3.3 Reporting Lines

The University Human Research Ethics Committee produces a report of its activities annually to the Academic Board.

4. Enrolment Procedures

All continuing students will be automatically enrolled **every** year, usually at the beginning of each academic session. During your first year it is expected that you will enrol at one of the agreed Fixed Entry Points; 1st October, 1st January or 1st April and pay fees pro-rata.

You will be instructed to enrol as soon as you have received your offer. At this point you will complete an enrolment form (bring two colour passport sized photographs of yourself). Also bring information on how you intend to pay for your research. Full fees are due at enrolment**.** If unable to pay in full you must pay a minimum of 50%, there will be an option to settle in instalments, which confirm to the University's payment policies. The instalments can be made by Direct Debit or online at www.dmu.ac.uk by selecting online payments and the terms are three termly or four monthly instalments.

Standard fee payers who are unable to pay in full must submit a direct debit mandate to pay in three or six instalments.

Once you have enrolled and the arrangements to pay your fees have been agreed you will be issued with your student ID card, which allows you access to University buildings. Your ID card is also your library card and you will need to show your card to have access to library facilities or to borrow books. You must ensure that you keep your ID card safe, as you will be asked for your Student Number throughout your period of enrolment. You may also be asked to show your card at any time in any of the University buildings.

Following admission, you will be assigned two supervisors, who will be responsible for arranging your induction to the University, helping you to complete the Training Needs Analysis/Statement, organising your programme of study and working with you to develop your research proposal.

4.1 Probation

Your enrolment as a research student is probationary until your First Project Review form is approved by the Research Degrees Committee Faculty Review Panel. A full-time student must apply for First Project Review within **six months** of his/her enrolment date or within **one year** if studying part-time. Those full-time students enrolled on the MA/MSc by Research must apply for First Project Review within three months of enrolment or part-time students within six months. If an application is not made to the Research Degrees Committee Faculty Review Panel within these periods, the student's progress is deemed to be unsatisfactory and his/her enrolment is automatically terminated.

4.2 Enrolment of Members of Staff as Research Students

Members of University staff undertaking a research degree of this University **must** enrol as research students every year under the same conditions as above. Tuition fees are **NOT waived automatically** for DMU staff enrolled as students but are charged at the standard approved rate for students on similar programmes. Staff however, may apply for their fees to be paid in one of the following ways:

- from a Faculty or Department's staff development fund with the approval of their Head of Faculty/Department
- from central staff development funds administered by Human Resources (application forms available from Human Resources)
- from the appropriate research budget belonging to the Faculty/Department in which they are studying with the approval of their Head of Faculty/Department.

In each case a letter confirming the source of fees, stating the budget code, signed by the Head of Faculty/Department or the Head of Human Resources, as appropriate, must be provided **at enrolment**. If such a letter is not provided the appropriate tuition fee will be **charged to the student** until sponsorship details are approved.

4.3 Re-enrolment

Continuing students will be enrolled automatically in October of each year. 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 six month period during which no fees are paid. MA/MSc by Research students are entitled to a three month fee free period and following one year of registration (for full time students) or two years of registration (for part time students). Should a student fail to submit his/her examinable thesis after the fee free period ends, 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 or 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.

4.4 Communication with Students

Research degree students are required to use their university email address (e.g. P00000076@email.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.

5. Monitoring of Student Progress

All students enrolled for research degrees are subject to annual monitoring to ensure that their progress is satisfactory and that the arrangements for supervision, which include the relationships between the research degree students and their supervisors, are working well.

Progress is subject to annual review, *excluding MA/MSc by Research,* as outlined in Regulation 12.1. Please refer to the 'Guidance Notes for Annual Review Panels' for further information.

Progress is regularly monitored by progress meetings as outlined in Regulation 6.4. It is expected that such formal discussions will be recorded (normally at least once per month for full-time students and at least once every two months for part-time students).

6. Research Degree Procedures (Forms)

The procedures for research degrees are governed by information given on a number of forms, each of which relates to a different stage in the student's progression from the first project review through to the final examination, as appropriate. These forms are to be found in the relevant milestone on myResearch as below:

- First Project Review
- Formal Review
- Change in Mode Request
- Change in Supervision Request
- Extension Request
- Interruption Request
- Extension to Formal Review Deadline
- Withdrawal Request
- Examination Arrangements

All forms are submitted to the Graduate School via myResearch and will be considered by the relevant Research Degrees Committee Faculty Review Panel.

All forms must be completed on myResearch. No additional papers or attachments other than, when appropriate, curriculum vitae of supervisors or examiners, can be submitted.

It is important to ensure that all forms are authorised by the student and the supervisors as appropriate. The Research Degrees Committee Faculty Review Panels will **not** consider forms which do not have the appropriate authorisation.

If the enrolment procedure has not been completed upon submission of the First Project Review form for a research degree, the Graduate School has the authority to refuse this submission.