Research Degree Regulations Schedule E

Graduate School Process Documents

01 October 2021 – 30 September 2022

Research Degree Regulations Schedule E

Contents

Introduction

This document provides access to key process and guidance documents relating to MRes, PhD and Professional Doctorate research degrees.

PhD by Publication information is available in Schedule D.

The Graduate School will update the documents linked in this schedule regularly. Please do not store local copies and always refer to this schedule, or the PGR Blackboard, for these documents.

Research Degree Handbook

The Research Degree Handbook is updated annually at the beginning of each academic year.

Applications and interviews

- The applicant shortlisting checklist is to be completed for all MRes, PhD and Professional Doctorate applicants **before** they are offered an interview. This includes GTAs and externally funded applicants.

- The interview check list is to be completed for all self-funding applications and externally funded applicants i.e. **not** GTAs. MRes applicants do not necessarily need to be interviewed. This is at the discretion of the relevant Graduate School Research Degree Contact.

- Both checklists must be sent to the Graduate School. Offers cannot be made without this information.

- Interview panel guidance is available to staff.

Project registration

Seeking project registration

- Submission cover sheet

- Seeking registration of the research project

- Research project registration guidance

- Research project registration-confirmation of training

- Registration examination chair's report form

- Specification of revisions: project registration

- Learning and Skills Needs Analysis paperwork – this paperwork is

subject specific. Please speak to your Graduate School Research Degree- Contact.

Progression (doctoral only)

Three months prior to submission, **the supervisory team** must submit a progression exam team form to the Graduate School for approval.

Undertaking a progression viva

- Submission cover sheet
- Progression viva guidance
- Viva chair's report form
- Specification of revisions: progression

Final submission

Undertaking a final viva

The following information is available to the supervisory team, and PGRs, who are submitting for a final viva:

- Submission cover sheet
- Final viva guidance
- Pure upload guidance (doctoral only)

Final viva panel information

The following information is available to **the final viva panel**:

- Final viva guidance
- Viva chair's report form
- Final viva examiner report
- Specification amendments/revisions form

Proposing a new supervisory team or requesting a change to a supervisory team

The following information is available for a PGR, or supervisor, to propose a new supervisory team or to change to a supervisory team:

- Research degree supervision criteria

- Supervisory team change form

Graduate School Bursary Fund

The following information is available to PGRs who wish to **apply** for a bursary:

- Fund guidance

- Fund application form

The following additional information is available to PGRs who are **successful** in receiving bursary funding:

- Approval to travel form and guidance - *abroad travel only* (Finance office information)

- PGR expenses template forms (XLS|PDF)

GTA handbook

The GTA handbook is available for information about what GTAs should be doing and how they should be supported in their roles.

Interruption of studies and extension

The following documents are available to both the PGR and the supervisory team when seeking to request an extension or interruption of studies:

- Interruption of studies and extension guidance

- Interruption of studies request form

- Extension request form

Progress review

The following documents are available to both the PGR and the supervisory team when a PGR's progress has been put under review:

- Progress review policy

- Progress review form

PGR transfer process – from another institution to Edge Hill University

The following documents are available to a prospective supervisor, and prospective PGR, when a PGR would like to apply to transfer to Edge Hill part-way through their research degree.

- Process and form

Research Degree Resources

The following videos are available to staff and PGRs outlining how to navigate the PGR Blackboard tab and Learning Organisation:

- [PGR Blackboard video](#)

- [Learning Organisation video](#)

Endmatter

Title	Research Degree Regulations, Schedule E
Policy Owner	Dr Leon Culbertson, Dean of the Graduate School
Approved by	Academic Board
Date of Approval	July 2021
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