

September 2012) will not be required to have an annual review in year one, and part-time students on either of these routes will not be required to have an annual review panel meeting in year two. In both these cases the Transfer Review or Formal Review process will replace the annual review.

The annual review shall also include consideration of:

- a) the student's progress with the Researcher Development Programme, as informed by the initial Training Needs Analysis, see regulation 4.1;
- b) any necessary change in the Training Needs Analysis consequent on the progress of the project;
- c) where applicable, a review of the student's Personal Development Plan.

For further guidance on the Annual Review Panel please refer to the 'Guidance Notes for Annual Review Panels'.

All students registered for a research degree programme shall be expected to pass the usual annual review stage. Students should be aware that failure in performance at the annual review could result in termination of their registration or the requirement for a PhD student to submit for MPhil.

- 12.2** The 'Progress Report' form outlined in 6.4 and 6.5 provide an additional means by which progress can be monitored and should be used to determine whether actions agreed by supervisor(s) and the student are satisfactorily carried out.

If a student feels that the project is not proceeding satisfactorily for reasons outside his/her control, or that he/she does not have an effective working relationship with the supervisor(s), he/she could feel it is inappropriate or undesirable to wait for the annual monitoring process. In this case, the student is advised to contact the Graduate School Office for guidance. It would normally be expected that the student discuss the matter with the First Supervisor (if possible). Failing this, he/she should approach the relevant Faculty Head of Research Students. Should the matter still not be resolved, he/she should report his/her concerns to the Chair of Research Degrees Committee to make a final decision.

13. Transfer of Registration between MPhil and PhD and Formal Progression From Doctoral Researcher Programme to PhD

- 13.1** Students who registered initially for MPhil with the possibility of transfer to PhD and who wish to apply for transfer shall apply on the appropriate form to a Research Degrees Committee Faculty Review Panel.

All research degree students enrolled prior to the 1st September 2012 who are due to submit transfer reports shall submit a **transfer report** between 12 and 15 months of full-time registration or 18 months and 24 months of part-time registration. These

deadlines are calculated from the original enrolment date.

All research degree students registered for on the Doctoral Researcher Programme and who enrolled after 1st September 2012 shall submit a **formal review** between 12 and 15 months of full-time registration or 18 months and 24 months of part-time registration. These deadlines are calculated from the original enrolment date.

It is imperative that the 15 month (or part-time equivalent) deadline is adhered to. Students who miss this deadline must submit the transfer report or formal review in month 17 (full-time) or month 28 (part-time). Failure to do will result in the registration reverting to Registration for Master of Philosophy.

There might occasionally be cases of mitigation which could justify extension of the deadline. These should be requested in good time by the student and supervisory team on the appropriate form for consideration by the Faculty Head of Research Students (or nominee).

- 13.2 The transfer report and formal review must, except in exceptional circumstances, take place at least one year before examination.
- 13.3 The supervision team shall nominate an internal assessor and obtain the consent of the internal assessor prior to his/her possible appointment and in advance of submission of the transfer report or formal review and appropriate form. The Faculty Head of Research Students will approve the proposed appointment. **The Graduate School Office will dispatch all paperwork to the assessor.**
- 13.4 Where it is not possible to appoint a single internal member of staff, two assessors shall be appointed. One will assess the quality of the specific content of the report or formal review and the other will give guidance on the overall suitability of the project in terms of achieving research degree standards. One joint report will be produced by the subject expert in conjunction with the experienced assessor. Both assessors will sign the report form.
- 13.5 A member of staff registered for a research degree cannot be nominated to be the internal assessor for a transfer report or the formal review.
- 13.6 Where a transfer report or formal review has been referred for revision it is expected that the student with guidance from the supervisor will spend an intensive period putting together the revised document so that re-submission can take place in a timely manner.
- 13.7 A selected internal assessor(s) **should not normally** be nominated to be the internal examiner for the final examination.
- 13.8 Students submitting their application to transfer report or formal review will be required to undergo a formal interview with the assessor. The student will be informed of the arrangements for the interview by the supervisor. Where a transfer

report or formal review has been referred for re-submission, a second interview with the assessor is at the discretion of the assessor.

13.9 In support of the application for transfer report or formal review, the student shall prepare for the Research Degrees Committee Faculty Review Panel two copies of a full transfer report or formal review report on the work undertaken. The transfer report or formal review report should be between 5,000 to 10,000 words in length and include:

- a) i) a brief review and discussion of the work already undertaken including a review of relevant sources and methodologies as well as a plan of further work

or

- ii) an annotated list of chapter headings, indicating the overall thesis structure; a provisional timetable for the completion of each draft chapter; one or two draft chapters, or, in the case an exhibition, performance or other creative work, a presentation of work, recorded or live; a statement outlining the rationale, methodology and theoretical perspectives of the thesis, including details of the original contribution to knowledge which is likely to emerge.

- b) A student registered for a research degree exhibition, performance or other creative work shall also present, in an appropriate form, examples of the exhibition, performance of creative work in support of the transfer report or formal review report, which in this case will appropriately be within the range of 3,000 - 5,000 words. At the discretion of the Internal Assessor(s), the student can be required to be present when such work is being considered and respond to questions.

Transfer reports or formal review, which are under or over the word length, will be returned for amendment.

13.10 A student registered for MPhil only may exceptionally apply to transfer registration to PhD or the Doctoral Researcher Programme. Such an application must normally be made by no later than 12 months of full-time registration and 21 months of part-time registration.

13.11 Before approving the transfer report or formal review to confirm PhD status, the Research Degrees Committee Faculty Review Panel must be satisfied that the student has made sufficient progress and that the proposed programme provides a suitable basis for work at PhD standard which the student is capable of pursuing to completion. All students will be required to undertake an oral assessment as part of the transfer report or formal review process.

The Research Degrees Committee Faculty Review Panel may approve a transfer report or formal review unconditionally or conditionally, may refer the application back for further work or may decline to approve the application. If the transfer or formal review is declined by the Faculty Review Panel this will result in the registration reverting to Registration for Master of Philosophy.

- 13.12** Where a transfer report or formal review is not approved, the student may seek reconsideration of the Research Degrees Committee Faculty Review Panel's decision subject to the circumstances and procedures set out in Regulation 20.
- 13.13** A student who is registered for PhD may, in consultation with his/her supervisory team, at any time prior to submission of the thesis for examination, apply to the Graduate School Office for the registration to be transferred to registration for MPhil. This will be subject to the approval of the Research Degrees Committee Faculty Review Panel.

14. Submission of Thesis and Any Other Work

- 14.1** The thesis must be presented in accordance with the requirements of Regulation 15.
- 14.2** It is the responsibility of the student to ensure that the thesis and/or any other work is submitted to the Graduate School Office within the maximum period permitted to the student under Regulation 7.1.
- 14.3** The thesis must be the result of the student's own work. The requirement does not preclude a student obtaining limited assistance with proof reading. When such help is obtained it must be with the prior approval of the supervisor who must be satisfied that the spirit of the 'own work' requirement is not breached.

If a student employed a professional proof-reader for their research thesis the following definition applies:

The role of a proof-reader of a thesis is to ensure that the meaning of the text is not misrepresented due to the quality and standard of the English used. A proof-reader must not:

- change the text of the thesis to clarify or develop an argument;
- reduce the length of the thesis;
- assist with academic referencing;
- correct factual information;
- or translate the thesis into English.

A proof-reader may correct spelling, grammar and punctuation accuracy.

If a student obtains the assistance of a proof-reader for the thesis, a statement must be included in the thesis declaring editorial assistance was used.