

Schedule E – Graduate School Process Documents

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Introduction

This document provides access to key process and guidance documents relating to MRes, MPhil, 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 during the Summer period.

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 DTs.
- The [interview check list](#) is to be completed for all self-funding applications i.e **not** GTAs or DTs. MRes applicants do not necessarily need to be interviewed. This is at the departments discretion.
- 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](#) (*doctoral only*)
- Learning and Skills Needs Analysis paperwork – this paperwork is department specific. Please speak to your PGR Contact.

Progression (doctoral only)

Undertaking a progression viva

- [Submission cover sheet](#)
- [Progression viva guidance](#)
- [Viva chair's report form](#)

Final submission

Three months prior to submission, the supervisory team must submit a [final exam team proposal](#) form to the Graduate School for approval.

Undertaking a final viva

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

- [Submission cover sheet](#)

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- [Final viva guidance](#)

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 student, or supervisor, to propose a new, or change to a, supervisory team:

- [Research degree supervision criteria](#)
- [Supervisory team change form](#)

PGR bursary

The following information is available to Research Degree students who wish to **apply** for a PGR bursary:

- [PGR Bursary Fund guidance](#)
- [PGR Bursary Fund application form](#)

The following additional information is available to Research Degree students who are **successful** in receiving PGR Bursary funding:

- Approval to travel form and guidance - *international travel only* ([Finance office information](#))
- Student expenses template forms ([XLS](#)|[PDF](#))

Writing-up fee

This is applicable to self-funding students only. All GTAs/DTs transfer automatically onto the writing up fee at the end of their contract.

The following information is available to students who wish to apply for writing up fee:

- [Research Degree writing-up fee guidance](#)
- [Doctoral writing-up fee application](#)

GTA and DT Teaching Rights and Responsibilities

[The GTA and DT Teaching Rights and Responsibilities guidance](#) document is available for information about what GTAs and DTs should be doing, and how they should be supported, in those roles.

Interruption of studies and extension

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

- [Progress review protocol](#)
- [Progress review form](#)

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