

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). This will be the main form of communication from the Graduate School Office and Faculties. All information will be sent to this

account and/or posted on Blackboard, therefore students will be required to check this account regularly. Students who persistently do not respond to formal communications from the Graduate School Office by the specified deadline may be at risk of termination of registration.

4. Probation, Registration, Confidentiality, IPR

- 4.1** A student shall be enrolled on a probationary basis for a research degree with the aim of registering for MA/MSc by Research, MPhil or PhD and will undertake a 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 Faculty Head of Research Students (or nominee). The student's status shall remain probationary until the appropriate Research Degrees Committee Faculty Review Panel has approved registration. Registration is approved by the appropriate Faculty Head of Research Students (or nominee);
 - b) probationary students intending to study for MPhil or PhD shall carry out a Training Needs Analysis in conjunction with their probationary supervisory team. Probationary students intending to study for MA/MSc by Research 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 researcher development programme profile;
 - c) probationary students intending to study for MPhil or PhD must attend an induction component of the Researcher Development 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 Researcher Development 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 Research Degrees Committee Faculty Review Panel within six months of enrolment for full-time students and within twelve months of enrolment for part-time students. Those proposing to study for 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.
- 4.3** If an application for registration is not made jointly by the probationary student and supervision team to the relevant Research Degrees Committee Faculty Review