

Research Students' Handbook

Effective from 1 January 2014

Research Student Handbook

Welcome to your Research Degree Programme at the University of Wolverhampton

Dear Research Student,

We are very pleased to welcome you to the University of Wolverhampton - a university that aims to consolidate and maintain its standing as an excellent regional university, with a strong reputation for teaching, consultancy and, of course, research. We are very proud of the contributions we can make to our communities at the local, regional, national and international levels.

As a research student, whether full or part-time, and at whatever stage of your programme, you are a crucial and valued part of our academic life. You will bring enthusiasm, commitment and dedication to new and ongoing research projects. You are here to benefit from the experience and knowledge of our research staff, but also to renew and replenish the research community through your new perspectives. Working in partnership with your supervisory team, headed by your Director of Studies, you will be instrumental in pushing the frontiers of knowledge in your field.

Our aim, while you are here with us, is to give you the most solid base possible from which you will launch further research and career development. We will endeavour to provide you with relevant and appropriate research skills development and methods training, and we will also support the development of your research-related skills such as IT, presentational skills, career planning, etc. We will provide you with a supervisory team consisting normally of a Director of Studies plus at least one other member of staff, who will meet with you regularly to plan and discuss the progress of your work. We will do our best to make you feel part of an intellectual community in your field, in the University as a whole, and with your fellow postgraduate students.

We trust that your time here will be enjoyable and positive, and that your efforts will result in the award of a research qualification within the permitted timescales. Your Director of Studies and other supervisors, the Postgraduate Research Tutor in your Faculty Research Committee, the Director/Head of your Research Institute or Research Centre, the Chair of your Faculty Research Committee and the Postgraduate Representatives who sit on those Committees are all available and willing to discuss any problems you might encounter.

We wish you all the best at Wolverhampton and look forward to seeing you at a future Graduation ceremony.

Professor John Darling
Dean of Research and Head of the University Research Policy Unit

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Glossary of Terms

Throughout, the following abbreviations have been used:

HESA = Higher Education Statistical Agency

QAA = Quality Assurance Agency

RI = Research Institute

RC = Research Centre

FRC = Faculty Research Committee

DOS = Director of Studies

URC = University Research Committee

APR = Annual Progress Review

PGRT = Post-graduate Research Tutor

RASC = Research Awards Sub-committee (a sub-committee of URC)

STaR Office = Student Transnational and Research Office (part of Registry)

Research Forms

Please find below details of the research forms required for key administration processes within research programmes. Instruction is given at the top of each form on who is responsible for completing the different sections of the form.

- Progression Stage Form
- Guidelines for completing the Progression Stage
- Research Proposal
- Examination Arrangement Form (NOMEX)
- Application for change to supervisory team
- Application for change in approved mode of study
- Write up Year Application
- Application for change to Supervisory Team
- Thesis cataloguing form
- Candidates Final Declaration form
- Higher Doctorate Application form
- Application for Restricted Access of a Research Degree Thesis
- Extension Request Form
- Request to conduct a remote viva voce examination
- Submission and receipt of Research Degree thesis

IMPORTANT: For document control purposes and to ensure that the form that you complete is the most up-to-date, please only download forms as and when required from the STaR Office website <http://www.wlv.ac.uk/study-here/student-support/star-office/research-forms/>

Introduction

The University's regulations for postgraduate research degree programmes are available to students and staff as hard copy and on the University of Wolverhampton web-pages. This handbook serves to amplify the regulations and where appropriate, the handbook is supplemented by subject-specific guidance provided by approved research degree units.

It covers MPhil, PhD and the research phase of professional doctorate programmes. All research students are expected to be conversant with the handbook and to apply its principles in full.

This handbook is printed for your convenience but may be updated periodically. To view the most up to date version please see the University's [Academic Regulations webpage](#).

Academic Standards and Enhancement of the Quality of Research Programmes

The University Research Committee (URC) is empowered by Academic Board to oversee the management of the University's research students. As part of this remit URC aims to ensure that all University of Wolverhampton research students are located in high quality environments with a community of active researchers providing robust research training. To achieve this all research students are managed by a Faculty Research Committee (FRC). This ensures provision of appropriate support and guidance to enable research students to complete their programmes on time, and provides an environment in which students, supervisors, examiners and other staff involved in research degree programmes are aware of and are committed to fulfil their responsibilities.

Each approved unit demonstrates:

- the pursuit of high quality research in cognate areas by a community of academic staff and postgraduates;
- supervisors with the necessary skills and knowledge to ensure the successful completion of students' research programmes;
- access to the facilities and equipment necessary to enable students to complete their research successfully.

Monitoring the Success of Postgraduate Research Programmes

The University Research Committee evaluates performance in each of its Faculty Research Committees and reviews ongoing student performance as part of the annual monitoring process, including:

- submission and completion times and rates;
- pass, referral and fail rates;
- withdrawal rates;
- appeals and complaints, the reasons for them, and how many are upheld;
- comments from examiners;
- recruitment profiles;
- feedback from research students, and where possible from employers, sponsors and external funders;
- where it is available, data on employment and career destinations of former students.

FRCs and the URC each compile annual reports in which statistical and other information relating to postgraduate research programmes is considered and acted upon. The URC annual report is considered by Academic Board. There is student representation on URC and all FRCs.

The Research Environment

Each research unit provides students with a stimulating environment that includes:

- opportunities and encouragement to exchange and develop ideas with people at appropriate levels who are also engaged in research and/or pursuing established research programmes;
- ready access to academic colleagues and others able to give advice and support;
- adequate learning and research tools, including access to IT equipment, library and electronic publications;
- opportunities for students to develop peer support networks where issues or problems can be discussed informally;
- supervision that encourages the development and successful pursuance of a programme of research;
- guidance on ethical pursuit of research and the avoidance of research misconduct, including IPR breaches
- support to develop research-related skills that contribute to the student's ability to complete the programme successfully, including an understanding of research funding and the commercial exploitation of research
- opportunities to develop personal and employment-related skills to complement the advice on career development available through the University's Careers and Guidance Service
- access to welfare and support facilities that recognise the particular nature of research degree study;
- the opportunity for effective student representation, and for addressing students' feedback including complaints;
- sufficient monitoring to ensure that where a project is undertaken in collaboration with another organisation, the standards of both organisations are maintained;
- the opportunity for students to develop intellectual maturity and encouragement to reflect on their own learning about research and on research outcomes

The PGR Offer

For Postgraduate Research Students - the University has developed expectations in the form of a PGR Offer specific to each faculty. [Download the PGR Faculty Offers](#) (PDF 69K, Downloads file)

Section 1: Applying for a Research Degree

1.1 Entry Requirements

Applicants for a research degree shall normally hold either:

- a first or upper second class honours degree, or
- a master's degree, or
- evidence of prior practice or learning that is accepted by the Dean of Research.

An Applicant whose entry award was not delivered in English, or non-native speaker of English shall be required to demonstrate proficiency in English at least to the level of an IELTS score of 7.0 or its equivalent to be registered as a Research Degree student.

1.2 Pre-Research Degree Programme

Applicants who do not meet the criteria above may be admitted to a Pre-Research Degree programme, providing the Dean of Research confirms the applicant has been able to present:

- evidence of a satisfactory general education and of ability to undertake the proposed research programme,
- the names of two academic referees,
- a research proposal, which in outline is accepted, and identified as requiring more support
- Demonstrate proficiency in English to at least the level of an IELTS score of 6.0 or its equivalent.

1.3 Application Process

The process from application to entry is illustrated diagrammatically in *Appendix 1: Admissions Process*

Completing an Expression of Interest Form

Applicants wishing to proceed with applying are required to complete an online expression of interest form (this excludes students wishing to transfer from another institution please refer to entry requirements).

The 'Expression of Interest' will require an applicant to submit the following:

- Personal information (name, address, date of birth, nationality etc)
- Previous qualifications (details of all previous qualifications and copies)
- Academic References (details of at least two academic referees)
- Proposed mode of study (full time or part time or distant learning)
- Research Interest (Brief details of subject/topic that you wish to undertake the research in (max 1500 words))

Acceptance of the Expression of Interest

Each Expression of Interest is assessed by the Faculty responsible for the subject area. The Postgraduate Research Tutor in consultation with the Associate Dean of Faculty will assess and approve the Expression of Interest (assessment will be in the form of an interview based on the expression of interest received).

Possible Decisions:

Approved - Proceed to PhD	Develop a research proposal (applicant to complete a research proposal with the assistance of the supervisory team)	Conditional Offer letter sent by the Faculty Research Administrator to applicant. Supporting documents including copy of offer letter sent by the Faculty Research Administrator to the STAR office. STAR office set up record and send enrolment details to applicant. International Applicants to note additional conditions of offer further information available at www.wlv.ac.uk/international under Visa & Immigration Unconditional offer where visa and immigration are not necessary.
Approved – Proceed to Pre-Research Programme	In some cases an applicant may not meet the full entry requirements of a research degree program and will be offered a pre-research course tailored to the applicant needs to meet the entry requirements.	PhD Conditional Offer letter including pre-course as a condition sent to the applicant by the Faculty Research Administrator. STAR Office Research Programmes Administrator will send out the pre-research course offer letter and enrolment details. Further information available at www.wlv.ac.uk/international under English Pre Sessional courses.
Reject	In some cases the University might have to reject an application. Every effort is made to help the applicant explore more suitable courses available.	A rejection letter is sent to the applicant by the Faculty Research Administrator.

1.4 International Applicants

All nationals from non-EEA states who wish to come to the UK for any purpose and any length of time are required to obtain a visa (entry clearance) before coming to the UK.

CAS Number

You will require a Confirmation of Acceptance for Studies (CAS) number to include on your visa application form. You can request a CAS number through e:Vision when you hold an unconditional offer and have paid your tuition fee deposit, from three months before the start of your course. The CAS number will be on a CAS statement, which will also include

- Your personal details
- the details of the course you intend to study
- details of your qualifications you have used to apply for the course
- tuition fees and how much of the fees you have paid
- the University of Wolverhampton Sponsor Licence Number and address

Please note: this statement will be available for you to download from e:Vision and will be in addition to any conditional or unconditional offer letter already issued to you. **You must check the information on the CAS statement carefully and inform us if there are any errors before you apply for your visa. You are responsible for checking the information on the CAS statement is correct.**

More information can be found on the webpage [Applying for Visas for Non-EU/Non-EEA applicants](#)

1.5 Transferring from another University

Students transferring from another University will be required to present evidence of progress to date in their research programme of study and in achieving the learning outcomes for the award will be required to be verified by the current Institution. The Dean of Research may approve a reduction in the registration period, within the registration periods set out in the Research degree regulations.

Section 2: Registering for Your Studies

2.1 University Enrolment

All research students, whether full-time, part-time, fee-paying or sponsored, must enrol as a student of the University at the beginning of their studies and at the beginning of the academic session for each subsequent year of their course. When you enrol, you will be undertaking to comply with the University's General Regulations, which apply to all students, and with the specific Regulations applying to your particular course of study.

2.2 Instructions for accessing eVision

Once you have accepted your place at Wolverhampton you will be able to enrol on-line using eVision, the University's on-line student system service for enrolment and access to information about the University. You are encouraged to regularly check your eVision account for messages and to amend contact details as appropriate. If you need assistance while enrolling please contact the eVision Helpdesk. To log onto eVision, go to www.wlv.ac.uk/eVision - you will need your Username (which is your 7-digit student number) and Password.

To keep your eVision account secure, you are strongly advised to change your password. To change your password you need to go to the 'My eVision Account' section, click on Change Password and follow the instructions on the screen. Your new password should be at least 6 characters long and may include numbers and letters.

Once the online enrolment task has been completed students will need to report to a Student Centre to complete the final part of enrolment.

2.3 What to bring to a Student Centre

1. Your passport with an appropriate visa (or ID card if EU)
2. The unconditional offer letter you received from the University confirming your place at Wolverhampton
3. Your "Boarding Pass" which you should have printed off via eVision when completing the online enrolment.
4. Official documents verifying your qualifications. These should be original documents and not photocopies. If you have recently gained your qualification and so not have got your certificate, please bring with you normal notification of results
5. If your name has changed since you obtained your qualifications you should also bring with you any appropriate certificate verifying the change
6. If you have any documentary evidence showing who will be responsible for paying your tuition fees this would also be useful as it may prevent the University from sending out unnecessary invoices to you

Students will be informed of the dates and times of their Faculty induction after completion of their enrolment.

2.4 ID Cards

Once you have enrolled you should upload your photo for your student ID card, and you should do this as soon as you can. The University requires a good quality passport style photo which must meet the following criteria:

1. The photo should be of you alone
2. Colour, clear with good contrast
3. Head and shoulders only
4. Full face
5. Facing front
6. No hats, headwear or glasses unless you normally wear them
7. At least 300px x 300px in size, which is approximately 3cm x 3cm at a resolution of 250 px/inch
8. jpeg format (filename.jpg) – Other types of file will be converted by the photo upload facility but will take much longer to upload, so we recommend you use JPEG format
9. Internet access to send the photo to the University using the Photo Upload facility

If you do not have a digital photo or a computer with internet access, you can go to one of the webcam stations in the Student Centre's. Once a photo has been uploaded the University's Learning Information Services (LIS) will dispatch the ID card or alternatively you can visit the Harrison Learning Centre Reception to collect your ID card.

2.5 Research Student Fees

Unless you are in receipt of a bursary, you will be liable for fees at the appropriate rate (and, if applicable, bench fees). You should note that research student fees cover a 12-month period and you will be invoiced annually. The University also offers you the choice of paying fees in instalments. To arrange an instalment plan you will need to email the University's Finance department at FNC@wlv.ac.uk.

For further information on how to pay your fees is available on the University website
<http://www.wlv.ac.uk/default.aspx?page=20896>

If annual fees for the course are not paid, you will not be permitted to re-enrol for subsequent years until the debt has been paid in full. Please note that fee-paying continues up to the point of submission of the completed thesis; a student must be enrolled at the University until conferment of the degree (or, exceptionally, withdrawal).

Please note that failure to pay fees by the stated deadline will lead to access to University facilities including IT, Learning Centre and Laboratories being withdrawn until such fees have been paid or an arrangement made with the University's Finance Department.

2.6 Fee Liability

Research Students studying for an MPhil or PhD can start at multiple points throughout the year. Therefore their invoice date and fee liability will depend on their individual start date.

Professional Doctorate students tend to start at the beginning of the academic year so the guidelines for these students can be more closely aligned to a standard postgraduate student.

MPhil/PhD Students

Start date for students will be the 1st of a particular month. Students will be invoiced from the start of the month and on the anniversary of this date.

Students should all be aware of their individual liability for the payment of tuition fees, irrespective of whether these are paid directly, by an employer or other sponsor or via the Student Loans Company. With the introduction of higher level fees the University has set out, in the accompanying policy document, how the liability to pay tuition fees is linked to attendance points throughout the year.

See the [Fee Liability, Refunds and Debtor Policy](#) webpage for more information.

Bursaries

Students, who are eligible for any University bursary must repay all or part of their bursary if they withdraw, transfer or there is any other reason why they are no longer entitled to receive the bursary.

Students must repay any part of their bursary on a pro-rata basis. This will be determined by the number of whole months that a student has completed.

Therefore a student whose Research Degree starts on April 1st and receives a bursary, would have to repay the entire bursary if they withdrew on April 10th. If they withdrew on May 1st, then they would have to repay 11/12ths

Professional Doctorate Students

Full time students would be subject to the same guidelines regarding fees as postgraduate students and have liability points 3 times a year based on their full time fee.

2.7 The 'writing up stage'

You may apply for a reduced fee at the 'writing up stage' on the Writing up Application Form. The writing up stage may only be approved when your Director of Studies is satisfied that you have completed all field work, data collection and analysis and that no further use will be made of equipment or laboratories. Directors of Study are required to complete a section of the students' Writing up Application Form to confirm this. This application is considered for approval by the Post Graduate Research Tutor.

The maximum period for reduced fee at writing up stage is 12 months. If you do not complete the written thesis within this period you will revert to full fees regardless of mode and location of study, provided they are within the maximum registration period.

2.8 Communication

At the University of Wolverhampton, we will communicate with you through your University email address **only** therefore it is essential that you ensure we have your correct email address at all times. (This can be checked and amended through your personal details on eVision.)

Your University of Wolverhampton IT Account will be activated during enrolment. For more information regarding your IT account and free software available to students visit <http://www.wlv.ac.uk/its/> If you already have another personal email account, you can easily [forward your University email to it](#), so as not to miss any important messages.

2.9 Re-enrolment

Re-enrolment via eVision is required every year on the anniversary of your start date and is dependent on the satisfactory completion of Annual Progress Review. Once your Faculty Research Committee has recommended that you progress to the subsequent year they will notify the Student, Transnational and Research (STaR) Office, who will then update your student record. Failure to re-enrol promptly will result in the withdrawal of University facilities.

If the Annual Progress Review form is not returned, or if your progress is deemed to be unsatisfactory, you will not be able to proceed to the next year of your studies and the 'at risk' procedure will automatically be invoked (see section 8.6). Your Director of Studies will be able to advise you if you have difficulty completing or returning the Annual Progress Review Form. During your studies, **you must also keep your local and home address, telephone numbers and email address up to date via eVision**, as we may need to contact you if we have enrolment or registration queries. For International students additional requirements will apply. Please contact the Student, Transnational and Research (STaR) Office.

2.10 Maximum periods for PhD Registration

The maximum period of registration will be:

Full Time Students	Normal	Maximum
PhD	3 years	4 years
Professional /Practitioner Doctorate *	3 years	4 years
MPhil	18 months	2 years
Higher Master's Degree *	1 year	2 years
Pre-Research programme	6 months	6 months

Part Time Students	Normal	Maximum
PhD	4 years	8 years
Professional /Practitioner Doctorate *	4 years	8 years
MPhil	2 years	4 years
Higher Master's Degree *	2 years	4 years
Pre-Research programme	6 months	6 months

** as outlined Section V.3 of the Academic regulations for Professional Doctorate Awards*

2.11 Leave of absence and Parental Leave

The University's regulations set expectations in relation to successful completion periods. In the case of the PhD and Professional/Practitioner Doctorates the maximum periods of registration are four years full-time (eight years part-time). In the case of the MPhil the maximum registration period is two years full-time (four years part-time). If you do not submit your thesis within the maximum period of registration, you will not be allowed to submit late and you will be asked to withdraw from your research degree. If you are in receipt of a bursary you may also be required to pay back your fees for non-completion.

However the University realises that there are circumstances when you are temporarily not able to continue with your studies for a period of time, because of a change in your personal circumstances. In these circumstances you may take a break from your research degree and resume your studies when your circumstances allow you to do. If this scenario applies to you then you should discuss with your supervisor whether taking a temporary 'leave of absence' from your studies is appropriate.

The maximum length of period of absence that you can take at any one time is 12 months. The maximum total period over your research degree is 24 months. If you take the maximum 12 months then you must return to your research studies for a minimum of 3 months before taking any further periods of leave of absence.

Periods of leave undertaken due to statutory childcare (including maternity leave, paternity leave, shared parental leave and adoptive leave) will not be counted towards the maximum total period of 24 months, although the maximum registration period will be amended accordingly.

After agreeing this option with your supervisor, you must apply for a leave of absence via your e: Vision account. You will have to confirm that you will not be undertaking any research activities whilst on leave of absence. You will need to give the reason why you are requesting leave of absence and the date that you believe that you will return to your studies. Leave of absence will not be granted retrospectively.

Please note that you will need to provide a detailed explanation for taking leave of absence. You may be asked to provide evidence to support this.

If a leave of absence is approved, your liability to pay tuition fees will cease from the point of your leave of absence and will be reactivated on the date of your return. Students in receipt of a university bursary will not receive any payments whilst on leave of absence. If you are an international student on a Tier 4 visa then you will be required to return home whilst on leave of absence and your visa is likely to be curtailed.

Your request to take a leave of absence and the decision to grant this or not, will be reported to your Director of Studies along with your Faculty Postgraduate Research Tutor. It will also be reported to the Faculty Research Committee and at the relevant University Committee.

Any leave of absence will be granted in month-long blocks and then added to the registration period. Whilst on a leave of absence, you will not be entitled to use University facilities, nor have access to your Supervisor in respect of your research work, but you are encouraged to keep in touch with your Supervisor for pastoral support. Leave of absence should not be used to cover holiday leave, research visits, fieldwork visits, etc.

Please note that if a leave of absence is approved, you are still required to complete the Annual Progress Review Form.

2.12 Exceptional requests to extend maximum registration period

There may be very exceptional circumstances (section 10, Research Degree Regulations) when you cannot submit your thesis within the maximum period of registration, but the leave of absence process outlined above is not appropriate. This may be either a) because you have already exceeded your maximum length of absence or b) you need a longer period to complete your research because of a setback for which the University takes full responsibility (e.g. equipment failure).

It must be stressed, however, that extensions to maximum registration are only granted in very exceptional circumstances. Extensions will not be granted for what might be considered 'unexceptional' circumstances such as everyday life events, work pressure, financial difficulties, academic failure, and poor project/time management). You should also note that extensions will not be granted retrospectively.

Any request for an extension should be discussed with your Director of Studies in the first instance. If your Director of Studies supports your request then s/he will need to make a formal request with supporting evidence to the Dean of Research and Academic Registrar (or their nominees). The request and the decision made will be communicated to you by your Director of Studies and formally recorded by the STaR Office. It will be reported to the Research Awards Sub Committee and, where relevant, the Professional Doctorate Award and Progression Board.

Extensions will be granted in month-long blocks with the total period of extension allowable not normally exceeding 12 months. If successful, a new maximum registration date will be calculated that takes account of the period granted by the Dean of Research. You may still be liable for fees for any extended period of registration. If your request is unsuccessful, you should submit your thesis on or before the date of your original maximum registration. If this date has already passed, you and your Director of Studies will receive a letter to inform you that you be withdrawn from your programme.

2.13 Change to Mode of Study

You may apply for a change to your mode of study via eVision. You must seek advice from your supervisory team before proceeding with an application to change to the mode of study.

The change to mode of study request must be submitted to the Student, Transnational and Research (STaR) Office.

Please note that if you are in receipt of a bursary, then this may be affected by change of mode of study.

2.14 Withdrawal of Registration

We hope that you will be able to complete your research programme without any disruption. However, there may be circumstances where you feel that you are no longer in a position to continue your research and will be unlikely to resume in the foreseeable future. In these cases we recommend you discuss the options with your DoS and/or PGRT. Should you decide to withdraw from your registration you will need to complete the withdrawal task via your eVision account and submitting it to the Student, Transnational and Research (STaR) Office.

The FRC also has the authority to recommend that your registration be withdrawn if satisfactory progress has not been made. This would normally occur after a failure to abide by the 'at risk' procedures. Such procedures may be invoked in cases such as an unsatisfactory progression, or an unsatisfactory Annual Progress Review form or its non-completion.

Section 3: Time commitments

3.1 Attendance and Holidays

Unlike undergraduate study, research does not follow the term-time/vacation pattern and research students are expected to maintain a commitment throughout the year. Similarly, it is not always possible to limit your working day to standard working hours.

	Mode of Attendance	Number of hours per week	Number of Weeks per Year
PhD	Full-time	At least 35 hours a week	Minimum of 45
	Part-time	At least 15-18 hours a week	Minimum of 45
MPhil	Full-time	At least 35 hours a week	Minimum of 45
	Part-time	At least 15-18 hours a week	Minimum of 45

Your Director of Studies will stipulate levels of attendance. These may vary depending on the discipline. For example, students carrying out laboratory-based research may be required to be present at specified core times. Your Director of Studies will be able to advise on the level of attendance that is required of you and will work out with you a schedule of supervisory meetings and attendance at appropriate seminars. Part-time students with major work or other commitments should discuss these at the outset with their Director of Studies so that a realistic assessment of likely progress can be made. In all cases it is a requirement of admission that part-time students are able to devote at least 15-18 hours per week over a minimum of 45 weeks per year to their research degree programme.

It is expected that you will wish to take some holiday time during your studies, this should be discussed with your Director of Studies when you start your research, and thereafter at the beginning of the subsequent years.

3.2 Travel outside the UK during your programme (Tier 4 students)

If you are a student on a Tier 4 student visa and will be travelling outside the UK for holiday or a research visit etc. you should inform the University via the Notification of Overseas Stay section of your eVision account.

1. Access the task by clicking on Course Administration on the left hand navigation bar.
2. The task is located in the Notification of Overseas Stay section.
3. Click on the Leave UK button.

Notification of Overseas Stay
As a student on a Tier 4 Student visa you are required to keep your contact details up to date in case the University needs to contact you. This includes periods when you may be travelling overseas or returning to your home country. Please use this task to update your contact details. Failure to do so may lead to future problems with your visa status.

Course	Status
BEd(Hons) Early Primary Education	Currently in the UK

Leave UK

4. Complete the Requested Leave Details form. All fields marked with a red asterisk are mandatory fields and must be completed.
5. Click the Store button.

Requested Leave Details
 * - indicates mandatory field

Date you intend to leave the UK *

Date of intended return to UK *

Reason for leaving the UK *

Country travelling to *

Contact address while not in the UK

Address Line 1 *

Address Line 2 *

Address Line 3

Address Line 4

Address Line 5

Has this leave been confirmed by your supervisor? *

You must complete the Notification of Return to the UK task when you return to the UK. You are advised to check the conditions of your visa and expiry date to ensure you will be able to travel and return to the UK. If you require further visa advice, please e-mail visa-enquiries@wlv.ac.uk

Store

6. Check that requested details are correct. If not, click the Back button. If details are correct click the Confirm button.

Confirm Requested Leave Details

Date leaving the UK 15/Sep/2015

Date of Return to the UK 25/09/2015

Reason for Leaving the UK Holiday

Country Travelling to Italy

Contact Address while out of the UK Address 1
Address 2

Confirmed by Supervisor Yes

Back Confirm

Exit Checks

From 8 April, exit checks will take place at all airports and ports in the UK. Information that is included in passports or travel documents will be collected for passengers leaving the country on scheduled commercial international air, sea and rail routes. Further details can be found on the [Home Office](#) web pages.

Re-entering the UK

If you travel outside the UK during your period of study, you can normally re-enter the UK as long as your immigration permission is still valid. The UKCISA website has useful information about what happens at immigration and customs on entering the UK. You should complete the return to UK task via eVision.

1. Access the task by clicking on Course Administration on the left hand navigation bar.
2. The task is located in the Notification of Overseas Stay section.
3. Click on the Leave UK button.

Notification of Overseas Stay

As a student on a Tier 4 Student visa you are required to keep your contact details up to date in case the University needs to contact you. This includes periods when you may be travelling overseas or returning to your home country. Please use this task to update your contact details. Failure to do so may lead to future problems with your visa status.

Course	Status	
BEd(Hons) Early Primary Education	Out of the UK - Holiday	Return to UK

4. Complete the Return Details form. All fields marked with a red asterisk are mandatory fields and must be completed.
5. Click the Store button.

Return Details
* - indicates mandatory field

Date you will be returning/returned to the UK *

15/Sep/2015

Contact address while in the UK

Address Line 1 *

Address 1

Address Line 2 *

Address 2

Address Line 3

Address Line 4

Address Line 5

Post Code *

WV1 1AD

Store

6. Check that requested details are correct. If not, click the Back button. If details are correct click the Confirm button.

Confirm Return Details

Date of Return to the UK

15/Sep/2015

Contact Address while in the UK

Address 1
Address 2

Post Code

WV1 1AD

Back

Confirm

3.3 Employment for full-time research students: Teaching and Demonstrating

Your primary purpose in attending the University is to carry out research and to complete your thesis. It is therefore important that your other activities do not prevent you doing so. During your time as a research student, you may be asked to help in some way with teaching undergraduate students. This may involve you in giving talks, helping in seminars or laboratory classes or marking course-work. Your Faculty should ensure that you are properly trained to undertake these duties and also should ensure you do not do more than the defined maximum so that your research is not adversely affected. In any event such duties should not amount to more than six hours' work per week. Your Director of Studies should be able to provide you with all the necessary details. You may agree, or not, to undertake such duties. If you do, you will gain valuable experience and be a welcome addition to the University's teaching staff, but you should remember that your efforts will be judged against the University's high standards for teaching.

3.4 Other Employment

If you are a **full-time** student, it is your responsibility to discuss with your Director of Studies if, for financial or other reasons, you need to take on any form of employment other than the six hours' of teaching allowed. You will need to consider the impact that employment may have on your studies, and both you and your Director of Studies should agree in writing, the number of hours per week permissible. Requests for leave of absence will not be granted to enable students to undertake paid work. Similarly, you may **not** make such a request in order to register concurrently for another course of study.

If you are a **part-time student**, your Director of Studies will no doubt be aware of your other commitments, including employment; however, if your employment circumstances should radically change, you must keep your Director of Studies informed and ensure you are still able to devote the necessary amount of time to your studies.

If you are an **international student** on a Tier 4 student visa you can work in the UK if your passport sticker or identity card says one of the following:

- Work (and any changes) must be authorised
- Able to work as authorised by the Secretary of State
- Work as in Tier 4 Rules
- Restricted Work. P/T term time. F/T vacations
- Restricted work term time
- Work limited to max 20 hours per week during term-time
- Work limited to max 10 hours per week during term-time.

You must not work if your passport sticker or identity card says "No work" or "Work prohibited" because this would be a breach of your immigration conditions and a criminal offence. The Home Office can check whether someone has been working by making unannounced visits to employers and by obtaining information from the tax department, HMRC. For more information see the [UK Council for International Student Affairs \(UKCISA\) website](#)

Section 4: Who Can Help?

When you first commence your research degree programme, you will of course be feeling excited about the prospect of the next few years. However, you may also feel a bit daunted about all the things you need to know, or you may even feel worried about practical matters. The University provides a number of sources of advice to help you and it is particularly important that you use these sources of advice if you feel that things may not be going well. Although it is obviously important to remain positive and open-minded, problems can arise and an early warning from you, rather than leaving problems unaddressed until they become intractable, will elicit a helpful response. This is also true in relation to your academic work, if you do not report difficulties at an early stage; problems may arise later which may invalidate your right to appeal - in the unlikely event that your studies go drastically wrong.

As a research student, you will therefore find that your local research environment is broadly speaking either within a Research Institute or a Faculty-based Research Centre. Thus in addition to these University-wide points of contact, you will, of course, be able to call on help at a local level in the first instance. Irrespective of whether you are located in a Research Institute or Centre, the University's Research Degree Regulations apply and therefore you should receive the same level of support.

4.1 The STaR Office

The Student Transnational and Research (STaR) Office was formed to offer a specialist service to an increasingly important part of the University student community:

- **TNE Students** (those students studying overseas either at a branch campus or partner institution)
- **Research Students** (studying in the UK or overseas in their own country)
- Students on a designated Distance Learning Course

The STaR Office has a dedicated research administration team to support:

- Research Students
- Research Centres/Institutes
- Service Departments
- External Organisations

For more information please see the [STaR Office Research Programmes Administration webpage](#)

4.2 The Doctoral College

The Doctoral College is based in the Research Hub (MD150) and headed by Dr Benjamin Halligan. There are dedicated administrative support staff that provide a central contact point for staff and for PGR students.

The purpose of the College is:

- To work with Faculty Deans and the Central Service Departments to develop and deliver a clear university offer to PGR students
- To build an overarching and vibrant research community that unites and supports all research students from all disciplines and at all stages in their research career.
- To coordinate and deliver a comprehensive programme of research training for research students and supervisors using a combination of centrally delivered and faculty-based training.

Visit the website at www.wlv.ac.uk/doctorscollege

4.3 The Gateway @ the George

The Gateway offers a 'one-stop' advice centre for students' queries, including:

- [Financial Support](#)
- [Careers, Enterprise and The Workplace](#)
 - The Careers Centre can help you prepare for life after university by providing information and guidance on all aspects of your career.
 - The Workplace provides you with a range of employment opportunities.
- [The Student Enabling Centre \(SEC\)](#) - for disability-related support services
- [Counselling Service](#)

4.4 The Students' Union (SU)

Facilities provided by the SU include Welfare and Advice Service for help with virtually every difficulty a student is likely to face including finance, accommodation, being part-time or simply 'mature'! There is also a wide range of social and sports amenities.

To enhance postgraduate student representation there is a designated place, open to election, on the Students' Union Council for a representative for postgraduate students.

For more information please visit: <http://www.wolvesunion.org/>

4.5 International Students

The University of Wolverhampton welcomes many hundreds of international students each year and we currently have students from over 100 nations.

For more information please visit the [International Student Support](#) webpage

4.6 Learning and Information Services

Learning Centres provide access to books, journals and other learning resources, including computer facilities and electronic information. Learning Centre staff offer support to students using these facilities, seeking information and can assist in directing students to other forms of study support.

Finding your way around the Learning Centres

All research students are also strongly encouraged to get to know their *subject resource librarian*, who is a specialist in a given subject area and can be of significant help in ensuring access to the appropriate sources of information quickly and efficiently.

Learning Information Services (LIS) have also produced web pages which provide information about how they can help you with finding research, keeping up-to-date, training and development and using other libraries.

Find out more at: <http://www.wlv.ac.uk/lib/>

4.7 IT Services

The University provides a range of IT facilities to help you with your studies, including extensive computer provision, wireless Internet, information on discounted software, remote-access email, equipment for disabled students, and dedicated support staff. All staff and students have a University email account, which acts as one of the main means of communication within the University. If you have not yet registered for an IT account and obtained a university email address, the IT Services web site contains instructions on how to do this: www.wlv.ac.uk/its If you already have your own email account outside the University you can easily forward your University emails to it if you prefer, so that you do not miss any important messages.

To contact the IT Services Help desk dial extension 2000 from internal phones or from outside the University ring 01902 32 2000.

4.8 You and the University

Security

CCTV is used inside and outside the University buildings. Security staff are based at the main reception desk at the City Campus and make regular patrols of the premises. Students and staff are issued with identity cards and are advised to carry personal alarms (available from the Students' Union) when travelling to and from the University. Please take every precaution to help with your personal security by complying with requests from security staff. Lock doors when you leave a room. Report any suspicious occurrences and keep your belongings with you at all times. The University is not able to provide lockers for students to store their belongings so you are advised not to bring valuable personal possessions to the University.

Identity Cards

You must carry your student ID card with you at all times. You will need it to enter University premises, including the Learning Centre's, computer laboratories, examination rooms and Students' Union facilities. Our security staff are authorised to ask to see a student's card at any time so please be ready to show your card whenever asked. The system is designed to work for the benefit and security of the whole University community.

If you need access to specific areas of the University to carry out your research you will need a letter of authority from the Chair of your Faculty Research Committee.

Incident Reporting

Everybody's safety relies on all staff and students to report all activity, suspected or real, of a criminal nature. Incident reporting provides an accurate picture of the level of crime on campus helps us identify any patterns of activity and enables action to be taken to prevent a recurrence. If you need to report an incident, you can either contact Security on numbers published around campus; online at www.wlv.ac.uk/incidentreport; or on an Incident Report form from any reception point.

Student Conduct

The University of Wolverhampton is an equal opportunities organisation that believes in everyone's right to be treated with respect and seeks to eliminate all types of discrimination. As a member of the University community, you should always behave in a way that reflects these aims.

Students are expected to be considerate to the needs of fellow students, staff and any authorised visitors to the University. Students are expected not to engage in any conduct which is intended or is likely to disrupt teaching, learning, study, research, ceremonies, recreational activities, meetings, examinations, administration or other activities undertaken by or within the University or organised as part of its approved activities. Students are expected to respect the property of the University and not to use it for unapproved purposes.

Whilst students' behaviour within Halls of Residence will be subject to the specific terms of the accommodation contract, behaviour within Halls of Residence which represents misconduct as defined in this Code will be dealt with under the provisions of the [Student Code Of Conduct And Disciplinary Procedure](#).

Students will be required to produce their ID cards at the reasonable request of any member of staff of the University. If a student is not carrying their ID card with them at the time of the request, the University reserves the right to refuse admission to all or any part of the University's premises.

Students are expected to act as responsible members of the local community in which they live and to behave as considerate neighbours. The creation of excessive noise or other anti-social behaviour towards neighbours will not be tolerated, and is subject to the provisions of this Code.

The University does not tolerate harassment or intimidating behaviour: the possession of illegal substances or offensive weapons on University premises and any alleged breaches will be subject to the provisions of this Code.

Section 5: Your Responsibilities

As a member of the University, you are bound by the University's Regulations and Bye-laws. There is an [Equal Opportunities Policy](#) by which students and staff are treated solely on the basis of their merits, abilities and potential, regardless of any irrelevant distinctions based on gender, race, colour, nationality, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs, trade union membership, family circumstances, or sexual orientation. The senior managers of your RI / Faculty ensure this policy is implemented, and you are expected to subscribe actively to this policy throughout your studies.

Academically, the ultimate responsibility for your thesis lies with YOU. You are, therefore, expected to participate fully in planning the work to be done, to consider fully the advice given to you, and following discussion with your Director of Studies and the other members of your supervisory team, eventually to reach your own independent decisions. You are expected to participate fully in skills development workshops to help you achieve your goal of a successful thesis.

Your main academic responsibilities are as follows:

5.1 Orientating Yourself

Following registration, you should ensure that you are familiar with the University requirements and procedures for research study. Details can be found in the Regulations and in this handbook.

5.2 Induction

Generic Induction

The Doctoral College provides a general induction programme for all research students. This is supplemented by targeted activities organised by designated units to ensure that their research students are fully briefed on their programme of study and on any local regulations and requirements. The general induction programme provided by Doctoral College covers:

- general information about the University;
- the University's registration, appeals and complaints procedures, assessment requirements and research degree regulations;
- the University's research ethics and codes, including consideration of general issues concerning authorship and intellectual property;
- the University's expectations of the independence and the responsibilities of the student;
- an introduction to the Researcher Development Framework and the opportunities for development;
- the facilities available to postgraduate students;
- the typical challenges that will face research students during the course of their studies and where guidance may be sought in the event of difficulties;
- information on student support and welfare services, including counselling and guidance;
- generic health and safety and other legislative information;
- an opportunity for the student representative body to introduce themselves, including where available specific postgraduate representation;
- information on social activities, including that provided specifically for postgraduates;
- opportunities for postgraduates to be represented by the student body

Subject-Specific Induction

The subject-specific induction, which is provided by the Faculty includes:

- confirmation of the names and contact details of the student's Director of Studies and other supervisor(s) and more detailed information about how supervisory arrangements work;
- supplementary information on the institution's research ethics and codes, including those specific to relevant professional bodies and discipline groups, and consideration of issues concerning authorship and intellectual property;
- details of the facilities that will be made available to the student, including the learning support infrastructure;
- the opportunities that exist for meeting other research students and staff, and for developing scholarly competence and independent thought;
- relevant discipline-based health and safety and other legislative information;
- a brief outline of the proposed research programme(s), together with the normal length of study;
- the requirements for discipline-based skills development and the supervisors' role in ensuring that skills development needs are identified and addressed.

Each student should meet their supervisors at the earliest opportunity to agree on their plans for the programme including the following:

- the initial objectives of the research, taking account of a sponsor's requirements where appropriate;
- the development and general educational needs of the student, measured against the Researcher Development Statement (RDS) and skills self-assessment;
- the means by which the student will communicate progress to the supervisor(s) and how they will arrange regular meetings;
- the frequency of meetings and how records will be maintained;
- the monitoring of progress for both the research and training aspects of your research programme.

5.3 Beginning Your Research Studies

From the very first, if you are to succeed, you must participate with your supervisory team in the planning, of your studies so that you have a clear view of the aims of your research. It will be necessary to study both specific and general material in your area, so that you are able to discuss your work within a wider context. As your work progresses you will learn to take responsibility for the quality of your work, to make creative contributions to solving problems and to develop professional integrity. To ensure that you achieve these necessary goals, you should establish with your supervisory team the type of guidance and feedback, which you find most helpful, and, as early as possible, you should agree with them a schedule of meetings.

5.4 Planning Your Studies

You should aim to complete your research work and to have written up all or much of your thesis by the end of your period of directed study (for example, within four years for a full-time PhD student). It is therefore important, in the early stages of your studies, to draw up with your supervisory team a programme of study to take account of this time scale.

After 18 months of full time study (36 for part-time students), you will be expected to have laid a solid basis for your future studies. You will have defined the area of your research, acquainted yourself with the background required, undertaken a review of the appropriate literature, and established a framework for the future progress of your research. In addition, your supervisory team will expect you to have produced a substantial amount of written work.

Towards the end of each year, you should be preparing for the Annual Progress Review. The review process will confirm the progress you have made, allow you to progress to the following year and facilitate re-enrolment. It is essential that your Annual Progress Review Form is returned as directed. At the start of each academic year, following the previous Annual Progress Review, you will be expected to agree with your supervisor an action plan for the following year, against which your forthcoming progress can then be measured.

5.5 Taking Responsibility for Your Supervision

You are partly responsible for ensuring that meetings with your Director of Studies (and the rest of your supervisory team, as appropriate) take place and for maintaining good communication with her/him. The onus is on you to attend meetings once they have been arranged and to be adequately prepared for those meetings.

It is important to discuss your recent work or proposed next moves, even if you are convinced that you have identified the best course of action. You should ensure that notes are taken at each supervisory meeting and agree actions and deadlines. Be prepared to take the initiative in arranging the next meeting and remember that the members of your supervisory team have many responsibilities apart from research supervision - it will not always be possible, therefore, for them to see you at short notice.

The one-to-one relationship between you and your supervisors brings many benefits, but may occasionally give rise to tensions, which are not necessarily the fault of either party. The importance of you identifying such tensions (or, indeed, ANY problems relating to your studies) and discussing them with your Director of Studies (or another appropriate member of research staff in your Faculty) at an early stage cannot be emphasised too strongly. Only if you do so can a solution be agreed and appropriate academic or moral support offered to you.

You should first raise the problem with your Director of Studies to see if the difficulty can be resolved. However, if you and your Director of Studies cannot see a solution to the problem, or if you feel uncomfortable about raising supervisory problems with her/him, it may be useful to approach a third party, such as another member of your supervisory team, the Associate Dean for Research or another member of the academic staff who may be able to help to find a solution.

In extreme cases, you, your Director of Studies and the Associate Dean for Research, might agree that the best solution is to appoint a new Director of Studies for you. You should note, however, that this may not always be possible, for example, if you are funded by a research grant which has been allocated specifically to your Director of Studies or if your Director of Studies is the only member of staff with expertise in your field of research.

5.6 Skills development workshops and training courses

On the basis of your skills self-assessment, your Director of Studies will agree with you a training programme which will help in your research work and continue to be of benefit to you in your later career. Such courses may be offered by your Faculty, or another Faculty within the University, the Doctoral College, or indeed, by an outside organisation. Once your training programme is agreed, you will be responsible for attending these courses and for undertaking any assessment associated with them; failure to do so may result in the submission of an unsatisfactory annual report.

Researcher Development Framework (RDF)

The University of Wolverhampton subscribes to the Vitae Researcher Development Framework (RDF) which you will become familiar with during your skills development. (See *Appendix 2: Researcher Development Statement and Framework*)

5.7 Networking and seeking out Funding Opportunities

The University of Wolverhampton subscribes to the Research Professional Online Services, which you can access at: <http://www.researchprofessional.com> free from any networked PC in the University.

Research Professional is Europe's leading publisher for news and opportunities for the research community. There are four databases with more than 40,000 funding opportunities and funders and over 3,500 specific subjects and disciplines. Research Fortnight online contains both news and funding information. Our University has access to the Silver + package which includes the following databases: Research Professional News – all the latest research news; Research Appointments; Research Funding Guide Online – comprehensive information on the research funders; tips for writing research proposals; Research Funding Opportunities – searchable database of calls for proposals; Individual user accounts which give access to automated individual email alerts of funding opportunities.

5.8 Maintaining Progress

As noted above in section 5.4, action planning forms an essential part of your research degree programme. You are expected to maintain progress within the framework of the stages agreed with your Director of Studies, including submitting written material by the required dates. Failure to do so will be noted and reported in the annual reports on your progress. Students may be required to provide regular (e.g., quarterly) reports, in addition to a formal annual report. Your Director of Studies will be asked to monitor your progress and will make regular reports to the Chair of your Faculty Research Committee (FRC).

Section 6: Good Research Conduct

6.1 Improper Conduct and Plagiarism

As a research student you are required to conduct your research to the same standards of honesty and probity as all researchers. In particular, you are reminded of the significance of declaring that material being submitted for publication or presented for assessment at any stage in your research degree programme is your own work.

Improper conduct and plagiarism are serious offences and the University takes a very critical view of anyone who brings the Institution into disrepute. In most cases, students who are found guilty of such offences will be immediately withdrawn from their course of study. Further details on various levels of offence, penalties imposed and the procedure followed can be found in *Appendix 6 – Procedure for the Investigation of Academic Misconduct by Research Students*.

6.2 Research Ethics

Research that involves systematic collection and / or storage of sensitive data taken from human participants will require ethical approval and / or be subject to restrictions under the Data Protection Act (1998). In these cases, ethical approval must be sought from your Faculty and, where appropriate external Ethics Committee(s). Ideally, this should be done at the time of submission of the Research Proposal, but occasionally the ethical dimensions of a project may only become clear as it develops. In any case, ethical approval MUST be granted BEFORE the research is begun, so it is necessary to complete the appropriate forms and submit them as soon as possible to avoid delays in the research programme.

The ethical implications of the research should be kept under review as the project progresses, and additional ethical approval must be sought should this become necessary during the progress of the project. You are expected to know and understand the ethical implications of the research and to obtain appropriate ethical approval as necessary.

Ethical Principles:

The University and researchers should adhere to the following principles:

- Excellence
- Honesty
- Integrity
- Cooperation
- Accountability
- Training and Skills
- Care, Safety and Respect

More detail can be found on the Research Policy Unit's [Ethics Guidance webpages](#) where you will also find the handbook for Ethical Approval & Practice Procedures.

6.3 University of Wolverhampton Staff engaged in MPhil/PhD research

If a member of staff leaves the University of Wolverhampton while engaged in MPhil/PhD research, they must follow the below processes:

1. If continued access to and use of resources is understood to be necessary, permission must be sought and approved by the Dean of Faculty in discussion with the Associate Dean of Research.
2. All staff engaged in MPhil/PhD research must reapply to their Ethics Committee for the continuation of their research.
3. Where student data is being used as part of the research the continued access and utilisation of the data must be expressly approved by the Academic Registrar after discussion with the Dean of Faculty and then

approved by the Ethics Committee. This is true even if the member of staff transfers their studies, based on this data, to another HEI.

4. The same process of renewal of permissions will also apply to data relating to the wider university experience, in respect to surveys conducted on staff (academic or otherwise), and engagements with resources / learning spaces provisions.

6.4 Health and Safety

It is essential that you familiarise yourself with safety codes, regulations and advice which apply to your studies and all other activities in the University. You must comply with these at all times. If your research is carried out in a laboratory or similar environment, you have a personal responsibility to follow safe working practices at all times. You should not deviate in any way from procedures prescribed by your Director of Studies and should always make a written record of the work you have carried out, so that your Director of Studies can check that you are following safe procedures. Guidelines that are specific to your research activity will be provided by your Faculty.

6.5 Collection and Retention of Data

There should be clarity at the outset of the research programme as to the ownership of, where relevant:

- data and samples used or created in the course of the research;
- the results of the research; and
- any ideas, designs or inventions generated through the research programme.

Researchers should keep clear and accurate records of the procedures followed and the approvals granted during the research process, including records of the interim results obtained as well as of the final research outcomes.

Data generated in the course of research should be kept securely and in accordance with all legal requirements and ethical principles, such as those prescribed under the Data Protection Act, the requirements of learned or professional bodies, the requirements of University of Wolverhampton's IPR statements. Research data should be kept intact for any legally specified period and otherwise for at least three years from the end of the project. Data should be stored in a secure and auditable format, in a form that would enable retrieval by a third party

6.6 Copyright and Intellectual Property Rights

Copyright and Intellectual Property Rights (IPR) may well be important to you in your studies and in your final project. You should ensure you are familiar with the University's [copyright](#) and [IPR](#) statements on the website.

Section 7: Responsibilities of your Director of Studies and your Supervisory Team

Your research project will usually be directed by a small supervisory team comprising your Director of Studies and one, two or (exceptionally) three other supervisors. The key member of your supervisory team will be your Director of Studies. The responsibilities of other members of your supervisory team will vary according to their role in the research project. For example, if a second supervisor's expertise is necessary for a specific stage in your research project, her/his involvement in the project is likely to increase steeply when you reach that stage. In other cases, the expertise of your Director of Studies and another member of the team may be equally important throughout the project (for example, in comparative or multi-disciplinary projects) and they will therefore maintain a high level of involvement throughout. In all cases, it is important that you and your Director of Studies understand the role and function of each member of your supervisory team, and that effective communication between you is maintained.

7.1 Providing Information

Your Director of Studies and the other members of your supervisory team will be able to advise you about any University Regulations governing research study and supervision, and about the availability of the University's academic services or facilities - or, if they cannot, they will be able to identify other sources of advice to whom you might turn. Your Director of Studies will also ensure that if your project requires ethical approval (including that involving data protection), whether internally or from an external agency, that this approval is obtained through the appropriate channels and **before** you begin your substantive research.

7.2 Providing Supervision

The general role of your Director of Studies is to guide and assist you during your research and to co-ordinate the contributions of the other members of your supervisory team. Appropriate and regular supervision will be available to you during your period of registered study. These meetings may take the form of one-to-one discussions with your Director of Studies or other members of the supervisory team, or they may be small group sessions involving other research students and/or your supervisory team members. You should meet your Director of Studies monthly. Your Director of Studies (or other supervisors) should ensure that such meetings are largely uninterrupted. The frequency of your contact with your supervisors may, however, vary over the course of the project. It is likely to be higher during the initial stages of the programme, when design and preparation work are being undertaken; it may decline slightly once the programme is under way; and then increase again as a major monitoring stage approaches.

Your Director of Studies should be accessible to you at other appropriate times when you may need advice on academic or personal matters affecting your study. They should advise you if they will be absent for a significant period from the Faculty and should ensure that effective supervision is maintained during their absence.

7.3 Maintaining a Supervision Record

It is important that you and your Director of Studies, together with the other members of your supervisory team, should review the progress you have made to date and agree the objectives you need to achieve by the date of the next supervision meeting. The agenda of a scheduled meeting will be dictated by the stage reached in the programme of research and the actual progress which has been made. It is considered good practice for students to compile the record of the meeting and ensure that the notes are agreed as accurate by those present.

General guidelines as to how your research might progress are suggested below:

- **Planning and strategic thinking:** during the early stages of your research, the Director of Studies or other members of the supervisory team may well be the driving force, but beyond that stage, you will be encouraged to display clear forward thinking and to plan an implementation strategy.
- **Generation of ideas:** you will be encouraged to produce your own ideas from the outset, but by the end of the first year of study (or equivalent for part-time study) you should be generating original and viable ideas without prompting, and should be able to argue cogently.
- **Record-keeping:** the importance of keeping clear, accurate & detailed records of work undertaken, independent of the discipline of the research programme, cannot be over-stressed. A workable regime of record keeping (including bibliography & referencing) should be discussed with your supervisory team at the beginning of your research, and this regime should be maintained throughout. If you are working in a scientific discipline it is normal practice that laboratory workbooks remain the property of the University.

- **Parallel research:** your Director of Studies, and the other members of your supervisory team (as appropriate) should maintain an awareness of the current literature and debate in the field of study and the work of other scholars, thereby helping to ensure that you are keeping up to date with such literature and work, and that you understand its relevance to your own study. However, as your work progresses you should assume responsibility for keeping abreast of new developments in your field.
- **Standard of English and presentation skills:** your supervisors should discuss with you at an early stage any general concerns they have about your ability to express yourself in English or to present your work effectively; if indicated, formal training should be sought. Your supervisor should ensure that your work is presented appropriately and is in acceptable English, and they will therefore continue to monitor these aspects of your work. Any major problems in this regard should be overcome by yourself; the role of your supervisors should be to point out minor problems of style, expression or presentation.
- **An outline meetings plan,** subject to revision as appropriate, should be produced, together with a timetable for the coming months. This plan should be aligned with the schedule of monitoring stages. Where internal or external collaborative partners are also involved with the research programme, then representatives of these partners should attend from time to time. This information should be recorded in a supervision record.

7.4 Helping You to Plan Your Studies

Your Director of Studies and the other members of your supervisory team will provide guidance about the nature of research and the standard expected of you. Early supervisions will be about planning your research programme. This may include: helping you to define your research topic and identify schemes and specific tasks; providing you with advice on the relevant literature, databases and other sources; advising you on how to register for appropriate taught modules; and acquainting you with the standards in your discipline.

Your supervisors will also agree with you the necessary completion dates of successive stages of your work. The University normally expects a full-time PhD student to have completed all experimental and basic research work and to have written up all or much of the thesis¹ by the end of the third year following the date of registration. In all cases the thesis must be submitted for examination midway through the fourth year from the date of first registration.² In conjunction with your Director of Studies, you must therefore agree a schedule of work, which will enable you to complete your thesis within that time scale.

7.5 Identifying Your Training Needs

One of the purposes of undertaking postgraduate study is for you to develop the personal and professional skills which are necessary not only for completion of your course but also to form a basis for your future career. Your Director of Studies will advise you on discipline-specific work which you need to engage in as you prepare and/or begin to carry out your research project. Your supervisory team will also facilitate meetings with other academics in the field, through departmental colloquia and seminars and through external meetings and conferences. They will encourage and assist you to publish the results of your research as appropriate.

7.6 Considering Your Work and Safety Needs

Your Director of Studies will discuss with you the facilities required in order to carry out your research. In all cases these will have been identified and approved in the RESPROP. The Director of Studies will advise you of the correct safety procedures pertaining to your research if you are working with hazardous equipment and materials and, if necessary, will seek advice from the Associate Dean Research or an appropriate Safety Officer.

7.7 Appraising Your Work

Your Director of Studies and the other members of your supervisory team will request written work as appropriate and will read and provide constructive criticism on your work within a reasonable time. The precise time within which feedback should be provided is negotiable depending on the volume and complexity of the materials for assessment. Please ensure that all such activities are included in action planning and negotiate with your supervisors in advance, if you are going to submit substantial chapters or full drafts of your thesis for comment.

¹ In the rest of this Handbook, 'thesis' refers to all approved output, including non-written forms.

² The corresponding expectation for a part-time student is that the thesis will be submitted before the end of the eighth year from the date of registration.

7.8 Monitoring Your Progress

Monitoring your studies will be a continuous process undertaken by your Director of Studies and the other members of your supervisory team through your meetings with them. However, on a more formal level, you will be required to undertake a formal review of your progress on an annual basis, using the Annual Progress Review Form. This formal review will normally constitute one of the regular meetings with your supervisors and will be followed up by an interview with a member of staff who is independent of your supervisory team. Should your supervisory team think that your progress is unsatisfactory, they will give you appropriate warning and inform the Chair of the Faculty Research Committee; thereafter, your Director of Studies will propose and arrange for any relevant corrective and supportive action to be undertaken - this might include further review of your progress at an agreed time.

From time to time, your Director of Studies may also be required to provide feedback on your progress to outside bodies. This particularly applies if an outside body, such as one of the Research Councils or an industrial sponsor, funds your studies.

7.9 Advising You on the Presentation of Your Thesis

At a suitable point during your studies, your supervisors will advise you on the appropriate format (including referencing systems) in which you should submit your thesis. Three or four months before your expected submission date, your Director of Studies will make arrangements for your examination, usually following informal discussions with your other supervisors and yourself about the timing of the examination and proposed examiners.

Section 8: Responsibilities of your Faculty Research Committee

Your Faculty Research Committee (FRC) is ultimately responsible for providing the appropriate learning environment for you to carry out your research. This should include:

8.1 Providing Appropriate Facilities

It is your FRC's responsibility to provide suitable facilities (within reason) for you to carry out your research. A list of the basic study facilities, which should be made available to you, is listed in section 9, below.

During initial discussions regarding your research proposal with your Director of Studies and the other members of your supervisory team, all the necessary resources and the funding sources for these must be identified. This includes the specific facilities and equipment that you need in order to carry out your research. It is your FRC's responsibility to ensure that the available facilities are adequate to support your research, or that access to specialist facilities can be arranged.

In exceptional circumstances, it may become impossible for your Department to continue providing the specific equipment or resources you require for your research (for example, if a sponsor unexpectedly withdraws funding or equipment). Your Director of Studies and the Faculty will make all reasonable efforts to identify alternative means of enabling you to gain access to suitable facilities at Wolverhampton, but this may not always be possible. In those circumstances, your Director of Studies will discuss all the options available to you, including the possibility of you carrying out some of your research in another co-operating department or institution.

8.2 Organising Colloquia, Seminars and Group Meetings

Your Faculty will organise colloquia, seminars and meetings, which you will be invited to attend, and in which you may be required, at appropriate times, to participate. In addition, specific fora in which postgraduate students can discuss their research are encouraged, and you might wish to take an active role in organising these either in your Faculty.

8.3 Operating the University's Statement on Equal Opportunities

The University is committed to an Equal Opportunities Policy in which students and staff are treated solely on the basis of their merits, abilities and potential, regardless of any irrelevant distinctions based on gender, race, colour, nationality, ethnic or national origin, age, socio-economic background, disability, religious or political beliefs, trade union membership, family circumstances, or sexual orientation.

8.4 Organising Safety Instruction

Very high standards of control are often required in laboratories and in some other environments to ensure that safe procedures are followed at all times. This includes rigorous codes of practice for hazardous work. Faculties are responsible for ensuring that safe working practices are established in accordance with legal requirements. Detailed instructions are to be issued to students whose research brings them into these environments.

8.5 Monitoring and Trouble-shooting

Your FRC is responsible for monitoring the progress of all of its research students to ensure that you are making satisfactory progress and to provide an opportunity for you to discuss any problems that you may have this is achieved via the regular meetings with your supervisory team and the Annual Progress Review process. Early identification of any problems usually leads to a satisfactory resolution for all concerned. If, however, you find you are unable to resolve difficulties, either by your meetings with your Director of Studies and the other members of your supervisory team or through the Annual Progress Review, then you should invoke the formal complaints procedure.

8.6 Formal Mechanisms for Student Feedback

You will have an opportunity to give formal feedback via your Director of Studies at your regular meetings, and also through the Annual Progress Review procedure. Additionally, all FRCs have research student representation. You should make yourself known to your representative (the relevant Research Administrator will be able to tell you the name(s)).

Communication with the University Postgraduate Research Representatives is normally via your Faculty Postgraduate Research Representative, but in exceptional circumstances, you may contact them directly. Additionally, the Chair of your Faculty Research Committee automatically sits on the University Research Committee, so you may approach them and discuss any issues that need to be raised at University level, so that they can put them to the FRC or URC, as appropriate.

Student representation is an important part of the process whereby information is circulated from the postgraduate research students through to the FRC and the URC, and back again. If you would like to put yourself forward to represent fellow researchers within your Faculty, do not hesitate to see your FRC Chair so that you may be considered at the next round of elections.

In the case of sensitive or confidential issues, a Postgraduate Research Tutor is available in each Faculty (contact via the relevant Research Administrator).

Finally, on submission of your thesis, you are invited to complete a detailed questionnaire about your Postgraduate Research studies at the University of Wolverhampton. We would be very grateful if you would take the time to complete this questionnaire (which you may make anonymous) as your comments feed directly into the URC Annual Report and inform future developments and improvement in the postgraduate student experience.

8.7 Student Complaints

Your Dean of Faculty has overall responsibility for ensuring that any problems or grievances are dealt with promptly and fairly and will try to make sure that all parties are satisfied with the outcome. Initially, if you have a problem during your research studies, you should discuss this with your Director of Studies. Most problems are easily rectified by this method if they are brought to light at an early stage. If, however, your problem is more serious, or you feel that your Director of Studies has not given you a satisfactory answer, then you should follow the formal complaints procedure.

The Students' Union may also be able to offer you informal advice, and the Academic Affairs Officer within the Student Union will be able to help you if you need any formal representation.

Section 9: Facilities and Resources

The University endeavours to ensure that during your period of registered study you have access to the following facilities and resources:

9.1 Study Space

Depending on the research area in which you work, the facilities will vary. In general, full-time students should have an individual study space where they can work, though this may be shared if you spend the majority of your time in laboratory or field-based research. The location, quality and availability of study space can vary according to the physical restrictions imposed by buildings and according to your academic discipline.

9.2 Researchers' Reading Room

In addition to study space provided by your Faculty, the University has a Researchers' Reading Room (for quiet study) located on the 1st floor of the Harrison Learning Centre, City Campus (MD103). There are spaces for approximately 20 students to read or work using their own electronic devices.

9.3 Computing

The opening hours of computer rooms for student use are available from your Faculty (in the case of in-Faculty facilities) and the Learning Centres (for University facilities).

9.4 Print Services

Your Faculty will assume the cost of reproducing the majority of documentation. The cost of printing additional research-related material (for example, handouts for conference presentations) should be negotiated in advance via your Director of Studies. All print costs for teaching materials will be assumed by the Faculty.

9.5 Learning Centres

In addition to daytime opening, Learning Centres are open in the evening, at weekends, and in the vacations (but **not** on Bank Holidays or when the University is officially closed on other days).

The University recommends that Faculties offer assistance with inter-library loans. The Learning Centre has also negotiated **reciprocal borrowing arrangements for research students with other University libraries in the West Midlands**. For details of this and similar schemes, please go to the enquiry desk at your nearest Learning Centre.

For further information please visit: <http://www.wlv.ac.uk/lib/>

9.6 Telephones

You should be able to receive incoming calls and to make telephone calls on the internal University telephone system. Any requirements for other outgoing calls related to your research should be approved in advance by the Associate Dean Research.

Section 10: MPhil and PhD Degrees

The nature of your research studies will depend to some extent on the academic discipline concerned. For example, what might be expected from a research student in a literature-based discipline may not be the same as is expected of a student in laboratory-based discipline. During your studies you should expect to achieve the following:

- To make an original contribution to knowledge and understanding
- Develop a critical approach to the collection and interpretation of data, to the analysis of texts, and to the literature on your subject
- Develop a reflective approach to the research process
- Learn methods and skills for conducting research, which are appropriate to your field and to your own personal and professional development
- Acquire transferable skills which will aid your future career (as appropriate)
- Acquire specialist knowledge in your specific field, and general knowledge of the area
- Present your findings and analysis clearly and in the appropriate scholarly form

10.1 Learning outcomes for the award of MPhil

- Critical investigation and evaluation of a topic through individual research and analysis, which is at, or informed by findings at, the forefront of knowledge in the discipline and which is expressed in a work of publishable quality;
- Evidence of thorough and current knowledge of the specific field to which the topic of the thesis belongs, as well as an understanding of the intellectual context in which that topic is located;
- Demonstration of a comprehensive understanding of appropriate research methodologies;
- Demonstration of originality in the application of knowledge;
- Demonstration of ability to analyse critically one's own findings and those of others;
- Demonstration of ability to formulate a hypothesis or research question(s);
- Demonstration of ability to design, plan and implement a research programme to test, explore and evaluate the hypothesis or question(s).

10.2 Learning Outcomes for the Award of PhD, PhD by Publication, and Professional Doctorate

- For PhD and PhD by Publication - Substantial critical investigation and evaluation of a topic or set of related topics resulting in an independent and original contribution to knowledge and understanding in the field to which the topic belongs, and which is expressed in a work of publishable quality;
- For Professional / Practitioner Doctorates - Substantial critical investigation and evaluation of a topic or set of related topics resulting in an independent and original contribution to practice and understanding in the field to which the topic belongs, and which is expressed in a work of publishable quality;
- Originality is demonstrated through the discovery of new facts or methodologies, through subjecting known facts or methodologies to new insights derived from investigation, and/or through the revision, confirmation or adaptation of existing theories or methodologies to the new circumstances described in the thesis;
- Evidence of systematic, thorough, current and detailed knowledge of the specific subject area of the research as well as the general context in which that subject area is located;
- Evidence of knowledge of an appropriate range of research methodologies and a critical evaluation of their merits;
- Evidence of an ability to develop new hypotheses or research questions that have the capacity to extend the frontier of knowledge of the discipline;
- Evidence of an ability to design, plan and implement a research programme to test, explore and evaluate these hypotheses or questions;
- Evidence of an ability to analyse critically one's own findings and those of others.

10.3 Assessment will be through:

- (i) successful completion of any required formal research training and personal development;
- (ii) a thesis and defence of that thesis at an oral examination which together demonstrate the achievement of the above learning outcomes to the satisfaction of the examiners.

Section 11: Progress

11.1 Meetings with your Supervisory Team

During these meetings, you can expect to discuss the academic detail of your work and how you are progressing in relation to the plan, which you established at the outset. These meetings will be particularly important if either you or your Director of Studies feels that your studies are not going as planned, as it offers an opportunity for you to work through the problem with your Director of Studies and to come to a joint decision about how to resolve it.

11.2 Recording your Meetings

A record of all supervisory meetings is essential. Records of all formal meetings must be kept securely. As a minimum requirement the record of each meeting should state: the date, time, duration, venue, those present, a brief summary of progress made, reflection on any problems that have arisen and an action plan/targets for the next meeting. The record should include discussion of skills development as well as progress on the research project.

The formal record should be short, clear and concise. Your Director of Studies is ultimately responsible for ensuring that this record is kept but it is normal practice for a student to take responsibility for drawing it up and circulating it to all members of the supervisory team for comment and final approval.

eVision Supervision log

The records should be entered into the e vision Supervision log by your supervisor. Where there is no electronic record of a supervision meeting taking place at the expected interval, an automatically generated reminder letter may be sent to your supervisors to ensure that regular contact is made with you. This may be followed up with a letter to you if there has been no further record of a meeting. This is particularly important if you are an International Student required to provide proof of attendance to the UK Visas and Immigration.

11.3 Annual Progress Review and Annual Reports

In addition to maintaining a supervision record of your meetings, your Director of Studies is also key to the Annual Progress Review process.

Each year, every research student is issued with form Annual Progress Review Form. **ALL** research students, however new, **MUST** complete this form each year until their award is conferred. Students who are: on a leave of absence; awaiting the viva; or carrying out revisions to a submitted thesis must still complete an Annual Progress Review Form, otherwise they will not be able to re-enrol and will therefore no longer be deemed to be undertaking a course of study at the University.

On the form, you should give a summary of progress made and an indicative programme of the following year's work, and highlight any problems you wish to bring to the attention of your Director of Studies. Your Director of Studies then adds her/his comments which will include a review of your progress and, if satisfactory, confirmation that you should proceed to the next year. Any problems that your Director of Studies may wish to raise with the Chair of the relevant FRC may also be noted here. Failure to return your Annual Progress Review Form will automatically invoke the 'at risk' procedure. **Please note that the University considers it good practice for students and their DoS to complete the relevant parts of the Annual Progress Review Form together during one of their regular supervisory meetings in April / May.**

In accordance with QAA guidelines, FRCs designate an independent member of staff to interview each student on a one-to-one basis, as part of the annual review. You should check with your Director of Studies the exact procedure followed in your Faculty, as this can vary according to the discipline; normally, however, this is the last stage in the Annual Progress Review process.

After this, your Annual Progress Review Form is considered by the FRC; either your progress is confirmed or you will be advised of any steps that may need to be taken to improve your position. The recommendation goes forward to Registry, which monitors the progress of all students. Successful progression means you will be able to enrol via e-vision for the next academic year; if there is no recommendation to progress corrective action will be taken (e.g. leave of absence or withdrawal (preceded by the 'at risk' procedure).

11.4 The Progression Stage

The decision about whether the research has progressed sufficiently to obtain a doctoral qualification should take place at 18 months (36 months for part-time students) when there is sufficient evidence to assess the student's performance. Failure to submit within these periods will result in the student being placed 'at risk' (see Appendix 3).

Process Overview

1. You should complete the 'Progression' form and give an oral presentation on the achievements on your research programme and future research plans. The supervisory team and an independent internal assessor appointed by the FRC should be present during the presentation.
2. The supervisors undertake an initial assessment, based on the written evidence provided and on the oral presentation.
3. The independent assessor reviews all aspects of the application and makes a recommendation to the FRC.
4. The FRC considers the outcome

The Progression stage requires the following information:

- a statement of the hypothesis and/or research question(s), including the potential to make an original contribution to knowledge and understanding in the field
- an outline of the academic and intellectual context in which the hypothesis is located
- a description of the methodology employed
- a statement of ethical concerns presented by the research and how these have been or will be addressed
- a comprehensive bibliography
- a statement outlining how the research will meet the learning outcomes (see section 10) for the award
- a detailed timetable of work and objectives and an indicative timetable and objectives for the remainder of the programme.

Evidence Required

The evidence provided (or cited) in support of your application will include:

- examples of written work such as draft chapters, essays, literature reviews or conference papers to demonstrate the ability to work at the appropriate level
- evidence of successful delivery of presentations, externally or internally, for example to specialist and non-specialist audiences
- engagement with the University's skills development programme and the opportunities provided through personal development planning.

The Role of your supervisors

A preliminary assessment of the application is made by the supervisory team, who are required to comment specifically on your:

- ability to express themselves in writing at an appropriate level
- knowledge of the field in which the research is located
- ability to evaluate the theoretical framework and/or methodologies relevant to their field of investigation
- mastery of related skills and their skills development since beginning their programme of study
- ability to meet deadlines with work that is of an acceptable quality

Supervisors are also asked to provide their assessment of the evidence of your commitment to the project.

Role of the independent assessor and the Faculty Research Committee (FRC)

An independent assessor, nominated by the FRC, reviews the application, together with the evidence provided, the oral presentation and the supervisors' assessment. The independent assessor provides evaluative comments and a recommendation as to the outcome of the application, which is then considered by the appropriate FRC. Where the independent assessor highlights concerns or criticisms, these must be addressed with the supervisors and yourself prior to recommendations being forwarded to the FRC. The FRC will consider the Progression application and recommend:

- proceed as proposed
- proceed subject to changes/amendments being made (may require a change in the research degree sought)
- be placed 'at risk'.

11.5 The “At Risk” Procedure

Throughout your time at the University you will be in contact with your Director of Studies and other supervisor(s), as indicated in other sections of this handbook. It is their responsibility to ensure that you are making satisfactory progress and are on target to complete within the agreed time frame. Sometimes, for a variety of legitimate reasons, a student may make insufficient progress and it becomes obvious that they will be unable to complete. In other cases students may find that they have lost their initial enthusiasm and now demonstrate a lack of commitment to the research project, demonstrated for example, by repeated failure to produce agreed outcomes, to attend meetings with their supervisors, to attend compulsory skills /methods modules, training courses and other agreed research events such as seminars. Students in these categories will be identified as ‘at risk’ and their Director of Studies will invoke the ‘at risk’ procedure. (For more information see Appendix 3: The “At Risk” Procedure)

11.6 Completing and Submitting Your Thesis

You are expected to complete and write up all or most of your thesis by the end of your maximum registration period. If you fail to submit your thesis by the end of this period your registration will be terminated and you may not be permitted to submit your thesis later. In this respect, note that the late submission by students funded by industrial and other sponsors or Research Councils can reduce the likelihood of other research students gaining funding from these sources in the future.

11.7 The ‘Writing up’ Stage

When can a student apply to be at the stage of ‘writing up’ their thesis?

Students may apply for a reduced ‘writing up’ fee once they have completed all field work, data collection and analysis and confirm that no further use will be made of equipment or laboratories. All empirical research will have been completed and students should be finalising draft chapters. This would normally be in their final year of their maximum registration period. Students can only apply to be ‘writing up’ from an anniversary of their start date.

What is the period for Writing Up?

A maximum of twelve months. A shorter period may be permitted if the conditions for ‘writing up’ are met and a twelve month period may lead to the maximum period of registration being exceeded. Under no circumstances can a period of ‘writing up’ exceed twelve months.

What happens if the thesis is not submitted within the writing up period?

The maximum period for ‘writing up’ is twelve months. If the student has not exceeded their maximum registration period then they would revert to ‘full fees’ at the end of the writing up period.

Can a student apply to be of Leave of Absence during a ‘writing up’ period?

No.

What facilities can a student access during a writing up period?

A student is still permitted to be on University premises and can access Learning Centres and general IT facilities. A writing up student should maintain regular contact with their supervisory team to keep them updated on the progress of their writing-up and their expected submission date.

Can an international student on a Tier 4 visa apply to be at a ‘writing up’ stage?

Yes, however they must maintain regular contact with their supervisory team to comply with Government regulations. If they return to their home country then they must update their contact details via their eVision account.

How does a student apply to be considered to be at ‘writing up’ stage?

Students would need to complete the application form (*appendix 4: Application for Writing Up Stage*).

Can a student’s Writing Up status be revoked after it has been agreed?

Yes. If it is found that a student is still undertaking substantive research activities or making insufficient progress in writing up their thesis then they could be reverted to ‘full fee’ status. In such cases, a pro-rata fee would apply.

Section 12: Student Representation, Complaints and Appeals

12.1 Student Representation

Student representation operates at a number of levels:

- **Informal:** all research students have access to a Postgraduate Research Tutor in their Faculty. This member of staff often co-ordinates skills development on behalf of students, and is also available to offer support and guidance on general matters. This member of staff is available to help when there are difficulties that cannot be resolved informally with a student's supervisors.
- **Formal:** all Faculties have student representation on their research committees, and the University Research Committee also has student representatives.

12.2 Complaints

Any student registered for a research degree may make a complaint at any stage in the research programme. Grounds for complaint may include inadequate access to agreed facilities or unsatisfactory supervision. If you feel you have grounds for complaint, you should first attempt to resolve the problem informally either with your Director of Studies, other members of your supervisory team, or other members of the research community in your Faculty. If you are unable to resolve the problem informally, you may use the University's [formal complaints procedure](#)

12.3 Appeals

As explained elsewhere in this handbook, your academic progress will be formally reviewed throughout your programme of studies. If your progress is found to be unsatisfactory, a recommendation that you withdraw from your studies may eventually be made (see above). You have the right to appeal against such a recommendation, provided that you can demonstrate either that the proper procedures were not followed in arriving at the recommendation, or that your work was not assessed properly. The Appeals procedure for postgraduate research students is articulated in Appendix 6 of this handbook. It aims to be clear, impartial, and to protect the rights of all those concerned.

Where a student is not satisfied with the outcome of either process, s/he may make representations to the Office of the Independent Adjudicator for Higher Education, which provides an independent scheme for the review of student complaints and appeals.

It is in the interests of all concerned to resolve problems at an early stage and to ensure that where possible informal ways of making representations are exhausted before students (and/or staff) proceed with formal complaints or appeals. It is also important to distinguish between complaints, which are defined as being representations about general matters (including conduct), and appeals, which are against specific academic outcomes or decisions.

Section 13: Submission and Examination

13.1 Preparing to Submit

Once a thesis is formally submitted it will be forwarded to the examiners without amendment. Before you submit your thesis, you are **strongly advised** to let your Director of Studies and other relevant members of your supervisory team see the **entire** draft submission. This will give them the opportunity to advise you about any final changes that need to be made and, indeed, to discuss with you whether your thesis is at a stage when submission is appropriate. It would be most unwise for you to submit your thesis against the advice of your Director of Studies.

13.2 Format of the Thesis

Your Director of Studies and/or the other members of your supervisory team will be able to give you advice on the appropriate format for your thesis and the University's written guidance on thesis format can be found in *Appendix 5: Submission of the Thesis*.

13.3 Restrictions on access to a Thesis

If your thesis includes materials which are: politically, commercially, personally or industrially sensitive, or protected materials relating to questions of national security you may request that access to it be restricted for a period of time. A thesis shall not be restricted in this way in order to protect research leads. In some cases, where an industrial sponsor funds a student's studies or the research project on which the student is working, the contract which the University has drawn up with an industrial sponsor will stipulate any such a restriction.

An application for restricted access must be made at the earliest opportunity and at the latest when the examiners are appointed via an approved NOMEX form. An application should be submitted to the STaR Office using the form '[Application for Restricted Access of a Research Degree Thesis](#)'. Each application is considered by the Dean of Research in accordance with the grounds outlined in regulation 4.9. The period approved shall not normally exceed two years from the date of conferment of the Award. Where a shorter period would be adequate the Dean of Research shall not automatically grant the maximum two year period.

Where the Dean of Research has agreed that the confidential nature of the candidate's work is such as to preclude the thesis being made freely available in on-line repository WIRE (and Collaborating Establishment, if any) and, in the case of a PhD, via the British Library, the thesis shall, immediately on completion of the programme of work, be retained by the University on restricted access and, for a time not exceeding the approved period, shall only be made available to those who were directly involved in the project. The copies of the thesis submitted for examination shall remain the property of the University but the copyright of the thesis shall be vested in the candidate.

13.4 Appointment of Examiners

The University's Regulations require that you be assessed for your degree by at least two Examiners. One of which (the 'External Examiner') must not be a member of staff at this University, but will normally be an academic with experience in a relevant field of study. The other Examiner (the 'Internal Examiner') will normally be a member of the academic staff in your Faculty, although it may on occasions be appropriate to nominate a member of staff from a different Faculty. Neither Examiner must have had direct involvement in your project in terms of its development, implementation or assessment.

If the topic of your research spans a number of different disciplines, your FRC may wish to nominate more than two examiners to ensure that the joint expertise of the examiners covers all aspects of your work. If you are a member of staff of the University, you are **always** required to have two External Examiners. You can expect your Director of Studies and supervisory team to discuss with you suitable Examiners to assess your submission. However, the final choice of nomination will rest with your Director of Studies and the other members of your supervisory team.

At least three to four months before your expected date of submission, the nominations for examiners should be forwarded for approval to the RASC. Once the examiners are approved and upon receipt of sufficient copies of a properly submitted thesis, Registry will forward copies to the duly appointed Examiners. You must have **NO** involvement yourself in approaching people to act as your Examiners and, once appointed, you should have no contact with them until your *viva voce* examination; otherwise the arrangements may be considered invalid.

As you will be aware, all academics are very busy people, with a wide range and a large number of commitments. This means that, although your Examiners will make every effort to examine your thesis soon after they receive it, you should not reasonably expect the *viva voce* to take place less than two months from the date on which you formally submitted your thesis.

The duty of your Director of Studies is to help you carry out research and to present your results to the best advantage. The duty of an Examiner is to consider whether the information, arguments and results of your work as presented in your thesis and as defended by you in a *viva voce* examination meet the academic standards relevant to the degree. The duties of Director of Studies and Examiner are therefore **separate** and **distinct** and your Director of Studies may not act as an Examiner for you.

13.5 Where to Submit

You should submit two copies of your thesis to the STaR Office via Student Centre Molineux. You will need to submit one copy for each examiner. The STaR Office will notify you of this when the Research Awards sub-committee has approved your examination arrangements. Copies of the thesis for examination should be submitted in a temporary, but secure, form of binding and also accompanied with a completed *Submission and Receipt of Research Degree Thesis* form.

If the thesis meets with all of the requirements for submission, copies will be sent to each of your examiners who will undertake a preliminary assessment. Your internal examiner will arrange the date of your oral examination and you will be notified accordingly. If the preliminary reports are satisfactory, the oral examination will take place and a recommendation will be made in accordance with the regulations. The five possible outcomes are detailed in the regulations for the award of MPhil and PhD (see also section 14.2 of this handbook), along with timescales for carrying out the recommendations. When the examiners have confirmed that they are satisfied with both your thesis (including any modifications or revisions required by them following the oral examination), and your performance at the oral examination, you must arrange for an electronic copy of the final approved version of your thesis to be submitted to the STaR Office. A degree cannot be awarded until you have carried out all corrections to the Examiners' satisfaction, you have submitted electronic copy and the necessary paperwork, and the Research Awards sub-committee has approved the recommendation.

Following successful examination, the University will archive your thesis in the on-line repository (WIRE) from where it can be accessed by scholars and others anywhere in the world. In addition to this, the British Library is given details of each PhD thesis and details of both MPhil and PhD theses are sent to ASLIB, who publish details in their Index to Theses with Abstracts.

If you carried out your studies in collaboration with one or more external organisations (this will have been established at the time of registration), then a copy of your thesis will also need to be sent to each collaborating establishment. You may also wish to take into account any copies you require for your own personal use, and it is customary, though not compulsory, to present a copy to your supervisors. The format of the copies to collaborating establishments and your supervisors (i.e., electronic or hardbound) should be agreed with them.

13.6 Chair of the Examination

There will be an Independent Chair, nominated by the RASC, to conduct the examination. The Independent Chair will have responsibility for ensuring that you are given a fair opportunity to defend your work and for acquainting the External Examiner with any extenuating circumstances which have a bearing on your case. The Independent Chair will not take part in the evaluation of the thesis or the deliberations of the examining team, but will ensure that the examination is conducted fairly and in accordance with University procedures.

Following the examination, the Independent Chair will ensure that recommendations of the Examiners are communicated to you, in writing, normally within 2 weeks of the examination. The Independent Chair will also ensure that all reports and recommendations are forwarded to the STaR Office and thereafter to the RASC.

13.7 Role of the Internal Examiner

Your Internal Examiner will read your thesis, participate in your *viva voce* examination and come to a judgment as to whether your research work and knowledge meet the standard, which would normally be expected for the award of the degree. The internal examiner will submit an independent report on your thesis and will participate with the External Examiner in completing a joint report on the *viva voce* examination. Finally, the internal examiner will also agree a joint recommendation with the External Examiner on whether you should be awarded the degree, not awarded the degree, or some other course of action.

It is also the responsibility of your Internal Examiner to arrange a suitable time and place for the examination (in conjunction with you, the other Examiners, the Independent Chair and, where appropriate, your Director of Studies).

Following the *viva voce*, if you have been asked to make minor amendments or to resubmit your thesis, the Internal Examiner may meet with you and your Director of Studies to **clarify** any requirements of the Examiners. However, the Internal Examiner remains in the role of examiner until the very final recommendations on the thesis have been made. Therefore, all further work on the original thesis has to be carried out under the guidance of your Director of Studies and other members of the supervisory team. **The Internal Examiner may in no way be involved in this additional work.**

13.8 Role of the External Examiner

The External Examiner will read your thesis and will submit an independent report on it. Together the External Examiner and Internal Examiner will complete a joint report on the *viva voce* examination. The External Examiner will then come to a view as to whether your research work and knowledge are of a standard, which is comparable to those of a student being examined for the same degree in the same academic discipline in another university. Finally, the External examiner will agree a joint recommendation with the Internal Examiner on the outcome of the whole examination.

The Internal and External Examiners have equal status in examining you and your work. However, in cases where a difficult academic issue arises, particular weight may be placed on the advice of External Examiners, as they can offer a more independent view of your case.

13.9 Attendance of Your Director of Studies at Your Viva Examination

No member of your supervisory team may be appointed as an examiner and they cannot attend your viva examination unless requested. In such a case, **you** must seek approval from the STaR Office, **in writing, at the point of submission of your thesis**. If your request is granted, your Director of Studies will attend as an observer only and will not participate in any way in the examination process.

13.10 The Viva Examination

The *viva voce* (also known as a viva) is an oral examination at which you will be expected to defend the work of your thesis. You are, therefore, strongly advised to prepare appropriately for this part of your submission. During the viva, the Examiners will wish to test your general knowledge of the field and to question you on matters of detail arising from your thesis. You may also find that part of the viva is spent discussing with you matters relating to scholarly presentation and listing any typographical errors. The viva is an opportunity for you to discuss your work with two specialists in the field, so make the most of it!

Your Internal Examiner will make the arrangements for your viva examination in consultation with yourself, the other Examiners, the Independent Chair and, where appropriate, your Director of Studies. The viva will normally take place in the University, unless this causes insuperable problems for those involved. In exceptional circumstances (and only with the full agreement of all the Examiners), the URC will also permit a viva examination to be undertaken by some non-traditional means (i.e. a remote viva). However, the URC must be convinced the location and *modus operandi* are appropriate, that you and your Director of Studies have been properly consulted beforehand, and that you are both happy to proceed in this way.

You are advised to take a copy of your thesis into the viva for your own information. You may annotate the thesis, add page markers and take additional notes if you wish.

Section 14 Following your Examination

14.1 Informal Feedback

Immediately after the viva examination, the Chair will normally give you informal feedback on the outcome of the examination, whilst detailed comments will be supplied later in writing.

14.2 Examiners' Recommendations

Following the examination, the Examiners may make one of a number of recommendations, which are transmitted to the RASC for approval.

Examined for the Award of PhD

Pass	No corrections required
Pass, subject to minor corrections	Corrections to be submitted within 12 weeks
Re-submit and or be re-examined orally for the degree originally submitted	Resubmit within 12 calendar months of the date of the viva
Re-submit and/or be re-examined orally for the degree of MPhil	Resubmit within 6 calendar months of the date of the viva
Fail	No further opportunity for submission

Examined for the Award of MPhil

Pass	No corrections required
Pass, subject to minor corrections	Corrections to be submitted within 12 weeks
Re-submit and or be re-examined orally for the degree originally submitted	Resubmit within 12 calendar months of the date of the viva
Fail	No further opportunity for submission

If the examiners recommend that no degree be awarded to you, that you be required to re-submit your thesis for examination, or that you be recommended to re-present your work for re-examination as an MPhil, the Chair of the examination will again ensure that you are informed in writing of the academic and presentational reasons for the examiners' recommendation, and (if appropriate) that you are given clear advice about what matters you should address in any re-submission. In practice, it is normally the Internal Examiner who collates the details of the further work to be carried out on the thesis. It is the responsibility of the supervisory team to guide you through the Examiner's requirements.

Resubmission

Where the thesis is re-submitted, the examiners will only consider the issues that were previously referred. They will be asked to make one of the following recommendations:

Pass	No corrections required
Pass, subject to minor corrections	Corrections to be submitted within 4 weeks
Fail	No further opportunity for submission

14.3 Review of an Examination Decision

You may request a review of the examiners' decision (through the Academic Appeals procedure) on the basis of procedural irregularity or unfair assessment. You should note that it is **NOT** the purpose of a review to question the academic judgement of the Examiners and you will not therefore be permitted a review to argue the academic merits of your work.

If there are circumstances, such as illness on the day or family bereavement, which you feel may affect your performance in the *viva voce* examination you must bring these to the attention of the independent chair and the examiners at the time of the examination.

Section 15 Graduation

Once your award has been conferred by the Research Awards sub-committee, the STaR Office will process the award record for graduation.

There are two periods for Graduation, Autumn (September) and Spring (April). Dependent on the date of the conferment you will be invited to your Faculty ceremony. You will need to log into their eVision account click on the 'Graduation' link to view the graduation details.

What information you find under the Graduation link

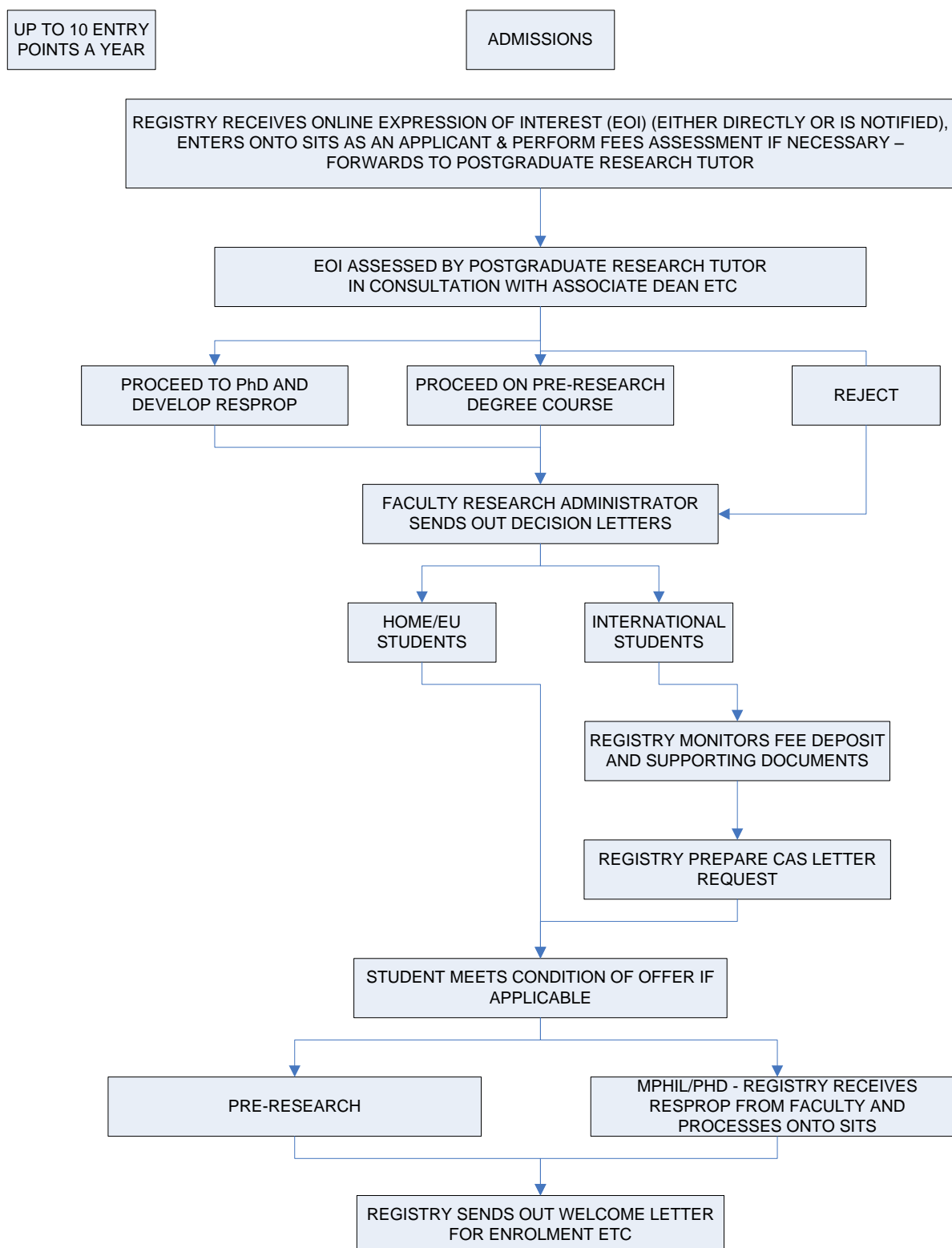
1. Details of the ceremony – students will be asked to accept or decline their invite
2. Declined invite – students will be allowed to request their certificate
3. Ticket purchase information – email notification will be sent out to students when tickets are available to purchase online for guests. Guest ticket price - £15 each.

Certificate Information

You are encouraged to double check the title of your thesis at examination stage. If the title is incorrect please inform the STaR Office.

For more information regarding please visit the [Graduation Ceremonies](#) webpage

Appendix 1: Application Process



Appendix 2: Researcher Development Statement and Framework

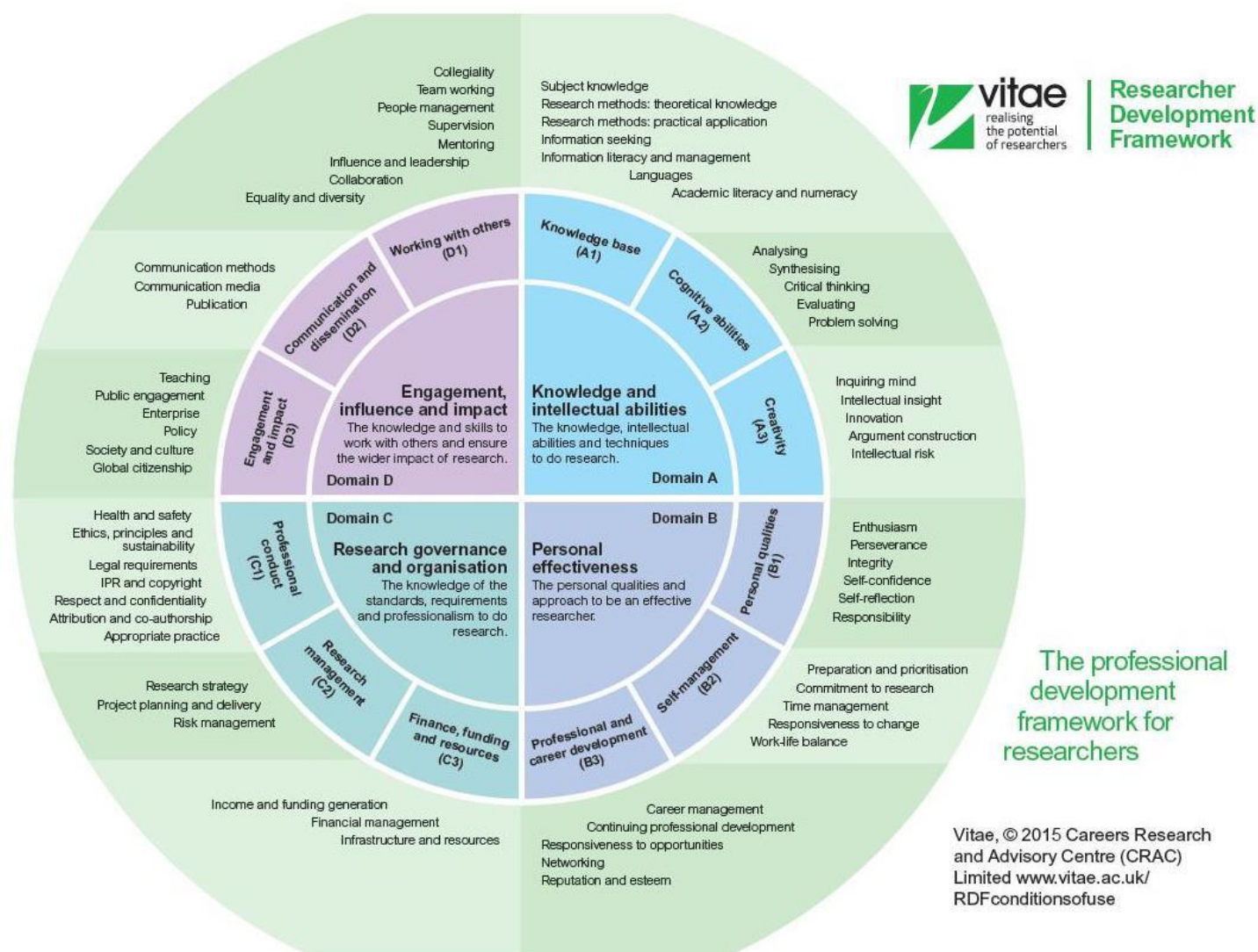
Researcher Development Statement

The UK is committed to enhancing the higher-level capabilities of the UK workforce including the development of world-class researchers. Researchers are critical to economic success, addressing major global challenges, and building a leading knowledge economy.

The Researcher Development Statement (RDS) sets out the knowledge, behaviours and attributes of effective and highly skilled researchers appropriate for a wide range of careers. The RDS is for policy makers and research organisations which provide personal, professional and career development for researchers in higher education. The Researcher Development Statement is derived from the Researcher Development Framework (RDF), a major new approach to researcher development, which aims to enhance our capacity to build the UK workforce, develop world-class researchers and build our research base.

The RDF is structured in four domains encompassing the knowledge, intellectual abilities, techniques and professional standards to do research, as well as the personal qualities, knowledge and skills to work with others and ensure the wider impact of research. Within each of the domains are three sub-domains and associated descriptors, which describe different aspects of being a researcher.

For more information on the Researcher Development Framework and associated Statement go to www.vitae.ac.uk/rdf



Appendix 3: The 'At Risk' Procedure

The 'At Risk' procedure is intended to give early warning that a research degree programme is at risk of either not achieving the learning outcomes or such delays as to make timely completion unlikely. It may be instigated at any point if it can be demonstrated that a student has not achieved agreed targets or is not in regular contact with his or her supervisor(s).

A student is identified as 'at risk' if there is evidence that:

- they are making insufficient academic progress for their mode of study; or
- they lack a commitment to the research project, as demonstrated by repeated failure to produce agreed interim outcomes, to attend supervisory sessions and/or to attend a prescribed programme of related studies.

As soon as the Director of Studies identifies a student as 'at risk' for any of the reasons given above, s/he should immediately (i) notify the Chair of the Faculty Research Committee and (ii) write to the student detailing the reasons for concern and inviting the student to attend an emergency session to discuss the situation and to devise an action plan where appropriate. The emergency session should normally be scheduled within two working weeks of the date that the Director of Studies wrote to the student, and should be attended by a representative of the FRC who has not been associated previously with the project. The student may be accompanied by a friend or student representative.

A summary of the emergency session, including any action plan or revisions to the research programme, should be agreed by the Director of Studies and the student, and kept by the Director of Studies as part of the record of supervision. The FRC should be notified of the outcome of the emergency session and may instigate any further monitoring procedures it deems necessary.

If a student fails to respond to the letter, fails to attend the emergency session, or is unable to address satisfactorily the concerns of the Director of Studies so that an action plan can be agreed, the Director of Studies may, with the agreement of the other members of the supervisory team, recommend to the FRC that the student be withdrawn. Students have a right of Appeal against any such decision (see Appendix 6).

A recommendation to withdraw must be preceded by the implementation of the 'at risk' procedure outlined above.

Appendix 4: Application for Writing Up Stage

Application for Writing Up Stage

Students commencing the writing up stage of their Research may apply for a reduced fee using the writing up application form published in the Research Students Handbook and available on-line at www.wlv.ac.uk/star
Staff please refer to Research Operations Handbook for full details.

The writing up stage may only be approved when the Director of Studies is satisfied that the student has completed all field work, data collection, analysis, submitted a significant majority of chapters and that no further use will be made of equipment or laboratories.

Directors of Study are required to complete a section of the students writing up application to confirm this. This application is then considered for approval by the Post Graduate Research Tutor and submitted to the STaR Office. The writing up period is for a maximum of 12 months. Any student who does not complete the written thesis within this period will revert to full fees regardless of mode and location of study, provided they are within the maximum registration period.

If you meet the above criteria please fill in the relevant sections below.

Student Number:

Student Surname:

Student Forename:

Director of Studies:

Please attach written evidence to support your application for write up (maximum 500 words)

Signature..... Date:

Director of Studies (only)

Has the student completed all data collection and analysis? YES/NO

Does the student require any further use of equipment and or laboratories to complete their project? YES/NO

Which chapters of the thesis have been submitted to you in draft?

Based on your evaluation of the students' draft chapters, is s/he likely to complete the written thesis to publishable standard within 12 months? YES/NO

Signature.....Date:

Faculty Postgraduate Research Tutor (only)

Can you confirm the above is true and approve the application....YES/NO

Signature.....Date:

STaR Office (only)

Date application form received:

Original registration date:

Write up year will commence:

Write up year expiry:

Confirmation of Writing Up Period sent to student/DoS: Date:

Appendix 5: Submission of the Thesis.

Preliminary matters

- The thesis shall be presented in English.
- There shall be a table of contents and associated page numbers at the front of the thesis.
- There shall be a one page abstract of approximately 300 words included at the start of the thesis which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject treated.
- The thesis shall include a statement of the candidate's objective and shall acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.
- Where a candidate's research programme is part of a collaborative group project, the thesis shall indicate clearly the candidate's individual contribution and the extent of the collaboration.
- The candidate shall be free to publish or exhibit material in advance of the thesis but reference shall be made in the thesis to any such work. **If any part of a candidate's work is published, the necessary elements of the copyright must be retained, so as to enable the final thesis be published on WIRE (University on-line repository) and submitted to the British Library.**
- Where the thesis contains copyright protected material, the thesis will contain a copy of the written permission to publish the copyrighted material.
- The thesis will include evidence that the appropriate ethical approval has been granted.

Format requirements for the thesis submitted for examination

The following requirements shall be adhered to in the format of the thesis submitted for examination:

Word count

The text of the thesis should normally not exceed the following maximum length for the subject or type of research degree see table below. This word limit includes endnotes, footnotes and bibliography (except where specified otherwise below) but excludes essential ancillary data.

Subject Area	MPhil	PhD
Science, Engineering and Technology	25,000 words	45,000 words
Arts, Social Sciences, Education and Business	45,000 words	90,000 words
Creative and Performing Arts (where the thesis is accompanied by a portfolio of original, creative work, the following range applies)	20,000 -25,000 words	35,000 - 45,000 words
Professional Doctorate in Biomedical Science (DBMS) Professional Doctorate in Counselling Psychology (PsychD)	-	25,000
Professional Doctorate in Education (EdD) Professional Doctorate in Health and Wellbeing (DHW)	-	40,000*

**The word limit applies to the body of the thesis but excludes the reference list / bibliography, notes and appendices.*

(Essential ancillary data should not normally exceed 20% of the length of the thesis. Where such data exceeds 20% of the length of the thesis, the consent of the examiners will be sought.)

- Theses shall normally be in A4 format. In exceptional cases the University Research Committee may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format;
- Copies of the thesis shall be presented in a permanent and legible printed form. Any copies produced by

photocopying must also be permanent and legible. The size of character used in the main text, including displayed matter and notes, shall be font size 12. You may use font style Arial, Tahoma or Verdana.

- The thesis may be printed on one or both sides of the paper which shall normally be white, of good quality and sufficiently opaque to avoid show-through;
- The margin at the binding edge of the page shall not be less than 40mm; other margins shall not be less than 15mm;
- Spacing of text should be consistent with clarity; in the main body of the text, this should normally be double-spaced.
- Pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
- The title page shall give the following information (see specimen later):
 - the full title of the thesis;
 - the full name and qualifications of the author;
 - that the degree is awarded by the University;
 - the award for which the degree is submitted in partial fulfilment of its requirements;
 - the Collaborating Establishment(s), if any;
 - the month and year of submission; and
 - statement of copyright.
- Theses must be submitted for examination in a secure temporarily bound form.

Submission of the final thesis

Following successful examination, the final thesis must be submitted in electronic format (as detailed below) along with an electronic cataloguing information sheet and hard copy of the signed title page and declaration document. This is used to confirm that the electronic copy is identical to the copy submitted for examination, save for any amendments approved by the examiners. Following the award of the degree the Secretary to the University Research Committee shall send the electronic copy of the thesis to the Learning Centre for placement in the University's on-line repository (WIRE). It is the responsibility of the candidate to send a copy of the thesis to any Collaborating Establishment, in the agreed format.

The format of the e-thesis should be as follows:

- A single merged file as either a Word document or PDF file, in the following order:
 - Title Page
 - Abstract
 - Table of Contents
 - Acknowledgements (optional - unless there is formal collaboration in which case this is required)
 - Chapters in sequential order
 - Bibliography
 - All paginated sequentially
- Submitted to Registry either
 - e-mailed as an attachment to a specified address (details issued following successful examination)
 - sent or handed in on a CD
 - sent or handed in on a memory stick
 - Any non-text elements should be submitted as a separate file
- In addition, the candidate is required to submit
 - (i) an electronic copy of the Cataloguing Information Form
 - (ii) a hard copy of the signed and dated Title Page
 - (iii) a hard copy of the signed and dated Declaration Document

Please note that the electronic copy of the thesis will be made available via WIRE, the University's institutional repository. As such, students should be aware that substantial third party copyright material used in the thesis (e.g. substantial quotations from books or journals, pictures, photographs, maps etc) must be either cleared for deposit with the copyright holder or removed from the thesis before deposit. 'Substantial' in copyright law does not only cover the amount used but also relates to the quality of the quotation.

This does not affect the inclusion of fully referenced and acknowledged third party material in the thesis submitted for examination purposes: it only applies to the deposit of the thesis into the University repository. Please contact WIRE at wire@wlv.ac.uk further advice and assistance with clearing third party material.

THE ORIGINS AND DEVELOPMENT OF THE FARMING
CO-OPERATIVES IN WESSEX

JOHN SMITH BSc

A thesis submitted in partial fulfilment of the
requirements of the University of Wolverhampton
for the degree of Doctor of Philosophy

This research programme was carried out
in collaboration with the Christminster Agricultural College

July 2009

This work or any part thereof has not previously been presented in any form to the University or to any other body whether for the purposes of assessment, publication or for any other purpose (unless otherwise indicated). Save for any express acknowledgments, references and/or bibliographies cited in the work, I confirm that the intellectual content of the work is the result of my own efforts and of no other person.

The right of John Smith to be identified as author of this work is asserted in accordance with ss.77 and 78 of the Copyright, Designs and Patents Act 1988. At this date copyright is owned by the author.

Signature.....

Date.....

Appendix 6: Appeals Procedure for Research Students

The University operates an appeals procedure for research students that is closely modelled on that used for undergraduates and students on postgraduate taught programmes.

Important: For the purposes of this procedure and depending on the context, any reference to “assessment board” may refer to the thesis examining team (including the Chair), an appropriate Faculty Research Committee and/or the Research Awards sub-committee.

Appeals Procedure for Postgraduate Research Students

- 1) The University’s appeals procedure applies to the decisions of Assessment Boards of the University, including those convened to assess research degrees. The assessment of research degree programmes is performed by examiners specifically approved by the Research Awards sub-committee (RASC) of the University Research Committee (URC). After completion of the examination, the examiners’ recommendations are subject to the approval of RASC. Research students may also appeal against decisions relating to progression made by Faculty Research Committees.
- 2) An appeal may only be lodged where a student believes that an administrative error or other procedural irregularity has occurred, or where there were personal circumstances which, had an Assessment Board been aware of them, might have affected its decision. In cases of illness or other personal circumstances the appellant must have good reason not to have advised the examiners or the independent Chair or otherwise used the University extenuating circumstances procedure (www.wlv.ac.uk). There is no right of appeal against academic judgments, whether internal or external.
- 3) The purpose of the appeals procedure is to enable a research student who believes s/he has a case under the regulations, to request a review of a decision of:
 - (a) Faculty Research Committee relating to progression,
 - (b) the approved examiners in relation to the thesis and/or viva voce examination
 - (c) or another Assessment Board, in this case the URC or the Research Awards sub-committee.

The Appeals procedure may not be used where a penalty has been applied following proven academic misconduct or disciplinary matters for which there are separate procedures.

- 4) There is no right of appeal against the academic judgement of assessors or other examiners in relation to marks or grades awarded for work presented during the course of a research degree programme, or decisions as to progression, unless the grounds for appeal relate to administrative error or material irregularity.
- 5) When a research student requests a review of an assessment decision, every effort will be made to resolve the case without recourse to a formal hearing. In the first instance, a student considering an appeal should discuss the matter informally with:
 - (a) the Chair of the Research Awards sub-committee (as the relevant Assessment Board)
 - (b) the Academic Affairs Co-ordinator or other Officer of the Students’ Union who may also advise on the grounds for appeal

If the student then decides to appeal, s/he should submit an Academic Appeals form (available at www.wlv.ac.uk/conductandappeals) to the Head of the Conduct and Appeals Unit within 20 working days of notification of the assessment board decision, stating in detail the grounds for appeal and enclosing any relevant documentary evidence.

- 6) The Conduct and Appeals Unit will then investigate the case and determine whether the student has valid grounds for appeal based on the relevant Regulations. If there are valid grounds, the Head of the Conduct and Appeals Unit will attempt to resolve the case without recourse to an appeal hearing. Where an administrative error or material irregularity has occurred, the Head of the Conduct and Appeals Unit is empowered to uphold the appeal in favour of the student.
- 7) The membership of an Appeals Panel for Research Degree Programmes will be:
- (a) A senior member of academic staff representing Academic Board (normally the Chair of URC), at least two other members of URC and/or the Professoriate, and the President of the Students' Union or nominee,
 - (b) An officer of the Conduct and Appeals Unit, will act as secretary to the panel
 - (c) No member of an Appeals Panel may come from a Faculty or Research Institute/Centre of the University directly involved or implicated in the appeal. A quorum for a meeting of the Appeals Panel is three.
- 8) An Appeals Panel is empowered to act on behalf of the URC and Academic Board to consider and determine requests for a review of a decision of an Assessment Board*, with the exception of appeals arising from disciplinary matters.
- 9) The appellant must be given written notice, at least seven days prior to the hearing, of the date and place of the hearing, and a copy of the University's appeals procedure, drawing attention to the appellant's rights under the procedure.

At least five working days before the hearing, members of the Appeals Panel will be provided with the following documents, together with any other documents thought relevant by the Chair of the Appeals Panel:

- (a) a copy of the relevant assessment regulations
 - (b) the examiners' reports and the relevant Minutes of the Assessment Board* meeting;
 - (c) a copy of the appellant's letter of application for a hearing, together with supporting documentary evidence;
 - (d) any evidence gathered by the Conduct and Appeals Unit
 - (e) a copy of the University's appeals procedure.
- 10) The appellant has the right upon request to receive, in advance of the hearing, all papers circulated to members of the Appeals Panel, except confidential documents of Assessment Boards.

The appellant, and any other person(s) cited in the appeal, have the right to appear before and be heard by the Academic Appeals Panel. The appellant(s) may be accompanied by a friend or other representative. (The student shall be responsible for notifying the Conduct and Appeals Unit of the identity of the friend and of any witnesses to be called not less than two working days prior to the interview meeting). While the appeal remains unresolved, the student may be required to suspend their studies.

The examiners and the Chair of the relevant Assessment and/or Faculty Research Committee have the right to be represented at a hearing of an Appeals Panel.

An Appeals Panel has the authority to require the attendance at a hearing of any member of staff, providing reasonable notice is given, and must be given access to any relevant records and documents which the Chair requests.

- 11) The procedure to be followed at a hearing is normally as follows. The parties to the appeal will remain in the room during the proceedings. Witnesses may be called in to give evidence.

- 12) In cases where the appellant is appealing against withdrawal, the Appeals Panel has the authority to confirm or revoke the decision. If the decision is revoked, the student may be permitted to proceed.
- 13) The appellant is notified of the outcome of the appeal, in writing within five working days of the hearing.
- 14) In cases of appeal against an assessment decision, if the Appeals Panel decides for the appellant, the matter will be referred to the Research Awards sub-committee so that the student's results can be reconsidered. If it proves necessary to appoint fresh examiners there may be some delay at this stage. The Research Awards sub-committee is required to have regard to the report of the Appeals Panel and its recommendations.
- 15) In appeals against withdrawal where the assessment decision leading to the withdrawal also becomes subject to appeal, the Appeals Panel must rule separately on the two appeals.
- 16) Where the Appeals Panel upholds an appeal against an assessment decision, the student will be permitted reassessment on the first practicable occasion, subject to the availability of suitable examiners.
- 17) The Appeals Panel has the right to make observations and recommendations concerning any matters of detail or principle arising from a hearing.
- 18) The proceedings of appeals hearings are confidential to the parties involved. A report of the decision must be communicated to the URC and Academic Board.

Appendix 7: Procedure for the Investigation of Academic Misconduct by Research Students

The University's procedure for research students is closely modelled on that used for undergraduates and students on taught postgraduate programmes.

1. Definitions

A research student is defined as a student of the University who is enrolled on a research degree programme leading to the degrees of Master of Philosophy (MPhil), Doctor of Philosophy (PhD) or a Master's degree by research. Students studying for a professional doctorate who are in the thesis phase of their study programme are also defined as research students for the purposes of this procedure.

Cheating

Cheating is defined as any attempt by a candidate to gain unfair advantage in an assessment by dishonest means, and includes e.g. all breaches of examination rules, falsifying data, commissioning of an assessment form a third party.

Plagiarism

Plagiarism is the act of taking someone else's work and passing it off as your own. This includes incorporating either unattributed direct quotation(s) or substantial paraphrasing from the work of another/others/or yourself.

Collusion

Collusion occurs when two or more students (and/or researchers) collaborate to produce a piece of work to be submitted (in whole or part) for assessment and the work is presented as the work of one student alone, without due acknowledgement of the contribution of others.

In the context of all three definitions: where research students are working in closely related fields to one another, or are supported by technical staff, it is important that each student takes care not to claim deliberately or inadvertently that a given piece of work carried out by someone else is their own work. Due acknowledgement must always be made to the contributions of others, whether in work submitted for assessment, presented at a conference or placed in the public domain through publication or any other medium.

2. Where a case of academic misconduct as defined above is suspected in a piece of work* contributing to a research award of the University, the matter must be referred to the relevant Director/Head of the Research Institute/Centre or Dean of Faculty (or nominee), who will determine whether a *prima facie* case exists to investigate the matter further. The Director/Head/Dean or nominee may seek advice from the Conduct and Appeals Unit in considering the matter. If the Director/Head/Dean or nominee then decides that the matter should be investigated further he or she must inform the Head of the Conduct and Appeals Unit.

** For the purpose of this procedure a "piece of work contributing to a research award of the University" is any written work or oral presentation submitted to the supervisors for assessment or submitted to a Faculty Research Committee in support of the progression stage of a Research Degree Programme or as part of annual monitoring.*

3. If a *prima facie* case for further investigation is established. A letter inviting the student to a meeting will be sent by the Research Institute/Centre (RI/RC).

Academic or administrative staff should not discuss the matter with students. Students who enquire about their assessment should be told that they will be receiving a letter from the Research Institute/Centre (RI/RC) inviting them to a meeting to discuss the work.

The meeting will have in attendance:-

- The Director/Head of the RI or RC, or Dean of Faculty, or nominee
- The Head of the Conduct and Appeals Unit
- Student (and friend)
- Note taker (provided by the Conduct and Appeals Unit)

4. The student will be given the opportunity to discuss with the panel the circumstances which have led to the assessment which is at the centre of the allegation. The standard and burden of proof for the University to prove the allegation(s) of misconduct is, if on the available evidence it is more likely than not that misconduct has occurred then the burden and standard of proof is fulfilled and a penalty will be imposed as appropriate

If, as a result of this meeting, academic misconduct is admitted by the student or the evidence clearly shows that academic misconduct has occurred, the relevant Faculty Research Committee will be informed and will be requested to apply the appropriate penalty (see paragraph 7 below). The student will be informed in writing within seven working days of the meeting.

5. Penalties

Academic Board has agreed that the penalty for serious academic misconduct by any postgraduate research student is exclusion from the University.

Note: Serious academic misconduct is defined as any case, which has either been admitted by a student, or which a panel has judged to include:

- deliberate, premeditated cheating,
- premeditated attempt to deceive and gain unfair advantage,
- significant plagiarism in a critical piece of work i.e. thesis

6 Right of Appeal

A student will have the right to appeal against the decision reached by a Stage One hearing. The grounds for appeal are:

- That an administrative error or material irregularity has occurred in the conduct of the investigation.
- That there were personal circumstances which they believe would have affected the decision taken by the panel had they been made aware of them. The student must have a good reason not to have revealed the circumstances to the Stage One hearing.

Appeals must be made within 20 working days of the receipt of the letter which informs the student of the penalty imposed.

Students are advised to contact the Students' Union for advice and support prior to submitting an appeal. The Students' Union Advice & Support Centre can be contacted via email to advice.wolvesunion@wlv.ac.uk or by calling 01902 322038. Details of the Students Union Representation Service are available on their website: www.wolvesunion.org and will be included in the invite letter.

Appeals should be made in writing to:

The Office of the Dean of Students
Gateway @ The George
University of Wolverhampton
Wulfruna Street, Wolverhampton
WV1 1LY

The Head of the Conduct and Appeals Unit (where they have had no previous involvement with the case) or the Dean of Students will review the request for an appeal to determine whether or not the appellant has demonstrated valid grounds for an appeal to proceed. To determine whether it is appropriate for the appeal to be considered by a Stage Two Appeals Panel additional documentation may be requested.

If it is determined that the student has demonstrated a valid case for an appeal to proceed then the case will be referred to a Stage Two Appeal Hearing. If this is not found to be the case a Completion of Procedures letter will be issued, in accordance with the format prescribed by the Office of the Independent Adjudicator for Higher Education.

An appeal review should normally be completed in no more than 30 working days.

7. Stage Two Hearing

The membership of a Stage Two Appeal Panel will be:

- Chair - a Dean of a Faculty other than that to which the student belongs, or their nominee.
- A senior member of academic staff from a Faculty other than that to which the student belongs.
- A Students' Union representative nominated by the President of the Students' Union.

Members of the appeal panel shall not have been involved in the original Academic Misconduct Hearing.

Also present will be:

- The student (and friend/representative) – to present the appeal
- A representative from the Stage One Academic Misconduct Panel to present a response to the appeal
- A senior member of staff from the Conduct and Appeals Unit (with no prior involvement in the case at stage one) to provide procedural and regulatory advice to the panel.
- An officer of the Conduct and Appeals Unit to take notes

An audio recording will also be taken. Students who would prefer not to have an audio recording made will be required to request this in advance.

Both parties may call witnesses to appear before the panel

The appellant must be given written notice, at least 7 working days prior to the hearing, of the date and place of the hearing, and a copy of the University's Academic Misconduct procedure, drawing attention to the appellant's rights under the procedure. The standard and burden of proof applied will be the same as at stage one of this procedure.

Students will be advised to contact the Students' Union for advice and support. The Students' Union Advice & Support Centre can be contacted via email to advice.wolvesunion@wlv.ac.uk or by calling 01902 322038. Details of the Students Union Representation Service are available on their website: www.wolvesunion.org and will be included in the invite letter.

At least 5 working days before the hearing, members of the Stage Two Panel and the appellant and the representative from the Faculty will be provided with the appropriate documentation. The appellant may also provide an additional written statement to the panel.

The student has the right to appear before and be heard by the Stage Two panel. They may be accompanied by a friend (the student shall be responsible for notifying the Conduct and Appeals Unit of the identity of the friend or witness not less than 2 working days prior to the hearing). The role of the friend can be either to provide support (in which case they would not be expected to speak) or to act as a representative (in which case the student would attend but the representative would speak on their behalf).

The Student would normally be expected to attend the stage two hearing. If the student fails to attend the meeting without a valid reason then a decision will be taken in their absence. Students who do not wish to attend the meeting may submit written representations which should be received no later than 2 working days prior to the hearing.

The Chair of the panel shall have discretion to manage the conduct of the hearing including to adjourn, continue or postpone a hearing and to limit the length of the hearing, the questioning of witnesses, and the number of witnesses called.

The student and the representative from the stage one Academic Misconduct Panel may present evidence and call witnesses, who may be questioned by the other party and by the Panel. The student will always be afforded the opportunity to make a final closing statement.

The panel will consider its decision in private. The panel, at the end of its deliberation will either uphold the appeal in whole or part or dismiss the appeal. Where the appeal is upheld the panel can decide to impose an alternative penalty or to rule that no penalty should be imposed.

The decision taken by this panel will be final.

The student will be informed of the outcome and reasons in writing within 5 working days of the hearing. A Completion of Procedures letter will also be issued to the student, in accordance with the format prescribed by the Office of the Independent Adjudicator. Further details of the review scheme operated by the Office of the Independent Adjudicator for Higher Education (OIA) are available at their website: www.oiahe.org.uk

The Panel decision will be communicated to the Chair of the Research Awards Sub-Committee (RASC).

It is anticipated that the full appeal process will take no longer than 90 calendar days to conclude.

Office of the Independent Adjudicator

If having exhausted all Stages of the University's internal procedure, the student considers that the University has failed to consider and respond to their appeal appropriately, they can refer the case to the Office of the Independent Adjudicator (OIA). This office provides an independent scheme for the review of student complaints and appeals.

In order to refer their case to the Office of the Independent Adjudicator they will require a Completion of Procedures Letter. A Completion of Procedures letter will be issued when all applicable stages of the procedure have been exhausted. The letter will be issued in accordance with the format prescribed by the Office of the Independent Adjudicator.

Details of the rules of the scheme and information about how to make an application for review by the OIA are available at their website: www.oiahe.org.uk

Students are advised to contact the Students' Union for advice and support prior to submitting a complaint to the OIA. The Students' Union Advice & Support Centre can be contacted via email to advice.wolvesunion@wlv.ac.uk or by calling 01902 322038.

Appendix 8: PhD by Published Work

The purpose of this section is to add clarification to these clauses in the Regulations.

Application

Initial registration for the PhD by Published Work is through the [Research Proposal](#).

Period of Study

The normal period of study for a PhD by Published Work shall be 12 months from the date of approval of the Research Proposal.

(a) Eligible members of staff

Eligible members of staff are defined for this purpose as academic staff of the University of Wolverhampton appointed to a full-time contract or occupying a substantive part-time post equivalent to at least 0.5 of a full-time contract. Staff undertaking a PhD by Published Work must be in such employment at the time of approval of the Research proposal and at the time of submission of the PhD. They will have been in post for at least one year prior to submission of the Research Proposal.

(b) Learning outcomes and peer review

The learning outcomes expressly refer to peer-review and sole or lead authorship (see also (c) and (d), below). The learning outcomes must all be demonstrated in the written commentary and/or peer reviewed original research-based publications. (see also section 10.2 Learning Outcomes for the Award of PhD, PhD by Publication, and Professional Doctorate)

Note that publications that have not been peer reviewed cannot be submitted for a PhD by Published Work. The publications submitted for examination will constitute a corpus of work that contributes a coherent body of knowledge rather than a series of disconnected research outputs.

(c) Commentary and body of work

The written submission for a PhD by Published Work is comprised of the published works and a commentary. A guide to the word count can be found in the table below.

Subject Area	Published works	Commentary	Total word count for written submissions
Science, Engineering and Technology	Up to 35,000 words	At least 10,000 words	45,000 words
Humanities (Arts, Social Sciences, Education and Business)	Up to 70,000 words	At least 20,000 words	90,000 words

The regulations state that 80% of the published works must have appeared within six years of the date of submission for examination. The 80% is calculated as the proportion of separately published outputs rather than as a proportion of total word count. Given the expected duration of the period of study prior to examination, it is expected that at least 80% of the published works will have appeared within 5 years prior to the approval of the Research Proposal. Where appropriate, a maximum of 20% of outputs may have appeared within 10 years prior to its approval.

The definition of a published work can include individual chapters in a multi-authored book, provided that such works have been peer reviewed. Where more than one chapter in a single book is included in the body of published work, there is a strong expectation that, taken together, these will comprise less than half of the research outputs under consideration.

The commentary will be presented in English. The published works will also be in English unless a specific exemption is sought from the University Research Committee at the time of submission of the Research Proposal. Permission to include publications in a language other than English will normally only be granted **provided** that the thesis advisor has reading knowledge of the language of the publications **and** that the inclusion of such publications would not prejudice or limit the selection of appropriate examiners or Independent Chair.

What should be included in the Commentary

The written commentary provides a context for the published work, a statement (or re-statement) of the argument / research questions (including theoretical and methodological underpinnings) that the publications together put forward. This should explain how the findings from the collection of publications address the research question. The commentary should also state (or restate) the original contribution(s) to knowledge that the publications together advance

(d) Co-authored works

Where jointly authored works are to be included, a statement from the co-authors clearly identifying the candidate's intellectual ownership and contribution to each publication should be sought. In addition the written commentary must clarify the candidate's contribution and identify the basis for his/her claim to the intellectual content of any jointly authored works. Candidates should expect their individual contribution to multi-authored works to be a focus of the oral examination.

(e) Examiners' recommendations

Following the oral examination, the examiners will be asked to make one of the following recommendations:

- (i) Pass.
- (ii) Pass, subject to the correction of minor editorial or other stated deficiencies in the commentary, to be made within twelve weeks. The degree will not be awarded until confirmation that the corrections have been completed is received. Where the candidate does not submit the corrected commentary within twelve weeks, and in the absence of recorded extenuating circumstances, the University reserves the right not to confer the award.
- (iii) Fail.

(f) Failure of PhD by Published Work

Where the examiners' recommendation is fail, the candidate may re-enrol for a PhD by Published Work. The new enrolment period shall not begin earlier than three years from the date of the oral examination leading to the 'fail' recommendation, and the normal period of study shall be 12 months from the date of approval of the Research Proposal. The candidate shall submit a new body of publications and commentary. A new team of examiners will be appointed.

Appendix 9: Higher Doctorates

The University of Wolverhampton awards higher doctorates for a substantial portfolio of work of distinction which makes original contributions to the advancement of knowledge and its application.

Applications for the following Higher Doctorates include:

- Doctor of Science (DSc)
- Doctor of Letters (DLitt)
- Doctor of Laws (LL.D.)
- Doctor of Social Science (DSocSc)

a) Eligibility

Candidates should normally either:

- (i) be holders, of at least seven years standing, of a first degree awarded by a UK University (or equivalent body), or of a qualification of equivalent standard; or
- (ii) be holders, of at least four years standing, of a higher degree awarded by a UK University (or equivalent body), or of a qualification of equivalent standard.

b) The Nature of Submissions

Work submitted must be of high distinction; it should constitute an original and significant contribution to the advancement of knowledge and/or its application and should support the case that the applicant is an authority in his/her field of study. That the latter is the case will be demonstrated by evidence of a sustained and coherent contribution to scholarship over a number of years. Such evidence will largely be provided by published work submitted but may be complemented by supporting evidence of sustained contributions to higher education, especially at the postgraduate level in such activities as successful research degree supervision and examination of research degree candidates.

c) Permissible Publications

Books: Those focused on the specialism(s) and research area(s) of the applicant; those which have become standard undergraduate and postgraduate texts; those bodies of work edited by and/or contributed to by applicants.

Papers: While contributions to the full range of published material in a candidate's field may be submitted, the greatest weight is likely to be given to publications of substance appearing in learned journals (including electronic journals) and which are subjected to academic peer refereeing; conference papers which ultimately appear in appropriate scholarly media are acceptable.

Other Contributions: Patent specifications, reports, design studies and other relevant evidence of original work may be submitted as part of an applicant's portfolio. Work yet to be published, provided that there is firm evidence of its having been accepted for publication (such as the copy of a proof or some other pre-printed stage) may be considered as part of a candidate's case, although a preponderance of work in press may convey the impression of insufficient research maturity.

d) Procedure

An applicant should submit three copies of the work upon which the application is based: all material other than books must be secured in chronological order in one or more hard-backed folders, each containing a title and contents page. The contents of a submission must be in English unless specific permission to the contrary has been given by the University.

In addition to the copies of the work on which the application is based, applicants must submit one copy of the completed application form. This must be considered by the appropriate Faculty Research Committee (FRC) before forwarding to the University Research Committee (URC). A list of potential advisors/examiners may be included as part of the application although it is at the discretion of any Higher Doctorate panel whether any persons on that list are approached at any stage.

Submission of an application must also be accompanied by the appropriate fee. Upon receipt of an application for a Higher Doctorate and accompanying documentation, the Chair of URC will convene a panel to examine the evidence and assess whether a prima facie case for proceedings to a formal examination has been established. The panel will consist of the Chair of URC (or delegate, in case of a conflict of interest), a member of the University's Offices of the Vice Chancellor, at least two other members of the University whose expertise is relevant and at least one specialist in the field from outside the University. The panel may take whatever advice it considers to be appropriate, including the use of external advisors. If satisfied that a case has been established, the panel will select two external examiners at least one of whom must hold a Higher Doctorate or equivalent qualification. URC must approve any examination arrangements before any further action can be taken. When approval has been given, the full application along with copies of all papers will be sent to the examiners for scrutiny. Each examiner must then make an independent report to the University. In the case of disagreement between the examiners, the University may appoint a third examiner. Examiners' reports will be put before the URC who will decide whether a recommendation to confer the award will be made to Academic Board. The applicant will be advised of the decision of the URC at this stage.

The University shall retain on controlled access one set of the publications (suitably bound) submitted in support of an application which is successful. The other two sets shall be returned to the applicant. In the case of applications which are unsuccessful, the Dean of Research shall inform candidates of the weaknesses which are deemed to exist in the case made for the higher doctorate and advise them whether it is in their best interests to resubmit at some future date. By the nature of higher doctoral submissions, a candidate would normally be advised not to re-submit before two years had elapsed from the previous application.

e) Fees

The STaR Office will provide for intending candidates information regarding the payment of fees.