

Progress reports are still required when students are in the fee free completion period of their research and up to submission of their thesis and when in the post-viva corrections stage. The Graduate School Office monitors the submission of regular progress reports. Persistent non-compliance of progress report submission may lead to the termination of registration.

The progress report form identifies the important parameters for such discussion. Such formal discussions should occur normally at intervals no longer than one month for full-time research students and normally no longer than two months for part-time students. It is expected that a full-time student will complete at least 10 records per annum and part-time students shall complete at least 5.

- 6.5** A progress report must be completed by the student and signed off by a member of the Supervisory Team. The Supervisory has an opportunity to amend/update the record. This process must be completed via MyDMU.

The Faculty Head of Research Students will review the progress of the research students and check that regular discussions between supervisors and their students have been taking place.

7. Lengths of Registration and Maximum Periods of Time Before Submission

- 7.1** The minimum and maximum periods of registration, shown both in months and calendar years, are normally as follows:

	<u>Minimum</u>	<u>Maximum</u>
<u>MPhil</u>		
Full-time	12 months (1 year)	24 months (2 years)
Part-time	24 months (2 years)	48 months (4 years)
<u>PhD (via transfer or formal review route)</u>		
Full-time	36 months (3 years)	48 months (4 years)
Part-time	48 months (4 years)	72 months (6 years)
<u>PhD Direct (students enrolled prior to 1st September 2012 only)</u>		
Full-time	24 months (2 years)	36 months (3 years)
Part-time	36 months (3 years)	72 months (6 years)
<u>PhD by Published Works</u>		
Part-time	12 months (1 year)	24 months (2 years)
<u>MA/MSc by Research</u>		
Full-time	12 months (1 year)	15 months (1 ¼ years)
Part-time	24 months (2 years)	30 months (2 ½ years)

Extensions beyond the maximum period are solely at the discretion of the Faculty Head of Research Students (or nominee). Application for an extension must be

made to the Panel, on the appropriate form and with the support of the student's First Supervisor, **before** the approved period of registration has expired.

Approved interruptions will be taken into account when a student submits an 'Application for Extension to Period of Registration'.

When submitting an 'Application for Extension to Period of Registration' form the student must produce a thesis outline agreed with the supervisor and can present such evidence as to help his/her case. The form shall be considered by the Faculty Head of Research Students (or nominee). In these cases there shall follow an interview, either face-to-face or over the telephone, with an experienced internal assessor appointed by the Faculty Head of Research Students. If medical evidence supports the first request for an extension the interview is not required. It is permissible to request subsequent extensions but the University will scrutinise additional requests carefully.

The criteria for the internal assessor to support the application are as follows:

- a) Substantial progress with respect to an agreed thesis outline,
- b) Whether the work is still timely,
- c) Availability of time and resources to complete the work.

The assessor shall express a view as to whether; in his/her opinion the resulting period of extension is sufficient.

7.2 Submissions after the approved period of registration are not permitted unless with the approval of the Faculty Head of Research Students on exceptional grounds.

7.3 Students exceeding a period of study longer than six years from the initial date of registration for full-time students and eight years from registration for part-time students may do so only in exceptional circumstances and with the express approval of the Faculty Head of Research Students. Applications for such exceptions will only be considered if a case is made six months before the last extension has expired.

These periods of time will not be changed by introduction of an interruption of Registration under Regulation 9.

8. Continuation and Termination of Registration

8.1 Continued registration shall be subject to annual monitoring see Regulation 12.

8.2 If a supervisor considers that a research student's performance or progress is unsatisfactory the concerns should be specified in writing to the student normally using the appropriate 'Progress Report' form.