

the Graduate School by the academic responsible for interviewing the applicant.

- h) confidentiality has been maintained through the process;
- i) the applicant is aware of facilities and space to be made available to them;
- j) the applicant 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 applicant in relation to academic and social conduct and performance are clear;
- l) the applicant 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 applicant 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.

2.15 An applicant who has been granted admission becomes a student.

2.16 If an applicant submits a research proposal which the Faculty considers to be 'sensitive', under the definitions of the University's policy for Conducting Sensitive Research, then the applicant and research supervisor will be required to comply with the admissions procedures outlined in the policy. No offer of admission can be processed without full adherence to the Conducting Sensitive Research policy. The policy for Conducting Sensitive Research can be located on the University's research website pages.

3. Enrolment and the Payment of Tuition Fees

3.1 An applicant cannot commence his/her programme of study until they have enrolled as a student studying for a Research Degree. He/she will then **automatically** be re-enrolled at the start of each academic session throughout the programme. This means that, unless good reason has been provided for registration to be interrupted or terminated, fees will continue to be charged. Students intending to register for MPhil or PhD and based in the UK are required to attend the Induction Programme within six months of enrolment and must refer to the Researcher Development Programme Handbook provided by the Graduate School for information regarding the completion of other relevant compulsory courses.

Students intending to register for MA or MSc by Research and based in the UK are required to attend the Faculty Induction Programme within three months of enrolment and must refer to their Faculty Research Training Handbook provided by the Graduate School.

- 3.2** Students will normally be expected to enrol at one of the fixed entry points outlined in 2.3 above. Continued enrolment is subject to the payment of annual fees, their level to be defined by the University.
- 3.3** Students who enrol during an academic session (i.e. January or April) are liable to pay a proportion of the fee for the whole session. In subsequent sessions, they shall be liable for the full annual fee.
- 3.4** There may be an opportunity to pay by instalments and further information can be obtained from the Finance Office or Student and Academic Services.
- 3.5** At the end of the student's three year registration period (for full time students) or five year registration period (for part time students), excluding interruptions, he/she will be automatically placed into a 12 month period during which no fees are paid. MA/MSc by Research students are entitled to a three month fee free period following one year of registration (for full time students) or two years of registration (for part time students). Students who enrolled from 1st October 2017 onwards will have an administration fee associated with their fee free period. Should a student fail to submit his/her examinable thesis after the fee free period ends, and an extension has been agreed, liability for a continuation fee will apply until the thesis is submitted to the Graduate School for examination. If Regulation 17.3 is invoked the student will also be liable to pay continuation fees.
- 3.6** If the outcome of the viva voce examination is that the student be permitted to re-submit for the degree sought within a period not exceeding 12 months, the student will be liable to pay continuation fees until the revised thesis is submitted for examination to the Graduate School.
- 3.7** Probationary Students wishing to interrupt their studies during the probationary period following enrolment should complete the correct form. Interruptions will require the approval of the First Supervisor, the Faculty Head of Research Students or equivalent role and the Director of the Graduate School.
- 3.8** Research degree students are required to use their university email address (e.g. P00000076@my365.dmu.ac.uk). This will be the main form of communication from the Graduate School and Faculties. All information will be sent to this account and/or posted on Blackboard, therefore students will be required to check this account regularly. Students who persistently do not respond to formal communications from the Graduate School by the specified deadline may be at risk of termination of registration.