

**1.8** When permitted at the time of first project review the thesis may be augmented by the presentation of work relating to an exhibition, performance or other creative work; or the submission of published work, together with a substantial commentary. More detailed Regulations relating to these approaches are given in Regulation 11.

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

**2.1** Students can be admitted for the following research degree programmes:

- a) MPhil
- b) MA /MSc by Research
- c) Doctoral Researcher Programme (aiming for PhD)
- d) PhD by Concurrent Publication
- 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 first project review. 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 Director of Student and Academic Services (or nominee), it must bear the recommendation of the relevant Faculty Head of Research Students or equivalent role (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 for MPhil or PhD 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. An offer for admission for MA or MSc by Research shall be made for the 1<sup>st</sup> October.

**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 first project review is approved by the Research Degrees Committee Faculty Review Panel, see Procedure 7, 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 Director of the Graduate School.

- 2.5** In order to be admitted as a student for a research degree programme, 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 Research Degrees Committee Faculty Review Panel deems to be equivalent; and
  - b) demonstrate competence in the use of the English language. A minimum score of 6.5 in an International English Language Test Score (IELTS or equivalent) test is normally required. This includes a minimum score of 5.5 in each of the test components and shall have been taken not more than two years prior to entry.

Guidance on the equivalence of qualifications is available from Student and Academic Services.

- 2.6** Applicants without the normal qualifications outlined above will be considered for first project review by the Research Degrees Committee Faculty Review Panel, see Procedure 7, on the student's merits in relation to the nature of the proposed research programme.
- 2.7** 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.
- 2.8** Applicants wishing to pursue a PhD by presentation of previously published works are subject to the same admission protocols and procedures but in addition they must submit their First Project Review form together with their formal application.
- 2.9** Students admitted onto the MA/MSc by Research cannot transfer to MPhil or PhD.
- 2.10** An applicant whose work forms part of a group project may be registered for a Research Degree, provided that the Research Degrees Committee Faculty Review Panel 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.
- 2.11** Where a student is seeking to transfer to De Montfort University from another institution, s/he will be required to complete the full application process as described in Chapter 2. As part of the admissions process the Faculty Head of Research Students or equivalent role and Head of School will consider the application in order to approve or reject the application.

Research conducted previously at another Higher Education Institution will be taken into account in assigning a transferring student to an appropriate pathway. As for all students, the application process will serve to confirm the availability of appropriate supervision and suitable technical and/or information resources

for continuation of the research. This process includes students transferring from another HEI in order to follow a supervisor newly appointed to DMU. At application stage, students should present a portfolio documenting and demonstrating their research progress to date, including copies of any official notification of progression milestones achieved at their previous institution. This will be assessed by the designated supervision team who will make a recommendation as to the appropriate entry pathway for the student, taking into account the achievements, timeliness and intended trajectory of the research. The Faculty Head of Research Students or equivalent role and Head of School will review this recommendation in approving an appropriate pathway for the student, ensuring satisfactory alignment between DMU's review and monitoring requirements and those met at the previous institution.

For students applying to the DMU Doctoral Researcher Programme, transfer will not normally be accepted where students have completed more than 24 months of full-time study or 48 months of part time study at another UK HEI. Students whose final award aim is MPhil will not normally be considered for transfer. Following enrolment and irrespective of any prior period of research conducted, the student must complete the First Project Review process as described in Chapter 4 and the student will also be required to complete the Ethical Review form designated by their associated Faculty. Students will not normally be exempted from the Formal Review Process as described in Chapter 13; as part of the transfer process outline above the Faculty Head of Research Students or equivalent role (or deputy) can receive requests for exemption from formal review and following a review of the research conducted, may exceptionally exempt the student from formal review. This decision must be authorised by the Director of the Graduate School.

**2.12** Applicants who do not have Home/EU status and who are 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.

- 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 shall be nominated. The relevant Research Degrees Committee Faculty Review Panel 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 should be approved during completion of a Study Protocol

document which must be submitted to the Graduate School 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 Campus; all students must attend the DMU 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** The University prohibits direct teaching, examining or supervising of one family member by another. Whilst there is an expectation that the member of staff will ensure the University is aware of any such cases, students also have a responsibility to inform their Faculty Head of Research Students or equivalent role or Faculty Associate Dean if this situation arises.

If a student is aware that any member of their family is, or becomes, a member of Professional Services (i.e. non-academic) staff they must inform the Director of Student and Academic Services who will ensure appropriate measures are in place to protect confidentiality and integrity of data.

**2.14** 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 applicants 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, admission will be conditional on reaching that level;
- g) applicants are interviewed and that appropriate measures and records must be put in place for overseas students who may be unable to attend an interview at the institution. The Faculty Decision Form must be completed and returned to

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.