

and will not be granted; short breaks due to illness will not warrant the granting of a formal interruption.

Applications must be made to the Faculty Head of Research Students (or nominee), using the appropriate form and with the authority of the First Supervisor (or nominee). The application shall be considered which may grant an interruption of study normally for not less than six months or more than one year in the first instance. Those students enrolled on the MA/MSc by Research may request an interruption of normally not less than three months.

The Panel will consider up to two months retrospective interruptions and no longer. Exceptionally, a longer period of time may be granted by either the Director of the Graduate School or Head of Academic Services.

Fees are not payable during an interruption of study because it is assumed that resources, such as library study and/or lending access and access to the supervision team are not being used. If supervision continues, then the student status reverts to active fee paying.

Should an interruption of study be granted, the Graduate School Office will ensure that relevant departments within the University are notified so that the student's enrolment is also interrupted and adjustment made to fees.

Students still in their probationary period who wish to interrupt their studies should complete the relevant form; the minimum period to be granted during the probationary period shall be two months. See Regulation 3.6.

## **10. Change in Approved Mode of Study**

Where a student wishes to request a change in mode of study between full and part-time, he/she can apply to the relevant Faculty Head of Research Students (or nominee), with detailed reasons. Such applications should be made using the appropriate form and with the authority of the first supervisor (or nominee).

Should the change be approved the Graduate School Office will ensure that relevant departments within the University are informed so that adjustment can be made to fees, where relevant.

No change of mode shall be considered following the commencement of the fee free completion period. This is to ensure that University statistics more accurately reflect the mode under which the work was carried out. There is no negative implication for the student with respect to fees.

## **11. Variations from the Standard Research Programme**

The following variations from the standard research programme are permissible provided that the approval of the Research Degrees Committee Faculty Review Panel is obtained **at registration.**

### 11.1 Exhibition, Performance, Creative Writing or Similar Work

A student may undertake a programme of research in which the student's exhibition, performance, creative writing or other similar work, forms as a point of origin or reference, a significant part of the intellectual enquiry. Such work may be in any field but **must have been undertaken as part of the registered research programme**. In such cases, the presentation or submission of work relating to exhibition, performance or other creative writing or similar work must be supported by documentation in the form of a thesis which sets the work in its relevant theoretical, historical, critical and/or design context. The thesis must itself conform to the usual scholarly requirements and be of the correct length as defined in Regulation 15.

The final electronic copy of the submission must be accompanied by some permanent record (for instance, computer disk, video, photographic record, musical score, choreographic notation, diagrammatic representation) of the exhibition, performance or other creative work where practicable, this shall be submitted at the same time and bound with the thesis. The electronic version must include this record.

The application for registration must set out the form of the student's intended submission and of the proposed methods of assessment.

### 11.2 Submission of Theses in Foreign Languages

Regulation 1.7 of the Research Degree Regulations indicates that "except where the Faculty Head of Research Students and Director of the Graduate School has allowed otherwise, the thesis must be presented and defended in the English language". The procedure for making an exception to the norm is as follows:

- a) the case must be made and accepted by the Faculty Head of Research Students and Director of the Graduate School before registration so that the student and the supervisors are clear from the outset of the language(s) in which the thesis is to be written and the oral examination is to be conducted;
- b) the case must be fully supported by the first supervisor;
- c) at least one supervisor must be sufficiently expert in the language used to offer constructive criticism concerning style, structure and content;
- d) approval must not be likely to prejudice the subsequent selection and appointment of examiners. Examiners must be competent in the language used.

Criteria for approval must include identification of positive benefits to the thesis being written in a particular language. A student's lack of ability to write in English is not a valid reason for making a proposal; as such a student would not meet the University's admission requirements. Accordingly approval will only be granted in the most exceptional cases.

The thesis must contain an extended abstract in English, not normally exceeding 3,000 words, bound in with the thesis.

### **11.3 Submission of PhD by Published Works**

A member of staff may be permitted by the Research Degrees Committee Faculty Review Panel, to present published work for examination, provided that he/she is able to fulfil the following:

- a) demonstrate a thorough knowledge of the relevant literature;
- b) demonstrate a sufficient original contribution to the literature;
- c) demonstrate a sustained research effort in the work represented by the publications;
- d) satisfy the conditions of Regulation 1.4 in that the submitted work should:
  - i) represent a substantial, continuous and coherent body of work on a particular theme; and
  - ii) demonstrate critical investigation and evaluation of the topic of research; and
  - iii) constitute an independent and original contribution to knowledge; and
  - iv) demonstrate the student's ability to undertake further research without supervision.
- e) the applicant is either a permanent member of staff or on a fixed term contract of at least three years duration and is either full-time or pro-rata normally of at least 0.5 full-time equivalent. The applicant must have been a member of staff for not less than two years at the time of registration;
- f) the student must provide a declaration at the time of registration that none of the material to be submitted has been used previously as part of a submission for an academic award, whether successful or otherwise;
- g) a student enrolled for PhD by Published Works must submit their Registration form at the time of the application process and this will be reviewed within the Faculty by the Faculty Head of Research Students, at least one other academic researcher with appropriate expertise appointed by the Faculty Head of Research Students and by the Director of the Graduate School. The application shall only be accepted if the Registration form is approved;

- h) students registered for a PhD by Published Works are exempt from completing the Training Needs Analysis and all elements of the Researcher Development Programme but can attend any elements of this programme;
- i) the student's submission for PhD by Published Works shall include:
  - i) the publications presented; which shall be:
    - a) material of a suitable quality to be acceptable by the University for REF submission; and
    - b) substantial and sufficient to demonstrate an advancement of knowledge.
  - ii) an exposition and analysis, of approximately 10,000 words, of the work contained in the publications. The exposition document is regarded as central in enabling the student to demonstrate achievement in relation to the following criteria:
    - it shall identify the main problems or issues under discussion; and
    - it shall indicate the direction and thematic consistency of the publication(s); and
    - it shall provide an authoritative critique of the work; and
    - it shall locate the work in the context of the relevant literature; and
    - describe and assess the original contribution represented by the publications submitted;
    - in the case of conjoint publications, detail the extent and scope of the student's contribution in relation to the other authors. In the case of conjoint work, the contribution of a student will be rigorously scrutinised, particularly in the oral examination;
    - indicate a sustained contribution in a coherent field of research.
- j) the criteria for assessing a student in this situation are the same as for a student submitting a conventional thesis under the Research Degree Regulations.

## **12. Monitoring of Research Student Progress and Feedback**

**12.1** Progress for research degree students (excluding MA/MSc by Research) is subject to annual review by a panel of at least three research active and relevant academics, including representation of the supervisory team and at least one member who is independent of the supervisory team. Feedback shall be part of this process. If a student is transferring or requires an extension at the time that annual review is due then this shall form part of the discussion.

Full-time students who are registered on the MPhil with possibility of transfer to PhD (applicable to students who enrolled prior to the 1<sup>st</sup> September 2012) or for the Doctoral Researcher Programme (applicable to students who enrolled after 1<sup>st</sup>