

## **2. Admission Requirements and Processes**

### **2.1 Students can be admitted as candidates for:**

- a) MPhil
- b) MA /MSc
- c) MPhil with possibility of transfer to PhD (MPhil/PhD)
- d) PhD
- e) PhD by Published Works

### **2.2 An offer of admission to a programme of supervised research shall be linked to a specified research topic, and to two named supervisors for the probationary period from enrolment. These can be changed at registration. Research degree students will only be accepted into an environment that provides support for doing and learning about research and where high quality research is occurring**

### **2.3 Whilst any offer of admission can be made only by the Academic Registrar (or nominee), it must bear the recommendation of the relevant Dean of Faculty/Head of Independent Research Centre (or nominee), who thereby undertakes to arrange the necessary facilities and supervision if the offer is accepted. Such recommendation must also make clear which aspects of the programme, if any, will be undertaken outside University premises.**

An offer of admission shall be made on fixed entry points agreed by the University. These are: 1<sup>st</sup> October; 1<sup>st</sup> January; 1<sup>st</sup> April & 1<sup>st</sup> July.

### **2.4 The maximum period of probation is six months for full-time students and twelve months for part-time students. For students following the MA/MSc by Research programme only, the maximum period of probation is three months for full-time and six months for part-time. Students whose probationary period has expired before registration is approved by the Higher Degrees Committee Sub-Committee will be deemed as unsatisfactory and the University has the right to terminate the student's enrolment. Exceptionally application can be made to extend the probationary period. Applications should be made to the Chair of the Higher Degrees Committee.**

### **2.5 In order to be admitted as a candidate for MPhil, MA/MSc with or without the possibility of transfer to PhD, an applicant shall normally:**

- a) possess a UK Honours degree with at least an upper second class honours, or an academic or professional qualification which the Higher Degrees Committee Sub-Committee deems to be equivalent; and
- b) demonstrate competence in the use of the English language to the satisfaction of the Higher Degrees Committee Sub-Committee. Normally required is a minimum score of 6.5 in an International English Language Test Score (IELTS or equivalent) test. This shall have been taken not more than two years prior to entry.

Guidance on the equivalence of qualifications is available from the Academic Registry.

- 2.6** In order to be admitted directly as a candidate for PhD, an applicant shall normally possess, **in addition to the requirements of 2.5**, a UK Master's degree in a relevant subject. This shall normally have been awarded within five years of the date of application; exceptions may be allowed when there is evidence of continuing scholarship. Alternatively an academic or professional qualification which the Higher Degrees Committee Sub-Committee deems to be equivalent may be considered. Applicants without an undergraduate degree but who have been awarded a UK Master's degree may also be considered.

It should be noted that the above reference to a UK Master's degree relates to a Master's qualification that is postgraduate rather than undergraduate in level.

- 2.7** Applicants without the normal qualifications outlined above will be considered for registration by the Higher Degrees Committee Sub-Committee on the student's merits in relation to the nature of the proposed research programme.
- 2.8** A condition of admission for applicants without normal qualifications is the provision of at least two reference(s), concerning the applicant's academic ability and fitness to conduct research.
- 2.9** Applicants wishing to pursue a non-standard programme of research (e.g. by published works) are subject to the same admission protocols and procedures.
- 2.10** Students admitted onto the MA/MSc by Research cannot transfer to MPhil or PhD
- 2.11** An applicant whose work forms part of a group project may be registered for a Research Degree, provided that the Higher Degrees Committee Sub-Committee is satisfied that the applicant's part of the project is distinguishable for the purposes of assessment, and is appropriate for the award sought. In such a case, the application for admission must indicate clearly the individual's contribution and its relationship to the group project.
- 2.12** EU and International applicants proposing to conduct their research at a remote location outside the UK are eligible for consideration for admission and subsequent registration on the International PhD Programme, provided that the following conditions are fulfilled:
- a) In addition to the Regulation 5 regarding the appointment of the supervisory team, only persons who are members of academic staff of the University with relevant research expertise for the applicant's research programme are eligible to be First and Second supervisors. In addition, normally a local advisor/supervisor shall be nominated. The relevant HDC sub-committee will require a written case to be made for the absence from the supervisory team of a local advisor.
  - b) there is evidence that appropriate and adequate facilities are available for

the student to conduct their research in the remote location and within the University

- c) the arrangements proposed for supervision must enable frequent and substantial contact between the student and the UK-based supervisor(s). These arrangements must be approved during completion of a Study Protocol document which will take place within 3 months of enrolment for Full Time students and 6 months for Part Time. This contact should be by the most appropriate means such as face-to-face and/or email and/or video-conferencing. The student should normally prepare for and undergo the final oral examination at the University
- d) student and supervisor must meet together at least once per year, normally at the DMU Leicester Campus. All students must attend the DMU Leicester campus at least once prior to submission of their examinable thesis.
- e) Students on the International PhD Programme cannot attend the DMU Leicester campus for more than 12 weeks in any one year; in this instance they will be transferred to Full Time based in the UK.

**2.13** Faculties must ensure that their procedures for the selection and admission of research students show the ability to demonstrate that:

- a) admissions procedures are clear and consistently applied;
- b) only appropriately qualified and/or prepared students are admitted after a scrutiny of the appropriate references;
- c) admissions decisions involve the judgement of more than one of the institution's staff with relevant expertise and appropriate training;
- d) admissions procedures promote equality of opportunity;
- e) appropriate supervision in the research area applying to a prospective candidate is available;
- f) language proficiency has been appropriately assessed and, if not yet at the required Institutional level, the admission will be conditional on reaching that level;
- g) applicants are interviewed. Appropriate measures and records must be put in place for overseas students who may be unable to attend an interview at the institution. The "interview conducted" box on the Application Form for Admission to a Research Programme (e.g. MPhil/PhD) must carry the signature and printed name of an appropriate person in the faculty involved with the lodging of the application/interview papers in the records;
- h) confidentiality has been maintained through the process;

- i) the student is aware of facilities and space to be made available to them;
- j) the student is aware of the choice of supervisory team, nature of the supervisory arrangements and 'contract', and that the supervisors have attended the Certificate in Research Supervision course;
- k) the expectations of the student in relation to academic and social conduct and performance are clear;
- l) the student is aware of the requirements and availability of training;
- m) applicants have been made aware of any relevant institutional funds/bursaries to support students;
- n) the Institution can be assured that the student has sufficient financial support to complete the Research Degree Programme.

These criteria must be capable of being demonstrated at audit by appropriate Faculty records. The procedures are to be applied to all prospective research students including those who are self-funded.

**2.14** An applicant who has been granted admission becomes a candidate.