their thesis against the advice of their supervisors, it is their right to do so. Equally, a supervisor's agreement to submission does not guarantee the degree will be awarded.

Timeline

It may take three months from the date a student submits their thesis to the date of the oral examination if they are an MPhil, PhD or professional doctorate student. This is to allow examiners sufficient time to review and complete their preliminary assessment of the thesis and for the arrangements of the oral examination to be confirmed.



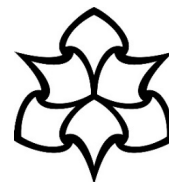
The normal timeframe following the submission of the thesis is as follows:

Action	Timeframe (cumulative)
Student: - submits the electronic of the thesis to the Faculty Research Degrees Team (FRDT) - submits two paper copies of the thesis to the Faculty Research Degrees Team - completes and signs the declaration (RDDEC-A) form	By the thesis submission deadline date
E-thesis is submitted through Turnitin. and the originality report is generated and sent to the Director of Studies for checking The Director of Studies checks the originality report and signs the declaration (RDDEC-B) form. The printed copies of the thesis are sent to the examiners. <u>If there is an oral examination:</u> The Director of Studies liaises with the independent chair, the examiners and the student to decide on a mutually convenient location and time for the oral examination.	2 – 6 weeks
Examiners are given 6 weeks to read the thesis and submit their examiners' report form.	6 weeks
Oral examination takes place (if applicable).	In total, this takes place approximately 12 weeks from the date of the thesis submission.
The written outcome of the oral examination is confirmed (where this applies).	Within five working days of the oral examination

Preliminary assessment of the thesis

The thesis is sent to the examiners for examination. The thesis is read and given a preliminary assessment* by each of the examiners, separately, who then submit independent reports to the Graduate School.

In completing the reports, each examiner must consider whether the thesis provisionally satisfies the requirements of the degree and, where possible, make an appropriate provisional recommendation subject to the outcome of the oral examination.



*** Of Note:** Master's (by Research) students do not normally have an oral examination (unless this is requested by the examiners), so their examination outcome is determined by the assessment process noted in 10.2.

The examiners are given six weeks to complete their preliminary assessment of the thesis and submit their reports. During this period, the Director of Studies will liaise with the student and the examination team to agree a mutually convenient date, time and location for the oral examination to take place. Once a date has been decided upon, the DoS completes the details of the oral examination on the RD-ORAL form. The details are checked and confirmed, and email notification is sent to the student and examination team at least three weeks before the examination takes place to confirm the information.

Once the examination arrangements have been confirmed, the research student will receive an email notification, asking them to complete the consent (RD-CONSENT) form, which indicates whether they are willing to consent to the attendance of observers at their oral examination. These may include supervisors, advisors, other academic staff or research students registered with the University. It is entirely for the student to decide whether or not they wish observers to be present and, if they do give permission, who they want to attend. It is advisable that they permit a member of their supervisory team to attend as they can take notes on the student's behalf. It will not be held against a student if they prefer them not to be present. Only students and staff from Manchester Met (or exceptionally an external supervisor) will be permitted to attend a research student's oral examination.

The chair of the Research Degrees Committee or their nominee has the right to attend any oral examination.

The oral examination**

The examiners will have a private pre-examination meeting prior to the oral examination to set the agenda. The research student will then be invited into the examination room by the examiners.

The research student will normally be examined by two examiners, one internal examiner and one external examiner. Members of staff will have two external examiners. There will also be an independent chair who does not examine the thesis but will ensure that the examination runs smoothly and takes care of all the paperwork.

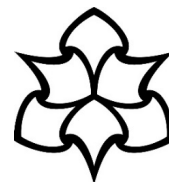
There may be observers present, if the student has given permission for them to attend.

If the examination is longer than two hours, the student will be allowed a short break.

At the conclusion of the examination, the research student (along with any observers) will be asked to leave the room, and the examiners will discuss the outcome. This may take between 30 minutes to one hour. Following their deliberations, the student will be invited back into the room and informed of the outcome immediately.

Please note: Students for Master's (MA, MSc or LLM) by Research do not normally have an oral examination unless the examination team specifically requests one.

Outcomes of an oral examination are recorded on the outcome (RD-Outcome) form. Once this form is completed and signed by the chair and examiners (within five working days of the oral



examination), and the outcome (including revisions and amendments, if required) have been provided to the student via the form, the oral examination process is complete.

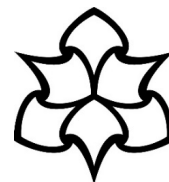
**If the oral examination is being conducted via Video Conferencing, refer to these guidelines in addition.

Examination Outcomes

At the conclusion of the oral examination, when the examiners have completed their deliberations, the research student will be informed of the outcome and any revisions requested by the examiners.

The possible outcomes are:

- i) The student **be awarded the degree**.
- ii) The student **be awarded the degree subject to minor typographical amendments** being made to the thesis. Such amendments will include typographical errors, grammatical errors and/or replacement of, or additions to, the text or diagrams. For example, the replacement or addition of up to one or two paragraphs of text. Such amendments should be capable of being completed by the student within **two weeks from receipt of the written outcome**. No further revisions can be added by examiners after the oral examination has concluded. The examination team will decide which examiner will check the amendments. Examiners are given four weeks in which to review the corrections.
- iii) The student **be awarded the degree subject to minor revisions** being made to the thesis. Such revisions would not normally constitute more than 10% of the work and may include empirical work, for example the revising of a complete chapter of the thesis, and/or typographical or grammatical errors that are so numerous as to suggest carelessness on the part of the student, or so intrusive as to distract the reader's attention from the argument of the thesis. The revisions should be capable of being completed by the student within **two months from receipt of the written outcome**. The examination team will provide the detail of the required revisions at the end of the oral examination. No further revisions can be added by examiners after the oral examination has concluded. The examination team will decide which examiner(s) will check the amendments. Examiners are given four weeks in which to review the corrections.
- iv) The student **be awarded the degree subject to major revisions** being made to the thesis. Major revisions are matters that are in excess of minor revisions, but not, in the opinion of the examiners, sufficient to require the student to revise and resubmit. Such revisions may involve rewriting more than one chapter, correction of calculations, and/or clarification and amendment of arguments. The revisions should be capable of being completed by the student within **six months from receipt of the written outcome**. The examination team will provide the detail of the required revisions at the end of the oral examination. No further revisions can be added by the examiners after the oral examination has concluded. Both examiners will check the amendments. Examiners are given four weeks in which to review corrections
- v) The student **be awarded a lower qualification**.
- vi) The student **be referred in the first examination** and be permitted to revise and re-submit the thesis for re-examination for the degree with or without a further oral examination as provided for in these Regulations. A resubmission may include the substantial restructuring of the thesis and



should be capable of being completed within 12 months. Examiners are given six weeks in which to review the re-submitted thesis.

The research student will be notified of the outcome and will receive a copy of the report within five working days of the oral examination, which will indicate the recommendation and provide them with brief details of any amendments they are required to complete (if applicable).

In the case of minor typographical amendments, minor revisions or major revisions being required, the corrected thesis (either hardcopy or electronic copy) should be submitted directly to the nominated examiner(s) for approval.

Resubmission

If the research student has been referred in the first examination, they will be required to resubmit their thesis for re-examination.

Students who started in or after September 2013 will be required to pay resubmission fees; see the [Finance Regulations for more details](#).

The research student will be required to provide two printed soft perfect, channel or sure bound copies of their thesis following the same formatting requirements as with their initial thesis, and one electronic copy of their thesis for resubmission. These should be submitted directly to the Faculty Research Degrees Team.

The student should also provide a separate document, clearly indicating the changes they have made and highlighting where exactly in their thesis the changes can be located (i.e. page number/chapter), for the examiners. Following the outcome of the first oral examination, they may be required to undertake a second oral examination as part of the resubmission.

Once the research student has resubmitted their thesis, it will be sent out to the examiners for re-examination.

Resubmission outcomes

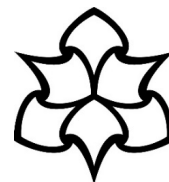
Upon resubmission, the examination team can choose from the following outcomes:

(i) The student **be awarded the degree**.

(ii) The student **not be awarded the degree**.

(iii) The student **be awarded the degree subject to minor typographical amendments** being made to the thesis. Such amendments will include typographical errors, grammatical errors and/or replacement of, or additions to, the text or diagrams. For example, the replacement or addition of up to one or two paragraphs of text. Such amendments should be capable of being completed by the student within **two weeks from receipt of the written outcome**. No further revisions can be added by examiners after the oral examination has concluded. The examination team will decide which examiner will check the amendments. Examiners are given four weeks in which to review the corrections.

(iv) The student **be awarded the degree subject to minor revisions** being made to the thesis. Such revisions would not normally constitute more than 10% of the work and may include empirical work, for example the revising of a complete chapter of the thesis, and/or typographical or grammatical errors that are so numerous as to suggest carelessness on the part of the student, or so intrusive as



to distract the reader's attention from the argument of the thesis. The revisions should be capable of being completed by the student within **two months from receipt of the written outcome**. The examination team will provide the detail of the required revisions at the end of the oral examination. No further revisions can be added by examiners after the oral examination has concluded. The examination team will decide which examiner(s) will check the amendments. Examiners are given four weeks in which to review the corrections.

(v) The student **be awarded the degree subject to major revisions** being made to the thesis. Major revisions are matters that are in excess of minor revisions, but not, in the opinion of the examiners, sufficient to require the student to revise and resubmit. Such revisions may involve rewriting more than one chapter, correction of calculations, and/or clarification and amendment of arguments. The revisions should be capable of being completed by the student within **six months from receipt of the written outcome**. The examination team will provide the detail of the required revisions at the end of the oral examination. No further revisions can be added by the examiners after the oral examination has concluded. Both examiners will check the amendments. Examiners are given four weeks in which to review the corrections.

(vi) The student **be awarded a lower qualification without corrections or revisions**. In the case of a PhD examination, the student be awarded the degree of MPhil. In the case of an MPhil examination, the student be awarded the degree of Master's (by Research). In the case of a Professional Doctorate examination, the student be awarded the exit award of Master of Arts, Master of Science, or appropriate alternative title.

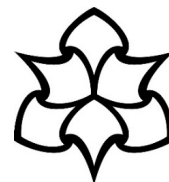
(vii) The student **be awarded a lower qualification with corrections or revisions**. The student is required to amend and correct their thesis and after corrections may reach the standard of a lower qualification. In the case of a PhD examination, the student be awarded the degree of MPhil, subject to the presentation of the thesis amended to the satisfaction of the examiners. In the case of an MPhil examination, the student be awarded the degree of Master's (by Research), subject to the presentation of the thesis amended to the satisfaction of the examiners. In the case of a Professional Doctorate examination, the student be awarded the exit award of Master of Arts, Master of Science, or appropriate alternative title, subject to the presentation of the thesis amended to the satisfaction of the examiners.

At the end of the examination, the examiners complete a joint report for submission to the Graduate School.

Non-compliance with the submission deadline for the revisions may result in the recommendation that the student not be awarded the degree. In exceptional circumstances a student can request an extension to the deadline. The student should contact the Faculty Research Degrees Team in advance of the deadline if they think they might require an extension.

For examinations, which do not require an oral examination – if the examiners' reports are not unanimous, the examiners should exchange reports and have a discussion to try and reach a consensus. If no consensus is agreed, the University Research Degrees Committee may either:

- Apply the most strenuous outcome
- Require the appointment of an additional examiner in order to achieve a majority recommendation. In such cases, the original examiners will be kept informed of the outcome.



Even if each of the examiners is satisfied with the outcome, and the student is advised that they will be recommending the award of the degree, the power to award the degree still rests with the University Research Degrees Committee.

Submission of the final thesis

Upon completion, the research student is required to submit an electronic copy of their final thesis directly to the Graduate School either via email, or on a pen drive. The University does not require a hard-bound copy of the thesis.

The electronic copy will be deposited in the University's open access digital repository, [e-space](#), and made available in the [British Library Electronic Theses Online System \(EThOS\)](#).

The electronic thesis must be submitted as one complete document and can be submitted in either Word or PDF format.

In order for the degree to be completed and awarded, it is important that the research student submits the following to the Graduate School:

- An electronic copy of their thesis (either via email, or on a pen drive)
- A separate title page and abstract
- A completed exit (RDEXIT) form, which will need to be countersigned by their Director of Studies.
- A completed EThOS Deposit Agreement Form, which indicates if there is a thesis embargo period. Please note that the latter can only be enacted if formal approval has been received from the Faculty Research Degrees Committee.

Completion and award

Providing the research student has submitted all the required documentation, the formal notification of their award normally takes two to three weeks to arrive.

For all students the date of award will be the date when the Graduate School confirms to the Awards and Conferments team that the student has completed all academic and administrative requirements.

The student must provide the Graduate School with the address to which they wish their formal notification, certificate and invitation to the awards ceremony to be sent. This can be provided on their exit (RDEXIT) form.

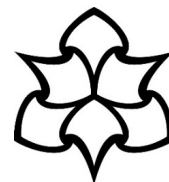
The award of the degree can take place any time of the year.

Collection of certificates and awards ceremonies

It will take approximately four weeks following completion of the award for the certificate to be ready.

Certificates are normally posted out to the student's permanent address or the address they identify on their exit (RDEXIT) form. They can also be collected from the Student Hub in the Business School, (check their webpages to confirm the opening hours).

Students are invited to the University awards ceremony to receive the congratulations of the Vice-Chancellor. For most students this event is held annually in July at the Bridgewater Hall every year.



If the student is awarded their degree between May and June their certificate will be presented to them at the ceremony. If they do not attend, it will be posted out shortly after that date.

[Review of an examination decision \(appeals procedure\)](#)

Unsuccessful candidates should note that, in certain circumstances, they can request a review of the outcome of their research degree examination, the annual review process (RDAR) or the progression/transfer process (RD2) via the [appeals procedure](#).

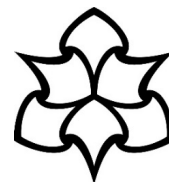
[Complaints](#)

The University actively supports research students' welfare and is keen to ensure that they have an enjoyable experience and a satisfactory working environment whilst they are studying their research degree.

If a student has any problems, it is hoped these would be resolved through the Director of Studies and supervisory team however students can raise any issue they have with their Research Degrees Coordinator, Head of Faculty Research Degrees or Faculty Research Degrees Team, if it is not appropriate to raise it with their supervisory team. If students feel unable to discuss matters within their department or faculty, they can book an appointment with the Graduate School by email (gsresearchdegrees@mmu.ac.uk) to discuss academic or other concerns. Students can also use the [University's Counselling Services](#) for non-academic issues.

Should the student feel that any issues remain unresolved, the University operates a procedure for dealing with research students' complaints. This might relate to supervisory arrangements, facilities or any other matters relating to their treatment in the University or at a collaborating establishment.

If the research student feels that it is necessary to make a formal complaint then it is important that they raise it at the earliest opportunity so that it may be resolved with the least disruption to their research. It is also intended that any complaint will be resolved at the earliest possible stage of the procedure and that the individual to whom the complaint is referred will make every effort, after any necessary consultation, to resolve the issue(s) raised expeditiously. Further detail can be accessed via the [Student complaints process](#).



Appendices

Appendix 1: Copyright and intellectual property rights

This appendix draws attention to some of the main issues for research students and their supervisory teams regarding copyright and intellectual property.

What is intellectual property?

Intellectual property, of which copyright is a form, is a system of interconnected legislation that protects the creative output of the mind. Nobody can own ideas, but once you write or record your idea in a permanent form it becomes your 'intellectual property'. Under UK law (Copyright, Designs and Patents Act 1988), once you have created something you then automatically own the copyright to your intellectual property.

What is copyright?

Copyright is a form of intellectual property that protects original literary, dramatic, musical and artistic works, as well as layouts or typographical arrangements of published work, sound recordings, film and broadcast.

Copyright gives the creator of the work the exclusive rights to copy, license, rent, lend, perform, show the work to the public, make an adaptation of the work or translate a work.

For example, when you write a letter to someone, the recipient owns the letter, but the writer keeps the copyright. Buying a book does not buy the right to copy the text. Supervising a research degree does not give the supervisor copyright to the content of their student's thesis.

What can I copy?

The University holds a license from the Copyright Licensing Agency (CLA) to permit photocopying from books, loose-leaf works, journals, periodicals, conference proceedings, law reports, and volumes of short stories and poems.

- A book: up to 10% or one complete chapter (whichever is the greater)
- An issue of a serial publication: up to 10% or one whole article (whichever is the greater)
- A set of conference proceedings: up to 10% or one whole article (whichever is the greater)
- A published report of judicial proceedings: up to 10% or the entire report of one single case (whichever is the greater)
- An anthology of short stories or poems: up to 10% or one short story or one poem of not more than 10 pages in length (whichever is the greater)

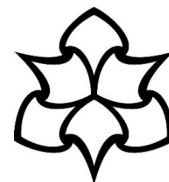
Further information including what is not included in the license can be found in the [Manchester Metropolitan University Intellectual Property Rights Policy](#).

Important: all copied material must acknowledge the author, if not, it is deemed as plagiarism. The University treats acts of plagiarism very seriously.

Advice for postgraduate research students and staff

Because research degrees involve creating knowledge and understanding, the law of copyright and intellectual property affects research students and the work that they do for their degree. It is a complicated area of law, and the University's [Legal team](#) will be happy to give advice.

The details relating to students have been extracted below:



4.2. Students

4.2.1. If an individual enrolled on a course of study or research at the University (a “Student”) generates IPR pursuant to his/her studies or research, the standard position is that the Student will own such IPR, unless the Student:

4.2.1.1. is a postgraduate student and receives a University scholarship in which case such IPR will be owned by the University subject to any alternative arrangements with the Student;

4.2.1.2. is a postgraduate student and receives a bursary from, or has his/her fees paid or subsidised by, a sponsor in which case ownership of such IPR will be subject to the arrangement between the Student, University and Sponsor;

4.2.1.3. generates IPR which builds upon existing IPR generated by, or is jointly invented with University Employees or Associates (in which case the Student will be required to assign such IPR to the University and in respect of revenue generated by that IPR, the Student will be entitled to apportioned income in accordance with the policy); or

4.2.1.4. is also an Employee of the University and developed the IPR in that capacity (in which case the Student is treated as a University Employee for the purposes of this policy).

4.2.2. The University may be willing to support protection and commercialisation of student-owned IPR. Students should in the first instance notify their course tutor who will then contact the RKE Office on behalf of the Student. Following consultation with the Faculty Associate Dean for KE and the students involved, the Director of RKE will be responsible for the final decision as to whether the University wishes to protect and commercialise the student-owned IPR through the existing disclosure and assessment route. If the University agrees to support protection and commercialisation of student owned IPR the Student will be required to assign such IPR to the University and in respect of revenue generated by that IPR, the Student will be entitled to apportioned income in accordance with the policy.

E-space

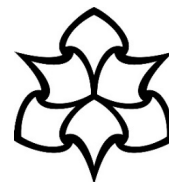
[e-space](#) is Manchester Met’s Institutional Repository in which published research outputs are archived and made available online. Government policy is directing universities to make all of their research outputs open access, and depositing the correct version of publications into e-space fulfils this obligation. The Library has produced a [guide to open access publication](#) to explain this process in more detail.

Embargoing your thesis

On completion of a research student’s degree, their thesis will be archived in e-space. This means the full-text will be available online. If they do not want the full-text to be seen online they may request that it be embargoed for a limited period.

Useful links

- [Guidelines on Good Research Practice](#)
- [The UK Copyright service](#)
- [Office for Public Sector Information](#)
- [Copyright Licensing Agency](#)
- [Jisc - Intellectual Property Rights.](#)



Appendix 2: Thesis confidentiality and embargoes

This appendix provides some useful guidance on issues for research students around thesis confidentiality and embargoes.

Final thesis submission

All PGR students as part of the final thesis submission and completion process are required to submit an electronic copy of their full and final thesis, a completed and signed RDExit and EthOS form directly to the Graduate School.

The EThOS form is the student's declaration and agreement for their thesis to be made publicly available, stating that it does not break UK law or infringe any third party's copyright or other Intellectual Property Rights. It also confirms any prior formal approval for thesis confidentiality – see declaration below:

I Agree As Follows:

- That I am the author or co-author of the thesis and have the authority on behalf of the author or authors to make this agreement and to hereby give e-Space administrators the right to make available my thesis in the way described above.
- That I have exercised reasonable care to ensure that work within my thesis is original, and does not to the best of my knowledge break any UK law or infringe any third party's copyright or other Intellectual Property Right.
- That the administrators of e-Space do not hold any obligation to take legal action on behalf of myself as the Depositor, or other rights holders, in the event of breach of intellectual property rights, or any other right, in the material deposited.

Where a PhD by Publication was undertaken and the publications have been incorporated within a student's initial thesis for examination, students are asked not to submit publications in their final thesis for copyright reasons. Instead, they should provide the web link(s).

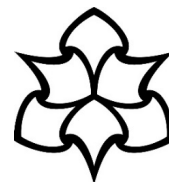
Please note that publishers hold the rights to any publications. Therefore, if a student wishes to include any published material in their final thesis that will be accessible via the internet, they will need to obtain prior permission from the rights holder.

The Graduate School will carry out the required administrative checks and once approved, will forward the EthOS form and thesis to the Library for uploading to Manchester Met's institutional repository, e-space. An electronic copy will also be included in the British Library Electronic Theses Online System (EThOS).

Theses are expected to be made open access without any restrictions on access. Manchester Met seeks to ensure that content made available via e-space is legal and does not infringe UK copyright law, contain sensitive personal data or include other material inappropriate for open access publication. If an alleged infringement is reported to the University, Manchester Met reserves the right to withhold access to the thesis until the complaint has been investigated.

Copyright guidance

Students must have a full understanding and awareness of copyright issues and when it is necessary to seek permission to use other's work to avoid infringing copyright. The [Library's Copyright guide](#) includes helpful information for researchers. Anyone using/citing third party material in their own work is required to make a clear reference to the name of the owner of the original piece of work.



Thesis confidentiality

Where there are legitimate reasons for thesis embargo/restriction from public access, students are required to submit a request in writing with full support from their DoS to their Faculty Research Degrees Committee for consideration and approval. Such requests should normally be submitted at the time of the approval of examiners (RD6) stage, clearly indicating the reason(s) for confidentiality and the duration. The period of confidentiality shall not normally exceed two years from the date of the oral examination. However, in exceptional circumstances, University Research Degrees Committee may approve a longer period or an extension to the original request.

Only the thesis title and abstract will be available on e-space during the embargo period, after which, the full thesis will be available. If the full embargo period is no longer required, research students may contact the e-space team in writing to instruct them that the thesis can be published.

Some examples of where an embargo may be required:

Commercially or industrially sponsored

A student may have signed an agreement to restrict their thesis from being made publicly available if there is material of a commercially sensitive nature that could harm the reputation of the business, to protect the interest of stakeholders, or if there is a patent application to be filed.

Thesis is due for publication

A student may have signed a contract stating that their thesis cannot be made available until the release of a publication.

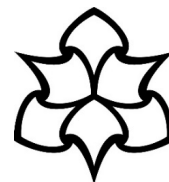
Material obtained under a promise of confidentiality

A student can request thesis confidentiality if there is a need for anonymity, i.e. if there is a risk of endangering the physical or mental health or safety of an individual mentioned/cited in the thesis, or if there is a possibility of it being open to legal challenge or racial, ethnic, political or other persecution.

Third party material

The student may not have requested or been granted permission to use material from a third party (i.e. journal articles, images, etc.). The full thesis cannot, therefore, be made publicly available online until such permission has been sought and granted.

Where a student's thesis includes copyrighted material and permission has been sought but not yet granted, allowance can be made for the student to submit two versions of their thesis (one for archiving until such permission is given and a redacted version for uploading online).



Appendix 3: Specimen front covers and title pages

Text on front covers should be point size 24. For more on formatting the thesis, see 'Thesis format for examination'.

Specimen front cover for PhD

Nineteenth Century Lancashire Woven Cottons:
Studies in the role of the designer
In the production process

J M WEBSTER

PhD 2014

Specimen title page for PhD

Nineteenth Century Lancashire Woven Cottons:
Studies in the role of the designer
in the production process

JENNIFER MARY WEBSTER

A thesis submitted in partial fulfilment of the requirements of
Manchester Metropolitan University
for the degree of Doctor of Philosophy

Department of Textiles/Fashion
Manchester Metropolitan University
in collaboration with Lancashire Cotton Mills Ltd

2014

Specimen front cover for
Master's (by Research)

Nineteenth Century Lancashire Woven Cottons:
A Study

J M WEBSTER

2014

Specimen title page for
Master's (by Research)

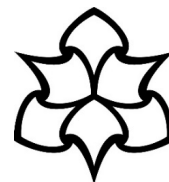
Nineteenth Century Lancashire Woven Cottons:
A Study

JENNIFER MARY WEBSTER

A thesis submitted in fulfilment of the requirements of
Manchester Metropolitan University
for the degree of Master of Arts (by Research)

Department of Textiles/Fashion
Manchester Metropolitan University

2014



Appendix 4: Useful publications

Harrison, S. (2010) *How to write a PhD in Less than 3 years: A practical guide*, Author House

Hayton, J. (2015) *PhD, An Uncommon Guide to Research, Writing and PhD Life*, James Hayton PhD

Jackson, C. and Tinkler, P. (2004) *The Doctoral Examination Process: A Handbook for Students, Examiners and Supervisors*, Open University Press

Karp, J. (2009) *How to Survive Your PhD: The Insider's Guide to Avoiding Mistakes, Choosing the Right Program, Working with Professors, and Just How a Person Writes a 200 Page Paper*, Sourcebooks.

Marshall, S and Green, N. (2010) *Your PhD Companion: The Insider Guide to Mastering the Practical Realities of Getting Your PhD* (3rd Edition), How to Books, Oxford.

McMillan, K. (2013) *How to research and write a successful PhD*, Pearson Education

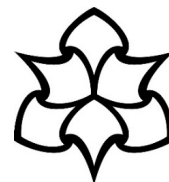
Murray, R. (2011) *How to Write a Thesis*, Open University Press

Phillips, E.M. and Pugh, D.S (2015) *How to get a PhD: A Handbook for Students and Supervisors* (6th Edition), Open University Press

Rugg, G and Petre, M. (2010) *The Unwritten rules of PhD Research*, Open University Press

Wisker, G. (2007) *The Postgraduate Research Handbook: Succeed with Your MA, MPhil, EdD and PhD*, Palgrave Macmillan

Wisker, G. (2015) *Getting Published: Academic Publishing Success*, Palgrave Research Skills



Glossary

Academic Board: The body that oversees the University's academic activities, and considers matters related to the awarding of degrees.

Advisor: An optional supervisory team member with specialist knowledge or connections.

Annual review (RDAR): The formal review of a student's engagement with and progress in their research project.

Application for registration (RD1): The formal process of defining and approving a student's research project.

Completion and Award: The formal awarding of the degree by the Academic Board.

Department, Faculty, School: Manchester Metropolitan is made up of five Faculties. Each Faculty is subdivided into a number of different Schools or Departments.

Director of Studies (DoS): Leads the supervision of the student.

e-space: The University's research repository for uploading and storing students' electronic theses.

Ethics: Research ethics are a set of core principles defining how researchers interact with research participants, including their data or tissue.

EthOS (Ethics online system): The University's system for submitting and monitoring ethics applications.

ETHOS (Electronic theses online service): The British Library's thesis repository.

Examiner: A specialist academic who can assess a student's research output. Examiners may be internal (employees of Manchester Met) or external (not employed by Manchester Metropolitan University).

Extension of study: Where a student has exceptional factors that mean they require additional time to submit (or re-submit) their thesis, they can apply for an extension of study.

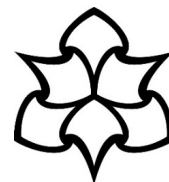
Faculty Research Degrees Team: The team within Faculties responsible for the day-to-day administration and oversight of research degrees.

Faculty Research Degrees Committee: The strategic body within each Faculty that reviews student progress and key milestones, and which takes a wider interest in postgraduate research policies and procedures. The delegated authority for the Research Degrees Committee in many instances.

Graduate School: The University's Graduate School oversees the administration and quality assurance of research degrees, as well as working to enhance the student experience and raise the profile of postgraduate research.

Head of Faculty Research Degrees (HFRD): Provides strategic leadership within Faculties, ensuring the interests of postgraduate research students are protected, and that the standard and quality of research degrees is maintained.

Independent chair: A member of the examinations team. The chair does not examine the thesis, but is responsible for ensuring the oral examination is run and administered appropriately.



Independent reviewer: A student's annual review will be assessed by an independent reviewer: an academic from beyond the student's supervisory team.

Moodle: The University's online learning environment.

Oral examination (viva, viva voce): Most research degrees are examined via an oral examination sometimes referred to as a viva or viva voce.

Personal Learning Plan (PLP): Students who declare a disability will have a Personal Learning Plan (PLP) that details any reasonable adjustments they require.

PGR: Abbreviation for postgraduate research, or postgraduate researcher.

PRES (Postgraduate Research Experience Survey): A survey that the University participates in every other year in order to gather feedback from postgraduate research students about their learning and supervision experiences.

Progression review (RD2): A formal process to review the progress a student is making on their research.

Referral and re-examination: On first examination, a student may be referred; this means the student is required to revise and re-submit their research in order to be re-examined.

Registration period: The formal period that a student is registered on a research degree.

Research Degrees Co-ordinator: Academic lead within Schools/Departments for research degrees, providing oversight of the research degrees programme. Note, in some faculties this role is called Research and Knowledge Exchange (RKE) Lead.

Scrutineer: An academic from outside of the supervisory team who assesses a student's registration and progression/transfer review.

SkillsForge: The University's system for monitoring and administering the research student journey.

Supervisory team: The team that supervise the research student. The supervisory team includes a Director of Studies (DoS), supervisor(s) and – in some cases – advisor(s).

Suspension of study: Where a student has exceptional factors that prevent them from progressing with their research, they can apply for a temporary break of study, known as a suspension of study.

Thesis submission: The formal submission of the thesis – in the required format – to the University.

University Research Degrees Committee (RDC): Has University-wide strategic responsibility for the enhancement and quality assurance of research degrees, and for oversight of students' registration, transfer, progression and examination.

SkillsForge: Main forms and processes

RD1: Application to register

RD2: Progression review / Transfer of study

RD3: Changes to supervisory arrangements

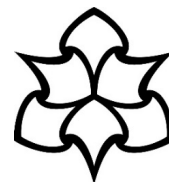
RD4: Application for extension

RD5: Application for suspension

RD6: Approval of examiners

RDAR: Research degrees annual review

RD9: Record of supervision.



Additional guidance and support

Supporting regulations are available on the Graduate School website, including the Institutional Code of Practice and the Research Degrees Handbook. Additional supporting documents include:

[Guidelines on the Examination of Postgraduate Research Degrees](#)

[Guidelines on PhD by Publication](#)

[Assessment Arrangements for Disabled Students \(under 'Other Policies'\)](#)

[Code of Practice on Extensions and Suspensions](#)

[Unsatisfactory Progress Procedure](#)

[Appeals and Complaints: Guidance for Students](#)

[Ethics and Research Governance](#)

[Research Misconduct.](#)