



LIVERPOOL HOPE UNIVERSITY

POSTGRADUATE RESEARCH HANDBOOK

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PREFACE

The purpose of this handbook is to provide a guide, for students and supervisors, to the procedures and practices relating to postgraduate research degrees, offered at Liverpool Hope University. Information for research students at Liverpool Hope is available at:

<http://www.hope.ac.uk/research>

The degrees of MPhil and PhD awarded by Liverpool Hope University are subject to the relevant regulations and codes of practice of this University:

<http://www.hope.ac.uk/registrars-office/academic-regulations.html>

Continuing students whose registration is with the University of Liverpool should refer to the following:

<http://www.liv.ac.uk/gradschool/pgrhandbook/index.htm>

All procedures for admissions, annual monitoring, progression and graduation of students are carried out through The Postgraduate Research Office. **ALL FORMAL COMMUNICATIONS REGARDING THE PROCEDURES SET OUT IN THIS HANDBOOK MUST BE CONDUCTED VIA:**

The Postgraduate Research Administrator
Liverpool Hope University
Hope Park, Liverpool L16 9JD

Telephone: 0151 291 3948
Fax: 0151 291 3852
Email: buglerl@hope.ac.uk

1. Introduction

An important part of the mission of Liverpool Hope University is the advancement of knowledge through the pursuit of research. Postgraduate students, both full-time and part-time, are accepted by Liverpool Hope so that they may both acquire the skills of research and make their own contribution to the advancement of knowledge and understanding within their chosen discipline. The successful outcome of the period of research for the student will be the completion and submission of the thesis and the award of a research degree. Liverpool Hope will endeavour to give the student every assistance to achieve this goal. However, a successful outcome also demands dedication, commitment and a willingness to be imaginative and self-critical from the student. This Handbook should be read with this general framework in mind.

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

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

MPhil/ PhD

Registration	Your degree begins with online Registration, which is necessary to gain a student ID card.
Year 1 (FT) - Years 1/2 (PT)	
Skills Training Programme with Personal Development Record (PDR)	<p>The compulsory Skills Training Programme extends over 3 years for a PhD, or 6 years part time and provides essential training for your research degree and future career.</p> <p>You must complete the Personal Development Record (PDR) each year.</p>
Annual Progress Report (APR)	<p>Your progress is monitored through the Annual Progress Report online in the summer of each year.</p> <p>Re-registration is conditional upon completion of the Annual Progress Report.</p>
Transfer from MPhil to PhD/ Confirmation of PhD Studies	<p>For confirmation of PhD studies/ transfer from an MPhil to a PhD after the first year, or year 2 for PT students, you must:</p> <ul style="list-style-type: none">• Complete the Annual Monitoring process• Satisfy the specific requirements for your department, which will include an oral examination.

Year 2 (FT) - Years 3/4 (PT)

Skills Training Programme with PDR

The Skills Training Programme and Personal development Record continues in Year two (FT) or years three and four (PT).

Annual Progress Report (APR)

Your progress is monitored through the Annual Progress Report each year.

Year 3 (FT) - Years 5/6 (PT)

Skills Training Programme with PDR

The Skills Training Programme and Personal Development Record continues in Year three (FT) or years five and six (PT).

Annual Progress Report (APR)

Your progress is monitored through the Annual Progress Report each year.

Optional Year 4 (FT) Year 7 (PT)

Submission Pending

Submission pending status must be approved by your supervisory team via the Research Office. You should also ensure that you have fulfilled the requirements of the skills programme.

Intention to submit

You must submit an intention to submit form at least **2 months** before submitting a thesis.

Oral examination

All PhD and MPhil students have an oral examination as part of their degree.

Graduation

The university arranges graduation ceremonies for all students each year. You should ensure all requirements, including hard-bound copies of your thesis, are submitted in time.

EdD

Registration

Your degree begins with online Registration, which is necessary to gain a student ID card.

Year 1 (PT) Part One

Compulsory Courses:

You will commence study of the two compulsory courses, which will be pursued during the first two years of registration. Taught courses will be delivered over three study weekends per annum (six in total).

1. **Researching the Social World**
2. **Thesis Preparation**

Part One shall comprise taught courses approved for the student's route to the value of 270 credits, of which at least 120 credits shall normally be designed to enhance students' critical understanding of issues related to researching professional practice; up to 100 credits shall normally be designed to

	enhance students' critical understanding of current scholarship in relevant areas, and its relationship to professional practice in those areas; at least 50 credits shall normally be specifically devoted to preparation for the thesis, to include the development, by the student, of a formal research proposal, to be assessed by an oral examination.
Annual Progress	The Board of Examiners shall, on an annual basis, review the progress of those students who have not yet undertaken all the assessment required for Part One.

Year 2 (PT) Part One

Compulsory Courses:	
1. Researching the Social World	You will continue to undertake the two compulsory courses, as well as selecting a further optional course. Usually taught elements will be concluded by the close of the second year of study.
2. Thesis Preparation	
PLUS One selected course	

Annual Progress and Oral Examination	The Board of Examiners shall, normally at the end of the second year after initial registration, review the eligibility of students to progress from Part One to Part Two. Students will put together a research proposal in preparation for Part Two (thesis stage) of the programme. The proposal will be assessed by oral examination, successful completion of all taught courses and the oral examination will allow progression onto Part Two of the programme.
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Year 3 (PT) Part Two

Research Supervision	You will begin work on your thesis under the guidance of a designated supervisory team.
Annual Progress	The Board of Examiners shall, on an annual basis, review the progress of those students in Part Two who have not yet submitted their thesis.

Year 4 (PT) Part Two

Research Supervision	You will continue work on your thesis under the guidance of a designated supervisory team.
Annual Progress	The Board of Examiners shall, on an annual basis, review the progress of those students in Part Two who have not yet submitted their thesis.
Intention to	You must submit an intention to submit form at least 2 months

submit	before submitting a thesis.
Oral examination	All EdD students have an oral examination as part of their degree.
Graduation	The university arranges graduation ceremonies for all students each year. You should ensure all requirements, including hard-bound copies of your thesis, are submitted in time.

2. Admissions

2.1 *Applying for admission*

- Following an enquiry (which may result from a specific advertised project or be an unsolicited approach) from a potential student, Liverpool Hope will send out details of application procedures and appropriate forms. If requested, Liverpool Hope will arrange an informal discussion with you to establish the area of research and initiate the preparation of a proposal (when required).
- Application forms can be downloaded from the Liverpool Hope Postgraduate Research webpage:
<http://www.hope.ac.uk/research>
You will submit the appropriate application form, supporting certification and documentation and two references to the Postgraduate Research Office at Liverpool Hope.
- Liverpool Hope will acknowledge receipt of application and make an initial assessment of the project and potential supervisory arrangements. If the your application is acceptable to the University and necessary supervision can be provided:
 - a potential supervisory team of at least two supervisors will be identified (applications for Professional Doctorates will be considered by the course coordinator and the relevant research centre)
 - the potential supervisors will consult to decide whether your application should be considered further
 - The supervisors and Faculty Research Degrees Co-ordinators invite you for interview (this would normally be conducted at Liverpool Hope by at least two members of the academic staff, one of these will normally be the proposed Primary Supervisor and the other a senior academic nominee) leading to either an offer or a rejection of the application.
- All applications and recommendations for offer/rejection are approved by the Chair of Research Degree Sub Committee.
- Liverpool Hope will communicate the results of the selection process to you, via the Postgraduate Research Office and send out offer/rejection letters. MPhil/ PhD offer letters should include details of the agreed topic, names of the supervisory team and the proposed status of the registration (MPhil/ PhD).
- Upon acceptance of the offer by the candidate, Liverpool Hope will:
 - confirm the starting date;
 - provide details of Liverpool Hope University registration and arrangements for beginning studies.

2.2 Selection Guidelines

Liverpool Hope strives to ensure equality of opportunity in accordance with the appropriate policies of the university. In particular, staff involved in the selection of postgraduate research students should:

- as part of the selection and decision making process, involve at least two members of academic staff, one of whom should be senior, with sufficient experience to assess the suitability of applicants;
- interview the candidate whenever possible;
- for students with special needs, discuss the level of support and facilities that are required and follow the guidelines set out in the Disability Reports;
- take note of two references which comment on the candidate's suitability to undertake research;
- obtain documentation to confirm all qualifications;
- obtain assurances that the required fees and other necessary expenses will be met;
- record reasons for the decisions made;
- ensure that all stages of the selection procedure are carried out and completed correctly;
- keep the Postgraduate Research Office at Liverpool Hope informed of all actions taken.

2.3 Defining the Research Topic in Detail (MPhil/ PhD, EdD Part Two)

The choice of research topic should be made in consultation between students and designated supervisors in the light of what is appropriate for the discipline.

Supervisors have a responsibility to ensure that delay in determining the topic is kept to a minimum and that the Postgraduate Research Office is kept informed.

The following factors will be taken into account in determining the programme of work for individual candidates:

- whether, on the information available, the proposed programme of work will involve study of sufficient depth required to obtain the degree for which the candidate is to be registered;
- whether it might reasonably be expected that the programme of work could be completed within the timescale designated for it;
- whether, in so far as can be predicted, the appropriate necessary resources (e.g. library, computing, laboratory facilities, technical assistance) will be available;
- whether it is expected that 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 Liverpool.

Supervision can best be provided by persons active in research and with a research interest related to that of the student.

2.4 The Supervisory Team

Postgraduate research students at Liverpool Hope have a supervisory team of at least two supervisors. Arrangements for the identification and appointment of supervisory teams for students will be made by staff from the Faculties and the Research Degree Sub-Committee.

For MPhil/ PhD please see section B61 of the Research Degree Regulations for Postgraduate Research Degrees and sections J1 & J2 of the Code of Practice for Postgraduate Research Degrees.

For Professional Doctorates please see section C9.1 of the Research Degree Regulations for Postgraduate Research Degrees and sections J1 & J2 of the Code of Practice for Postgraduate Research Degrees.

2.5 Research Ethics

You must consider any ethical implications that may affect your research, please refer to the following web page for guidance:

<http://www.hope.ac.uk/research>

All research students are required to be fully acquainted with the Research Ethics Policy and in the light of that policy to consider any possible ethical implications of any intended research. You must discuss ethical considerations with your research supervisors and then complete the Ethical Declaration Form.

If in the light of these discussions/deliberations a decision is taken that specific ethical clearance is needed, students may be required to complete the Research Ethics Clearance Form for Research Ethics Sub-Committee approval of the project.

3. Registration

Students are required to register at the start of their first year of study, before beginning research for the degree, and at the start of each academic session thereafter until the thesis has been submitted. Students will register online via the information portal (instructions will be sent out by the Postgraduate Research Office at Liverpool Hope). Re-registration will be required each academic year, and is conducted by way of the Annual Progress Report.

Once you have registered, you will be issued with a Liverpool Hope University Student ID card (available from the Sheppard-Worlock library). If the Liverpool Hope ID card is lost or stolen students will need to contact the Enquiries desk in the Sheppard-Worlock Library Tel: 0151 291 2041.

You should also familiarise yourself with electronic communications systems at Liverpool Hope University, these will be the prime ways in which the university will communicate with you.

Please note, for students pursuing University of Liverpool research degrees, that communications from the University of Liverpool will be conducted via the Postgraduate Research Office at Liverpool Hope University.

4. Tuition Fees

In accordance with regulations any student who is in debt to Liverpool Hope University at the end of their degree will not be permitted to graduate.

Fees are required to be paid by, or on behalf of, all students to Liverpool Hope University

- At least until the minimum period of registration has been completed and thereafter according to whether students are continuing their research or are writing up the thesis. Fees are required to be paid, sessionally, in advance, except in the case of self-supporting students, who may be permitted to pay by instalments. All studentships at Liverpool Hope funded by outside research grants and contracts are offered subject to the proviso that should the sponsor concerned at any time withdraw its support, Liverpool Hope cannot guarantee to continue to fund the studentship.
- During the period when a student is writing up her/his thesis, a reduced submission-pending fee will be charged for each session. Students who have paid only a submission-pending fee may continue to use the library facilities at Liverpool Hope. However, they may not use departmental facilities, laboratories, equipment or materials of Liverpool Hope. Students may have occasional consultations with their supervisors to review their progress in writing up. They may not undertake any further work at Liverpool Hope University directly associated with the area of research of their thesis.

For postgraduate research students, there are varying fee levels as follows:

- Full-time – the normal fee charged to full-time students on the main campus. International students may only be accepted on a full time basis.
- Part-time - a reduced fee charged to part-time students. The EdD is only available on a part time basis.
- Full-time (off-site) – a special fee charged to full-time students who have been given specific approval to conduct the majority of their research degree from the Liverpool Hope University campus (often in an overseas institution).
- Submission pending fee – a continuation fee charged to students who have completed their primary research (for at least the minimum required registration period) and are solely engaged in writing up their thesis for submission. (NB: the change to 'Submission Pending' status is NOT automatic at the end of three years full time. It may be recommended either as part of the Annual Progress Report, if appropriate at that time, or separately, but be done at the time that a student's research ends).

Current fee levels can be found on the following web page
<http://www.hope.ac.uk/research>

Alternatively email the Finance team on
financequeries@hope.ac.uk

or contact the Postgraduate Research Office
buglerl@hope.ac.uk

Please note that Additional fees (bench fees) may be payable to cover some other research costs. Where this is the case, the formal offer letter will give details.

If a student, following examination of their thesis, is required to make a subsequent application for the degree (resubmission), a 'resubmission pending' fee and a re-examination fee will be charged.

All fees are reviewed annually and are usually raised. Queries regarding tuition fees should be directed to Liverpool Hope's Finance Office at:

financequeries@hope.ac.uk

Council tax discount forms can be obtained from the Registrar's Office in the Gateway Building.

5. Induction

At the beginning of the academic session, postgraduate research students are invited to attend induction sessions planned by Liverpool Hope. Liverpool Hope also runs Research Student Fora, which provide an opportunity for research students to meet with their peers and members of staff from the Postgraduate Research Office to discuss any aspect of their research degree.

Such induction and support sessions will familiarise you with the facilities that are available to you and outline the research training programmes that are on offer.

You will also be informed of the facilities available to you as a postgraduate research student at Liverpool Hope such as the bookable office space in the Research Centre in the Alexander Jones Building. Office space can be booked through Sue Harwood at harwoos@hope.ac.uk. There is a computer lab on the ground floor of the Alexander Jones Building (AJB017) with a kitchen and common room that has been designed for Postgraduate Student use, which postgraduate researchers are encouraged to access.

It is also expected that research students will be allocated to a University research centre/group and that this will provide you with further opportunities to interact with the academic activities of the University.

6. Advice

The first point of contact for academic advice is your research supervisors but support and guidance can also be provided by subject areas, faculties and centrally via the Gateway Building <http://www.hope.ac.uk/student-support/contact-us.html>

7. Research Skills Scheme (MPhil/ PhD)

Research students studying at Liverpool Hope are expected to complete the **Liverpool Hope University Research Skills Scheme**. You should consult your supervisors about your individual skills training requirements. For further information, if required, you should contact Hope's Research Skills Co-ordinator, Dr Jan Jobling on: joblinj@hope.ac.uk. Students must inform the Postgraduate Research office via buglerl@hope.ac.uk of their intention to attend specific research skills events, in order that appropriate provision can be made for the effective delivery of these sessions.

7.1 The Liverpool Hope University Research Skills Scheme

This scheme has been devised to ensure that all research students of the University acquire the essential skills required by the national framework of the Joint Research Councils. It operates on the principle of mapping the subjective ownership of skills against both national frameworks and University research-

training opportunities. At the centre of this structure is the student completion of the personal development record across the time of registration for a research level award.

7.2 Research Skills

The Joint Research Councils list of required skills translates easily into a set of module-related competencies which the student is asked to acquire. The student is expected to identify evidence that each competency has been addressed. You will build an individual portfolio of skills acquisition which is recorded in your personal development record. You will be assisted in this task by a mentor who will usually be your supervisor, but may be another suitable person who is nominated to this role within a Faculty.

7.3 The framework of skills acquisition

Liverpool Hope University's scheme for skills acquisition combines an individual, student-centred approach which allows for flexibility in the means by which particular skills are acquired with the provision of an organised set of training opportunities. Training workshops offered each year by the Postgraduate Research Office are not in themselves mandatory for every student, but you will have to demonstrate how skills covered by these workshops are gained/ demonstrated if an alternative resource for skills acquisition is nominated for approval by the supervisor/ mentor. It is expected that you will normally attend workshops provided by the Faculties and Subject groups to which you belong.

The University framework of skills events include:

- workshops set up by the central Postgraduate Research Office of Liverpool Hope University
- workshops and other events set up by the four Faculties of Liverpool Hope University
- workshops and other events set up within the Subject Areas of the four Faculties of Liverpool Hope University

In addition, there will be formal recognition of skills provided by:

- participation in events run by other providers where the demonstrable outcome can be measured against required learning outcomes of the skills programme of Liverpool Hope University

7.4 Monitoring of skills acquisition

It is the student's responsibility to update the relevant sections of the personal development record, confirming that particular skills have been acquired and giving appropriate evidence. Monitoring of the record of skills acquisition is carried out by your supervisors and as part of the annual monitoring process.

7.5 Skills Events

There is an annual Training Calendar of skills-related activities which is made available to research students. The Postgraduate Research Office organises the annual calendar centrally, in dialogue with Deans and their subject teams. Events on this programme may be centrally-run or organised by Faculties and Subject Areas. The events of the calendar are published by the Postgraduate Research Office and are made available to you via the research students' web-pages, under the forms and handbooks section.

Faculties and their subject teams draw the attention of research students in their fields of study to events organised at Faculty level. Normally, all events run at central and faculty levels are open to all research students at the University.

7.6 Central provision and personal skills development

The central provision is planned with your progress through the whole registration period in mind. In this sense there are two main stages:

- Induction Stage in which, as a new student, you are inducted into the research world and engage with your initial research proposal
- A second stage of ongoing engagement with research activity and the successful completion of the thesis

7.7 Induction Stage

The aim of this stage is to ensure that you are properly embedded in the research culture of Liverpool Hope University and that you have successfully embarked on the process of exploring the scope of your research proposal.

At this stage students are expected to address the issues involved in the following topics:

- Resources
- Work/Life Management
- Team Working

You should also keep a Skills Modules record and produce an annual paper on work in progress.

7.8 Ongoing Development

The aim of this stage is to ensure that you continue to be motivated and on-target with your research and that you have opportunities for both widening and deepening your understanding of the research networks relevant to your project.

At this stage you are expected to address the issues involved in the following topics:

- Careers, Getting Published
- Take part in the Annual Research activities
- Complete a Skills Modules record and produce an annual paper on work in progress.

7.9 Other provision of research skills training

This aspect of provision allows you to customise the generic research skills training provided by the centrally-run elements of skills training. It is Faculty and Subject based and offers you training in the particular skills necessary for successful participation in subject-specific research projects, for working in research teams within a discipline and for dissemination of specialised knowledge to a wider audience.

Faculties and Subjects regularly organise training events for these purposes and strongly advise you to attend sessions from this part of the skills training

calendar. In addition Faculties/Subjects make provision for you to give an annual seminar paper to an audience of fellow students and staff in the relevant fields of study.

7.10 The Personal Development Record, Annual Monitoring Form

Student engagement with these elements is mandatory. Together they provide a record of evidence that you have engaged with the skills programme during an academic year of registration for a research degree. They also offer a vehicle for mentoring, since they indicate your progress in skills acquisition at a given point and provide a coherent framework for you to plan for further skills acquisition in the year ahead.

7.11 The Role of the Postgraduate Research Office

It is ultimately the responsibility of the Postgraduate Research Office and the Research Skills Coordinator to monitor the effective implementation of the Research Skills Scheme. The overall scrutiny of the Research Skills Programme lies with the Postgraduate Research Office. The Research Skills Coordinator normally arranges the Annual Training Calendar with the assistance of the Research Administrator.

The Skills Scheme forms part of the agendas for the Research Degree Subcommittee and for the Research Committee of the University.

7.12 Queries about Research Skills

Questions relating to provision of subject specific training courses at Liverpool Hope University should, in the first instance, be directed to supervisors, or to the Postgraduate Research Skills Coordinator, Dr Jan Jobling at joblinj@hope.ac.uk.

8. Annual Progress Monitoring (MPhil/ PhD, EdD Part Two)

Towards the end of each Academic Session, usually in May or June each year, you will be asked to complete an Annual Progress Report. The purpose of the report is to ensure that you are making progress as expected but also to ensure that you feel your supervisory arrangements and facilities are satisfactory and give you an opportunity to highlight any difficulties you may be experiencing.

The report is also the formal recommendation of re-registration each year. It is therefore essential you complete the form promptly as instructed. Email reminders will be sent to both students and supervisors. If these are consistently ignored, the University reserves the right to terminate the registration of any student who fails to complete an Annual Progress Report form by October 31st in any year. **Failure to complete an annual report by the deadline may therefore result in your registration being terminated.**

Once you have completed your section of the report, it will be forwarded to your designated Primary Supervisor who will complete it on behalf of the supervisory team. From there, it will be sent to the Faculty Research Coordinator, who completes his/her section and forwards the report to the University's Postgraduate Research Office. Any issues identified in the report may be directed to the Research Office for comment or action. The recommendations made on your Annual Monitoring Report will be considered by the University's Postgraduate Research Progression and Award Board which will forward the outcome to the Registrar's Office with a formal recommendation in respect of your re-registration.

If your Primary Supervisor and/or Faculty Research Co-ordinator indicates on the report that you are not making satisfactory progress, they may make a recommendation to the effect that the report constitutes the first stage of the formal termination procedure.

A summary of the formal progress reporting procedure is as follows:

PGR Progress Reporting Process

Stage	Informed by
Student	Students own view of progress and any difficulties experienced as well as any specific successes. Also the meetings and other matters recorded in the Personal Development Review.
Primary Supervisor	Student's report, own observations and those of fellow supervisors, annual seminar, research ethics clearance, record of meetings in the Personal Development Review.
Annual Monitoring Panel.	Student's and supervisor's report, annual seminar.
Postgraduate Research Office	Recommendation from the annual monitoring panel.
University PGR Progression and Award Board	University PGR Progression and Award Board makes formal recommendation on re-registration taking account of all previous stages.
Registry	Progression and Award Board Recommendation.

- Full details of the annual monitoring process are available in section G3 of the Code of Practice for Postgraduate Research Degrees and section B4 of the Regulations for Postgraduate Research Degrees.
- Your end date for your degree is your last opportunity to submit your thesis, and you must plan your work accordingly.
- It should also be noted that you are required to complete a Progress Report in your final year, even if you anticipate submission or have submitted a thesis before the start of the new session.

9. Time Management

In order to calculate the earliest and latest dates for submission of your thesis please refer to the Regulations and Codes of Practice at:

Liverpool Hope University:

<http://www.hope.ac.uk/registrars-office/post-graduate-research-regulations.html>

University of Liverpool:

<http://www.liv.ac.uk/gradschool/pgrhandbook/index.htm>

- Extensions are not granted unless there are truly exceptional circumstances beyond your control (such as serious ill health) which delay your submission.

- As a postgraduate research student, you are expected to take responsibility for managing your project to ensure timely and successful completion. Your supervisory team is there to provide guidance, support and constructive criticism when required. Your supervisors can only do this effectively if you keep in regular contact, meet with them frequently (all research students, full or part-time, must have at least one formal, recorded meeting every month with their Primary Supervisor and one meeting per term with ALL supervisors) and keep them fully informed of your progress and any problems you may have experienced.
- If your Primary Supervisor is not meeting with you at least once per month, or is otherwise failing to discharge the duties required by the University's Codes of Practice, you have the right to bring this to the attention of Liverpool Hope's Research Office, although you would normally be expected to discuss the situation with your supervisory team in the first instance and attempt to rectify any temporary difficulties locally where possible.

10. Interruption of Registration

- In exceptional circumstances the University may approve an interruption of registration. An interruption is intended to give you time out if circumstances beyond your control and which are completely unforeseeable (e.g. ill health) mean that you are unable to pursue your research for a period of time.
- For the duration of an approved interruption of studies, no fees are raised and students are not permitted to make use of any University facilities. However, you would be expected to make occasional contact with your Primary Supervisor, particularly towards the end of the approved suspension, to make arrangements to resume your studies.
- There is a formal procedure for interrupting studies (please see section B51 of the Regulations for Postgraduate Research Degrees). Ultimately, the decision will be made by Liverpool Hope University's Research Degrees Progression and Award Board which has the authority to approve, or reject, a request for interruption. However, a request will only be considered when formally supported by supervisors. The process may be represented as follows:

Student	Discusses problem with supervisor as soon as it becomes apparent.
Primary Supervisor	Discusses problem with student, other supervisors and makes formal request to Head of Department or nominee.
Head of Department or nominee	Considers request, with further discussions with student/supervisors as necessary. Forwards recommendations to the Chair: PGR Progression & Award Board via the Postgraduate Research Office.
Postgraduate (Research) Office	Refers request to PGR Progression & Award Board.
Progression & Award Board	Considers request. If approved, The Registrar's Office writes on the Committee's behalf to the student. If refused, the case is referred back to the Head of Department with an explanation of the refusal.

- To reiterate, you must discuss whether a suspension of studies would be appropriate with your supervisors as soon as you feel you are experiencing difficulties which will prevent you carrying out your research. **Interruptions are NEVER approved retrospectively.**
- If your request for an interruption is on the grounds of ill health, it will not be considered without a doctor's certificate.
- If you are externally sponsored, your Primary Supervisor will need to seek the agreement of your sponsor separately as well as the University authorities.
- **Please inform the PGR office of any intention to interrupt or withdraw from your studies.** If you do not do this you may be asked to make tuition fee payments for a period during which you were not studying or accessing University resources.

11. Submission and Examination of Your Thesis

Detailed instructions about how to present your thesis are available as follows:

Liverpool Hope, please see section K of the Liverpool Hope Code of Practice for Postgraduate Research Degrees.:

<http://www.hope.ac.uk/registrars-office/post-graduate-research-regulations.html>

University of Liverpool:

<http://www.liv.ac.uk/gradschool/pgrhandbook/index.htm>

Liverpool Hope EdD, please see section K of the Liverpool Hope Code of Practice for Postgraduate Research Degrees:

<http://www.hope.ac.uk/registrars-office/post-graduate-research-regulations.html> Details of word limits for the EdD are available in section C10.1.2 of the Regulations for Postgraduate Research Degrees.

- At least two months before you expect to submit your thesis, you should complete a 'Notice of Intention to Submit' form, which is available from the Postgraduate Research Office at Liverpool Hope and give it to your Primary Supervisor. Your supervisors will make recommendations to the Head of Department in respect of appointing examiners. Please note that failure to obtain and complete this form in good time will delay your own examination.

<http://www.hope.ac.uk/research>
- At least three copies of the thesis and any supporting papers are normally required before the examination can take place. The candidate should retain one copy, and submit the other copies to the Postgraduate Research Office, who will arrange for them to be sent to the examiners. [If three Examiners are appointed, three copies must be submitted.]
- Guidelines for the presentation layout of the thesis are available in the following locations:

Liverpool Hope University: available in the Code of Practice for Postgraduate Research Degrees, section K2.6. These guidelines refer to MPhil, PhD and EdD theses.

University of Liverpool:

<http://www.liv.ac.uk/gradschool/pgrhandbook/index.htm>

- When you formally submit your thesis to the Postgraduate Research Office at Liverpool Hope for examination, you must complete a 'Submission of Thesis' form. This form is vital, as it gives the University due notice that you expect to graduate – if a student does not complete it, they will not be included in arrangements for a Graduation Ceremony. (Please note that students will not be allowed to graduate unless all debts to the University have been paid.) Forms can be requested from the Postgraduate Research Office or can be accessed via the following page:

<http://www.hope.ac.uk/research>

- Upon submission of the hardbound thesis to the PGR office a submission of a hardbound thesis form (available from the link above) will need to be completed.
- Students registered for a Liverpool Hope University award should submit two copies of the thesis in permanent bindings. One of these copies will be retained in the University Library, and the candidate's Primary Supervisor will retain the other copy.
- Students registered for a University of Liverpool award must ensure that 3 copies of the thesis, in permanent bindings are submitted to the PGR office. One will be forwarded to the Sheppard-Worlock library, another the University of Liverpool and the third will be kept in the Alexander Jones Building Library. Students should also ensure that they arrange any additional copies for themselves/ supervisors.
- Students are required to submit an electronic copy of the final approved version of their thesis, for placing in the University's institutional repository.

Copies of the thesis can be bound at the Reprographics Unit, FML, Hope Park. Charges are available through the following link:

<http://www.hope.ac.uk/libreprographics/staff-repro-charges.html>

- An oral examination is compulsory for all postgraduate research students. This should take place within three months of submission. The candidate must bring a copy of the thesis to the oral examination.

11.1 The Oral Examination:

The qualification descriptors for the degrees of MPhil and PhD are available in Appendix One of the Code of Practice for Postgraduate Research Degrees. The Doctoral descriptors are also applicable to the EdD.

A doctoral candidate would meet the criterion of originality by, for instance, discovering new knowledge, or connecting previously unrelated facts, or developing a new theory, or revising established views. In considering whether a thesis has met all the requirements of the relevant Ordinance, Examiners should base their judgement on what may reasonably be expected of an able and diligent research student after completing the appropriate period of research required for the degree. They may also wish to satisfy themselves that the thesis contains material worthy of publication.

Details of the examination process can be found in section L of the Code of Practice for Postgraduate Research Degrees and section B7 of the Liverpool Hope Regulations for Postgraduate Research Degrees.

The outcomes of the oral examination:

Students registered for Liverpool Hope University awards should refer to section B7.2 (PhD) and B7.3 (MPhil), or C10 (EdD) of the Regulations for Postgraduate Research Degrees:

<http://www.hope.ac.uk/registrars-office/post-graduate-research-regulations.html>

Students registered for a University of Liverpool award should refer to the regulations section of the University of Liverpool Research Student handbook:

<http://www.liv.ac.uk/gradschool/pgrhandbook/index.htm>

A dissertation, thesis, essay, project or any other work which is not undertaken in an examination room under supervision, but which is submitted by a student for formal assessment during his course of study, must be written by the candidate himself and in his own words, except for quotations from published and unpublished sources which shall be clearly indicated and acknowledged as such. The incorporation of material from other works or a paraphrase of such material without acknowledgement will be treated as plagiarism, subject to the custom and usage of the subject. The source of any photograph, map or other illustration shall also be indicated as shall the source, published or unpublished, of any material not resulting from the candidate's own experimentation, observation or specimen-collecting. (Extracted from Regulations for the Conduct of Examinations, © The University of Liverpool.)

Details of the Liverpool Hope University Academic Misconduct policy are available at the following page: <http://www.hope.ac.uk/registrars-office/universal-assessment-regulations.html>

Misconduct Discovered Before a Degree is Conferred

Alleged misconduct shall be investigated, and a penalty applied, in accordance with paragraph B10 of the Academic Regulations for Postgraduate Research Degrees

Misconduct Discovered After a Degree is Conferred

Alleged misconduct shall be investigated in accordance with paragraph B10 of the Academic Regulations for Postgraduate Research Degrees. If it is judged that the student has engaged in academic misconduct, the Progression and Award Board shall be empowered to rescind the degree. The student shall be entitled to appeal against the decision in accordance with the University's Academic Appeals Procedures.

12. Intellectual Property Rights, Copyright and Deposit of the Thesis in Liverpool University Library

- a) Except in the case of students supported by outside bodies (including the Research Councils), where specific provisions relating to intellectual property are embodied in the conditions of support, all postgraduate students are required to agree to assign to the University all their intellectual property rights arising from their studies or research at the University, to be managed by University in accordance with its normal custom and practice. The University has a policy sharing any profits

arising from the exploitation of the results of research with the staff and research students concerned.

- b) A copy of the thesis submitted by a candidate and approved as fulfilling the requirements for award of a postgraduate research degree in the University will be retained by the University and deposited for safe custody in Liverpool Hope's Library. Any copyright that may be vested in candidate will not be affected thereby. Access to theses deposited in the Library and copies thereof will normally be available to *bona fide* enquirers, but authors will be permitted to impose restrictions on access and copying annually for up to five years if the Head of Department, after consultation with the candidate's supervisor, endorses the author's statement that preparation for publication, some other good reason, requires such a restriction. In the event of such restriction being imposed, the abstract of the thesis will be made available for copying to *bona fide* enquirers and to publishers of abstracts of theses.
- c) No candidate may be prevented, by the terms of a contract from an outside sponsor or any other means, from including in a thesis submitted for a higher degree all material relevant to the research project and from being examined upon it. If material of a confidential nature is included in a thesis, obligations of confidentiality may be imposed upon the Examiners and the author may restrict access to the thesis deposited in the Library as provided for above.

13. Appeals and Complaints Procedure

Information about appeals and complaints can be accessed via the following link on the University website:

<http://www.hope.ac.uk/student-information/complaintsappeals.html>

14. Key Points for Part-time postgraduate research students

Liverpool Hope University strives to ensure that all postgraduate research students, regardless of their mode of study, receive the support and environment they need to complete their research degrees successfully and in good time. Therefore, the majority of the standards and procedures set out in this handbook and its Codes of Practice make no distinction between full-time and part-time students. However, in recognition of the fact that part-time postgraduates do have specific needs and concerns, this section provides a summary of key points.

Applying for admission	Applicants for part-time places for postgraduate study are strongly advised to think carefully about their applications. Given the extended timescales for completion of a PhD, an application should include a research proposal which is achievable over this timescale.
Registration and Fees	Registration requirements, including making arrangements to pay fees (or providing evidence of sponsorship) are the same as for full-time students.
Induction	It is recognised that part-time students are less likely to be able to attend the formal induction (normally held in September for all research

	programmes, and January for MPhil and PhD programmes). However, part-time students can expect to be given full access to handbooks and detailed information by their supervisors.
Skills Programme (MPhil and PhD)	Part-time students are expected to satisfy the same requirements overall as full-time students in respect of the amount of Skills Training they must complete. However, as every postgraduate completes, with their Primary Supervisor, a Skills Audit, their training needs can be tailored to their experience. They are also required to complete a Personal Development Record (PDR) as part of the Research Skills Scheme.
Annual Progress Monitoring (MPhil, PhD and EdD Part Two)	The requirements in respect of Annual Progress Reports and re-registration are exactly the same as for full-time students.
Managing time (MPhil, PhD and EdD Part Two)	<p>The University has a minimum requirement, audited through the Personal Development Record and Annual Progress Reports, that postgraduates meet with their Primary Supervisor on average once per calendar month. This applies to part-time as well as full-time students, as the University believes that such a commitment is the minimum requirement to ensure timely and successful completion. (Normally, it is expected that full-time students meet their supervisors more often.)</p> <p>It is vital, given the longer period of research, that momentum is maintained. Part-time students are strongly encouraged to use the Personal Development Record and other mechanisms to plan their time effectively.</p> <p>No special treatment is given to part-time students in respect of extensions to submission time.</p>
Submission and Examination (MPhil, PhD and EdD Part Two)	The requirements are identical to those of full-time students.
Contact	The main means of communication with all students is electronic via email. Students should check their Liverpool Hope email account regularly.

15. Duties and Responsibilities of Supervisors

15.1 Each student shall, in accordance with the Regulations for Postgraduate Research Degrees, be allocated a minimum of two supervisors, one of whom shall be designated the Primary Supervisor, the others being designated Secondary Supervisors. At least one member of the team shall be a member of academic staff at Liverpool Hope University. *Senior Research Student Supervisors* may act as Primary or Secondary Supervisor; in either case they take overall responsibility for the supervisory process. *Research Student Supervisors* may also act as Primary or Secondary Supervisor, but may do so only as part of a team that includes a Senior Supervisor. *External Supervisors* are used, exceptionally, where the research student is a full-time member of Hope's academic staff or where the student is working at an approved out centre. External Supervisors must be formally approved by the Chair of

Research Committee, but are not eligible for approval as *Senior Research Student Supervisors*.

Therefore, a minimum Supervisory Team will be structured in one of the following ways.

Structure A

1. Primary Supervisor (who is also an approved 'Senior Research Student Supervisor')
2. Secondary Supervisor

Structure B

1. Primary Supervisor
2. Secondary Supervisor (who is also an approved 'Senior Research Student Supervisor')

Structure C

1. Primary Supervisor
2. Secondary Supervisor
3. Senior Research Student Supervisor (whose area of expertise may be outside of the precise area of the research being undertaken)

Duties and Responsibilities of the Primary Supervisor

- To ensure that students are aware of the current developments in both specific and wider areas of research.
- To ensure that students, in consultation with Faculty Research Degree Coordinators, complete the Liverpool Hope University Research Skills Scheme, commencing with a Skills Audit.
- To ensure that students complete their Personal Development Record annually.
- 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.
- To give guidance about literature and sources, about requisite techniques (arranging for instruction where necessary) and about the problem of plagiarism.
- To ensure that at least eight formal meetings takes place with the research student each year.
- 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.
- To convene a meeting of the student and all supervisors at least three times per year. Primary Supervisors are responsible for arranging this meeting and ensuring the outcomes are recorded.
- To encourage students to question critically the existing literature, the assumptions of the research project and the results they obtain.
- 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.
- To ensure that students are made aware of inadequacy of progress or of standards of work below those generally expected.
- 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.

- To ensure that Annual Monitoring and either Confirmation of Registration or Transfer of Registration are completed in accordance with the University procedures.
- To ensure that students re-register promptly at the beginning of each session.
- To ensure that a draft of the thesis is read within an agreed timescale and suitable feedback given in good time to ensure submission.
- To ensure that any circumstances that might require a student's formal registration to be amended or interrupted are brought to the attention of the Postgraduate Research Office immediately.
- 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.

Duties and Responsibilities of Secondary Supervisors

- As part of the Selection process, to consult with the Primary Supervisor on 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.
- To assist the student and Primary Supervisor in completing a Skills Audit at the beginning of the student's first year.
- To meet with the student and all members of the supervisory team at least three times per year, to discuss progress and the direction the research is taking. Secondary Supervisors are encouraged to keep a copy of the record of these meetings.
- To be available at times other than formal meetings and provide general support as required to the student and the Primary Supervisor. The level of such involvement will vary, in accordance with the expected contribution agreed at the outset. In some cases, the role will be a largely pastoral, supporting one, but in other cases the Secondary Supervisor will make an important academic input which would give rise to an expectation for a greater frequency of contact. This should be agreed with the student and the Primary Supervisor.
- To discuss with the Primary Supervisor any formal recommendations relating to the student's registration.
- To discuss with the Primary Supervisor the student's progress as part of the Annual Monitoring either Confirmation of Registration or Transfer of Registration events.
- To assist in the nomination of examiners.

Duties and Responsibilities of Senior Supervisors

- To take overall responsibility for the supervisory process.
- To ensure that students are familiar with the Code of Practice for Postgraduate Research Degrees and the Regulations for Postgraduate Research Degrees.

16. Duties and Responsibilities of Postgraduate Research Students

General Expectations (MPhil, PhD and EdD Part Two)

Research students are expected to:

- Take responsibility for their own personal and professional development, including completing the Liverpool Hope University Research Skills Scheme;
- Maintain regular contact with the Primary Supervisor,
- Prepare adequately for meetings with supervisors, including submitting to the Primary Supervisor both an agenda and targets for each formal meeting;

- Set and keep to timetables and deadlines, including planning and submitting work as and when required, specifically keeping to deadlines relating to Annual Monitoring, Confirmation of Registration and submission of the thesis, the and generally maintaining satisfactory progress with the programme of research;
- Make the Primary Supervisor aware of any specific needs or circumstances likely to affect their work;
- Be familiar with the university's regulations and policies that affect them, including the Regulations and Code of Practice for Postgraduate Research Degrees

Undertaking Teaching Duties

Where a postgraduate research student is also employed as a member of academic staff at the University, teaching duties shall be agreed with the Head of Department, following the University's standard procedures for academic staff.

Postgraduate research students who are not employed as a member of academic staff at the University, are allowed and encouraged to undertake a limited amount of teaching and continuous assessment work when this is appropriate. Any teaching and continuous assessment work undertaken by such postgraduate research student shall be in accordance with the University's Policy on Students Undertaking Teaching Duties [see Appendix Two of Code of Practice for Postgraduate Research Degrees].

17. Key Contacts

Liverpool Hope University

Dr Jan Jobling Research Skills Co-ordinator	Telephone: 0151 291 3512 email: joblinj@hope.ac.uk
Miss Liz Bugler Postgraduate Research Administrator	Telephone: 0151 291 3948 email: buglerl@hope.ac.uk
Professor Chris Atkin Director of Graduate Studies and Research (Academic contact for EdD enquiries)	Telephone: 0151 291 3801 Email: atkinc@hope.ac.uk
Ms Sue Harwood PA to Pro Vice Chancellor (Research and Academic Development)	Telephone: 0151 291 3242 Email: harwoos@hope.ac.uk
Student Support and Well-being	http://www.hope.ac.uk/student-services
Career Development	Telephone: 0151 291 3417 email: careers@hope.ac.uk
International Office	Telephone: 0151 291 3431 email: international@hope.ac.uk http://www.hope.ac.uk/international
Sheppard - Worlock Library	Library enquiries 0151 291 2041 IT enquiry desk 0151 291 2100

	http://www.hope.ac.uk/library
The Registrar's Office	Telephone: 0151 291 3331 http://www.hope.ac.uk/registrars-office/registrars-office.html

University of Liverpool

University of Liverpool Graduate School	E-mail: http://www.liv.ac.uk/gradschool/
University of Liverpool Graduate Skills Programme General Enquiries	E-mail: gssp@liverpool.ac.uk
Dr Richard Hinchcliffe University of Liverpool Postgraduate Training Co-ordinator	E-mail: R.Hinchcliffe@liv.ac.uk

Research Councils UK	http://www.rcuk.ac.uk/
Vitae Researchers Portal	http://www.vitae.ac.uk

Please refer to: <http://www.hope.ac.uk/research> for the full list of PGR contacts.