UNIVERSITY CODE OF PRACTICE

Postgraduate Research Degrees
Academic Year 2022/23

A: Regulatory Framework

A1 The *Code of Practice* supplements the formal regulations by providing detailed guidance on a variety of issues including a commentary on how the regulations are to be interpreted.

A2 The *Code of Practice* is formally approved by Liverpool Hope University's Research Committee, and ratified by Senate, on an annual basis.

A3 The principles in the *Code of Practice* are binding. However, the detailed implementation of the principles may legitimately but marginally vary across Schools/ Departments and across Partner Institutions. Normally, the only body empowered to authorise a procedure or outcome contrary to a principle in the Code of Practice is either Liverpool Hope University's Research Degrees SubCommittee.

A4 Liverpool Hope University's Research Degrees SubCommittee is responsible for resolving any uncertainty or disagreement on how the principles set out in the *Code of Practice* may be applied at a Partner Institution.

A5 Except where indicated otherwise, all elements of this Code shall apply equally to students based at Hope Park, the Creative Campus, at a Partner Institution or those admitted under a "Distance Supervision" arrangement.

B: Handbooks and other Guidance Materials for Students, Staff and Examiners

B1 Liverpool Hope University shall produce a Handbook for Postgraduate Research Students and supplementary guidance for Postgraduate Research Supervisors and Postgraduate Research Examiners. The handbook and associated guidance shall summarise key elements of the Regulations and Code of Practice, explain them in an easily understood format, and provide a direct link, for reference, to the underlying Regulations and Code.

B2 University-wide handbooks will be generated for Hope Park/ Creative Campus and a modified version will be produced for students studying at a Partner Institution. Liverpool Hope University's Research Degrees SubCommittee will approve the handbook. The handbook will summarise key elements of the Regulations and Code of Practice, explain them in an easily understood format, and provide a direct link, for reference, to the underlying Regulations and Code. The handbook shall also contain information on the campus and facilities available at Partner Institutions and at Liverpool Hope, a calendar of key events (including but not limited to the contact details of the person or body at Liverpool Hope to whom complaints can be made),

contact details for the Supervisory Team, appeals and complaints procedure, dates or Summer Schools or other key events, details of supervisory arrangements and Programme management.

B3 No guidance material shall contradict any element of the Regulations or Code of Practice.

B4 The materials referred to in B1-B3 above shall normally be updated annually, and made available to students, supervisors and examiners no later than the start of the academic session.

C: Marketing of Research Degree Programmes

C1 In order not to encourage false expectations, the advertising and promotional information will be clear and comprehensive and include general guidance on the following:

- the personal, professional and educational experience and qualifications required for admission as a postgraduate student of the University, including English Language requirements;
- the time normally required for completion of the degree concerned, and the level of commitment required;
- for students at Partner Institution the dual registration of each student at both the Partner Institution and Liverpool Hope University, and the fact that students read for awards of Liverpool Hope;
- the resources, including supervision and support services, that are made available to research students;
- current levels of fees;
- whether a Department [or Route within the Professional Doctorate programme] is able, exceptionally, to offer Distance Supervision arrangements, enabling international student to undertake their research from their home country;
- the standard progression points, notably annual progress reviews, the formal "confirmation of registration" event for PhD students, and the need for students registered for Professional Doctorates to formally progress from Part One to Part Two.

C2 In order for the University to discharge its obligations under the Disability Discrimination Act, promotional materials will indicate any instances where research programmes are not suitable for a student with special needs. If possible, suitable alternative research programmes will be indicated.

C3 The University/ Partner Institution will indicate in promotional material that it will normally confirm within 2 weeks that an application for admission has been received, and that a decision will normally be made, and issued by Liverpool Hope University, within 4 weeks of the receipt of the full set of required documents.

C4 The University/Partner Institution will indicate in promotional material how applicants may contact the relevant Head of Department for an initial discussion.

C5 All marketing material produced by a Partner Institution must be developed in liaison with the Liverpool Hope University Moderator, and formally approved by Liverpool Hope University's Research Degrees SubCommittee.

D. Detailed Consideration of an Application to study a Research Degree

D1.1 <u>Appointment of a Proposed Supervisory Team and a Team of Scrutineers</u>

The Head of School or Department [or equivalent at the Partner Institution shall identify]:

- [for PhD/MPhil applicants] the staff who would, if the application was successful, form the Supervisory Team, and
- at least three members of academic staff [and, where appropriate, an external reviewer] to form a Team of Scrutineers, to scrutinise the proposal in detail, and make a recommendation about the suitability of the candidate to be admitted to read for a research degree.

In the case of a cross-disciplinary proposal, the Head of School or Department [or equivalent] or nominee shall identify staff in liaison with one or more Heads of School or Department, as appropriate.

All Scrutineers must have been recognised by Liverpool Hope University as Academic Supervisors, and have undergone training in assessing applications. One Scrutineer shall normally be the Head of School or Department, and [for PhD/MPhil applicants] at least one Scrutineer must be a member of the proposed Supervisory Team, and at least one Scrutineer must not be a member of that Team.

D1.2 <u>The Detailed Scrutiny of the Application, and the Forming of Recommended Outcomes</u>

D3.2.1 All Scrutineers shall:

a) confirm whether the applicant's formal qualifications meet the thresholds stipulated in the regulations….
   i. if an applicant for MPhil/PhD holds a Masters degree without Merit or Distinction, the Scrutineers shall ask the Registrar at Liverpool Hope University to determine, if necessary, whether the applicant would have satisfied Liverpool Hope University's requirements for the award of a Masters degree with Merit;
   ii. if there is any doubt about the authenticity of the transcripts or certificate supplied by the applicant, the Scrutineers shall ask the Student Enrolment and Administration unit at Liverpool Hope University to explore the matter,

b) [if an applicant does not meet the formal qualification in "a"], judge whether the applicant's research experience [or, for Professional Doctorates, experience of leadership in a relevant professional area] might warrant admission notwithstanding their lack of formal qualifications;

c) confirm that the applicant has a sufficiently high level of written and spoken English in order to cope with the requirements of reading for a research degree;

d) form a judgement, on the basis of the written material supplied, about whether the applicant appears to have the potential for meeting the University's criteria expected for the award of an MPhil or PhD degree or a Professional Doctorate;

e) judge whether, in so far as can be predicted, proper supervision can be provided, and can be maintained throughout the research period, including any periods of study leave for the Primary Supervisor, or time spent by the student away from Hope or the Partner Institution;

f) for MPhil/PhD applicants, judge whether, in so far as can be predicted
   i. the proposed programme of work is capable of being studied to the depth required to obtain the degree for which the candidate is to be registered,
   ii. it might reasonably be expected that the programme of work could be completed within the timescale designated for it,
   iii. the appropriate necessary resources (e.g. library, computing, laboratory facilities, and technical assistance) will be available;

g) confirm [in liaison with the relevant Support Service] that the Liverpool Hope or the Partner Institution would be able to provide such support as is necessary in view of an applicant's special needs;

h) [*in the case of an application to be admitted under distance supervision arrangements*], confirm, in liaison with the relevant University Services at Liverpool Hope, that [i] the student would have appropriate access to email, [ii] there is evidence [e.g. a letter from a librarian] that the student would have appropriate access to other electronic and other resources, including library resources, and [iii] a site approved by Liverpool Hope University would be available for the holding of Confirmation/Transfer Interviews and Oral Examinations;

i) interview the applicant to confirm the impressions gained from the written materials. [In cases where it is not practicable to ask the applicant to attend for interview, a virtual interview may be held instead.]

D1.2.2 Scrutineers shall prepare an agreed recommendation for each applicant as follows:

- application to read for a PhD unconditionally accepted;
- application to read for a PhD accepted subject to the applicant meeting specified conditions;
- application to read for an MPhil unconditionally accepted;
- application to read for an MPhil accepted subject to the applicant meeting specified conditions;
- application to read for an PhD rejected, but applicant may be unconditionally admitted to read for an MPhil;
- application to read for an PhD rejected, but applicant may, subject to meeting specified conditions be admitted to read for an MPhil;
- application to read for a Professional Doctorate unconditionally accepted;
- application to read for a Professional Doctorate accepted subject to the applicant meeting specified conditions;
- application to read for a Professional Doctorate rejected, but applicant may be unconditionally admitted to read for a Professional Masters;
- application to read for a Professional Doctorate rejected, but applicant may, subject to meeting specified conditions be admitted to read for a Professional Masters;
- application rejected – applicant may not be admitted to read for a research degree.

D1.2.3 Scrutineers shall also agree a written rationale for the recommendation.

- For all cases in which an application has been at least partially rejected, the rationale shall include a statement classifying the reasons for rejection into one or more of the following categories:
  - the applicant's did not meet the threshold;
  - the applicant's proposed programme of research [OR Written Sample, OR outline of the broad area of research interest and it relates to the professional context] was unsatisfactory;
  - the applicant's performance in interview [or equivalent] was unsatisfactory;
  - one or more referees did not fully support the application;
  - the applicant was insufficiently competent in written and/or spoken English.
- For all cases in the recommendation is that an applicant should be admitted, the rationale shall include:
  - the proposed Start Date;
  - confirmation that the proposed Supervisory Team is sufficient in view of the nature of the proposed research;
  - [for International Students], confirmation of the supervisory arrangements;

- an outline of any special adjustment that will need to be implemented in view of an applicant's special needs.

D1.3 Approval of Recommendations, and Communication of the Outcome

D1.3.1 The recommendation, plus a rationale agreed by all Scrutineers indicating, where relevant, the grounds for rejection, shall be submitted to the Head of School or Department [or equivalent] for confirmation.

D1.3.2 The Head of School or Department [or equivalent] shall forward the recommendation to the appropriate Research Committee or equivalent [at Hope] or the Partner Institution, together with a coversheet indicating:
- the intended award to which the student would be admitted;
- the names, roles and weightings to the supervisory load of all members of the proposed Supervisory Team;
- [where the Team includes an External Adviser] a CV demonstrating that the person satisfies relevant aspects of the University's general "requirements for approval as an Adviser" should be appended;
- the names of the scrutineers;
- the proposed Start Date;
- whether the student would be full-time or part-time;
- whether the applicant is an international applicant;
- [in the case of students admitted under Distance Supervision arrangements] whether Key Events are to be held and how any staff travel costs, and other necessary expenditure, would be covered.

D1.3.3 For Hope Park/ Creative Campus applicants the appropriate Postgraduate Research Coordinator will submit a formal recommendation to the Research Degrees SubCommittee for signing off. At a Partner Institution the University Moderator shall submit the coversheet signed by the Research Committee [or equivalent] in the Partner Institution, and the other documents relating to the application, to the PGR Degrees Admissions Group for final approval.

D2 Timescale for Considering Applications

It is expected that the formal outcome will normally be communicated to applicants no more than 4 weeks after the complete application has been received.

D3 Judging an Applicant's Competence in Written and Spoken English

D3.1 Liverpool Hope University expects all international students for whom English is not their first language to provide formal evidence of their competence, via an International English Language Testing System [IELTS] score of at least 6.5 [including 6.5 in reading and writing] or equivalent.

D3.2 Notwithstanding an applicant's IELTS score, the Scrutineers may judge, on the basis of the application form or interview, that an applicant is insufficiently competent in written and/or spoken English.

D4 Admission Dates

D4.1 PhD/MPhil students shall be admitted on two dates each year, normally 1st October and 1st February.

D4.2 Professional Doctorate students shall be admitted on two dates each year, normally 1st October and 1st February.

E: Duration of PhD and MPhil Programmes

E1 Expected Durations

E1.1 The Regulations specify minimum and maximum limits to the time between initial registration and the submission of the thesis. However, the University expects that a "typical" student admitted without advanced standing will submit according to the following guidelines:

Full time PhD	48 months from initial registration
Part time PhD	84 months from initial registration
Full time MPhil	24 months from initial registration
Part time MPhil	36 months from initial registration

E1.2 Students wishing to submit before the "typical" duration has elapsed should be advised only to do so if the Supervisory Team confirms that the student has progressed more quickly than usual, and are, in effect, already at the point that a "typical" student would be expected to reach by the timescales in E1.1. [No such advice would constitute a guarantee, or prediction, about the outcome of the final examination.]

The Regulations indicate an absolute maximum duration for each award, this is the expected maximum above plus one academic year (including periods of interruption and extensions).

E2 Students Admitted with Advanced Standing

E2.1 General

Inevitably, the durations will vary across students, depending upon the amount of advanced standing they bring. The Regulations specify general rules about minimum and maximum durations, and specify that the Code of Practice will provide further guidance to Liverpool Hope University's Research Degrees Subcommittee; this guidance is shown below.

E2.2 Minimum Durations

The Regulations imply that normally, no student admitted with Advanced Standing shall be allowed to submit their thesis in less time than the periods shown below

Full time PhD	12 months from initial registration at Hope
Part time PhD	24 months from initial registration at Hope
Full time MPhil	6 months from initial registration at Hope
Part time MPhil	12 months from initial registration at Hope

E2.3 Maximum Durations

The Regulations imply that normally, no student admitted with Advanced Standing shall be given more time to submit their thesis than the periods shown below

Full time PhD	48 months from initial registration at Hope
Part time PhD	84 months from initial registration at Hope
Full time MPhil	24 months from initial registration at Hope
Part time MPhil	36 months from initial registration at Hope

E2.4 Calculating Minimum and Maximum Durations for Individual Students

The durations shall be primarily governed by the amount of time the student has already been given to undertake their research, as opposed to the amount of progress they have made. For example, if a PhD student has undertaken one year's full-time study at another university, their Minimum, Maximum and "Typically Expected" Durations should be one year less than those for standard full-time PhD students at Liverpool Hope University.

E3 Extended Durations

E3.1 The Regulations impose general limits to the amount of additional time that Liverpool Hope University's Continuation and Award Board may grant a student to submit their thesis. The University understands that such extensions may typically be granted by Chair's Action, the outcomes being reported to the next formal Board meeting.

Liverpool Hope University expects that judgements about extending the submission date for a "typical" student admitted without advanced standing will be made according to the following guidelines. These guidelines refer to extensions over and about those given, in accordance with the University's academic regulations, to students who have interrupted studies.

E3.2 Grounds for Granting an Extension

There are two potential grounds as follows.

3.1.1 *Factors Beyond the Student's Control which led to the Research Proceeding more slowly than would have been Expected*

This means that, although there were no medical problems or other personal circumstances which prevented the student from devoting adequate time to undertaking their research, the student was prevented from doing so according to the planned schedule due to factors beyond their control. Examples might include, *inter alia*, unexpected delays in obtaining access to research participants, ethical clearance form an external body, or documents crucial for library-based research.

3.1.1 *Personal Mitigating Circumstances*

This means that, although there were insufficient medical problems or other personal circumstances to warrant interruption of studies, the student's personal circumstances did prevent the student from making progress according to the agreed schedule.

E3.3 Evidence Required

In order for a claim to be accepted, the student must normally:

[a] provide documentary evidence in support of the claim [the nature of the evidence might legitimately vary depending upon the nature of the claim], and

[b] establish that the delays could not reasonably have been avoided. For example, a delay in obtaining ethical clearance would not be a valid case for an extension if it transpired that ethical clearance could have been obtained earlier if the student had applied for such clearance earlier, the student having had no good reason for having failed to do so.

F. Part One of Professional Doctorates

F1 Assessment of Taught Modules

F1.1 This shall be conducted in accordance with the Universal Regulations for Postgraduate Taught Provision with the exceptions detailed in the Postgraduate Research Academic Regulations.

F1.2 Assessed work shall be judged in accordance with the assessment descriptors and marking scales for Postgraduate Taught Provision, supplemented by further information provided by each Route.

F2 Progression from Part One to Part Two

F2.1 A student's entitlement to progress shall be determined in accordance with the Academic Regulations for Professional Doctorates.

F3 Research Skills

F3.1 Each route shall provide a mechanism, in the early stages of Part One, for undertaking an audit of each student's research skills and students will be provided with a mechanism through which to gain the skills required to satisfy the university's expectations for the award of a doctoral degree.

G: Extending the Maximum Duration Allowed to Submit the Thesis for a Professional Doctorate

G1 General Guidelines

The Regulations impose general limits to the amount of additional time that the appropriate Continuation and Award Board may grant a student to submit their thesis. The University understands that such extensions may typically be granted by Chair's Action, the outcomes being reported to the next formal Board meeting.

The University expects that judgements about extending the submission date will be made according to the following guidelines. These guidelines refer to extensions over and about those given, in accordance with the University's academic regulations, to students who have interrupted studies.

G2 Grounds for Granting an Extension

There are two potential grounds as follows.

G2.1 Factors Beyond the Student's Control which led to the Research Proceeding more slowly than would have been Expected

This means that, although there were no medical problems or other personal circumstances which prevented the student from devoting adequate time to undertaking their research, the student was prevented from doing so according to the planned schedule due to factors beyond their control. Examples might include, *inter alia*, unexpected delays in obtaining access to research participants, ethical clearance form an external body, or documents crucial for library-based research.

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[a] provide documentary evidence in support of the claim [the nature of the evidence might legitimately vary depending upon the nature of the claim], and

[b] establish that the delays could not reasonably have been avoided. For example, a delay in obtaining ethical clearance would not be a valid case for an extension if it transpired that ethical clearance could have been obtained earlier if the student had applied for such clearance earlier, the student having had no good reason for having failed to do so.

H: Supervision and Skills Training for PhD/MPhil, and Supervision During Part Two of Professional Doctorates

H1 Eligibility for Supervision and Training

No student shall be eligible to receive supervision or undergo training until they have registered and paid the first instalment of fees. [In the case of Professional Doctorates, students must have registered for Part Two and paid the first instalment of related fees.]

H2 Skills Training for PhD/MPhil students ONLY

H2.1 In order to ensure that all postgraduate research students acquire the essential skills required by the national framework of the Joint Research Councils, the University shall operate the "Liverpool Hope University Research Skills Scheme" [LHURSS]. Partner Institutions shall, either operate the "Liverpool Hope University Research Skills Scheme" [LHURSS] or develop and operate a comparable scheme.

H2.2 All postgraduate research students are expected to:

- complete the LHURSS [or equivalent] before submitting their thesis;
- keep a continuously updated Personal Development Record, in order to monitor, with evidence, their progress towards the acquisition of the necessary research skills, and confirming, with evidence, that particular skills have been acquired.

H2.3 Primary Supervisors are expected to:

- routinely monitor, via the formally recorded supervision meetings, their supervisees' progress towards achieving the necessary research skills and completing the LHURSS [or equivalent];
- assist their supervisees in undertaking a Skills Audit during the first month after initial registration, in order to identify the skills training required by the student in addition to attendance at any mandatory workshops.

H2.4 The Pro Vice Chancellor [Research] is expected to provide assurance to Liverpool Hope University's Research Degrees SubCommittee that:

- the LHURSS [or equivalent] continues to fulfil national expectations,
- mechanisms are in place to provide exemption from specified parts the LHURSS [or equivalent], based on evidence of relevant prior learning or experience.

H2.5 Partner Institutions Only: The Liverpool Hope University's Moderators are expected to:

- undertake regular audits of training needs in the Partner Institution to which they have been assigned
- ensure that opportunities are provided for students to develop the necessary skills, via, *inter alia*:
  - workshops set up by the Partner Institution or Liverpool Hope University;
  - participation in events run by external agencies.

H3 Meetings of Students and Supervisors

H3.1 Frequency of Meetings

3.1.1 All research students must have a **minimum** of eight formally recorded meetings with their supervisory team per annum [typically on a monthly basis from October to May inclusive].

3.1.2 It is normally expected that the formally recorded meetings will take place on a face-to-face basis. However, in the case of students admitted via Distance Supervision arrangements the meetings may take place via email, telephone or other media. In all cases, however, the planning and recording of the meetings shall be in accordance with paragraph H3.2.

3.1.3 For PhD/MPhil students, the formally recorded meeting held around one month after initial registration shall, consider, *inter alia*, the student's general wellbeing and adjustment to the working pattern expected of a research student.

3.1.4 Where a student is required to resubmit their thesis following the oral examination, formally recorded meetings shall take place as necessary, to be determined by the Primary Supervisor.

3.1.5 It is expected that in most cases, students and supervisors will meet more frequently than the minimum requirements. [Additional meetings may be informal or formal and recorded as required.]

3.1.6 International students must, in addition to fulfilling the requirements in paragraphs 3.1.1 to 3.1.5, attend any further supervisory meetings as may be specified by the university in order to fulfil the requirements of UK Visas and Immigration.

H3.2 Planning and Recording of Meetings

3.2.1 The formally required meetings outlined in paragraph H3.1.1, and the post-examination meetings outlined in paragraph H3.1.4, must be formally planned and recorded.

3.2.2 For each formally required meeting outlined in paragraph H3.1.1, the student must submit to the supervisor both an agenda and targets for the formal meeting. This forms the basis of the meeting. During the meeting, the student and supervisor(s) agree further outcomes and targets. A summary of [a] progress made since the previous meeting, [b] the main points discussed in the meeting, and [c] agreed action points, is produced and formally signed off by the supervisor, the report of the meetings forming the agreed formal Supervisory Log, for consideration as part of the Annual Monitoring process each year.

H3.3 Use of Meetings to Identify Unsatisfactory Process

3.3.1 Where a student fails to attend a scheduled meeting without explanation, or otherwise is deemed by the Supervisory Team not to be making satisfactory academic progress, the Primary Supervisor shall formally write to the student, warning that their progress is not satisfactory, and setting targets for the student to achieve.

3.3.2 Where the student fails to respond, or fails, without providing evidence of valid mitigating circumstances, to meet targets that have been set, the student shall be invited to an interview with the appropriate Postgraduate Research Coordinator and the Head of School/Department or the Liverpool Hope University Moderator and another Academic Supervisor from the Partner Institution. The reasons for the student's lack of progress shall be explored, and the student shall be allowed to make a written submission. The Primary Supervisor shall also attend, in an advisory capacity. Following the interview, one of the following outcomes shall be agreed.

- The student is allowed to continue on the research programme, with a final opportunity to improve performance, according to specific targets and timescales.
- The Chair/ Moderator makes a recommendation to the Chair of Liverpool Hope University's Continuation and Award Board that the student be required to terminate studies. The Chair's decision shall be published by Liverpool Hope University's Student Enrolment and Administration team, and the outcome communicated to the Primary Supervisor and formally reported to the Board. The student shall be entitled to appeal in accordance with the regulations

3.3.3 Where the student fails, without providing evidence of valid mitigating circumstances, to meet targets that have been set, in accordance with paragraph 3.3.2, a recommendation will be made to the Chair of Liverpool Hope University's Continuation and Award Board that the student be required to terminate studies. The Chair's decision shall be published by Liverpool Hope University's Student Enrolment and Administration team, and the outcome communicated to the Primary Supervisor and formally reported to the Board. The student shall be entitled to appeal in accordance with the regulations

I: Annual Monitoring Reviews

I1 Timing

The process shall normally take place from around mid-May each year, with the recommendations being submitted to the July meeting of Liverpool Hope University's Continuation and Award Board for Postgraduate Research Students.

I2 Students to be Monitored

Each year's Annual Monitoring process shall apply to all registered full-time and part-time PhD/MPhil students, the only exceptions being students who:

- had interrupted studies for a period including the whole of June in that calendar year;
- had, before 1 June in that calendar year, been placed on a "Submission Pending" Mode of Attendance, following the submission, to Liverpool Hope University's Registrar, of a valid "Intention to Submit a Thesis" form.

The process shall also apply to all students registered for Part Two of a professional doctorate programme, the only exceptions being students who:

- had initially registered for Part Two on or after 1 April in the that calendar year;
- had interrupted studies for a period including the whole of June in that calendar year;
- had, before 1 June in that calendar year, been placed on a "Submission Pending" Mode of Attendance, following the submission, to the University Registrar, of a valid "Intention to Submit a Thesis" form.

I3 Summary of the Process

The process shall normally take place in the following stages.

I3.1 Formal Communication to the Student of the Deadline by which Submissions are Needed, and the Nature of the Required Submission
Information shall, by October each year, be included in the Research Students Handbook, and advertised via the University/ Partner Institution's website.
Supervisors shall ensure that their supervisees are aware of the deadline and of requirements specific to their Department.

I3.2 Appointment of an Annual Monitoring Panel
The Head of School or Department or the Partner Institution's Research Committee [or equivalent] in liaison with the Liverpool Hope University Moderator, shall determine who shall serve as independent reader for each student, and who shall serve as Chairs for the Panel, in accordance with the following rules:.

[a] each student's documentation shall be read by the supervisory team and an independent reader, who is not a member of the student's supervisory team, but has been recognised by Liverpool Hope University as an Academic Supervisor;

[b] the Chair of the Panel shall have been recognised by Liverpool Hope University as eligible to be a Primary Supervisor, and the Chair shall rotate so that no person chairs the consideration of their own supervisee.

I3.3 Submissions from the Student

The student shall submit to the Panel three forms of evidence demonstrating their progress during the year:

- the Personal Development Record
  - *this shall indicate, with evidence, the student's progress towards achieving all elements of the "Liverpool Hope University Research Skills Scheme";*
- the Supervisory Log
  - *this shall comprise the recorded content and outcomes of supervision meetings;*
- a written report
  - *this shall be determined by the Primary Supervisor, but may be a draft chapter of the thesis*;

I3.4 The Annual Review Interview

The student shall normally be required to attend an interview to discuss their progress. The record of the interview shall be made available to the Panel. In principle, the meeting may take place within a scheduled meeting with the Supervisory Team.

I3.5 Scrutiny of the Submission and Production of the Recommended Outcome

J3.5.1 The Panel shall be required to complete, and jointly sign, an Annual Monitoring Report Form, which shall require the Panel to confirm that, on the basis of the written documents and the interview:

- the submitted documents are agreed by the Primary Supervisor as an accurate record of the student's activity;
- [for PhD/MPhil students] the student is on track to complete the LHURSS before the thesis is submitted;
- the student is on track to complete their research in time to submit the thesis by the due deadline;
- the student has taken all necessary steps to secure any necessary ethical approval;
- the student appears to be on track for fulfilling the University's expectations associated with the level of their intended award.

I3.5.2 The Panel shall be required to allocate the student, via the Form, to one of the following outcomes as specified in the Regulations:

[a] progress satisfactory: *eligible to re-register for the coming academic session*;

[b] progress not yet satisfactory: *reassessment required in order to become eligible to re-register for the coming academic session [where necessary, the student may be allowed to re-register temporarily, pending the outcome of the reassessment]*;

[c] progress not satisfactory: *studies terminated* or, in the case of a student whose registration at PhD level has previously been confirmed by CRE recommendation to re-register at MPhil level and submit within the timeframe agreed.

I3.5.3 In arriving at their decision, the Panel shall be guided by the following conventions:

[a] Progress Satisfactory

- this is the most likely outcome;
- if the Panel agrees with this outcome, the outcome simply needs to be recorded on the form;

[b] Progress Not Yet Satisfactory

- this outcome is likely to result from either the student providing insufficient evidence [*in extremis*, failing to make any submission] or from one or more weaknesses in the submission that are judged by the Panel to be redeemable sufficiently redeemable to enable the student to get back on track by the start of the next academic session;
- if the Panel agrees with this outcome, the Panel needs not only to agree the outcome per se, but also to append to the form a comprehensive list of what the student needs to do to get back on track.

[c] Progress Not Satisfactory

- this outcome is likely to be rare, but could reflect one or weaknesses in the submission that are judged by the Panel to be so serious that the student would not be able to get back on track by the start of the next academic session;
- if the Panel agrees with this outcome, the Panel needs not only to agree the outcome per se, but also to [i] indicate whether the recommendation is for Termination of Studies or [in the case of a student registered for a PhD] a re-registration for MPhil, and [ii] append to the form a comprehensive list of why the Panel judges that the student will not be able to achieve their intended award.

I3.6 Approval of the Recommended Outcome, and Communication to the Student

I3.6.1 The Chair of the Panel/University Moderator shall arrange for their Postgraduate Research Administration Team to enter the Panel's recommendations to the sheets for the next meeting of Liverpool Hope University's Continuation and Award Board for Postgraduate Research Students. The Board shall confirm the outcome for each student and, in the case of students in the *Progress Not Yet Satisfactory* category, specify a date, no later than 30 September in the same year, by which the student is required to resubmit.

I3.6.2 Liverpool Hope University's Student Enrolment and Administration unit shall formally communicate the confirmed outcome to the student, and, where appropriate, arrange for the student to re-register for the following academic session.

I3.6.3 The Primary Supervisor shall arrange for the student to receive a copy of the completed Annual Monitoring Report Form, and shall ensure that the student understands the rationale for the outcome.

I3.7 Reassessment of Students whose Progress was Deemed to be "Not Yet Satisfactory"

This shall proceed in the same was as for the initial assessment, except that:

- recommendations shall be submitted to the autumn meeting of the Continuation and Award Board:
- the "Progress Not Yet Satisfactory" category shall not normally be available.

J: The Confirmation of Registration Event [PhD Students only]

J1 Initiation of the Process

I1.1 In order to initiate the process, the Primary Supervisor shall submit to the Postgraduate Research Administration Team/ Liverpool Hope University Moderator a formal notification that they wish their supervisee to undergo the Confirmation of Registration Event. In the case of students studying at Partner Institutions the Moderator shall inform their Research

Administration; the Administrator shall record the initiation to the documents for the next Continuation and Award Board meeting.

J1.2 The process shall normally be initiated at the point at which the Primary Supervisor judges that the student has made sufficient progress to enable a Panel to assess whether the student is on track towards achieving the University's expectations for doctoral work.

J1.3 Irrespective of the Primary Supervisor judgement of the progress made by the student, the process shall normally be initiated in time for it to be completed within timescales stipulated in the regulations.

J2 Appointment of a Confirmation Panel

The Head of School or Department [or equivalent]/Liverpool Hope University Moderator shall appoint a Panel comprising the Supervisory Team and an independent reader, who shall serve as Chair. The reader shall not necessarily have expertise in the area of the research, but shall normally have been formally recognised by Liverpool Hope University as an Academic Supervisor, and shall have prior experience of successful supervision to completion of research at doctoral level in the discipline; in exceptional circumstances, the reader may not be an employee of Liverpool Hope University or any Partner Institution. The Panel may be the same as the student's Annual Monitoring Panel.

J3 The Student Submission

The Chair of the Panel shall invite the student to submit a formal Confirmation Proposal, presenting a case to demonstrate that the work which the student has done so far indicates that they are capable of carrying out research at doctoral level. The invitation shall specify the required content and length of the proposal. Detailed requirements may legitimately vary across academic disciplines.

J4 Assessment of the Proposal, and Production of the Recommended Outcome

I4.1 Initial Scrutiny of the Submission

The Panel shall read the Submission, and form an initial judgement, with reference to the University's expectations for doctoral research, about the applicant's potential to complete their research to doctoral level within the required timescale.

J4.2 The Confirmation Interview

The interview shall normally be held at Hope Park/ the Creative Campus or the Partner Institution (as appropriate to the student's location of study). However, in the case of students admitted under Distance Supervision arrangements, the interview may be held at an alternative location.

The interview shall normally take place within one month of the receipt of the written submission.

The Panel shall meet before the interview, to discuss, in view of the written submission, how the interview is to be conducted. The interview shall be chaired by the Chair of the Panel, with other members in attendance.

The aims of the interview shall be to:

- provide the Panel with an opportunity to corroborate their initial judgements based on the written submission, and explore with the applicant any issues arising from that submission,
- provide the applicant with an opportunity to develop and improve her/his oral and presentation skills in preparation for the final oral examination.

The student shall be allowed to audio-record the interview if they wish.

J4.3 The Panel's Recommendation

J4.3.1 The Panel shall be required to complete, and jointly sign, a Confirmation Report Form, which shall require the Panel to allocate the student, via the Form, to one of the following outcomes as specified in the Regulations:

[a] progress satisfactory and registration confirmed: *all subsequent annual registrations to be for a PhD;*

[b] further assessment required: *student continues registered for a PhD for a further calendar year, pending a further Confirmation of Registration Event;*

[c] progress only satisfactory for MPhil: *all subsequent annual registrations to be for MPhil;*

[d] progress not satisfactory: *studies terminated*.

J4.3.2 In arriving at their decision, the Panel shall be guided by the following conventions:

[a] Progress Satisfactory and Registration Confirmed

- The recommendation needs to be recorded on the form.
- In addition, the Panel should, in order to provide feedback to the student, include on the report form a brief summary of key strengths and weaknesses of the research project, the written submission and the student's performance

[b] Further Assessment Required

- The recommendation needs to be recorded on the form.
- In addition, the Panel should, in order to provide feedback to the student, include on the report form a clear indication of [i] key strengths and weaknesses of the research project, the written submission and the student's performance, [ii] the improvements the student must take in order for the resubmission to be successful, this information being provided without prejudice to the outcome of a resubmission, [iii] the deadline by which a resubmission must be submitted, and [iv] whether the student would also need to undertake a second interview.
- The Panel should select this outcome if student has not demonstrated their potential for working at doctoral level, but the submission has sufficient strengths to persuade the Panel that the student should be given a further opportunity to request a transfer.
- The Panel should only select this outcome if it judges that the student would be able to make a successful submission within the maximum timescale stipulated in the regulations.
- In the case of a student being required to make only minor amendments, the Panel may request that such amendments are made in time for the outcome to be reviewed before the formal recommendation is submitted to the next meeting of Liverpool Hope University's Continuation and Award Board for approval.

[c] Progress Only Satisfactory for MPhil

- The recommendation needs to be recorded on the form.
- In addition, the Panel should, in order to provide feedback to the student, include on the report form a clear indication of key strengths and weaknesses of the research project, the written submission and the student's performance.
- The Panel should select this outcome if student has not demonstrated their potential for working at doctoral level, and the Panel judges that the student would be unable to make a successful submission within the maximum timescale stipulated in the regulations.

[d] Progress Not Satisfactory

- This outcome is likely to be extremely rare, but would be used if the Panel judged that the weaknesses were so serious that the student would not be able to achieve a postgraduate research award.
- The recommendation needs to be recorded on the form.
- In addition, the Panel should, in order to provide feedback to the student, include on the report form a clear indication of key strengths and weaknesses of the research project, the written submission and the student's performance.
-

J4.4 Approval of the Recommended Outcome, and Communication to the Student

J4.4.1 The Chair shall, normally within one week of the interview, submit the completed Confirmation Report Form, with attachments as appropriate, to the University via the registrarsoffice@hope.ac.uk. The Deputy Registrar [nominee] will authorise an amendment to the students record. Student Enrolment and Administration will then release the result to the student, copying the outcome to the School/ Department or Partner Institution. The outcome will be reported to the next meeting of Liverpool Hope University's Continuation and Award Board for Postgraduate Research Students. At its next meeting, the Board shall confirm the outcome for each student and, in the case of students in the *Further Assessment Required* category, confirm the date by which the student is required to resubmit, and whether the student must undertake a second interview.

J4.4.2 Liverpool Hope University's Student Enrolment and Administration unit shall formally communicate the confirmed outcome to the student, and, where appropriate, arrange for the student to re-register for the following academic session.

J4.4.3 The Primary Supervisor shall arrange for the student to receive a copy of the completed Confirmation Report Form, and shall ensure that the student understands the rationale for the outcome.

J4.5 Reassessment of Students

This shall proceed in the same was as for the initial assessment, except that:

- the "Further Assessment Required" and Progress Not Satisfactory" categories shall not normally be available.

K: The Confirmation of Doctoral Registration Event [Application to transfer to PhD, for MPhil Students only]

K1 A Request to Transfer

The Primary Supervisor must present an appropriate case to the Board of Examiners for Postgraduate Research Students in which they detail:

- The student's engagement with supervisory meetings and other required processes:
- The progress made by the student during their MPhil studies, including thesis chapters produced and/or work of publishable quality.

To avoid unnecessary delay the Chair of Research Degrees Sub Committee may also act under Chairs authority to determine whether the request to change registration from MPhil to PhD is justified.

If the Board of Examiners/Chair of the Board recommends that a request to transfer is justified the follow process ensues.

K2 Appointment of a Transfer Panel

The Head of School/Department [or nominee] at Hope, or the Moderator for Partner Institutions, will appoint a Panel comprising the Supervisory Team and an independent reader, who will act as Chair of the Panel. The reader need not necessarily have expertise in the area of the research, but should normally have been formally approved as a potential supervisor by the Pro Vice Chancellor [Research], and shall have prior experience of successful supervision to completion of research at doctoral level; in exceptional circumstances, the reader may not be an employee of the University. The Panel can be the same as the student's Annual Monitoring Panel.

K3 The Student Submission

The Chair of the Panel will invite the student to submit a formal Proposal, presenting a case to demonstrate that their work indicates that they are capable of carrying out research at doctoral level. The requirements will be broadly consistent with the following guidelines, but the detailed requirements may legitimately vary across academic disciplines. It is expected that the submission will take the form of

- Draft thesis chapters,
- Published work with accompanying narrative, or
- Publishable work developed into a written report of approximately 20,000 words. The Supervisory team should advise the student of the content of any written report required; it would be expected that the submission would take the format of a standard journal article in the discipline including a literature review, the aims of the research, a methodology, the interim findings from the study and a bibliography.
- An appropriate performance with supporting narrative as relevant to the discipline. The detail of the performance and the length of the narrative should be stipulated by the Panel.

K4 Assessment of the Transfer Request, and Production of the Recommended Outcome

K4.1 Initial Scrutiny of the Submission

The Panel will scrutinise the Submission, and form an initial judgement, with reference to the University's expectations for doctoral research, about the applicant's potential to complete their research to doctoral level within the required timescale.

K4.2 The Confirmation of Doctoral Registration Interview (MPhil to PhD)

The interview with the applicant will normally take place within one month of the submission and will aim to explore with the applicant any issues arising from that submission,

K4.3 The Panel's Recommendation, approval of the outcome and Communication to the Student

4.3.1 The Panel will make one of two recommendations:

[a] Progress justifies transfer: all subsequent annual registrations to be for a PhD; normal PhD monitoring to begin.

[b] Progress does not justify transfer to a PhD: all subsequent annual registrations to be for MPhil; normal MPhil monitoring to continue.

There is no opportunity for reassessment.

The panel should complete the Confirmation of Doctoral Registration Report Form; this should include a short justification for the decision including a brief summary of key strengths and weaknesses of the research project, the written submission and the student's

performance. The Chair shall, normally within one week of the interview, submit the completed Confirmation Report Form, with attachments as appropriate, to the University via the registrarsoffice@hope.ac.uk. The Deputy Registrar [nominee] will authorise an amendment to the students record. Student Enrolment and Administration will then release the result to the student, copying the outcome to the School/ Department or Partner Institution. The outcome will be reported to the next meeting of Liverpool Hope University's Continuation and Award Board for Postgraduate Research Students. At its next meeting, the Board shall confirm the outcome for each student.

Student Enrolment and Administration will formally communicate the confirmed outcome to the student while the Primary Supervisor will ensure the receipt of a copy of the completed Confirmation of Doctoral Registration Interview Form and will provide an opportunity for the student to receive feedback.

L: The Confirmation of Doctoral Registration Interview [Professional Doctorate Students only]

L1 Initiation of the Process

The process shall begin when the Board of Examiners has determined that the student is eligible to be assessed for progression to Part Two.

L2 Appointment of a Confirmation Panel

L2.1 The Panel shall comprise all members of the Proposed Supervisory Team and an Independent Reader, who shall serve as Chair. The Independent Reader shall not necessarily have expertise in the area of the research, but shall normally have been formally recognised by the University as an Approved Professional Doctorate Research Supervisor, and shall have prior experience of successful supervision to completion of research at doctoral level in the discipline. The Independent Reader shall be a member of staff at the University or at one of the Partner Institutions offering a Liverpool Hope Professional Doctorate.

L2.2 The proposed Supervisory Team shall be submitted, by the Award Primary Supervisor [or equivalent post holder in a partner institution] for approval to the Chair of Research Degrees Sub Committee as soon as the Board of Examiners has determined that the student is eligible to be considered for progression. The proposal shall be submitted via a standard form. The interview may not proceed until the Chair has approved the composition of the proposed team.

L2.3 The Award Primary Supervisor [or equivalent post holder in a partner institution] shall also propose to the Chair of Research Degrees Sub Committee name of the Independent Reader. The proposal shall be submitted via a standard form. The interview may not proceed until the Chair has approved the appointment of the Independent Reader.

L3 The Student Submission

The submission shall be identical to the Research Proposal submitted in Part One.

L4 Assessment of the Proposal, and Production of the Recommended Outcome

L4.1 General Criteria

The Part One examiners will already have confirmed that the Research Proposal meets the University's expectations for work achieving at least MERIT at Level M[7].

In contrast, the purpose of the interview will be to determine whether, on the basis of the written proposal and performance in the interview, the student has demonstrated potential to achieve, within the timescale stipulated in the Regulations, the University's expectations for a Doctoral award at Level D[8].

L4.2 Initial Scrutiny of the Research Proposal

The Panel shall read the proposal, and form an initial judgement, with reference to the University's expectations for doctoral research, about the student's potential to complete their research to doctoral level within the required timescale.

L4.3 The Confirmation Interview

a. The interview shall be held at Hope Park, the Creative Campus or the Partner Institution at which the student is registered. Where necessary, one or more members of the Proposed Supervisory Team may attend virtually. However, the student, the Independent Reader and at least one member of the Proposed Supervisory Team must attend in person.

b. The interview shall take place within one month of the publication of the Part One result.

c. The Panel shall meet before the interview, to discuss, in view of the written submission, how the interview is to be conducted.

d. The interview shall be chaired by the Independent Reader, with all members of the Proposed Supervisory Team in attendance. [Where necessary, one or more members of the Proposed Supervisory Team may attend virtually. However, the student, the Independent Reader and at least one member of the Proposed Supervisory Team must attend in person.]

e. The student shall be allowed to audio-record the interview if they wish.

f. The aims of the interview shall be to:
   - provide the Panel with an opportunity to corroborate their initial judgements based on the written submission, and explore with the applicant any issues arising from that submission,
   - provide the applicant with an opportunity to develop and improve her/his oral and presentation skills in preparation for the final oral examination.

L4.4 The Panel's Recommendation

L4.4.1 The Panel shall be required to complete, and jointly sign, a Confirmation Report Form, which shall require the Panel to allocate the student, via the Form, to one of the following outcomes as specified in the Regulations:
   [a] the student may progress to Part Two of the Professional Doctorate;
   [b] the student is not yet eligible to progress to Part Two, but is required to undergo a second interview, to be held no later no later than 3 months after the publication of the outcome of the first interview;
   [c] the student is not yet eligible to progress to Part Two, but is required to revise the Research Proposal AND undergo a second interview, to be held no later than 3 months after the publication of the outcome of the first interview;
   [d] the student is not eligible to progress to Part Two, and so is to be awarded a Masters degree of appropriate classification.

L4.4.2 In arriving at their decision, the Panel shall be guided by the following conventions:

[a] <u>The student may progress to Part Two of the Professional Doctorate</u>

- The recommendation needs to be recorded on the form.
- In addition, the Panel should, in order to provide feedback to the student, include on the report form a brief summary of key strengths and weaknesses of the proposal and the student's performance in the interview.

[b] <u>The student is not yet eligible to progress to Part Two, but is required to undergo a second interview, to be held no later no later than 3 months after the publication of the outcome of the first interview</u>

- The recommendation needs to be recorded on the form.
- In addition, the Panel should, in order to provide feedback to the student, include on the report form a clear indication of [i] key strengths and weaknesses of the proposal and the student's performance, and [ii] the improvements the student must take in order for the resubmission to be successful, this information being provided without prejudice to the outcome of a resubmission.
- The Panel should select this outcome if the proposal had suggested potential for working at doctoral level, but this was not supported by the student's performance in the interview.

[c] <u>The student is not yet eligible to progress to Part Two, but is required to revise the Research Proposal AND undergo a second interview, to be held no later no later than 3 months after the publication of the outcome of the first interview</u>

- The recommendation needs to be recorded on the form.
- In addition, the Panel should, in order to provide feedback to the student, include on the report form a clear indication of [i] key strengths and weaknesses of the proposal and the student's performance, [ii] the improvements the student must take in order for the resubmission to be successful, this information being provided without prejudice to the outcome of a resubmission, and [iii] the deadline by which a resubmission must be submitted.
- The Panel should select this outcome if the student's written submission has not demonstrated their potential for working at doctoral level, but the submission has sufficient strengths to persuade the Panel that the student should be given a further opportunity to become eligible to progress.
- The Panel should only select this outcome if it judges that the student would be able to make a successful resubmission within three months [not including any extension that might be granted on the grounds of valid mitigating circumstances].

[d] <u>The student is not eligible to progress to Part Two, and so is to be awarded a Masters degree with Merit</u>

- The recommendation needs to be recorded on the form.
- In addition, the Panel should, in order to provide feedback to the student, include on the report form a clear indication of key strengths and weaknesses of the proposal and the student's performance.
- The Panel should select this outcome if the student has not demonstrated their potential for working at doctoral level, and the Panel judges that the student would be unable to make a successful resubmission within three months.
-

L4.5 <u>Approval of the Recommended Outcome, and Communication to the Student</u>

L4.5.1 The Chair shall, normally within one week of the interview, submit the completed Confirmation Report Form, with attachments as appropriate, to the University via the registrarsoffice@hope.ac.uk. The Deputy Registrar [nominee] will authorise an amendment to the students record. Student Enrolment and Administration will then release the result to the student, copying the outcome to the School/ Department or Partner Institution. The outcome will be reported to the next meeting of Liverpool Hope University's Continuation and Award Board for Postgraduate Research Students. At its next meeting, the Board shall confirm the outcome for each student and, in the case of students in the Further Assessment Required category, confirm the date by which the student is required to resubmit, and whether the student must undertake a second interview.

L4.5.2 The Administrator shall enter the recommendation to the Board spreadsheet, to be confirmed at the next meeting of the Continuation and Award Board.

L4.5.3 The Student Enrolment and Administration unit at Liverpool Hope shall formally communicate the confirmed outcome to the student and, where appropriate, arrange for the student to register for Part Two. A copy of the outcome shall be issued as appropriate, EITHER the Postgraduate Research Administration at Liverpool Hope OR the Research office [or equivalent] at the Partner Institution.

L4.5.4 The proposed Primary Supervisor shall arrange for the student to receive a copy of the completed Confirmation Report Form, and shall ensure that the student understands the rationale for the outcome.

L4.6 Reassessment of Students

This shall proceed in the same way as for the initial assessment, except that:
- outcomes "b" and "c" shall not normally be available.

M: Supervisors and Examiners

M1 Criteria and Procedures for the Approval of Staff as Potential Supervisors

The University has a supervisory system which should be read in association with this Code of Practice.

M1.1 Criteria

[a] Criteria for Approval as a Potential Primary Supervisor
- A potential Primary Supervisor shall hold a senior and substantive appointment (at least a 0.5 FTE contract for Hope DoS) with Liverpool Hope/Partner Institution and be actively engaged in the management and oversight of PGR activities within the Institution.
- A potential Primary Supervisor shall be an approved Research Supervisor and will have undertaken all mandatory supervisory training specified by Liverpool Hope University.

[b] Criteria for Approval as a Research Supervisor
- For students studying at Hope, an Academic Supervisor must be a member of Hope staff.
- An Academic Supervisor should hold a doctorate (or professorial status).
- An Academic Supervisor should have significant subject area and/or methodological expertise and for Professional Doctorate Supervisors should also demonstrate evidence of experience at a senior level in a relevant professional role.

- An Academic Supervisor should also demonstrate recent evidence of an established research profile; normally defined as having a minimum Grade Point Average (GPA) of 2.5 as defined by the REF. Supervisors will also have a demonstrable and sustained track record of research outputs. Where a member of staff wishes to be considered as a supervisor but has a GPA below 2.5, other aspects of academic profile will be considered, such as duration in academia, personal circumstances (period of maternity leave). In these instances, a Head of School/Department will make the case for a potential supervisor to the Pro-Vice Chancellor Research.
- An Academic Supervisor should have undertaken all mandatory supervisory training specified by Liverpool Hope University.

[c] Criteria for Approval as a Research Adviser

- An approved Research Adviser shall be a member of staff at the Partner Institution.
- An approved Research Adviser should normally hold a doctorate (or professorial status).
- An approved Research Adviser should have significant subject area and/or methodological expertise.

[d] Criteria for Approval as an External Adviser

- An approved Research Adviser shall NOT be a member of staff at the Partner Institution.
- An approved External Adviser should normally hold a doctorate (or professorial status).
- An Academic Supervisor should have significant subject area and/or methodological expertise.

M1.2 Procedures

No person can be involved in the supervision of research students until they have been formally approved by Research Degrees SubCommittee as fulfilling the criteria for one of the roles listed in paragraph M1.1 above.

Applications for approval [or for upgrade] must be made via the official form, with accompanying CV [to be approved by Liverpool Hope University's Research Degrees SubCommittee. This form must be signed by the Liverpool Hope University Moderator for applications at Partner Institutions.

The status as Supervisor shall be reviewed biennially.

M2 The Supervisory Team

M2.1 Overview

[a] Each student shall, in accordance with the Regulations, be allocated a Supervisory Team comprising a minimum of two Approved Research Supervisors, one of whom, with Primary Supervisor status. The team will also include a pastoral tutor who will keep in regular contact and provide background stability and support. Current Primary Supervisors who don't have involvement in actual supervision may become pastoral tutors.

[b] The Team may:

- be supplemented by one or more *External Advisers or Research Advisers.*

[c] A minimum Supervisory Team will be structured in one of the following two ways.

EITHER

1. Primary Supervisor who has subject specific or methodological expertise)
2. Academic Supervisor

OR

1. Primary Supervisor who does not have subject specific or methodological expertise
2. Academic Supervisor
3. Academic Supervisor

[d] Any proposal to appoint a Supervisory Team that does not match the criteria in paragraphs "a" to "c" above shall require approval by the Chair of Liverpool Hope University's Research Committee.

[e] Exceptionally, with the approval of Liverpool Hope University's Research Degrees Sub-Committee one or more of the supervisory roles for a student in a Partner Institution may be undertaken by a member of staff from Liverpool Hope University who fulfils Liverpool Hope's criteria for appointment to such a role.

M2.4 Duties and Responsibilities of Primary Supervisors (both MPhil/PhD and Professional Doctorate)

[a] To take overall responsibility for the supervisory process.

[b] To ensure that students are familiar with the Code of Practice and the Regulations.

[c] For PhD/MPhil students, to ensure that student, complete the Liverpool Hope University Research Skills Scheme [or equivalent], commencing with a Skills Audit.

[d] To ensure that students complete their Personal Development Record annually.

[e] To give guidance about the planning of the research programme. A draft programme of work should be agreed by the student and supervisor at the outset, with indicative deadlines for completion of the stages of the research programme.

[f] To ensure that at least eight formal meetings takes place with the research student each year, in accordance with paragraph F above.

[g] To determine, in liaison with the internal examiner, the need for any supervisory meetings in the resubmission period.

[h] To arrange for students to talk about their work to staff or at graduate seminars and to have practice in oral examinations and to encourage students to communicate their findings to others in the academic community. Where appropriate students should be encouraged to attend and contribute to conferences.

[i] To ensure that students are made aware of inadequacy of progress or of standards of work below those generally expected.

[j] To ensure that the particular needs of international students are taken fully into account during the early stages of research and to give help and advice on language problems and training where necessary.

[k] For PhD/MPhil students, to ensure that Annual Monitoring and Confirmation of Registration or Confirmation of Doctoral Registration are completed in accordance with the University procedures.

[l] To ensure that students re-register promptly at the beginning of each session.

[m] To ensure that any circumstances that might require a student's formal registration to be amended or interrupted are brought to the attention of Liverpool Hope University immediately.

[n] To assist with the selection of the Examiners, to inform the student of the names of the Examiners, and to ensure that the student is prepared and supported for the final oral examination.

[o] To ensure that the roles of all members of the Supervisory team are clearly defined and explained to the student.

M2.2 Duties and Responsibilities of all Approved Supervisors

[a] To assist the Primary Supervisor as appropriate in tasks listed in M2.1 above.

[b] To ensure that students are aware of the current developments in both specific and wider areas of research.

[c] To give guidance about literature and sources, about requisite techniques (arranging for instruction where necessary) and about the problem of plagiarism.

[d] To be accessible to students as appropriate at times other than formal meetings. The expectation is that they will meet frequently with students on an informal basis.

[e] To encourage students to question critically the existing literature, the assumptions of the research project and the results they obtain.

[f] To ensure that a draft of the thesis is read within an agreed timescale and suitable feedback given in good time to ensure submission.

[g] For PhD/MPhil students, as part of the Selection process, to consider the feasibility of the proposed project and the suitability of the student to undertake the research, in an initial meeting of the student and all supervisors.

[h] To be available at times other than formal meetings and provide general support as required. The level of such involvement will vary, in accordance with the expected contribution agreed at the outset. .

M3 Procedures and Criteria for the Approval of Staff as Internal Examiners

M3.1 Criteria for Approval

[a] The proposed examiner shall normally satisfy Liverpool Hope University's criteria for approval as an Academic Supervisor.

[b] An internal examiner's academic/professional qualifications should be appropriate to the content of the thesis. Both the level and the subject of the examiner's qualifications should generally match what is to be examined.

M3.2 Procedures

[a] The Primary Supervisor shall, on behalf of the Supervisory Team, submit the name[s] of the proposed internal examiner[s] to the Head of School or Department [or equivalent] or nominee. For Partners the Research Office [or equivalent] in the

partner institution, via their internal procedures, shall, in liaison with the University Moderator, seek to appoint the internal examiner[s]

[b] If satisfied with the proposed internal examiner, the Head of School or Department shall approach the proposed examiner and confirm their willingness to undertake the role. The Head of School or Department will then submit a recommendation to the Chair of Research Degrees SubCommittee. For Partners the Research Office [or equivalent] in the partner institution shall then submit its recommendations electronically to the Chair of Research Degrees SubCommittee (together with completed internal examiner forms, a CV for each proposed examiner, and a completed copy of the *Intention to Submit* form).

[c] Liverpool Hope University's Research Degrees SubCommittee shall formally ratify the recommendation.

[d] The Postgraduate Research Administration Team or Research Office [or equivalent] in the partner institution shall then confirm the appointment of the internal examiner in writing, and send a copy of the relevant Academic Regulations and any other relevant documentation.

[e] The Postgraduate Research Administration Team/ Research Office [or equivalent] in the partner institution will liaise with the examiners and the student to agree an examination date/time and location, to fall within the time frame indicated within the regulations.

M3.3 Communication Channels for Partners

[a] All communications between the partner institution and the University in relation to the appointment of Internal Examiners should be copied to the Hope Moderator

[b] All documents should be sent electronically.

M4 Duties and Responsibilities of Internal Examiners

[a] To prepare an independent preliminary report on the thesis in advance of the examination, identifying any concerns and giving an initial recommendation. This must not be disclosed to or discussed with the student or the supervisors prior to the oral examination.

[b] To meet with the external examiner[s] and the Chair on the day of the examination before the candidate is seen, to agree how the examination is to proceed.

[c] To conduct him/herself in the oral examination in a way which is fair and reasonable and gives the candidate every opportunity to explain and defend their work.

[d] To give informal feedback to the candidate, with the other examiners, on the day of the examination.

[e] To provide detailed feedback in respect of any modifications or revisions required to the thesis, no later than one week after the examination.

[f] To contribute to, and to sign, the final report.

[g] Where the examiners do not agree on a recommendation, to prepare an independent final report, and forward this to Liverpool Hope University's Registrar.

[h] Where minor modifications have been requested to the thesis, to approve the modifications and sign a form to this effect, which must be forwarded to Liverpool Hope University's Registrar.

[i] To ensure that any concerns about general issues are notified to the Independent Chair.

M5 Procedures and Criteria for the Approval of Independent Chairs of Oral Examinations

L5.1 Criteria for Approval

[a] The proposed Chair shall be an employee of Liverpool Hope University who satisfies Liverpool Hope University's criteria for approval as an Academic Supervisor.

[b] The proposed Chair shall have experience of serving as an internal examiner for at least one MPhil or doctoral thesis at Liverpool Hope university.

[c] The proposed Chair must be willing, before undertaking any duties, to undertake training in [i] the role of an Independent Chair [to be delivered by an experienced Chair] and [ii] the Regulations and Code of Practice [delivered by the Liverpool Hope Registrar or nominee].

[d] The proposed Chair need not have expertise in the subject area of the thesis.

[e] In exceptional circumstances the Chair may be a member of staff at a Partner Institution who satisfies Liverpool Hope University's criteria for approval as an Academic Supervisor.

M5.2 Procedures

[a] Liverpool Hope shall maintain a list of staff who fulfil criteria "a" and "b" in paragraph M5.1, and can therefore be regarded as "Potential Chairs".

[b] The Postgraduate Research Administration Team/Research Office [or equivalent] in the Partner Institution shall, after liaising with Liverpool Hope's Associate Dean [Postgraduate Research] and the Chair of Research Degrees SubCommittee to identify suitable candidates, approach one of the "Potential Chairs", and confirm their willingness to undertake the role for a specific oral examination, and will then submit a recommendation to the Chair of Research Degrees SubCommittee.

[c] Research Degrees SubCommittee shall formally approve the recommendation. [Where the Chair of either Committee is either a member of the Supervisory Team, or the proposed Independent Chair or the proposed Internal Examiner, the recommendation shall be ratified by the Pro Vice-Chancellor, Student Life and Learning.]

[d] The Postgraduate Research Administration/ Research Office [or equivalent] in the Partner Institution will confirm the appointment of the Chair in writing, send a copy of the relevant Academic Regulations and any other relevant documentation, and inform the Chair of the arrangements for training. A copy of the appointment letter shall be forwarded to the Supervisory Team.

M5.3 Communication Channels for Partners

[a] All communications between the partner institution and the University in relation to the appointment of Independent Chairs should be copied to the Hope Moderator

[b] All documents should be sent electronically.

M6 Duties and Responsibilities of Independent Chairs of Oral Examinations

[a] To meet with the examiner[s] on the day of the examination before the candidate is seen, and to agree how the examination is to proceed.

[b] To ensure that the oral examination is conducted in accordance with the Regulations and Code of Practice.

[c] To ensure that informal feedback on the examination and the thesis is given to the candidate on the day of the examination.

[d] Where the examiners do not agree on a recommendation, to prepare an independent final report, and forward this to Liverpool Hope University's Registrar, and provide instructions to the examiner(s) to do likewise.

[e] To report to Liverpool Hope University's Pro-Vice Chancellor [Research] any significant problems which occur in the examination, and to report to Liverpool Hope University's Research Degrees SubCommittee) any general issues arising from the examination.

M7 Procedures and Criteria for the Appointment of External Examiners

L7.1 Criteria for Appointment

[a] An external examiner's academic/professional qualifications should be appropriate to the content of the thesis. Both the level and the subject of the examiner's qualifications should generally match what is to be examined.

[b] An external examiner should have appropriate standing, expertise and experience to enable her/him to make judgements about comparability of standards. Standing, expertise and breadth of experience may be indicated by:

- the present (or last, if retired) post and place of work;
- the range and scope of experience across Higher Education/ professions;
- current or recent active involvement in research/scholarly/ professional activities in the field of study.

[c] An external examiner should have enough recent external examining experience or knowledge of the external examiner's role to be able to make judgements about academic standards expected of an MPhil thesis or doctoral thesis in the subject area in which she/he will be involved. However, Liverpool Hope University will consider applications from nominees without previous external examiner experience at the appropriate level, providing the application is supported by extensive experience of supervising MPhil or doctoral theses.

[d] No External Examiner shall have previous close involvement with Liverpool Hope University or any Partner Institution, or with the student, that might compromise objectivity or impartiality of judgement. Specifically, the proposed examiner should not, in the 5 years prior to nomination, have been a member of staff, a governor, or a student of Liverpool Hope University or any Partner Institution.

M7.2 Method of Appointment

[a] The Primary Supervisor shall, on behalf of the Supervisory Team, submit to the Head of School or Department [or equivalent], via the standard form, the names and CVs of at least two potential external examiners, one of whom shall be identified as the preferred examiner. If the Head of School or Department [or equivalent] is satisfied that the proposed examiners fulfil the criteria, they shall endorse the recommendations, and forward the forms and CVs, to their

Postgraduate Research Administration Team. [If exceptionally, only one potential external examiner is recommended, the Head shall also forward a rationale for one recommending one external].

[b] For Partners, The Research Office [or equivalent] in the partner institution, via their internal procedures, shall, in liaison with the University Moderator, seek to appoint the external examiner[s]. The Research Office [or equivalent] in the partner institution shall then submit its recommendations electronically to the Chair of Research Degrees SubCommittee for approval (together with completed external examiner forms, and a completed copy of the *Intention to Submit* form).

[c] Liverpool Hope University's Research Degrees SubCommittee) shall formally ratify the recommendation for either Hope or its Partners. [Where the Chair of the SubCommittee is either a member of the Supervisory Team, or the proposed Internal Examiner, or the proposed Independent Chair, the recommendation shall be ratified by Liverpool Hope University's Pro Vice-Chancellor [Student Life and Learning].

[d] The Postgraduate Research Administration Team/ Research Office [or equivalent] in the partner institution shall then confirm the appointment of the external examiner in writing, and send a copy of the relevant Academic Regulations and any other relevant documentation.

[e] The Research Office [or equivalent] in the partner institution will liaise with the examiners and the student to agree an examination date/time and location, to fall within the time frame indicated within the regulations.

M7.3 Communication Channels for Partners

[a] All communications between the partner institution and the University in relation to the appointment of External Examiners should be copied to the Hope Moderator

[b] All documents should be sent electronically.

M8 Duties and Responsibilities of External Examiners

L8.1 All External Examiners

[a] To read the thesis and prepare a preliminary report on it in advance of the oral examination, identifying any concerns and giving an initial recommendation. This must not be disclosed to or discussed with the student or the supervisors prior to the oral examination.

[b] To meet with the internal examiners, any other external examiners and the Independent Chair on the day of the examination before the candidate is seen, to agree how the examination is to proceed.

[c] To conduct him/herself in the oral examination in a way which is fair and reasonable and gives the candidate every opportunity to explain and defend their work.

[d] To give informal feedback to the candidate, with the other examiners, on the day of the examination.

[e] To contribute to, and to sign, the agreed final report.

[f] To provide detailed feedback in respect of any modifications or revisions required to the thesis, no later than one week after the examination.

[g] To agree with the other examiners who will be responsible for approving any modifications required to the thesis. Where this includes the external examiner, to read and approve the modified thesis in a timely manner, and to sign the appropriate form and forward it to Liverpool Hope University's Registrar as instructed.

[h] To ensure that any concerns about general issues are notified to the Independent Chair.

M8.2 Where a Student is Required to Undergo a Second Oral Examination

Normally, the second examination will be conducted by the same examiners as the first examination, although in the case of external examiners, a second fee would be paid. [The only exception shall be if the external examiner is unable to extend his/her role to cover the period of the second examination. If the original external examiner cannot participate in the second oral examination, the University shall normally appoint a second external examiner for that purpose, in accordance with the procedures in section M7 above.]

N: Submission of the Thesis

N1 Eligibility to Submit a Notification of an Intention to Submit

N1.1 No student shall be eligible to declare an intention to submit a thesis for the degree of PhD or MPhil until they have successfully completed phase 2 of the Liverpool Hope University Research Skills Scheme [or equivalent].

N1.2 No student shall be eligible to declare an intention to submit a thesis for the degree of PhD until they have successfully undertaken the Confirmation of Registration Event.

N1.3 No Intention to Submit form shall be accepted unless it has been approved by the Primary Supervisor of [Professional Doctoral] Studies.

N2 Guidance on the Preparation of a Thesis

In addition to the requirements stipulated in the Regulations, students are expected to adhere to the guidelines available in the PGR handbook.

N3 Submission of the Thesis

N3.1 No student shall be eligible to submit a thesis until the student has been informed, by email from administration@hope.ac.uk, that their Intention to Submit Form has been approved, and their status changed to "Submission Pending".

N3.2 Students must email an electronic copy of the thesis, together with a completed "submission of a Soft-Bound Thesis" form, to the Research Office [or equivalent] in the Partner Institution. Students must also submit at least two soft-bound paper copies of the thesis [one for each examiner], to the Postgraduate Administration Team or the Research Office [or equivalent] in the Partner Institution.

N3.3 On receipt of the form and the copies of the thesis, the Postgraduate Research Administration Office or the Research Office [or equivalent] in the Partner Institution should:

- if the form has been fully completed, and the Do[PD]S has indicated on the form that the student has successfully completed their (Vitae) Research Skills, forward the thesis to the examiners;
- if the form has not been fully completed, or the Do[PD]S has not indicated on the form that the student has successfully completed their (Vitae) Research Skills, return the form to the student, and warn that the thesis cannot be forwarded to the examiners until a suitably amended form has been received, and that this may delay the examination.

N3.4 Late Submissions

- If no thesis has been received by the "date of intended submission" on the Intention to Submit form, the Postgraduate Research Administration Office or the Research Office [or equivalent] in the Partner Institution shall issue a reminder to the student.
- If no thesis has been received by one month after the "date of intended submission" on the Intention to Submit form, the Postgraduate Research Administration Team or the Research Office [or equivalent] in the Partner Institution shall inform the student that the form has expired, that a further form, giving a revised "date of intended submission", must be submitted, and that the thesis cannot be accepted until this has been done.
- If no thesis has been received by the formal submission deadline indicated by the student's Expected End Date on the University's database, and no extension has been granted by the Continuation and Award Board, the student will be deemed to have failed the degree.

N4 After the Submission of the Softbound Thesis for Examination

The student shall be entitled to receive guidance on how to prepare for the examination.

The guidance shall normally include an opportunity to engage in a mock examination, and to receive feedback on this examination.

N5 Communication Channels for Partners

N5.1 All communications between the partner institution and the University in relation to the submission of a student's thesis should be copied to the Hope Moderator

N5.2 All documents should be sent electronically.

O: Examination of the Thesis

In addition to requirements stipulated in the Regulations the examination is expected to follow the guidelines below.

O1 Location of the Oral Examination

The examination shall normally be held at Hope Park/ Creative Campus or the Partner Institution. However, in the case of students admitted under Distance Supervision arrangements, the examination may be held at an alternative location.

O2 Timing of the Oral Examination

The examination shall normally be held within 2 months of the submission of the thesis, and any proposal to hold an examination later than 3 months after the submission of the thesis must be authorised by Liverpool Hope University's Continuation and Award Board.

The Postgraduate Research Administration Team or the Research Office [or equivalent] in the Partner Institution shall ensure that each examiner receives a copy of the thesis no later than one working week after the thesis has been submitted.

O3 Examiners' Reports Submitted Before the Oral Examination

O3.1 Submission of the Reports

Each Examiner shall submit an independent, signed, report to the Postgraduate Research Administration Team or the Research Office [or equivalent] in the Partner Institution, to arrive electronically no later than one week before the date of the oral examination. The examiner's signature shall not be typed.

The Postgraduate Research Administration Team or the Research Office [or equivalent] in the Partner Institution shall collate the reports and distribute a full set to all examiners before the date of the oral examination, ensuring that, when examiners arrive they are familiar with all the issues raised.

The reports shall not be given to, or discussed with, either the candidate or any member of the Supervisory Team.

O3.2 Content of the Reports

Each report shall summarise the examiner's impressions from reading the thesis, including, *inter alia*:

[a] whether the candidate appears to have fulfilled the university's expectations for the award of a the relevant 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.

O4 Conduct of the Oral Examination

The University has a responsibility under the Disability Discrimination Act to make reasonable adjustments to oral examinations. The candidate is required to inform the Research Office that adjustments will be required at the stage of submitting their Notification of an Intention to Submit. The Research Office will then ask the learning support team to work with the Independent Chair to facilitate reasonable adjustments.

The Independent Chair shall arrange to meet the examiners before the examination, to agree an Agenda.

Oral examinations are open to the student's supervisor(s). However, the candidate has the right to decline the presence of their supervisor. The supervisor(s) must remain silent throughout the examination if they are in attendance and may not take part in any discussions.

The examination shall follow the Agenda agreed in advance. However, the Agenda shall offer the candidate an opportunity to draw attention to aspects of the thesis covered by the substantive Agenda items.

The candidate shall be given a full opportunity to defend their thesis and to address the issues raised.

The Registrar or Nominee shall be on call throughout the examination, in case any issues arise that require regulatory guidance beyond the expertise of the Independent Chair.

A member of the Postgraduate Research Administration Team or the Research Office staff shall be on call throughout the examination, in case any issues arise in relation to the examination room or other physical resources.

O5 Selecting the Most Appropriate Outcome and Producing the Joint Report

O5.1 Selecting the Recommended Outcome

After the examination, the examiners shall select one of the outcomes specified in the Regulations, in accordance with the formal definitions of those outcomes specified in the Regulations.

O5.2 The Joint Report

- This shall be compiled by the Chair, but shall be signed by all examiners.
- The Report shall indicate the recommended outcome, and, where appropriate, shall [a] specify a date, in accordance with the regulations, by which the thesis must be submitted, and [b] indicate whether a further oral examination would be required.
- Where the candidate is required to make modifications to the thesis, the report shall specify these in sufficient detail for it is be clear, on re-examination, whether the candidate has successfully undertaken the required amendments.
- The Chair shall submit the report electronically to the Liverpool Hope University's Registrar or Nominee, normally within one week of the examination.

O5.3 Where the Examiners Do Not Agree on a Recommendation

In accordance with paragraph O6 above, the Independent Chair shall prepare an independent final report, and forward this electronically to Liverpool Hope University's Registrar or Nominee, and provide instructions to the examiner(s) to do likewise. The matter shall then be referred to Liverpool Hope University's Pro-Vice Chancellor [Research].

O5.4 Where a Second Oral Examination is Recommended

The Independent Chair shall seek confirmation from the external examiner[s] that they will be in a position to participate in the second examination, as required in the Code of Practice. Where, exceptionally, an external examiner indicates that he or she will be unable to participate in the second examination, this shall be noted in the Joint Report, and the Independent Chair shall formally request that the Supervisory Team prepares a recommendation, in accordance with paragraph O7, for the appointment of a replacement.

O6 Feedback to Candidates

O6.1 The Chair shall normally provide the candidate with informal oral feedback on the day of the examination. This shall include the recommended outcome and, where amendments are needed, an indication of the broad nature of the amendments and the date by which they would need to be submitted;

O6.2 The candidate and Primary Supervisor of [Professional Doctoral] Studies shall be supplied, by the Postgraduate Administration Team or the Research Office [or equivalent] in the partner institution, no later than one week after the examination, with written

feedback, giving full details, extracted from the Joint Report, of the outcome and required modifications.

O6.3 Both the oral and written feedback shall:

[a] specify that the recommendations are subject to formal confirmation from Liverpool Hope University, and indicate that this confirmation will arrive by email from the Student Enrolment and Administration team;

[b] draw the attention of unsuccessful candidates to the University's appeals regulations, specifying that an appeal could only be lodged when the formal confirmation has been issued.

O7 Storage of the Final Copies of the Thesis, for Candidates Eligible to Graduate

When the final electronic and hard bound copies have been received in the Postgraduate Research Administration Team or the Research Office [or equivalent] in the Partner Institution, the copy will be sent, together with the Copyright Declaration Form, to the Sheppard Worlock Library at Liverpool Hope University.

O8 Communication Channels for Partner Institutions

O8.1 All communications between the partner institution and the University in relation to the examination of a student's thesis should be copied to the Hope Moderator

O8.2 All documents should be sent electronically.

P: Monitoring the Success of Postgraduate Research Programmes

P1 Data about Students and Research Degree Programmes

P1.1 Research Degrees SubCommittee, or The Research Committee [or equivalent] at each Partner Institution shall routinely, and at least on an annual basis:

[a] consider data pertaining to the success of Liverpool Hope University's research degrees programmes at the Institution, and

[b] use this consideration to prepare an annual report to Liverpool Hope University's Research Degrees SubCommittee, which comments upon the data and presents recommendations for how the provision may be enhanced.

P1.2 The data shall include, *inter alia*:

- submission and completion times and rates: overall, by degree and School or Department;
- number of candidates attempting the Annual Monitoring, Confirmation of Registration and Application to Transfer Registration Events, and an analysis of the outcomes of each event: overall, by degree and School or Department;
- number of candidates whose thesis has been examined and re-examined, and an analysis of the outcomes of each event: overall, by degree and School or Department;
- withdrawal rates and interruption rates: overall, by degree and School or Department;
- the number of appeals and complaints, the reasons for them, and how many are upheld: overall, by degree and School or Department;
- comments from examiners: overall, by degree and School or Department ;
- recruitment profiles: overall, by degree and School or Department;
- feedback from research students, employers, sponsors and other external funders: overall, by degree and School or Department;
- information on employment destinations and career paths of former students. overall, by degree and School or Department;

P2 The Research Environment

Liverpool Hope University's Pro Vice-Chancellor [Research] shall routinely, and at least on an annual basis, monitor the research environment at Liverpool Hope University and at each Partner Institution, to ensure that it continues to provide support for doing and learning about research in a context in which high quality research is occurring, and to confirm that each subject area remains entitled to admit research students.

Q: Responsibilities of Students

Q1 General Expectations

Research students are expected to:

- take responsibility for their own personal and professional development, including (for MPhil/PhD students) completing the Liverpool Hope University Research Skills Scheme [or equivalent];
- maintaining regular contact with the Primary Supervisor of [Professional Doctoral] Studies,
- preparing adequately for meetings with supervisors, including submitting to the Primary Supervisor of [Professional Doctoral] Studies both an agenda and targets for each formal meeting;
- setting and keeping to timetables and deadlines, including planning and submitting work as and when required, specifically keeping to deadlines relating to Key Events including (as appropriate to the programme of study) Annual Monitoring, Confirmation of Registration and submission of the thesis, and generally maintaining satisfactory progress with the programme of research;
- making the Primary Supervisor aware of any specific needs or circumstances likely to affect their work;
- being familiar with the Liverpool Hope University's regulations and policies that affect them, including the Regulations and Code of Practice for Postgraduate Research Degrees.

Q2 Undertaking Teaching Duties

Postgraduate research students who are not employed as a member of academic staff at Liverpool Hope University or the Partner Institution may undertake a limited amount of teaching and continuous assessment work when this is appropriate. Before confirming such arrangements, a Partner Institution is expected to confirm with the Liverpool Hope University Moderator that the workload would not compromise the progression of the students towards their postgraduate research award. At Liverpool Hope any teaching and continuous assessment work undertaken by Postgraduate Research students must be in accordance with the University's Policy on Students Undertaking Teaching Duties.

R: Academic Misconduct

Q1 Misconduct Discovered Before a Degree is Conferred

Alleged misconduct shall be investigated, and a penalty applied, in accordance with the Universal Academic Regulations [adjusted as appropriate for Postgraduate Research Degrees].

Q2 Misconduct Discovered After a Degree is Conferred

Alleged misconduct shall be investigated in accordance with the Academic Regulations for Postgraduate Research Degrees.

If it is judged that the student has engaged in academic misconduct, Liverpool Hope University's Continuation and Award Board shall be empowered to rescind the degree. The student shall be entitled to appeal against the decision in accordance with Liverpool Hope University's Academic Appeals Procedures.

R: Mitigating Circumstances

R1 When might Mitigating Circumstances be Considered?

Mitigating circumstances might be identified via the following mechanisms:

- routine monitoring by Primary Supervisors of Studies;
- supervisory meetings;
- annual monitoring reviews;
- mid point reviews.

R2 What Concessions are Available on the basis of Approved Mitigating Circumstances?

In principle, the following 10 concessions are available.

R2.1 Deferral as an Annual Monitoring Review outcome [*standard forms and procedures apply*].

R2.2 Short-term rescheduling of Annual Monitoring Review interview or deadline for submission of Annual Monitoring Review documents, so that Deferral is not necessary [*no form; authorised by Primary Supervisor*].

R2.3 Interruption of Studies [*standard forms and procedures apply*].

R2.4 Transfer from full-time to part-time study [*standard forms and procedures apply*].

R2.5 Short-term rescheduling of Confirmation of Registration Event or Transfer of Registration Event or Confirmation of Doctoral Registration Interview or deadline for submission of documents, so that the interview still takes place within timescales stipulated in the Regulations [*no form; authorised by Primary Supervisor of [Professional Doctoral Studies*].

R2.6 Rescheduling of Confirmation of Registration Event or Transfer of Registration Event RE or Confirmation of Doctoral Registration Interview or deadline for submission of documents, so that interview would NOT take place within timescales stipulated in the Regulations [*no form; authorised by Liverpool Hope Registrar*].

R2.7 An extension of a thesis [re]submission deadline [*standard forms and procedures apply*].

R2.8 Rescheduling of an oral examination [*no form; authorised by Reg*istrar].

R2.9 "Potentially not on track, due to mitigating circumstances" as an outcome of Mid-Point Review [*standard forms and procedures apply*].

R2.10 A Learning Support Plan [or equivalent in a Partner Institution], to reflect a student's disability.

R3 Some Principles

R3.1 Does the Liverpool Hope University's Fit to Sit Policy apply to PGR Students in Partner Institutions?

Yes.
Awarding a more generous outcome than work deserves on merit is NEVER acceptable.

The University Mitigating Circumstances Policy applies to all students.

APPENDIX ONE
Qualification Descriptors **

Master of Philosophy

1. 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.

2. 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.

Doctor of Philosophy

1. 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.

2. 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 & transferable skills necessary for employment requiring the exercise of:

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

** Adapted from: UK Quality Code for Higher Education Part A: Setting and Maintaining Academic Standards The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies [October 2014]

APPENDIX TWO
Glossary of Terms

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)

Annual Monitoring Review
A formal procedure undertaken each year to monitor the progress of each student registered for an MPhil, PhD or Part 2 of a Professional Doctorate.

Confirmation of Doctoral Registration
A formal procedure whereby a student admitted to read for an MPhil degree may apply to transfer their registration to read for a PhD degree.

Confirmation of Registration Event
A formal procedure for confirming, normally within 2 years after initial registration, that students admitted to read for the degree of PhD are on track to fulfil the University's expectations associated with doctoral level work. This event must be completed before a student may submit a thesis for the award of PhD. Candidates who do not complete the event successfully may be required to register, instead, to read for an MPhil degree.

IELTS
This stands for "International English Language Testing System". Liverpool Hope University expects international applicants for whom English is not their first language to have IELTS scores of at least 6.5

Liverpool Hope University Moderator
A member of staff at Liverpool Hope University, with responsibility for maintaining oversight of the University's accredited provision at a specified Partner Institution, and for providing advice and guidance to the Institute in respect of academic matters and the University's procedures and regulations.

Liverpool Hope University Research Skills Scheme [LHURSS]
A compulsory scheme established to ensure that all postgraduate research students acquire the essential skills required by the national framework of the Joint Research Councils.

Oral Examination
A form of assessment in which a student is expected to defend their thesis in front of at least two examiners, at least one of whom will be an external examiner.

Pastoral Tutor (PT)
Each student will also be assigned a pastoral tutor who will take on a pastoral role and mediate on any problems that arise during the period of study. Your tutor will keep in regular contact and provide background stability and support.

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.

Disciplinary/School PGR Coordinator
The University will nominate PGR coordinates 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.

Continuation & Award Board for Postgraduate Research Students
A Board, based at, and operated by, Liverpool Hope University, which formally considers recommendations relating to the progress of students registered for awards of that University, irrespective of the institution at which the students are based. The Board's remit includes: proposed extensions of study, the recommended outcomes of the Annual Monitoring, Confirmation of Registration and Application to Transfer Registration Events, and recommended awards following oral examinations of theses.

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).

Research Degrees SubCommittee
A SubCommittee of Research Committee at Liverpool Hope University, responsible, *inter alia* for considering recommendations that applicants be admitted, general issues arising from examinations, and requests to operate contrary to the Code of Practice. The SubCommittee routinely monitors data relating to research students and research degree programmes.

Scrutineers
A team appointed by the Head of Department [or equivalent] to scrutinise applications for admission to read for a postgraduate research degree.

Supervisory Team
The group of supervisors responsible for guiding an individual research student.