

Amendments to the Policy on Circumstances Leading to Changes to Postgraduate Research Study – June 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 30th May 2012 and reported to Senate in June 2012.

The policy can be found at:

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

Effective Date of Introduction

June 2012

Contact

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Policy Amendments

1. Duration of Study

Section 2 DURATION OF STUDY

Section 2.1 The Submission Pending Period

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/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, 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 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/>

Students who enter the Submission Pending period before 1st October 2012 and who submit within the first six months of the submission pending period are entitled to a partial refund of the submission pending fee. For all students who enter the submission Pending Period after 1st October 2012, a flat administration fee will be charged to cover the entire submission pending period and no partial refund will be issued.

2. Late Submission

Section 12 EXTENSIONS TO A DEGREE

Section 12.1 Extension of studies

Any student experiencing mitigating circumstances (see Section 16) may be permitted to extend their degree by prior approval of the appropriate School or Faculty postgraduate research degrees panel or equivalent. The time permitted in order to complete the degree will subsequently be extended by a corresponding period. Tuition fees will be charged on a pro rata basis for the period of extension.

The minimum period of an extension will normally be 3 months and the total period/s of extension **must not normally exceed 12 months** during the full period of the degree. Any further extensions beyond 12 months will only be permitted under the most exceptional circumstances.

Students will not normally be permitted to interrupt during a period of extension.

Students and supervisors should note that retrospective applications for extensions will only be considered in the most exceptional circumstances.

Section 12.2 Extensions to the submission pending period

The maximum duration of the submission pending period is normally 12 months. Any application for an extension must normally be submitted, along with evidence of mitigating circumstances, at least two months in advance of the final deadline for submission. In order to extend the submission pending period, the mitigating circumstances should normally have arisen within the submission pending year/end of 4th year period.

Only in the most exceptional circumstances may students apply to extend the submission pending period.

For students who started their current postgraduate research programme before September 1st 2012

If a student does not submit their thesis before the end of the submission pending period and has not formally arranged an extension with the University, the School or Faculty may refuse to accept the thesis or may accept the thesis and impose the late submission fee (see 12.4).

For students who started their current postgraduate research programme after September 1st 2012

If a student does not submit their thesis before the end of the submission pending period and has not formally arranged an extension with the University, the School or Faculty will refuse to accept the thesis. In the absence of approved exceptional circumstances, an extension will not be granted and students will not be permitted to submit their thesis beyond their final submission deadline. Students may refer to Regulation XIX (academic appeals) where there are adequate grounds for appealing against a decision affecting their academic status or progress in the University.

Section 12.3 Extensions to the resubmission period

Students who have received a referral and have been asked to resubmit their thesis with substantial corrections after first examination have either six months to resubmit a revised thesis (if no further research is required) OR one year in which to resubmit a revised thesis (if further research is required).

Only in the most exceptional circumstances may students apply to extend the resubmission period.

For students who started their current postgraduate research programme before September 1st 2012

If a student does not submit their thesis within the resubmission period and has not formally arranged an extension with the University, the School or Faculty may refuse to accept the thesis or may accept the thesis and impose the late submission fee (see 12.4). If students are experiencing difficulties correcting their thesis within the time permitted, it is essential that they contact the appropriate School or Faculty graduate office as soon as the problem becomes apparent. Any application for an extension must be submitted at least two months in advance of the final deadline for submission.

For students who started their current postgraduate research programme after September 1st 2012

If a student does not submit their thesis within the resubmission period and has not formally arranged an extension with the University, the School or Faculty will refuse to accept the thesis. In the absence of approved exceptional circumstances, an extension will not be granted and students will not be permitted to submit their thesis beyond their final submission deadline.

Section 12.4 The late submission fee (only applicable to students who started their current postgraduate research programme before 1st September 2012)

If a student is outside of their registration period but requests to submit their thesis, exceptional approval will first need to be sought from the appropriate School or Faculty postgraduate research degrees panel or equivalent. Only if approval is given can the thesis be accepted and the student will normally be charged a late submission fee. A postgraduate research degrees panel may decide not to accept a thesis that is submitted late.

Students will normally be charged a £500 penalty fee for late submission.

Section 16.1 Examples of mitigating circumstances

The following circumstances are typical of what **may** be considered grounds for applying for an interruption or extension. The circumstances will either prevent the student from working altogether or severely affect his/her ability to work effectively.

- a. Serious physical or mental illness of the student;
- b. Death/serious illness of a partner, close family member or close friend;
- c. Unforeseeable or unpreventable events such as distress or injury caused by a serious accident; the affects of being the victim of a criminal act or the distress or serious disruption caused by fire, flood or other natural catastrophe;
- d. Serious personal problems such as relationship problems, family crises and unexpected changes to the student's source of funding (NB: students must ensure that have the necessary funds before embarking on their degree);
- e. Breakdown of *essential* equipment where a student is unable to continue research and the use of alternative equipment is not possible;
- f. Delays in obtaining ethical approval where approval has been sought in good time;
- g. Jury service;
- h. Maternity or adoption leave;
- i. Delays in progress due to unforeseen problems with the degree programme and/or working environment (eg, moving of offices/buildings, supervisor changes etc) which are outside of the student's control. NB: the problem **must** be reported to the appropriate School or Faculty graduate office at the time it occurs;
- j. Study leave necessary for the degree programme (other than official leave of absence for study at an approved institution or fieldwork – see section 5);
- k. ~~Internship/work placement necessary for the degree programme~~