

# **Amendments to the Policy on Circumstances Leading to Changes to Postgraduate Research Study – May 2012**

## **Synopsis**

This paper sets out revisions to the Policy on Circumstances Leading to Changes to Postgraduate Research Study. All changes to the policies were approved by the Manchester Doctoral Committee (MDC) on 29<sup>th</sup> February 2012 and 25<sup>th</sup> April 2012 and reported to Senate in April 2012.

The policy can be found at:

<http://www.campus.manchester.ac.uk/researchoffice/graduate/code/changestodegrees/>

## **Effective Date of Introduction**

May 2012

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## **Policy Amendments**

### **1. Submission Pending**

#### **Section 2. Duration of Study**

The University of Manchester ordinances and regulations for postgraduate research degrees detail the standard periods of study for part-time and fulltime students, which vary in duration according to the type of degree. The ordinances and regulations for postgraduate research degrees at the University of Manchester can be found at

<http://www.campus.manchester.ac.uk/researchoffice/graduate/ordinancesandregulations/>

The normal standard duration of a postgraduate research degree is as follows:

- a. one year full-time and no more than two years part-time for Master of Philosophy (MPhil), Master of Enterprise (MEnt) and Master of Science (MSc) by Research;
- b. two years full-time and no more than four year part-time for Master of Surgery (ChM) and Doctor of Medicine (MD);
- ~~c. three-four years full-time and no more than six years part-time for most Doctor of Philosophy (PhD) and Professional Doctorates;~~
- ~~d. four years full-time for Doctor of Engineering (EngD) and Doctor of Enterprise (EntD) degrees. The EngD and EntD are available on a full-time basis only.~~

c. Candidates for all other doctoral degrees shall normally be registered for a continuous period of not less than 3 years and no more than 4 years full-time study, and where part time study is permitted, a period of no more than 6 years study

For the duration of the degree, students pay the appropriate tuition fees and are fully registered as postgraduate research degree students at the University of Manchester. Students are entitled to full use of University facilities to enable research, including regular supervision, see Supervision for Postgraduate Research Degrees for full details at

<http://www.campus.manchester.ac.uk/researchoffice/graduate/code/supervision/>.

All students, regardless of the duration of their programme, are expected to complete all postgraduate research degree work, including research and the writing up of the thesis, within the standard period of the programme. Where students who are on 3 year or 3.5 year programmes are unable to submit their thesis within the registered period of their programme further attendance is necessary, they may request permission to enter the submission pending period which it must only be for the purpose of completing the writing up of the thesis. For this purpose, students are required to register and pay a fee for the submission pending period (see Section 2.1).

Students are expected to have completed all primary research and laboratory work before registering for the submission pending period. Four-year doctoral degrees do not allow a period of submission pending and the thesis must be submitted within the fourth year of the degree unless an extension has been approved. Candidates for these degrees should refer to their programme handbook and seek guidance from the appropriate School or Faculty graduate office.

### Section 2.1 The submission pending period

All students who have not already submitted their thesis within the standard period allowed for their degree and have had an application to enter the submission period approved must register for the submission pending period and pay the appropriate fee. Details of submission pending fees can be found in the University's Crucial Guide:

<http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/tuitionfees/>

<http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/tuition-fees/fees-amounts/>

Students must register for the submission pending period and will be entitled to some use of University facilities including library and computer access. Students will not be entitled to facilities for primary research such as laboratory use. Supervision expectations in this period vary between disciplines and it is the responsibility of the student to come to an understanding with his or her supervisor about the frequency and duration of supervision meetings in this period.

The maximum registration period for submission pending is 12 months for students who were previously both full-time and part-time students, but the period approved will be dependent on the length of the original programme for which the student is registered.

Registered period of programme	Maximum allowable submission pending period

One year full-time and no more than two years part-time (eg: Master of Philosophy (MPhil), Master of Enterprise (MEnt) and Master of Science (MSc) by Research)	12 months
Two years full-time and no more than four years part-time (eg: Master of Surgery (ChM) and Doctor of Medicine (MD))	12 months
Three year doctoral degree programmes	12 months
Three and a half year doctoral degree programmes	6 months
Four year doctoral degree programmes	Submission Pending not permitted

Students who submit within the first six months of the submission pending period are entitled to a partial refund of the submission pending fee.

Students may submit their thesis at any time during the submission pending period, providing they give the relevant period of notice. The period of notice must not be less than six weeks. For further details on notice of submission, see the University's examination policy at

<http://www.campus.manchester.ac.uk/researchoffice/graduate/code/submissionandexamination/>.

## **2. Official leave of absence/study leave/fieldwork**

The University's tuition fees policy group approved the abolition of reduced fees during periods of fieldwork and the Policy on circumstances leading to changes to postgraduate research study has been updated to reflect these changes.

### **Section 5. Official leave of absence/study leave/fieldwork**

Students may be permitted an official leave of absence in order to study at another approved institution or to undertake fieldwork. Students are not permitted to spend more than 50% of the degree away from the University of Manchester. ~~A reduced fee will normally be charged during this period. Details of the Official Leave of Absence/Fieldwork fee are available at~~

~~<http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/tuitionfees/>.~~

## **3. Council Tax exemption**

Changes to council regulations in relation to council tax exemption during writing up periods have required a change to the Policy on circumstances leading to changes to postgraduate study.

### **Section 15. Council Tax Exemption**

"Students must be registered full-time in order to be entitled to Council Tax exemption. Students registered part-time are not eligible. Students taking an interruption ~~and students in the submission pending period~~ or students who are in the resubmission period are also not eligible for Council Tax exemption.

Full time students who are extending the standard period of their degree or entering or extending the submission pending period will normally still be registered full-time and therefore be eligible for Council Tax exemption.

~~However, students extending the submission pending period or resubmission period will not be eligible.~~

~~Students on official leave of absence who pay a reduced fee (see Section 5) are still registered full-time at the University of Manchester and will therefore be eligible for Council Tax exemption."~~