

RESEARCH TRAINING PROGRAMME

As part of your research award you are required to attend a number of generic and discipline specific courses throughout your time at the University.

The generic courses are organised centrally by the Graduate School Office and the discipline specific courses are organised by your Faculty or Research Centre.

The training you are required to undertake will be defined upon completion of your Training Needs Analysis (TNA) document; refer to page 4.

The Research Training Handbook, schedules and exemption forms can be accessed at <http://www.dmu.ac.uk/research/degrees/index.jsp>.

Course Schedules

Training courses are delivered from September to June each year with course schedules being produced twice each academic year.

Schedules are posted to your correspondence address in July and December each year and can also be viewed through your Blackboard account or via the website link above.

Course Bookings

Generic Training Courses

Places on each course are limited, so booking is essential. You can check availability of places and book to attend a course by email at rtp@dmu.ac.uk or by phone on 0116 250 6242.

You will receive email confirmation of your booking and an email reminder will be sent to you approximately one week prior to the course taking place.

If you cannot attend a course for any reason it is vital you inform the Graduate School Office as early as possible so your place can be offered to a fellow student.

Discipline Specific Training Courses

These courses are organised and delivered by your relevant Faculty or Research Centre.

To book a place on these courses please contact the relevant person listed on page 26.

Please note bookings are not required for courses which are delivered online via Blackboard. If a course can be studied online this will be indicated in the relevant course description.

Attendance and Training Attendance Records

Attendance is compulsory for the entire duration of each course, failure to complete to the satisfaction of the presenter will be deemed as non-completion.

An attendance register will be taken at each course; please ensure you sign the register each time you attend a course.

Individual training attendance records which provide an overview of the courses you have completed and those still outstanding will be posted twice a year to all students in July and December.

In addition you can also view your individual record in the course section of myDMU by login to the site at <http://my.dmu.ac.uk>.

Attendance records are normally updated within two weeks of a *generic* training course being attended.

Attendance records for *discipline specific* training courses are normally updated within two weeks of the attendance lists being sent by the Faculty/ Research Centre to the Graduate School Office.

Attendance records for online courses are normally updated twice a year in January and July.

Attendance certificates will be issued upon completion of your MPhil or PhD.

Course Completion

This handbook provides full details of each of the courses offered.

You are required to undertake all compulsory courses unless an exemption request has been approved; refer to page 3 for further details on the exemption process.

Each course is designed to be relevant to the various stages of the research process.

All compulsory courses are assigned to a group, which indicates whether the course is suitable for students at the beginning of their research or whether it should be taken in later years.

An exemption request must be approved before the date the course is expected to be completed.

The following table indicates when you are expected to complete courses within each group.

Course Group	Expected Completion For Full-Time Students	Expected Completion For Part-Time Students
Group A	Within 6 months of enrolment	Within 6 months of enrolment
Group B	Within 12 months of enrolment	Within 24 months of enrolment
Group C	Within 24 months of enrolment	Within 48 months of enrolment
Group D	Within 36 months of enrolment or before completion	Within 72 months of enrolment or before completion
Optional	Throughout period of registration - if desired, not compulsory	Throughout period of registration - if desired, not compulsory

We are aware part-time students have many commitments outside of their research degree.

If you are studying part-time you are given a longer time period to complete the compulsory elements of the Research Training Programme, in line with the expected timeframe for completion of your research degree.

The Graduate School Office takes non-attendance very seriously and failure to attend courses booked, without prior notification, may affect your registration on the programme.

Special Requirements

If you have any particular needs you would like the administrators or presenters to be aware of please notify us in advance of the course.

Contact the Graduate School Office if you require:

- building or room access information,
- information on resources and equipment available to you,
- materials in an alternative format.

Students Who Register For The Award of MPhil Only

If studying for the degree of MPhil only, you are not required to complete some of the Group 'C' courses.

Students Previously Awarded The Degree of MPhil

If you have been awarded the degree of MPhil, from an institution other than De Montfort University, within the 5 years prior to starting your PhD, you are not required to complete the generic Group 'B' courses.

It may be possible to apply for exemption from the relevant discipline specific course in Group 'B'.

If your MPhil degree was awarded by De Montfort University you will only be required to complete courses you have not already studied.

Requirements For Students Where English Is Not The First Language

If you are a student studying in the UK at De Montfort University and English is not your first language you are **required** to attend an English language initial assessment session at the Leicester City campus **within 6 months** of commencing your research.

Students who have passed the necessary IELTS/ TOEFL course are also required to attend the initial assessment.

The initial assessment requires you to undertake a written and spoken test to identify your level of English to determine:

- if the level of English is of a satisfactory standard for undertaking study at MPhil or PhD level, in which case you will not be required to attend any further sessions,
- if the level of English requires further assistance, in which case you will be advised how many classes you must attend to attain the required level.

The course duration is highly dependent on the needs of individual students.

Courses are held exclusively for research students and are targeted specifically at your needs.

Please refer to the course description on page 9 for further information on the areas covered.

If you have been awarded the degree of MA, MSc, MBA, you will not be required to attend the English language sessions if the following two conditions are met:

1. the degree was awarded by a UK University within the 5 years prior to your enrolment on a DMU research degree programme,

and

2. your first supervisor confirms in writing, within 6 months of you starting your research degree, that your English is of a sufficient standard to undertake research.

Students Based Overseas

Courses offered through the Research Training programme are not currently compulsory for students who are located overseas.

Completion of the Training Needs Analysis document is also optional.

However, students who fall into this category are strongly encouraged to attend these courses whilst visiting the UK.

Students located overseas will be expected to complete the requisite courses when distance learning facilities are available.

Remember to ensure any supporting documentation is securely attached to the document.

Approval of all exemption requests will be sought from the relevant Faculty Training Assessor and the Research Training Sub-Committee.

PhD by Published Works

Students studying for a PhD by Published Works must complete the Training Needs Analysis (TNA) document.

However, you are eligible to apply for exemption from any or all of the Research Training Programme components if so indicated by the TNA document.

Evidence to support exemptions requests will be required.

Exemptions

You may be eligible to apply for exemption from some of the compulsory courses you are required to complete.

Please refer to the individual course descriptions to see if exemptions will be considered.

Exemption requests will only be considered if one or more of the following criteria can be met:

- the content covered by the course was studied at advanced level as part of a Masters level degree programme; evidence will need to be provided of this in the form of a transcript and a module outline,
- the content has been studied as part of another course at a level deemed suitable for doctoral research; certificates and details of course content will need to be provided as evidence,
- you have previous work or research related skills, which have provided you with sufficient training in the topic covered; exemption requests via this route will require a written statement from both the student and supervisor.

If you would like to apply for an exemption please complete the relevant section in your Training Needs Analysis document.