SECTION A7

UPGRADE OF REGISTRATION FROM MPhil TO PhD OR CONFIRMATION OF REGISTRATION AS A CANDIDATE FOR PhD (DIRECT), MD (Res) OR FOR A PROFESSIONAL DOCTORATE

Purpose

7.1   This process is designed to support the research candidate and provide constructive criticism of the research presented. Ideally at this stage candidates will have presented either posters and/or papers at appropriate research conferences.

7.2   A candidate registered for the degree of MPhil only may apply to upgrade their registration to PhD within the time limits specified in Regulations 7.8-7.14 below.

7.3   A candidate registered for the degree of MProf only may apply to upgrade their registration to DProf within the time limits specified in Regulations 7.8-7.14 below.

7.4   A candidate who is registered for the degree of PhD and who is unable to complete the approved programme of work may, at any time prior to the submission of the thesis for examination, apply to RDSC for the registration to be transferred to that for MPhil.

7.5   A candidate who is registered for the degree of MD (Res) and who fails to meet the requirements of confirmation of registration will not be eligible for an award.

7.6   If a candidate fails to submit the required documentation or attend the first viva meeting they will be notified of a new submission deadline. This will be within two months of the original submission deadline.

7.7   If a candidate fails to submit the required documentation or attend the rescheduled viva meeting the panel chair will notify RDSC of this event and recommended that the student is discontinued.

Timing of Application

For students starting their programme in September 2015 onwards:

7.8   PhD (direct), PhD via MPhil and MD (Res) candidates are required to apply for upgrade or confirmation of their registration between 9-18 months after starting their programme for full-time and between 15-24 months for part-time candidates.

7.9   Professional Doctorate candidates are required to apply for confirmation of registration no later than three years after starting their programme for part-time candidates and no later than two years after starting their programme for part-time candidates studying the taught stage on a full-time basis.

7.10   Professional Doctorate candidates who enrol on the programme structure in Part C (a) are required to apply for confirmation of registration between 9-18 months after completing the taught part of their studies.

For students starting their programme prior to September 2015:

7.11   PhD (direct) candidates are required to apply for confirmation of registration normally no later than two years after starting their programme for full-time, candidates and no later than four years after starting their programme for part-time candidates.

7.12 PhD via MPhil candidates are required to apply for upgrade of registration normally no later than two years after starting their programme for full-time, candidates and no later than four years after starting their programme for part-time candidates.

7.13 MD (Res) candidates are required to apply for confirmation of registration normally no later than one year after starting their programme for full-time candidates and no later than two years after starting their programme for part-time candidates.

7.14 Professional Doctorate candidates are required to apply for confirmation of registration no later than three years after starting their programme for part-time candidates and no later than two years after starting their programme for part-time candidates studying the taught stage on a full-time basis.

Submission Requirements

7.15 To apply for upgrade or confirmation of registration all candidates are required to submit to the appropriate FRDSC Secretary:

For students starting their programme in September 2015 onwards:

(a) A report, of normally no more than 6,000 words, that evidences achievements and progress following the submission of the research proposal. The report should include:

- an introduction;
- a narrative account of the research (including any research question(s), research problem(s), working hypotheses, etc.) incorporating where appropriate a critical review of the research already completed;
- a section on methodology;
- substantial examples of work towards draft sections of the thesis;
- a plan and timetable for the remainder of the work.

(b) Completed form RD4. A copy of the Turnitin Originality Report must be submitted with the RD4 form.

For students starting their programme prior to September 2015:

(c) A report, of no more than 3,000 words, that evidences achievements and progress following the submission of the research proposal. The report should include:

- the proposed title of the thesis;
- a statement of the likely original contribution to knowledge;
- an outline of the approach to the research/methodology/conceptual framework;
- a critical review of the research undertaken to date;
- an indicative thesis structure;
- an action plan detailing the necessary steps to completion.

(d) two examples of doctoral level work in progress. Where there is more than a single contributor to a publication, a signed statement by the candidate indicating the extent of the contribution by other collaborating researchers with reference to the contribution to design, analysis, conduct of the research and writing up of the publication, should be provided. Collaborators are asked to endorse this statement. These examples could take the form of extracts from publications or two draft chapters, or other material relevant to the discipline.

(e) completed form RD4. A copy of the Turnitin Originality Report must be submitted with the RD4 form.

<u>Process</u>

7.16   There are two stages in the process:

    (a)   a consideration of the written submission by the review panel;
    (b)   an oral presentation by the candidate to the review panel followed by a viva.

7.17   The panel will reach a view on the application at the end of the two stage process.

<u>Panel</u>

7.18   The report is considered by a panel of not fewer than two academics who have received appropriate staff development. At least one member of the panel shall have substantial knowledge in the subject area. All members of the panel must be independent of the student and supervisors. They will all individually have experience of supervising at doctoral level.

7.19   If there is no one within Anglia Ruskin University with the necessary knowledge and expertise an external panel member must be sought. The Chair of the relevant FRDSC shall be responsible for determining whether or not an external panel member is required.

7.20   The panel will consider the report and presentation for evidence that:

    (a)   the candidate's research is developing into an appropriate doctoral research topic of sufficient scope and depth;

    (b)   the candidate has identified the context of the research and how it relates to other work in the discipline;

    (c)   the candidate is demonstrating independent critical thinking;

    (d)   the candidate is demonstrating that the research will lead to a significant contribution to knowledge in the discipline;

    (e)   the candidate is acquiring appropriate research skills and techniques;

    (f)   the candidate has provided a realistic programme of future activities.

<u>Exclusions from the Panel</u>

7.21   A relative/partner of the candidate or supervisors shall not be permitted to be appointed as a member of the panel.

7.22   A candidate for a postgraduate research degree, except those submitting for a PhD by Published Work, shall be ineligible to act as a panel member.

<u>Presentation</u>

7.23   Candidates make a 15 minute presentation of their work in progress to the review panel. The style of presentation is at the candidate's discretion. The presentation should cover the following:

    (a)   a brief résumé of the candidate's achievements in their research to date;

    (b)   the candidate's plan for their research, together with a timescale, for achieving their doctorate;

(c)   justification that the research is at doctoral level.

The panel members will then put any questions that they have to the candidate.

The candidate's performance in the oral presentation, and the subsequent question and answer session, will form part of the overall consideration of the application by the panel.

7.24   Up to two members of the supervisory team may be invited to attend the oral presentation, as observers only and subject to the agreement of the candidate.

Institutional Approval

7.25   Within 10 working days of the meeting the review panel must provide a report on the application for consideration by RDSC.

7.26   The candidate will be informed of the recommendation of the reviewers and supplied with a copy of the joint report but the final decision rests with the RDSC.

7.27   The RDSC will consider the joint recommendation of the Panel and the comments of the individual members of the Panel on the written submission (see Regulation 7.29 below).

7.28   In considering an application for upgrade/confirmation of registration, the RDSC will ensure that the review panel has followed due process.

7.29   Where the reviewers are unable to reach a joint recommendation the chair of the FRDSC will arrange for an additional independent panel member to be appointed. The additional panel member will review the submitted documentation and complete the appropriate form. They will meet with the student and supervisor(s) to receive an oral presentation and conduct a viva. They will then meet with the members of the original panel to produce a joint report for RDSC. Any dissenting member of the panel may produce a minority report. All reports will be tabled at RDSC with a recommendation that the majority report be approved.

Unsuccessful Applications for Upgrade/Confirmation of Registration

7.30   If a candidate fails to make a successful application for upgrade/confirmation of registration they are given one further opportunity to revise the application. The revised application must be submitted within 4 months (for full-time candidates) and within six months (for part-time candidates) of the date of the letter notifying the candidate of the decision. In exceptional, and evidenced, circumstances these time limits may be extended by up to two further months by RDSC.

7.31   If following resubmission the candidate's revised application for upgrade/confirmation of registration is not approved, the candidate will:

- if enrolled on the PhD (direct) be transferred to MPhil and be subject to the applicable registration maxima;
- if enrolled on the PhD via MPhil, remain on the MPhil and be subject to the applicable registration maxima;
- if enrolled on a professional doctorate be transferred to MProf and be subject to the applicable registration maxima;
- if enrolled on the MD (Res) be discontinued.