

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

You must submit your formal review, as appropriate, within these timescales. Failure to do so will result in the termination of registration.

You will be required to undergo a formal interview with the assessor in order to inform the decision of the internal assessor(s).

The point of formal review is a critical stage in the research programme and the application you make needs to show that the level of the work you have already completed has achieved what would be normally expected at Master of Philosophy level. It also has to show that this work has the potential to be developed to a level, which will meet the intellectual rigor expected of doctoral research.

Please note these deadlines are strict and must be adhered to.

### **8.1 Formal Review**

You will need to complete the Formal Review Form on myResearch. To support your application, you need to provide a formal review report of between 5,000 and 10,000 words. The report should describe the work you have done and outcomes and conclusions reached. On the form, you need to provide a summary of the progress made in the research, which is an abstract of the formal review, of no more than 500 words. In addition to the abstract, you also need to provide an outline showing how the work you have already completed will be extended to meet the requirements of the PhD.

If you are registered for a research degree by Exhibition, Performance, Creative Writing or similar work, (Regulation 11.1), you should also present examples of the work you have completed to support your formal review, which in this case will be within the range of 3,000 - 5,000 words. The form in which you present your work must be appropriate to the nature of the work, such as, as an exhibition or a performance. You must also be prepared to discuss the work so presented with the Internal Assessor(s) if he/she wishes.

The process requires the supervisors to report on two aspects of the research programme. First, they need to comment on the student's progress on the programme of research as approved at first project review, which refers not only to the research project itself but also to the programme of related studies, including, the Researcher Development Programme. Secondly, they need to report on the quality and suitability of the plan for the future work with regard to its potential for achieving PhD level.

### **8.2 Nomination of Internal Assessors and Guidelines**

In putting forward an application for formal review, the supervisor will be asked to nominate one member of university staff as potential Internal Assessor. The supervisor shall obtain the consent of the internal assessor prior to their possible appointment and in advance of submission of the formal review and form. The Faculty Head of Research Students or equivalent role (or nominee) approves the nomination for appointment as the Internal Assessor.

In order to assess the suitability of a formal review, Internal Assessors should take note that:

- a) the MPhil is awarded for a critical investigation and evaluation of an approved topic and a demonstration of an understanding of research methods appropriate to the chosen field;
- b) the PhD is awarded for a critical investigation and evaluation of an approved topic which results in an independent and original contribution to knowledge and an understanding of research methods appropriate to the chosen field;
- c) the formal review should include a brief review and discussion of the work already undertaken and a statement of the intended further work, including details of the original contribution to knowledge which is likely to emerge.

After scrutinising the formal review and conducting the formal interview with the student, the Internal Assessor submits his/her report and makes the preliminary recommendation to recommend or not recommend that the formal review be approved by the Faculty Head of Research Students or equivalent role (or nominee).

Before approving formal review, the Faculty Head of Research Students or equivalent role (or nominee) must be satisfied that the student has made sufficient progress and that the proposed programme provides a suitable basis for work at PhD standard which the student is capable of pursuing to completion.

Applications for formal review must be submitted in accordance with the format and procedures detailed in Procedure 6 and 8 and within specified timescales.

## **9. Change in Approved Mode of Study**

When you were registered for a research degree, approval was given for you to pursue your programme of research either full-time or part-time. If through a change of circumstances, such as change in your employment or in your financial position, you wish to change your mode of study from full-time to part-time, or vice versa, you must apply to the Faculty Head of Research Students or equivalent role (or nominee) for approval. A change in mode of study affects the date by which you will be expected to complete your programme of research. Guidance should be sought from the Graduate School on the revision of expected dates of completion.

No change of mode shall be considered following the commencement of the fee free completion period.

Overseas students who are studying full-time in the UK would have to prove that their visa status allows a change to part-time study.

You will need to complete the Change in Mode Request form on myResearch, on which you need to state the change you wish to make, indicating in consultation with the Graduate School, the date on which you wish the change to occur and putting forward a new date when you will expect to complete your studies. You also need to indicate the main reason for wishing to change your mode of study. Your application needs to be supported by your supervisors to indicate that they recommend the proposed change.