

4. Probation, Registration, Confidentiality, IPR

- 4.1** A candidate shall be enrolled on a probationary basis for MPhil, MA/MSc by Research, MPhil/PhD or PhD at enrolment for his/her supervised programme of research and/or any other studies, which may be required.
- a) During that time the student will be supervised by the first and second supervisor allocated to them at the time of admission unless a change in probationary supervision has been authorised by the Chair of the Higher Degrees Committee. The student's status shall remain probationary until the Higher Degrees Committee Sub-Committee has approved registration. Registration is approved by the appropriate Faculty Research Degrees Committee.
 - b) MPhil and PhD probationary students shall carry out a Training Needs Analysis in conjunction with their probationary supervisory team. MA/MSc by Research probationary students will complete a Training Needs Statement in conjunction with their probationary supervisory team. Documentation must be completed within three months of enrolment for full-time students and six months for a part-time student. Upon completion the Training Needs Analysis/Statement forms shall be returned to the Graduate School Office to determine the student's research training programme profile.
 - c) A probationary MPhil or PhD student must attend an induction component of the Research Training Programme at which the nature and operation of the Personal Development Planning (PDP) process will be outlined. Probationary students based overseas should refer to their Study Protocol document for guidance on completing the training programme. Students are normally expected to elect to participate in the ensuing stages of the PDP process which take place across the full duration of their project..
- 4.2** As stated in Regulation 2.4, application for approval of registration **must** be made to the Higher Degrees Committee Sub-Committee normally at the next available meeting and in any event within six months of enrolment for full-time students and within twelve months of enrolment for part-time students. Those enrolled on the MA/MSc by Research must complete their applications within three months of enrolment for full-time students and within 6 months of enrolment for part-time students. The application must be made with the authority of the Dean of Faculty/Head of Centre (or nominee) on the appropriate form.
- 4.3** If an application for registration is not made jointly by the probationary student and supervision team to the relevant Higher Degrees Committee Sub-Committee within the period specified above the University has the right to terminate the probationary enrolment. Unless a case for extending the probationary period is approved by the Chair of the relevant Higher Degrees Committee Sub-Committee.

- 4.4** An Application to Register cannot be considered by a Higher Degrees Committee Sub-Committee until the candidate has completed the enrolment procedure.
- 4.5** Applications, even after they have received approval by the faculty assessor, will be returned by the Graduate School Office to the Supervisor if there are omissions or contain incorrect information.
- 4.6** Exceptionally, the thesis may be classified as confidential for a period of up to two years from the conferment date. Approval of such restriction must, whenever possible, be sought at the time of initial registration but approval at a later stage is possible if change in circumstances or research direction dictate such a need.

Applications must give precise and relevant reasons for seeking restriction of access. The Higher Degrees Committee Sub-Committee will normally only approve an application for confidentiality in order to enable a patent application or similar protection of Intellectual Property to be lodged or to protect commercially sensitive material.

- 4.7** The copyright and other intellectual property rights in relation to theses and other work prepared and submitted by students in the course of their studies shall belong to the University, except where specifically agreed otherwise by the University in writing. However, nothing in the Regulations shall be considered to be a waiver of the moral rights of the students.

Material such as laboratory notebooks, computer coding and studio maquettes produced as a necessary part of the project remain the property of the University and must be passed to the first supervisor by the end of the examination procedures and before graduation. If appropriate, the supervisor may authorise, on behalf of the University the production of copies of such material for the student's subsequent use.

Unless approval for restriction is given the thesis will be lodged via hard copy and electronically with the De Montfort University Library. Through the British Library Electronic Theses On-line System (EThOS) information is automatically passed onto the British Library.

For information relating to Intellectual Property Rights, refer to the General Regulations and Procedures affecting students.

- 4.8** Ethical Approval shall be part of the Registration process:
- a) All research undertaken towards the completion of a research degree at De Montfort University should be conducted:
 - i) within the law
 - ii) with academic integrity
 - iii) in accord with a relevant code of research ethics.

- b) Students, staff, research students and their supervisor must seek ethical or statutory approval for research involving human or animal subjects, lasers, biological and/or radiological hazards prior to commencement of work that falls within such approvals. Details of procedures for these are included in 'The Research Degree Procedures of De Montfort University'.
- c) Responsibilities of students are detailed below:
 - i) Research degree students have personal responsibility for the maintenance of high standards of ethics in the conduct of their research.
 - ii) Research degree students must familiarize themselves with a relevant code of research ethics and conduct their enquiry in accord with the recommendations and requirements of that code.
 - iii) Where research is given approval by a relevant Research Ethics Committee of De Montfort University, this does not absolve the student from personal responsibility with regard to the continued observance of high standards of research ethics throughout the duration of the research.
 - iv) Codes of ethics do not provide researchers with rules that cover all circumstances. Sometimes decisions need to be made that involve matters of academic, professional and moral judgement. In such circumstances, there needs to be a conscious consideration of the issues and explicit justification for the decisions taken.
- d) Responsibilities of the University with regard to the ethical approval of research undertaken as part of a research degree are specified in Section 4 of the University's Research Degrees Procedures.

4.9 On receipt and consideration of an application for registration, the Higher Degrees Committee Sub-Committee shall seek to satisfy itself that:

- a) That Group A Generic research training programme courses have been satisfactorily completed and ensuring that all stages of the programme will be undertaken, including faculty based elements;
- b) the area of study can be investigated to the depth required to obtain the degree which the student seeks;
- c) it might reasonably be expected that the work can be completed within the designated time scale;
- d) the necessary resources (e.g. library, computing, laboratory facilities, technical assistance) will be available;
- e) any requested confidentiality will be considered;

- f) there is provision for a supervisory team consisting of at least two members of academic staff, one of who shall be designated as the First Supervisor with overall responsibility for the student and that this can be maintained throughout the research period;
- g) at least two members of the supervision team should be demonstrably research active academics with relevant knowledge and skills to supervise;
- h) the proposed working title does not include acronyms;
- i) in the case of MPhil/PhD registration, a draft of the intended direction of the PhD work is provided and is adequate for PhD level work.

4.10 The Committee shall:

- a) confirm registration; or
- b) confirm the registration on condition that certain requirements as requested by the Higher Degrees Committee Sub-Committee are met; and/or recommend special scrutiny at the transfer stage; or
- c) defer the application; refer back to the First Supervisor and student for revision and re-submission, during which time the student continues under probation; or
- d) dismiss the application, in which case the registration of the student shall not be approved, and the student's probationary enrolment shall end. If the decision to dismiss the application is on academic grounds the provisions of Regulation 20 below shall apply. Dismissal on academic grounds will require evidence of monitoring as detailed in regulation 6.2 (k) below, including evidence of due warnings to the student.

Conditions noted in the minutes shall, whenever possible, be addressed by the time of the next meeting of the Higher Degrees Committee Sub-Committee.

4.11 Probationary students for registration without the normal qualifications outlined in Regulation 2.5 and 2.6 will be considered by the Higher Degrees Committee Sub-Committee on their merits in relation to the nature of the proposed research programme. Professional experience or publications, written reports or other appropriate evidence of accomplishment will be taken into consideration. As a condition of registration, the Higher Degrees Committee Sub-Committee may require such a probationary student to pass a specified examination or test and/or complete a probationary period of set studies involving formal assessment.