



RESEARCH DEGREES FRAMEWORK

2020/1

Covid Statement

The emergence of Covid-19 and the subsequent social restrictions have necessarily impacted on some aspects of research degrees at Edinburgh Napier. The main body of the Framework covers the rules for normal circumstances. Where temporary changes to policies, processes or services have had to be adopted, these are listed in Appendix 5. As the situation with the virus and the societal response changes, further temporary measures may be necessary, in which case information will be communicated to students, supervisors and support staff.

If you are uncertain about any process and its current status, please ask your School Research Degrees Leader.

Tier 4 statement

UK Immigration rules changed on 5 October 2020 and the Government has introduced a new Student Visa Route which will replace the current Tier 4 route. Current Tier 4 conditions will continue as they are for students who are now in the UK on a Tier 4 visa. Students do not need to switch to the Student Visa Route unless they need an extension to complete their studies.

Staff or students should continue to seek guidance from the International Support team before making any decisions about research study (for example a break in study, or a change of target degree) as these might affect visa conditions.

Contact: internationalsupport@napier.ac.uk.

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PREAMBLE

Edinburgh Napier University aims to provide all Research Postgraduate students with a positive, supported and meaningfully challenging learning experience. To achieve this, it is important that all students and those supervising them are familiar with the University's relevant structures, processes and expectations. These are laid out in the current document. The University expects both staff and students to consult and follow this document in all matters pertaining to research degrees. To this end, this document, the Research Degrees Framework, may be read as a Research Postgraduate Students' charter.

Attaining a positive learning experience for all students necessitates fostering a collegiate, supportive and respectful working environment. The University, as a community of learning, is committed to being open, supportive and inclusive, and does not tolerate bullying, harassment or prejudice of any kind. Membership of this community carries not only the protection of these standards but also a commitment to actively uphold them. As a community, we respect the voices and choices of all our members but expect these voices and choices to be considered and expressed in a manner which is respectful of all.

As research students, your learning and development will be imbedded within the University's research culture and practice. The research culture of University is a reflection of the University's research community, of which the research postgraduate students form a significant component. The term research culture should be understood to refer to the primary activity of research itself, research skills training, research dissemination events such as conference and seminars and, most significantly, the human interaction around and involvement in these activities. In this sense, the research culture of the University is a dynamic entity, the tenor and vitality of which rests with you.

All research and research activities undertaken within and in the name of the University should be ethically grounded and must adhere to the [University Code of Practice for Research Integrity](#).

SECTION ONE: INTRODUCTION AND CONTEXT

The Research Degrees Framework should be read by all those involved in the supervision of research degrees students, including the students themselves. It contains information and guidance about academic, management and administrative procedures that must be followed. The document represents a quality framework for the admission, supervision and examination of all research degrees students across the University. The Framework should be used in conjunction with Section D (Research Degree Regulations) of the Academic Regulations and the Code of Practice for the Supervision of Research Degrees.

The Framework will be subject to review on an annual basis.

1.1 REGULATIONS

The current Academic Regulations are available on the Department of Learning and Teaching Enhancement pages of the staff intranet:

<http://staff.napier.ac.uk/services/dlte/regulations/Pages/Regulations.aspx>

Section A: General Regulations apply to all programmes of study and there are separate sections that apply specifically to undergraduate study, taught masters study and research degree study (**Section D: Research Degree Regulations**)

Regulations for previous academic years are also archived here.

1.2 CODE OF PRACTICE FOR THE SUPERVISION OF RESEARCH DEGREES

The Code of Practice is available on the Research Degrees page of the Student Intranet at

<https://my.napier.ac.uk/your-studies/postgraduate-and-research-degrees/find-out-about-research-degrees>

1.3 COMMITTEE STRUCTURE

Research Degrees Committee

The University's Research Degrees Committee (URDC) is responsible for the standards of research degrees across the University, for monitoring academic progression and examination, and for the recommendation of awards. It reports to the University's Research and Innovation Committee.

The main functions of URDC are:

- to oversee the academic standards of the University's research degrees, including an annual review of regulations and procedures;
- to promote best practice in RPG supervision, assessment and examination
- to oversee the development of excellence in research student assessment and examination practice;
- to receive reports from School Research Degrees Committees on progress of research degree students and monitor research student progress;

- to approve examination arrangements and to recommend awards;
- to monitor research student completion rates and student satisfaction levels for comparison with sector norms;
- to monitor and evaluate the delivery of appropriate supervisor development and training to increase supervisory capacity.
- to annually review the provision of research degrees and develop new routes for doctoral education to increase the numbers of RPG students;
- to monitor and evaluate the delivery of research student development and training according to appropriate external benchmarks;
- to report to the Research and Innovation Committee through minutes and a formal annual report on the fulfillment of its remit.
- to report annually to the Quality & Standards Committee on the outcomes of review and enhancement activity undertaken each year in relation to research student experience. Such reports are intended to inform the University's annual report to the Scottish Funding Council on Institution-led Review.

It is essential to ensure that all applications are made to URDC in good time. This is particularly important in the case of extensions and examination arrangements, both of which should be presented formally to URDC at least three months before: a) the student's maximum end date in the case of extensions and b) the submission of the thesis in the case of examination arrangements.

A list of University Research Degrees Committee meeting dates and deadlines for the submission of papers is published on the RIO intranet pages:

<https://staff.napier.ac.uk/services/research-innovation-office/research-degrees/Pages/Research-degrees.aspx>

URDC is a sub-committee of Academic Board. You can find information about Academic Board, the sub-committee structure, committee remits, terms of reference and copies of minutes and papers on the staff intranet: <https://staff.napier.ac.uk/services/governance-compliance/governance/govman/committees/AcademicBoard/Pages/default.aspx>

School Research Degrees Committees

Each school has a School Research and Innovation Committee (SRIC) which is responsible for co-ordinating the delivery of the Research and Innovation strand of the academic strategy within the school. SRICs report to the University Research and Innovation Committee. However, their remits include responsibility for research degrees and research degree supervision: monitoring and ensuring the satisfactory progress of research students within their school. As such they must report biannually to the Research Degrees Committee and must also act on recommendations from URDC regarding supervisory practice or processes.

School Research and Innovation Committees (SRIC) devolve research degree matters to a sub-committee, the **School Research Degrees Committee (SRDC)**.

The remit (including Terms of Reference and Constitutions) of University Research Degrees Committee is included as Appendix 1 of this document and can also be found at:

<http://staff.napier.ac.uk/services/secretary/governance/govman/committees/AcademicBoard/Pages/Sub-Committees.aspx>

Committee approval

Formal approval of decisions relating to research student progress lies ultimately with University Research Degrees Committee although much of this is delegated to School RDCs. Confirmation of approval ('signing off' forms) is normally the responsibility of the Convenor of the relevant Committee or the School Research Degrees Leader. Where the usual signatory is personally involved in a particular case (for example, as a Director of Studies, a supervisor or an examiner) responsibility should be delegated to an appropriate alternative, such as a Committee Vice-convenor, the Deputy School RDL or the School Director of Research. **No one should ever approve their own decision, or their own appointment.**

1.4 RESEARCH INTEGRITY

All staff and students involved in research at the University have a personal responsibility to ensure that their work meets the highest standards of research ethics and governance and that it does not bring the University's reputation into disrepute.

The ethical dimension of every research project must be considered throughout a student's studies, and in particular documented at the main progression points and formal progress review meetings.

The Edinburgh Napier University Code of Practice on Research Integrity defines the research principles and practices to which all students and staff at the University must adhere. The Code should be read by all University staff and registered students who are conducting, or planning to conduct, research of any type that must be appropriately governed. Ethical issues also come into play wherever research involves human participants, personal data and human tissue. The Code also applies to any research partners who may be conducting research on Edinburgh Napier University premises. The Code is at: <https://staff.napier.ac.uk/services/research-innovation-office/policies/Pages/Research-Integrity.aspx>

All research projects require ethical approval before being carried out. Within each school there is a local procedure to grant ethical approval of research projects. The ethical approval procedure is devolved to school level to ensure that it is appropriate for the types of research commonly carried out in each school. Research ethics, governance policies and procedures are formally monitored by a university Research Integrity Committee to ensure consistency across the University.

1.5 INTELLECTUAL PROPERTY

The University owns the Intellectual Property (IP) relating to all work conducted and produced as part of a student's postgraduate research. It is important that both students and supervisors are familiar with the University's Intellectual Property (IP) Policy. The IP Policy can be accessed here: <file:///C:/Users/40000518/Downloads/Intellectual%20Property%20Policy.pdf>

1.6 DATA PROTECTION

All users of personal data at Edinburgh Napier University are required to comply with:

- the Data Protection Act

- the University's Data Protection Code of Practice and Information Security Policies
- associated University policies, procedures and guidance on the provisions and practical implementation of the Act

The University's Data Protection Policy is at: <https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx>

1.7 APPEALS, COMPLAINTS AND CONDUCT

As a general principle, the University anticipates that appeals and complaints will normally be dealt with informally and locally in the first instance. Concerns should be raised with the supervisory team, or the School Research Degrees Leader, or the School Director of Research, as soon as possible after the issue is identified. Where this does not lead to a satisfactory resolution, the student may wish to make a formal appeal or complaint.

Research students are entitled to make academic appeals in accordance with the University's Academic Appeals Regulations.

The grounds on which a complaint can be made, and how it will be handled, are set out in the Complaints Handling Procedure. Relevant documents and forms are available on the Department of Learning and Teaching Enhancement pages of the staff intranet:

<http://staff.napier.ac.uk/services/dlte/regulations/Pages/Regulations.aspx>

Advice may be sought from the University's Appeals, Complaints and Conduct Manager and from Edinburgh Napier Students Association.

Academic and non-academic misconduct by research students will be dealt with in accordance with the University's Student Conduct Regulations, also available through the Department of Learning and Teaching Enhancement pages of the staff intranet:

<http://staff.napier.ac.uk/services/dlte/regulations/Pages/Regulations.aspx>

Governance Services are responsible for providing guidance on Academic Appeals, Complaints and issues relating to student conduct. Queries should be directed to the Appeals, Complaints and Conduct Manager (appeals@napier.ac.uk, complaints@napier.ac.uk or extension 2396).

1.8 CRITERIA FOR AWARD OF RESEARCH DEGREES

Master by Research (MRes)

For the award of Master by Research the candidate should have successfully completed a programme of scholarly research and produced a thesis which represents an *independent contribution to knowledge*. The thesis should demonstrate the competent investigation and evaluation or critical examination of an approved topic undertaken over a period of normally not less than 12 months of full-time study (or 20 months of part-time study), together with an appreciation of the research methods and literature appropriate for their topic. MRes candidates

will normally be assessed by thesis only. However, if examiners are unable to reach a decision on this basis, they may request that a viva voce examination is held.

Master of Philosophy (MPhil)

For the award of Master of Philosophy the candidate should have successfully completed a programme of scholarly research and produced a thesis which represents an *independent, significant contribution to knowledge*. The thesis must be defended through a viva voce examination. The thesis should demonstrate the competent, informed investigation and evaluation or critical examination of an approved topic undertaken over a period of normally not less than 24 months of full-time study (or 40 months of part-time study), together with an understanding of the research methods and literature appropriate for their topic.

Doctor of Philosophy (PhD)

For the award of Doctor of Philosophy the candidate should have successfully completed a programme of scholarly research and produced a thesis which represents an *independent, significant and original contribution to knowledge*. The thesis must be defended through a viva voce examination. The thesis should demonstrate a highly competent, well-informed investigation and evaluation or critical examination of an approved topic, undertaken over a period of normally not less than 36 months of full-time study (or 60 months of part-time study), together with advanced understanding of the research methods and literature appropriate for their topic. The thesis should include a contribution to knowledge worthy of publication.

PhD by Published Works (PhD)

This award is made to candidates who are able to present a published body of work that demonstrates *independence, significance and originality*. The thesis must be defended through a viva voce examination. The published works should not span a period greater than 10 years. Material that has already been submitted for the successful award of a research degree, or produced during a period when the candidate held a postgraduate studentship, is not eligible. The published work will typically be in the form of conventional academic publication, including research articles published in peer-reviewed journals or conference proceedings, book chapters and monographs.

Doctor of Business Administration (DBA)

For the award of Doctor of Business Administration the candidate should have successfully completed a programme of scholarly research, produced a thesis and defended the thesis through a viva voce examination. The thesis must present an *independent, significant and original contribution to knowledge and professional practice in the field* and should demonstrate a critical investigation and evaluation of the approved topic, undertaken over a period of normally not less than 36 months and not more than 48 months. The thesis should integrate rigorous academic/critical analysis with practical relevance and application, articulate the findings and make meaningful links from the findings to the relevant profession.

Professional Doctorate (Prof. Doc)

For the award of Professional Doctorate the candidate should have successfully completed a programme of scholarly research, produced a thesis and defended the thesis through a viva voce examination. The thesis must present an independent, significant and original contribution to knowledge and professional practice in the field and should demonstrate a critical investigation and evaluation of the approved topic, undertaken over a period of normally not less than 36 months and

not more than 48 months. The thesis should integrate rigorous academic/critical analysis with practical relevance and application, articulate the findings and make meaningful links from the findings to the profession.

1.9 STAFF INVOLVED IN RESEARCH DEGREES

The supervisory team is supported in a number of ways by other staff across the University in Schools and in central services.

University Research Degrees Committee Convenor

The Convenor of the University Research Degrees Committee (see section 1.3) takes a lead role in overseeing the provision and delivery of research degrees across the University.

RIE Research Degrees Team

Based in the Research, Innovation and Enterprise department, the Research Degrees Team is responsible for the central management of research student records and progress monitoring, and can provide advice, information and support to research students and their supervisors. The Team also deals with all matters relating to the submission of theses, formal examination arrangements and formal contact with examiners. The Research Degrees Officer is clerk to the Research Degrees Committee and deals with any student-related matters arising from that committee.

Leader of Researcher Development

Based in the Research and Innovation Office, the Leader of Researcher Development works with research degree programme leaders in each school to provide training and development events for research students and supervisors. These events are mapped against Vitae's Researcher Development Framework which can be used by research students to identify their own professional and career development needs as a researcher (www.vitae.ac.uk/rdf).

School Research Degrees Leaders

There is a School Research Degrees Leader (SRDL) based in each school. The SRDL is responsible for oversight of all RPG matters within their school and will execute this responsibility through the School Research Degrees Committee, which they convene. Key responsibilities include, but are not limited to: the monitoring of the progress of all RPG students in the school; the supporting of good practice among the community of supervisors within the school; the administration of various formal processes; and the organisation of programmes of development and training for RPG students and supervisors in their school.

A Director of Studies or Independent Panel Chair should bring any matter of concern pertaining to research degrees to the SRDL in the first instance.

Deputy SRDL

Each SRDL has a deputy who is expected to provide cover in their absence by dealing with ongoing business and any urgent matters emerging, as well as attending committee meetings on their behalf. Deputy SRDLs will also undertake specific responsibilities determined at a school level.

School Research Degrees Administrators

Each school research degrees leader works closely with a particular member of administrative staff. That person will be responsible for maintaining research student records at a local level, and supporting the work of the RDL. Generally these administrators do not work solely on research degree matters, so they will have varying levels of involvement with research students.

SECTION TWO: APPLICATIONS, ADMISSIONS AND INDUCTION

2.1 GENERAL PRINCIPLES

Research degrees offered by Edinburgh Napier University are:

- Master by Research (MRes)
- Master of Philosophy (MPhil)
- Doctor of Philosophy (PhD)
- Doctor of Business Administration (DBA)
- Professional Doctorate (Prof.Doc)

All students register from the outset for one of these four awards.

PhD by Published Works is not a separate degree but a different route to PhD. See section 9.4 for further information about this route.

Entry points and deadlines for application

(See also under 2.11, 'Formal offers')

Our standard entry points are October and March each year.

- Normal deadline for applications for October intake is 31st May
- Normal deadline for applications for March intake is 30th November in the preceding year.

Applications may be submitted at any time and will be considered for the next available intake.

2.2 ENQUIRIES FROM PROSPECTIVE APPLICANTS

Individuals interested in studying for a research degree might approach academic staff informally to discuss their plans and seek advice about their suitability for research. Academics who need support in responding to such requests should contact the relevant School Research Degrees Leader.

Anyone who wishes to make a formal application should be directed to the [Application process](#) section of the research degrees pages on the University website. Applications should be made online here. Enquiries about the application process should be sent to the Research Admissions team: researchadmissions@napier.ac.uk

2.3 ENTRY REQUIREMENTS

Academic standards

Applicants for any research degree must normally hold at least a second class honours degree from a UK university or a qualification regarded as equivalent to that. There are standard measures of equivalence which will be used by Edinburgh Napier in assessing alternative academic qualifications.

In exceptional circumstances, applications may be considered from:

- Individuals with other formal qualifications (ie, not equivalent to a first or second class honours degree from a UK university).
- Individuals with no formal qualifications but substantial work-based skills and experience.

References

All applicants must include two references with their application. Most applicants for most research degrees should submit two academic references. Applicants for the DBA or Professional Doctorate should submit one academic and one professional reference. Applicants who have been out of formal education for more than three years may choose to submit either two academic references or one academic and one professional reference.

References, whether academic or professional should comment on the applicant's suitability for the position of post-graduate research student. Academic references should specifically comment on the applicant's academic abilities and any previous and relevant academic experience. Academic references do not need to be written by someone who has taught the applicant or who is currently employed by a university. They must, however, demonstrate the credentials to uphold their evaluation of the applicant's academic potential.

All references must be written in English and be authored by someone who is independent of both the interview panel and the proposed supervisory team.

References must be sent to researchadmissions@napier.ac.uk directly from the referee's professional e-mail address or on official letter-headed paper with a stamp of authenticity. The University cannot accept references from personal e-mail accounts such as G-mail or Yahoo.

References should be submitted, along with other supporting documents, prior to interview. The interview panel (see 2.9 below) is responsible for checking the academic content of references, although Admissions will also check references to ensure that they are official, and are of the correct type (academic/professional).

English language

Excellent written and oral communication skills in English are required to write a good research thesis and defend the thesis in an oral examination. The University wants to ensure that all students have the necessary skills to be successful and that no student starts at a disadvantage. Applicants may need to provide evidence of their ability to read, write, speak and listen in English at an appropriate level. Ability can be demonstrated in a number of ways. Full details can be found on the University's [English Language requirements webpage](#).

All applicants must meet the University's English language requirements as set out in the policy. The 'English language waiver' form cannot override this, or be submitted as an alternative.

Applicants for Doctor of Business Administration (DBA)

Entry to the DBA requires a higher level of English language qualification: IELTS with an average of 7.0 and no component below 6.5 (or equivalent qualification as listed in University's English Language entry requirements policy: see the [English Language requirements webpage](#) as above. In addition to this, and to the other standard entry requirements above (academic and references) applicants for DBA should be employed in a senior management role and must normally hold an MBA or a Masters qualification in a relevant area.

- ❖ *See section 9.1 for further information about the DBA programme.*

Applicants for Professional Doctorate (Prof.Doc)

Entry to the Professional Doctorate requires a higher level of English language qualification: IELTS with an average of 7.0 and no component below 6.5 (or equivalent qualification as listed in University's Language entry requirements policy (see [English Language requirements webpage](#) as above). In addition to this, and to the other standard entry requirements above (academic and references) applicants for Prof.Doc should be employed in a senior management role and must normally hold a Masters qualification in a relevant area.

- ❖ *See section 9.2 for further information about the Professional Doctorate programme.*

Applicants for PhD by Published Works

Admission to the PhD by Published Works is open to any applicant, subject to the criteria that follow: in addition to the standard entry requirements above (academic, references and English language), all candidates must provide evidence of a significant contribution to research and previous academic attainment.

The application process for PhD by Published Works is significantly different from that for other research degrees and is considered in detail in section 9.4.

2.4 APPLICATION PROCEDURES: GENERAL INFORMATION

There are typically two ways that applications for research degrees come into the University: speculative (unsolicited) and responsive (responding to an advertisement for studentships). In both cases the University requires rigorous and consistent selection and admission procedures to be followed by all staff.

Applications for PhD by Published Works are made through the University's Research Degrees Committee. Details of the procedure are included in section 9.4.

All other applications and admissions to research degree programmes are managed by the Research Admissions team, based within International Operations and Student Recruitment. Enquiries about any aspects of the process should be made to researchadmissions@napier.ac.uk

Applications for advertised studentships are screened by Research Admissions, although responsibility for the advertisement rests with the school offering the studentship. All studentships – funded or unfunded – must be advertised through FindAPhd.com. Templates for adverts and guidance on the process are available from School Research Degrees Leaders. (see section 2.5 for details) Advertising elsewhere is fine, providing this is *in addition* to a listing on FindAPhd.com.

All applications from prospective students should be made using the online (e-Vision) application system. Supporting documents that should be provided with a typical application are:

- Academic qualifications
- Evidence of English language proficiency (where appropriate)
- Two references (see section 2.3 for details)
- A research proposal (see below)

Applications may be sent out to schools by Research Admissions for consideration before all these documents have been received.

- Applicants for studentships only need to provide the research proposal before the application is passed to the school, although the other items on the list will all be required before an unconditional offer can be made.
- Applications received without references will be passed to schools for consideration, and conditional offers may be made subject to the references being received.

All applicants must include a **research proposal** as part of their application:

- **Studentship applicants:** In cases where the applicant is responding to an advertised project, they ought to develop what is presented within the advertisement appropriately, demonstrating their grasp of the research area and the potential of the project described.
- **Direct/speculative applicants:** In the case of speculative applications, where there is no project advertised, applicants should outline clearly and briefly the project they wish to undertake. In all cases, the proposal ought not to exceed two pages and ought to be appropriately referenced.

NOTE: any member of school staff involved in the recruitment and admission of research students will need **access to e-Vision** and can register for this by emailing researchadmissions@napier.ac.uk. The Admissions team will then arrange for the relevant access to be granted by the Student Systems Team.

2.5 PROCEDURES FOR ADVERTISING STUDENTSHIPS

Staff members who plan to advertise any studentship – funded or unfunded - should discuss this with their School Research Degrees Leader before going ahead: it is important to make sure from the outset that any new student can be supported by the University. A discussion with the line manager is also advisable in terms of capacity and workload.

- The school must be in a position to support the proposed new student/s financially, practically and in terms of supervision. This may also require
- Plans should be in place to handle the administrative aspects of the application process.

Advertising process

All studentships should be advertised through FindAPhD.com. Templates for adverts and guidance on the process are available from School Research Degrees Leaders. Advertising elsewhere is fine, providing this is *in addition* to a listing on FindAPhd.com.

Research Admissions should be informed of any advert placed, and the closing date for applications.

Staff involved should make sure there is a procedure in place for dealing with the online applications as they are received, and the following basic principles should be adhered to:

- Applications for funded studentships will not be considered if received after the closing date.
- Candidates who are not shortlisted should be informed of this by email, by the school. (eg by the chair of the shortlisting panel.)

- A decision on each application received through eVision should be returned through eVision to Research Admissions.

Shortlisting

The selection of candidates for interview should be made using explicit criteria and by the same people who will form the interview panel. Although candidates for studentships are not potential members of staff, some of the information on the HR website may be helpful as a guideline to good practice in shortlisting and interview procedures:

<https://staff.napier.ac.uk/services/hr/recruitmentandselection/Pages/The-Interview-Process.aspx>

Interviews – see section 2.9

2.6 SPECULATIVE APPLICATIONS

Individuals interested in studying for a research degree might approach academic staff informally to discuss their plans and seek advice about their suitability for research. Academics who need support in responding to such requests should contact the relevant School Research Degrees Leader.

Anyone who wishes to make a formal application should be directed to the research degrees [Application process](#) webpage to make an online application. Enquiries about the application process should be sent to the Research Admissions team: researchadmissions@napier.ac.uk

Any applicant considered for a place must be interviewed and the standard procedures outlined in sections 2.9 – 2.11 below must be followed.

2.7 TRANSFER FROM OTHER INSTITUTIONS

Research students who are currently registered with another institution may apply to transfer their registration to Edinburgh Napier, providing at least one year full-time equivalent research remains to be completed.

One year full-time equivalent research to be completed means that:

- Full-time students cannot transfer if they have been registered for more than 24 months.
- Part-time students cannot transfer if they have been registered for more than 40 months.

Applications for transfers must be supported by the written approval of the previous institution. The application should be made following the standard procedure but, additionally, should include:

1. A letter from the previous institution confirming their approval of the transfer.
2. An explanation of the reasons for the application for transfer.
3. Written evidence of any stages successfully completed at the previous institution (such as confirmation of target degree).

The written evidence provided in support of the application (items 1-3 above) will be kept on record as part of the application documentation.

Registration period

The period of study that a transferred student is given is: the registration period specified in Regulation D5.1 *minus* the actual amount of registration time at the previous institution. (This should not include any time between withdrawing from the previous institution and registering at Edinburgh Napier.)

Where a school decides to accept an application to transfer registration, the standard procedures outlined in sections 2.9 – 2.11 should be followed.

Additionally, the standard and maximum end dates that will apply must be calculated by the school and provided to Research Admissions, to be included in the offer letter to the student. Advice on this calculation can be provided by the Research Degrees Team.

2.8 SIMULTANEOUS REGISTRATION

A student registered for a research degree at Edinburgh Napier University may not be registered at the same time for another award at Edinburgh Napier, or at any other institution. Exceptions to this are:

- Students who are registered under a formally recognised “joint supervision” programme.
- Students who have completed a programme of study but have not yet graduated may be permitted to register for a research degree.
- GTAs will be registered simultaneously for the Edinburgh Napier postgraduate teaching certificate, as part of the GTA programme.
- Students may register simultaneously for an Edinburgh Napier postgraduate certificate in research methods.
- Students may register simultaneously for other short courses which support their research study, with the permission of their School Research Degrees Leader.

2.9 INTERVIEWS

No applicant (including applicants for transfer) may be offered a place until they have been interviewed to assess their suitability for the programme of study. Wherever possible, interviews should be conducted face to face although in some circumstances – for example where applicants are overseas – it may be necessary to make alternative arrangements. *It is not acceptable to forego the interview altogether.*

All interviews will be chaired by the School Research Degrees Leader (or, when they are unavailable, their representative). The interview panel will consist of the School RDL, the prospective Director of Studies and preferably any other prospective supervisors.

Interview panel responsibilities:

- Checking the applicant’s references and qualifications.
- Assessing the applicant’s suitability for research and their potential for successfully completing the research degree applied for. In the case of self-funding applicants, the interview chair should confirm that the applicant is aware of the financial commitment they would be making (in terms of fees and subsistence).

Records of interviews

A written record of each interview must be kept. The record for any successful candidate should be held for the duration of their study. The record for unsuccessful candidates should be held for three months and then disposed of as confidential waste.

Although applicants for research degrees are not potential members of staff, some of the information on the HR website may be helpful as a guideline to good practice:

<https://staff.napier.ac.uk/services/hr/recruitmentandselection/Pages/The-Interview-Process.aspx>

2.10 DECISIONS

Following the interview, the panel's decision should be notified to Research Admissions, following the standard eVision process.

Communication with the applicant

Formal offers to successful applicants may only be issued by the Research Admissions team. Any internal communication (between departments of the University) about the progress of an application should not be copied to the applicant.

Unsuccessful interviewees

Each unsuccessful interviewee should be notified in writing (by letter or by email) as soon as possible after the interview by an appropriate member of staff from the relevant School.

Successful interviewees

Formal offers to successful applicants may only be issued by the Research Admissions team. To initiate the process, a completed, authorised, RD2 should be submitted to the team as soon as possible after the School states on eVision that an offer can be made. Ideally this should be on the same day, as the offer cannot be processed without the RD2.

Full details of the procedure are in section 2.11 below.

2.11 FORMAL OFFERS

No offer can be made to an applicant until Research Admissions receive authorisation on an RD2 form. Once the form has been completed and signed, a scanned copy should be sent by email to researchadmissions@napier.ac.uk

- *An unconditional offer* may only be made where the applicant has all the necessary qualifications, experience and required documents for entry.
- *A conditional offer* may be made where the applicant currently lacks a necessary qualification or requirement, for example, the completion of a taught programme, a language qualification or submission of references.
- *A reject* decision should include sufficient information to allow the Research Admissions team to respond appropriately to the applicant.

Form RD2 (Authorisation for research student admission)

The potential Director of Studies should complete an RD2 form for any student to whom an offer is to be made. This form *should* be signed by all member of the team who will supervise the student; where a supervisor is not available to sign, an email declaration of consent may be appended. The RD2 **must** be signed by two named authorities: the first is for academic authorisation and the second is for resource authorisation.

Academic authorisation: normally this signatory will be School Research Degrees Leader (or equivalent post) who is signing to confirm that:

- The applicant has been interviewed.
- Academic qualifications (or equivalent) have been checked and are satisfactory.
- References have been checked and are satisfactory.
- Where appropriate, English language qualifications have been checked and are satisfactory.
- Appropriate supervisors have been allocated.
- The school is satisfied that the applicant has the potential to complete the relevant research degree successfully.

Resource authorisation: normally this signatory will be the School Director of Research or an authorised nominee. The second signature is required even if the student is self-funded or has an external sponsor, because of the resource implications to the department of taking on a research student. This person is signing to confirm that:

- Resources are available to pay any stipend being offered by the University.
- Resources are available to pay fees if the student is to be funded by the University.
- The school has the physical resources available to support the student.
- The school has the staff resource to support the student
- The school is satisfied that the proposed members of the supervisory team are likely to remain in post for the duration of study
- The school is satisfied that the project the student will be undertaking is manageable within the realistic limits of the University's support and places neither the student nor the University at any undue risk.

A [schedule of current authorised signatories](#) for RD2 forms is available on the Research Degrees intranet pages. [Research and Innovation Office (RIO)/research degrees/fees and stipends]

Timescales

Offer letters will be sent out no more than five working days after Research Admissions receive the RD2, providing:

- The RD2 has been fully completed and includes all required information.
- The RD2 has been signed by all members of the supervisory team. Where a supervisor is not available to sign, an email declaration of consent may be appended.
- The RD2 has been approved by both school signatories (one academic/one financial).
- Research Admissions have received all required documentation for the applicant.

In planning for new starts, schools must take into account the time it might take for the offer to be accepted by the student, and for further processing to be done.

Home/EU students

- Offer letters to Home/EU students should be sent out at least two weeks before the proposed start date, therefore...
- ...the RD2 should be submitted to Research Admissions 15 working days before the proposed start date.

International students (including international students already in the UK)

Academic Technology Approval Scheme (ATAS)** For the majority of research degree courses, international students are required to obtain an ATAS certificate. Obtaining a certificate takes at least 20 working days and 30 working days or more in peak periods (April-Sept). ATAS will also apply to some Home applicants, for example those with refugee status.

A list of courses for which an ATAS certificate is required is included as Appendix 4. For further information about ATAS requirements, please see the following link:

<https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate>

Confirmation of Acceptance for Studies (CAS) All international students need a CAS letter from the University in order to apply for a visa. Where an ATAS certificate is required, the University cannot issue the CAS letter until the ATAS certificate has been received.

A much longer timeframe, therefore, has to be applied.

- Offer letters to international students should be sent out eight weeks before the proposed start date, therefore...
- ...the RD2 should be submitted to Research Admissions nine weeks (45 working days) before the proposed start date.

The University is required to make extensive checks on **international students already studying in the UK** – the timeframe for such students is therefore NOT equivalent to that of a Home/EU student.

Entry points

- Our standard entry points are October and March for all students.
- In exceptional circumstances, registration may be permitted in other months. Examples of exceptional circumstances might include strict start date requirements from external funding bodies and unforeseeable and unavoidable delays with external permissions. Seasonally dependent research would not usually be considered grounds for an exceptional start date as we would expect in such circumstances that sufficient planning would have been undertaken to account for any seasonal dependency. In legitimately exceptional cases, an additional form (RD2-B) – signed by the School Director of Research, the School Research Degrees Leader and the Convenor of University Research Degrees Committee - will be required by Admissions before proceeding to offer.
- For DBA candidates there is only one entry point each year, in October.

Backdated start dates are not permitted.

If an RD2 is submitted to Research Admissions for a start date that has already passed, an offer will be made for the following intake. Research Admissions will confirm any change in start date with the school before processing.

Submitting the RD2 form

Once the form has been completed and signed, a scanned copy should be sent by email to the Research Admissions team at researchadmissions@napier.ac.uk or uploaded directly to eVision if returning the decision on the same day.

If the school has received any additional documents relevant to the applicant that were not provided by Admissions (for example, references received directly) these should also be scanned and returned to the Research Admissions team along with the completed RD2.

Formal registration start date

University policy is that the formal registration start date is the 1st of each month (though minor adjustments may be necessary for international students due to visa regulations). Supervisors may arrange a practical start date which is different from this, but the recorded formal start date will always be the 1st of the month and all other dates, including standard and maximum registration periods will be calculated from that point.

Varying practical start dates

Supervisors may want to arrange a practical starting date for a student which is different to the formal registration start date. This is perfectly acceptable (and necessary in any month where the 1st is a Saturday, or a Sunday, or a public holiday) but will not affect the formal registration start date.

Start dates for international students/visa implications

An international student who has been granted a visa to register for a research degree at Edinburgh Napier must matriculate by the deadline stated in their CAS letter.

Acceptance of offer

Once an applicant has accepted an offer, responsibility passes from the Research Admissions team to the RIE Research Degrees Team. The RD team arrange matriculation, send an initial 'welcome' email to the new student with all the information they need about starting their research degree, and liaise with the school and supervisory team.

2.12 MATRICULATION AND INDUCTION

Matriculation

Every research student must matriculate as a student of the University. This involves going through an online process of checking and confirming the details that the University holds about them, and providing some additional information.

Once an applicant has accepted a formal offer from Research Admissions, responsibility for the new student passes to the Research Degrees Team, who make the necessary arrangements to allow the student to matriculate.

Information about the online matriculation process is sent to the student by the Research Degrees Team before the start date in a 'welcome' email that also includes contact details for members of

the supervisory team as well as information about IS services, fees, stipends, student id card, induction and so on.

At first matriculation, and annually thereafter, students and/or their sponsors become liable for payment of tuition fees to the University.

Induction

The Director of Studies should ensure that new students are aware of and attend all relevant induction events. Induction may take place at a number of levels: by the Director of Studies; by the relevant School Research Degrees Leader; and by attending University-level induction events (which normally take place twice a year). *See also section 4.11, Development and Training for Researchers.*

Details of forthcoming induction sessions, and other researcher development events, are included in the 'welcome' email sent to new students by the Research Degrees Team.

SECTION THREE: CONDITIONS OF STUDY

3.1 PRACTICAL RESOURCES

The University will provide each research student with the practical resources necessary to undertake their research. The standard facilities that the student should expect are listed below.

Access to any specialist facilities that are essential to the student's research must be agreed and approved – before an offer is made - by the school in which the student will be registered.

Standard facilities

- *Full-time students* based at one of the University's Edinburgh campuses must be provided with a desk and networked computer for their exclusive use. Students may, at the discretion of the school Director of Research, opt to forgo a desk and desktop computer and be provided instead with a laptop.
- *Part-time students* based at one of the University's Edinburgh campuses must have access to a 'hotdesk'. Hotdesking systems will be managed at school level.
- Students who have passed their standard end date must also have access to a 'hotdesk'. Such access must be maintained until the student has completed any post-examination corrections.
- *All students* based at one of the University's Edinburgh campuses must be provided with:
 - Access to a University landline telephone.
 - Access a Multifunctional Device (MFD) for printing and photocopying.

Off campus students

The University has a wide range of online resources for students. Further information is available through the Student Intranet: <https://my.napier.ac.uk/>

The direct link to off-campus library services is: <https://my.napier.ac.uk/library/getting-started/off-campus>

Other facilities

Any other reasonable, student or study specific resources and facilities should be provided at school level.

3.2 GENERAL FINANCIAL INFORMATION

The University has a Student Funding Team based within Student Wellbeing and Inclusion and members of the Team can advise on a wide range of financial matters. During term time a drop-in service operates and the Team can be contacted by email at other times of the year. Full details are available on the Student Intranet: <https://my.napier.ac.uk/money>

3.3 FINANCIALAUTHORISATION WITHIN SCHOOLS

Each School Director of Research has nominated individuals within their schools who have responsibility for financial decision-making about research student stipends and fees. A **schedule of current authorised signatories** is available on the Research Degrees intranet pages:

<https://staff.napier.ac.uk/services/research-innovation-office/research-degrees/Pages/fees-and-stipends.aspx>

Normally, arrangements for sponsorship – payment of **fees and/or stipends** - are made before a student registers. Information about payment of fees and stipends is included on the RD2 form which must be signed (and therefore authorised) by the correct person.

- Any changes to sponsorship arrangements approved on the RD2 must be requested in writing and authorised by the relevant signatory.
- Any new sponsorship arrangements (agreed *after* a student has registered) must be requested in writing and authorised by the relevant signatory.

Standard memos are available for this purpose from the Research Degrees Team (researchdegrees@napier.ac.uk).

3.4 TUITION FEES

Tuition fees – sending out invoices, collecting payments, arranging direct debits - are the responsibility of the University's Finance department and students may contact them directly for information or to discuss any problems regarding the payment of fees. Contact details and other information about fee policy and payments is available on the Student Intranet:

<https://my.napier.ac.uk/money/making-payments>

How much is charged and how often?

Tuition fees are charged for each year of study. The rate is reviewed annually and will rise each year, at least in line with inflation. [Current rates can be viewed on the fees and funding page](#) of the University website.

In addition to the full-time or part-time fees charged during the standard period of study, all students will be charged a 'writing up' fee for any grace period taken beyond the standard end date. Standard fees for each award and mode of study are listed below.

- Full-time PhD students will be charged three years full-time fees.
- Full-time MPhil students will be charged two years full-time fees.
- Full-time MRes students will be charged one year full-time.
- Part-time students will be charged at the prevailing part time rate (pro rata) for the duration of the standard period for their award.
- PhD by Published Works students will be charged for 1 year full-time fees at the rate for PhD by Published Works.
- DBA fees are set per programme cohort and pertain to that cohort for the duration of study. Three years full fees are charged plus one year 'writing up' (if required) at the DBA rate.
- Prof. Doc fees are set per programme cohort and pertain to that cohort for the duration of study. Three years full fees are charged plus one year 'writing up' (if required) at the Prof.Doc rate

- ‘Writing up’ fees are charged for each year or part-year of registration after the end of the standard registration period and before submission of the thesis.
- Normally ‘writing up’ fees will not be paid by the University as part of a studentship.
- An additional ‘writing up’ fee may be charged following the viva if the outcome is not a ‘pass’ recommendation (pass unconditionally, pass subject to minor amendments or pass subject to major amendments).

Deposits

Students whose annual fees are above a certain level must pay a deposit at the beginning of each year, before access to University services and supervision can be made available. At the time of publication (academic year 2019/20) the deposit required is £3,500 and this applies to students whose fees are more than £6,500 for the year.

How to pay fees

The University does not send invoices to students by post or by email. Students who are responsible for payment of all - or part of - their tuition fees should check the “Paying Your Fees” page on the Student Intranet: <https://my.napier.ac.uk/money/making-payments>.

Sponsored students

****Edinburgh Napier sponsorship:** students whose fees are paid by Edinburgh Napier will have a sponsor record on the University database and the fees will be charged to the appropriate department. Offer letters will include confirmation of the proportion of the fees that are being paid. Where the University is paying only a proportion of the fees, the student must pay the balance.

‘Writing up’ fees are not normally covered by University sponsorship. Students should expect to be charged for these at the end of the standard registration period, unless they have submitted the thesis for examination.

****External sponsorship:** any student who has an external sponsor must provide Finance with written confirmation from the sponsor each year, including details of the sponsor's billing address. Without this information, the University will charge the student directly.

****Explanatory note:** “Edinburgh Napier sponsorship” includes students whose fees are paid by the University using external grant funding. “External sponsorship” is where fees are charged by the University to an external institution or individual (for example, a government or an employer).

Changing mode of study: the effect on tuition fees

Any change from full- to part-time study, or vice versa, will have an effect on the tuition fees charged each year. This will be calculated by Finance at the time of the change.

Changing target degree: the effect on tuition fees

Transfer to a higher target degree will mean the total fees charged will be greater. (See above, “How much is charged and how often” for a list of the fees charged for each target degree.)

Transfer to a lower target degree will not result in a refund of any fees already charged.

Suspended study: the effect on tuition fees

The total amount of fees charged (see pp.20-21) will not be affected by suspended study. Adjustments may be made to the due dates for payment.

Unsatisfactory progress: the effect on tuition fees

Continued payment of University studentships relies on satisfactory progress. If the outcome of a progress review is “Unsatisfactory progress, recommend termination of registration for a research degree”, and that decision is ratified by the School Research and Innovation Committee, the University will not pay any further tuition fees. The stipend will also be terminated (see section 3.5 for details).

Unpaid fees

All fees are due in full, at the beginning of each year, unless an arrangement has been made to pay by instalment. Students who have not paid, or made an arrangement to pay, four weeks after the beginning of their programme of study are considered by the University to be in debt. Reminders to pay will be sent to the student email account but if the fees remain unpaid, sanctions will be applied. This may include losing access to IT and library services, and to supervision. Full details of the Student Fees and University Debt Policy are available on the Student Intranet: <https://my.napier.ac.uk/money/student-fees-and-university-debt-policy>

3.5 STUDENTSHIPS AND STIPENDS

Standard studentships

From time to time Edinburgh Napier University supports funded places for research students. These are advertised on FindAPhD.com and open to competition. A standard University funded studentship will include:

- Payment of tuition fees at the ‘home/EU’ rate for three years full-time study.
- Payment of a monthly stipend: a tax-free payment intended to cover all normal living expenses associated with being a research student.

Standard studentships are normally available for applicants for full-time study, although schools may occasionally wish to offer a studentship to a part-time student. In such instances, the stipend is paid on a pro-rata basis.

Rate of payment

The stipend is paid at the national minimum doctoral stipend rate set by the seven UK Research Councils (UKRI). Stipend payments are not liable to deductions for National Insurance (or any other payments) and can only be paid up to the level agreed for that particular academic year. Increases to the UKRI minimum are based on the Treasury GDP deflator.

The stipend level for 2020/21 has been confirmed as £15,285.00 (£1273.75 per month).

Non-standard studentships

The University may occasionally offer partly-funded places for research students such as ‘fees-only’ studentships (where no stipend is paid) or studentships where a reduced stipend is paid.

Fee waivers

The only genuine fee waivers for Edinburgh Napier research students are:

- Students funded through the Joint Funding Initiative (JFI)
- Members of staff undertaking doctoral qualifications

As these are centrally funded, there is a formal process of application for either type. Details of the process are available from the Research and Innovation Office.

Availability of studentships

Any studentship of any type should be advertised on FindAPhD.com and open to competition, with the following exceptions:

- Where grant funding to support a research student is made available to a specific research project on which a research student is already working.
- Where a member of staff is funded to undertake a doctoral qualification.

How payments are made

- Stipends are paid monthly in arrears, on the last working Thursday of each month.
- Finance pay the stipend by transfer directly into the student's bank account.
- Subject to satisfactory progress, a total of 36 payments will be made over the three years of a standard studentship.
- Payments will show on the student's bank statement, and should be identified as stipend payments from Edinburgh Napier University. Finance does not send remittance advice but any student who needs a letter confirming payment (for example, to provide evidence to a third party) should contact researchdegrees@napier.ac.uk.

Changes to payments

In arranging payments to students, the Research Degrees Office acts on the authority of nominated individuals within each school who have responsibility for financial decision-making about research student stipends (see 3.3 above and 'practical considerations' below).

Changes because of suspended study:

Where a school wishes to make a change to the agreed stipend payments for a student when study is suspended due to extenuating circumstances, this is recorded and authorised on the RD7 form.

Changes for other reasons:

In any other case, formal authorisation must be signed by the relevant school financial authority (see 3.3 above) and submitted to the Research Degrees Team.

- If payments are to end (temporarily or permanently) the 'stipend-stopper' form should be used
- For changes or additions to stipends, standard memos are available from the Research Degrees Team (researchdegrees@napier.ac.uk)

Practical considerations:

- Responsibility for making these arrangements rests with the **Director of Studies**.
- Formal, authorised, notification of changes to stipend payments must be submitted no later than 12noon on the Monday prior to the last Thursday of the month in which the payment should change.

- A **schedule of current authorised signatories** is on the Research Degrees intranet pages: <https://staff.napier.ac.uk/services/research-innovation-office/research-degrees/Pages/fees-and-stipends.aspx>

Conditions of payment

Continued payment of University studentships (stipends and fees) relies on satisfactory academic progress assessed at progress reviews conducted by the student's school (see sections 4.2-4.5). "Satisfactory progress" includes timely submission by the student of reports *for* each review, and a satisfactory outcome *from* each review. Students should keep their supervisors informed about anything likely to affect their progress (see section 5.3 on extenuating circumstances).

Suspended study and studentship payments

(1) Maternity, paternity or adoption leave, or absence due to ill-health: payments may continue and additional payments may be made to students in these circumstances (see Section 3.10)

(2) Suspended study for other reasons: in all other cases the relevant school will decide – in consultation with the student - whether or not to stop the stipend for the duration of the suspended study. In these situations the total number of stipend payments will remain the same. If payments are to be temporarily stopped, the DoS must make the necessary arrangements (see 'changes to payments', above).

Circumstances in which payments will be stopped permanently:

- **Where the outcome of a review is "unsatisfactory progress, recommend termination of registration for a research degree"** and that decision is ratified by the School Research Degrees Committee. The Director of Studies must make arrangements for the payments to be stopped (see 'changes to payments' above and 'termination of payment' below).
- **If the student takes up full-time employment before the normal 36 payments have been made.** Edinburgh Napier funded students who intend to take up full-time employment before the studentship is due to end must notify their Director of Studies. The DoS must make arrangements for the payments to be stopped (see 'changes to payments', above). The University may request a repayment of any stipend payments made after full-time employment has commenced.
- **If the student decides to withdraw registration.** The DoS must make arrangements for the payments to be stopped (see 'changes to payments', above). The University may request a repayment of any stipend payments made after the effective date of withdrawal.

Termination of stipend payment due to unsatisfactory progress

Where the stipend is to be stopped because of unsatisfactory progress, the recommendation to terminate registration (withdraw the student) must be approved by the appropriate School Research Degrees Committee (see section 5.6). The DoS must inform the student, in writing, that this recommendation has been made and that if it is approved by SRDC, the stipend will be stopped.

A 'stipend-stopper' form must be signed off by the relevant financial authority and submitted to the Research Degrees Officer (see 'changes to payments' above).

If an appeal is made about the progression decision, the stipend should be suspended pending the outcome of the appeal (using the 'stipend-stopper' form, as above).

- **Responsibility for making arrangements to end a stipend rests with the Director of Studies.**

3.6 MATRICULATION AND ATTENDANCE

Matriculation – year one

All research students have to matriculate at the beginning of the first year of study. This involves going through an online process of checking and confirming the details that the University holds about them, and providing some additional information.

- International students in the UK on a Tier 4 visa must attend in person to confirm visa details.
- Details about matriculation are sent to all new students by the Research Degrees Team.
- Until matriculation has been completed it may not be possible to access all University services.
- At first matriculation, and annually thereafter, students and/or their sponsors become liable for payment of tuition fees to the University.

Annual re-matriculation

Subject to satisfactory progress, continuing students are automatically re-matriculated each year on the basis of authorisation from schools. This process is managed by the Research Degrees Team and the Student Systems Team. Any questions about re-matriculation should be directed to researchdegrees@napier.ac.uk

Attendance

The nature of research students' work can vary widely and the level of work involved is likely to fluctuate, so it is not possible or helpful to specify exact hours of work. However, the amount of time spent by any full-time research student on their work should be similar to the amount of time expected of a full-time academic. As a guideline, full-time research students should expect to spend, on average, at least 36 hours a week on their research work. Part-time students are likely to need an average of 21 hours a week.

The amount of time committed to research, and the amount of time spent in the University, should be discussed and agreed in outline as part of the interview process. It is particularly important that any attendance requirements are made clear to part-time students and to students based outside Edinburgh, whether this base is in the UK or overseas.

More detailed consideration of time commitments and expectations should take place during the first supervision meeting, which should be held shortly after registration.

3.7 SELF CARE

Post-graduate research studies can be demanding and it is crucial that you prioritise your own well-being.

The University endorses and encourages a proactive approach to self care which emphasises the importance of community and mutual support. A formal network of support is established through a number of the mechanisms described in this document. Each student is assigned an Independent Panel Chair (see section 4.6). Each school has a Research Degrees Leader, Research Degrees

Committee and Research Degrees Student Representatives, all of whom are there to support students through their PGR journey. Beyond these formal elements of support, the University encourages PGR students to engage with each other as a community and supports this aim through the provision of events designed to facilitate conversation, connection and collaborative time away from work. We encourage students to be proactive and stage their own events and will, where necessary and possible, support such activities.

All PGR students are entitled to weekends and holidays. It is imperative that you take these.

The Wellbeing Thesis

In adopting a healthy self-care approach, students may find **The Wellbeing thesis** website beneficial:

<https://thewellbeingthesis.org.uk/>

While we very much emphasise a proactive approach, seeking to reduce the likelihood of students experiencing unproductive stress and anxiety, we acknowledge that this not always possible and that there are circumstances wherein students will require professional and/or independent help or support. In such circumstances, students are encouraged to make use of the following services:

The University's Counselling and Mental Well-being Service

The University's Counselling and Mental Well-being Service is a friendly and approachable service which aims to help you feel supported with your mental health.

Telephone: 0131 455 2459

email: counselling@napier.ac.uk

Website: <https://my.napier.ac.uk/wellbeing-support-and-inclusion/counselling-and-mental-wellbeing>

Workplace Options

Workplace Options is the University's Employee Assistance Programme Provider and is available to Postgraduate Research Students. They provide a free, confidential and independent resource designed to help you balance your work, family and personal lives.

Telephone: 0800 243 458

email: assistance@workplaceoptions.com

Website: <https://www.workplaceoptions.com/>

togetherall

togetherall provides 24/7 peer-to-peer and professional support from experienced clinicians who are online at all times to assist and advise in relation to depression, anxiety and other common mental health issues. They also provide a range of courses and tools to help people self-manage their wellbeing. This service is safe, anonymous and free to students at Edinburgh Napier. If you would like support, simply go to togetherall.com and sign up under 'organisation' with your university e-mail address.

Website: <https://togetherall.com/>

Nightline

Nightline is a local, confidential and non-judgemental support and information service which is run by student, for students. They are open from 8pm to 8am every night during term time. You can also volunteer with Nightline through their website.

Telephone: 0131 557 4444
Website: <https://ednightline.com/>

Breathing Space

Breathing Space is a confidential phonenumber service for anyone in Scotland who is feeling low, anxious or depressed.

Telephone: 0800 83 85 87
Website: <https://breathingspace.scot/>

The Edinburgh Crisis Centre

The Edinburgh Crisis Centre is a service for over 16s who are using or have used mental health services and who are residing in Edinburgh at the time they are experiencing a crisis. This includes people who have seen their GP, used voluntary services as well as people who identify themselves as having a mental health issue. The Crisis Centre is open 24 hours a day 365 days of the year and provides community based, emotional and practical support at times of crisis.

Telephone: 0808 801 0414
Text: 07974429075
email: crisis@edinburghcrisiscentre.org.uk
Website: <http://www.edinburghcrisiscentre.org.uk/wordpress/>

3.8 HOLIDAYS

Full-time students may take up to 40 days holiday each year, including fixed leave days such as Christmas/New Year and Easter holidays. The dates of fixed leave days are published on the HR website: <https://staff.napier.ac.uk/services/hr/workingattheUniversity/leave/Pages/Annual-Leave.aspx>

The time and duration of any holiday period must be approved by the Director of Studies. Students are advised to discuss plans for taking time off with their supervisors, before confirming holiday bookings.

International students on Tier 4 visas must obtain formal approval from the University for any period of absence over 5 days outside University holiday periods (periods when the University is closed for fixed holidays like Christmas). This should be arranged with the Director of Studies, using form RD7-AA. Such absences will not be treated as “suspended study”. (*For absences due to illness or accident, see Section 5.3, Extenuating circumstances and suspended study.*)

Part-time students are in a slightly different position. They have no ‘entitlement’ to specific periods of leave from study as they are already fitting study time around other commitments. Holidays should form part of the schedule negotiated with the Director of Studies, and the DoS should be kept informed of any lengthy break.

3.9 ILLNESS AND ACCIDENT

- ❖ See section 5.3: *Extenuating circumstances and suspended study* for details of how to apply for suspended study

Students who are in receipt of a stipend, and are on suspended study covered by a medical certificate, will continue to receive the stipend for up to 13 weeks within any 12-month period. Stipend payments made during certified sickness absence are paid in addition to the standard 36 payments of the original studentship; that is, the studentship will be extended by a commensurate period.

Note: this policy is based on [RCUK guidance](#)

3.10 MATERNITY, PATERNITY AND ADOPTION

Students may take up to 52 weeks of maternity, adoption or shared parental leave as suspended study.

- ❖ See section 5.3: *Extenuating circumstances and suspended study* for details of how to apply for suspended study

Students on maternity leave who are in receipt of a stipend will continue to receive the full stipend for the first 26 weeks. For the next 13 weeks, the stipend will be paid at a level commensurate with employee entitlements to statutory maternity pay. This is about 41% of the standard stipend rate. No stipend is paid for the final 13 weeks. Stipend payments made during maternity leave are paid in addition to the standard 36 payments of the original studentship; that is, the studentship will be extended by a commensurate period.

Partners may take up to 10 days of Ordinary Paternity Leave with no break in stipend. An additional stipend payment (33% of a standard monthly payment) will be added to the 36 payments of the original studentship.

Students on adoption leave who are in receipt of a stipend will be entitled to the same terms as those on maternity leave.

Note: this policy is based on [RCUK guidance](#)

3.11 PAID WORK

Paid work: general information

Undertaking paid work while studying for a research degree can bring both benefits and obstacles in relation to academic progress. The amount of work it is sensible to undertake while studying is contingent on each student's circumstances. Regardless of these differences, in order to remain registered as a research degrees student, study must remain a central focus and appropriate, sustained progress must be demonstrated at each biannual review.

Full-time students thinking of taking up paid work or part-time students thinking of changing their working circumstances are advised to talk this over in advance with their supervisory team, and consider the implications for their research study.

Beyond these general considerations, students are advised of the following particular points:

- Overseas students will have visa restrictions limiting their paid employment. Students on a Tier 4 visa typically cannot work for more than 10 or 20 hours a week (either paid or unpaid). Students must ensure they comply with their visa regulations. As an employer, the University is obliged to notify any breaches to visa restrictions to UKVI.
- Students receiving support from external funders should check the rules applicable in their case before taking on any paid employment.
- Students in receipt of a University stipend who intend to take up full-time employment before their studentship is due to end must notify their Director of Studies. The DoS must make arrangements for the payments to be stopped (*see* 'changes to payments', under section 3.5. The University may request a repayment of any stipend payments made after full-time employment has commenced.
- Any student with financial problems may seek advice and support from the Student Funding Team (*see* section 3.2).
- Where a student's financial circumstances require them to take on (additional) paid work, and it is likely that this work will impede their progress, a period of suspended study is recommended. (*See* section 5.3.)

Paid work for the University

The University is at times able to offer paid work to research students. This work can take a variety of forms, most commonly teaching, demonstrating and working on research projects outwith one's PGR studies. The following points refer to all paid work at the University.

While work offered by the University is intended both as a developmental practice and as a source of income, the former takes precedence over the latter. Reflecting this, PGR students will be contracted under a unique contract named **The Student Experience Contract** and the following rules will apply:

- Students must have the agreement of their Director of Studies **and** School Research Degrees Leader before undertaking any work at the University.
- Any student undertaking any work for the University must be paid at the appropriate hourly rate (with the exception of the first six hours of teaching undertaken as part of training, as noted below). A stipend is not payment for work and there is no expectation that students in receipt of a stipend should take on work because of this.
- In the interests of maintaining equality of opportunity and focus on study, the University applies a cap to the amount of University work students are permitted to undertake.
 - Full-time student are permitted to work for no more than 6 hours per week.
 - Part-time students are normally permitted to work for no more than 10 hours per week. The primary rationale for this cap on part-time hours is to ensure equality of opportunity. Where schools have ensured that all other students, including suitably qualified students in other schools, have been provided with fair opportunity to work, this cap may be raised. This decision can only be taken by the relevant SRDL.
 - It should be noted that all contracted teaching time includes a specified allocation for preparation. The caps above refer to the total time, inclusive of preparation time.

- The impact of any work undertaken on the student's progress must be discussed both in the student's biannual reflective report and during their biannual progress review meeting. Should the review panel consider that the work undertaken is impacting negatively upon the student's progress, then actions should be taken to review the form of the work being undertaken and potentially reduce the number of hours. This must be documented on the form RD6.
- Students who are beyond their standard end date are subject to the same rules as all other students. However, in recognition of the fact that such students will be in various stages of completion, exceptions to the caps above will be considered on a case by case basis. In these circumstances, students must contact their SRDL and provide clear evidence of their progress, a detailed timeline to completion and a statement of support from their DoS. Only the SRDL can authorise an exception to the cap for post-standard end date students in their school. Where an exception has been authorised, the SRDL must inform HR of this in writing.
- Where a student is offered a permanent contract with the University which falls outside of the Student Experience Contract, evidence of appropriate progress should be provided to the interview panel and the impact of undertaking employment on the student's potential to complete in a timely manner should be discussed at interview.
- Schools should endeavour to give equal opportunities to work to all students. Schools should be mindful of the fact that the students with the requisite background, qualifications or experience may be registered in another school. When opportunities for work arise, these opportunities should be communicated across schools.
- While the University wishes to offer all students opportunities to enhance their experience through work, it is recognised that such opportunities are contingent upon genuine openings in each student's area of expertise. For example, where there are no undergraduate programmes which align with a student's expertise, it is unlikely that there will be opportunities for that student to teach.

Teaching at the University

Students who wish to teach at the University must enrol on the University's Teaching at University for PGR Students course (See section 4.11). Their first six hours of teaching will articulate with reflective activities on this course. These six hours are not paid. All other teaching that students undertake must be paid at the appropriate rate.

3.12 STUDENT EXPERIENCE CONTRACT

The University offers a specific contract for employment for RPG students. This Student Experience Contract is intended to facilitate the enhancement of students' experience through offering opportunities to undertake teaching, demonstrating and/or research work. The contract ensures students undertaking such work will be paid appropriately and in a timely manner.

- Students wishing to initiate such a contract should raise the matter with their Director of Studies.
- Once a contract has been initiated, the Director of Studies will function as the student's line-manager in relation to paid activities.

- All students wishing to undertake teaching or demonstrating work at the University must enrol on the Teaching at University training course. The first six hours of teaching and demonstrating are considered part of this training and are, consequently, not paid.

The Director of Studies is responsible for monitoring the student's development and the impact of paid work on their studies. Directors of Studies ought to liaise with relevant module leaders or research project leaders in order to ascertain students' development and additional training needs as relate to the paid work in question.

SECTION FOUR: PROGRESSION AND SUPERVISION

4.1 REGISTRATION PERIODS

Timeframes

There is a standard amount of study time allowed for undertaking each of the research degrees offered by the University. These are set out in the table below. End dates for each student are calculated on the basis of these **Timeframes**.

Award	Mode of Attendance	Standard Period
MRes	Full-time	12 months
	Part-time	20 months
MPhil	Full-time	24 months
	Part-time	40 months
PhD (except Graduate Training Assistants)	Full-time	36 months
	Part-time	60 months
PhD by Published Works	Part-time	12 months
PhD (Graduate Training Assistants)	Full-time	48 months
Professional Doctorates	Part-time	36 months

Grace period

At the end of the standard period, students who are not ready to submit will enter a grace period. This change is processed automatically and a 'writing-up' fee will be charged for each year, or part-year, that elapses before the thesis is submitted. For all students – irrespective of degree or mode of study – the maximum grace period is twelve months.

Submission date

Students may submit the thesis for examination at any point from one month before their standard end date has passed. By the end of the standard period the research should be finished and students (supported by their supervisors) should aim for submission as close as possible to this date. In other words, the standard end date should be the target to aim for. The grace period should not be seen as a year for writing up the thesis. It is a 'buffer zone' that may be used if necessary, in circumstances where it has not been possible to submit by the standard end date. Ideally, students should submit, be examined, and complete any amendments to the thesis within the maximum period. The maximum end date should certainly not be considered as the appropriate submission date: it is an absolute maximum.

Early submission

Students who have made exceptionally good progress may be permitted to submit the thesis early. Applications for approval of early submission must be made in writing to Research Degrees

Committee and must have the support of the student's supervisory team. **There is no reduction in fees for early submission.**

- ❖ *For further details see section 6.4 ('Submission for examination')*

Interruptions to study

Students may apply to suspend their study for a period of time.

- ❖ *See section 5.3 ('Extenuating circumstances and suspended study') for details of who can apply, how to apply, and the implications of having a period of suspended study.*

Changing mode of study

Students may apply to change from full-time to part-time study (or vice versa) but **not after the end of the standard registration period**; changing at this stage would have no effect on the overall time remaining as all students have a twelve month grace period. A change of mode of study will mean a recalculation of the standard and maximum end dates.

- *For further details see section 5.1 ('Changing mode of study')*

Extension to the maximum end date

Under exceptional circumstances, student may be granted an extension to the maximum registration end date. Applications for extension ought to be made to Research Degrees Committee at least three months before the existing maximum end date.

- *For further details see section 5.5 ('Extension to the maximum end date')*

4.2 FORMAL REVIEWS: GENERAL INFORMATION

All research students at Edinburgh Napier University will go through a series of formal reviews as part of their course of study. These formal reviews are of three types, each with distinct purposes. Each of the reviews entails four stages:

1. The student composing and submitting a formal piece of work.

It is good practice for students to upload their report for each of the reviews to Turnitin. To this end, a Moodle site with designated Turnitin links for the reports will be available in each school.

2. A meeting attended by the student and their review panel and chaired by the Independent Panel Chair (IPC).
3. The completion of a formal report by the Director of Studies (DoS), which should reflect the agreed recommendations of the panel.
4. The consideration for approval of the review panel's recommendations by the relevant School Research Degrees Committee (SRDC).

In exceptional circumstances, where a DoS is unable to attend a progress review, one of the other supervisors may act as DoS for the purpose of the review. Similarly, where the assigned IPC is unable to attend, any experienced IPC can stand in for the purpose of the review.

The three types of review are commonly referred to by the form on which the review panel records their recommendation: RD4, RD5 and RD6. The purpose and requirement of each of these are detailed below.

4.3 FORMAL REVIEWS: RD4 – PROPOSAL REVIEW

Formally known as ‘Determination of Thesis Topic and Programme of Study’, the Proposal Review is the process by which a student formally submits the proposal for their course of study and a working title for their thesis. The student is expected to present a developed research proposal of no more than five pages (1.5 spaced, in a standard size twelve font and excluding references). The proposal should include:

- a statement of the context and background for the research, including a short literature review;
- a statement of the research questions, hypotheses or focus of the study;
- a description of the proposed methodology, method(s) or approach;
- a report of any research already undertaken and its findings (such as a pilot study), if relevant;
- an outline plan of the work required to complete the research.

The student’s developed proposal will be presented and discussed at a formal RD4 Proposal Review meeting. It is the Director of Studies’ responsibility to arrange this meeting. It is the student’s responsibility to ensure that their developed proposal is disseminated to their review panel no less than one week before the scheduled meeting. The review panel is always comprised of the supervisory team and the Independent Panel Chair. These roles are discussed in more detail in section 4.3 below.

The exact format of the meeting will be determined by the supervisory team and must be conveyed to the student in advance. Whatever the format of the meeting, time must be made to discuss the student’s forthcoming Confirmation Review (RD5). The panel and student must agree the form, scope and focus for the RD5 report and any presentation which will be required as part of the RD5 review meeting. These requirements must be detailed in box 6 of the RD4 form. Towards the end of the meeting, the IPC will ask the supervisory team to leave the room so that they can talk confidentially with the student and then ask the student to leave so that they can talk confidentially with the supervisory team. Everyone should reconvene to conclude and close the meeting.

The outcome of the meeting will be the review panel’s recommendation for the student to proceed or not. On the rare occasion that the review panel are not satisfied with the student’s proposal or not confident in the student’s aptitude for the project, they have the option to recommend a referral and resubmission of the proposal or to recommend termination of registration. The Director of Studies is responsible for the completion and submission of the RD4 form. It is important that all signatories to the form are clear that in signing the form they are endorsing the recommendation contained therein.

The due date for the submission of the completed RD4 paperwork to the school Research Degrees Committee depends on the student’s start date, target degree and mode of study. See tables below.

RD4 timeframe

<i>OCTOBER STARTS</i>	Full-time	Part-time
MRes	30 November	3 January
MPhil	3 January	31 January
PhD	31 January	31 March
Prof. Doc	(part time only)	31 March
DBA	(part time only)	31 March

<i>MARCH STARTS</i>	Full-time	Part-time
MRes	30 April	31 May
MPhil	31 May	30 June
PhD	30 June	31 August
Prof. Doc	(part time only)	31 August
DBA	(part time only)	31 August

There is no requirement for PhD by Published Works candidates to undertake a Proposal Review or a Confirmation Review.

Where, in exceptional circumstances, a student's timing is not in line with the tables above, due, for example, to a period of suspension or an unconventional matriculation date, the DoS must negotiate an appropriate submission date with the School Research Degree Leader.

4.4 FORMAL REVIEWS: RD5 – CONFIRMATION REVIEW

Formally known as the Confirmation of Target Degree Review, the key purpose of the Confirmation Review is to assess whether or not the student is working at the required level for the award at which they are aiming. For this reason, the review centres around a major piece of work produced by the student. It is likely that this piece of work will, *mutatis mutandis*, form part of the student's thesis. The exact form of this piece of work must be discussed and agreed at the Proposal Review meeting and documented within the RD4 form.

As with the RD4, the due date for the RD5 will vary depending on the start date, target degree and mode of study. In the case of the RD5, the expected length of the work will also vary.

RD5 timeframe

OCTOBER STARTS	Full-time	Part-time	Word number maximum
MRes	31 January	31 March	4000
MPhil	31 May	30 September	5000
PhD	31 July	31 January (of second calendar year of study)	6000
Prof. Doc	(part time only)	31 January (of second calendar year of study)	6000
DBA	(part time only)	31 January (of second calendar year of study)	6000

MARCH STARTS	Full-time	Part-time	Word number maximum
MRes	30 June	31 August	4000
MPhil	31 October	28 February	5000
PhD	3 January	30 June (of second calendar year of study)	6000
Prof. Doc	(part time only)	30 June (of second calendar year of study)	6000
DBA	(part time only)	30 June (of second calendar year of study)	6000

The document produced by the student for their Confirmation Review should consist of an original piece of work, presented within a clear context. The document should provide evidence both of the work completed to date and that this work is of a sufficient standard for the target degree. In particular, the document needs to emphasise the key criteria for the target degree under consideration (see section 1.8). In the case of a PhD, for example, the student will need to demonstrate three criteria: that they are capable of undertaking independent research; that their research is significant; and that it is likely to lead to an original contribution to knowledge.

In addition to their major piece of writing, the student should present a detailed plan of work for the remainder of their course of study.

The student should submit their document to their review panel no less than one week before the scheduled meeting. The review panel will then meet with the student. The format of this review will have been determined at the Proposal Review meeting. Whether the student is required to deliver a formal presentation or is expected to answer challenging questions relating to their work, the expectations of the meeting should be sufficient that the review panel can assess the student's aptitude for study at the relevant level.

Towards the end of the meeting the IPC will ask the supervisory team to leave the room so that they can talk confidentially with the student and then ask student to leave so that they can talk confidentially with the supervisory team. Everyone should reconvene to conclude and close the meeting.

The outcome of the meeting will subsequently be recorded on form RD5 and submitted for approval by the relevant School Research Degrees Committee.

In reviewing the student's progress the panel will reach one of six recommendations based on the documents produced by the student and the discussion in the meeting:

- a) Proceed, register for PhD;

- b) Proceed, register for MPhil;
- c) Proceed, register for MRes;
- d) Proceed, register for DBA;
- e) Refer. The student is required to revise the confirmation of target degree report and be reviewed again. This process (revision and submission of report, review and panel decision) must be completed within a maximum of three months for full time and five months for part-time students);
- f) Unsatisfactory progress, recommend termination of registration for a research degree.

In the case of (e) the original panel must review the student's progress again. The possible outcomes of a repeat review are the same as those for a first review excluding (e). A decision to refer may only be made once per Confirmation Review.

Where a decision is made to alter the target degree, the student will be required to complete a new proposal, which reflects the scope of the new target degree, and undergo a second Proposal Review (RD4).

As with the Proposal Review, the formal decision for how or whether a student should proceed is made by the School Research Degrees Committee on consideration of the review panel's recommendation in the light of the student's work. Timely submission of the paperwork is essential in order for the student's progress to be considered by the Committee and the decision communicated without delay. The Committee's decision will be communicated to the DoS who is then responsible for disseminating this to the other supervisors and the student.

Where, in exceptional circumstances, a student's timing is not in line with the above, due, for example, to a period of suspension or an unconventional matriculation date, the DoS must negotiate an appropriate submission date with the School Research Degree Leader.

4.5 FORMAL REVIEWS: RD6 – BIENNIAL PROGRESS REVIEWS

In addition to the milestone reviews (RD4 and RD5), all students, regardless of target degree and regardless of whether they are full-time or part-time, must go through a Progress Review twice a year. These biennial Progress Reviews are held every October and every March for all students. Like the RD4 and RD5, they are organised by the DoS, chaired by the IPC and attended by the student and the review panel (supervisory team plus IPC).

RD6 and suspended study

RD6 reviews should continue during any period of suspended study. Although the student is not expected to work while study is suspended, it is important that some appropriate contact is maintained. In addition to ascertaining the student's wellbeing, the DoS must confirm that the return to study date is still realistic. Therefore, an RD6 form, with appropriately detailed comments from the DoS, must be submitted. The student is not expected to submit a reflective report.

RD6 at end of standard registration

Where a student has not submitted within the standard time period, any RD6 report following the lapsed submission deadline should contain a rationale for why the project has not completed – this should be an agreed statement between student and supervisory team, including IPC. Reference should be made, where applicable, to previous RD6 reports. This report should contain a plan of

how submission will be expedited in the remaining time between standard and maximum submission deadlines.

RD6 reviews post-submission

RD6 reviews should continue after submission of the thesis. Supervisory responsibility continues post-viva. Corrections/amendments to the thesis, as required by examiners, should be reviewed by supervisors/DoS prior to submission of the amended thesis for approval of examiners. During this time frame, RD6 progress meetings are expected to continue until examiners' amendments have been met to their satisfaction and a letter confirming thesis acceptance has been issued by the research degrees office.

Reflective report

Prior to every RD6 meeting the student will write and circulate a brief reflective report. Subsequent to the meeting, as with the RD4 and RD5, a form detailing the discussion and decisions arising from the meeting, along with the student's report, will be submitted for approval by the School Research and Innovation Committee.

The student report should be between four and five pages long, 1.5 spaced, in a standard size twelve font. It should be written in the first person.

The purpose of this report is two-fold. Firstly, it is designed to encourage students to engage in meaningful reflection on their activities and progress since their last biannual progress review. Secondly, the report should communicate the student's perception of their own progress, concerns and focus to their review panel and the school Research and Innovation Committee.

While research is always going to be central to a research degree, it is important that the progress review attends to all aspects of the student's progress. In addition to noting their progress in terms of research, the reflective report is the students opportunity to reflect upon and communicate about what they have learned from engaging with their research, how they have developed as a researcher, the gaps they have discerned in their skills or knowledge, how they have approached problems etc., as well as reflecting upon the broader PGR experience, such as writing, publishing, presenting, training, teaching, etc.

It is expected that supervisors are in regular contact with students and should at all times be abreast of the student's research progress and achievements. The formal review is broad in nature and should very much been seen as parallel to ongoing supervisory checks and not a replacement for them.

For students unfamiliar with engaging in reflection, a simple process to follow is to answer these questions:

- a) What happened?
- b) How did you feel about it?
- c) How would you do things differently in the future?

Students should send their report to their review panel at least one week before the scheduled meeting.

Supervision Agreement

All students and their supervisors are required to complete a supervision agreement. This should be discussed and agreed at the biannual progress review meeting and then completed, signed and submitted with the form RD6. Supervision agreements should be completed within the first month of a student's registration and reviewed and amended where necessary at each biannual progress review.

RD6 Progress Review meeting

As with the Confirmation Review (RD5), the exact format of the RD6 Progress Review meeting will be determined by the review panel. Whether the student is required to deliver a formal presentation or is expected to answer challenging questions relating to their work, the expectations of the meeting should be sufficient that the review panel can assess the student's aptitude for study at the current level. The Director of Studies should always inform the student in advance as to what to expect. The meeting will always be chaired by the IPC. In the course of the meeting, the IPC will ask the supervisors to leave the room so that they can talk to the student alone. They will then ask the student to leave so they can talk to the supervisory team alone. Everyone will then reconvene to formalise any necessary decisions and close the meeting.

The outcome of the meeting and the panel's recommendation will subsequently be recorded on the form RD6 which will be submitted for approval by the relevant School Research Degrees Committee. There are three main elements to this form. The first, to be completed by the DoS, details the panel's perception of the student's progress. The second, to be completed by the IPC, details the student's training, both undertaken and required. The third, to be completed by the DoS, states the panel's recommendation. This can be:

- a) proceed with current target degree;
- b) proceed, but change target degree;
- c) refer. The student is required to undertake additional work where appropriate, revise the progress report and be reviewed again. This process (revision and submission of report, review and panel decision) must be completed within a maximum of three months (full-time students)/five months (part-time students);
- d) unsatisfactory progress, recommend termination of registration for a Research Degree.

The possible outcomes of a repeat review are the same as those for a first review excluding (c). A decision to refer may only be made once per review cycle.

As noted above, all students must make satisfactory progress towards their research degree. Failure to do this may result in the termination of registration for the degree (withdrawal). If the student is in receipt of an Edinburgh Napier University studentship, this will be withdrawn at the same time as registration for the degree is terminated. It is important that students are aware of this possibility and the seriousness of all formal reviews. Where an Edinburgh Napier sponsored student is 'referred' at a progress review, the supervisory team must ensure that the student is aware that stipend payments may be at risk if progress does not improve.

Late submission by the student of the formal piece of work for review

If a progress report is submitted after the agreed submission date, without adequate explanation, and where there are no extenuating circumstances, a 'refer' decision (see [c] above) will be recorded. The review will be rescheduled as necessary and held as though it were a second review. That is, there will be no possibility of a further 'refer' decision should the work be unsatisfactory.

4.6 SUPERVISION: THE SUPERVISORY TEAM

The composition of the supervisory team

Each student must have at least two and not more than three supervisors. At least two of the supervisors, including the Director of Studies, must be Edinburgh Napier members of staff. All supervisors are expected to maintain regular contact with the student and contribute meaningfully to the student's supervision throughout the period of study. Where specialist advice is required on a temporary basis, an additional advisor may be appointed. The title 'additional adviser' should be used to describe someone brought into the team for a specific purpose and for a limited time.

The Director of Studies

One supervisor will be appointed Director of Studies and will take responsibility for student progress and welfare throughout the period of study. The Director of Studies must be aware of all the progression points, ensure that all deadlines are met and all necessary paperwork is submitted. The Director of Studies is also responsible for making examination arrangements for the student. The Director of Studies must be an Edinburgh Napier University staff member.

The Independent Panel Chair (IPC)

An independent panel chair must be assigned – by the School Research Degrees Leader - from the beginning of a candidate's studies and under normal circumstances will remain in post for the period of study, although a change of IPC is permitted where necessary. The IPC may also become the exam panel chair for a student's viva voce examination (see section 7.6, 'Exam panel chairs').

The independent panel chair (IPC) will

- chair all of the student's formal progress reviews
- make themselves available to offer the student independent advice
- make themselves available to discuss with and advise supervisors in relation to the student's progress and other relevant matters
- assume responsibility for and manage procedures around potential student withdrawal (see section 5.6)
- assume responsibility for exam arrangements in the cases where supervisors are unexpectedly unavailable (see below)

The independent panel chair must be an Edinburgh Napier University staff member and must have undertaken the University's Supervising Research Degrees training (either the one day induction or the previous three day course). The IPC is responsible for ensuring that the processes are followed by both supervisors and students.

The IPC must not be involved in the student's academic work on a day-to-day basis and is not expected to read the student's ongoing work. They must, however, read the student's formal proposal (RD4), confirmation of target degree sample of writing (RD5) and the biannual reflective reports (RD6) in order to be able to chair and fully participate in those review meetings (see sections 4.2-4.5).

The IPC should therefore be familiar with the standards for research degrees as laid out in Chapter B11 of the QAA's Quality Code for Higher Education.

It is recommended that the student and the IPC take opportunities to meet independently of the supervisory team.

External supervisors

An external supervisor may be appointed where required expertise is not available at Edinburgh Napier. Any external supervisor is subject to the same basic expectations as Edinburgh Napier staff (see 4.8 below), although they are not required to undertake the Induction to Supervision course. It is the Director of Studies responsibility to ensure that any external supervisor operates in accordance with the required processes and within the University's ethos in relation to research degrees supervision. External persons offering occasional support ought to be considered and recorded as 'additional advisors', not supervisors (see above).

In the case where an existing Edinburgh Napier supervisor leaves the University, they may remain on the supervisory team as an external supervisor.

The school within which the student is registered is responsible (a) for monitoring the arrangement to ensure that the student is appropriately supported, and (b) for any contractual agreement or fee payment.

An external supervisor may not be appointed as the Director of Studies.

Supervisors leaving the University

❖ See also section 4.10

In the case where a supervisor leaves the employment of the University, they may remain a full and active member of the supervisory team (although they cannot remain Director of Studies).

Alternatively, they may wish to leave the team. Where a former member of staff ceases to contribute meaningfully to the student's supervision, a form RD11 should be completed and they ought to be removed from the team.

In the case where a member of staff's departure from the University leaves only one ENU member of staff on the supervisory team, an additional member of staff ought to be found to join the team. Where the student is sufficiently close to completion that an addition to the team would not be considered helpful, the IPC ought to pay particular attention to processes and the student's progress and ensure that a) the student is not disadvantaged and b) they, the IPC, would be able to manage final processes in the case that the Director of Studies became unexpectedly unavailable. The decision to not add a second member of Napier staff to a team will only be allowed where a student is less than 12 months from expected completion. This decision must always be taken with the approval of the School Research Degrees Leader.

4.7 THE SUPERVISORY TEAM: EXPERIENCE AND TRAINING

- At least one supervisor on any team must have a doctoral award.
- All supervisors must have *either* a doctoral award *or* an established record of research publication *or* an equivalent record of professional practice.
- All supervisors must be equipped to make a significant contribution towards the student's progress, whether this be through expertise in the student's area of study or through methodological expertise which is relevant to the student's project as a whole.

- At least one member of the supervisory team must have experience of supervising one UK research degree candidate to successful completion at the level of the intended target degree or above.
- All members of the supervisory team must have a clear understanding of the key requirements, processes and ethos of supervising research degrees at Edinburgh Napier. To this end all supervisors who are new to supervising at ENU must have undertaken the one-day Induction to Supervising Research Degrees at Edinburgh Napier course prior to commencing supervision. Staff who have completed the previous three-day Supervising Research Degrees course within the last two years are exempt from this requirement, although they are welcome to join the course should they so wish. Experienced supervisors who have not supervised within two years ought also to enrol on the course.
- The University recognises that supervising research degrees is a pedagogical responsibility with its own demands and characteristics. RIO offers a suite of short developmental training sessions on specific aspects of supervision. All supervisors are expected to enrol on these courses on an ongoing basis.
- The University embraces a community of support approach in relation to supervision. To this end, regular cross-University sessions are run for supervisors to share best practice, raise questions and discuss all aspects of the supervisory experience. All supervisors are expected to attend these sessions on a regular basis.

A member of staff who is currently registered for a research degree at any institution is not eligible to supervise Edinburgh Napier research students. The sole exception to this is members of staff who are registered for a PhD by Published Works and who are already in the role of research degree supervisor. Staff in this position will not be required to remove themselves from the supervisory team.

Existing supervisors are required to participate in CPD in relation to research degrees supervision. Examples of such CPD would include the developmental training sessions and practice-sharing sessions referred to above.

4.8 THE SUPERVISORY TEAM: ROLES AND RESPONSIBILITIES

The responsibilities of the supervisory team fall into three main areas:

- Advice and guidance on the specific project
- Advice and guidance on University procedures
- Monitoring progress

The supervisory team is expected to:

- Establish a framework for supervision, including arrangements for regular supervisory meetings. This should be agreed at the start of the programme of study, and should include a timetable of stages to be completed by particular times. In addition to the twice yearly formal progress review meetings, the University expects supervisory meetings to be held at least once a month, preferably in person.
- Attend regular and frequent supervisory meetings, although not all meetings may require the attendance of the full supervisory team.
- Identify development and training needs, including career development.
- Make sure that the project:
 - falls within the supervisors' area of expertise;

- can be completed with the resources available;
- can be completed within the prescribed period of study;
- is suitable for the degree being studied for.
- Discuss any hazards associated with the research work and how they can be dealt with, and ensure that safety procedures are followed.
- Ensure that the student is made fully aware of the research ethics protocols appropriate to their discipline and that the proposed project meets the University's Code of Practice on Research Integrity.
- Ensure that adequate cover is arranged if any member of the supervisory team is absent for a significant period.
- Advise on the contents of any report required for the six-monthly progress reviews and the 'confirmation of target degree' review, and about the form the review process will take.
- Offer guidance on the content and layout of the thesis and about the standard of scholarship and writing required.
- Respond promptly and constructively to written work, within the schedule agreed at the beginning of the project.
- Ensure that examiners are identified, and approval of the examination team is applied for, at least three months before the student is expected to submit the thesis.

A professional relationship between staff and postgraduate research students should be maintained at all times, following our institutional Values and behaviours code (<file:///C:/Users/40000518/Downloads/Values-and-behaviours-leaflet.pdf>).

The IPC role in chairing 'milestone meetings'

The independent panel chair (IPC) is expected to meet formally with the student and supervisors at the major review meetings that are held to consider and report on the student's progress. The meetings where the IPC plays a key role are those that take place to discuss:

- The determination of thesis topic and programme of study (RD4).
- Confirmation of target degree (RD5).
- Formal reports of student progress (RD6).
- Other significant meetings (e.g., change of supervisors, suspension of study).

The chair acts in an advisory capacity to ensure that the student's experience of supervision is satisfactory. At other times, the panel chair might be approached by the student or the supervisory team to offer advice.

A particular role is to ensure that appropriate development and training opportunities are being identified – and delivered – for the student. These are typically identified through the use of the Postgraduate Development Record (PDR) and are reviewed as part of the six-monthly progress review and completion of the RD6.

4.9 SUPERVISORY LIMITS

The University places limits on the numbers of students for whom each supervisor may be responsible. This limit is different for ‘experienced’ and ‘inexperienced’ supervisors. The normal limits are set out in the table below.

Supervisors may also act as Independent Panel chair to a limited number of students, in addition to their supervisory responsibilities.

	As Director of Studies	As Supervisor	Total students supervised	As Independent Panel Chair
Experienced supervisor	4	3	7	6
Inexperienced supervisor	2	1	3	1

- A supervisor with **two or more completions** at the level of the intended award is considered to be **experienced**
- A supervisor with *less than two completions* at the level of the intended award is considered to be *inexperienced*
- Each supervisory team’s experience must be reassessed at the time of the RD5 review to ensure that this remains appropriate once the target degree has been determined

Ideally, a supervisor’s students should be at different stages in their work.

4.10 CHANGES TO THE SUPERVISORY TEAM

Under certain circumstances it may be necessary to change the supervisory team originally agreed for the student. Examples of such circumstances might be if a member of the team has left the University, or was unavailable for a lengthy period due to ill-health, or if the focus of the student’s research project has changed substantially.

Where a member of staff is leaving the University

- ❖ see also under section 4.6

In cases where a member of staff – including the IPC - is leaving the University, the School Research Degrees Leader must arrange the change of supervision in sufficient time to effect a smooth handover.

Unexpected changes

When the need for change cannot be foreseen, for example in cases of illness or accident, the School Research Degrees Leader is responsible for ensuring that alternative supervision arrangements are organised as soon as possible.

In the unlikely event that **both supervisors leave** suddenly, it is particularly important to make alternative arrangements for the student’s supervision and support as soon as possible.

Student request to change supervisors

There could be circumstances in which a student wishes to make a change to the supervisory team. This may or may not be possible, depending on a number of factors, including the rationale for change and the availability of suitable alternative supervisors. Any student in this position may approach their independent panel chair to discuss the possible change but responsibility for confirming and arranging any agreed changes rests with the School Research Degrees Leader. The procedure to be followed (using form RD11) is as above.

Formal approval

Once new members of the team have been identified, and all parties – including the student - have given consent, form RD11 must be completed to record and authorise the change. The student, the existing supervisory team, and any new member of the supervisory team should sign the form before it is submitted to the relevant School Research Degrees Committee for approval.

Approval of IPC change

A change of IPC may be approved by the School Research Degrees Leader and a shorted version of the form (RD11-IPC) is available for this purpose.

4.11 DEVELOPMENT AND TRAINING FOR RESEARCHERS

Edinburgh Napier University takes an integrated approach to the development of researchers. Many of its development and training events are open to both staff and students, but we also provide targeted specialist sessions. These not only include specific skills training (for example, in research methods and academic writing), but also ‘transferable’ skills such as presentation skills.

Personal development record

During the course of their studies all research students are expected to develop both their research skills and knowledge and broader professional and career development skills. All progress reviews should include discussion and assessment of these broader skills; forms RD4 and RD6 include sections where such assessment must be made. All research students are provided with access to Vitae’s Online Researcher Development planner (<http://rdfplanner.vitae.ac.uk>) that they and their supervisors should use to plan and report on their personal and professional development.

University-wide events

In addition to development and training that takes place within schools and faculties, the university’s Professorial Leader for Researcher Development works with the Research Development Manager to provide events for research students and supervisors. These events are informed by the Researcher Development Framework, which has been produced by Vitae as an aid to planning, promoting and enhancing professional and career development (www.vitae.ac.uk/rdf).

All development events are advertised on the university intranet. They are also listed here: https://staff.napier.ac.uk/services/research-innovation-office/training/Pages/researcher_training.aspx

It is important that all students and supervisors are aware of these opportunities.

Training for teaching

As many PGR students will wish to enter a career in academia, the University runs a bespoke **Teaching at University for PGR Students** course. The course is comprised of taught sessions and reflective activities which students are required to complete between the taught sessions. Access to teaching experience is therefore a prerequisite of the course. Through the course, students will be expected to explore different teaching approaches and engage with pedagogic literature which they will draw on as they reflect on their own teaching experiences. In addition to teaching skills, the course covers aspects of assessment. Students will also be introduced to the University's Higher Education Academy Fellowship process, ENRoute, thus beginning the process of developing evidence towards a fellowship application.

For supervisors

The University runs an *Induction to Supervising Research Degrees at Edinburgh Napier* course which all staff must complete before they commence supervision. The course is normally offered three times each year. Staff who have not supervised for two or more years are expected to enrol on the induction prior to recommencing supervision.

In addition to the Induction, RIO offers a suite of short developmental training sessions on specific aspects of supervision, including examining research degrees and undertaking a PhD by Published Works. Both Induction and the short courses are listed on the staff intranet and can be booked directly through HR Connect.

SECTION FIVE: CHANGES AND INTERRUPTIONS TO STUDY

5.1 CHANGING MODE OF STUDY

Research students (apart from those listed under, “Students who may not change mode of study” below) may apply to change from full-time to part-time study, or vice versa, at any time before the end of the standard registration period. At that point all students enter the ‘grace period’ and have a maximum of 12 months remaining time whether they are full-time or part-time. There is, therefore, no purpose to changing mode of study at this stage.

Changing mode of study: the effect on registration period

A change of mode of study will mean a recalculation of the standard and maximum end dates. This can seem quite complex, because a part-time research degree does not last twice as long as a full-time research degree. Rather, three months of full time study is considered to be equivalent to five months of part-time study so following any change, the period of registration remaining will be recalculated on this basis. A new standard and maximum completion date will apply and the student will be expected to submit the thesis within these dates. For example:

- A student completes 24 months of full-time study and then converts to part-time. The 24 months is deemed to be the equivalent of 40 months of part time study ($5/3 \times 24 = 40$). S/he would then be expected to complete a PhD in a further 20 months (to a ‘normal’ total of 60 months), and have a maximum of 32 months to do so.
- Another student completes 12 months of part-time study and then converts to full-time. The 12 months is deemed to be the equivalent of 7 months of full-time study ($3/5 \times 12 = 7.2$). S/he would then be expected to complete a PhD in a further 29 months (to a ‘normal’ total of 36 months) and have a maximum of 41 months to do so.

Changing mode of study: the effect on tuition fees

Any change from full- to part-time study, or vice versa, will have an effect on the tuition fees charged each year. This will be calculated by Finance at the time of the change.

Students who may not change mode of study

- Students registered for DBA or for PhD by Published Works may only study part-time.
- International students on Tier 4 visas may only study full-time.

5.2 CHANGING TARGET DEGREE

Transfer to a higher award

A student registered for MRes or MPhil may be transferred to MPhil or PhD as the result of a progress review decision. Such a transfer will mean a recalculation of the student’s standard and maximum end dates.

Transfer to a higher award: international students on Tier 4 visas

A Tier 4 student transferring to a higher award will need a new visa because of the longer duration of the higher award. The student should be referred to the Visa and International Support team (InternationalSupport@napier.ac.uk) for advice before a decision to transfer is approved.

Transfer to a lower award

A PhD candidate may request a transfer to MPhil or MRes. Similarly, an MPhil candidate may request a transfer to MRes. The supervisory team should arrange a review meeting to discuss the implications of the change and report their conclusions to the School Research and Innovation Committee using form RD6.

Transfer to a lower target degree can also be recommended by the supervisory team as a result of unsatisfactory progress.

Whether the transfer has been requested by the student, or recommended by the supervisory team, the practical implications are the same. The student's end dates may be re-calculated, depending on how far into the registration period the change takes place.

- If the change is made before the standard end date for the lower award, the standard and maximum end dates for the lower award will apply.
- If the change is made before the standard end date for the higher award, (but after the standard end date for the lower award has passed) the student will be given twelve months from the date of transfer to complete.
- If the change is made after the standard end date for the higher award, no change will be made to the end dates; the registration period for the higher award will still apply.

Transfer to a lower award: international students on Tier 4 visas

If a PhD student is in the UK on a Tier 4 visa, the terms of the visa may be affected if the student transfers to MPhil or MRes. The rules about this are complex, so any Tier 4 student in this position should be referred to the Visa and International Support team (InternationalSupport@napier.ac.uk) for advice, before a decision to transfer is approved.

Changing target degree: the effect on tuition fees

Transfer to a higher target degree will mean the total fees charged will be greater. (See section 3.4 for a list of the fees charged for each target degree)

Transfer to a lower target degree will not result in a refund of any fees already charged.

5.3 EXTENUATING CIRCUMSTANCES and SUSPENDED STUDY

If a student's research has been - or is likely to be - significantly interrupted by extenuating circumstances, a period of 'suspended study' may be approved.

Examples of extenuating circumstances

- Serious illness or injury.
- The death or chronic illness of a family member, dependant and/or friend.

- Domestic, financial and/or personal crises leading to severe stress.
- Unexpected additional professional/employment commitments.
- Unplanned absence arising from circumstances such as jury service, Territorial Army deployment, pregnancy, maternity, paternity or adoption leave, or caring responsibilities.

Examples of circumstances or events that **would not normally** be considered as valid include the following:

- Planned events, such as holidays, house moves or weddings.
- Technical failure, loss, breakage, or theft of an individual computer, printer or storage device preventing submission of work on time.
- Circumstances caused by the withdrawal of information technology services, learning resources or facilities due to debt or non-payment of fees due to the University.

Terms of suspended study

- Suspension of study will be considered for a minimum of one month and a maximum of twelve months across the whole registration period.
- Applications for suspended study cannot be made less than three months before the maximum registration end date. Students with extenuating circumstances within the last three months of registration may apply for an extension. (See section 5.5 below)
- Exceptionally the maximum of twelve months may be extended, with the permission of University Research Degrees Committee. This would apply in:
 - multiple instances of exceptional circumstances (eg., an illness followed by pregnancy)
 - single recurring and/or ongoing instances of exception (eg., chronic illness)
- **International students on Tier 4 visas** should be aware that all absences of any type are counted in terms of Tier 4 regulations. (See more detailed information below.)

How to apply for a period of suspended study

Research students who wish to suspend study should discuss this at a special meeting of the review panel, at which the Independent Panel Chair must be present. If the panel agrees that a suspension is appropriate, an application should be made on form RD7, and approval sought from the relevant School Research Degrees Leader. Detailed information about illness and personal circumstances need not be included on the RD7; the Director of Studies may instead provide a statement on the form to confirm that they have satisfied themselves that the circumstances are genuine and that the period of suspended study sought is reasonable. Students should note that medical evidence may be required by the Director of Studies and/or the School RIC.

Applications for suspended study beyond 12 months

There is normally a maximum of 12 months suspended study across the total period of registration. Applications for more than 12 months may be considered in exceptional circumstances (see 'terms of suspended study above'). Such applications must have the support of the School RDC and should be submitted to University RDC for consideration. A statement from the DOS, supporting the continued relevance of the student's research, must be included.

Suspended study: international students on Tier 4 visas

Specific additional procedures apply to international students who are living in the UK on the basis of a Tier 4 visa. This is because the University has particular responsibilities in relation to their sponsorship of students, and must comply with Home Office requirements. It is therefore important to ***read and note the information below*** before considering a period of suspended study for an international (Tier4) student. Further advice on this is available from internationalsupport@napier.ac.uk

For a period of absence of more than 5 and up to 28 calendar days ('Authorised Leave')

- The Home Office will not be notified of the absence.
- If the student leaves the UK while on suspended study the existing visa may be used to re-enter.

For a period of absence of more than 28 and up to 60 calendar days ('Authorised Leave')

- The Home Office will be notified that the student is not in attendance.
- Tier 4 sponsorship will not be withdrawn.
- If the student leaves the UK while on suspended study the existing visa may be used to re-enter.

For a period of absence of more than 60 calendar days ('Suspended Study')

- The Home Office will be informed that the student is not in attendance.
- **Tier 4 sponsorship will be withdrawn.**
- The student will have to leave the UK (by a date specified by the Home Office).
- The student must apply for a new visa to re-enter the UK, before their intended return to Edinburgh Napier.

PLEASE NOTE: International students on Tier 4 visas must obtain formal approval from the University for any period of absence over 5 days, including times when a suspended study is not required – for example, a trip to a conference, or a holiday. Such absences must be discussed with and approved by the Director of Studies. The DoS must ensure that RD7-AA is completed and submitted to internationalsupport@napier.ac.uk with a copy for the record to researchdegrees@napier.ac.uk Research registration times are not affected by such absences, but it is crucial that they are monitored, approved and recorded by the University.

What's the difference between suspended study and extension?

There is a difference between a period of suspended study and an extension even though - from the student's perspective - they result in the same thing in practical terms.

- If a student has extenuating circumstances that prevent him or her from working, then the appropriate course of action is to apply for a period of 'suspended study'. **Suspended study** means that registration is 'suspended' – effectively, **the clock stops ticking on the registration time**. The maximum end date moves forward by the amount of time for which study has been suspended, but *no additional time is granted* - students should not be working on their research during the period of suspended study. It is not possible to suspend registration once the registration period has ended; something that no longer 'exists' cannot be 'suspended'.
- An **extension**, on the other hand, means that **additional time is added to the maximum registration period**. This is something that should only happen in exceptional circumstances (because normally, any extenuating circumstances will have been addressed by a suspension of

study). Suspensions are approved at school level, but applications for extension have to be submitted to University Research Degrees Committee because they are considered to be more serious. (See section 5.5, 'Extension to the maximum end date'.)

Effect of suspended study on registration period

The time that elapses during a period of suspended study does not count towards the total registration period. In effect 'the clock is stopped' until the student resumes study and the number of months of suspension is added to the original end date.

Effect of suspended study on payment of fees

The total amount of fees charged (See section 3.4) will not be affected by suspended study. Adjustments may be made to the due dates for payment.

Effect of suspended study on stipend payment: maternity/paternity/adoption; illness

- Students on suspended study as a result of maternity, paternity or adoption leave may still receive some or all of the stipend. See section 3.10 (Maternity, paternity and adoption).
- Students are entitled to up to 13 weeks of certificated sickness absence within any 12-month period, during which the stipend will continue to be paid. See section 3.9 (Illness and accident).

Effect of suspended study on stipend payment: all other cases

Except in the case of illness, maternity, paternity or adoption leave, stipend payments are normally stopped (suspended) for the duration of a period of suspended study. However, this will depend on the length of the break in study and should be agreed between the student and supervisory team as part of the discussion of the suspension. (For a very short break in study, suspending the stipend may not be necessary.)

- If stipend payments are suspended the DoS must make arrangements for this (see 'changes to payments', under section 3.5).
- Whether the stipend is stopped or not, the total number of payments will remain the same.

5.4 EXTENUATING CIRCUMSTANCES POST-VIVA

Extension to deadline

A student with extenuating circumstances that affect his or her ability to work on post-viva amendments can apply for an **extension to the deadline for submission of the amended thesis**. Any student in this situation should contact their Director of Studies to discuss the problem and consider whether an extension is reasonable. If the DoS supports the need for an extension, a written application should be made to the School Research Degrees Committee, submitted on form RD18. The application must include an indication of the need for the extension. This need not be detailed if there are personal or medical circumstances involved. It is sufficient to state, for example, "medical reasons" providing the DoS adds a statement confirming their knowledge of the circumstances and their belief that an extension is necessary.

The Committee is expected to make a judgement (in consultation with the exam panel chair) based on the circumstances presented. In considering applications, it may be helpful to refer to the examples of extenuating circumstances described in section 5.3 above.

The length of additional time permitted to complete corrections should not normally be greater than the standard time period. That is, students with minor corrections may be permitted up to an additional two months; students with major amendments may be permitted up to an additional six months.

Where extenuating circumstances continue (in the case of serious illness for example) an additional extension may be approved, with the permission of University Research Degrees Committee. In such cases the procedure above should be followed, but approval must also be sought from URDC.

In all cases, **the Research Degrees Team must be informed of the decision** and will send formal confirmation to the student.

5.5 EXTENSION TO THE MAXIMUM END DATE

Under exceptional circumstances, a student may be granted an extension to the maximum registration end date. Applications for extension ought to be made to University Research Degrees Committee **at least three months before the existing maximum end date** - using form RD10 - and must have the support of the relevant School Research Degrees Committee.

5.6 WITHDRAWAL OF REGISTRATION

Withdrawal procedure

In a variety of circumstances it may be necessary to withdraw a student's registration. This may be the choice of the student, the review panel or a higher authority within the University. To ensure neutrality and adherence to correct procedure, **the withdrawal process should be overseen by the IPC.**

Wherever possible, **the IPC should conduct an exit interview** with the student and document, in an appropriate level of detail, the reasons for withdrawal.

In all cases of withdrawal, a withdrawal form (RD9) must be completed and submitted to the Research Degrees Team in RIO (researchdegrees@napier.ac.uk). The Research Degrees Team will process the withdrawal on the University systems and will write formally to the student confirming withdrawal of registration.

Withdrawal of registration initiated by student

A student who wants to discontinue their research and withdraw from registration is advised to discuss this first with their IPC, Director of Studies, and/or other members of the supervisory team. If a definite decision to withdraw is reached, the student must notify the University formally, using form RD9. The IPC is responsible for ensuring that the form is completed and submitted.

Withdrawal due to unsatisfactory progress

Where a student's progress is unsatisfactory the review panel may recommend that registration should be terminated. If this recommendation is approved by the relevant School Research Degrees Committee, the IPC must arrange for withdrawal of registration, using form RD9. As the level of unsatisfactory progress which would result in withdrawal is unlikely to arise suddenly and without appropriate measures of support being put in place, review panels are advised to utilise the Biannual Progress Review process to ensure that the relevant progress issues are discussed and recorded appropriately. Form RD9 must still be completed along with form RD6.

Withdrawal due to academic conduct

A student who fails to abide by the University's Student Conduct Regulations may be withdrawn from study, following a decision made by the University Research Degrees Committee.

Withdrawal due to loss of contact

A student who fails to maintain contact with their supervisory team may be deemed to have made unsatisfactory progress. Before a recommendation to terminate registration can be approved in such a case, a formal letter must be sent to the student by the IPC (in consultation with the Director of Studies), no later than four weeks prior to the School Research Degrees Committee at which the matter will be considered. This letter should state that a recommendation to terminate registration will be made on the date on which the SRDC meeting will be held, unless the student makes a firm commitment to regular contact and review. Thereafter, the standard procedure for terminating registration (as above) should be followed.

Withdrawal of a student in receipt of a stipend

When a student in receipt of a stipend withdraws, or is withdrawn, the Director of Studies must ensure that a 'stipend-stopper' form is approved (signed) by the relevant financial authority and submitted to the Research Degrees Team (see section 3.5 for details).

Withdrawal process

In all cases of withdrawal, during the process the IPC must liaise with the Director of Studies (and/or other supervisors as appropriate). The IPC must also ensure that a withdrawal form (RD9) is completed and submitted to the Research Degrees Team in RIE (researchdegrees@napier.ac.uk).

The Research Degrees Team will process the withdrawal on the University systems and will write formally to the student confirming withdrawal of registration.

SECTION SIX: THE RESEARCH THESIS

6.1 GENERAL GUIDANCE ON WRITING THE THESIS

Students are examined on their thesis and their ability to defend it under examination. The thesis can therefore be seen as the culmination of the research, but it is important that the writing of the thesis is not left to the end of the research process. Students should produce draft versions of sections and chapters throughout their studies; supervisors should advise students on the most suitable approaches.

In addition to support from supervisory teams, students should read other theses in their area; the library has copies of previous Edinburgh Napier theses. Other UK theses are available through the British Library's Electronic Theses Online Service (EThOS). Further information is available at <https://staff.napier.ac.uk/services/library/helpcentre/Pages/helpsheets.aspx>

Edinburgh Napier does not recommend a common approach to the structure and content, or to the referencing and citation within theses. There is a range of practices and norms across disciplines. Students should seek guidance on these matters from their supervisors, to ensure that their work meets the norms within their discipline or subject area. It is important that, whatever practices are used, they are used correctly and consistently. This is particularly important in the case of referencing and citation.

In particular, it is important that students acknowledge all ideas from other writers, even if they are only paraphrasing. Quotation marks should always be used to indicate words taken from someone else. Otherwise, there is a risk of plagiarism, which could mean that failing the examination. Further information on plagiarism is available on the Library's web pages 'Be Wise, Don't Plagiarise!' (<http://www2.napier.ac.uk/ed/plagiarism/students.htm>).

All suspected plagiarism will be reported to the Appeals, Complaints and Conduct Officer for investigation.

There are some Edinburgh Napier rules about the length of the thesis and how the thesis should be presented. These are set out below.

6.2 WORD COUNT

As the time given varies for each research degree, so does the expectation of the volume of work produced. The table below provides a general guide in terms of expected word length. In practice, the length of a thesis will vary according to the candidate's discipline, specific topic and manner of argumentation. A candidate in Engineering, for example, may utilise numerous tables and diagrams which convey ideas more succinctly than written English could. Conversely, a candidate in Literary Studies is likely to require extended arguments which require more words. Regardless of discipline, the candidate's thesis should always be written in a manner which is clear, relevant and appropriately concise. Footnotes and endnotes should be used as appropriate, although the overuse of footnotes and endnotes should be avoided.

<i>Degree</i>	<i>Normal word count range</i>
MRes	20,000 to 30,000
MPhil	30,000 to 50,000
Prof.Doc	50,000 to 60,000
DBA	50,000 to 60,000
PhD	50,000 to 100,000
PhD by Published Works	15,000 to 25,000 (critical appraisal)

What is included in the word count?

The word count only applies to the main body of the thesis. The rule of thumb is that everything from the first word of the introduction to the last word of the conclusion is included in the word count. Therefore, in-text citations count and headings and sub-headings count.

The word count does not include acknowledgements, the abstract, tables and diagrams, headings to tables and diagrams, the bibliography or list of references, appendices.

Creative practice

Where the degree is one entailing a significant component of creative practice, the expected length of the contextualising arguments would be significantly shorter than above.

6.3 RULES ABOUT WHAT THE THESIS SHOULD LOOK LIKE

There is a set of rules governing what the thesis should look like, and particular things that must be included in it. These rules apply to the thesis submitted for examination and also to the final, approved, version of the thesis submitted for the library. There are additional rules about the binding of the final version.

- **Rules that apply to all versions of the thesis are set out below.**
 - **Additional rules for binding the final version are set out in section 6.6**
1. The thesis must be presented in English.
 2. An internal title page must be bound into the thesis (see 7.h below).
 3. A signed declaration must be bound into the thesis. This declaration must:
 - a) state that the work has not been submitted for any other degree or professional qualification ;
 - b) state that the thesis is the result of the student's own independent work;
or, where the thesis is part of a collaborative group project
 - c) make a clear statement of the student's individual contribution to the work and the extent of the collaboration.
 - d) where relevant, make a clear statement about any published material associated with the work (see 5 below)
 4. An abstract of the thesis, of up to 300 words, must be bound into the thesis. This should provide a synopsis of the nature of the work contained, the main findings, and the contribution that the project has made to the subject area. As one of the purposes of this abstract is that it can be

read independently of the thesis it should not contain references to specific chapters of the thesis.

5. Where a student's research programme is part of a collaborative group project, the thesis must include a clear statement of the student's individual contribution and the extent of the collaboration.
6. Students may publish material associated with their research (for example journal articles) before the thesis is submitted for examination. If any such material is published, the thesis must include a reference to this and the published material must be included with the submitted thesis. This may either be bound into the thesis or bound separately.
7. The thesis must be presented in the following format:
 - a) theses must be in A4 format;
 - b) copies of the thesis will be presented in a permanent and legible form;
 - c) the font used in the main text must not be less than 12 point;
 - d) the thesis must be printed on the recto side of the page only (ie., single-sided); the paper should be white and within the range 80 g/m² to 100 g/m²;
 - e) the left-hand margin should not be less than 40mm; the top and outside margins not less than 20mm and the bottom 15mm;
 - f) double or one and a half line spacing must be used in the main text except for indented quotations or footnotes where single spacing may be used;
 - g) pages must be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
 - h) the title page must contain the information listed below. (Some examples of title pages are reproduced in section 6.8)
 - the full title of the thesis
 - the full name of the author (the student)
 - the month and year of submission (This may need to be updated in the final bound version submitted for the library; see section 6.6)
 - one of the following statements (*depending on the award*):

PhD	A thesis submitted in partial fulfilment of the requirements of Edinburgh Napier University, for the award of Doctor of Philosophy
Prof.Doc	A thesis submitted in partial fulfilment of the requirements of Edinburgh Napier University, for the award of Professional Doctorate
DBA	A thesis submitted in partial fulfilment of the requirements of Edinburgh Napier University, for the award of Doctor of Business Administration
MPhil	A thesis submitted in partial fulfilment of the requirements of Edinburgh Napier University, for the award of Master of Philosophy
MRes	A thesis submitted in partial fulfilment of the requirements of Edinburgh Napier University, for the award of Master by Research

- i) The thesis may be bound in two volumes if necessary. In such cases, volume one should contain a full table of contents (covering both volumes) and volume two should contain a table of contents listing the chapters contained in volume two.

Specific rules for non-standard theses

Where a thesis includes material that it is not possible to bind in the same manner as a standard thesis, this material should be submitted in a suitable container. Such material might include examples of creative practice (models, music scores, art works) or published texts included as a submission for PhD by Published Works. In all cases, the bound volume of the thesis must include a list of these materials in its contents pages.

6.4 SUBMISSION FOR EXAMINATION

When to submit

All students must submit a thesis for examination. This can be done at any point from one month before the end of the standard period of registration and must be done before the maximum end date. The University encourages students to submit as close as possible to the end of the standard period and not to think of the maximum end date as the goal to aim towards: the maximum time limits are set to take account of unforeseen eventualities and should not normally be necessary if the research study runs smoothly.

The student is responsible for ensuring that the thesis is completed and submitted in good time, but supervisors also have a responsibility to support and encourage the student in doing this. Supervisors and student should – ideally – agree on when the thesis is ready for submission but if agreement can't be reached, the final decision rests with the student. All students are encouraged to upload their draft thesis to Turnitin before final submission. A Moodle site with a designated Turnitin link for theses is available in each school.

The University expects examiners to be given at least six weeks to consider a thesis and write a report on it. This means that copies of the thesis must be submitted *at least eight weeks before the viva is due to be held*. **NB:** Holiday periods should not be included when calculating eight weeks: students planning to submit in December, for example, are advised to do so ten weeks before the planned viva.

Copies of the thesis should not be provided to examiners directly, either by students or by supervisors. There is a formal process which is undertaken by the Research Degrees Team and it is in everyone's interest to abide by this.

No additions or amendments may be made to a thesis after it has been submitted for examination and before the examination has been held.

Early submission

A student who has made particularly good progress may apply to submit earlier than one month before the end of the standard period of registration. Applications for approval of early submission must be made in writing to the Research Degrees Committee and must include a statement of support signed by all members of the student's supervisory team. The statement should give an account of the student's progress overall and an indication of what leads the supervisors to believe that the work is of sufficient quality to submit early. It might also include an assessment of the readiness of the thesis.

There is **no reduction in fees** for early submission.
Written applications for early submission must be sent to:

Clerk to Research Degrees Committee
Research and Innovation Office
Merchiston Campus
Edinburgh Napier University
Edinburgh EH10 5DT

Late submission

A thesis submitted after the maximum end date will not be put forward for examination. The situation will be reported to University Research Degrees Committee for consideration at the next available meeting and the student and supervisory team will be informed of the Committee's decision within five working days of that meeting.

Students in this position are advised to write to the Committee explaining the reasons for late submission. The Director of Studies may write a statement of support.

The Committee would expect a late submission to be due to unexpected circumstances that prevented the student and the supervisory team from making an application for an extension of the student's registration period. Therefore, the Committee expects the circumstances leading to the late submission to be presented in detail, along with an explanation of why it was difficult or impossible to address the situation in advance of the student's maximum end date. Any supporting statement from a Director of Studies should refer to these circumstances and demonstrate what actions have been taken by the supervisory team to support the student.

Written statements regarding late submission must be sent to:

Clerk to Research Degrees Committee
Research and Innovation Office
Merchiston Campus
Edinburgh Napier University
Edinburgh EH10 5DT

What to submit for examination

- At least two copies of the thesis
- Form RD15 (candidate's declaration form).

For examination the student must submit two (sometimes three) copies of the thesis and a candidate's declaration form (RD15). The number of copies of the thesis will depend on the number of examiners appointed to the examination team.

The layout and format of the thesis must conform to the rules set out in section 6.3 above.

The thesis should be 'soft-bound'. This means bound in such a way that pages cannot be added or removed, such as plastic comb binding, or spiral binding. A binding service is available from the University's Document and Print Services (<http://staff.napier.ac.uk/services/facilities/printservices/Pages/PrintServices.aspx>)

Where to submit for examination

Students must submit soft-bound copies of the thesis in person, or by post, to:

Research Degrees Team
Research and Innovation Office
Merchiston Campus
Edinburgh Napier University
Edinburgh EH10 5DT

No additions or amendments may be made to a thesis after it has been submitted for examination and before the examination has been held. Students must confirm on the Candidate Declaration form that the version submitted is the version to be put forward for examination.

What happens next?

If the examination team has been approved formally by University Research Degrees Committee, the thesis will be sent to examiners by the Research Degrees Team as soon as possible after submission, along with confirmation of their formal appointment, information about what is expected of them and copies of the pre-viva report forms. The student will also receive formal notification of the appointment of the examination team at this stage. Normally this process will happen within seven days of submission, and theses will be sent out in the order in which they are submitted. However, during busy periods (if a large number are submitted around the same time) the Team has to prioritise on the basis of upcoming viva dates, so the time period may be slightly longer.

If the examination team has not been approved, the Research Degrees Team will contact the Director of Studies to confirm submission of the thesis and prompt an application for approval of exam arrangements (RD12). Once that has been submitted and approved, the process is the same as above.

6.5 POST-VIVA SUBMISSION OF AMENDMENTS/RESUBMISSION OF THESIS

Following the viva, most students will have to make amendments to their thesis and these will have to be approved by one or more of the examiners. Occasionally, a student will be required to make such substantial revisions that the thesis is resubmitted in its entirety. Detailed information about submitting amendments or about resubmitting the thesis is sent in a formal letter to the student.

Examiners will decide the format (electronic or hard copy) in which the amended thesis should be submitted. Information about this will be included in the formal letter sent to the student

Contact with examiners

Students should not make direct contact with any examiner (including the internal) to discuss the amended thesis. The supervisory team should provide advice, guidance and support to the student where this is needed.

Where an examiner offers to discuss the required amendments with the candidate because these are of a 'technical' nature that is easier to explain in person, contact may be permitted with the approval of the Exam Panel Chair. In such cases the Exam Panel Chair must include this information as part of the report following the viva, a record of any meetings or correspondence should be kept, and copies of this record must be provided to the Research Degrees Team.

(See Section 7.9 for further details.)

When to submit (revised thesis)

The amount of time that is allowed for amendments or revision depends on the outcome decision; there is a maximum amount of time set for each outcome (*see table below*). Students will be told informally of the outcome on the day of the viva, and may be given some guidance at that stage on the amendments required. However, this will be followed up by a letter from the University formally confirming the outcome decision and the deadline for submission of the amended thesis. Written guidance from the examiners will be provided with this letter. Students may submit at any point up to that deadline, which is calculated from the date of the letter, rather than from the viva.

Pass subject to minor amendments	Two months
Pass subject to major amendments	Six months
Resubmit (with or without second viva)	Twelve months
Resubmit for examination for another award	Six months

Late submission of revised thesis

A student with extenuating circumstances that affect his or her ability to work on post-viva amendments can apply for an **extension to the deadline for submission of the amended thesis**. See Section 5.4 for full details.

Where an extension has not been approved, an amended thesis submitted after the deadline, will not be put forward for examination. The situation will be reported to Research Degrees Committee for consideration at the next available meeting and the student and supervisory team will be informed of the Committee's decision within five working days of that meeting.

Students in this position are advised to write to the Committee explaining the reasons for late submission. The Director of Studies may write a statement of support.

The Committee would expect a late submission to be due to unexpected circumstances that prevented the student and the supervisory team from making an application for an extension to the deadline for submission. Therefore, the Committee expects the circumstances leading to the late submission to be presented in detail, along with an explanation of why it was difficult or impossible to address the situation in advance of the student's maximum end date. Any supporting statement from a Director of Studies should refer to these circumstances and demonstrate what actions have been taken by the supervisory team to support the student.

Written statements regarding late submission must be sent to:

Clerk to Research Degrees Committee
Research and Innovation Office
Merchiston Campus
Edinburgh Napier University
Edinburgh EH10 5DT

What to submit (revised thesis)

Details of what to submit will be provided in a formal letter following the viva, but in all cases this will include:

- At least one copy of the thesis.
- A separate document detailing how and where in the thesis the examiners' requirements have been addressed. This should include reference to specific chapters and page numbers in the amended version where changes have been made.

Where to submit (revised thesis)

Paper copies should be submitted in person, or by post, to:

Research Degrees Team
Research and Innovation Office
Merchiston Campus
Edinburgh Napier University
Edinburgh EH10 5DT

Electronic copies should be submitted to: researchdegrees@napier.ac.uk

6.6 SUBMISSION OF FINAL, HARD-BOUND, THESIS

A bound copy of the final, approved, version of the thesis must be submitted to the University. This will be held in the University library, included in the library catalogue, and made available to readers on request as a reference document.

There are some additional rules about how the final version should be presented and these are set out below. Examples of bound theses can be viewed on request in the Merchiston campus library.

1. The binding must be fixed so that pages cannot be removed or replaced.
2. The boards must be thick enough to support the weight of the work when standing upright.
3. The title of the work, the name and initials of the candidate, the qualification, and the year of submission must be embossed on the outside front board in at least 24pt type.
4. The name (and any initials) of the candidate, the qualification, and the year of submission must be embossed on the spine of the work, reading downwards. "Year of submission" = the year in which the version approved by the examiners was submitted.
5. The boards must be black with embossed gold lettering.

A digital full-text electronic copy of the final, approved, version of the thesis must be submitted to the University. This will be uploaded to the research repository (*Repository@Napier*) and will therefore be publicly accessible. In addition, the British Library regularly updates its electronic thesis online service (EThOS) - which lists all doctoral theses awarded by UK higher education institutions - by harvesting information from the Repository.

When to submit the final version

The final version of the thesis should be submitted after the examiners' recommendation of award has been approved by the Research Degrees Committee and before graduation.

What to submit (final version)

- One hard bound copy of the thesis.
- A digital full-text electronic copy of the thesis.
- A thesis submission form (RD20).

Specific rules for non-standard theses

Where a thesis includes material that it is not possible to bind in the same manner as a standard thesis, this material should be submitted in a suitable container. Such material might include examples of creative practice (models, music scores, art works) or published texts included as a

submission for PhD by Published Works. In all cases, the bound volume of the thesis must include a list of these materials in its contents pages.

Where to submit (final version)

The **bound copy**, and the thesis submission form, should be submitted in person, or by post, to:

Research Degrees Team
Research and Innovation Office
Merchiston Campus
Edinburgh Napier University
Edinburgh EH10 5DT

The **electronic copy** should be sent to researchdegrees@napier.ac.uk

6.7 THESIS EMBARGO

Commitment to Open Access

Edinburgh Napier University has an open access policy on research outputs. The University expects researchers to make all forms of research output, including research degree theses, 'open access' by depositing them in the University research repository. Research degree theses are available online through our repository and the British Library's Electronic Theses Online Service (EThOS).

The possibility of embargo

If a candidate, or the University, wishes the thesis to remain confidential for a period of time after completion of the work, a written application for approval must be submitted to the University Research Degrees Committee before submission of the final version of thesis. The length of time for which an embargo may be approved will normally not exceed two years from the date of graduation. An approved embargo will apply to both digital and hard copies of the thesis.

The grounds on which an embargo may be approved

Commercial sensitivity: an embargo might be necessary because of an agreement with an external sponsor, a request from an external partner, or because the student or the University hopes to commercialise the findings of the thesis. Commercial sensitivity would include pending patent applications.

Sensitivity or security of data: an embargo might be necessary if the thesis contains information of significance for national security, or when release of information to the public would pose a significant risk to the researchers involved, or to Edinburgh Napier staff and students (for example the thesis contains research into terrorism or other illegal activities).

Ethical sensitivity: an embargo might be needed to allow time for ethical sensitivities to decrease where the thesis includes material relating to an identifiable individual, or where it contains information collected under the promise of confidentiality. Situations of this type should be avoided as far as possible, through consideration of issues relating to publication of data, when applying for original ethical approval for the research. Candidates should consider anonymising or pseudonymising source of data wherever possible before the thesis is submitted for examination.

Publishing restrictions: it is normal practice for graduates to publish from their thesis and the public availability of the thesis in hard or digital copy should not prejudice such publication. This is part of the

University's commitment to open access of research outputs. An embargo may only be requested on the grounds that it would harm the research student's ability to later publish their work in exceptional circumstances. Such a request must include supporting evidence such as a letter from the potential publisher.

Applying for an embargo

A written application should be made to Research Degrees Committee before the final version of the thesis is submitted. The application should state the grounds on which the embargo is sought (sensitivity or security of data, ethical sensitivity, commercial sensitivity, or publishing restrictions) and provide a rationale to justify restricting open access to the contents of the thesis. Where an external sponsor or partner is involved, a letter of support from them should be included with the application. Where there is no external sponsor or partner, a statement of support from the Director of Studies should be included.

Written applications for embargo on public availability of the thesis must be sent to:

Clerk to Research Degrees Committee
Research and Innovation Office
Merchiston Campus
Edinburgh Napier University
Edinburgh EH10 5DT

Breaking embargo conditions

If the University Research Degrees Committee grants a thesis embargo, failure to adhere to the embargo conditions is likely to be considered as a form of research misconduct, which would be investigated through the University's Research Misconduct Policy. For example, if the embargo has been granted on the grounds that open access would "harm the research student's ability to later publish", publishing embargoed material from the thesis in an alternative format, such as an article or book chapter, would break the conditions set for the embargo.

6.8 EXAMPLES OF TITLE PAGES and FRONT COVERS

- Some examples of title pages are shown on the next two pages
- Some examples of hard covers (fronts and spines) are shown on the following two pages
- Note that the dates that appear on the final, hard-bound version of the thesis should be the date on which the final (amended) version was submitted for consideration by examiners.

Think of an informative title

Sarah Jane Smith

A thesis submitted in partial fulfilment of the requirements of Edinburgh
Napier University, for the award of Doctor of Philosophy

May 2020

Think of a title: and perhaps give it a subtitle too

Sarah Jane Smith

A thesis submitted in partial fulfilment of the
requirements of Edinburgh Napier University,
for the award of Doctor of Philosophy

May 2020

SMITH, S.J.

THINK OF AN INFORMATIVE TITLE

PhD

Sarah Jane Smith

2020

PhD

2020

SMITH, S.J.

Think of a title: and perhaps
give it a subtitle too

S.J. Smith

PhD

2020

PhD

2020

SECTION 7: ASSESSMENT

7.1 GENERAL PRINCIPLES

A viva voce (oral) examination is compulsory for the awards of MPhil, PhD and DBA. It is discretionary for the award of MRes.

- Examiners may request a viva voce examination for an MRes student as a means of helping to determine difficult or borderline cases (Regulation D6.2). See section 7.15 for details about MRes assessment.
- All members of the examination team, and the student, must be present together at the viva which will be held on one of the University's Edinburgh campuses.
- Where there are exceptional circumstances which are believed to warrant any other arrangement, permission must be sought from Research Degrees Committee. This should normally take place as part of the RD12 process.
- If a student has a Learning Profile, and special examination arrangements are needed to support this, permission should be sought from Research Degrees Committee as part of the RD12 process.
- Once a student has submitted the thesis for examination for MPhil, PhD or DBA a viva voce must be held even if the pre-viva reports indicate that the candidate is likely to fail. The student must be given the opportunity to defend their thesis, in person, as part of the examination process.

7.2 IDENTIFYING AND APPROVING EXAMINERS

The Director of Studies is responsible for identifying suitable examiners and making the formal application for their approval. Examiners should be identified well in advance of the expected date of a viva voce examination. The University requires formal approval of examination arrangements by URDC at least three months before the student is expected to submit the thesis. Given the time it can take to identify examiners, it is recommended that the process begins at least six months before the viva is expected to take place.

Once examiners have been identified and have agreed in principle to examine the thesis, the DoS must seek formal approval. The application for approval of examination arrangements comprises:

- Form RD12.
- An Examiner's Brief CV form for each proposed examiner – this should be sent to each examiner by the DoS for completion and return.
- An abstract of the thesis written by the candidate.

The DoS should ensure that the application (and the accompanying CVs) provide sufficient relevant detail to allow reviewers to reach an informed decision about the suitability of the proposed examination team to the particular candidate's thesis. In particular, the complementarity of the examiners should be addressed in the RD12.

Where examiners are unable or unwilling to complete the brief CV form, the DoS must do so on their behalf; reviewers should not have to seek out this information.

Applications are first submitted for scrutiny to the relevant School Research Degrees Committee before going forward to the University Research RDC for approval.

Learning Profile: if special exam arrangements are needed, the Director of Studies should discuss these with the Disability and Inclusion Team and draft a proposal based on their advice. This should be submitted as an addition to the standard RD12.

The Director of Studies is responsible for arranging the date and location of the examination. This should only be done after URDC has approved the arrangements and the appointment of the examiners has been confirmed in writing.

7.3 REQUIREMENTS FOR AN EXAMINATION TEAM

A viva voce examination must be undertaken by at least two examiners, guided by an exam panel chair (EPC). There must be at least one external examiner on the team. Together, the examiners must have sufficient expertise in the subject area.

All examiners must have a level of expertise that is appropriate to the degree being examined. Typically this means that all examiners on a team must be currently researching in an area that is relevant to the subject of the thesis. They must be able to demonstrate this current expertise through appropriate published work. The Director of Studies must provide clear evidence of current and appropriate expertise for all examiners.

Composition of examination team

- The 'standard' exam team comprises one internal and one external examiner.
- The examination team must hold between them experience of examining at least two UK degrees at the level being examined, or higher. Examination of degrees in the Republic of Ireland will be considered equivalent to examination of UK degrees.
- If there is no internal examiner with sufficient expertise in the subject area, then two external examiners may be appointed.
- If the candidate is, or is expected to be, a member of staff at the point of the viva voce examination there must be two external examiners and no internal examiner. Where there is any uncertainty, two external examiners ought to be the default option.
- No examiner should have any connection with the candidate, the research project, the supervisors, or the University, which might impair their ability to make a fair and impartial assessment of the candidate's work. This includes joint publication with the candidate. The DoS is required to sign a declaration to this effect on the RD12 form.
- The exam panel chair will be appointed by the School Research Degrees Leader. The student's independent panel chair MAY be appointed where this is an appropriate option, but this is not a matter of course.

7.4 EXTERNAL EXAMINERS

- All examiners must have a level of **expertise** that is appropriate to the degree being examined.
- An external examiner must not be a supervisor of another candidate at Edinburgh Napier.

- Where two external examiners are appointed, they should not be from the same institution.
- Normally, **former members of staff** of Edinburgh Napier will not be approved as external examiners until three years after the termination of their employment with the University. Former members of staff who continue to supervise Edinburgh Napier students will not be approved as external examiners until three years after all supervision formally ends.
- External examiners should not be used excessively: an external examiner cannot examine more than two Edinburgh Napier research degree candidates in any 12-month period. The 12-month period is counted from the date of the viva. In the case of MRes candidates who do not have a viva, the 12 months is counted from the date on which the thesis is provided to the examiners.
- External examiners who have been appointed as programme examiners for undergraduate and taught postgraduate programmes should not be barred from examining research students. Any calculation of the '12-month limit' above should therefore be made solely in relation to examination of research candidates.
- In cases where a member of the supervisory team has been invited to examine a candidate of a proposed external examiner, the University will not prevent such a reciprocal arrangement. However, all parties must ensure that no conflict of interest arises from any such arrangement and that both examinations are conducted fairly and without prejudice.

Examiners' fees and expenses

The current fee paid to external examiners is:

PhD	£250
DBA	£250
MPhil	£200
MRes	£150

The relevant School is financially and practically responsible for the payment of fees (and expenses) to external examiners. Schools should ensure that all duties have been fulfilled before approving payment.

7.5 INTERNAL EXAMINERS

The internal examiner plays a role equal to that of any external examiner; all examiners are appointed to examine the student's work and therefore need to have relevant subject expertise. The internal examiner should not be considered as 'being on the student's side', but should be completely impartial and take an equally rigorous part in the examination process. The only real difference is that an internal examiner may be appointed without having previous experience of examining research degrees.

An internal examiner must not:

- be a current research student;
- be the current or former supervisor or Director of Studies of the student;
- have acted as the independent panel chair at any stage of the student's studies.

Internal examiners leaving the University

Where an internal examiner leaves the University before the examination process has been completed, it is expected that they will continue in their role until the process is complete. To this end, contact details should be provided to the EPC and to the Research Degrees Team. Where they are unable or unwilling to do so, the external examiner should undertake the final approval of any corrections, regardless of who was assigned this responsibility at the time of the examination.

In the unusual case of both examiners being unable to complete the approval of amendments, the EPC should work with the DoS and the SRDL to identify a suitably qualified replacement.

7.6 EXAM PANEL CHAIRS

An exam panel chair (EPC) must be appointed for the viva voce examination. The appointment will be made by the school Research Degrees Leader when the RD12 is submitted for initial scrutiny by the School Research Degrees Committee.

The EPC is not an examiner; their role is to ensure that the viva is conducted appropriately and in accordance with regulations, and that standard procedures are followed before, during and after the viva. (see section 7.9 for details). The student's independent panel chair may be appointed where this is an appropriate option.

The chair of a viva voce examination must have (i) **general experience of examining** research degrees at the appropriate level and (ii) **specific knowledge of Edinburgh Napier's regulations** and procedures for research degrees. Thus the person appointed must have:

- examined at least two UK research degrees at or above the level being examined
AND
- attended the Edinburgh Napier EPC training within the two years prior to the viva.

The exam panel chair must be an Edinburgh Napier staff member. If the EPC leaves the University during the examination process (i.e. between the initial examination and the formal approval of any required corrections), the School Research Degrees Leader should step in to act as EPC and complete the process.

7.7 PROCEDURES FOLLOWING FORMAL APPROVAL OF EXAM TEAM

Procedures following approval of exam arrangements will depend on whether the thesis has been submitted.

If the thesis has not been submitted, the Research Degrees Team will inform the Director of Studies that the examination team has been approved, but will not write formally at that stage to any of the examiners. The DoS should tell the examiners informally, and may proceed to make practical arrangements for the viva. Formal letters of appointment will be sent out with the thesis once that has been submitted.

If the thesis has been submitted, the Research Degrees Team writes to each examiner, the exam panel chair, and to the student, confirming the appointment of the team. Examiners are provided with a soft-bound copy of the thesis and the Candidate Declaration Form (RD15), copies of the

Research Degree Regulations and Research Degrees Framework, and a pre-viva report form (RD13), which should be completed and returned to the RD Team in advance of the examination. External examiners are also provided with copies of all forms related to payment of fees and expenses, and guidance on how to submit these.

- Once the thesis has been submitted for examination, it may not be withdrawn by any party for revision or resubmission until the examination process is complete.
- The candidate must have no contact with the examiners that relates in any way to the thesis, between their appointment and the examination.

The Research Degrees Office will ensure that pre-viva reports are submitted by each examiner, and provide copies to the chair, prior to the exam. An 'exam panel chair checklist' which lists all the chair's administrative responsibilities, is also provided.

7.8 PRACTICAL ARRANGEMENTS FOR THE VIVA VOCE EXAMINATION

The Director of Studies is responsible for arranging the date and location of the examination. This should only be done after URDC has approved the arrangements and the Research Degrees Office has confirmed the appointment of the examiners.

The Director of Studies should liaise with all parties to arrange a mutually suitable date and time for the viva and to ensure that everyone involved has been notified once this has been confirmed. In arranging the date, the DoS should bear in mind that the University expects examiners to be given at least six weeks to consider a thesis and write a report on it. To allow some time for the necessary administration involved, the viva should not be arranged to take place earlier than eight weeks after submission of the thesis or eight weeks after approval of the RD12 (whichever is the later of the two dates).

The Research Degrees Team must be informed of the viva date, in order that records can be updated and arrangements made to ensure that pre-viva reports are supplied to the exam panel chair in good time.

The Director of Studies is also responsible for ensuring that practical arrangements for the viva are in place. There may be different approaches to managing this across the University; in some areas the DoS will personally make the arrangements and in others there may be support staff responsible. The relevant School Research Degrees Leader can advise on local procedures. Arrangements should include:

- Advising external examiners on travel and accommodation arrangements.
- Ensuring that external examiners are clear about where to come and how to get there.
- Booking a suitable room for the examination, with a waiting area nearby for the candidate and their supervisors.
- Booking appropriate refreshments for the examination team.

7.9 THE CONDUCT OF THE VIVA VOCE EXAMINATION and THE CHAIR'S RESPONSIBILITIES

It is recommended that the chair contacts the examiners in advance of the viva. This is to ensure that the examiners are aware of the chair's role and to provide a point of contact for any matters that need clarification.

The examiners will meet with the chair immediately prior to the viva to share their reports, establish their questions and determine a structure for the examination to allow an exploration of the student's work. No member of the candidate's supervisory team may attend this meeting.

One member of the candidate's supervisory team may attend the viva, but only with the express permission of the candidate, which should be indicated on the 'Candidate Declaration' form (RD15) submitted with the thesis. A supervisor may attend the viva only as an observer and must withdraw during the examiners' post-viva discussion. The supervisor may return with the candidate to hear the outcome of the viva, but again only with the permission of the candidate.

No other person may attend the viva in any capacity.

The exam panel chair is an impartial and independent member of the examination team. The chair should not engage in any direct questioning of the candidate's work and, therefore, does not need to read – and is not provided with – a copy of the thesis.

During the course of the examination the chair will ensure that:

- The examination is conducted fairly and reasonably.
- The University's regulations and procedures are followed.
- The student is given enough time to reply to questions, that all questions are understood (and clarification sought where necessary) and that questioning is appropriate.
- Any necessary arrangements are made should the examination be long enough to require a break (for example, after two hours).

Following the viva, the candidate (and any supervisor present) will withdraw to enable the examiners to make their decision. The chair should assist in this process to ensure that the outcome fairly represents the examiners' discussion. The examiners must record their decision and provide a summary report of the viva (using form RD14), which must be signed by all examiners and the chair. This report must be typed – **not handwritten** – and should be completed during the post-viva discussion. It is important that the RD14 specifies which examiner(s) will consider any amendments to the thesis.

Once the discussion and documentation are completed, the candidate should be invited back to hear the outcome. The chair should ensure that the candidate has a clear understanding of the decision and is advised that formal written notification will be sent out as soon as possible.

At the end of the examination the chair will:

- Ensure that the student is clear about the exam outcome, and knows that formal written notification will be provided.
- Assist the examiners in drawing up their joint report and recommendation (RD14).
- Ensure that the examiners provide clear written guidance on any amendments required of the student.
- Ensure that all RD forms are completed, signed as appropriate, and submitted to the Research Degrees Team as soon as possible after the exam, along with written guidance on amendments and the completed 'exam panel chair checklist'.

7.10 THE OUTCOME OF THE VIVA VOCE EXAMINATION

The decisions available to the examiners are set out in Regulation D6.6 as follows:

	Decision	Subsidiary Criteria
i	Pass	The student is awarded the degree unconditionally.
ii	Pass, subject to minor revision	The student is awarded the degree, subject to the completion of minor amendments.
iii	Pass, subject to major revision	The student is awarded the degree, subject to the completion of major amendments.
iv	Resubmit	The student is required to make substantial amendments to the thesis for re-examination, but not to undergo a second viva.
v	Resubmit with second viva	The student is required to make substantial amendments to the thesis for re-examination, and to undergo a second viva.
vi	Fail	The student is invited to resubmit for examination for the award of another research degree (MPhil, MRes as appropriate).
vii	Fail	The student is not permitted to submit again.

Should the examiners recommend any outcome apart from an unconditional pass (which requires no changes to the thesis), written guidance for the candidate must be provided to the chair as soon as possible.

- Where the recommended outcome is “Pass, subject to minor amendments”, the revised thesis may be submitted electronically if this is acceptable to the examiner/s.
- Where the recommended outcome is “major revision” or “resubmission” the amended thesis must be submitted in hard copy.

In either case, the amended thesis must be submitted formally through the Research Degrees Office, and not directly to the examiners. The candidate should also provide a separate document detailing how and where in the thesis the examiners’ requirements have been addressed. This should include reference to specific chapters and page numbers in the amended version where changes have been made.

The chair must notify the Research Degrees Office of the outcome, and provide a complete set of documents, as soon as possible after the viva. The documents required are:

- The exam panel chair checklist (which should contain any special instructions to be included in the outcome letter to the student).
- Copies of signed RD13s if these have been requested by the RDO.
- A completed, signed, RD14 report.
- For outcomes (ii) to (vi) a copy of the written guidance on required amendments.

The Research Degrees Office sends a formal letter to the student confirming the examiners’ recommendation as soon as possible after the viva. Where relevant, this letter will also include details of what the student needs to do to submit an amended thesis or to resubmit. The deadline

for submission of amendments/resubmission - which is calculated from the date of the letter - is clearly stated and a copy of the examiners' written guidance on required amendments is enclosed.

The time allowed to complete amendments or to revise and re-submit the thesis is set out in regulation D6.9 and is as follows:

- | | |
|------------------------------|-----------------------|
| • Minor amendments | two months maximum |
| • Major amendments | six months maximum |
| • Resubmit | twelve months maximum |
| • Resubmit for a lower award | six months maximum |

Lack of consensus

Where the examiners are unable to reach consensus on an examination outcome, they should consider whether it is appropriate to reach a majority decision. If this is not appropriate, the exam panel chair must ensure that all relevant documentation regarding the examination and the reasons for the lack of consensus are provided to the University Research Degrees Committee. This should include copies of all pre-viva reports (RD13) and the report from the viva itself (RD14).

URDC has the authority to make a decision based on the available evidence and will communicate its decision to the exam panel chair as soon as possible.

The committee may, if necessary, refer to an additional/new external examiner before reaching the decision

7.11 SUPERVISION POST-VIVA

Supervisory responsibility continues post-viva. Corrections/amendments to the thesis, as required by examiners, should be reviewed by supervisors/DoS prior to submission of the amended thesis for approval of examiners. During this time frame, RD6 progress meetings are expected to continue until examiners amendments have been met to their satisfaction and a letter confirming thesis acceptance has been issued by the RIO Research Degrees Team.

7.12 THE AMENDED THESIS

❖ *See also section 6.5 ('Post-viva submission of amendments/resubmission of thesis')*

The amended thesis must be submitted formally through the Research Degrees Team, and not directly to the examiners, whether submission is in hard copy or electronic form. The candidate should also provide a separate document detailing how and where in the thesis the examiners' requirements have been addressed. This should include reference to specific chapters and page numbers in the amended version where changes have been made.

- The candidate should seek advice from their supervisory team on undertaking any amendments required.
- If necessary, candidates may seek clarification from the exam panel chair about the exam outcome or the amendments required.
- Neither the candidate nor supervisors should contact any examiner directly (except in the particular circumstances set out at section 6.5)

- Where a student has extenuating circumstances that will affect their ability to submit by the due date, an application for extension can be made. See section 5.4 ('Extenuating circumstances post-viva') for details.
- Once the amended thesis has been submitted for consideration, or the thesis resubmitted for examination, it may not be withdrawn by any party for revision or resubmission until the re-examination process is complete.

Following submission of the amended thesis, copies will be forwarded to the appropriate examiners, along with information about what is expected of them:

- Where only one examiner is required to approve the amendments, he or she will be asked to report back directly to the Research Degrees Office and relevant forms will be provided.
- Where more than one examiner is required to approve the amendments, they will be asked to report their conclusions to the exam panel chair. The chair will be provided with the relevant forms and asked to co-ordinate the examiners' responses and report back to the Research Degrees Office.

Examiners are normally asked to respond within four weeks (for amendments) or six weeks (for a resubmitted thesis). The forms for reporting their conclusions and recommendations are:

- RD14B – to be used if further amendments are required
- RD16 – to be used if/when no further amendments are required

The decisions available to the examiners at this stage are set out in Regulation D6.10 as follows:

	Decision	Subsidiary Criteria
i	Pass	The candidate is awarded the degree unconditionally.
ii	Pass, subject to minor revision	The candidate is awarded the degree, subject to the completion of minor amendments.
iii	Fail	The candidate is not permitted to submit again.

7.13 FURTHER MINOR AMENDMENTS

❖ See also section 6.5 ('Post-viva submission of amendments/resubmission of thesis')

Should further, minor amendments be required, the procedures outlined above (sections 7.10 and 7.12) are followed for a second time.

After a second iteration of corrections there will no further reassessment opportunity and an RD16 is the only form provided to the examiner/s or exam panel chair.

7.14 FORMAL APPROVAL OF THE EXAMINERS' RECOMMENDATION

The examiners' final recommendation must be formally approved by University Research Degrees Committee before the student is eligible to graduate. It is the responsibility of this Committee, on behalf of Academic Board, to confirm the award of a degree.

The student will receive a letter from the Convenor confirming the Committee's decision. The award is not conferred, however, until the graduation ceremony. PhD students may not use the title "Dr" until the award has been conferred.

7.15 MASTER BY RESEARCH (MRES)

MRes students will normally be assessed by thesis only. However, if examiners are unable to reach a decision on this basis, they may request that a viva voce examination is held.

Arrangements for the examination of an MRes student are thus very similar to those for other research students:

- Potential examiners and exam panel chair must be identified.
- An RD12 must be submitted to URDC for approval.
- The student must submit the thesis following the standard procedure.

The information provided to members of the exam team is slightly different to that for other research degrees and the "pre-viva report" (RD13) is replaced by a "thesis report" (RD13.MRES). Examiners are asked to submit their individual thesis reports to the Research Degrees Administrator, who will then forward them to the exam panel chair.

The exam panel chair is expected to co-ordinate the examiners' responses and produce a joint report on their behalf. In order to facilitate this, particularly where examiners' reports are not in agreement, some form of meeting (a telephone conference for example) may be arranged. In summary, the chair's responsibilities are to:

- Liaise with the examiners to discuss their reports and, if possible negotiate a consensus position.
- Confirm the joint decision.
- Discuss the examiners' recommendations for amendments, if the outcome decision requires an amended or resubmitted thesis.
- Produce a joint report on behalf of the examiners on the RD14.MRES form.
- Produce a document which sets out the recommendations for any amendments.

Possible outcomes for MRes students are the same as for other students and, unless a viva has been requested, procedures from this point are identical: see 'the outcome of the viva voce examination' (section 7.10), 'the amended thesis' (section 7.12), 'further minor amendments' (section 7.13) and 'formal approval of the examiners' recommendations' (section 7.14).

If the examiners request a viva voce examination, the standard procedures for 'practical arrangements for the viva voce' (section 7.8) and for 'the conduct of the viva voce examination' (section 7.9) should be followed.

SECTION EIGHT: COMPLETION AND GRADUATION

8.1 FORMAL COMPLETION

Formal completion date

The recommendation of award made by a team of examiners must be considered and formally approved by the University's Research Degrees Committee (URDC). The date of the URDC meeting at which the recommendation of award is approved is the date recorded by the University as the student's formal completion date.

Conferment of award

The point at which a student can say that they have been awarded a PhD (or other degree) does not come until the award ceremony, when the University's Chancellor makes the legal 'act of conferment'. This formalises the decision made by Research Degrees Committee. The 'act of conferment' statement is when the Chancellor during the awards ceremony says:

"By the powers vested in me, by the University Court and the Academic Board of Edinburgh Napier University, I confer the awards for which you have been presented today."

"For those eligible for an award, but unable to attend today's ceremony, I am pleased to confer the awards *in absentia*."

Use of the title "Dr"

The act of conferment means that 'graduands' become 'graduates' and those who have been awarded a PhD, a Prof.Doc or a DBA may legally use the title "Dr".

The title should not be used until the award has been conferred. During the time between completion and graduation, a letter confirming approval of the award can be provided by the University. Any student who needs such a letter should contact researchdegrees@napier.ac.uk

Parchment (award certificate)

Students who graduate in person receive their parchment on the day of the ceremony. Those who choose to graduate in absentia will normally receive their parchment, by post, between four and six weeks after the ceremony. There are no circumstances in which certificates can be provided earlier than this. During the time between completion and receipt of the parchment, a letter confirming approval of the award can be provided by the University. Any student who needs such a letter should contact researchdegrees@napier.ac.uk

8.2 ELIGIBILITY TO GRADUATE

A research student whose recommendation of award has been approved by URDC is eligible to graduate at the next ceremony for the conferment of awards, providing he or she:

- applies to graduate
- submits the final copies of the thesis before the graduation ceremony
- has no outstanding tuition fees or other charges to pay

8.3 APPLYING TO GRADUATE

Several months before each graduation ceremony, the Research Degrees Team will provide the Student Administration team with the names and relevant details of each research student who *may* be eligible to graduate at the next ceremony. This list will include students whose awards have been approved by URDC (who are definitely eligible) but also students who are still at the post-viva/working on corrections stage (who may be eligible, but may not complete on time).

Student Administration will contact these students directly, with an invitation to apply and information about the various aspects of graduation. This information is also available on the Graduations pages of the Student Intranet or by emailing graduations@napier.ac.uk

The invitation to apply does not indicate that the student will definitely complete in time to graduate: students may apply before they know for sure that they will be eligible to graduate at the forthcoming ceremony. Payment can be carried over to the next available ceremony:

Note that ***all students must apply to graduate***. This includes those who don't want to attend the ceremony, although there is no fee to 'graduate in absentia'. The University will not issue a parchment (award certificate) to anyone who has not applied to graduate.

8.4 SUBMISSION OF THE FINAL VERSION OF THE THESIS

A bound copy of the final, approved, version of the thesis must be submitted to the University.

❖ *Full details about the format of the thesis can be found in section 6.*

A digital full-text electronic copy of the final, approved, version of the thesis must be submitted to the University. This will be uploaded to the research repository (*Repository@Napier*) and will therefore be publicly accessible. In addition, the British Library regularly updates its electronic thesis online service (EThOS) - which lists all doctoral theses awarded by UK higher education institutions - by harvesting information from the Repository.

When to submit

The final version of the thesis should be submitted after the examiners' recommendation of award has been approved by the Research Degrees Committee and before graduation.

What to submit

- one hard bound copy of the thesis
- a digital full-text electronic copy of the thesis
- a thesis submission form (RD20)

Specific rules for non-standard theses

Where a thesis includes material that it is not possible to bind in the same manner as a standard thesis, this material should be submitted in a suitable container. Such material might include examples of creative practice (models, music scores, art works) or published texts included as a

submission for PhD by Published Works. In all cases, the bound volume of the thesis must include a list of these materials in its contents pages.

Where to submit (final version)

The **bound copy**, and the thesis submission form, should be submitted in person, or by post, to:

Research Degrees Team
Research and Innovation Office
Merchiston Campus
Edinburgh Napier University
Edinburgh EH10 5DT

The **electronic copy** should be sent to researchdegrees@napier.ac.uk

SECTION 9: DBA, PROF.DOC, GTA and NON-STANDARD ROUTES TO PHD

9.1 DOCTOR OF BUSINESS ADMINISTRATION (DBA)

The DBA programme is designed to develop applied research into issues that arise from the world of professional practice through the critical review and systematic application of appropriate theories and research to professional and industry based practice. It seeks to both increase knowledge about practice, and inform and impact on practice, in order to improve professional competence and professional thinking. The DBA is aimed at individuals working in a range of professional capacities who wish to continue to develop their knowledge and understanding of a key issue in their field.

Structure of the programme

The Programme is divided into two stages.

Stage 1 lasts two years and is based on undertaking and completing the PG Cert in Researcher Skills and Development whilst engaged in their main doctoral study.

- In the case of a student not engaging with or completing the PGCert, they will be considered for transfer to standard PhD. Any such transfer will be conditional on the student having made adequate progress to date.
- Students may request exemption from the PGCert on the basis of prior learning. Any such application must be made in advance of registration and will require the student to provide full documentation in demonstration of prior learning having been attained.

Stage 2 lasts a minimum of one year and a maximum of two years. During the second stage students complete the main phase of empirical research and the writing of their thesis.

As with a standard doctorate, DBA students are appointed a supervisory team prior to enrolment and will engage in regular supervision throughout **Stage 1** and **Stage 2**. Students will also undertake regular reviews as set out in Section 4.2 of the Research Degrees Framework.

All students must submit a doctoral thesis of normally between 50,000 to 60,000 words. The thesis will be examined in line with University regulations for doctoral examination and a viva voce (oral examination) will be held. See Section 6 [The research thesis] and Section 7 [Assessment] for full details.

Students must successfully complete all elements to gain the award of DBA.

9.2 PROFESSIONAL DOCTORATE (PROF.DOC)

The Professional Doctorate programme is designed to develop applied research into issues that arise from the world of professional practice through the critical review and systematic application of appropriate theories and research to professional and industry based practice. It seeks to both increase knowledge about practice, and inform and impact on practice, to improve professional competence and professional thinking. The Professional Doctorate is aimed at individuals working in a range of professional capacities who wish to continue to develop their knowledge and understanding of a key issue in their field.

The Professional Doctorate blends theoretical learning with practical experience based on a professional context to create a reflective researcher/practitioner.

Successful completion of the Professional Doctorate provides students with the opportunity to apply and develop the research theories to their own working environment. Students will be able to undertake rigorous research in their own field and develop their understanding of academic and professional issues.

Structure of the programme

The Programme is divided into two stages.

Stage 1 lasts two years and is based on undertaking and completing the Pg Cert in Researcher Skills and Development whilst preparing their main doctoral study.

Stage 2 lasts a minimum of one year and a maximum of two years. During the second stage participants complete the main phase of empirical research in their organisation, under the guidance of their supervisory team.

Throughout **Stage 1** and **Stage 2**, students will undertake regular reviews as set out in Section 4.2 of the Research Degree Framework.

For the final research project, students must submit a doctoral thesis of normally between 50,000 and 60,000 words.

The thesis will be examined in line with University regulations for doctoral examination and a viva voce (oral examination) will be held. See Section 6 [The research thesis] and Section 7 [Assessment] for full details.

Students must successfully complete all elements to gain the award of Prof. Doc.

9.3 GRADUATE TRAINING ASSISTANTS (GTA)

The Graduate Training Assistants (GTA) scheme is a four-year, full-time programme leading to the award of PhD, which additionally requires the candidate to undertake formalised higher education teaching training and practice development, leading to the additional award of Associate Fellowship of the Higher Education Academy. With some 98,000 HEA fellows worldwide, this is a globally recognised higher education teaching accreditation.

HEA Associate Fellowship requires successful engagement in appropriate teaching, core disciplinary and pedagogical knowledge and commitment to relevant professional values, and is recommended by the HEA as the correct level for GTA candidates. *Given this additional workload, it is essential that all supervisors and candidates are aware of the requirements of the scheme.*

Only candidates with IELTS averaging 7.0 and no component below 6.5 (or equivalent qualification as listed in University's English Language entry requirements policy) will be considered for GTA positions.

Supervision in terms of doctoral component will be identical to that required for any other research degree. GTA candidates are students, and thus remain under the terms and conditions as described for PhD students.

Expectations and remuneration

All candidates will receive a full stipend paid at the prevailing RCUK rate. In addition, all candidates will be contracted (0.2FTE, Grade 5, level 29, renewed annually with no spinal point progression) to deliver 6 hours per week teaching activity. This teaching commitment is on a guaranteed hours basis from schools, and whilst there is flexibility in terms of the spread of teaching load (some weeks may have more, others less than 6 hours teaching commitment), the annual (44 weeks) commitment of 264 teaching hours cannot be exceeded under any circumstances.

Note that '6 hours per week' includes all preparation time, delivery of materials, assessment, planning and other related activities. *GTA candidates must be given a clear indication of their workload in writing – i.e. teaching timetable and assessment responsibilities at the beginning of each academic year, and any alterations to this must be by mutual consent of the candidate, supervisory team and line manager for teaching.*

Balance and timing of teaching and research

Whilst the standard timeframe for a GTA is over 4 years as compared to 3 years for a PhD, the PhD component of a GTA has identical expectations to that of a standard PhD. All progression meetings (RD 4, 5 and 6) occur over the timeframe described for PhD degrees (see section 4 'Progression and Supervision').

All GTA candidates will have a start date of week 1 Trimester 1. During this first trimester candidates will be expected to undertake the teaching commitment set out above, but will be only expected to assist in teaching and familiarise themselves with teaching formats, regulations and specific requirements of their school. Candidates are expected to engage with their school's peer review and support for teaching programme in this first trimester, as a core part of their support and induction to teaching. This first trimester confers opportunity to manage the PhD component of their studies and ensure that this is delivering in line with expectations prior to commencement of teaching training activity.

At commencement of Trimester 2, all candidates will commence their formal teaching training and development programme. This will be via the experiential route: En Route (<https://staff.napier.ac.uk/services/dlte/enroute/Pages/about.aspx>) and candidates should familiarise themselves with the requirements for this training programme during Trimester 1 (<https://staff.napier.ac.uk/services/dlte/enroute/Pages/handbook.aspx>).

This programme of training will continue for 24 months, with the outcome award of Associate Fellow of the Higher Education Academy. The Department of Learning and Teaching Enhancement (DLTE) will provide a specific learning and teaching induction for GTA students, and GTA candidates will be expected to attend two DLTE-organised workshops, in addition to requirements of the experiential route, whilst engaging peer review and support mechanisms within their school.

During the fourth study year, in order to focus upon PhD completion, no new teaching duties will be expected of the candidate. However, standard teaching duties will continue as in previous years.

Supervisory teams are responsible for keeping track of the student's progress in all areas – teaching, teaching training and development, and the doctoral research project. In addition to RD4, 5 and 6 meetings reviewing the doctoral component, these meetings will also be attended by the candidate's line manager for teaching, who will act as a quality assessor for the teaching training and delivery components.

Expectations of the GTA student

GTA candidates are expected to plan their workloads with the help of key staff responsible for teaching organisation, e.g., programme and module leaders within their school. An action plan is required at the outset of each academic year to ensure that both the teaching and research components of a GTA are being met, and implementation of these must be by mutual agreement between the candidate, supervisory teams and teaching allocation line manager.

GTA candidates are expected to complete their teaching training and achieve associate fellowship of the HEA within the first three years of study, and to complete their doctoral degree within the 4 years of the programme. However, in line with all PhD students there will be provision of an additional year to complete the doctoral component, but it should be noted that should this additional time be required, 'writing up' fees will be incurred. There will be no stipend paid during an additional year and there will be no teaching contractual obligations from the University.

9.4 PHD BY PUBLISHED WORKS

Introduction

Admission to the PhD by Published Works is open to any applicant, subject to the criteria that follow. In addition to the standard entry requirements above (academic, references and English language), all applicants must provide evidence of a significant contribution to research and previous academic attainment.

The award is made to candidates who are able to present a published body of work that demonstrates an independent, significant and original contribution to knowledge. The thesis must be defended through a viva voce examination.

The PhD by Published Works is a part-time only route. It is open to home and international applicants. There is no expectation of on-campus attendance for students and all necessary support can be provided remotely. This remote mode of study is compulsory for international students and optional for home students.

The University currently offers three models of the degree: the 'conventional' model; the creative practice model; and the hybrid model. In all three cases, there are general criteria that applicants must demonstrate. First, the works presented must meet the three expectations of doctoral level work. In other words, in accordance with the Research Degrees Framework, the published work must demonstrate independent research that is of significance within a field or subject area and that demonstrates an original contribution to knowledge. The complete thesis must be coherent and consistent in theme. Co-authored work may be acceptable, but only where the candidate can demonstrate that it meets the expectations of doctoral work in respect of the candidate's own contribution. The previously published work must be accompanied by a critical appraisal that explicitly shows the doctoral nature of the work and how each component of the submission coheres to the research theme. The candidate will be supported by a supervisory team throughout

their studies, the members of which will provide guidance to help in the development of the critical appraisal and the coherence and significance of the portfolio as a whole. The work will be examined in the same way as a conventional PhD: through a *viva voce* examination.

Conventional model

This is where original research is published in established forms such as articles in refereed journals or other peer-reviewed sources, chapters in books and research monographs (book-length studies on a specialised topic). This excludes textbooks and similar contributions that typically present previously-published research. In terms of quantity of publications, applications will be assessed on a case-by-case basis by an expert panel within the university. For example, a single output might be sufficient, for example, in the case of a substantial monograph that explores a topic in equivalent depth to a PhD thesis (or even might exceed it). Lengthy articles (say, 8,000-10,000 words) that similarly explore a topic in depth might only require a portfolio of four, whereas a portfolio of shorter articles (around 5,000 words) might require six or more.

Creative practice model

Creative practice refers to a portfolio of artefacts produced in areas of the arts and the humanities. This might include music (scores, recordings, performances), design artefacts (furniture, clothing, interior design), media artefacts (films, photographs, television programmes, radio programmes). Each artefact in a portfolio, in addition to meeting the tests of doctoral quality, must also meet the test of being the result of a research process (just like 'conventional' outputs). A useful definition of research is that supplied in the REF documentation: 'a process of investigation, leading to new insights, effectively shared.' In the case of creative artefacts it can often be difficult to 'prove' the process of investigation. Ideally each artefact should be accompanied by documentation of the process produced at the time of the research (to avoid any accusations of *post hoc* rationalisation). Where no such documentation is available, the internal panel should be supplied with a narrative that is convincing as to the status of the work as research. The 'effective sharing' of the outputs in this model will tend to be different from those in the conventional model. They are more likely to be through more public means, such as broadcasts and exhibitions. In these cases, evidence of peer review or similar indicators of esteem should be required. As with the conventional model, rather than require even a notional number of outputs, each application should be dealt with on a case-by-case basis, though experience suggest that it is less likely that this model will attract a single-artefact submission.

Hybrid model

As its name suggests, this model brings together outputs from the previous two models. As such, criteria and expectations from both models apply. Coherence and consistency are equally relevant here.

Reuse of material from other degrees

Candidates are not permitted to include material which was produced during any degree course of studies which resulted in an award being conferred. Material produced during a period of studies which did not result in an award will be considered. This rule applies equally to all three models.

Continued significance and originality

While there is no firm limit on the age of the published works, the works must still be seen to be significant and original at the time of submission for examination. It will often be the case that older

works will have been superseded and either their significance paled or the originality more difficult to demonstrate. This is likely to affect different disciplines to different degrees. Reviewers should feel confident that the significance and originality of the work as whole remains intact.

Timescales

The maximum registration period for the award is twelve months. The thesis may be submitted between three and twelve months from the date of registration. All candidates on this route are registered as a part-time student.

The application process

All applications must be made using form RD17. The application must be accompanied by a list of publications and a document that outlines the rationale for the application. In the case of a 'conventional' proposal, the document may be up to 3000 words in length. In the case of a proposal that includes creative practice, it is recommended that the document be at least 3000 words, in order to demonstrate not only significance and originality but also to provide a summary account of the research process, demonstrating doctoral-level engagement with research methodology and methods. The applicant must submit copies of the published works for review. The review should be undertaken by suitably qualified members of staff and will take into account, *inter alia*, the impact of the work (for example, through citation), the coherence of the works as an integrated thesis and the currency of the work. Where there is insufficient subject expertise within the University, external advisers may be engaged to review the work. Reviewers, whether internal or external, cannot include co-authors of the work being submitted. The aim of the review is to gauge the eligibility of the applicant to be enrolled on the degree programme; the review ought not to seek to predict the outcome of the applicant's submission for the award of PhD.

Interview

All applicants must be interviewed. There should be at least two members of academic staff on the interview panel, including the School Research Degrees Leader and the prospective Director of Studies. A written record of the interview should be kept.

The purpose of the interview is to establish that the candidate has the potential to be successful. The panel will therefore explore the coherence of the work and its currency. Where works submitted are co-authored the candidate's contribution to each paper, and how this fits within the coherent body, should be established. The panel should ensure that the candidate has the commitment, time and resources to complete within the registration period.

If, following review and interview, the interview panel is confident to support the application, a case should be submitted to the University Research Degrees Committee (URDC) for consideration and formal approval. The application papers submitted to URDC must include:

1. The candidate's application papers
2. A brief written report on the interview and the findings of the independent review. This report should summarise the content of publications being submitted, as well as the details of publication (publisher or journals, as appropriate). In the case of creative practice outputs, the report should include details of how the work was disseminated, such as dates and locations of performance, exhibition or release (the latter in the case of recorded music, for example). The report should also include a thematic account of how the various publications cohere as a thesis. In the case of creative practice, it is essential that the document provides an account of how the research was undertaken, what theoretical and methodological approaches were employed. In

all cases, the document needs to make an argument for the originality of the works submitted, which will need to take account of—and refer to—other relevant publications in the field. In the case of publications which have been co-authored, a clear account of the candidate's unique contribution should be provided. The report should also note any concerns which were raised during the interview and how such concerns were addressed.

It is the Director of Studies' responsibility to write this report.

Any offer should be made using form RD2 and a suitable supervisory team appointed according to the University's standard procedures.

Registration and formal progress reviews

The registration period for the PhD by Published Works will last no more than twelve months. The final thesis may be submitted after three months of registration, but no later than twelve months. There is no additional grace period (see section 4.1) beyond the twelve months. This does not affect the candidate's right to suspend studies or apply for an extension.

There is no requirement for candidates to undertake a Proposal Review or a Confirmation Review. However, it is expected that a formal Biannual Progress Review (reported on form RD6) is held at the standard time.

The thesis

The thesis will comprise a portfolio containing copies of all the selected published works, together with a critical appraisal of no more than 25,000 words or, in the case of creative practice and hybrid submissions, no more than 50,000 words. The critical appraisal will reflect on the body of work, and contextualise and illuminate the research process, significance and originality of the published works. The critical appraisal may take the form of a single, continuous document which supplements the published works or it may take the form of two documents, one which precedes and one which succeeds, the collected published works.

The critical appraisal must define the aims and objectives of the creative practice, including research questions. In the case of creative practice, this must be contextualised with reference to other relevant creative practices (whether contemporary or historical) and to relevant theoretical writings that deal, for example, with cultural theory, aesthetics and philosophy. The methodology and methods employed in the creative practice must be justified in relation to the research questions. The critical appraisal must also provide a critical, reflective assessment of the creative work and the candidate's working practices. The candidate needs to demonstrate that the work constitutes an original creative contribution to knowledge.

Where a thesis includes material that it is not possible to bind in the same manner as a standard thesis, this material should be submitted in a suitable container. Such material might include examples of creative practice (models, music scores, art works) or published texts included as a submission for PhD by Published Works. In all cases, the bound volume of the thesis must include a list of these materials in its contents pages.

Assessment

The candidate will undertake a *viva voce* examination. The Director of Studies will submit a request for approval of an examination team candidate according to the University's standard procedures.

In the case of creative practice, candidates may wish to present their work 'on site' as an exhibition or performance for the examiners. In this case, examiners should be informed in advance and sufficient time made on the day of the examination to include visiting the exhibition or performance as well as conducting the viva voce examination. Documentation of the work must still be supplied to the examiners in advance of their visit.

Following the viva, the only decisions available to the examiners for this route are options i, ii, iii and vii set out in Regulation D6.6 (see section 7.10, 'the outcome of the viva voce examination'). These are:

- Pass, unconditionally
- Pass with minor corrections
- Pass with major corrections
- Fail, no resubmission

Given that a substantial amount of the thesis has already been published, and therefore may not be altered, any textual corrections may only be required of the critical appraisal. However, a candidate may be required to replace a published work with another. This requirement should be considered a pass with major corrections. It is not possible to consider the thesis for a lower award of MPhil or MRes.

Award title

The title of the award is 'PhD by Published Works'.

9.5 RESEARCH DEGREES BY CREATIVE PRACTICE

This type of research degree combines creative practice and conventional academic research equally. The creative practice may include (but is not restricted to) literary texts, music (scores, recordings, performances), design artefacts (furniture, clothing, interior design) and media artefacts (films, photographs, television programmes, radio programmes). Evidence may include sound recordings of musical performances, audiovisual recordings of performances or documentation of exhibitions. As with every research degree the candidate needs to present a research question that the creative practice sets out to answer. The contextualisation will be presented in the form of a critical appraisal that will accompany the work. The REF definition of research is useful here: 'a process of investigation leading to new insights.' The critical appraisal will therefore need to document the research process to show how the research question was developed, how it is located within the wider scholarly context and how the practice-as-research was undertaken. The creative practice will typically be submitted in the form of a portfolio that, in addition to the work itself (or its documentation, as in the case of a performance or an exhibition) may also include documentation of the research process (for example, in the form of sketches, drafts and demo recordings).

The critical appraisal must define the aims and objectives of the creative practice, including the research question. The creative practice must be contextualised with reference to other relevant creative practices (whether contemporary or historical) and to relevant theoretical writings that deal, for example, with cultural theory, aesthetics and philosophy. The practice will need to be contextualised in terms of its sources, history, meaning(s) and intentions. The methodology and methods employed in the creative practice must be justified in relation to the research question. The written text must also provide a critical, reflective assessment of the creative work and the candidate's working practices. In the case of a PhD, the candidate will also need to demonstrate that

the work constitutes an original contribution to knowledge. Demonstrating a critical approach to the research process through which the creative practice was achieved is key to the practice-based approach.

This type of degree may lead to one of two broad outcomes, depending on the nature of the research question and the process of investigation. First, the outcome may be to transform practice through discovering innovative ways of making creative work; in the second, the creative practice may lead to new insights about the world beyond the practice. For example, a documentary film may be produced that employs original methods of presenting its subject matter. Alternatively, a documentary film may use conventional methods to present original findings about its subject matter that are comparable to a sociological or ethnographic research project. (It is possible, of course, that the film may do both.)

The creative practice and written components of a creative practice research project should be of equal scale and significance, and be intimately connected. When an application is received by the Research Degrees Leader (RDL), it will first be assessed for its potential by the RDL and at least one member of staff experienced in the supervision of creative practice research degrees. Should the proposal be positively assessed, the applicant will be called to interview following the guidance in section 2.9 Interviews. The number, extent, and/or length of creative practice artefacts are not prescribed. These will be agreed between the candidate and supervisors upon the candidate's matriculation and will follow precedence from similar projects completed at Edinburgh Napier and other institutions where Edinburgh Napier staff have acted as supervisors or examiners. We may also consult with colleagues from appropriate disciplines and subject areas both within and outwith Edinburgh Napier.

The space and depth expected of the critical appraisal varies for the different research degrees. While there are no prescribed word limits, the general expectation is that the critical appraisal will be around half the length of that expected for the equivalent conventional degree; e.g. where we would expect a PhD in literature to be between 80,000 and 100,000 words, we would expect the critical appraisal component of a literary creative practice PhD to be between 40,000 and 50,000. Such indications of word length are, however, only that: indications. It is important that students and supervisors work closely to determine what is appropriate for the particular piece of work being presented. Key factors to consider here are relevance, concision, depth and rigour. The work must always be conducted in accordance with the University's research integrity requirements, particularly when working with people. Ultimately, the examiners will determine, through the examination process, the extent to which the critical appraisal is suitably detailed, concise, focused and demonstrates appropriate rigour.

For examination, candidates may wish to present their work 'on site' as an exhibition or performance for the examiners. In this case, examiners should be informed in advance and sufficient time made on the day of the examination to include visiting the exhibition or performance as well as conducting the viva voce examination. *Documentation of the work must still be supplied to the examiners in advance of their visit.* Where an on-site event is planned in the case of an examination for the degree of MRes (where there is normally no requirement for examiners to hold a viva voce examination), the Director of Studies should consult with examiners to confirm their attendance.

APPENDIX ONE: UNIVERSITY RESEARCH DEGREES COMMITTEE REMIT & CONSITITION

Research Degrees Committee	
Terms of Reference	
Purpose: To monitor research students' programmes and academic progression, approve examination arrangements and recommend awards. To monitor and evaluate research degree quality and provision. To ensure appropriate research student and supervisor training is provided.	
Remit <ol style="list-style-type: none"> 1. On behalf of Academic Board, as a formal sub-committee of the University R&I Committee, and working with Schools, to monitor research postgraduate degree students' programmes of study. 2. To monitor research postgraduate students' academic progression. 3. To approve research degree examination arrangements. 4. To recommend research degree awards. 5. To ensure the academic standards of the University's research degrees. 6. To undertake an annual review of regulations and procedures. 7. To promote best practice in RPG supervision, assessment and examination. 8. To monitor research postgraduate completion rates and student satisfaction levels for comparison with sector norms. 9. To monitor and evaluate the delivery of appropriate supervisor development and training to increase supervisory capacity. 10. To monitor and evaluate the delivery of RPG student development and training according to appropriate external benchmarks. 11. To annually review the provision of Research Degrees and develop new routes for doctoral education to grow the University RPG base. 12. To receive reports from School Research & Innovation Committees on progress of Research Degree students. 13. To report routinely through Committee minutes and formally annually to Research & Innovation Committee on the fulfilment of its remit. 	Quorum One-third of the total membership (excluding co-options) which must include either the Convenor or a designated Vice-Convenor Frequency of Meetings Five per annum: 2 focussing on research student monitoring, 2 on researcher development, 1 on research degrees graduation Reporting Line Research & Innovation Committee Minutes Copies of open minutes will be forwarded to the University R&I Committee. Open minutes and papers will be held electronically by the RIO. Closed minutes will be held by RIO. Equality Issues Those officers with responsibility for nominating or appointing members to the committee as prescribed by the constitution should, in doing so, have due regard to the desirability of achieving an equal balance of either gender within the committee's membership.
Constitution Research Degrees Leader (Convenor) Researcher Development Leader (Vice-Convenor) Dean of Research and Innovation School Research Degrees Programme Leaders A representative of RIO, nominated by the Dean of R&I Senior officer responsible for RPG admissions Up to three additional academic staff members appointed by the Convenor	
In attendance: Clerk to the Committee	

Approved by Academic Board 12 June 2015. Constitution updated to reflect role title/structure changes arising from professional service re-organisation: 29/11/16 **NOTE: The Constitution is currently under review.** A number of changes have been made in practice to reflect changing needs (for example the inclusion of student representatives). Academic Board have been advised in order that the remit can be formally updated.

APPENDIX TWO: LIST OF RESEARCH DEGREE (RD) FORMS

		Formally approved by
RD1	Application for admission to a research degree programme	n/a
RD2	Authorisation for research student admission	<i>See note below</i>
RD2A	Acceptance of research student place	n/a
RD2-B	Authorisation of exceptional entry	SRDL + SDoR + URDC Convenor
RD2G	Authorisation for research student admission (GTA)	<i>See note below</i>
RD2GA	RD2GA Acceptance of research student place (GTA)	n/a
RD4	Determination of thesis topic and programme of study	School RDC
RD5	Confirmation of target degree	School RDC
RD6	Report on research student progress	School RDC
RD7	Application for suspension of registration (extenuating circumstances)	School RDC
RD8	Application to change mode of study (full-time/part-time)	School RDC
RD9	Notification of withdrawal of registration	School RDC
RD10	Application for extension to maximum period of registration	University RDC (via School RDC)
RD11	Application for change to approved supervisory team	School RDC
RD12	Application for approval of examination arrangements	University RDC (via School RDC)
RD13	Examiner's preliminary report on a research degree candidate	University RDC
RD14	Examiners' recommendation on a research degree candidate	University RDC
RD13MRes	Examiner's report on an MRes thesis	University RDC
RD14MRes	Examiners' joint report and recommendation on a candidate for MRes	University RDC
RD14B	Examiners' recommendation following amendments to thesis	University RDC
RD15	Candidate's declaration form	n/a
RD16	Research degrees examiners approval of amendments	University RDC
RD17	Application to register for PhD by Published Works	University RDC (via School RDC)
RD18	Application for extension to deadline for submission of amended thesis (extenuating circumstances)	School RDC
RD20	Final thesis submission	n/a
Stipend-stopper	Research student stipend stopper	<i>See appendix 3</i>
RDCV	Research degree examiner's brief CV	n/a
<p>NOTE: See <u>schedule of current authorised signatories</u> on the RIO intranet page [Research and Innovation Office (RIO)/research degrees/fees and stipends]</p>		

APPENDIX THREE: DOCTORAL EXTENSION SCHEME



EDINBURGH NAPIER UNIVERSITY

VISA & INTERNATIONAL SUPPORT

Briefing on Doctoral Extension Scheme

Background

The Doctoral Extension Scheme is designed to give students who have almost finished their UK PhD or other doctorate qualification an additional 12 months of Student Visa immigration permission in which to look for and start work in the UK.

Eligibility

To qualify for the Doctorate Extension Scheme a student must:

- Have a valid Tier 4 (General)/Student visa at the time of application
- Be studying a PhD or other doctorate level qualification (and not yet completed)
- Apply before completing the course (expected submission date of the final version of your thesis) Apply in the 60 days prior to the final thesis submission
- Meet the financial requirement (maintenance)
- Apply from inside the UK

They will be regarded as having successfully completed their course on the date that the University formally confirms that their PhD is completed to the standard required for the award of a PhD. At Edinburgh Napier University this is the date on which the examiners' recommendation of award is approved by the University's Research Degrees Committee.

How Students Apply

The application process is the same as the Student visa application.. Sponsored students apply for the Doctorate Extension Scheme by making a Student Visa application..

Students will need to provide the following with their application:

1. A new Confirmation of Acceptance for Studies (CAS)
The University will need to assign a new CAS confirming the expected completion date of the PhD (i.e. the date on which the examiners' recommendation of award is approved by the University's Research Degrees Committee)
2. ATAS certificate

If the student is studying a course which requires an ATAS clearance certificate and the course end date has been postponed by more than 3 months, they need to apply for ATAS to cover the remainder of the course. Whilst they do not need to submit an ATAS certificate with their DES application, having a valid ATAS for the full duration of their course is one of the conditions attached to the Student visa.

3. Financial evidence

Evidence of finances is required to prove that the student can support themselves during the time they are in the UK. The VIS team will advise the student of the appropriate evidence required.

Information about this scheme is available in the Tier 4 Policy/Student Visa Guidance <https://www.gov.uk/government/publications/points-based-system-student-route>

Edinburgh Napier University students who wish to apply for leave to remain in the UK under this scheme should in the first instance contact the Visa and International Support team by emailing internationalsupport@napier.ac.uk.

Students should make contact with the International Support team in good time in order to allow for the preparation of the student's CAS. The International Support team will provide guidance and assistance to students in making their Student Visa application. They will also advise the students of both the student's and the University's responsibilities under the terms of the Doctoral Extension Scheme.

Requirements whilst on leave to remain under the Doctoral Extension Scheme

The University must agree to continue sponsoring them for the 12 months after their course. To continue sponsoring the student, the University must maintain contact with them.

At a minimum, there must be at least two contact points at regular intervals during the time the student is on the scheme. This arrangement is intended to enable the University to continue to offer support to the student to use their time on the scheme to gain experience in their specific field or seek skilled work. However, the University do not have any formal responsibility to ensure they do this.

If the University is unable to make contact with the student then it is obligated to report this to the Home Office and cease their sponsorship of the student. The students leave would then be curtailed.

Further Information

Student or staff enquiries relating to the application process and eligibility criteria should be made to the International Support team. Please email internationalsupport@napier.ac.uk

International Operations and Student Recruitment
November 2020

APPENDIX FOUR: LIST OF COURSES WHICH REQUIRE ATAS CERTIFICATE

51322PH	PHD ENGINEERING AND BUILT ENVIRONMENT F/T	H100
51323PH	PHD ENGINEERING AND BUILT ENVIRONMENT P/T	H100
51324PH	MPHIL ENGINEERING AND BUILT ENVIRONMENT F/T	H100
51325PH	MPHIL ENGINEERING AND BUILT ENVIRONMENT P/T	H100
51326PH	PHD BY PUBLICATION ENGINEERING AND BUILT ENVIRONMENT P/T	H100
51327PH	MRES ENGINEERING AND BUILT ENVIRONMENT F/T	H100
51328PH	MRES ENGINEERING AND BUILT ENVIRONMENT P/T	H100
51362PH	PHD COMPUTING F/T	I100
51363PH	PHD COMPUTING P/T	I100
71342PH	PHD LIFE SCIENCES F/T	C100
71343PH	PHD LIFE SCIENCES P/T	C100
71344PH	MPHIL LIFE SCIENCES F/T	C100
71345PH	MPHIL LIFE SCIENCES P/T	C100
71347MR	MRES LIFE SCIENCES F/T	C100
71348MR	MRES LIFE SCIENCES P/T	C100

APPENDIX FIVE: COVID-19

The emergence of Covid-19 and the subsequent social restrictions have necessarily impacted on some aspects of research degrees at Edinburgh Napier. The main body of the Framework covers the rules for normal circumstances. Where temporary changes to policies, processes or services have had to be adopted, these are listed below. (The relevant section of the Framework is noted against each). As the situation with the virus and the societal response changes, further temporary measures may be necessary, in which case relevant information will be communicated to students, supervisors and support staff.

If you are uncertain about any process and its current status, please ask your School Research Degrees Leader.

Practical resources (3.1): when access to campus is limited due to Government or University restrictions, it will not be possible to provide the 'standard facilities' normally offered to students. If any student does not have the required resources to continue their studies they should discuss this with their DoS and SRDL.

Suspended study (3.9 & 5.3): normal suspension processes remain in place (an application on an RD7 form is required) but any suspended study due to Covid-19 does not count towards the normal maximum period of 12 months permitted over the total registration period.

Stipend payments (3.3, 3.9 & 5.3) additional stipend payments may be made to recipients who have to suspend study due to Covid-19, whether for reasons of sickness or other Covid related causes. Additional payments are authorised by the School on the RD7 form.

Progress reviews: supervisors are expected to hold progress reviews in line with the normal timeframe.

THE THESIS

All theses for examination (6.4) **should be submitted in pdf format.** Soft-bound copies of the thesis should not be submitted until further notice.

All amended theses (6.5 & 7.12) **should be submitted in pdf format.** Irrespective of what was requested by examiners, we can neither expect nor deal with soft-bound copies until further notice.

The final version of the thesis (6.6 & 8.4). We do still expect graduating students to submit a hard-bound copy of the approved version of the thesis when circumstances permit, but until further notice **only the pdf copy should be submitted before graduation.**

THE VIVA

It is currently not possible to hold any viva as normal, with student and examiners all physically present. Vivas may be arranged to take place remotely or may be postponed. Supervisors are expected to discuss these options with their students before any decision is made. Guidance for supervisors, including details of the process that must be followed, is available on the Research Degrees intranet page: <https://staff.napier.ac.uk/services/research-innovation-office/research-degrees/Pages/examination.aspx>