



LIVERPOOL  
HOPE  
UNIVERSITY

# Postgraduate Research Handbook

(for students reading for PhD; MPhil; and Professional Doctorate, e.g. EdD; awards)



September 2025



LIVERPOOL  
HOPE  
UNIVERSITY  
1844

# POSTGRADUATE RESEARCH HANDBOOK

(for students reading for PhD; MPhil; and Professional Doctorate, e.g.  
EdD; awards)

September 2025

## Table of Contents

Welcome message: Prof Atulya K. Nagar, Pro Vice-Chancellor (Research) .....	1
About PGR at Hope .....	2
About Your Degree .....	2
What is a PhD?.....	3
What is an MPhil?.....	4
What is a Professional Doctorate? .....	5
Section 1: Getting Started .....	6
Academic Registration .....	6
Paying your Fees .....	6
Fee Status .....	7
Non-payment of Programme Fees .....	7
Student Maintenance Payments .....	8
Student ID Cards .....	8
University Email.....	8
Maintaining Your Contact Details.....	8
Additional Guidance for International Students.....	8
Passport & Visas .....	9
Failure to comply.....	9
Section 2: Induction.....	10
Section 3: Supervision.....	10
Section 4: Research Ethics .....	11
Section 5: The PGR Research Skills Development Programme .....	12
Section 6: Reviews of Your Progress.....	14
6.1 Annual Monitoring.....	15
6.2 Confirmation [CRE, CDR, or CDRI] .....	15
Section 7: Interruptions, Extensions and Withdrawal.....	16
7.1 Interruptions of Study .....	16
7.2 Extension of study.....	17
7.3 Withdrawal .....	18
Section 8: Submission of Your Thesis for Examination .....	18
8.1 What will the Examiners be Looking for? .....	18
8.2 Submitting your Initial Thesis .....	19

8.3 The Oral Examination, and Submission of the Final Thesis .....	19
8.4 Resubmission of your Thesis, and a Second Examination.....	20
Section 9: Academic Misconduct [or Cheating].....	21
9.1 What Constitutes Academic Misconduct? .....	21
9.2 What happens if I am suspected of Academic Misconduct? .....	22
Section 10: Appeals and Complaints Procedures .....	23
Section 11: Intellectual Property and Confidentiality .....	23
Section 12: Graduation .....	23
Section 13: Facilities & Support .....	24
13.1 The University Libraries .....	24
The Sheppard-Worlock Library .....	24
The Creative Campus Library .....	24
Library Collections .....	24
Hope's Institutional Research Archive (HIRA) as a Research Repository.....	24
Learning Spaces .....	25
IT Services .....	25
Moodle .....	25
Support for Disabilities / Additional Needs .....	25
Careers and Employability Service .....	25
13.11 Chaplaincy and Faith Matters.....	26
Section 14: Useful Information and Frequently Asked Questions .....	26
14.1 University guidance for students on Generative AI .....	26
14.2 Study Guides .....	26
14.3 FAQ's.....	27
What about holidays?.....	27
Where can I find out about the Regulations which apply to my Award? .....	27
What do I do if I have a complaint?.....	27
How is the experience of PGR students represented? .....	27
14.4 Useful Links .....	28
Academic Regulations – Postgraduate Research Degrees .....	28
Code of Student Discipline .....	28

## Welcome message: Professor Atulya K. Nagar, Pro Vice-Chancellor (Research)

A warm welcome to Liverpool Hope University. In joining us you are becoming part of a community of over 200 postgraduate researchers (PGRs) working across our nine Schools/Departments and three



partner Higher Education Institutions. Some of you will have studied with us before, at undergraduate or taught postgraduate level, some of you will be first-time visitors to Hope, perhaps even to the UK – whatever path you have taken to get here, I am delighted that you have chosen to read for your research degree at Liverpool Hope University.

With a history extending over 175 years, Liverpool Hope has developed a strong tradition of scholarship and research in key disciplines. As the only ecumenical university foundation in Europe the University's work has been shaped by Christian principles but embraces those of all faiths and none.

An important part of the mission of Liverpool Hope is the advancement of knowledge through the pursuit of research.

Postgraduate research students, both full-time and part-time, are accepted by Liverpool Hope to both acquire the skills of research and to contribute to the advancement of knowledge and understanding within specific disciplines. This contribution can be disseminated through your participation in the wider community of intellectual endeavour. Whether at training sessions, research seminars, at national or international conferences, or through publication, you can share your knowledge with others and benefit from learning about theirs.

There are a number of research areas of national and international excellence at Liverpool Hope, with categories of our research classified as 'world-leading' in the national Research Assessment Exercise. As a postgraduate research student at Hope, I invite you to become involved in high quality research and innovation.

As one of Britain's smaller universities, Liverpool Hope values the individual - in the words of Cardinal Newman: *knowing her children one by one*. Care, concern, and support for students are always a priority at our University. So, as you begin your studies, take a little time to familiarise yourself with this Handbook, with our website <https://www.hope.ac.uk/postgraduateresearch>, with all the activities that you can be a part of while you are here and the support that we offer.

In addition to dedicated supervision, we offer a programme of research and generic skills training; disciplinary and interdisciplinary research seminars; opportunities to support our learning and teaching activities; the chance to help us market and publicise what we do to students and staff; social activities; an annual conference and opportunities to engage with activities across wider research communities. We hope that you will flourish during your time at Liverpool and play your role in further enhancing the postgraduate research experience across the University.

As this handbook is designed to be a useful aid during your studies, if you do have any suggestions for improvements please email the University's Research Support Team (pgr@hope.ac.uk) with your feedback.

I would like to take this opportunity to wish you every success in your studies as a research student at the University.

Professor Atulya K. Nagar, Pro Vice-Chancellor (Research).

## About PGR at Hope

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

Liverpool Hope admits a small number of students to its research degree programmes each year. Whilst you will be registered with one of our nine schools within our four faculties (<https://www.hope.ac.uk/studyathope/faculties/>) and will spend a significant amount of time in your 'home' School, please make sure that you are familiar with the research-related activities going on across the University. In addition to undertaking your own research, there are opportunities for you to meet with other research students and staff at the research skills development programme and through the PGR student societies, to engage with debates on key topics during research seminars and to contribute to teaching activities (by agreement). There are also many opportunities outside of the University and we would encourage you to take part in conferences and professional networks to support your development as a researcher.

As a research student here at the University, your progress will be monitored regularly - not only by your supervisors but also by your School/Department and the University. Each School has a Research Committee, which oversees the progress and experience of research students. Reports on PGR student's progress and experience are provided to the University's Research Degrees Sub Committee (RDSC).

For more information:

[About the University](#)

[Faculty Structure](#)

[Links to key strategies and](#)

[policies](#)

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

The [Code of Practice for Research Degree Programmes](#) contains a wide range of information required by both students and their academic schools from the point of registration on to a higher degree by research, to the point of award. On this website you will also find necessary forms and the [Academic Regulations for Research Degrees](#). Once on the webpage, please click on the Regulations and Forms tab to find the Code of Practice and Academic Regulations documents.

## About Your Degree

A research degree involves sustained, in-depth study of a specific area, which is then written up as a [thesis](#) for examination. Liverpool Hope currently offers a number of different awards, and each of these is discussed below:

## What is a PhD?

A PhD means “Doctor of Philosophy”.

The maximum length of a PhD thesis at Liverpool Hope University is 100,000 words. Please also look at specific guidelines that your school/department may have produced for different disciplines as the length may differ.

You are normally expected to submit your thesis by the following deadlines:

- Full-time students shall normally submit their thesis after a minimum of 24 months and a maximum of 48 months from initial registration.
- Part-time students shall normally submit their thesis after a minimum of 48 months and a maximum of 84 months from initial registration.

### Maximum Durations

The maximum completion period for any research degree programme is the maximum expected duration defined above plus one academic year.

However, many students submit before the deadline; your Primary Supervisor will advise you when you are ready to submit. Also, you will then need to allow time after your submission, for the examination, for amending your thesis after the examination, and [possibly] a second examination: it might be well over a year after you submit your thesis before you are able to graduate.

Liverpool Hope University will award the degree of PhD to students who have demonstrated;

- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
- a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of a PhD degree from Liverpool Hope University will:

[a] be able to make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;

- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.

[b] have the qualities and transferable skills necessary for employment requiring the exercise of:

- personal responsibility;
- largely autonomous initiative in complex and unpredictable situations.

## What is an MPhil?

An MPhil means “Master of Philosophy”.

The MPhil is an award of considerable distinction in its own right, and is awarded for the successful completion of a substantial element of research or equivalent enquiry. The MPhil differs from the PhD only in terms of the scope of study required, demonstrated by the shorter word limit of 60,000, and the extent of the original personal contribution to knowledge.

You are normally expected to submit your thesis by the following deadlines.

- Full-time students shall normally submit their thesis after a minimum of 12 months and a maximum of 24 months from initial registration.
- Part-time students shall normally submit their thesis after a minimum of 24 months and a maximum of 36 months from initial registration.

### Maximum Durations

The maximum completion period for any research degree programme is the maximum expected duration defined above plus one academic year.

However, you will then need to allow more time for the examination, for amending your thesis after the examination, and [possibly] a second examination.

Liverpool Hope University will award the degree of MPhil to students who have demonstrated:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice;
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship;
- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;
- conceptual understanding that enables the student:
  - to evaluate critically current research and advanced scholarship in the discipline
  - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Typically, holders of an MPhil degree from Liverpool Hope University will:

[a] be able to:

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences;
- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level;
- continue to advance their knowledge and understanding, and to develop new skills to a high level.

[b] have the qualities and transferable skills necessary for employment requiring:

- the exercise of initiative and personal responsibility;

- decision-making in complex and unpredictable situations;
- the independent learning ability required for continuing professional development.

## **What is a Professional Doctorate?**

Professional Doctorates are equivalent to a PhD but have a focus on a specific professional context. Liverpool Hope offers Professional Doctorates in [Education](#), [Social Work](#), and [Health & Social Care](#).

Students recruited to the programme come from a variety of occupations within these fields. Common to them all is a desire to pursue an area of research related to and drawing on their professional work, and with the aim of creating new knowledge, applications and understanding that will bring both personal benefits and for the wider professional community.

There is a strong emphasis on individualised learning and personal critical reflection related to professional identities, values and contexts. The programme provides a structured environment in which you engage at an advanced level with a range of academic and professional issues relevant to your own practice. The learning and teaching strategy seeks to develop the three key skills of independent learning, independent research, and sustained critical and self-reflexive analysis integrating academic and professional considerations.

### **How is the degree structured?**

The programme is divided into two parts. In the first part, you undertake three 'strands' of taught study (equalling 40 credits each). This is followed by the writing of a substantial research proposal (60 credits), which forms a good foundation for the supervised thesis in part 2. This will be based on a research question broadly related to professional practice.

A thesis submitted for the Professional Doctorate should not exceed 60,000 words.

### **How long will it take?**

Our Professional Doctorates are studied part time and take five to eight years to complete.

## Section 1: Getting Started

### Academic Registration

All students are required to register online before they arrive/commence their studies. Details should have been provided to you about how to do this as part of the admissions information sent to you, but if you have any problems whatsoever please contact the University's Research Support Team in the first instance (email: [pgr@hope.ac.uk](mailto:pgr@hope.ac.uk)). You will need to register before you can get your student ID card. You will normally need to register in time to commence your studies on either 1 October or 1 February.

The maximum period of study is calculated from the date of initial registration. So, for example, you may have registered to start your PhD full-time on 1st February 2022, in which case your second year would begin on 1st February 2023 and your third on 1st February 2024. However, regardless of when you began your studies, you still need to re-enrol on the anniversary of your start date until you complete your course. To re-enrol online, simply follow the steps outlined above. Please note that you will not be able to re-enrol if you have not made satisfactory progress in your studies.

If you are unsure or have questions about enrolling or re-enrolling contact the University's Research Support Officer in the first instance (email: [pgr@hope.ac.uk](mailto:pgr@hope.ac.uk)).

### Paying your Fees

Before you commence your programme of study you must make arrangements to pay your programme fees. An invoice will be sent to you after academic registration which will detail the fees that should be paid for the following year of study. The invoice will cover the fees for the calendar year and a further invoice will be sent on the anniversary of your course start date. Typically, you will fall into one of three broad categories of fee payment.

#### *Self-Funding Students*

If you pay your own fees and are a home student, you can either pay for the year's programme fees in full, or you can pay an initial payment of approximately 33% of the total fee followed by 5 equal instalments. If you choose to pay by instalments, you will be asked to complete a payment mandate for the other five instalments. International students are expected to pay £3,000 before registration and then the balance in two instalments  
- 50% on registration and 50% within three months.

#### *Sponsored students*

If you are sponsored by a government body, private company or a research contract, you must provide the Student Finance Office with a letter from the sponsor confirming the terms of the sponsorship. Student Finance requires a letter from your sponsor at the start of the course and each subsequent academic year thereafter which should provide evidence of continued sponsorship. Failure to provide an annual letter will mean you are treated as a self-funded student and become liable for the payment of your own fees. Please note, should your sponsor fail to pay you will also become liable for all fees.

If you are in receipt of a Liverpool Hope Scholarship, details of this will have been communicated to the Finance Office, who will manage the necessary financial transactions. However, we would recommend that you confirm the arrangements with the Finance Office to ensure that your record is up to date and accurate.

#### *Research Council Studentship*

Postgraduate studentships arranged by the University but funded by external sources are offered strictly on the understanding that the University cannot guarantee to continue to fund the studentship in the event that the external sponsor withdraws support.

Note: It is important to understand that if the Student Finance Office does not know who your fee payer is, you will become liable for your programme fees. It is your responsibility to ensure that you can provide written proof of your funding source to the Student Finance Office. If there is confusion over your fee payer, it is important that you liaise with Student Finance in order to resolve the issue quickly. Staff are happy to discuss any difficulties you may have in paying outstanding programme fees. The Student Finance Office may be contacted on T: 0151 291 3339 or via email at [financequeries@hope.ac.uk](mailto:financequeries@hope.ac.uk)

Further information on programme fee payments can be accessed at:  
<https://www.hope.ac.uk/postgraduateresearch/feesandfunding/>

If you require any advice on fees / finance, the Student Finance Team can provide one to one support. Information can also be found on the financial support web pages at:

<https://www.hope.ac.uk/lifeathope/studentsupport/studentadviceservice/>

#### **Fee Status**

Your fee status will have been determined as part of the admission process. Please note that additional fees may be payable to cover some costs of your research. Where this is the case, your formal offer letter will give the details and costs.

#### **Non-payment of Programme Fees**

You are advised that if you do not pay fees at the required times, the University will withdraw your access to the libraries and the university's computing services until any debts are cleared. No student with an outstanding debt to the University is permitted to proceed to their next year of study or to graduate. Full details of the steps taken by the University where fees are unpaid is available in the University's Policy on Student Debt which is available at:

All fees are reviewed annually so if you have any queries regarding programme fees you should contact the Student Finance Team based in the Gateway to Hope building at Hope Park.

<https://www.hope.ac.uk/informationfornewstudents/studentfinance/>

## Student Maintenance Payments

If your studies are supported by funding administered by the University (eg UK Research Council, University or School/Department funding) and this studentship provides you with maintenance, arrangements about the payment/s will be communicated to you by the Finance Office. Details of your funding schedule and studentship start and end dates will be provided in your financial offer letter, with further information regarding administrative procedures to accept and activate the funding, prior to your registration.

## Student ID Cards

You will be able to collect your card from the Gateway Building, Services Desk only once you have satisfied all parts of the academic and financial registration procedures and had your photograph taken for inclusion on your card. Additionally, you will be required to produce photographic ID (for example: passport or photo driving licence). For international students, your smart card will not be issued until all registration procedures have been completed; this includes arrival on campus and verification of immigration documentation and presentation of original academic qualifications. If the Liverpool Hope ID card is lost or stolen you will need to contact the Gateway Services help desk Tel: 0151 291 3813 Email: [gateway@hope.ac.uk](mailto:gateway@hope.ac.uk)

## University Email

As a registered student of the University you will be issued with a University email address: [YOURIDNUMBER@hope.ac.uk](mailto:YOURIDNUMBER@hope.ac.uk).

**It is essential to check this regularly, as it is the ONLY email account that will be used by the University, and your supervisors, to contact you. Similarly, you should ALWAYS use this account when emailing the University.**

## Maintaining Your Contact Details

Your contact details are maintained in the Student Record Management system (SRM). It is important you keep all of your contact details up to date which includes any changes you make to telephone/mobile numbers or your permanent (home) address. This is to ensure that you can be contacted in an emergency and that the University can give you important information when necessary. The University is also required by law to ensure that those international students who require a visa to study in the UK maintain their contact details as part of the UK Home Office Tier 4 immigration system.

To update your personal details on the Student Record Management system, log onto [My Hope](#) using your Hope username and password and you can then edit your information.

## Additional Guidance for International Students

International Students can access a range of information about living and studying in Liverpool on our International Student pages

<https://www.hope.ac.uk/international/>

International students studying at Hope Park are required to confirm their arrival and attendance on campus in order to complete the registration process. Separate information will be sent to you at the appropriate time via email, detailing when and how this should be done. This confirmation plays an important part in monitoring your engagement with the University. Please note that you will need to bring your original documentation / qualifications with you for verification as part of the registration process. Please note that although you may have provided copies of these during the application process you will need to bring the originals with you when you register at the University for the first time.

## Passport & Visas

If you are an international student you will also need to provide the International Unit with your passport and, where applicable, your visa (e.g. your Biometric Residence Permit), which will be checked and photocopied to enable the University to comply with its immigration sponsorship responsibilities with the United Kingdom Home Office. Where appropriate, staff will check your documentation to ensure that your Tier 4 visa has been issued under the University's Sponsor Licence Number (i.e. that you have used the correct CAS in making your visa application). Please note that it is a criminal offence for you to begin studying at an institution in the UK with a visa issued under a different sponsor. If you try to do this without having made an application for a Tier 4 visa with the correct sponsor, you are likely to be removed from the UK.

## Failure to comply

If you fail to present the documentation you are required to, it will mean that you have failed to complete your academic registration. International students should be aware that, as your immigration sponsor, the University is required by law to inform the UK Home Office if you do not register with the University within the prescribed registration period.

Additional guidance for international students can be found

at: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Information about a range of topics relating to living and studying at Liverpool Hope can be found in the student gateway section of the website

<https://www.hope.ac.uk/gateway/students/>

## Section 2: Induction

Induction provides the foundation for a successful and satisfying experience at the University. The university views induction as a transition and allows for postgraduate researchers to adjust to working in a research environment. Induction will help by fostering a supportive environment and giving you opportunities to meet a range of contacts, which can include other postgraduate researchers, supervisors and administrative staff.

Your induction will take place over the first few months of your programme and will consist of an introduction to the research environment and your research project by your supervisory team, as well as more formal induction events hosted by your School/Faculty, and through the PGR Research Skills Programme.

As our research students usually start their doctoral studies either in February or October, induction provides a great opportunity for you to get to know other students from across the University as well as students who are further on in their research.

### *Information for International Students*

If you are an international postgraduate research student and you arrive at the start of the academic year, you will be invited to attend a two-day welcome event for all new international students organised by the University's International Support Team. If your start date is later in the academic year, please contact the International Support Team (Email: [internationalhub@hope.ac.uk](mailto:internationalhub@hope.ac.uk)) - please see details here: <https://www.hope.ac.uk/international/> for help with any queries or issues.

## Section 3: Supervision

All PGR students are allocated a 'supervisory team', appointed by the University on recommendation from the discipline(s) when a student is accepted onto a programme of study. The supervisory team will work together, but supervisors and advisors have distinct roles and responsibilities.

Details of your supervisory team will be confirmed during the process of registration. For details of the composition of a supervisory team please refer to **Appendix B**.

The University views its PGR students as independent researchers, who lead on their own research, but are guided as necessary by their supervisor and their supervisory team. Your supervisors can only do this effectively if you keep in regular contact, meet with them frequently and keep them fully informed of your progress and any problems you may have experienced.

The first few weeks of your registration with the University are an extremely important time for establishing how the supervisory relationship will work and getting settled into your studies. During your first supervision session, you will meet your supervisors and start to plan your research project and you can expect to:

- identify the initial objectives of the research project
- discuss arrangements for subsequent supervision sessions
- complete a Skills Audit and think about what research/transferable training you might need
- be asked to think about your research in relation to Ethical considerations, Intellectual Property Rights and Academic Integrity

- raise any concerns which you might have with regard to disability, different learning requirements, or commitments (such as work or family, particularly if you are part-time) which may have an impact when you carry out your research

You should work with your supervisors to agree on a mutually acceptable programme of supervision at the initial supervision session. Please be aware that academic staff often have a very full workload, so during term-time your supervisor may maintain Office Hours or may agree specific days/times when you can drop in to see them should you have any problems which require immediate attention.

**ALL PGR students should meet with their supervisor/s a minimum of 8 times each academic year (typically once a month October through to May).** *(Note: whilst the progress of part time research students may be somewhat slower than that of full time students, the University considers that part time students may be at increased risk of disruption to their studies and therefore requires the same minimum frequency of supervisory contact).*

**The ultimate responsibility for your thesis lies with you and it is vital that you participate fully in the planning and completion of the research project.**

It is also your responsibility as a research student to keep notes of all meetings and to ensure that these are signed off as accurate by the supervisor. It is important that you keep a detailed record of supervision / agreed actions and workplans etc. as well as other development activities that you undertake, as these will be reviewed regularly to check on your progress and will also be required for your Annual Monitoring review and Confirmation (see Section 6 for details of Annual Monitoring and Confirmation).

*Further details about the responsibilities of students and supervisors can be found on our website in the [Code of Practice for Research Students](#)*

Should you encounter any difficulties at any stage of your studies at the University, you can raise these directly with your supervisor or more formally as part of the Annual Monitoring processes. It is important for any problems to be addressed as early as possible as it is much more difficult to respond to complaints about supervision after the examination of the thesis.

If you feel that any matters you raise are not resolved to your satisfaction, each School/Faculty has a senior member of staff who oversees PGR and who can be contacted for further support and advice.

## Section 4: Research Ethics

Research ethics are a set of principles about how researchers and research organisations should conduct themselves when dealing with research participants, other researchers and colleagues, the users of their research and society in general. Particularly relevant to those working in the social sciences are ethics associated with projects involving human participants, including conducting surveys, focus groups and the use of secondary data. Typical considerations include:

- Recruiting study participants and informed consent
- Keeping data secure and confidential
- Making procedures, methods and findings transparent so that they can be assessed
- Safety and risk

It is important to conduct research in line with ethical standards for a number of reasons:

- In order to respect and cause no harm to the participants
- As a sign of respect for other researchers and those who will use the research
- It is a professional requirement particularly in some disciplines and failure to do so may result in disciplinary procedures.
- It is a requirement to obtain funding.
- Failing to conduct research ethically could be embarrassing or result in research (or the researcher) being dismissed or rejected by the research community.

All research undertaken at Liverpool Hope is subject to the [University's policy on Research Ethics](#). It is important that you consider any ethical implications that may affect your research, and that you obtain the necessary approval for your research. It is also important that you start thinking about research ethics early on in your studies, as in some cases (depending on your topic and chosen methodology) the process of gaining approval can take several months. Research involving human beings, including using questionnaires and focus groups, for example, must be approved by an Ethics Committee whose job it is to confirm that the research conforms to a set of ethical guidelines.

Your supervisors will be able to provide advice and guidance on research ethics and the process that you will need to follow but is important that you read and understand the University's Research Ethics Policy.

## Section 5: The PGR Research Skills Development Programme

As a researcher you are already committed to enquiry through your own research. Professional development extends this process to your own skills, understanding, aptitudes and ambitions. Development as a researcher involves more than building your research profile and research skills and broader professional development is becoming increasingly significant as employers look for researchers who can 'add value' to their organisations

**As a PGR student, you will need to demonstrate that you meet the requirements of the Researcher Development Framework (RDF) before you submit your thesis.** The RDF is professional development framework for planning, promoting and supporting the personal, professional and career development of researchers in Higher Education and is structured into four domains covering the knowledge, behaviours and attributes of researchers. It sets out the wide-ranging knowledge, intellectual abilities, techniques and professional standards expected to do research, as well as the personal qualities, knowledge and skills you will need to have in order to work with others and ensure the wider impact of research.

The current Research Skills Programme at Hope provides a range of generic and discipline specific sessions which students can attend. The broad areas cover topics such as: Research Skills and Techniques; the Research Environment; Research Management; Personal Effectiveness; Communication and Networking - and all sessions are mapped to the RDF. You will, of course, be expected to present papers at conferences and other events externally as part of your development and you will have an opportunity to showcase your research at the University's Annual Postgraduate student conference held in early Summer. In addition, Academic Departments/Schools have additional events during the year and also hold an annual series of research seminars (which include presentations by researchers / research students to peers and

senior colleagues).

Details of Hope's Research Skills Programme and other opportunities across the University and at other institutions are posted on the PGR Moodle and also sent to you via your Hope email.

To access further information regarding the Researcher Development Framework including an RDF ProfessionalDevelopment Planning Tool click on the link below:

<https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework-planner>

One of your responsibilities as a research student is to think carefully about the skills and knowledge that you have, about any additional training that you feel you might need and about how to get that training. Identifying your training needs and developing competencies should be an ongoing process, as the following summary suggests:

- **Initial supervision session** – complete a copy of Skills Audit form.
- **Initial supervision session** – talk through the RDF with your supervisors and decide how confident you feel about the skills and knowledge that you have; your supervisor should help you to identify skills and/or knowledge which you should try to gain or develop further during year one.
- **During year one** – attend training sessions in order to improve your skills base and increase your confidence levels. Ensure that you keep records of all sessions attended with a short commentary / reflection and discuss these with your supervisors.
- **At the end of year one** – ensure that all of the details regarding your development are included in your Annual Monitoring Report. Plan your attendance at events during the course of year two.
- **During year two** - revisit the Skills Audit in order to reassess your skills. Attend further training sessions and write further reflective reports. Think about the specific training you will need.
- **At the end of year two** – repeat the process from the end of year one, considering how your skills base and confidence levels have improved, plan your attendance at events during the course of year three.
- **During year three** - it is likely that you will undertake the bulk of the skills training during years one and two, and that by year three you will be concentrating on finalising your research and producing your thesis. However, you are still entitled to attend training seminars and wider events and you may wish to come along to events such as 'Career Day' and 'Planning for your Oral Examination' which are useful preparation for the future.
- **At the end of year three** - repeat the process from the end of year two, considering how your skills base and confidence levels have improved. You should ask your supervisor if you would like some career advice and you are encouraged to contact the Careers Service

*\* This format uses full-time years, if you are a part-time student for training purposes roughly two years of part-time study are equivalent to one year of full-time study.*

## Local Activities

Within each School or Department, a number of events (such as guest speakers and departmental seminars) are scheduled during the academic year. Postgraduate research students are strongly advised to engage with these and those of other Faculties to support their own development. Your supervisors will be able

to advise you of local events and information is also made available through Moodle.

**Important Reminder:** Without evidence of completion of the PGR Research Skills Programme being achieved (either through training or via the exemption process if you already can demonstrate that you have met the requirements of the RDF when you commence your research), you will NOT be permitted to submit your thesis for examination.

#### **Wider Opportunities:**

If you aspire to a career in academia it is a good idea to get some teaching experience. You should discuss this with your supervisors and any agreement about your role (ie number of hours, what this involves and payment) will be set out in a letter to you. To ensure that you are appropriately trained and supported to undertake undergraduate teaching, the University has a two-tier training programme. Part one is a series of introductory 'threshold' training sessions, and part two consists of optional credit-bearing modules at masters level relating to teaching and learning. These can normally be completed in years two and three of PhD candidature and are a great addition to your CV. In addition, your Department / School will also provide you with local support.

## **Section 6: Reviews of Your Progress**

In addition to informal reviews regularly undertaken by your supervisors, you will be required to participate in

**TWO** types of formal review during your studies:

- an "**Annual Monitoring Review (AMR)**" each summer; and
- [for PhD students only] a "**Confirmation of Registration (CRE)**" procedure., to assess whether you are on track towards achieving the University's expectations for doctoral work,

If you initially registered for an MPhil, and wish to transfer to a PhD you will be able to request, via your Primary Academic Supervisor, a "Confirmation of Doctoral Registration or CDR" procedure. Once the request has been made, the process is identical to the "confirmation of registration" procedure for PhD students (for more details see the discussion below on Confirmation of Registration).

#### **Please Note**

The University will keep your progress under careful review. If your progress is deemed as unsatisfactory, you may be required to discontinue your studies at the University. It is YOUR responsibility to:

- complete your Annual Monitoring on time;
- engage with your programme (your own research and wider professional development activities);
- submit work (and revisions) on time;
- submit your thesis and revisions on time.

Failure to meet any of these responsibilities may result in your studies at the University being terminated. Termination of your studies will not waive any debt that you may have to the University.

## 6.1 Annual Monitoring

All students are required to have their progress formally reviewed at the end of each academic year (typically in May or early June). The purpose of Annual Monitoring is to ensure that you are making progress, as expected, and also to ensure that you feel your supervisory arrangements and facilities are satisfactory. It is therefore important that you raise any matters of concern at the time to give the University an opportunity to resolve any issues you may have.

During the year, it is important that you not only document formal meetings with your supervisors but that you also maintain a Professional Development Portfolio / Record of all related research activity (such as attendance at the PGR Research Skills programme and any professional and career-related activities that you have engaged in such as conference attendance, teaching or demonstrating duties, presentations and so on).

The Annual Monitoring process involves you submitting a Personal Development Record [*indicating your progress towards achieving all necessary research skills*], a Supervisory Log [*comprising the recorded content and outcomes of formal supervision meetings*], and a written report [*the nature of which will be determined by your Primary Supervisor, in line with the Regulations and Code of Practice*]. You will also be required to attend an interview to discuss your progress.

Following the review, your progress will be deemed **Satisfactory**, or **Not Yet Satisfactory** [*in which case you will be required to undertake further work by the start of the next academic session*], or **Not Satisfactory** [*in which case you will be required either to terminate your studies or, if you are registered for a PhD, to transfer to an MPhil*].

The outcomes from all Annual Monitoring events are reported to School/Departmental Research Committee and the University Committees responsible for research and research students.

Full details of the annual monitoring process are available in section I of the Code of Practice for Postgraduate Research Degrees and section 5.1 of the Regulations for Postgraduate Research Degrees

## 6.2 Confirmation [CRE, CDR, or CDRI]

All students are registered in the first instance for PhD studies. At the point at which **confirmation** of PhD registration is sought, students must submit a confirmation proposal and participate in an oral interview.

Your Confirmation event must take place within 2 years of your initial registration (if you are a full-time PhD student), or 4 years of initial registration for part-time students. If your Primary Supervisor judges that you are ready, he or she may recommend that you undertake the process well before these deadlines. However, the deadlines can only be extended on the basis of valid mitigating circumstances; the deadlines would not be extended purely because you had made insufficient progress.

For confirmation, you will need to submit a formal Confirmation Proposal, presenting a case to demonstrate that the work which you have done to date indicates that you are capable of carrying out / completing research at doctoral level. The typical length is likely to be around

20,000 words (although the precise length is dependent upon the discipline). You will also be required to attend a substantial interview to discuss your proposal. You will be interviewed by your full Supervisory team, plus an independent reader, who will chair the interview.

For PhD students the outcome of the CRE will be one of the following:

1. Progress satisfactory [*all your subsequent annual registrations will be for a PhD*].
2. Further assessment required: [*you will be required to undertake a further review within a year, but your registration will be unchanged in the meantime*].
3. Progress only satisfactory for MPhil: [*all your subsequent annual registrations will be for MPhil*].
4. Progress not satisfactory: [*your studies at the University will be terminated*].

The “further assessment required” outcome is NOT normally used at a second review.

Dependent upon the progress you have made and on the recommendation of the supervisory team, it is possible for an Annual Monitoring event to also serve as the confirmation or transfer event, although this does not need to be the case as confirmation/transfer can be held at any point within the defined time periods.

For Professional Doctorates the outcome of the CDRI will be one of the following:

1. Progress to Part Two of the Professional Doctorate;
2. Not yet progressed and required to undergo a second interview within 3 months,
3. Required to revise the Research Proposal AND undergo a second interview within 3 months
4. Cannot continue on the doctoral award and will receive a Professional Masters degree as appropriate to their achievement.

More information about Annual Monitoring, Transfer and Confirmation can be found in the PGR Code of Practice

Note, for MPhil students who wish to **Transfer** to PhD, the CDR event must be held no later than 2 years after initial registration for full-time students, or 3 years after initial registration for part-time students. Details of this process may be found in the Code of Practice Section 5.3.

<https://www.hope.ac.uk/gateway/research/pgrinformationforstudents/>

## Section 7: Interruptions, Extensions and Withdrawal

### 7.1 Interruptions of Study

In some circumstances it may be appropriate for you to apply to interrupt your studies for a specified period up to 6 months. Interrupting studies is a serious step, and so your application must be submitted using the correct form, and your application must have the support of your Primary Academic Supervisor and your Head of School/Department, and must be approved by the Chair of the University's Continuation and Award Board. In order for your request to be accepted, you will need to provide evidence that ill-health or other circumstances would prevent you from pursuing your research.

During the period of interruption, you do not accrue programme or research support fees, and are

not entitled to receive supervision or access university resources or facilities, but you will still have access to your University email account.

Interruptions should be applied for in whole months up to a maximum of 6 months in the first instance and must be applied for in advance. Common reasons for interrupting study include:

- excessive employment demands which were substantial & temporary (part-time students only);
- jury service;
- serious illness;
- serious illness of partner, relative or friend;
- bereavement;
- childbirth.

If it is not evident that your request is supported by circumstances as serious as those listed, or if the matter appears not to be straightforward, your case may be referred to the University's Mitigating Circumstances Panel.

International students are advised to seek advice from the International Support Team before applying for an interruption of study. Tier 4 visa holders should note that following the approval of an interruption, the University is legally obliged to notify the UK Home Office of your interruption and withdraw sponsorship of you. You will be required to leave the UK at the point your studies are interrupted and for the duration of the interruption. Your current Tier 4 visa will also be curtailed (cancelled by the UK Home Office). Failure to leave the country following the approval of an interruption could jeopardise your immigration status and your studies

with the University. Before resuming your studies you will need to request a new CAS from the University and make a new Tier 4 visa application. You will only be able to make this application from outside of the UK.

If you are externally sponsored you must ensure that you liaise with your sponsor to seek their approval before requesting an interruption of studies as this is not done as part of the University's consideration and approval of your request.

#### **Returning from a period of interruption**

Your Primary Supervisor and/or PGR Administrator will contact you no later than one month in advance of your expected resumption date with a request for you to confirm your intention to resume your studies. You should meet with your Supervisors upon return for a Return to Studies interview. This will involve ensuring you are fit to return to studies, your progress before you took the interruption and your targets moving forward.

International students will be expected to produce an original, valid visa which demonstrates the right to study in the United Kingdom and with this University. You will be given details of how to do this when you are contacted prior to resuming study.

You will also need to settle any outstanding debt with the university before you will be permitted to resume. Unless you are granted a further period of interruption, you will start to accrue fees from the date you are due back from your interruption, regardless of the date you physically return to your programme. If you fail to resume your studies following a period of interruption, you may be deemed withdrawn.

## **7.2 Extension of study**

An extension gives you extra time at the end of your research degree, extending your end date. Extension of study will only be considered where there are severe mitigating circumstances. Extensions can only be approved by the University's Progression and Award Board, following a recommendation from your Supervisors, Primary Supervisor and Head of School. You will be notified in writing of the outcome of your request.

International students should seek advice from the International Support Team as to whether they would need to extend their visa to accommodate any extension to their studies.

### 7.3 Withdrawal

Occasionally, circumstances are such that you may wish to withdraw from your programme. Before you take this decision you are strongly advised to discuss withdrawing with your supervisor(s) and / or Lead for Postgraduate Research. There are also a number of support services within the University who can provide advice and support. See:

<https://www.hope.ac.uk/lifeathope/studentsupport/>

To formally withdraw from the University you must complete the [Withdrawal Form](#), listed on our website under the "Forms and Regulations" tab and ask your supervisor to sign it. Your School should then forward the form to [pgr@hope.ac.uk](mailto:pgr@hope.ac.uk) for the withdrawal to be processed and copy this to the School/Faculty Research Committee so that your withdrawal can be formally monitored and communicated. If you fail to notify the University of your withdrawal you will continue to accrue fees.

Withdrawal will not waive any debt that you may have to the University.

## Section 8: Submission of Your Thesis for Examination

### 8.1 What will the Examiners be Looking for?

The qualification descriptors for the degrees of MPhil and PhD have been outlined at the beginning of this handbook and are also available in Appendix One of the Code of Practice for Postgraduate Research Degrees.

In advance of your examination, your examiners will prepare independent written reports on your thesis. Their reports will summarise their impressions from reading the thesis, including, amongst other things:

- [a] whether the candidate appears to have fulfilled the university's expectations for the award of a doctoral or masters degree;
- [b] any specific strengths of the research and/or the thesis itself;
- [c] any specific weaknesses of the research and/or the thesis itself;
- [d] proposed issues for discussion with the candidate during the examination;
- [e] a provisional recommendation, if possible, of the outcome, with reference to the categories specified in the regulations.

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 such requirements, 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.

## 8.2 Submitting your Initial Thesis

Details of maximum timescales for submission of theses for research degrees are provided at the beginning of this handbook. If you have not yet submitted your thesis, your submission deadline is shown by the expected End Date on Student Record Management. It is important to aim to submit your thesis within these timescales; allowing an extension is most unusual, would need to be approved by the Progression and Award Board, and would require evidence of exceptional circumstances. The normal expectation is that you should plan your research project to ensure submission of your thesis for examination well before the formal maximum deadline. This is a key responsibility for all research students, with the support of your supervisory team.

Thesis preparation guidance is available at:

<https://www.hope.ac.uk/gateway/staff/researchandknowledgeexchange/pgrinformationforstudents/>

Please click on the Regulations and Forms tab on the above webpage to find submission forms to be submitted along with your thesis submission.

### **Electronic Submission of the Soft Copy of your Thesis in advance of your Oral Examination:**

The process begins at least 2 months before you expect to submit your thesis, at which point you need to complete a '[Intention to Submit' \(ITS\) form](#) and forward this to your Primary Academic Supervisor. This form is used to start the process of appointing your examiners, so it is important to allow sufficient time for examiners to be approved and appointed in advance of your thesis examination.

You will then be required to submit an electronic copy of your initial soft copy of your thesis to [pgr@hope.ac.uk](mailto:pgr@hope.ac.uk). Should your examiners request a printed copy, you will be contacted by the Research Support Office to provide this. Once this has been done, the Research Support Officer will distribute your thesis to your examiners, and arrange a date for your oral examination to take place.

## 8.3 The Oral Examination, and Submission of the Final Thesis

The oral examination is an important milestone in your research programme and you should ensure that you are fully prepared for the examination itself and for the processes surrounding it.

The oral examination is normally be held within 2 months of the submission of the thesis, and no later than 3 months after the submission of the thesis.

The objective of the oral examination is to allow you the opportunity to explore, clarify and defend your research in the presence of academic leaders in your chosen discipline area. Your oral examination will be attended by an external examiner and an internal examiner, as well as an Independent Chair. If you are a member of university academic staff, two external examiners are appointed and both would attend the oral. Your supervisor will NOT be present at the oral

examination.

There is no way of telling in advance how long the examination will last, but it may be several hours in duration.

Once the oral examination is concluded, the examiners must come to a decision about what their recommendation will be in terms of whether to make an award (and if so what conditions may apply) or whether more work is required to bring the thesis up to standard. This decision and the reasons behind it are presented in the form of a Joint Examiners Report. The decision will be confirmed to you in writing by formal letter to your contact address and also via your University email address.

Where the examiners recommend that you be awarded a degree without the need to resubmit your thesis, you will be required to produce a final thesis as soon as possible following the examination. The final version will have to reflect any minor modifications that the examiners request. You will normally have three months to complete these modifications to the satisfaction of your examiners before submitting your final thesis.

#### **Final Electronic Submission of the Approved Thesis;**

Once you have made any corrections required following the examination and your examiners have recommended your award, you are required to submit your final electronic thesis in PDF form to [pgr@hope.ac.uk](mailto:pgr@hope.ac.uk). The University does not require a printed copy of your thesis, however you may want to print one for yourself and if your supervisors would like one, you may want to organise a printed copy for them. A member of our Library team will contact you at this point in order to request for you to upload your final electronic thesis to our online Hope's Institutional Research Archive (HIRA) repository. More information about this can be found [here](#). In order to deposit your thesis you must also indicate whether or not you wish to restrict access to your thesis by completing a [Thesis Access Declaration \(TAD\) form](#). Access may be restricted for up to five years or indefinitely for personal safety reasons.

The completed TAD form should be signed by you, your Supervisors and your Primary Supervisor to show that any decision regarding the restriction of the thesis has been approved by all parties. This should be done whether or not you wish to restrict access to your thesis. The completed TAD form should be submitted to the Shepherd Warlock Library team at the same time as you upload your electronic thesis to HIRA.

Where the thesis has been restricted for any reason besides personal safety, the bibliographic metadata and abstract will normally be made available to genuine enquirers, and other third party sources including Index to theses and the British Library's Electronic Theses Online Service.

#### **8.4 Resubmission of your Thesis, and a Second Examination**

Following your oral examination, your examiners may recommend that you need to undertake further work on your research in order to be awarded a degree.

Depending on the outcome of the examination, you will be given 3 months, one year or 2 years from the date of your examination to resubmit your thesis; you may also be required to attend a second oral examination. As soon as the examiners' recommendation has been ratified by the Continuation and Award Board, your expected End Date on Student Record Management will be

adjusted to show your resubmission deadline. You will be re-registered as resubmission pending from the date of your oral examination until you resubmit your thesis, and you will continue to be charged fees. During this period, your supervisor will be responsible for monitoring your progress at regular intervals.

Once resubmitted, your thesis will be re-examined within three months which will include a second oral examination if this was specified as part of the first viva outcome.

Your examiners will prepare independent written reports on your thesis in the same way as for a first submission. If your examiners agree that the second oral examination can be waived, only a final joint report, with an agreed recommendation, will be provided. You will be informed, in writing, of the outcome of the re-examination of your resubmission.

## Section 9: Academic Misconduct [or Cheating]

The University expects its graduates to have acquired certain attributes. (See the Code of Practice) Many of these relate to good academic practice:

- a critical, analytical and creative thinker
- an independent learner and researcher
- information literate and IT literate
- a flexible team worker
- an accomplished communicator
- competent in applying their knowledge and skills
- professional and adaptable.

Throughout your programme of studies at the University you will learn how to develop these skills and attributes. Your assessed work is the main way in which you demonstrate that you have acquired and can apply them. Using unfair means in the assessment process is dishonest and also means that you cannot demonstrate that you have acquired these essential academic skills and attributes.

You are required to **declare that all work submitted is entirely your own work**. If you have any concerns about appropriate academic practices or if you are experiencing any personal difficulties which are affecting your work, you should consult your personal tutor, supervisor or other member of staff involved.

### 9.1 What Constitutes Academic Misconduct?

The basic principle underlying the preparation of any piece of academic work is that the work submitted must be your own work. **Plagiarism, commissioned work, double submission (or self-plagiarism), collusion and fabrication of results** are not allowed because they violate this principle (see definitions below), these activities are types of “academic misconduct” and basically amount to cheating. Rules about these forms of cheating apply to all assessed and non-assessed work.

- **Plagiarism (either intentional or unintentional)** is using the ideas or work of another person (including experts and fellow or former students) and submitting them as your own. It is considered dishonest and unprofessional. Plagiarism may take the form of cutting

and pasting, taking or closely paraphrasing ideas, passages, sections, sentences, paragraphs, drawings, graphs and other graphical material from books, articles, internet sites or any other source and submitting them for assessment without appropriate acknowledgement. In order to avoid being suspected of plagiarism, it is essential that, where you include the work of any other person, it must be properly acknowledged and referenced. As a research student, you should already be familiar with conventions within your subject about how to reference sources appropriately in order to avoid plagiarism. If you are in any doubt about this, consult your Primary Supervisor. Submitting bought or commissioned work (for example from internet sites, essay "banks" or "mills") is an extremely serious form of plagiarism. This may take the form of buying or commissioning either the whole piece of work or part of it and implies a clear intention to deceive the examiners. The University also takes an extremely serious view of any student who sells, offers to sell or passes on their own work to other students. The Library also operates a Peer Academic Writing Mentor Service through which students can make individual appointments to discuss a piece of writing. This is available for all students, both native and non-native speakers of English. The University subscribes to a national plagiarism detection service which helps academic staff identify the original source of material submitted by students. This means that academic staff have access to specialist software that searches a database of reference material gathered from professional publications, student essay websites and other work submitted by students. It is also a resource which can help tutors and supervisors to advise students on ways of improving their referencing techniques. Your work may be submitted to this service.

- **Double submission (or self-plagiarism)** means including material you have already used in an assessment for a previous course, at this University or elsewhere. This is expressly forbidden by the University, irrespective of whether you have copied the whole piece of work or part of it. The only exception might be if you drew attention, for reference purposes only, to material from a previous assessment. Where such material is incorporated, the fact that you have done so must be recorded together with the title of the thesis or other work, the date of the award of the degree and the name of the university or other degree-awarding body making the award.
- **Collusion** is where two or more people work together to produce a piece of work, all or part of which is then submitted by each of them as their own individual work. This includes passing on work in any format to another student. Collusion does not occur where students involved in group work are encouraged to work together to produce a single piece of work as part of the assessment process.
- **Fabrication** is submitting work (for example, practical or laboratory work) any part of which is untrue, made up, falsified or fabricated in any way. This is fraudulent and dishonest.

## 9.2 What happens if I am suspected of Academic Misconduct?

The University will not tolerate academic misconduct and it takes instances of plagiarism and fabrication of data very seriously. Suspected cases of misconduct in research degree programmes are dealt with by the University's Academic Misconduct procedures.

## **Misconduct Discovered Before a Degree is Conferred**

If you are found guilty of academic misconduct in work contributing to the annual monitoring or confirmation of registration processes, the Continuation and Award Board will normally EITHER require you to terminate your studies OR, on one occasion only, require you to undergo further assessment.

If you are found guilty of academic misconduct in the thesis submitted for examination, the Continuation and Award Board will normally require you to terminate your studies.

## **Misconduct Discovered After a Degree is Conferred**

If it is judged that you had engaged in academic misconduct, the Continuation and Award Board is empowered to rescind your degree.

## **Section 10: Appeals and Complaints Procedures**

You are entitled to lodge an academic appeal if you think you have valid grounds for challenging a published decision of the Progression and Award Board in relation to:

- the outcome of your annual progress review;
- the outcome of the confirmation of registration [or transfer] process;
- the examination of your thesis;
- your annual progress review.

More generally, [Information about appeals and complaints](#) can be accessed by clicking on the link.

## **Section 11: Intellectual Property and Confidentiality**

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.

During the course of your studies or research you may have access to confidential information belonging to the University or a third party. You must agree not to use such confidential information other than in connection with your studies or research (and then only upon such terms and conditions as may have been agreed) and will not without the prior consent of the University or the third party to whom it belongs disclose such confidential information.

## **Section 12: Graduation**

The University holds graduation ceremonies in July and January each year. You will only be eligible to graduate when you have a confirmed result, including confirmation that minor modifications have been made to your thesis and you have submitted the final version of your thesis and relevant documentation to the Research Support Office. Any and all corrections must have been signed off by your examiners in advance of your graduation.

## Section 13: Facilities & Support

### 13.1 The University Libraries

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both Hope Park and the Creative Campus to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning. Each School or Department has a dedicated Subject Librarian who can offer one to one bespoke support to help you find the resources you need and make the most of the Library systems. Library staff work close to the materials and students within the libraries so are very accessible to provide support and advice on resources and services where and when you need it. Support can also be obtained virtually via chat and email services.

#### The Sheppard-Worlock Library

The Sheppard-Worlock Library contains subject specific collections relating to Arts & Humanities, Education and Sciences & Social Sciences. Material is in a range of formats such as books, newspapers, journals, DVDs and teaching resources. Additional library at Creative Campus contains material relating to subjects taught there and all students can access and request books from either location. Core strengths in the areas of Education and Theology are well represented by the addition of a number of [special collections](#).

#### The Creative Campus Library

The Creative Campus Library contains subject specific materials relating to Fine Art & Design, Drama, Dance & Performance and Music. Material is in a range of formats such as books, newspapers, journals, DVDs and printed music.

#### Library Collections

The Library's collections are split between two campuses; one at Hope Park, called The Sheppard-Worlock Library, and one at the Creative Campus. Together they contain a core print collection of over 318,000 items in a range of formats such as books, newspapers, journals, DVDs and teaching resources. Students can access and request books from either location. The Library offers much more than you can see on the shelves. Print resources are complemented by access, both on and off campus, to an extensive collection of online resources including e-books, e-journals and online reference resources.

#### Hope's Institutional Research Archive (HIRA) as a Research Repository

The research repository called [HIRA](#) (accessed via the Library website) showcases the research output of the University, promoting Hope's research activities and its researchers. Where possible, abiding by copyright regulations, full text is included.

You can find information for Support specifically for Postgraduate researchers at:

<https://www.hope.ac.uk/gateway/students/libraryservices/researchservices/>

Further details about Library services are available at:

<https://www.hope.ac.uk/gateway/students/libraryservices/>

Or contact Matthew Adams (research support librarian) on [adamsm2@hope.ac.uk](mailto:adamsm2@hope.ac.uk)

## Learning Spaces

As well as the Libraries at Hope Park and the Creative Campus, there are a range of other learning spaces across both campuses providing social learning, areas with PCs and laptops, facilities to practice presentations and more. Each School/Department will also have specific arrangements in place to support its research students and these will be discussed with you during the applications process and also during Induction.

## IT Services

The IT Services Department provides central computing facilities and support services to assist the University and its students in carrying out its research, learning, teaching and administration. Computing facilities are available across the University, and helpdesk services are available within The Sheppard-Worlock Library.

The IT team have produced a series of guides and Quick Tips leaflets which can be accessed at:

<https://www.hope.ac.uk/gateway/itservices/userguides/>

Further information about the IT Services Department and its services and policies can be found at:

<https://www.hope.ac.uk/gateway/itservices/>

## Moodle

All PGR students are automatically enrolled onto the PGR section of the University's Virtual Learning Environment (Moodle). To access this you will need to go to the My Hope section of the website and log in using your student IID and password details. The PGR Moodle contains lots of information about PGR at Hope and should be accessed on a regular basis.

## Support for Disabilities / Additional Needs

The Disability Support Team is available to provide support and guidance for students with a wide range of disabilities, health conditions or specific learning difficulties (eg dyslexia, dyspraxia). You are actively encouraged to contact the Disability Support Team as soon as possible to discuss your support needs in a friendly and confidential environment.

<https://www.hope.ac.uk/lifeathope/studentsupport/disabilitysupport/>

## Careers and Employability Service

The Careers and Employability Service supports students to help them to develop skills, experience and insights into the world of work, which will benefit them whilst studying and when planning a career beyond University. The Service offers help and advice from first registration and will

continue to provide information, if required, to students after graduation. The Service's Careers Resource Centre has information on thousands of graduate occupations as well as data on both local and national recruiters. Specialist information is also available to help those who want to become self-employed or for those interested in working in the voluntary and community sectors. All students have access to careers information, drop-in sessions, can book one-to-one guidance interviews and find out about careers events and employer led workshops via <https://www.hope.ac.uk/careers/>

### 13.11 Chaplaincy and Faith Matters

<https://www.hope.ac.uk/lifeathope/chaplaincy/>

## Section 14: Useful Information and Frequently Asked Questions

### 14.1 University guidance for students on Generative AI

The University has produced guidance for students on Generative AI which includes advice on the University's position, the risks of using generative AI and Dos and Don'ts. Three short videos have been produced covering:

[What is generative AI and what you need to be aware of](#) - gives an overview of what generative AI is and how it works. We also outline the risks and look at an example using one of the AI tools.

[How can generative AI help you with your studies](#) - explores several different ways that generative AI tools can be used when undertaking your academic work.

[Dos and Don'ts when using generative AI and how to avoid academic misconduct](#) - highlights things to be aware of when using generative AI and how to ensure you use it in line with Liverpool Hope's Academic Misconduct Policy.

### 14.2 Study Guides

The following may be useful as you start your studies:

- Churchill, H. and Sanders, T. (2007): *Getting Your PhD: A Practical Insider's Guide*, (Sage)
- Coombes, H. (2001): *Research Using IT*, (Palgrave Publishers)
- Cottrell, S. (1999): *The Study Skills Handbook*, (Palgrave Publishers)
- Greetham, B. (2001): *How to Write Better Essays*, (Palgrave Publishers)
- Peck, J. and Coyle, M. (1999): *The Student's Guide to Writing*, (Palgrave Publishers)
- Rose, J. (2001): *The Mature Student's Guide to Writing*, (Palgrave Publishers)
- Wisker, G. (2001): *The Postgraduate Research Handbook; Succeed with your MA. MPhil, EdD and PhD*

## 14.3 FAQ's

### What about holidays?

Students commencing research degrees are not entitled to long vacation periods. The University will allow full-time students, subject to the agreement of the Primary Supervisor, to take reasonable holidays, not exceeding **7 weeks** in a calendar year (including public holidays). Pro-rata entitlements exist for part-time students. [However, please check whether your sponsoring body has tighter restrictions.]. You must seek approval from your Primary Supervisor before taking holidays.

### Where can I find out about the Regulations which apply to my Award?

The University's formal Regulations and Code of Practice for postgraduate research degrees can be found at:

<https://www.hope.ac.uk/gateway/students/researchandknowledgeexchange/pgrinformationforstudents/>

### What do I do if I have a complaint?

In the event that you have a complaint, in the first instance, you can see your Supervisor or alternatively speak with the Lead for PGR. Also, please see the [Students' Complaint Procedure](#).

### How is the experience of PGR students represented?

As a University, we aim to work in partnership with our students to offer them the best possible student experience. There are [lots of ways in which you can provide feedback and get involved](#), from discussing your experiences with your supervisors to representing wider groups of research students at Departmental/School level.

All Schools/Departments have a Staff-Student Committee which meets at least twice per semester. It comprises

representatives from each cohort of each course. The Staff-Student Committee discusses issues that affect students, including changes to courses and assessment, student experience, study spaces/resources, the library, timetabling, quality assurance procedures, and any other issues student representatives wish to raise. The Staff-Student Committee may make recommendations concerning such issues, and these recommendations are reported to the Departmental Meetings and, if necessary, discussed further at a School/Department level. We would encourage our PGR students to get involved in Staff-Student Committees so that there is effective representation of PGR students across the University.

Our PGR students are represented on the University's Research Degrees Sub Committee by a Student Rep. Please do provide information to your Rep about those aspects of your research

programme which are working well and areas where you feel improvement is needed.

#### 14.4 Useful Links

Academic Regulations – Postgraduate Research Degrees

<https://www.hope.ac.uk/gateway/students/researchandknowledgeexchange/pgrinformationforstudents/>

Code of Student Discipline

<https://www.hope.ac.uk/gateway/students/studentenrolmentandadministration/disciplinaryatters/>

Every effort has been made to ensure the accuracy of the information given in this Handbook, but the University can accept no responsibility for any errors or omissions. University courses are continually reviewed and revised and there may well be some changes between the date of publication and the time the student embarks upon the course. The University reserves the right to discontinue courses of study and to amend Regulations governing courses of study whenever it sees fit. Students and others should enquire as to the up to date position when they need to know this.

Admittance to the University is subject to the requirement that the student will comply with the University's Regulations, Policies and Codes of Practice.

## **Appendix A**

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

General Expectations (MPhil, PhD and

EdD Part Two) Research students are

expected to:

- Take responsibility for their own personal and professional development, including completing the Liverpool Hope University Research Skills Scheme;
- Ensure that they are familiar with the Code of Practice and Regulations governing research degrees;
- Maintain regular contact with the Supervisory team;
- Prepare adequately for meetings with supervisors, including submitting to the Supervisor/s both an agenda and targets for each formal meeting.

### **Undertaking Teaching Duties**

Where a postgraduate research student is also employed as a member of academic staff at the University, teaching duties shall be agreed with the Head of School/Department, following the University's standard procedures for academic staff. Postgraduate research students who are not employed as a member of academic staff at the University, are allowed and encouraged to undertake a limited amount of teaching / support work when this is appropriate. Any work undertaken by such postgraduate research student shall be in accordance with the University's Policy on Students Undertaking Teaching Duties [see Appendix C of Code of Practice for Postgraduate Research Degrees]. Where a student is in receipt of a Liverpool Hope doctoral scholarship, the nature of the learning and teaching support will be set out as part of the formal contract and conditions of the award.

### **Terms and Conditions**

The educational services offered to you by Liverpool Hope University are governed by terms and conditions of contract. These set out the University's rights and responsibilities and you are asked to familiarise yourself with them. Full details can be found at:

[www.hope.ac.uk/undergraduate/howtoapply/studentcontract](http://www.hope.ac.uk/undergraduate/howtoapply/studentcontract)

## **Appendix B**

**The following supervisory system is being phased out and replaced with a new system outlined below: Current system (this may apply to some of the already existing PGR students in the system)**

- Primary Supervisor (who may or may not be your research supervisor). The DoS is responsible for ensuring that you are provided with an appropriate framework of supervision and to ensure that the supervisory processes is conducted in accordance with the University's Regulations and Code of Practice
- 2 Research Supervisors who provide subject specific and methodological advice and support and who have experience of doctoral supervision

In addition, and dependent upon the nature of your research, further support may be provided by:

- a Research Advisor who is an academic working in a specific area and/or
- an External Advisor who is an acknowledged lead in the field but who is external to the University.

### **New supervisory system and PGR support replacing the current DoS/supervisor system (applicable from Academic Year 2022/23):**

The University has PhD research in established areas of research excellence i.e. staff with established research record and high REF ratings, typically at an average 2.5 GPA in REF terms. Areas of established research to be determined by REF assessments and emerging high-quality research outputs and environment. PhD students add to the strength of these programmes.

The University will admit students to established research themes and topics and schools will nominate primary and secondary supervisor for approval by the PVC Research.

#### **Academic Supervisors**

All students will have a primary and a secondary supervisor in the area of specialism who provide regular and high-quality advice, support, and direction in their academic endeavours. The student will work closely with their supervisors to develop, investigate and write-up their thesis at the cutting edge of the area of research.

Our website will have a page for applicants to visit our staff profiles for more information about key areas of research interests and expertise.

#### **GPA 2.5 in REF terms or equivalent (to be approved by the PVC Research in consultation with the Heads of Schools/Departments)**

#### **Faculty PGR Coordinator**

The University will nominate PGR coordinators in broad areas of Research. Each school will have a named PGR Coordinator who can be directly contacted if there are any inquiries from application to the award of your PhD or about your supervision. They also engage with the School's PGR administration team, and the wider PGR community in the University.

#### **PGR Admin Support team**

The PGR admin support team will support our postgraduate research students during their study with us. The team promotes contact between research students in all our disciplines to foster a vibrant research community within the University.

### **Research Advisers/External Advisers**

These will continue as per the current definition of these roles. Applications will need to be made by the Head along with a full CV of the proposed Research/External Adviser and a rational for their appointment using a similar template as for the Supervisor (for details please see below).

### **Mapping of old and new systems; and process for supervisor application**

The University has simplified the process for staff wishing to be considered for the role a supervisor for postgraduate research students. Rather than staff applying for the role of supervisor when there no students to supervise, the University will instead consider staff as and when there is a need for a team to be put together to supervise a student. Academic staff will not be required to apply for these roles as a matter of course and applications are not expected routinely as has been the case in the past. This also means that the biennial review system will also be disbanded and instead the Heads and the PVC (Research) will review the supervisory roles as part of the Annual Monitoring Review (AMR) of Students.

A supervisory team will normally be made up of two people: a primary supervisor and a secondary supervisor.

It is expected that these supervisors will be existing members of the University's academic staff. In order to be eligible to be a supervisor, a member of staff will normally have a GPA (grade point average) of

2.5 as defined by the REF. This GPA will be available in the University's REFit system (available via MyHope on our website) which should be accessible to staff in order to see their own GPA score. Supervisors will also have a demonstrable and sustained track record of research outputs which are REF-able. Where a member of staff wishes to be considered as a supervisor but has a GPA of below 2.5, other aspects of academic profile will be considered, such as duration in academia, personal circumstances (e.g. period of maternity leave), Early Career Researchers, etc. In these instances, a Head of School/Department will make the case for a potential supervisor to the Pro-Vice Chancellor Research.

For all appointments, where there is a suitable PGR application which matches one of the School/Department's defined areas of expertise, the School/Department will submit a brief application to the PVC Research outlining the proposed supervisory team. This will include, along with name and details of nominated supervisors, an academic justification on:

1. How the proposed research relates to the research of the supervisors
2. A statement of commitment from the proposed supervisors to supervising the potential applicant's research
3. A statement on the proposed supervisors' research track record.
4. Percentage split of the roles (Primary and Secondary supervisors, etc.)

Such a statement, signed off by the Head with a supporting statement, should be brief (preferably no more than two sides of A4 page), evidence based, and evaluative.

The above process will replace the current requirement of completing long forms which go

through various stages of approval.

## **Template for Application for Nomination of Research Supervisor(s)**

Please read the instructions above before completing this template. This process will replace the current requirement of completing long forms and the old DoS/Supervisor system as well as the biennial review system.

**Name of PGR Student:**

**Research Area of the PGR Thesis:**

**Primary Supervisor Name:**

**Responsibility Percentage of Supervision:**

**School/Department:**

**Email address:**

**Secondary Supervisor Name:**

**Responsibility Percentage of Supervision:**

**School/Department:**

**Email address:**

**Pastoral Tutor Name:**

**School/Department:**

**Email address:**

Additional Supervisors if applicable

\*Delete/add as appropriate

**Secondary Supervisor / External Research Advisor:**

**Responsibility Percentage of Supervision:**

**School/Department:**

**Email address:**

**An academic justification on:**

1. How the proposed research relates to the research of the supervisors
2. A statement of commitment from the proposed supervisors to supervising the potential applicant's research
3. A statement on the proposed supervisors' research track record.
4. Percentage split of the roles (Primary and Secondary supervisors, etc.) – please list below names and the percentage split.

Above should be brief (preferably no more than one side of A4 page), evidence based, and evaluative

5. Please upload each Supervisor's full CV including latest publications in the last 5 years.

**Head's Statement:**

The Head's statement should be brief (preferably no more than two side of A4 page), evidence based, and evaluative.

Please confirm by signing-off the nomination form.

## How to apply for a Research Degree

### Initial Discussion and Applicants to Undertake Specific Research projects for which Applications have been invited

Before a formal application is submitted, the applicant is advised to hold an initial discussion with the Principal Investigator.

Before a formal application may be submitted, the applicant shall normally hold an initial discussion with the Head of School [or equivalent] at Hope or at the Partner Institution.

The discussion may be held in person or by electronic means, and shall focus primarily upon ascertaining the relationship between the student's proposed research topic and the research interests of potential supervisors, to enable the Head to judge whether, if an application was successful, the Department would have the capacity to provide appropriate supervisory support.

Following the discussion, the Head shall confirm to the applicant in writing whether he/she supports the application "in principle".

### Submission of the Application

Applications must be made using the appropriate University Application Form and an accompanying document [EITHER a Written Sample for applicants to undertake specific PhD projects for which the University has indicated that it wishes to Invite applications, OR a Research Proposal for other PhD/MPhil applicants, OR an outline of the broad area of research interest and how it relates to the professional context for Professional Doctorate applicants], both of which shall be submitted, together with additional materials specified in D2.1.1 below, to the Faculty Research Administrator or to the Partner Institution.

### The Application Form

The form shall require the applicant to supply, *inter alia*, the following:

- an indication of whether the application is to read for an MPhil, a PhD, or a specified Professional Doctorate [eg EdD];
- for applicants to undertake specific PhD projects for which the University has indicated that it wishes to invite applications: the title of the project;
- for other PhD/MPhil applicants, a single sentence summarising the topic of the proposed research;
- a list of all the applicant's formal higher education qualifications, including, for each qualification, the subject[s], the year awarded, the awarding body, and either, as appropriate, the classification, or whether the award was made with Merit or Distinction;
- formal transcripts, with University authorisation, of marks obtained in previous higher education programmes;
- a copy of any degree certificates;
- for applicants to undertake specific PhD projects for which the University has indicated that it wishes to invite applications: the names and contact details of three academic referees;
- for other applicants: the names and contact details of two academic referees who are prepared to comment upon the applicant's suitability for admission to the programme or route concerned;
- proposed starting date;
- for MPhil/PhD applicants, whether the research would be undertaken on a full-time or part-time basis;
- for MPhil/PhD applicants other than those applying to undertake specific PhD projects for

- which the University has indicated that it wishes to invite applications: a confirmation that the University's Ethical Policy has been consulted, and an indication of whether the research would use human participants, thereby requiring approval by a Faculty Ethics Committee;
- for MPhil/PhD applicants, whether the students wish to follow the normal practice of attending supervision and training sessions in Liverpool, or, exceptionally, be offered Distance Supervision, supplemented by a mechanism [normally an annual Summer School] to provide necessary skills development;
- an indication of any special needs or disabilities;
- for applicants other than those applying to undertake specific PhD projects for which the University has indicated that it wishes to invite applications: a copy of the confirmation from the Head of Department that the application is "supported in principle"
- an indication of the applicant's existing research skills;
- a sample of academic writing, normally from a previous programme of study;
- an indication of potential sources of funding.

The Written Sample [for applicants to undertake specific PhD projects]

- The sample shall aim, in no more than 3,000 words, to demonstrate the applicants' skills as a researcher and/or show skills in organising and presenting research findings.
- Applicants are not restricted to a defined format for their statements, but the following structure is suggested.
  - ☒ *Introduction*
    - A brief overview of the applicant's academic/personal background [including their path leading to the decision to apply for the PhD, and why they have chosen this project].
    - Rationale for applying for the PhD [including their previous postgraduate level research experience, and their relevant personal and academic skills].
  - ☒ *Research*
    - References to relevant understanding of the research topic.
    - Alignment with the relevant Research Centre/Department.
    - Intellectual influences [eg key theorists, books or concepts which have influenced the applicant's thinking].
  - ☒ *Commitment*
    - Statement of personal commitment to a substantial period of high level study.
    - Relevant skills and experience to make the transition to postgraduate research.
    - Career plans.
  - ☒ *Final Summary*
    - Any other information which the applicant would like to be considered.

The Research Proposal [Other PhD/MPhil Applicants]

- The proposal shall outline, in approximately 5000-6000 words, the problems to be studied and the aims of the intended research
- The proposal shall normally include the following numbered sections:
  1. *Project Description*: The research topic(s) to be studied, including the nature of the problem, why is it problematic, and how it is significant. The general aims of the research and how these differ from previous published work in the field. A summary of academic research already undertaken in this area of research, and how the intended research will build upon the existing research.
  2. *Research Methods*: An explanation of the main concepts and theories relevant to the research and the proposed methods of investigation. A summary of

methodologies considered, and authors who have influenced this consideration. A statement of the most useful methodology to adopt in the research, the kinds of data this will yield and how the data might be analysed.

3. *A Research Plan*: This should indicate the main research tasks (e.g. literature review, research and writing) and timescales.
4. *Ethical Approval*: A summary of ethical issues arising from the proposed research, how they would be addressed, and how the tackling of the issues would relate to the University's Ethics Policy.
5. *An Indicative Bibliography*: This should cite, using the standard referencing system used in the discipline, the main works of reference consulted in developing the proposal. The bibliography should be no longer than three pages.

- An individual Department at the Partner Institution shall provide guidance to applicants outlining, within the broad framework outlined above, any special Departmental requirements for the research proposal, together with advice about how to complete the sections.
- An applicant who wishes to receive assistance before submitting the proposal shall consult the Head of Department [or equivalent] at the Partner Institution or a potential supervisor.

The summary statement indicating how undertaking study at EdD level relates to the applicant's professional context [Professional Doctorate applicants]:

- The outline shall, in approximately 1500-2000 words, provide an articulate and informed description of the proposed links to the professional context and rationale for applying.
- The outline shall be written in a professional manner, including the professional use of a standard referencing system used in the relevant discipline.
- The publicity for each professional doctorate route shall provide guidance to applicants, outlining, within the broad framework outlined above, any special requirements, and explaining that students will be admitted to Level M[7], and will only progress to Level 8[Part Two] if their performance in Part One indicates that they have demonstrated potential to succeed in doctoral research.
- An applicant who wishes to receive assistance before submitting the proposal shall consult the Head of Department [or equivalent], or a nominee, or a potential supervisor.
- An applicant who wishes to receive assistance before submitting the proposal shall consult the Award Director [or equivalent] in the partner institution, or a nominee.

## **Holidays Entitlement**

### **General**

Liverpool Hope University does not specify working hours or term dates for research students, and students are expected to take a professional approach to their studies, which may involve working during weeks specified as vacations for students on taught programmes.

### **Full-time Students**

Notwithstanding this, full-time research students are entitled to take up to 35 days holiday each calendar year. There is no expectation that the full 35 days must be taken each year, or that days can be carried over from one year to the next, or that taking the full entitlement would provide grounds for an extension.

### **Part-time Students**

Notwithstanding this, part-time research students are entitled to take up to 18 days holiday each calendar year. There is no expectation that the full 18 days must be taken each year, or that days can be carried over from one year to the next, or that taking the full entitlement would provide grounds for an extension.

### **Procedures**

Holiday dates must be agreed in advance with the Primary Supervisor.

In considering a request, the Primary Supervisor is expected to take into account the research-related activities that would be scheduled for the proposed holiday period. For example, requests to take a holiday which would result in absence from an Annual Monitoring Interview, or a compulsory Research Skills session, would not normally be approved.

Agreed holiday dates must be logged electronically in a format that would enable the Partner Institution, in the absence of the Primary Supervisor, to determine whether a student is taking an authorised holiday on a specified date.

### **Preparation of a thesis**

#### **General**

These general guidelines apply to all theses submitted for Liverpool Hope University awards, but Liverpool Hope University Moderators may, following consultation with relevant Departments at Liverpool Hope University, publish supplementary guidelines.

Students are expected to consult with the Primary Supervisor to ensure they understand the precise requirements.

#### **Acknowledgement of Sources**

Candidates must state [using conventions appropriate to their discipline] generally in the preface,

and specifically in the body of the thesis, the sources from which their information is derived and the extent to which they have availed themselves of the work of others.

### Length

- [a] The thesis should be as concise as possible.
- [b] No student shall exceed the normal maximum [100,000 words for PhD, 60,000 words for MPhil, and 60,000 words for a Professional Doctorate], unless written permission has been obtained, before the Intention to Submit Form is submitted, from the Primary Supervisor, and Liverpool Hope University's Research Degrees SubCommittee.
- [c] The maxima include footnotes, appendices and the bibliography or reference list.
- [d] In some disciplines it may be appropriate for theses to be significantly shorter than the maximum, or indeed to be largely presented in an alternative format in which a word count is inappropriate. Departments are expected to produce their own guidelines on this matter, in accordance with national conventions in their discipline.

### References

References to published work should be given consistently in a format that is currently accepted in the field of work covered by the thesis. If in doubt, candidates should consult their supervisors about the best method.

### Presentation and Layout

In the following specification some of the requirements of BS 4821:1990 have been adopted to ensure that doctoral theses conform to the standards expected by the British Library. Authors' rights are protected under the University's agreement with the British Library.

#### [a] *Typing style requirements for a thesis*

Type must be uniform and clear, for both text and illustrations. The minimum height for capital letters is 2 mm and the minimum x-height (height of lower-case "x") 1.5 mm. The main body of the text must be in black ink on white paper.

#### [b] *Binding and lettering of the thesis if required by examiners*

Theses if required for examination should be provided in temporary binding.

#### *Temporary binding if required by Examiners*

- The thesis should be presented in such a way that the pages cannot be readily removed (therefore ring binders and spiral binding are not permitted).
- The candidate's surname, initials, the date (month and year) and the degree to be shown on the outside front cover.

#### [c] *The Title Page*

Content: Title of thesis *then* "Thesis submitted in accordance with the requirements of Liverpool Hope University for the degree of Doctor of Philosophy [or Master of Philosophy, as appropriate] *then* full forenames and surname *then* date (month and year)

Layout: centred with suitable line spacing.

[d] *Table of Contents*

The table of contents must show chapter headings and page numbers. All separate sections of the thesis, such as bibliography, lists of abbreviations, supporting papers, etc., must also be identified on the contents page.

[e] *Abstract*

The thesis must include an Abstract indicating the aims of the investigation and the results achieved. The Abstract must:

- be typed; good photocopies are acceptable;
- be no longer than can be accomplished by single-spaced type on one side of an A4 sheet (about 450 words);
- show the author and title of the thesis in the form of a heading.

[f] *Margins and Line Spacing*

1½ line spacing is advised, but at least double line spacing should be used for text that contains many subscripts and superscripts. Quotations may be indented. Authors should check the text carefully for “widows and orphans” and make full use of all error-checking facilities.

[a] *Page Numbers*

Pages should be numbered consecutively and the position of page numbers (candidate's choice or as advised by the Primary Supervisor) should be consistent throughout.

[b] *Footnotes*

Where footnotes are used, they should be inserted at the foot of the relevant page in single line spacing. Smaller type may be used, if available. A line should be ruled between footnotes and the text. Footnotes should be numbered consecutively throughout the thesis.

[c] *Diagrams, Maps, Illustrations and Supporting Material*

Diagrams, maps and illustrations should be placed as near to the relevant text as possible. If it is necessary to place illustrations in a separate volume, the binding must match that of the text. Photographs must be prints of good quality and adequate size. Identical and permanent prints of any monochrome or colour photographs used must be securely mounted in the thesis. Published papers submitted in support of the thesis should be sewn in by the bookbinder as an appendix. Essential material that cannot be sewn in (large charts, tapes, floppy disks, CDs, microfiches, etc.) must be placed securely in a pocket attached to the inside back cover. Before submitting material that cannot be read without special facilities, candidates must satisfy themselves and their supervisors that [i] that it is essential to include such material and [ii] the Examiners have ready access to such facilities.

[e] *The Author's Declaration*

- Each copy of the thesis must be accompanied by a Declaration by the Author. This should be a separate page and should be included at the beginning of the thesis. The Declaration should indicate:
- that the thesis is the author's own work, and has not been previously submitted for an

award of this university or any other institution;

- that the content of the thesis is legally allowable under copyright legislation [this statement must be checked, and countersigned by the Primary Supervisor]
- any temporary restrictions on access to, and copying of, the thesis. [An author may impose restrictions on access to theses and copying annually for up to five years, but only if the Primary Supervisor endorses the Author's Declaration, by confirming, on the same sheet, that such restriction is necessary for good reasons, e.g. preparation for publication or a patent application. Permanent restriction is not permitted, nor does the University accept theses written under contracts of secrecy.]

You may wish to use the template provided below.

Title of the Thesis:

Declaration:

This thesis is an original work composed solely by the undersigned candidate in fulfilment of the requirements for the degree of MPhil/PhD/Professional Doctorate at Liverpool Hope University and has not been submitted previously in support of any degree qualification or course. All sources of information therein have been specifically acknowledged, and the content of the thesis is legally allowable under copyright legislation.

Signed:

Name:

Date: