

## **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) MPhil with possibility of transfer to PhD (MPhil/PhD)\*
- d) PhD\*
- e) Doctoral Researcher Programme (aiming for PhD)
- f) PhD by Published Works

\* Only students enrolled prior to the 1<sup>st</sup> September 2012 are eligible for these programmes

**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 registration. 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 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 registration is approved by the Research Degrees Committee Faculty Review Panel 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 to the satisfaction of the Faculty Head of Research Students. 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 Students enrolled prior to the 1<sup>st</sup> September 2012 who are eligible to be admitted directly as a student for PhD shall normally possess, **in addition to the requirements of 2.5**, a UK Master's degree in a relevant subject. This shall normally have been awarded within five years of the date of application; exceptions may be allowed when there is evidence of continuing scholarship. Alternatively an academic or professional qualification which the Research Degrees Committee Faculty Review Panel deems to be equivalent may be considered. Applicants without an undergraduate degree but who have been awarded a UK Master's degree may also be considered.

It should be noted that the above reference to a UK Master's degree relates to a Master's qualification that is postgraduate rather than undergraduate in level.

- 2.7 Applicants without the normal qualifications outlined above will be considered for registration by the Research Degrees Committee Faculty Review Panel on the student's merits in relation to the nature of the proposed research programme.
- 2.8 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.
- 2.9 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 Registration form together with their formal application.
- 2.10 Students admitted onto the MA/MSc by Research cannot transfer to MPhil or PhD.
- 2.11 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.
- 2.12 EU and International applicants 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, provided that the following conditions are fulfilled:

- 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/supervisor 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 Office 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 Faculty Head of Research 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 Office 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.

### 3. Enrolment and the Payment of Tuition Fees

- 3.1** A 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 Office for information regarding the completion of other relevant compulsory courses. Students intending to register for MA or MSc by Research and based in the UK are required to attend the Faculty Induction Programme within three months of enrolment and must refer to their Faculty Research Training Handbook provided by the Graduate School Office.
- 3.2** Students will normally be expected to enrol at one of the fixed entry points outlined in 2.3 above. Continued enrolment and registration is subject to the payment of annual fees, their level to be defined by the University.
- 3.3** Students who enrol during an academic session (i.e. January or April) are liable to pay a proportion of the fee for the whole session. In subsequent sessions, they shall be liable for the full annual fee.
- 3.4** There may be an opportunity to pay by instalments and further information can be obtained from the Finance Office or Student and Academic Services.
- 3.5** At the end of the student's three year registration period (for full time students) or five year registration period (for part time students), excluding interruptions, he/she will be automatically placed into a six month period during which no fees are paid. MA/MSc by Research students are entitled to a three month fee free period following one year of registration (for full time students) or two years of registration (for part time students). Should a student fail to submit his/her examinable thesis after the fee free period ends, liability for a continuation fee will apply until the thesis is submitted to the Graduate School Office for examination. If Regulation 17.3 is invoked the student will also be liable to pay continuation fees.
- 3.6** Probationary Students wishing to interrupt their studies during the probationary period following enrolment should complete the correct form. Interruptions will require the approval of the First Supervisor and the Faculty Head of Research Students. If the First Supervisor is also the Faculty Head of Research Students the second signatory must be the Director of the Graduate School.
- 3.7** Research degree students are required to use their university email address (e.g. [P00000076@email.dmu.ac.uk](mailto:P00000076@email.dmu.ac.uk)). This will be the main form of communication from the Graduate School Office and Faculties. All information will be sent to this