

## 5. Monitoring of Student Progress

All students enrolled and registered 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). As a minimum, 10 progress reports a year are required for full time students, corresponding to 10 separate months. If a student submits two or more reports in a single month, only one will count towards the total for that month. A minimum of 5 progress reports each year are required 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 registration through to the final examination, as appropriate. These forms are:

- Application to Register for a Research Degree
- Application to Register for a Research Degree by Published Works
- Application for Transfer of Registration from MPhil to PhD or Formal Progression within the Doctoral Researcher Programme
- Application for Change in Mode of Study
- Application for Change in Approved Arrangements for Supervision
- Application for Extension of Period of Registration
- Application for Interruption of Registration
- Application for Interruption of Enrolment in Probationary Period
- Application for Extension to Deadline for Transfer or Formal Progression
- Notification of Withdrawal of Registration
- Application for Approval of Examiners

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

All forms must be typewritten in a font no smaller than 10 pt. Incomplete or hand-written forms will **not** be accepted. 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 Application to Register for a research degree, the Graduate School Office has the authority to refuse this submission.

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. These forms are provided by the Graduate School Office and must be returned to the Office 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
- **VIVA DECL:** Declaration to be signed by the student.

The Graduate School Office 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. Application to Register for a Research Degree**

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

You will need to complete the *application to register for a research degree* form in collaboration with your assigned supervisors. As registration 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 to register.

The form requires certain elements of information:

- information about the **student** applying for registration 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.