



# **LIVERPOOL HOPE UNIVERSITY**

## **POSTGRADUATE RESEARCH HANDBOOK**

## **CONTENTS**

---

<b>Memoranda</b>	<b>3</b>
<b>Preface</b>	<b>4</b>
<b>The Handbook</b>	<b>5</b>
<b>1. Introduction</b>	<b>5</b>
<b>2. Admissions</b>	<b>9</b>
<b>3. Registration</b>	<b>9</b>
<b>4. Tuition Fees</b>	<b>9</b>
<b>5. Induction</b>	
<b>11</b>	
<b>6. Advice</b>	
<b>11</b>	
<b>7. Research Skills Scheme</b>	
<b>11</b>	
<b>8. Annual Progress Monitoring</b>	
<b>14</b>	
<b>9. Time Management</b>	
<b>16</b>	
<b>10. Suspension of Registration</b>	
<b>16</b>	
<b>11. Submission and Examination of Thesis</b>	
<b>17</b>	
<b>12. Intellectual Property Rights, Copyright and Deposit of Thesis in the Library</b>	
<b>19</b>	
<b>13. Appeals Procedure</b>	
<b>20</b>	
<b>14. Key Points for Part-time Research Students</b>	
<b>20</b>	
<b>15. Duties and Responsibilities of Supervisors</b>	
<b>22</b>	
<b>16. Duties and Responsibilities of Research Students</b>	
<b>24</b>	
<b>17. Key Contacts</b>	
<b>25</b>	

**MEMORANDA**

---

Use this page to note the essential details of your registration for reference.

Student Registration Numbers (Liverpool Hope University and Liverpool University)

.....

First Supervisor:

.....

Second Supervisor:

.....

Date of Initial Registration:

.....

Degree: .....

Date of Upgrade MPhil to PhD (where appropriate): .....

Thesis **may not** be submitted before (date): .....

Thesis **must be** submitted by (date): .....

## PREFACE

---

The purpose of this handbook is to provide a guide, for students and supervisors, to the procedures and practices relating to postgraduate research degrees, offered by Liverpool Hope University under an agreement made with The University of Liverpool. In September 2006 the Research Degree Accreditation Agreement between the University of Liverpool and Liverpool Hope University, granted Liverpool Hope the responsibility to admit, register and wholly supervise postgraduate research students and allows Liverpool Hope an increasing responsibility for research training, administration and support for research students in-house. Information for research students at Liverpool Hope is available at:

<http://www.hope.ac.uk/research>

The degrees of MPhil and PhD which are awarded by the University of Liverpool are therefore subject to the relevant Ordinances and Regulations of The University of Liverpool as set out in the University Calendar and online on the Graduate School webpage:

[http://www.liv.ac.uk/gradschool/pgrhandbook/page\\_01.htm](http://www.liv.ac.uk/gradschool/pgrhandbook/page_01.htm)

For students pursuing awards from the University of Liverpool the guidelines set out in this handbook are in line with those set out by The University of Liverpool. They draw closely on the information contained within the Postgraduate Handbook but frame them within the context of the student experience at Liverpool Hope University.

Liverpool Hope University research degrees are governed by a separate set of ordinances and regulations, which will be available shortly.

All procedures for admissions, annual monitoring, progression and graduation of students are carried out through The Postgraduate Research Office which liaises closely with the appropriate Faculties, Departments and other relevant staff of The University of Liverpool. **ALL FORMAL COMMUNICATIONS REGARDING THE PROCEDURES SET OUT IN THIS HANDBOOK MUST BE CONDUCTED VIA:**

The Postgraduate Research Administrator  
Liverpool Hope University  
Hope Park, Liverpool L16 9JD

Telephone: 0151 291 3948  
Fax: 0151 291 3852  
Email: [buglerl@hope.ac.uk](mailto:buglerl@hope.ac.uk)

### 1. Introduction

An important part of the mission of Liverpool Hope University is the advancement of knowledge through the pursuit of research. Postgraduate students, both full-time and part-time, are accepted by Liverpool Hope so that they may both acquire the skills of research and make their own contribution to the advancement of knowledge and understanding within their chosen discipline. The successful outcome of the period of research for the student will be the completion and submission of the thesis and the award of a research degree. Liverpool Hope will endeavour to give the student every assistance to achieve this goal. However, a successful outcome also demands dedication, commitment and a willingness to be imaginative and self-critical from the student. This Handbook should be read with this general framework in mind.

The Handbook is for use by you as a postgraduate research student and your supervisors at Liverpool Hope. It has been produced to set out the procedures and practices which have been adopted on matters relating to postgraduate research degrees, MPhil and PhD, and the instructions and guidance contained in it should be followed closely to avoid problems arising during the course of your registration.

Candidature for the degrees of Doctor in Philosophy and Master of Philosophy awarded by the University of Liverpool is governed by the appropriate Ordinances and Regulations which are set out in The University of Liverpool Postgraduate Handbook available via The University of Liverpool Graduate School website:

[http://www.liv.ac.uk/gradschool/pgrhandbook/page\\_01.htm](http://www.liv.ac.uk/gradschool/pgrhandbook/page_01.htm)

You should ensure that you are familiar with the requirements set out in the Ordinance and Regulations. You will be informed of any changes to the Ordinance and Regulations made during the course of a session.

Liverpool Hope University research degrees are governed by a separate set of ordinances and regulations, which will be available shortly.

<b>Registration</b>	Your degree begins with online Registration, which is necessary to gain a student ID card. New students normally register onto the MPhil programme.
<b>Year 1 (FT) - Years 1/2 (PT)</b>	
<b>Skills Training Programme with Personal Development Record (PDR)</b>	The compulsory Skills Training Programme extends over 3 years for a PhD, or 6 years part time and provides essential training for your research degree and future career. Exemption is possible from some components in specific circumstances. You must complete the Personal Development Record (PDR) each year.
<b>Annual Progress</b>	Your progress is monitored through the Annual

<b>Report (APR)</b>	<p>Progress Report online in the summer of each year.</p> <p>Re-registration is conditional upon completion of the Annual Progress Report.</p>
<b>Transfer from MPhil to PhD</b>	<p>For transfer from an MPhil to a PhD after the first year, or year 2 for PT students, you must:</p> <ul style="list-style-type: none"> <li>• Complete the Annual Monitoring process</li> <li>• Satisfy the specific requirements for your department, which will include an upgrade viva.</li> </ul>
<b>Year 2 (FT) - Years 3/4 (PT)</b>	
<b>Skills Training Programme with PDR</b>	The Skills Training Programme and Personal development Record continues in Year two (FT) or years three and four (PT).
<b>Annual Progress Report (APR)</b>	Your progress is monitored through the Annual Progress Report each year.
<b>Year 3 (FT) - Years 5/6 (PT)</b>	
<b>Skills Training Programme with PDR</b>	The Skills Training Programme and Personal Development Record continues in Year three (FT) or years five and six (PT).
<b>Annual Progress Report (APR)</b>	Your progress is monitored through the Annual Progress Report each year.
<b>Optional Year 4 (FT) Year 7 (PT)</b>	
<b>Submission Pending</b>	<p>After 3 years (FT), or 6 years (PT) you are allowed one further year to complete your PhD.</p> <p>You should also ensure that you have fulfilled the requirements of the skills programme.</p>
<b>Intention to submit</b>	You must submit an Intention to submit form at least <b>2 months</b> before submitting a thesis. Submission of the intention to submit form to the Postgraduate Research Office will automatically update your status to submission pending.
<b>Oral examination</b>	All PhD and MPhil students have an oral examination as part of their degree.
<b>Graduation</b>	<p>The university arranges graduation ceremonies for all students each year.</p> <p>You should ensure all requirements, including hard-bound copies of your thesis, are submitted in time.</p>

## 2. Admissions

### 2.1 *Applying for admission*

- Following an enquiry (which may result from a specific advertised project or be an unsolicited approach) from a potential student, Liverpool Hope will send out details of application procedures and appropriate forms. If requested, Liverpool Hope will arrange an informal discussion with you to establish the area of research and initiate the preparation of a proposal (when required).
- Application forms can be downloaded from the Liverpool Hope Postgraduate Research webpage:  
<http://www.hope.ac.uk/research>  
You will submit the appropriate application form, supporting certification, a research proposal and names of two referees to the Postgraduate Research Office at Liverpool Hope.
- Liverpool Hope will acknowledge receipt of application and make an initial assessment of the project and potential supervisory arrangements. If your application is acceptable to the University and necessary supervision can be provided:
  - a potential supervisory team of at least two supervisors will be identified
  - the potential supervisors will consult to decide whether your application should be considered further
  - The supervisors and Faculty Research Degrees Co-ordinators invite you for interview (this would normally be conducted at Liverpool Hope by at least two members of the academic staff, one of these will normally be the proposed First Supervisor and the other a senior academic nominee) leading to either an offer or a rejection;  
of the application.
- All applications and recommendations for offer/rejection are approved by the Associate Dean: Postgraduate and the Pro Vice Chancellor (Research and Academic Development).
- Liverpool Hope will communicate the results of the selection process to you, via the Postgraduate Research Office, send out offer/rejection letters and will copy correspondence, where appropriate, to the University of Liverpool. The offer letters should include details of the agreed topic, names of the supervisory team, the proposed status of the registration (MPhil, MPhil leading to PhD, PhD), funding arrangements and any specific conditions attached to the offer (e.g. completion of supporting courses/modules).
- Upon acceptance of the offer by the candidate, Liverpool Hope will:
  - confirm the starting date;
  - provide details of Liverpool Hope University registration and arrangements for beginning studies
- The normal expectation is that research students register for the degree of MPhil in the first instance, which can be upgraded to PhD after satisfactory progress has been made and a minimum period of time completed. Occasionally, students are offered registration direct for PhD, normally when they already possess an MPhil or Masters Degree by research.

## **2.2 Selection Guidelines**

Liverpool Hope and The University of Liverpool strive to ensure equality of opportunity in accordance with the appropriate policies of the universities. In particular, staff involved in the selection of postgraduate research students should:

- as part of the selection and decision making process, involve at least two members of academic staff, one of whom should be senior, with sufficient experience to assess the suitability of applicants;
- interview the candidate whenever possible;
- for students with special needs, discuss the level of support and facilities that are required and follow the guidelines set out in the Disability Reports;
- take note of two references which comment on the candidate's suitability to undertake research;
- obtain documentation to confirm all qualifications;
- obtain assurances that the required fees and other necessary expenses will be met;
- record reasons for the decisions made;
- ensure that all stages of the selection procedure are carried out and completed correctly;
- keep the Associate Dean: Postgraduate at Liverpool Hope informed of all actions taken.

## **2.3 Defining the Research Topic in Detail**

The choice of research topic should be made in consultation between students and designated supervisors in the light of what is appropriate for the discipline.

Supervisors have a responsibility to ensure that delay in determining the topic is kept to a minimum and that the Associate Dean: Postgraduate and Postgraduate Research Administrator are kept informed.

The following factors will be taken into account in determining the programme of work for individual candidates:

- whether, on the information available, the proposed programme of work will involve study of sufficient depth required to obtain the degree for which the candidate is to be registered;
- whether it might reasonably be expected that the programme of work could be completed within the timescale designated for it;
- whether, in so far as can be predicted, the appropriate necessary resources (e.g. library, computing, laboratory facilities, technical assistance) will be available;
- whether it is expected that proper supervision can be provided, and can be maintained throughout the research period, including any periods of study leave for the First Supervisor or time spent by the student away from Liverpool.

Supervision can best be provided by persons active in research and with a research interest related to that of the student.

## **2.4 The Supervisory Team**

Postgraduate research students at Liverpool Hope have a supervisory team of at least two supervisors. Arrangements for the identification and appointment of supervisory teams for students will be made by staff from the Faculties and the Associate Dean: Postgraduate.

## 2.5 **Research Ethics**

You must consider any ethical implications that may affect your research, please refer to the following web page for guidance:

<http://www.hope.ac.uk/research>

All research students are required to be fully acquainted with the Research Ethics Policy and in the light of that policy to consider any possible ethical implications of any intended research. You must discuss ethical considerations with your research supervisors and then complete the Ethical Declaration Form.

If in the light of these discussions/deliberations a decision is taken that specific ethical clearance is needed, students may be required to complete the Research Ethics Clearance Form for Research Ethics Sub-Committee approval of the project.

## 3. **Registration**

Students are required to register at the start of their first year of study, before beginning research for the degree, and at the start of each academic session thereafter until the thesis has been submitted. Students will register online via the information portal (instructions will be sent out by the Postgraduate Research Office at Liverpool Hope). Re-registration will be required each academic year, and is conducted by way of the Annual Progress Report.

Once you have registered, you will be issued with a Liverpool Hope University Student ID card (available from the Sheppard-Worlock library). If the Liverpool Hope ID card is lost or stolen students will need to contact the Enquiries desk in the Sheppard-Worlock Library Tel: 0151 291 2041.

**You should also familiarise yourself with electronic communications systems at Liverpool Hope University, these will be the prime ways in which the university communicate will with you. Please note, for students pursuing University of Liverpool research degrees, that communications from the University of Liverpool will be conducted via the Postgraduate Research Office at Liverpool Hope University.**

## 4. **Tuition Fees**

**In accordance with regulations any student who is in debt to Liverpool Hope University or the University of Liverpool at the end of their degree will not be permitted to graduate.**

Fees are required to be paid by, or on behalf of, all students to Liverpool Hope University

- At least until the minimum period of registration has been completed and thereafter according to whether students are continuing their research or are writing up the thesis. Fees are required to be paid, sessionally, in advance, except in the case of self-supporting students, who may be permitted to pay by instalments. All studentships at Liverpool Hope funded by outside research grants and contracts are offered subject to the proviso that should the sponsor concerned at any time withdraw its support, Liverpool Hope cannot guarantee to continue to fund the studentship.

- During the period when a student is writing up her/his thesis, a reduced submission-pending fee will be charged for each session. Students who have paid only a submission-pending fee may continue to use the library facilities at Liverpool Hope and the University of Liverpool. However, they may not use departmental facilities, laboratories, equipment or materials of Liverpool Hope and the University of Liverpool. Students may have occasional consultations with their supervisors to review their progress in writing up. They may not undertake any further work at Liverpool Hope University directly associated with the area of research of their thesis.

For postgraduate research students, there are varying fee levels as follows:

- Full-time – the normal fee charged to full-time students on the main campus. International students may only be accepted on a full time basis.
- Part-time - a reduced fee charged to part-time students
- Full-time (off-site) – a special fee charged to full-time students who have been given specific approval to conduct the majority of their research degree from the Liverpool Hope University campus (often in an overseas institution).
- Submission pending fee – a continuation fee charged to students who have completed their primary research (for at least the minimum required registration period) and are solely engaged in writing up their thesis for submission. (NB: the change to 'Submission Pending' status is NOT automatic at the end of three years full time. It may be recommended either as part of the Annual Progress Report, if appropriate at that time, or separately, but be done at the time that a student's research ends).

Current fee levels can be found on the following web page  
<http://www.hope.ac.uk/research>

Alternatively email the Finance team on  
[financequeries@hope.ac.uk](mailto:financequeries@hope.ac.uk)

or contact the Postgraduate Research Office  
[buglerl@hope.ac.uk](mailto:buglerl@hope.ac.uk)

Please note that Additional fees (bench fees) may be payable to cover some other Research costs. Where this is the case, the formal offer letter will give details.

If a student, following examination of their thesis, is required to make a subsequent application for the degree (resubmission), a 'resubmission pending' fee and a re-examination fee will be charged.

All fees are reviewed annually and are usually raised. Queries regarding tuition fees

Should be directed to Liverpool Hope's Finance Office at:  
[financequeries@hope.ac.uk](mailto:financequeries@hope.ac.uk)

Council tax discount forms can be obtained from student registry in the Gateway Building.

## 5. Induction

At the beginning of the academic session, postgraduate research students are invited to attend induction sessions planned by Liverpool Hope. Liverpool Hope also runs Research Student Fora, which provide an opportunity for research students to meet with their peers and members of staff from the Postgraduate Research Office to discuss any aspect of their research degree.

Such induction and support sessions will familiarise you with the facilities that are available to you and outline the research training programmes that are on offer.

You will also be informed of the facilities available to them as postgraduate research students at Liverpool Hope such as the bookable office space in the developing Research Centre in the Alexander Jones Building. Office space can be booked through Sue Harwood at [harwoos@hope.ac.uk](mailto:harwoos@hope.ac.uk). There is a computer lab on the ground floor of the Alexander Jones Building (AJB017) with a kitchen and common room that has been designed for Postgraduate Student use, which postgraduate students are encouraged to access.

It is also expected that research students will be allocated to a University research centre/group and that this will provide you with further opportunities to interact with the academic activities of the University.

## 6. Advice

The first point of contact for academic advice is your research supervisors but support and guidance can also be provided by subject areas, faculties and centrally in the University for example COMPASS ([compass@hope.ac.uk](mailto:compass@hope.ac.uk)).

## 7. Research Skills Scheme

**The University of Liverpool requires all postgraduate research students studying for Liverpool University research degree (including those studying at Liverpool Hope) to complete a training programme, or gain exemption from all or part of it before they can submit their thesis.**

Research students studying at Liverpool Hope are expected to complete the **Liverpool Hope University Research Skills Scheme** unless you have almost completed the University of Liverpool Research Skills Programme (i.e. you are in your final year of full-time study or part-time equivalent). You should consult your supervisors about your individual skills training requirements. For further information, if required, you should contact Hope's Research Skills Co-ordinator, Dr Jan Jobling on: [joblinj@hope.ac.uk](mailto:joblinj@hope.ac.uk). Students must inform the Postgraduate Research office via [buglerl@hope.ac.uk](mailto:buglerl@hope.ac.uk) of their intention to attend specific

research skills events, in order that appropriate provision can be made for the effective delivery of these sessions.

### ***7.1 The Liverpool Hope University Research Skills Scheme***

This scheme has been devised to ensure that all research students of the University acquire the essential skills required by the national framework of the Joint Research Councils. It operates on the principle of mapping the subjective ownership of skills against both national frameworks and University research-training opportunities. At the centre of this structure is the student completion of the personal development record across the time of registration for a research level award.

### ***7.2 Research Skills***

The Joint Research Councils list of required skills translates easily into a set of module-related competencies which the student is asked to acquire. The student is expected to identify evidence that each competency has been addressed. You will build an individual portfolio of skills acquisition which is recorded in your personal development record. You will be assisted in this task by a mentor who will usually be your supervisor, but may be another suitable person who is nominated to this role within a Faculty.

### ***7.3 The framework of skills acquisition***

Liverpool Hope University's scheme for skills acquisition combines an individual, student-centred approach which allows for flexibility in the means by which particular skills are acquired with the provision of an organised set of training opportunities. Training workshops offered each year by the Postgraduate Research Office are not in themselves mandatory for every student, but you will have to demonstrate how skills covered by these workshops are gained/ demonstrated if an alternative resource for skills acquisition is nominated for approval by the supervisor/ mentor. It is expected that you will normally attend workshops provided by the Faculties and Subject groups to which you belong.

The University framework of skills events include:

- workshops set up by the central Postgraduate Research Office of Liverpool Hope University
- workshops and other events set up by the four Faculties of Liverpool Hope University
- workshops and other events set up within the Subject Areas of the four Faculties of Liverpool Hope University

In addition, there will be formal recognition of skills provided by:

- participation in events run by other providers where the demonstrable outcome can be measured against required learning outcomes of the skills programme of Liverpool Hope University

### ***7.4 Monitoring of skills acquisition***

It is the student's responsibility to update the relevant sections of the personal development record, confirming that particular skills have been acquired and

giving appropriate evidence. Monitoring of the record of skill acquisition is carried out by your supervisor or other nominated mentor in the first instance and this process is audited within Faculties by the Research Degree Coordinators.

### **7.5 Skills Events**

There is an annual Training Calendar of skills-related activities which is made available to research students. The Postgraduate Research Office organises the annual calendar centrally, in dialogue with Deans and their subject teams. Events on this programme may be centrally-run or organised by Faculties and Subject Areas. The events of the calendar are published by the Postgraduate Research Office and are made available to you via the research students' web-pages, under the forms and handbooks section.

Faculties and their subject teams draw the attention of research students in their fields of study to events organised at Faculty level. Normally, all events run at central and faculty levels are open to all research students at the University.

### **7.6 Central provision and personal skills development**

The central provision is planned with your progress through the whole registration period in mind. In this sense there are two main stages:

- Induction Stage in which, as a new student, you are inducted into the research world and engage with your initial research proposal
- A second stage of ongoing engagement with research activity and the successful completion of the thesis

The progress from the first to the second stage is normally marked by the process of upgrade from MPhil to PhD student status.

### **7.7 Induction Stage**

The aim of this stage is to ensure that you are properly embedded in the research culture of Liverpool Hope University and that you have successfully embarked on the process of exploring the scope of your research proposal.

At this stage students are expected to address the issues involved in the following topics:

- Resources
- Work/Life Management
- Team Working

You should also keep a Skills Modules record and produce an annual paper on work in progress.

### **7.8 Ongoing Development**

The aim of this stage is to ensure that you continue to be motivated and on-target with your research and that you have opportunities for both widening and deepening your understanding of the research networks relevant to your project.

At this stage you are expected to address the issues involved in the following topics:

- Careers, Getting Published
- Take part in the Annual Research activities
- Complete a Skills Modules record and produce an annual paper on work in progress.

### ***7.9 Other provision of research skills training***

This aspect of provision allows you to customise the generic research skills training provided by the centrally-run elements of skills training. It is Faculty and Subject based and offers you training in the particular skills necessary for successful participation in subject-specific research projects, for working in research teams within a discipline and for dissemination of specialised knowledge to a wider audience.

Faculties and Subjects regularly organise training events for these purposes and strongly advise you to attend sessions from this part of the skills training calendar. In addition Faculties/Subjects make provision for you to give an annual seminar paper to an audience of fellow students and staff in the relevant fields of study.

### ***7.10 The Personal Development Record, Annual Monitoring Form***

Student engagement with these elements is mandatory. Together they provide a record of evidence that you have engaged with the skills programme during an academic year of registration for a research degree. They also offer a vehicle for mentoring, since they indicate your progress in skills acquisition at a given point and provide a coherent framework for you to plan for further skills acquisition in the year ahead.

### ***7.11 The Role of the Postgraduate Research Office***

It is ultimately the responsibility of the Postgraduate Research Office and the Research Skills Coordinator to monitor the effective implementation of the Research Skills Scheme. The overall scrutiny of the Research Skills Programme lies with the Associate Dean: Postgraduate, assisted by the Research Skills Coordinator, who normally arranges the Annual Training Calendar with the assistance of the Research Administrator.

The Postgraduate Research Office liaises with other relevant departments in the University in order to carry out its functions, including: Registry, Careers, Library, Learning and Information Services.

The Skills Scheme forms part of the agendas for the Research Degree Sub-committee and for the Research Committee of the University. It is also part of the agenda for Faculty meetings, channeled through the role of Research Coordinator.

### ***7.12 Queries about Research Skills***

Questions relating to provision of subject specific training courses at Liverpool Hope University should be directed to supervisors, the Postgraduate Research Skills Coordinator, Dr Jan Jobling at [joblinj@hope.ac.uk](mailto:joblinj@hope.ac.uk) or Dr Janet Speake the Associate Dean: Postgraduate, at [speakej@hope.ac.uk](mailto:speakej@hope.ac.uk)

Queries about Liverpool University's Skills Training Programme should be directed to the First supervisor or the Director of Postgraduate Training in the Centre for Lifelong Learning at Liverpool University (Dr Richard Hinchcliffe [R.Hinchcliffe@liv.ac.uk](mailto:R.Hinchcliffe@liv.ac.uk)). The University of Liverpool Graduate School website

contains detailed information about the Skills Programme, including links to the Research Training Manual (online catalogue of available Skills Training) and the Personal Development Record software. <http://www.liv.ac.uk/gradschool>

## 8. Annual Progress Monitoring

Towards the end of each Academic Session, usually in May or June each year, you will be asked to complete an Annual Progress Report. The purpose of the report is to ensure that you are making progress as expected but also to ensure that you feel your supervisory arrangements and facilities are satisfactory and give you an opportunity to highlight any difficulties you may be experiencing.

The report is also the formal recommendation of re-registration each year. It is therefore essential you complete the form promptly as instructed. Email reminders will be sent to both students and supervisors. If these are consistently ignored, the University reserves the right to terminate the registration of any student who fails to complete an Annual Progress Report form by October 31<sup>st</sup> in any year. **Failure to complete an annual report by the deadline may therefore result in your registration being terminated.**

Once you have completed your section of the report, it will be forwarded to your designated First Supervisor who will complete it on behalf of the supervisory team. From there, it will be sent to the Faculty Research Co-ordinator, who completes his/her section and forwards the report to the University's Postgraduate Research Office. Any issues identified in the report may be directed to Associate Dean: Postgraduate for comment or action. The recommendations made on your Annual Monitoring Report will be considered by the University's Postgraduate Research Progression and Award Board which will forward the outcome to Registry with a formal recommendation in respect of your re-registration.

If your First Supervisor and/or Faculty Research Co-ordinator indicates on the report that you are not making satisfactory progress, they may make a recommendation to the effect that the report constitutes the first stage of the formal termination procedure.

- In addition to the Annual Progress Report form, you will also be required to take part in an annual review which will be organised by your supervisors. The annual monitoring process will include an appraisal meeting with one or two members of senior academic staff decided by the Associate Dean: Postgraduate and independent of the supervisory team. The review will normally take place before the Annual Progress Report is completed.
- A summary of the formal progress reporting procedure is as follows:

### PGR Progress Reporting Process

Stage	Informed by
Student	Students own view of progress and any difficulties experienced as well as any specific successes. Also the meetings and other matters recorded in the Personal Development Review.
First Supervisor	Student's report, own observations and those of fellow supervisors, annual seminar, research ethics clearance, record of meetings in the Personal Development Review.

Faculty Research Degrees Co-ordinator	Student's and supervisor's report, annual seminar.
Postgraduate Research Office	Reports from student, supervisor
University PGR Progression and Award Board	University PGR Progression and Award Board makes formal recommendation on re-registration taking account of all previous stages.
Registry	Progression and Award Board Recommendation. Outcome forwarded to University of Liverpool Graduate School.

- If your thesis has not been submitted by the end of your penultimate permitted year of study, (e.g. by the end of their third full-time year), your supervisors will discuss with you the conditions attached to your re-registration and plan with you a schedule for completion of your thesis. The outcome of this discussion should be part of the Annual Progress Report for that year. You must be under no illusions that the final permitted year under the Ordinance and Regulations for your degree is your last opportunity to submit your thesis, and you must plan your work accordingly.
- It should also be noted that you are required to complete a Progress Report in your final year, even if you anticipate submission or have submitted a thesis before the start of the new session.

## 9. Time Management

**In order to calculate the earliest and latest dates for submission of your thesis please refer to the Ordinances and Regulations at**

[http://www.liv.ac.uk/gradschool/pgrhandbook/page\\_01.htm](http://www.liv.ac.uk/gradschool/pgrhandbook/page_01.htm)

- As a general guide, an MPhil is expected to take two years full-time and a PhD three years full-time. A part-time MPhil usually takes between four and six years part time and a PhD up to seven years part-time. As indicated above, the maximum permitted times (four years for full-time PhD) are exactly that. You should not expect to use the whole permitted period as the final year is intended as a 'safety net', and you must therefore plan your project to ensure completion of your thesis well before the end of your formal registration. Extensions are not granted unless there are truly exceptional circumstances beyond your control (such as serious ill health) which delay your submission.
- As a postgraduate research student, you are expected to take responsibility for managing your project to ensure timely and successful completion. Your supervisory team is there to provide guidance, support and constructive criticism when required. Your supervisors can only do this effectively if you keep in regular contact, meet with them frequently (all research students, full or part-time, must have at least one formal, recorded meeting every month with their First Supervisor and one meeting per term with ALL supervisors) and keep them fully informed of your progress and any problems you may have experienced.
- If your First Supervisor is not meeting with you at least once per month, or is otherwise failing to discharge the duties required by the University's Code of Practice, you have the right to bring this to the attention of the Liverpool Hope's Associate Dean: Postgraduate and/or the University of

Liverpool's Faculty Director of Postgraduate Research, although you would normally be expected to discuss the situation with your supervisory team in the first instance and attempt to rectify any temporary difficulties locally where possible.

## 10. Suspension of Registration

- In exceptional circumstances the University may approve a suspension of registration. A suspension is intended to give you time out if circumstances beyond your control and which are completely unforeseeable (e.g. ill health) mean that you are unable to pursue your research for a period of time.
- For the duration of an approved suspension of studies, no fees are raised and students are not permitted to make use of any University facilities (either at the University of Liverpool or at Liverpool Hope University). However, you would be expected to make occasional contact with your First Supervisor, particularly towards the end of the approved suspension, to make arrangements to resume your studies.
- There is a formal procedure for suspending studies. Ultimately, the decision will be made by Liverpool Hope University's Research Degrees Sub-Committee which has the authority to approve, or reject, a request for suspension. However, a request will only be considered when formally supported by supervisors. The process may be represented as follows:

Student	Discusses problem with supervisor as soon as it becomes apparent.
First Supervisor	Discusses problem with student, other supervisors and makes formal request to Faculty Research Degrees Co-ordinator.
Faculty Research Degrees Coordinator	Considers request, with further discussions with student/supervisors as necessary. If supported, forwards case to the Chair: PGR Progression & Award Board via the Postgraduate Research Office. If not supported, instructs Faculty office to write on his/her behalf giving reasons.
Postgraduate (Research) Office	Refers request to PGR Progression & Award Board
Progression & Award Board	Considers request. If approved, Postgraduate Research Administrator writes on the Committee's behalf to the student. If refused, the case is referred back to the Faculty Research Co-ordinator with an explanation of the refusal.

- To reiterate, you must discuss whether a suspension of studies would be appropriate with your supervisors as soon as you feel you are experiencing difficulties which will prevent you carrying out your research. **Suspensions are NEVER approved retrospectively.**
- If your request for a suspension is on the grounds of ill health, it will not be considered without a doctor's certificate.
- If you are externally sponsored, your First Supervisor will need to seek the agreement of your sponsor separately as well as the University authorities.
- **Please inform the PGR office of any intention to suspend or withdraw from your studies.** If you do not do this you may be asked

to make tuition fee payments for a period during which you were not studying or accessing University resources.

## 11. Submission and Examination of Your Thesis

Detailed instructions about how to present your thesis are available via following link from the University of Liverpool website:

[http://www.liv.ac.uk/gradschool/pgrhandbook/page\\_01.htm](http://www.liv.ac.uk/gradschool/pgrhandbook/page_01.htm)

However, you should ensure that you also consult your supervisor(s) about the presentation of your thesis.

- At least two months before you expect to submit your thesis, you should complete a 'Notice of Intention to Submit' form, which is available from the Postgraduate Research Office at Liverpool Hope and give it to your First Supervisor. Your supervisors will make recommendations to the Head of Department in respect of appointing examiners. Please note that failure to obtain and complete this form in good time will delay your own examination.

<http://www.hope.ac.uk/research>

- When you formally submit your thesis to the Postgraduate Research Office at Liverpool Hope for examination, you must complete a 'Submission of Thesis' form. This form is vital, as it gives the University due notice that you expect to graduate – if a student does not complete it, they will not be included in arrangements for a Graduation Ceremony. (Please note that students will not be allowed to graduate unless all debts to the University of Liverpool and Liverpool Hope University have been paid.) Forms can be requested from the Postgraduate Research Office or can be accessed via the following page:

<http://www.hope.ac.uk/research>

- Upon submission of the hardbound thesis to the PGR office a submission of a hardbound thesis form (available from the link above) will need to be completed. Students must ensure that 3 copies of the thesis are submitted to the PGR office. One will be forwarded to the Sheppard-Worlock library, another the University of Liverpool and the third will be kept in the Alexander Jones Building Library. Students should also ensure that they arrange any additional copies for themselves/supervisors.

Copies of the thesis can be bound at the Reprographics Unit, FML, Hope Park (round the corner from the Natwest Bank). Charges are available through the following link:

<http://www.hope.ac.uk/libreprographics/staff-repro-charges.html>

- An oral examination is compulsory for MPhil and PhD students. This should take place within three months of submission. The candidate must bring a copy of the thesis to the oral examination.

For general guidance, the Ordinance for the degree of PhD states that the degree may be conferred upon:

*A graduate of this or any other approved University or Institution, or a candidate who holds a qualification deemed by the Senate to be equivalent to*

*an Honours degree of this University, who has submitted a thesis embodying the results of his/her individual research which is judged to make an original contribution to learning; which is coherently structured and presented; and clearly shows evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject.*

For the purpose of this Ordinance, applicants for the degree of PhD who are holders of degrees awarded by the Council for National Academic Awards are treated on the same basis as graduates of an approved university.

A PhD candidate would meet the criterion of originality by, for instance, discovering new knowledge, or connecting previously unrelated facts, or developing a new theory, or revising established views. In considering whether a thesis has met all the requirements of the relevant Ordinance, Examiners should base their judgement on what may reasonably be expected of an able and diligent research student after completing the appropriate period of research required for the degree. They may also wish to satisfy themselves that the thesis contains material worthy of publication.

- The Examiners will prepare independent written reports on the thesis before any oral examination, and a formal joint report, with an agreed recommendation after the oral examination. If the Examiners are unable to reach agreement on their recommendation, an additional External Examiner may be appointed, who shall be required to act independently of the other Examiners.
- The Examiners may recommend:
  - the immediate award of the degree (note that trivial corrections that can be completed in no more than one day are allowable within this recommendation);
  - the award of the degree after minor modifications, which should normally be made to the satisfaction of the Examiners, and within a time limit, imposed by the Examiners (usually not more than three months). The Internal Examiner will normally take responsibility for ensuring that the minor modifications have been completed satisfactorily;
  - major revision and re-submission of the thesis (if this recommendation is used, the Examiners should state, if appropriate, whether a further oral examination should be held on re-examination of the thesis);
  - in the case of PhD candidates, the award of a lower degree (with or without minor amendments or major revision to the thesis);
  - that the degree be not awarded (outright failure).

A dissertation, thesis, essay, project or any other work which is not undertaken in an examination room under supervision, but which is submitted by a student for formal assessment during his course of study, must be written by the candidate himself and in his own words, except for quotations from published and unpublished sources which shall be clearly indicated and acknowledged as such. The incorporation of material from other works or a paraphrase of such material without acknowledgement will be treated as plagiarism, subject to the custom and usage of the subject. The source of any photograph, map or other illustration shall also be indicated as shall the source, published or unpublished, of any material not resulting from the candidate's own experimentation, observation or

specimen-collecting. (Extracted from Regulations for the Conduct of Examinations, © The University of Liverpool.) Details of the procedures for dealing with suspected cases of plagiarism are contained in section 5 of the same Regulations, which may be found on Liverpool University's website as follows: [http://www.liv.ac.uk/sas/administration/regs\\_conduct\\_exams.pdf](http://www.liv.ac.uk/sas/administration/regs_conduct_exams.pdf)

Where the Examiners' report and recommendation indicates that the degree is to be awarded, it is considered by the Board of the Faculty and then forwarded to the Senate Committee for the Award of Degrees, Diplomas and Certificates for ratification.

Liverpool Hope University research degrees are governed by a separate set of regulations, which will be available shortly.

## **12. Intellectual Property Rights, Copyright and Deposit of the Thesis in Liverpool University Library**

- a) Except in the case of students supported by outside bodies (including the Research Councils), where specific provisions relating to intellectual property are embodied in the conditions of support, all postgraduate students are required to agree to assign to the University all their intellectual property rights arising from their studies or research at the University, to be managed by University in accordance with its normal custom and practice. The University has a policy sharing any profits arising from the exploitation of the results of research with the staff and research students concerned.
- b) A copy of the thesis submitted by a candidate and approved as fulfilling the requirements for award of a postgraduate research degree in the University will be retained by the University and deposited for safe custody in Liverpool Hope's Library. Any copyright that may be vested in candidate will not be affected thereby. Access to theses deposited in the Library and copies thereof will normally be available to *bona fide* enquirers, but authors will be permitted to impose restrictions on access and copying annually for up to five years if the Head of Department, after consultation with the candidate's supervisor, endorses the author's statement that preparation for publication, some other good reason, requires such a restriction. In the event of such restriction being imposed, the abstract of the thesis will be made available for copying to *bona fide* enquirers and to publishers of abstracts of theses.
- c) No candidate may be prevented, by the terms of a contract from an outside sponsor or any other means, from including in a thesis submitted for a higher degree all material relevant to the research project and from being examined upon it. If material of a confidential nature is included in a thesis, obligations of confidentiality may be imposed upon the Examiners and the author may restrict access to the thesis deposited in the Library as provided for above.

## **13. Appeals and Complaints Procedure**

Information about appeals and complaints can be accessed via the following link on the University website:

<http://www.hope.ac.uk/student-information/complaintsappeals.html>

## **14. Key Points for Part-time postgraduate research students**

Liverpool Hope University, the University of Liverpool and its Graduate School strives to ensure that all postgraduate research students, regardless of their mode of study, receive the support and environment they need to complete their research degrees successfully and in good time. Therefore, the majority of the standards and procedures set out in this handbook and its Codes of Practice make no distinction between full-time and part-time students. However, in recognition of the fact that part-time postgraduates do have specific needs and concerns, this section provides a summary of key points.

<b>Applying for admission</b>	Applicants for part-time places for postgraduate study are strongly advised to think carefully about their applications. Given the extended timescales (up to seven years) for completion of a PhD, an application should include a research proposal which is achievable over this timescale.
<b>Registration and Fees</b>	Registration requirements, including making arrangements to pay fees (or providing evidence of sponsorship) are the same as for full-time students.
<b>Induction</b>	It is recognised that part-time students are less likely to be able to attend the formal induction (normally held in September and January). However, part-time students can expect to be given full access to handbooks and detailed information by their supervisors.
<b>Skills Programme</b>	Part-time students are expected to satisfy the same requirements overall as full-time students in respect of the amount of Skills Training they must complete. However, as every postgraduate completes, with their First Supervisor, a Skills Audit, their training needs can be tailored to their experience and appropriate exemptions granted from individual training components. Not all part-time students would necessarily be expected to complete the centrally delivered Research Skills and Career Skills workshops, though they would need to ensure that they gained the appropriate training through equivalent provision. They are also required to complete a Personal Development Record (PDR) as part of the Research Skills Scheme.
<b>Annual Progress Monitoring</b>	The requirements in respect of Annual Progress Reports and re-registration are exactly the same as for full-time students.

<b>Managing time</b>	<p>The University has a minimum requirement, audited through the Personal Development Record and Annual Progress Reports, that postgraduates meet with their First Supervisor on average once per calendar month. This applies to part-time as well as full-time students, as the University believes that such a commitment is the minimum requirement to ensure timely and successful completion. (Normally, it is expected that full-time students meet their supervisors more often.)</p> <p>It is vital, given the longer period of research, that momentum is maintained. Part-time students are strongly encouraged to use the Personal Development Record and other mechanisms to plan their time effectively.</p> <p><b>No special treatment is given to part-time students in respect of extensions to submission time.</b></p>
<b>Submission and Examination</b>	The requirements are identical to those of full-time students.
<b>Contact</b>	The main means of communication with all students is electronic via email. Students should check their Liverpool Hope email account regularly.

## 15. Duties and Responsibilities of Supervisors

### 15.1 Duties and Responsibilities of First Supervisors

First Supervisors, whether at the University or one of its accredited Colleges, have the following Duties and Responsibilities under this Code:

1. To ensure that students are familiar with the Codes of Practice and the Ordinances and Regulations that govern research degrees;
2. To ensure that students are aware of the current developments in both specific and wider areas of research;
3. To ensure that students, in consultation with departmental Directors of Graduate Studies, complete the required Skills training, commencing with a Skills Audit which must be completed in consultation with the student and all supervisors;
4. To ensure that students complete their Personal Development Record Annually, and indicating on the Annual Progress Report that this has been satisfactorily done according to agreed targets;
5. To give guidance about the planning of the research programme. A draft programme of work should be agreed by the student and supervisor at the outset, with indicative deadlines for completion of the stages of the research programme;

6. To give guidance about literature and sources, about requisite techniques (arranging for instruction where necessary) and about the problem of plagiarism;
7. To ensure that at least one formal meeting takes place with the research student each month, with an agenda agreed in advance (using the Personal Development Record software) and an agreed record of outcomes and targets following the meeting, which must be recorded;
8. To be accessible to students as appropriate at times other than formal meetings. The expectation is that they will meet frequently with students on an informal basis;
9. To convene a meeting of the student and all supervisors at least once per term, (three times per year). First supervisors are responsible for arranging this meeting and ensuring the outcomes are recorded;
10. To encourage students to critically question existing literature, the assumptions of the research project and the results they obtain;
11. To arrange for students to talk about their work to staff or in graduate seminars and to gain experience in oral examinations and to encourage students to communicate their findings to others in the academic community. Where appropriate students should be encouraged to attend and contribute to conferences;
12. To ensure that students are made aware of any issues relating to progress or standards of work that fall below those generally expected. (Constructive criticism is an important role of the First supervisor.)
13. To ensure that the particular needs of overseas students are taken fully into account during the early stages of research and to give help and advice on language problems and training where necessary;
14. To ensure that Annual Progress Reports are completed in accordance with the University procedure, to complete the relevant section of the report on behalf of the supervisory team and to ensure that students re-register promptly at the beginning of each session;
15. To ensure that appropriate and timely recommendations in terms of changes to registration are made, e.g. upgrade to PhD or change to Submission Pending. This may be done either as part of the Annual Progress Report or separately if in mid-session;
16. To ensure that a draft of the thesis is read within an agreed timescale and suitable feedback given in good time to ensure timely submission;
17. To ensure that any circumstances that might require a student's formal registration to be amended or suspended are brought to the attention of the Faculty, via, the Department Research Coordinators and the Postgraduate Research Office immediately (e.g. changes to part-time, suspensions of study, upgrades to PhD, changes to Submission Pending);
18. To assist the Head of Department with the selection of the Examiners, to inform the student of the names of the Examiners and to ensure that the student is prepared and supported for the oral examination;

## **15.2 Duties and Responsibilities of Second and other Supervisors**

Staff appointed as Second (or Third etc) Supervisors have the following Duties and Responsibilities:

1. To consult with the First Supervisor on the feasibility of the proposed project and the suitability of the student to undertake the research, before formal registration and in an initial meeting of the student and all supervisors;
2. To assist the student and First Supervisor in completing a Skills Audit at the beginning of the student's first year;
3. To meet with the student and all members of the supervisory team at least once per term (three times per year), to discuss progress and the direction the research is taking. There should be a formal record of these meetings retained by the Student in the Personal Development Record and by the First Supervisor. Second Supervisors are encouraged to keep a copy of this record;
4. To be available at other times than formal meetings and provide general support as required to the student and the First Supervisor. The level of such involvement will vary, in accordance with the expected contribution agreed at the outset. In some cases, the role of the Second Supervisor will be a largely pastoral, supporting one, but in other cases the Second Supervisor will make an important academic input which would give rise to an expectation for a greater frequency of contact. This should be agreed with the student and the First Supervisor;
5. To discuss with the First Supervisor any formal recommendations relating to the student's registration, such as suspension of studies, transfer from MPhil to PhD (and vice versa) and to 'submission pending' status;
6. To discuss with the First Supervisor the student's progress as part of the Annual Progress Monitoring exercise;
7. To assist in the nomination of examiners.

## **16. Duties and Responsibilities of Postgraduate Research Students**

In addition to the general responsibilities described in the Liverpool University's Student Charter, postgraduate research students have the following duties and responsibilities under this Code of Practice. Please note that for point 6 Liverpool Hope students should check regularly their Liverpool Hope University email account.

1. To agree a programme of work with all supervisors at the beginning of your first year and to review this at appropriate intervals in each academic year in consultation with the supervisors, ensuring that any deviation from the agreed programme is reported to supervisors without delay;
2. To familiarise themselves with the relevant Ordinances and Regulations governing their degrees and the requirements imposed on them by those Ordinances and Regulations;
3. To ensure that their obligations to their sponsors and funding bodies are met by the timely submission of the thesis, and to meet any other requirements imposed by the conditions of sponsorship;
4. To devote the appropriate time and effort to their studies. Full-time students are expected to spend a minimum of 35 hours per week engaged in research (including formal skills training), normally on the

University campus. Part-time students are expected to devote an average of 16 hours per week to their studies;

5. To ensure that they undertake a Skills Audit at the outset of their programme, in consultation with all supervisors and complete the required skills training as agreed with their supervisors;

6. To check their Liverpool Hope University email account on a regular basis and act promptly on messages received;

7. To maintain a Personal Development Record throughout the duration of their research degree;

8. To take the initiative in raising problems or difficulties, however elementary they may seem, and to ensure that any circumstances that are impeding their progress are brought to the attention of their supervisors at the earliest opportunity;

9. To discuss with supervisors the type of guidance and comment they find most helpful and to agree a schedule of meetings. There must be at least one formal meeting per month. International students should note that supervisions will form the basis of their 10 points of contact, and will be used to verify their engagement with their research degree;

10. In advance of each formal meeting, to complete an agenda using the Personal Development Record software and to send this to their First Supervisor. Following the meeting, the agreed outcomes and targets must also be recorded in the Personal Development Record;

11. To maintain the progress of work in accordance with the stages agreed with supervisors, including in particular the presentation of written work as required in sufficient time to allow for comments and discussion before proceeding to the next stage;

12. To complete the University's Annual Progress Report form in good time to ensure re-registration at the beginning of the new academic session and to complete other progress reports as required;

13. To communicate research findings to others in the academic community, formally in the annual seminar as part of the Annual Progress Monitoring procedure, and at other opportunities as agreed with the supervisors;

14. Before submission, to clear any laboratory area in which they have been working, including the safe disposal of surplus chemicals and other materials;

15. To notify the Postgraduate Research Office at Liverpool Hope of their intention to submit the thesis at least two months in advance of submission, on the appropriate form;

16. To ensure that the thesis is submitted before the registration expiry date, is the student's own work and is in the correct format, and that all appropriate acknowledgements have been made.

17. Both MPhil and PhD candidates are expected to demonstrate individual research which makes a contribution to learning, is coherently structured, systematically studied, and an ability to relate the results of this study to the general body of subject knowledge. PhD level work is also expected to make an **original** contribution. A PhD candidate would meet the criterion of originality by, for instance, discovering new knowledge, or connecting previously unrelated facts, or developing a new theory, or revising established views. A PhD thesis typically requires a longer period of research than an MPhil thesis, a difference in scope and/or depth which is reflected in the different word and time limits.

## 17. Key Contacts

---

### Liverpool Hope University

Dr Janet Speake Associate Dean: Postgraduate	Telephone: 0151 291 3594 email: <a href="mailto:speakej@hope.ac.uk">speakej@hope.ac.uk</a>
Dr Jan Jobling Research Skills Co- ordinator	Telephone: 0151 291 3512 email: <a href="mailto:joblinj@hope.ac.uk">joblinj@hope.ac.uk</a>
Miss Liz Bugler The Postgraduate Research Administrator	Telephone: 0151 291 3948 email: <a href="mailto:buglerl@hope.ac.uk">buglerl@hope.ac.uk</a>
Ms Sue Harwood PA to Pro Vice Chancellor (Research and Academic Development)	Telephone: 0151 291 3242 Email: <a href="mailto:harwoos@hope.ac.uk">harwoos@hope.ac.uk</a>

### Liverpool Hope University Other Contacts

Student Support and Well-being (COMPASS)	Telephone: 0151 291 3813 email: <a href="mailto:compass@hope.ac.uk">compass@hope.ac.uk</a>
Career Development	Telephone: 0151 291 3417 email: <a href="mailto:careers@hope.ac.uk">careers@hope.ac.uk</a>
International Office	Telephone: 0151 291 3431 email: <a href="mailto:international@hope.ac.uk">international@hope.ac.uk</a> <a href="http://www.hope.ac.uk/international">http://www.hope.ac.uk/international</a>
Sheppard - Worlock Library	Telephone – Library enquiries 0151 291 2041 IT enquiry desk 0151 291 2100 <a href="http://www.hope.ac.uk/library">http://www.hope.ac.uk/library</a>
Registry	Telephone: 0151 291 3900 <a href="http://www.hope.ac.uk/students/registry">http://www.hope.ac.uk/students/registry</a>

### University of Liverpool

University of Liverpool Graduate School	E-mail: <a href="http://www.liv.ac.uk/gradschool/">http://www.liv.ac.uk/gradschool/</a>
University of Liverpool Graduate Skills Programme General Enquiries	E-mail: <a href="mailto:gssp@liverpool.ac.uk">gssp@liverpool.ac.uk</a>
Dr Richard Hinchcliffe	E-mail: <a href="mailto:R.Hinchcliffe@liv.ac.uk">R.Hinchcliffe@liv.ac.uk</a>

University of Liverpool Postgraduate Training Co-ordinator	
--	--

Research Councils UK	<a href="http://www.rcuk.ac.uk/">http://www.rcuk.ac.uk/</a>
----------------------	---

Vitae Researchers Portal	<a href="http://www.vitae.ac.uk">http://www.vitae.ac.uk</a>
--------------------------	---

Please refer to: <http://www.hope.ac.uk/research> for the full list of PGR contacts.