

X. Doctor of Philosophy Degree Progress Regulations

For Doctor of Philosophy students, these regulations should be read in conjunction with the:

- [Doctor of Philosophy Assessment Regulations \(section XI\)](#) for all doctoral programmes, except where [programme specific regulations](#) have been approved by University Education Committee (UEC).
- Code of Practice for Research Degree Programmes approved by Senate, which is reviewed annually and made available each academic year and included in the [Handbook for Research Students and Supervisors](#).

For Doctor of Philosophy (Integrated) students, these regulations apply to the research element of the programme and should be read in conjunction with the:

- [Specific Progress Regulations for the Doctor of Philosophy \(Integrated\) \(Section XII\)](#).

The basis for the award of the degree of Doctor of Philosophy to staff candidates will be the same as the basis for the award of the degree to students.

These regulations use Academic Unit, as an overarching term for School and Institute.

Where reference is made to any named University role, this also includes their nominees.

A. Introduction

1. Applicants for the degree of Doctor of Philosophy are required to show ability to conduct original investigations, to explore critically, evaluate and test their ideas, and those of others, and to relate them to a wider body of knowledge. A doctoral thesis should be a body of work which a capable, well-qualified and diligent student, who is properly supported and supervised, can produce in:

- three years of full-time study for a full-time Doctor of Philosophy degree
- six years of part-time study for a part-time Doctor of Philosophy degree

The thesis should exhibit substantial evidence of original scholarship and contain material worthy of publication. (The University [Handbook for Examiners of Research Degrees by Theses](#) provides further details in the section, 'Criteria for the Doctorate'.)

2. Applicants, including members of staff, who are approved for admission as Doctor of Philosophy students, will be required to pay the fees for the degree as set out in the Fees Schedule (details are available [here](#)).

B. General Entrance Requirements

3. An applicant may be approved for admission to a research programme by a minimum of two Postgraduate Admissions Selectors in accordance with the

University's *Postgraduate Admissions Policy* and Faculty/Programme criteria approved by respective Deans of Postgraduate Studies, where an applicant:

- a) is a graduate of this or another approved university or other approved degree-awarding body or holds other qualifications approved by the Dean of Postgraduate Studies;
 - b) has completed an approved application including:
 - i. evidence of their suitability to become a student in terms of academic ability and prior training and experience;
 - ii. evidence that their English language proficiency meets the published requirements for the programme of research;
 - iii. a research proposal, if required.
 - c) has supplied details of two recent referees and evidence of prior qualifications and experience as required by the Postgraduate Admissions Selectors and/or the Dean of Postgraduate Studies.
4. Where an applicant has previously studied for a Doctor of Philosophy at another institution and wishes this to be taken into account at Newcastle University, a '[Previous Study](#)' application must be submitted and approved by the Dean of Postgraduate Studies
5. In considering an application, the Postgraduate Admissions Selectors must be satisfied of:
- a) the applicant's suitability for the programme, and
 - b) the availability of appropriate supervision, suitable facilities, and resources once the applicant is admitted. (It is the responsibility of the Head of Academic Unit, directly or through the Postgraduate Admissions Selectors, to ensure that these will be available to an applicant once admitted).

C. Admission as a Staff Candidate for the Degree of Doctor of Philosophy

(This section does not apply to the Doctor of Philosophy (Integrated) degree.)

6. In addition to the requirements set out in Regulation B, if you are a University staff member seeking approval as a 'Staff Candidate' for the degree of Doctor of Philosophy you will be required to complete and submit an application at the outset of studies which sets out:
- a) a description of proposed research as specified by the relevant Faculty;
 - b) details of the nature of the appointment held by you and its duration;
 - c) approval from both your Head of Academic Unit of employment and your Head of Academic Unit of study.

Notes:

- (i) *For the purpose of agreeing a staff fee, you must hold a substantive post, defined as being a contract of employment of at least 25% FTE over a full*

12-month period, and covering the annual period of registration with the University. (This may include a Postgraduate Teaching Assistant (PGTA) holding a contract of employment of at least 25% FTE covering the candidature of the research degree programme.)

- (ii) *Retrospective registration requests will continue to be considered on a case-by-case basis, but requests of more than one year of retrospective registration would not normally be supported.*
- (iii) *If you are a member of staff on a temporary contract and your contract ends before the end of your candidature, you will be transferred to student regulations at your contract end date. You will be required to pay any remaining tuition fees at the student fee rate for the remainder of your candidature.*
- (iv) *This does not include students who are employed as an Occasional Postgraduate Teacher (OPT) or a Contracted Postgraduate Teacher (CPT), by the University, e.g., as demonstrators, General Duty Assistants, Laboratory Technicians. (Please consult the [Postgraduates who Teach Policy](#) for further information.)*

D. Doctoral Candidature Status

7. You commence your programme with doctoral candidature status. It is the annual review of progress, either through the Board of Examiners at the end of the first year for the Doctor of Philosophy (Integrated) degree or through the Annual Progress Review Panel recommendation for all Doctor of Philosophy degrees (*and the research element of the Doctor of Philosophy (Integrated) degree*) which determines whether doctoral candidature status should continue (See Regulation 29).

E. Preconditions for the Award of the Degree of Doctor of Philosophy

- 8. Before being awarded the degree of Doctor of Philosophy, you must:
 - a) satisfy the entrance requirements for the degree;
 - b) register for and make satisfactory progress throughout your programme of study. (*If you are a Doctor of Philosophy (Integrated) student, the full programme will comprise of taught modules and a research thesis. There will be between 120 and 200 credits drawn from taught modules and the research element will include generic and specific skills training elements, as well as the thesis*);
 - c) satisfy the examiners as required under the Assessment Regulations and any specific programme regulations.

F. Research Degree Supervision

9. You will engage in advanced study and research under the direction of a Supervisory Team approved by the University. The Supervisory Team normally consists of at least two members of University staff, one of which will be your

Academic Supervisor. Your Supervisory Team is appointed by your Head of Academic Unit, normally before you are accepted onto your programme of study.

It is expected you will have a Supervisory Team of at least two supervisors at the point of initial registration on your programme, however, review and confirmation of your Supervisory Team arrangements will be carried out at the Project Approval stage (See Regulation 23) and formally approved by the Dean of Postgraduate Studies.

If you are a Doctor of Philosophy (Integrated) student, your Supervisory Team will be appointed by your Head of Academic Unit before you progress on to the research element of your programme.

10. To be eligible to supervise postgraduate research degree students, a member of staff must hold either a degree of Doctor of Philosophy, an equivalent research degree or have equivalent research expertise. The appropriateness of an equivalent research degree or research expertise should be determined by the Head of Academic Unit, in consultation with the Dean of Postgraduate Studies.

11. The Academic Supervisor will be a Newcastle University staff member and will normally have had previous experience of at least one successful supervision. The Academic Supervisor will have primary responsibility for supporting you throughout your period of study.

12. Approved PGR Supervisors will be included on the Doctoral College Fellows list and will be expected to engage with the [PGR Supervisor Development Programme](#).

13. In any case where you are studying outside the University at another institution, arrangements may also be made for local supervision and support to be provided to you by staff at that institution (see Regulation 19d). Such arrangements will supplement the role of the Academic Supervisor and Supervisory Team detailed in Regulations 9 and 11 above. Where External Advisors are added to the Supervisory Team, the [Principles for the Appointment of an External Advisor and Development of Joint Supervisory Arrangements](#) should be consulted and are in addition to your appointed Supervisory Team.

Notes:

- (i) *Where the members of the Supervisory Team are permanently changed you should normally be consulted in advance. The outcome of the consultation informs decisions made regarding the composition of the Supervisory Team.*
- (ii) *Your Academic Unit should notify the Graduate School of any changes to your Supervisory Team, who will arrange for approval from the Dean of Postgraduate Studies. On rare occasions supervisory relations may break down. In such circumstances, in the first instance you should consult with another member of the Supervisory Team. If it is not possible to resolve the problems in this manner, then you and/or a member of the Supervisory Team should report difficulties to the Head of Academic Unit, who may refer the matter, if necessary, to the Graduate School or Dean of Postgraduate Studies.*

- (iii) The [*Code of Practice for Research Degree Programmes*](#) provides further details on changes to Supervisory Teams and on appropriate supervisory support for a research student.

G. Candidature Categories, Period of Study and Registration Requirements

Doctor of Philosophy

14. You may be approved as a student in one of the following candidature categories:

- a) Full-time - as a student whose minimum period of candidature will normally be not less than three years of full-time study;
- b) Combined - as a student whose minimum period of candidature will be not less than four years, of which normally not less than one year will be spent in full-time study in the University, in periods of at least three months duration. (This includes Postgraduate Teaching Assistants (PGTA) whose minimum candidature will be four years of full-time study.);
- c) Part-time - as a student whose minimum period of candidature will be not less than six years of part-time study.

15. If you wish to transfer from one of the categories of candidature to another, as specified in Regulation 14, you may do so only with the approval of the appropriate Dean of Postgraduate Studies), following a recommendation from the Supervisory Team and Head of Academic Unit.

Notes:

- (i) *You will normally only be registered under Regulation 14b if this is specified in your offer of admission. (This includes a Postgraduate Teaching Assistant who holds a formal employment contract for an agreed number of hours for the duration of their research degree programme and the candidature will be confirmed in the offer letter.)*
- (ii) *You will not normally be transferred on to Regulation 14b if you have previously been registered under Regulation 14a or 14c, unless you become a Postgraduate Teaching Assistant during your research degree studies.*
- (iii) *If you are a staff candidate (not a Postgraduate Teaching Assistant) you will normally be registered on part-time candidature (Regulation 14c), unless the Dean of Postgraduate Studies is satisfied that the greater part of your time is devoted to supervised research. In these cases, you can be registered on full-time candidature (Regulation 14a).*
- (iv) *The basis of part-time candidature (Regulation 14c) is 50% of full-time study. However, where a student intends to submit their thesis earlier than the start of the final term of minimum candidature, this is possible with the support of the Annual Progress Review panel. (Section S: Early Submission provides additional information.)*
- (v) *If you have a Student Support Plan with a reasonable adjustment relating to candidature, it may be possible for candidature length to be reviewed.*

Doctor of Philosophy (Integrated)

16. You may be approved by your Postgraduate Admissions Selectors in one of the following candidature categories:

- a) Minimum period of candidature of not less than four years of full-time study.
- b) Minimum period of candidature of not less than three years of full-time study, where a student who has already obtained a relevant masters or equivalent qualification and approval is given during the admission process for registration directly into the second year of study.

17. If you wish to transfer from one of the categories of candidature specified in Regulation 16 to another such category, you may only do so with the approval of the appropriate Dean of Postgraduate Studies and subject to the recommendation of your Supervisory Team and Head of Academic Unit.

18. In all cases of candidature approved under Regulation 14 and 16, you will be required to register continuously from commencement of your candidature until completion. During this time, you must abide by the requirements of the University's *General Regulations*. Your period of study is calculated from the date of first registration for the degree of Doctor of Philosophy (or Master of Philosophy if you have upgraded to a Doctor of Philosophy). You will be required to re-register at the start of each Academic Year.

Note: A PhD by Prior Publication is available to FERA employees, subject to an initial suitability assessment by FERA, followed by an academic application to the University. Further information is available [here](#).

H. Study Undertaken Outside the University

19. The normal expectation is that you will study at Newcastle University or approved overseas campus. If study will be carried out away from these approved campuses and this is known at the admissions stage, then '[Outside Study](#)' approval should be sought from the Dean of Postgraduate Studies, in advance of registration on the programme.

If following registration you need to study outside the University (or approved campus) for more than one month, you may be permitted to do so by a Dean of Postgraduate Studies on the recommendation of your Supervisory Team and Head of Academic Unit.

20. You should normally seek approval three months in advance of the start of the period of outside study, where possible, and the Dean of Postgraduate Studies should be satisfied before the beginning of the period of outside study that:

- a) you will have access to adequate facilities, resources, and appropriate research training;
- b) you will have sufficient time available for study and research;
- c) appropriate arrangements have been made for your supervision and progress monitoring during your period of outside study, including arrangements for the Supervisory Team to maintain contact with and to

- meet with you, in accordance with requirements stated in the Code of Practice for Research Degree programmes and as often as is necessary;
- d) appropriate arrangements have been made in any case where you are attached to or working at an institution outside the University, and you are offered local supervision and support by staff at that institution;
 - e) that you have Ethical Approval in place for the activities you will be undertaking while on outside study;
 - f) any relevant health and safety issues have been considered and approved by the Head of Academic Unit in line with University guidelines and University Insurance policies.

All study visits, of any duration, to a high-risk location must also be signed off by the Dean of Postgraduate Studies, or Faculty PVC under certain circumstances. More information is available in the [Travel and Outside Study \(off-campus and abroad\) Guidance for Postgraduate Research Students](#).

Notes:

- (i) *Periods of outside study of less than one month should be agreed within your Academic Unit and you should complete an [Absence Request](#) form in the Student Portal for the dates of your outside study.*
- (ii) *If you are permitted to undertake outside study you are still required to:*
 - *pay the standard tuition fees whilst within candidature unless alternative arrangements were approved as part of the admission process.*
 - *have your engagement with your studies monitored as agreed in the Learning Agreement, including time registered as a pending or extended submission student.*
 - *adhere to your thesis submission deadline, unless an extension or interruption of studies has been agreed as part of the outside study approval.*

Notes for Student Visa Holders:

- (iii) *You are required to inform the University if you are away from Newcastle (or approved campus) as a condition of your visa sponsorship.*
- (iv) *If you are under candidature and undertaking primary research outside the UK, you will only normally be permitted to do this for 12 months without curtailment of your visa.*
- (v) *If you leave the UK to write-up in your home country, or elsewhere, you will normally have your visa curtailed.*

J. Attendance and Progress

21. You will comply with the University's requirements for progression, as follows (*if you are registered on a Doctor of Philosophy (Integrated) degree the following applies to the research element of your programme*):

22. Learning Agreement

Within one month of your initial registration (*or the start of the research element of your programme if you are registered on a Doctor of Philosophy (Integrated) degree*), you and your Supervisory Team (on behalf of the University) will have signed an approved Learning Agreement to cover your period of candidature, to ensure you have received, understood, and accepted the expectations of your research programme.

23. Project Approval

- a) Within three months (for full-time students) or six months (for part-time students) of your initial registration (*or the start of the research element if registered on a Doctor of Philosophy (Integrated) degree*) you should submit a project proposal, in accordance with guidelines identified by your Faculty Postgraduate Research Committee. (*If you are registered on a Cohort Programme, different timescales may apply.*)
- b) Your project proposal will be considered by an impartial Project Approval Panel and your Head of Academic Unit, before being submitted to the Dean of Postgraduate Studies for approval.

Where your project proposal has already been reviewed and approved by external peer review, a project plan and Supervisory Team arrangements should still be submitted to the Project Approval Panel for consideration before being submitted to the Dean of Postgraduate Studies for approval.

- c) Progression on the programme (*or research element of a Doctor of Philosophy (Integrated) degree*) will be dependent upon approval of your project proposal.

If your impartial Project Approval Panel supports your project proposal but is not satisfied that the proposed supervisory arrangements are adequate, the panel may seek the approval of your Head of Academic Unit, to make a recommendation to the Dean of Postgraduate Studies for the replacement of all or part of the Supervisory Team.

If the impartial Project Approval Panel is unable to support the initial project proposal, you will be permitted an opportunity for re-submission, normally within three months (for full-time students) or six months (for part-time students).

If, after a re-submission opportunity, the impartial Project Approval Panel does not approve your project proposal, the Project Approval Panel should make a recommendation of 'Withdrawal of Registration' to the Dean of Postgraduate Studies. If this recommendation is confirmed by the Dean of Postgraduate Studies, you will not be permitted to continue as a registered student and your registration will be withdrawn.

Note: The Project Approval Panel should not normally recommend that your registration is withdrawn without having previously provided you with a Project Approval re-submission opportunity.

24. Supervisory Team Contact

- a) You should attend the University as regularly as required by your Supervisory Team, bearing in mind your candidature category and allowing for any period of outside study.

In accordance with the [Code of Practice for Research Degree Programmes](#):

If you are a full-time student, you should have:

- regular contact with your Supervisory Team at least ten times per year, approximately once per month, until submission of your thesis, with no more than an 8-week gap between meetings.
- regular contact with each member of the supervisory team, at least on three occasions, each year.
- at least one meeting with the full supervisory team to discuss your progress, usually in advance of your Annual Progress Review.

If you are a part-time student, you should have regular contact with your Supervisory Team and you should discuss and agree the number of formal interactions with your Supervisory Team as part of your Learning Agreement, ensuring there is no more than a 10-week gap between meetings.

- b) The University requires that you record and confirm the outcomes of your supervisory meetings, via [NU Reflect](#) until submission of your thesis.
- c) In addition to 23a and b above, if you are a Student Visa holder you should continue to record and confirm the outcomes of your regular supervisory meetings, via [NU Reflect](#), while under examination through to completion of your studies, as a condition of your visa sponsorship.

25. Annual Progress Review

Within:

- nine months of your initial registration as a full-time student (or the start of the research element of your Doctor of Philosophy (integrated) degree;
- ten months of your initial registration as a part-time student, or

You should submit a report on your progress, along with any supporting documentation, via the [PGR Code of Practice System](#). You may also be required to make a project presentation, submit a piece of work, attend a viva, or meet with your Annual Progress Review Panel. The specific requirements for your Annual Progress Review will be prescribed by your Academic Unit/Faculty and these may vary depending on your stage and candidature.

You will then undergo an Annual Progress Review until submission of your thesis.

26. You should maintain a record of your personal skills development throughout your studies and submit this annually to your Annual Progress Review Panel as evidence of your development;

27. Your Supervisory Team will submit an annual report via the [PGR Code of Practice System](#) about the progress of your research.

28. Your Academic Unit will appoint an impartial Annual Progress Review Panel which will review your progress annually, via the [PGR Code of Practice System](#). The Annual Progress Review Panel will consider your report and any other submitted material, as well as the Supervisory Team report, alongside the APR criteria outlined in Section 12 of the [Code of Practice for Research Degree Programmes](#).

29. Your Annual Progress Review Panel is required to make a progress recommendation to the Dean of Postgraduate Studies in relation to your continued progression on your programme. To supplement the progress recommendation, your Annual Progress Review Panel will provide a report to the Dean of Postgraduate Studies, which will include any detailed feedback they wish to provide to you and your Supervisory Team.

30. The following progress recommendations are available:

- i. Proceed - performance is satisfactory, and you can proceed to the next stage;
- ii. Proceed with Concerns - overall performance is satisfactory, and you can proceed to the next stage, but the Annual Progress Review Panel has some concerns, which you and your Supervisory Team should note;
- iii. Re-Submission - performance is unsatisfactory and a further progress review will be held normally within two months (four months for part-time students) to determine whether progress on the programme will be recommended;
- iv. Downgrade to MPhil (*for Doctor of Philosophy and Doctor of Philosophy (Integrated) students only*) - performance is unsatisfactory and submission for a Master of Philosophy examination is recommended instead of a submission for a Doctor of Philosophy examination (see Notes i and ii below);
- v. Withdrawal of Registration - performance is unsatisfactory and no submission for a Master of Philosophy or Doctor of Philosophy examination is recommended. You will not be permitted to continue as a registered student for either degree, and your registration will be withdrawn (See Notes iii and iv below).

31. In exceptional cases where your Annual Progress Review Panel is not satisfied that the supervisory arrangements are adequate and appropriate but considers you would otherwise be able to achieve the standards of the award, the Annual Progress Review Panel may seek approval from your Head of Academic Unit to make a recommendation to the Dean of Postgraduate Studies for the replacement of all or part of your Supervisory Team.

32. The Annual Progress Review procedure is deemed to be equivalent to a Board of Examiners and therefore the [University's Procedure for Academic Misconduct](#) applies to any reported or suspected cheating or plagiarism.

Notes:

- i) *Where the Annual Progress Review Panel recommends submission for the Master of Philosophy rather than the Doctor of Philosophy, the normal expectation, is that you will be able to either:*

- *submit immediately for the Master of Philosophy; or*
- *submit for the Master of Philosophy following a period of pending submission, which should be up to one year following the date of the decision to downgrade.*

You will not normally receive an additional period of minimum candidature.

There will be no expectation of an upgrade back on to a Doctor of Philosophy at a later stage.

- (ii) *Any further progress review/re-submission opportunity should be recorded on the [PGR Code of Practice System](#).*
- (iii) *The Annual Progress Review Panel should not normally recommend that your registration is downgraded to MPhil (Regulation 30iv) or withdrawn (Regulation 30v), without having previously provided you with a re-submission opportunity (Regulation 30iii). Where it is your choice to downgrade to MPhil, a re-submission opportunity would not be required.*
- (iv) *In each Annual Progress Review, you will only normally have one re-submission opportunity.*
- (v) *If you are registered on the research element of Doctor of Philosophy (Integrated) programme please also refer to the [Specific Progress Regulations for the Doctor of Philosophy \(Integrated\): Section D Award of a Master's Degree](#).*

K. Mid-Year Review of Academic Progress

33. If you are failing to make satisfactory academic progress at times other than the normal annual review of your progress, your Supervisory Team will notify you in writing of the reasons for this and you will be given the opportunity of an interview with your Supervisory Team. *(This also applies to the research element of the Doctor of Philosophy (Integrated) degree.)* Following this notice and any interview, and taking account of all known circumstances, your Supervisory Team may either:

- a) *monitor your attendance, progress and performance for a specified period; this may require you to undertake additional pieces of work.*
- If your academic performance has not improved within the period specified in the written notice, your Supervisory Team will notify the Head of Academic Unit and submit a report for review by an Extraordinary Progress Review Panel; or*
- b) *notify the Head of Academic Unit and submit a report for review by an Extraordinary Progress Review Panel without undertaking a period of monitoring.*

In either case, where a report is made to an Extraordinary Progress Review Panel for a review of your progress, you will also be given the opportunity to submit a report to the Extraordinary Progress Review Panel. The Extraordinary Progress Review Panel will make a report and recommendation to the Dean of Postgraduate Studies (in accordance with Regulation 30). This review will be recorded in the PGR Code of Practice System.

L. Procedure for Review of Project Approval or Progress Review Outcomes

34. If you wish to request a review of your Project Approval, Annual Progress Review or Extraordinary Progress Review outcome you may do so using the University's [Academic Queries and Appeals Procedure](#) specifying one or more of the following grounds:

- a) the Project Approval/Annual Progress Review/Extraordinary Progress Review Panel were unaware of circumstances affecting your performance. (That is: you were adversely affected by illness or other factors of which you were previously unaware, or which for a good cause you were unable to disclose to the Project Approval/Annual Progress Review/Extraordinary Progress Review Panel, or unable to provide evidence at the time);
- b) procedural irregularity on the part of the Project Approval /Annual Progress Review/Extraordinary Progress Review Panel;
- c) bias or prejudice on the part of the Project Approval/Annual Progress Review/Extraordinary Progress Review Panel;
- d) that the decision reached was perverse in that it was one which no reasonable person or body could have reached on the available evidence.

M. Change of Circumstances

35. The University offers adjustments to support you if your progress is being seriously affected by unforeseen and unavoidable personal circumstances. *(You are advised to contact your Supervisory Team and/or Graduate School for further information in relation to your individual circumstances.)*

Interruption of Studies

36. The University normally expects you to complete your candidature in a single continuous period (i.e., to be continuously registered until completion) and to submit within the maximum candidature for your programme. However, it recognises that this may not always be possible.

37. The Dean of Postgraduate Studies will give sympathetic consideration to requests for periods of interruption, subject to you providing a strong justification and evidence, supported by your Supervisory Team.

38. Absences of more than one month will normally be classed as an interruption of study.

39. Your candidature should not normally be interrupted for more than twelve months.

40. Interruption requests should be submitted via the [PGR Code of Practice System](#) prior to the time of occurrence, or as soon as possible thereafter.

41. You should record absences of less than one month via the Student Notice of Absence form, but these do not constitute a formal interruption of study and as such your thesis submission deadline will not be adjusted.

42. Retrospective (backdated) interruptions will not be considered unless there are exceptional circumstances.

43. Retrospective (backdated) interruptions are not permitted if you are a Student visa holder.

44. A formal interruption of study will adjust your thesis submission deadline, in line with the period of interruption.

Notes:

- (i) *If your interruption results in a registration in a new academic year, this may result in a small increase in tuition fees, due to the annual tuition fee increase.*
- (ii) *On return from an interruption due to sickness absence of more than two months a return to study meeting may be arranged with your supervisor and/or PGR Director to discuss how you will re-engage with your studies, including any period of phased return.*

Extension to Thesis Submission Deadline

45. In exceptional cases, the Dean of Postgraduate Studies will consider requests for an extension to your thesis submission deadline, subject to you providing a strong justification and documentation, where available, supported by your Supervisory Team. (*Further guidance on extension requests is available [here](#).*)

46. Requests to extend your thesis submission deadline should be submitted via the PGR Code of Practice System in advance of your current thesis submission deadline.

47. If you are granted an extension to your thesis submission deadline you will be required to register as an 'extended submission' student and pay tuition fees as stipulated in the University's [Fee Schedule](#).

48. Your overall maximum candidature would not normally be extended for more than three years by an interruption, extension or a combination of the two. (Interruptions for parental leave would not count towards this.). *If you have a Student Support Plan which recommends a longer interruption as a reasonable adjustment the PG Dean could consider this and approve an extension to candidature of more than three years.*

Notes:

- (i) *Where possible, your interruption or extension request should be submitted in advance, as there is no guarantee the request will be approved.*

- (ii) *If you are still actively researching during an 'extended submission' period, you must continue with full registration and pay the full tuition fee for the period of your continued candidature.*
- (iii) *It is expected that if you are registered as an 'extended submission' student you will continue to receive regular structured interactions with your Supervisory Team and full access to Library and IT facilities will be available.*
- (iv) *This section applies to the research element of a Doctor of Philosophy (Integrated) degree.*

N Presumed Withdrawn

49. Your Graduate School will presume you have withdrawn from studies and may formally withdraw your registration, if you:

- Fail to return to studies as expected following an interruption of studies;
- Fail to attend as expected or fail to engage with the University (via Supervisor, Graduate School or other colleagues as appropriate) for a period of one month or more.

P. Teaching Duties

50. Teaching opportunities provide you with valuable experience and allow you to develop employability skills. The [Postgraduates who Teach Policy](#) provides further information on the available teaching options, as well as outlining the responsibilities of the Postgraduate Teacher, Academic Unit and University.

You should consult with your Supervisory Team about the time devoted to such duties and ensure that you do not contravene the terms of any studentship that you might hold and/or any visa restrictions. Ordinarily, this will mean that teaching duties are additional to the normal commitments of a student.

R. Pending Submission for Students Completing their Minimum Period of Candidature

Minimum Candidature is the period during which you are expected to conduct and complete your primary research (see Regulations 14 and 16 for minimum candidature periods.)

51. The fact that you have completed your period of minimum candidature does not constitute grounds for automatically transferring to 'pending submission' registration.

52. If you have completed your period of minimum candidature and completed your primary research, you will be permitted on the recommendation of your Supervisory Team to proceed to 'pending submission' student status for one further year and you will be registered as a 'pending submission' student.

53. If you are registered as a 'pending submission' student you will not be permitted to work in laboratories or studios or to take part in field trips (unless you have the approval of the appropriate Head of Academic Unit to do so for teaching or demonstrating purposes).

54. It is expected that as a registered 'pending submission' student you will continue to receive regular structured interactions with your Supervisory Team and full access to Library and IT facilities will be available.

55. If you have completed your period of minimum candidature but are still actively researching and require more time to work on your primary research, you must continue with full registration and pay the relevant tuition fee.

S. Submission for Examination by Thesis

56. The results of your advanced study and research must be embodied in a thesis in an approved format in accordance with [*Rules for the Form of Theses and Submission of Work for Higher Degrees \(Section XIV\)*](#). The length of a thesis will be determined by the Faculty Postgraduate Research Committee as set out in [*Rules for the Form of Theses and Submission of Work for Higher Degrees \(Section XIV\)*](#). You must submit an electronic version of your thesis to the Graduate School, along with a completed Examination Entry form and other relevant material.

57. All submitted theses will be scrutinised by the University using plagiarism identification software. If any incidences of plagiarism are detected, then the University's [*Procedure for Academic Misconduct*](#) will apply.

58. You must seek approval of the exact title of your thesis from the Dean of Postgraduate Studies, via the PGR Code of Practice System, normally three months before you submit your thesis. You must notify your Graduate School of any subsequent change to your approved title of thesis so this can be approved by the Dean of Postgraduate Studies.

59. Your thesis must be submitted for examination within the period specified below from the date appointed as the beginning of the period of study:

Doctor of Philosophy

- a) within four years if you are on Full-Time candidature (Regulation 14a);
- b) within five years if you are on Combined candidature (Regulation 14b);
- c) within seven years if you are on Part-Time candidature (Regulation 14c).

Doctor of Philosophy (Integrated)

- a) within five years (Regulation 16a)

Unless you were admitted directly into the second year of the Doctor of Philosophy (Integrated) where you will need to submit:

- b) within four years (Regulation 16b)

60. If you have an outstanding tuition fee debt upon submission of your thesis, the Graduate School will accept and record your thesis submission, however, the examination of your thesis will be on hold until receipt of the outstanding tuition fees.

T. Early Submission

61. If your thesis is ready for submission during the last term of your minimum period of candidature, you may submit your thesis to the Graduate School without having to seek support from your Annual Progress Review (APR) Panel.

62. However, if you wish to submit your thesis earlier than the start of your last term of minimum period of candidature, you should discuss this with your Supervisory Team in the first instance, as soon as you are considering an early submission.

63. Provided that your APR Panel is supportive of your early submission, you will be permitted to submit your thesis earlier than the end of your minimum period of candidature. If you do not have an APR scheduled before you intend to submit your thesis, your Supervisory Team should approach the Academic Unit to arrange an extraordinary APR to consider your early submission.

64. If you are permitted to submit your thesis earlier than the minimum period of candidature you will still be required to pay tuition fees for the whole of your minimum period of candidature.

Note: If you are a Postgraduate Teaching Assistant and wish to submit before the end of your minimum candidature, this may have an impact on your teaching duties, please consult the [Postgraduates who Teach Frequently Asked Questions](#) for further information.

U. Language of Submission

65. The normal expectation is that your thesis must be written in English. In exceptional cases, the Dean of Postgraduate Studies may consider submission in a modern language other than English, subject to you requesting this at the time of your application to your degree. Such a concession will be granted only where you can demonstrate that the language of submission is integral to the research project, for example where the object of study is an aspect of the literary or linguistic culture of the language of submission and/or a significant proportion of the secondary literature on the object of study is written in the language of submission. Where approval is granted, the abstract of the thesis must be written in English and any oral examination must be conducted in English.

V. Examination

66. Details of the required arrangements for the examination are provided in the [Doctor of Philosophy Assessment Regulations \(Section XI\)](#).

Note: The University cannot guarantee the examination of your thesis immediately after its submission. You are advised that several weeks may elapse between the submission of your thesis and the completion of the examination process. The normal period between submission of a thesis and an examination is ten weeks, although circumstances may necessitate a longer time frame. The Graduate School will keep you informed of the progress of the examination, should the examination process extend beyond the normal ten-week period.