

SECTION A2

ADMISSION OF STUDENTS

General Entry Requirements for Research Study

2.1 An applicant may seek admission to study for any of the following awards:

- (a) Master of Philosophy
- (b) Doctor of Philosophy with progression from Master of Philosophy
- (c) Doctor of Philosophy (direct)
- (d) Doctor of Medicine by Research
- (e) Postgraduate Diploma in Professional Research
- (f) Professional Master's
- (g) Professional Doctorate

2.2 Entry is permitted in the months of September, January and April.

Entry Requirements for Master of Philosophy (MPhil) or Doctor of Philosophy (PhD) with Progression from MPhil

2.3 An applicant seeking admission to the degree of MPhil or PhD with progression from MPhil shall normally hold a first or upper second class honours degree, in an appropriate cognate area, of a university or any other institution of higher education in the UK with degree-awarding powers or a qualification which is regarded by Anglia Ruskin University as equivalent to a first or upper second class honours degree.

Applications for Direct Entry to PhD

2.4 Direct entry to the degree of PhD may be permitted to an applicant who holds a Master's degree awarded by a UK University, or an overseas Master's degree of equivalent standard, provided that the Master's degree is recent and is in a closely related discipline which is appropriate to the proposed research and that it included training in research and the execution of a research project.

2.5 Exceptionally, a faculty may permit direct entry to a PhD for a candidate who, although lacking a Master's degree, has a first or upper second class honours degree (or equivalent) in an appropriate discipline and has had appropriate research or professional experience at postgraduate level which has resulted in published work, written reports or other appropriate evidence of accomplishment.

2.6 The applicant must provide an academic justification for acceptance onto the direct entry PhD route with their application.

Applications for Entry to a Postgraduate Diploma in Professional Research or Professional Master's

2.7 An applicant seeking admission to the Postgraduate Diploma in Professional Research or the Professional Master's with the possibility of subsequent progression to the Professional Doctorate shall normally:

- hold a first or upper second class honours degree of a university or any other institution of higher education in the UK with degree-awarding powers or a qualification which is regarded by Anglia Ruskin University as equivalent to a first or upper second class honours degree;

AND

- have appropriate research and professional experience.

Applications for Entry to a Professional Doctorate

2.8 An applicant seeking entry to the Professional Doctorate shall normally, as a minimum entry requirement:

- hold a first or upper second class honours degree of a university or any other institution of higher education in the UK with degree-awarding powers, provided that the degree included training in research and the execution of a research project or dissertation, or a qualification which is regarded by Anglia Ruskin University as equivalent to a first or upper second class honours degree.

AND

- have appropriate professional experience

2.9 Any DProf programme that wishes to propose that the minimum entry requirement must be a Master's degree, in an appropriate cognate area awarded by a UK University or an overseas Master's Degree of equivalent standing is required to submit a case to the RDSC for consideration.

2.10 An applicant who does not have appropriate research experience will be required to demonstrate depth of understanding of research methods by successfully passing a programme of researcher development identified by the Programme Director, prior to registering.

Non Standard Entry Requirements

2.11 Applicants holding qualifications other than those indicated above shall be considered on their merits and in relation to the nature and scope of the programme of proposed work. In considering an applicant in this category, the Faculty shall look for evidence of the candidate's ability and background knowledge in relation to the proposed research. Professional experience, publications, written reports or other appropriate evidence of accomplishment shall be taken into consideration. An applicant may be required to pass an externally assessed qualifying examination at final year honours degree level before registration is approved. An applicant wishing to be considered under this regulation shall include in the application the names of two suitable persons whom Anglia Ruskin University may consult concerning their academic attainment and fitness for research.

2.12 Requests for recognition of previously acquired learning are dealt with under our agreed procedures.

English Language Competence

2.13 Where English is not an applicant's first language, they must demonstrate evidence of English language ability by holding an IELTS score of 6.5 (or equivalent) and have achieved a minimum of English language competence of at least IELTS 5.5 (or equivalent) across all four disciplines – writing, reading, speaking and listening.

2.14 These minimum requirements may be supplemented by additional requirements as determined by individual Faculties. This may include a requirement to complete Anglia Ruskin University's Postgraduate English Support Programme.

Student Access to Resources

- 2.15 Students must be able to access resources for their research, through the use of, for example, broadband to access our University Library, our virtual learning environment and online research skills courses.

Students Working as Part of a Research Group

- 2.16 An applicant whose work forms part of a larger group project may register for a research degree. In such cases each individually approved project shall in itself be distinguishable for the purposes of assessment and be appropriate for the award being sought. The application shall indicate clearly each individual contribution and its relationship to the group project.
- 2.17 Where a research degree project is part of a piece of funded research, the Faculty shall establish to its satisfaction that the terms on which the research is funded do not detract from the fulfilment of the objectives and requirements of the candidate's research degree.

Franchised and Associate Colleges

- 2.18 Resources to support doctoral students studying at our Franchised or Associate Colleges are provided in accordance with the signed Academic Agreement between Anglia Ruskin and the individual College.

Students Conducting Research Abroad

- 2.19 A faculty may approve an admission request from a candidate proposing to conduct research outside the UK, provided that:

- (a) the arrangements proposed enable regular face-to-face contact by the appointment of a local supervisor or adviser. Supervisors or advisers based abroad shall have a mentor at Anglia Ruskin who shall be either the First Supervisor or a colleague nominated by the First Supervisor who has supervised at least one postgraduate research student to successful completion at the level of the candidate. Where the appointment of a local supervisor or adviser is not possible provision must be put in place to provide regular supervisory contact through Skype or some other form of video contact. The form and frequency of contact must be specified at the point the supervisory team is approved. All new supervisors located overseas must attend either a) the appropriate staff development activity on-campus at Anglia Ruskin or b) an equivalent staff development activity for supervisors located overseas delivered by the Faculties and agreed by the Doctoral School. All supervisors must attend a relevant CPD session at least every two years;

AND

- (b) approval has been given for delivery of researcher development at individual Associate Colleges, all candidates conducting research abroad are required to attend an annual week-long generic researcher development programme at Anglia Ruskin on at least two occasions during their registration (see also Regulations 2.35-2.44 below on *the Researcher Development Programme*);

AND

- (c) there is satisfactory evidence as to the facilities and resources available to support the research both at Anglia Ruskin University and abroad;

Other issues that will need to be taken into consideration through the appropriate procedures include ethical approval, a health and safety audit, insurance arrangements and if the research contravenes any aspect of the laws in the host country (this is not an exhaustive list).

Previous Registration at Anglia Ruskin

2.20 Where an applicant has previously registered as a candidate for a postgraduate research degree at Anglia Ruskin but failed to gain an award, the relevant Faculty may take account of all or part of the previous registration time. This would only be appropriate where the proposed new research is sufficiently similar to that for which the applicant was previously registered.

2.21 Candidates who have been discontinued due to academic failure are permitted to apply for re-admission to a postgraduate research degree provided that:

- at least six months has lapsed between the date of discontinuation and the date of application for re-admission
- the candidate is able:
 - if appropriate, to provide clear evidence of a change in personal circumstances since the date of discontinuation
 - to demonstrate a positive commitment to resume study at postgraduate research degree level
 - to demonstrate an enhanced knowledge-base and/or relevant experience (for example, employment in the period since the date of discontinuation)
- the candidate has been formally interviewed by at least two members of academic staff whose decision to re-admit the candidate is unanimous

2.22 Candidates who voluntarily withdraw may apply for re-admission provided that:

- the candidate is able:
 - if appropriate, to provide clear evidence of a change in personal circumstances since the date of withdrawal
 - to demonstrate a positive commitment to resume study at postgraduate research level
 - to demonstrate an enhanced knowledge-base and/or relevant experience (for example, based on employment in the period since the date of withdrawal)
- the candidate has been formally interviewed by at least two members of academic staff whose decision to re-admit the candidate is unanimous

Applicants Transferring their Registration from Another Institution to Anglia Ruskin University

2.23 Where an applicant has previously undertaken research as a registered candidate for a postgraduate research degree at another institution the relevant Faculty may approve a shorter than usual registration period which takes account of all or part of the time already spent by the candidate on such research.

2.24 An applicant transferring their registration from another institution to Anglia Ruskin University shall be required to provide the following information:

- (a) a letter of agreement from the institution where the candidate is currently registered;
- (b) a copy of the candidate's original research proposal to the other institution;

- (c) a current progress report from the candidate's First Supervisor (or equivalent) which should include any reports from Annual Review (or equivalent) and Upgrade/Transfer of Registration (or equivalent);
- (d) the date, and mode, of original registration and the period of registration time remaining under the regulations of their current institution (including detail of any intermissions and extension of registration time);
- (e) the title of the research project and the names and email-addresses of current supervisors;
- (f) an indication of the level of resources required to support the research project;
- (g) details of all researcher development activities attended.

2.25 Any application lacking the information set out in Regulation 2.24 above will be rejected.

Concurrent Study

2.26 The chair of the relevant FRDSC may permit a candidate to register for another course of study concurrently with the postgraduate research degree registration, provided that either the postgraduate research degree registration and/or the other course of study is by part-time study and the dual registration will not detract from the research. A candidate will not be permitted to register concurrently for two postgraduate research degrees, or to submit the same piece of work for assessment for more than one postgraduate research degree. However, in certain circumstances, related to his/her development needs, a postgraduate research candidate may be permitted to register for a postgraduate research degree and in addition to register concurrently for a taught course or module, in both cases leading to an Anglia Ruskin award.

Transferring Course

2.27 A candidate registered for a Professional Doctorate who wishes to transfer their registration to MPhil or PhD, or vice versa, is required to seek the support of their First Supervisor and discuss the proposed transfer with the relevant Professional Doctorate Programme Director, before applying in writing to the FRDSC for approval. The relevant form can be obtained from the appropriate FRDSC Secretary.

The Selection Process

2.28 The process of selecting appropriately qualified and/or experienced applicants for admission to a research degree is the responsibility of the appropriate Faculty.

2.29 The process will involve the judgement of at least two members of University academic staff who have been suitably trained or briefed. Normally this would be the faculty Director of Research Students and a member of the indicative supervisory team. An interview must occur before an offer of a place is made. At the interview the research proposal and any ethical considerations should be discussed with the applicant as should the likely total cost of the course. The interview will result in a decision to admit/not to admit an applicant to Anglia Ruskin University in the light of the following factors:

- (a) the academic profile of the applicant and his/her ability to achieve the standard of the appropriate degree within the permitted timescales;

- (b) the viability of the proposed research project, its aims and its suitability for the level of award identified;
- (c) the availability of supervisors with appropriate expertise, experience of supervision and time to supervise;
- (d) the availability of sufficient supporting resources for the conduct of research in the area of the proposed research project;
- (e) the ability of the applicant to pay ongoing annual tuition fees for a specified period of time (see Section 4.1 below for details of the minimum and maximum periods of registration).

Registration as a Student of Anglia Ruskin University

- 2.30 A formal offer letter is sent to successful applicants offering them a place to read for a postgraduate research degree at Anglia Ruskin University. On receipt of confirmation of acceptance of the offer, students are sent an induction pack which includes a registration form.
- 2.31 All applicants who have accepted the offer of a place at Anglia Ruskin University are required to register as a student of Anglia Ruskin University. This process involves completion of online registration and payment of the appropriate tuition fee, in return for access to Anglia Ruskin University's facilities and to the First Supervisor allocated provisionally to assist the candidate in developing their research proposal. The name of the First Supervisor, or Programme Director for Professional Doctorate programmes, are included in the offer letter sent to the prospective student. Registration as a student of Anglia Ruskin University occurs in the months indicated in Regulation 2.2 above.
- 2.32 All returning students are required to re-register in each year of their studies and pay the appropriate tuition fee, in return for access to Anglia Ruskin University's facilities and their supervisory team.
- 2.33 Students who have not paid their tuition fees are deemed to be a debtor of Anglia Ruskin University and will not be entitled to access Anglia Ruskin University's facilities or their supervisory team.

Additional Requirements for Registration as an International Student (non-EEA) of Anglia Ruskin University

- 2.34 Students who have been granted a visa to study in the UK are bound by the student immigration rules also known as Tier 4 of the Points Based System. It is a student's responsibility to ensure they comply with these rules at all times:
- All new students to Anglia Ruskin University must take their passport, visa and original qualification documents (including English language qualifications) to our University iCentre on arrival so that a copy of both documents can be made and stored on our student records system;
 - If a student visa is extended or a passport is renewed at any time during the period of registration the student must bring the new biometric ID card/passport to the iCentre so that their record can be updated;
 - Students must ensure their passport and student visa are valid throughout their period of registration;

- Attendance is monitored throughout the period of registration. If a student does not meet the attendance requirements or is suspended and excluded from Anglia Ruskin University for any reason, our University is required to inform the immigration authorities;
- Student visa holders are allowed to study on a full-time basis only. Part-time study is not permitted;
- Students must inform Anglia Ruskin University of any change of address and telephone number (UK and overseas). This can be undertaken via e-vision;
- Students must ensure that they re-register at the required time. Our University is required to inform the immigration authorities of any student who fails to re-register

The Researcher Development Programme and Other Training

- 2.35 Candidates are required by the RDSC to attend all of the compulsory sessions of the Researcher Development Programme. These are designed to support students during their programme of research and are part of the broader researcher development activity offered by the Doctoral School.
- 2.36 Stage 1 of the compulsory sessions is linked to the Research Proposal application. Stages 2a and 2b are linked to the application for Upgrade/Confirmation of Registration. Stage 3 is designed to help candidates prepare for their viva.
- 2.37 As part of the Stage 1 training, all students must pass the online module *Intellectual Property in the Research Context*.
- 2.38 All candidates must complete a Research Skills Training Needs Analysis to establish their skills development needs and create a personal development plan. This must be updated and submitted each year as part of the process of Annual Review.
- 2.39 Each Faculty offers additional researcher development events, some of which may be compulsory.
- 2.40 All postgraduate research degree candidates must attend either a) *Introduction to Research Ethics and Integrity (in Human Research)* development offered by the Doctoral School or b) pass the online module *Ethics 1 - Good Research Practice*. A copy of the relevant training certificate must be provided to the Researcher Development Programme Administrator in the Doctoral School.
- 2.41 All postgraduate research degree candidates whose research falls under risk categories yellow, red or purple (as determined by completing the Stage 1 Research Ethics Application Form), are also required to pass the online module *Ethics 2 - Research with Human Subjects in the Health and Social Sciences* or an equivalent course approved by the Chair of the appropriate Faculty Research Ethics Panel. A copy of the relevant training certificate must be provided to the Researcher Development Programme Administrator in the Doctoral School.
- 2.42 Postgraduate research students with an undergraduate medical qualification recognised by the General Medical Council in the UK may be exempt from Ethics 1 and Ethics 2 training, subject to providing evidence of an up-to-date ICH-Good Clinical Practice training record. ICH-Good Clinical Practice training needs to be renewed every two years. A copy of the training record must be provided to the Researcher Development Programme Administrator in the Doctoral School.

- 2.43 All candidates who are engaged in undertaking teaching on any Anglia Ruskin modules and who have not received approved training for that teaching must attend the *Learning and Teaching in Practice* programme.
- 2.44 As part of their research, a candidate may follow a programme of related studies where this is necessary for the attainment of competence in research methods and/or to broaden their disciplinary knowledge.

Intellectual Property (see also Regulation 2.37 above)

- 2.45 All postgraduate research degrees students are required to sign an undertaking that, in instances where they are formally notified as working on a project having commercial sponsors or commercial potential, they will enter into a confidentiality agreement, and assign their Intellectual Property rights to Anglia Ruskin university unless they are employed by the organisation funding the research. In return we will treat postgraduate researcher inventors on such projects on the same financial basis as staff inventors in respect of Intellectual Property-based income