

Procedures for the examination of students involve the completion of a number of forms, prior to and at the end of, the oral (viva voce) examination. Where applicable, forms must be completed via myResearch upon completion of the examination, or, in the case of the pre-viva forms by the examiners, 5 days prior to the viva voce. These forms are:

- PRE VIVA: Examiners' pre-viva assessments and reports.
(Completed by each examiner prior to the viva voce)
- Examiners' Report Form for students of Research Degrees; and
- Student Declaration Form: to be completed by the student in myResearch.

The Graduate School will dispatch copies of the thesis, together with copies of the 'Guidance Notes for Examiners', to all examiners as soon as the thesis has been formally submitted by the student and examination arrangements have been approved.

7. First Project Review Form for a Research Degree

Once you have enrolled as a probationary research degree student you must apply for First Project Review. First Project Review is a separate procedure from enrolment and needs to be completed only once.

You will need to complete the First Project Review form on myResearch in collaboration with your assigned supervisors. As first project review is a very important stage in becoming a research degree student, the need for the full and accurate completion of all parts of this form cannot be stressed too strongly. The information contained on the form is the sole basis on which the relevant Research Degrees Committee Faculty Review Panel decides whether or not to approve your application for First Project Review. Please note the Faculty Review Panel is an electronic based procedure and does not involve a face to face meeting. Faculty Review Panel membership consists of an Independent Reviewer and the relevant Faculty Head of Research Students or equivalent role (or nominee).

The form requires certain elements of information:

- information about the **student** applying for first project review for a research degree,
- information about the proposed **topic of research**, its aims, methods and intellectual content. When proposing the working or final title of a thesis, acronyms will not be used.
- information about the proposed **supervision arrangements** for the student.
- information regarding ethical and other approval. (See Procedure 3)

The information given will indicate your eligibility to pursue a research degree and the adequacy of the proposed supervision arrangements. The supervision team proposed must have the expertise to cover all aspects of the research project and must include experience

of successful supervision of previous research degrees at the level for which you are applying.

Your first project review is dependent essentially on the research topic you choose and the nature, level and appropriateness of the methods you intend to follow. It is vital, therefore, that your proposed programme of research is fully and clearly described.

The aims of your research need to be formulated precisely, stating clearly what the programme of research sets out to achieve. You must place your proposed research in the context of other work in the field and specify its relationship to previous research, in terms of theories and empirical work. It is important to cite key texts and indicate how the proposed research builds upon earlier work in the field. The methods of investigation you intend to pursue need to be described and you should give details, as appropriate, of:

- the location of the proposed research. e.g. when, where, etc.
- the rationale for the selection. e.g. sampling, case studies, etc.
- the methods to be used in the investigation. e.g. descriptive, experimental, etc.
the instruments to be used or devised. e.g. computer equipment, questionnaires, etc.
- the techniques of analysis to be used.

It is also important for you to outline what you expect the outcomes of the research to be in terms of, for example, the construction of prototypes, the generation of principles or the formulation of theories and how these might contribute to the discipline. If you are proposing to extend the research via formal review, you need to indicate the progress you expect to make in the programme by the time you submit your formal review.

If you are intending to pursue your research by other than the standard form, such as through Exhibition, Performance, Creative Writing or other similar work, you need to indicate the form in which you would propose to present the outcomes of the research and the ways in which it might be assessed.

Applications for first project review for a research degree must be submitted in accordance with the format and procedures detailed in Procedure 6 and 7 and within the specified deadlines.

8. Formal Progression From Doctoral Researcher Programme to PhD

The deadlines to be adhered for submission of your formal review are as follows:

Mode of Study	Minimum Submission	Maximum Submission
Full-time	12 months from enrolment	15 months from enrolment
Part-time	18 months from enrolment	24 months from enrolment