

Graduate School

Research Degrees Handbook

2019-2020

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Section 1: Glossary of Key Terms

During your research degree journey, you will encounter a number of terms that may require explanation or definition. The list below is not exhaustive but illustrative of the common terms. These terms are all expanded on further in the handbook.

Examiner	In the UK, the oral examination is conducted behind closed doors by at least two examiners, at least with one being from another institution (external examiner) and an expert in your topic of research. The supervisor does not participate in the viva, however may observe, subject to the approval of the examiners and candidate.
Feedback	Feedback is an essential element of the research degree process and helps direct your research activities. In its many forms (verbal &/or written through supervision, review of draft writing, review of outputs, review of presentation/ performance, critical dialogue), feedback allows you to reflect on your learning and development; clarifies areas where you can improve; and provides you the opportunity to self-assess your progress, skills and capabilities.
Internal advisor	An internal academic member of staff who will read and participate in the transfer panel meeting. This person will not be a member of the supervisory team.
Lancaster pathway	Those students who opted to remain on the <i>Lancaster pathway</i> and therefore follow Lancaster University regulations.
Mentor	The meaning is twofold: <ol style="list-style-type: none">1. For someone completing a PhD by Published Work it is the person appointed to support and advise the candidate during your writing period.2. For those completing a PhD by thesis or practice students and supervisors may suggest that a person external to the supervisory team may be useful to discuss aspects of the work. This person is usually known as a mentor. <p><i>A mentor is not eligible to be your internal advisor or an examiner, due to their inside knowledge of your work and thesis.</i></p>
PgR	Post Graduate Researcher or Post Graduate Research – a term used to denote a research student or researcher.
Research Staff	Staff working in a laboratory, institute, or on a specific project, they often have more experience than you have and may be more practically involved than your supervisor may. They are likely to remember what it was like to do a doctorate and can be a great source of inspiration as well as information (vitae.ac.uk).
Research Student Conference	Cumbria’s annual event for doctoral students to present their work.
Supervisor (lead)	This is your lead supervisor and director of studies. He or she will be your main point of contact and advice. Your lead supervisor is only one of the key relationships in your doctorate.
Supervisory Team	In the UK, and increasingly in other countries, universities appoint more than one person to co-supervise doctoral research projects. The supervisory team will normally consist of two or three individuals with interest in your project and progress, including a lead supervisor as the identified point of contact (vitae.ac.uk).
Transfer/ Confirmation Process	The transfer/confirmation process is a formal assessment postgraduate research students are required to undertake in order to continue with their PhD. It usually takes place between 12-18 months for full-time students and 18-24 months for part-time students.
Viva Voce	Once you have submitted your thesis you will be invited to defend your doctorate at a ‘viva voce’ (Latin for ‘by live voice’) or oral examination (vitae.ac.uk).
VLE	A virtual learning environment (VLE) in educational technology is a Web-based platform for the digital aspects of courses of study; The “Graduate School” Blackboard site is our VLE.

Section 2: Welcome to the University of Cumbria

The purpose of this handbook is to guide you through your research degree journey. It outlines the responsibilities for both supervisors and you as the student giving links to other relevant documents where necessary. **Note: the Handbook is revised and updated each academic year.**

The University of Cumbria has awarded its own research degrees since March 2019. As a research student at the University of Cumbria, your degree is governed through the university's [Postgraduate Research Assessment Regulations](#). These regulations include information about admissions procedures, supervision arrangements, support structures, progression, [examination](#), awards, complaints and [appeals processes](#).

For those who opted to remain on the *Lancaster pathway* please see Lancaster University's regulations for postgraduate research degrees which are part of their [Manual of Academic Regulations and Procedures](#), and are made available to you as a research student, and to staff and examiners. Lancaster's regulations include information about admissions procedures, supervision arrangements, support structures, progression, assessment, complaints and appeals processes.

In addition to this handbook, our research degrees are quality assured and our [Postgraduate Research Code of Practice](#) makes clear what we as a provider are required to do, and how these aspects are delivered at the University of Cumbria.

The University of Cumbria currently offers the following awards:

- Master of Philosophy (MPhil)
- Doctor of Philosophy (PhD, via thesis; publication; or alternative format)

This handbook covers the degrees of MPhil and PhD.

Definitions of Postgraduate Research Awards

Master of Philosophy (MPhil)

A master's-level qualification undertaken entirely by research and oral defence.

Doctor of Philosophy (PhD)

A doctoral-level award assessed through a research thesis and oral defence. For the doctoral degree variants as defined below, please contact the Graduate School for guidance.

Alternative format PhD

A doctoral programme where the body of work to be assessed is in a format other than the traditional single volume thesis.

PhD by Art Practice

A doctoral programme where the body of work to be assessed comprises a negotiated set of research outcomes mediated by individual art practice.

PhD by Publication

A doctoral-level award comprising an assessment of a student's published works within a related field of study. In order to be eligible for consideration, alumni must be graduates of at least five years' standing and have already obtained a master's degree or show evidence of having received research training or equivalent experience.

Section 3: Graduate School Staff

All research degree students are members of the Graduate School.

- Professor Diane Cox is the Director of Research
- Dr Nicoletta Policek is the Head of the Graduate School
- Mrs Sonia Mason is Graduate School administrator from your point of registration to completion of your degree. Contact: graduateschool@cumbria.ac.uk Telephone: 01524 590805
- For all research ethical enquiries and application, please contact Mrs Sonia Barnes the Research Office administrator. Contact research.office@cumbria.ac.uk Telephone: 01524 590804

Dedicated research student study spaces are located in Ambleside (Charlotte Mason Building 0.03), Brampton Road (studio & IT labs), Fusehill Street (Bowscale 8) and Lancaster Campus (Bishop Cross 002). These rooms are available to all students regardless of campus location.

Flexible learning spaces are available in all libraries at Lancaster, Ambleside and Carlisle campuses with 24-hour access to study rooms.

Our **Research Skills Development Programme** follows the [Vitae Researcher Development Framework](#). We run research skills development sessions throughout the year and a two-week summer school for all our research students and staff. There is also an annual Research Student Conference held within summer school for both students and staff involved with our research degrees. It is expected that you will attend and participate in the summer school, particularly in the first three years of your registration. You will be encouraged by your supervisors to present at the Research Student Conference.

A **Graduate School Blackboard Virtual Learning Environment (VLE)** is available to all research degree students and supervisors. It contains information about the University of Cumbria's research degree programmes and provides discussion facilities for students to network with each other. The easiest way to access the Graduate School Blackboard site is through your myday @ UoC student hub (see page 12 for detail). For full access to Blackboard, please **use a supported browser**, such as [Chrome](#), [Edge](#) or [Firefox](#) (these are available on University computers). We suggest you view the VLE Blackboard site at least once a week for updates and information.

For details on how to obtain Student Network Login and Password via your Student Hub page or [MyCumbria](#);

The University of Cumbria [collects and uses personal information in accordance](#) with applicable of Data Protection and Privacy laws, including the Data Protection Act 2018 and General Data Protection Regulation (GDPR). Data Protection legislation ensures that all organisations who handle your personal information, including the University of Cumbria, do so in accordance with a number of good practice principles. Data protection is the fair and proper use of information about people, and your right to privacy. We will only ask you to provide personal information necessary as part of your application, registration and ongoing research degree.

We hope this handbook answers your questions, and we look forward to meeting you during the year.

Section 4: The Research Degree Process – Timetable of Events

Pre-registration You must submit your application and proposal to Research Student Admissions rsa@cumbria.ac.uk

Interview An interview will be offered to suitable applicants. The interview panel may recommend acceptance on to the Probationary PhD or MPhil Programme.

Day 1

Enrolment You enrol at the University of Cumbria through on-line registration.

Registration

When you are registered on the research degree programme an e-copy of this handbook is issued to the student and the supervisory team members.

The Graduate School graduateschool@cumbria.ac.uk will provide induction to the research degree programme. There are three induction and welcome events held each year. You are expected to attend the induction closest to your registration date. In addition, your supervisory team will provide induction to the process.

Every Academic Year

Monitoring of Progress

You will have the opportunity as an individual, and with your supervisory team, to consider on a more formal basis your progress throughout the year. An annual review is completed by you and separately by your lead supervisor before 31st August each academic year. It is recommended that a person external to your supervisory team should be invited to your annual progress review, (usually held between May and July each year). Your lead supervisor will invite an external person to your meeting.

Re-Registration

You will receive notification for on-line re-registration automatically each year, at the beginning of each academic year in September rather than anniversary of your registration.

Month 12-18 (FT)/Month 18-24 (PT) for MPhil transfer or PhD Confirmation

Confirmation of PhD registration for probationary PhD students or transfer from MPhil to PhD

The confirmation/transfer process is a formal assessment postgraduate research students are required to undertake in order to continue with their PhD. It usually takes place between 12-18 months for full-time students and 18-24 months for part-time students. The transfer/confirmation process is initiated by a collaborative discussion between you and your supervisors at the time when you are ready to transfer. Following this discussion, your supervisor will contact the Graduate School administrator. The Graduate School administrator arranges the date, location and panel members.

You should submit a Confirmation/ Transfer Document (see Appendix 2) to the Graduate School at least one week prior to your confirmed panel date. Your lead supervisor must approve your document prior to submission.

The panel is made up of one of your supervisory team, an internal advisor and a chair. The panel must be able to confirm that your work is of appropriate quality and standard, and the project is viable within the registration period, based on draft chapters and/or evidence of data gathered. It is optional to deliver a presentation at the transfer/confirmation panel meeting. However, you need to inform the Graduate School administrator of your intention so that an appropriate room can be booked and the panel members made aware. The presentation should be maximum of ten minutes at the beginning of the meeting.

In addition to producing your confirmation document, you should have provided evidence to your supervisors of attainment of many generic research skills, using your skills log (or RDF planner as detailed within this handbook), and that you have attended Induction.

The potential PhD outcomes of the panel are:

1. Confirm as PhD;
2. Continue as a probationary PhD student, and be reassessed (deferral);

Options following second and final reassessment:

1. Confirm as PhD
2. Confirm as MPhil;
3. Do not confirm as PhD or MPhil and recommend exclusion.

The potential MPhil transfer outcomes of the panel are:

3. Confirm as transferred to PhD;
4. Continue as MPhil, and be reassessed (deferral);

Options following second and final reassessment:

4. Confirm as PhD
5. Confirm as MPhil;
6. Do not confirm as PhD or MPhil and recommend exclusion.

Once transferred from probationary to confirmed PhD or MPhil to PhD you should expect to be liable for a minimum of twelve months' fees from the date of the transfer. After this time, future fees are charged based on the recommendation of your supervisory team. These will be either the normal fee or the writing up fee, dependent on the stage of your study.

Examination Arrangements

Your lead supervisor will obtain an appointment of examiners form from the Graduate School to complete and return it at least three months before the thesis is due to be submitted. Only the Graduate School should contact the external examiners. You should not approach examiners.

PhD - Month 30-36 (FT)/ Month 36-48 (PT) or MPhil - Month 18-24 (FT)/ Month 30-36 (PT)

Finalising your thesis

During this time, you will be finalising the complete thesis. You need to ensure you have given yourself enough time for thorough proof reading to check for typographical, grammatical and/ or referencing errors.

Submission

You complete Pre-Submission Declaration Form (see Appendix 3) and submit the form with three* soft-bound copies of the thesis to the Graduate School for distribution to the examiners (*University of Cumbria members of staff must submit four soft-bound copies). The guidance for length, style, layout and presentation are detailed in Appendix 4.

You are required to make a declaration on the front cover that the word-length conforms to the permitted maximum of 80,000 words and minimum of 60,000 words for PhD (dependent on thesis format), and 60,000 words and minimum of 40,000 words for MPhil. Do **NOT** sign your thesis, as your signature will be seen through our open access policies.

Preparation for the Viva Voce Examination

You should arrange with your supervisor a “mock” viva or dry run to help prepare you for your viva voce examination. You should read and re-read your own thesis and annotate notes on the thesis. Take your copy into the examination, and refer to it as needed.

Normally at least 6 weeks after submission

Viva Voce Examination

The Graduate School arranges the date, location and time of the examination. In the UK, the oral examination is conducted behind closed doors by at least two examiners, at least with one being from another institution (external examiner) and an expert in your topic of research. The supervisor does not participate in the viva, however may observe, subject to the approval of the examiners and you. You can take your copy of your thesis into the examination, and refer to it as needed.

Possible Viva Outcomes of submission for PhD:

a. That the degree of PhD be awarded immediately:

A pass with no or very minor corrections, i.e. typographical or presentational corrections only. The candidate is to make very minor corrections, if required, within one month prior to submission of the final version of the thesis and there is no requirement for these to be approved by the internal or the external examiner. It should normally take a candidate less than 1 month to make this level of corrections, depending on personal circumstances.

b. That the degree of PhD be awarded subject to minor corrections being made within three months:

‘Minor corrections’ refers to e.g. a number of significant stylistic errors such as needing to clarify or rephrase points, or add/edit blocks of text. There will be no requirement to conduct further research or to undertake substantial further work. The internal examiner must approve the corrections. A second oral examination is not required. It should normally take a candidate fewer than 3 months to make this level of corrections, depending on personal circumstances.

c. That the degree of PhD be awarded subject to major corrections being made within six months:

There is a requirement for significant further work, but there is not an automatic requirement for a second oral examination. Changes may include, but are not limited to: the addition of substantial new material; rewriting and editing sections of the thesis; re-analysis of existing data. Either the internal examiner or the internal and the external examiner, as agreed by the examiners must approve the corrections. The examiners will determine if a second oral examination is required. It should normally take a candidate between 3 and 6 months to make this level of amendments, depending on personal circumstances.

d. That the degree of PhD should not be awarded but the candidate should be permitted to revise and resubmit the thesis within twelve months for the degree of PhD:

The requirements for the degree of PhD have not been met. Changes may include, but are not limited to: extensive rewriting and editing sections of, or the whole of, the thesis; carrying out further research and/or experimental work. Both the internal and the external

examiner must approve the revisions. The examiners will determine if a second oral examination is required. It should normally take a candidate between 6 and 12 months to make this level of amendments, depending on personal circumstances.

e. That the degree of MPhil be awarded immediately:

The requirements for the degree of PhD have *not* been met but the requirements for the MPhil have been met, with no or *very* minor corrections, i.e. typographical or presentational corrections only. The candidate is to make very minor corrections, if required, within one month prior to submission of the final version of the thesis and there is no requirement for these to be approved by the internal or the external examiner. It should normally take a candidate less than 1 month to make this level of corrections, depending on personal circumstances.

f. That the degree of MPhil be awarded subject to minor corrections being made within three months:

The requirements for the degree of PhD have not been met but the requirements for the MPhil have been met with minor corrections, e.g. a number of significant stylistic errors such as needing to clarify or rephrase points, or add/edit blocks of text. There will be no requirement to conduct further research or to undertake substantial further work. The internal examiner must approve the corrections. A second oral examination is not required. It should normally take a candidate fewer than 3 months to make this level of corrections, depending on personal circumstances.

g. That the candidate be permitted to revise and resubmit the thesis within twelve months for the degree of MPhil:

The requirements for the degree of PhD have *not* been met but the candidate is permitted to submit a revised thesis for the lower award. Changes may include, but are not limited to: extensive editorial corrections and revisions; rewriting a part, parts, or the whole of the thesis; carrying out further research or experimental work. Both the internal and the external examiner must approve the revisions. The examiners will determine if a second oral examination is required. It should normally take a candidate between 6 and 12 months to make this level of corrections, depending on personal circumstances

Binding and final submission

Please see the guidance on binding in Appendix 4. As a courtesy, we recommend you submit a further copy for your lead supervisor. An electronic copy must be deposited into the institutional repository at Cumbria. *Remember* do **NOT** sign your thesis. You will be asked to sign a separate ***Thesis Declaration Access Form*** for deposit of your e-copy in the repository and for uploading to the British Library [EThOS](#) open access repository (see section 7.17).

If you are on the *Lancaster pathway* you must also deposit your thesis at Lancaster University repository (details will be issued at the relevant time).

Graduation

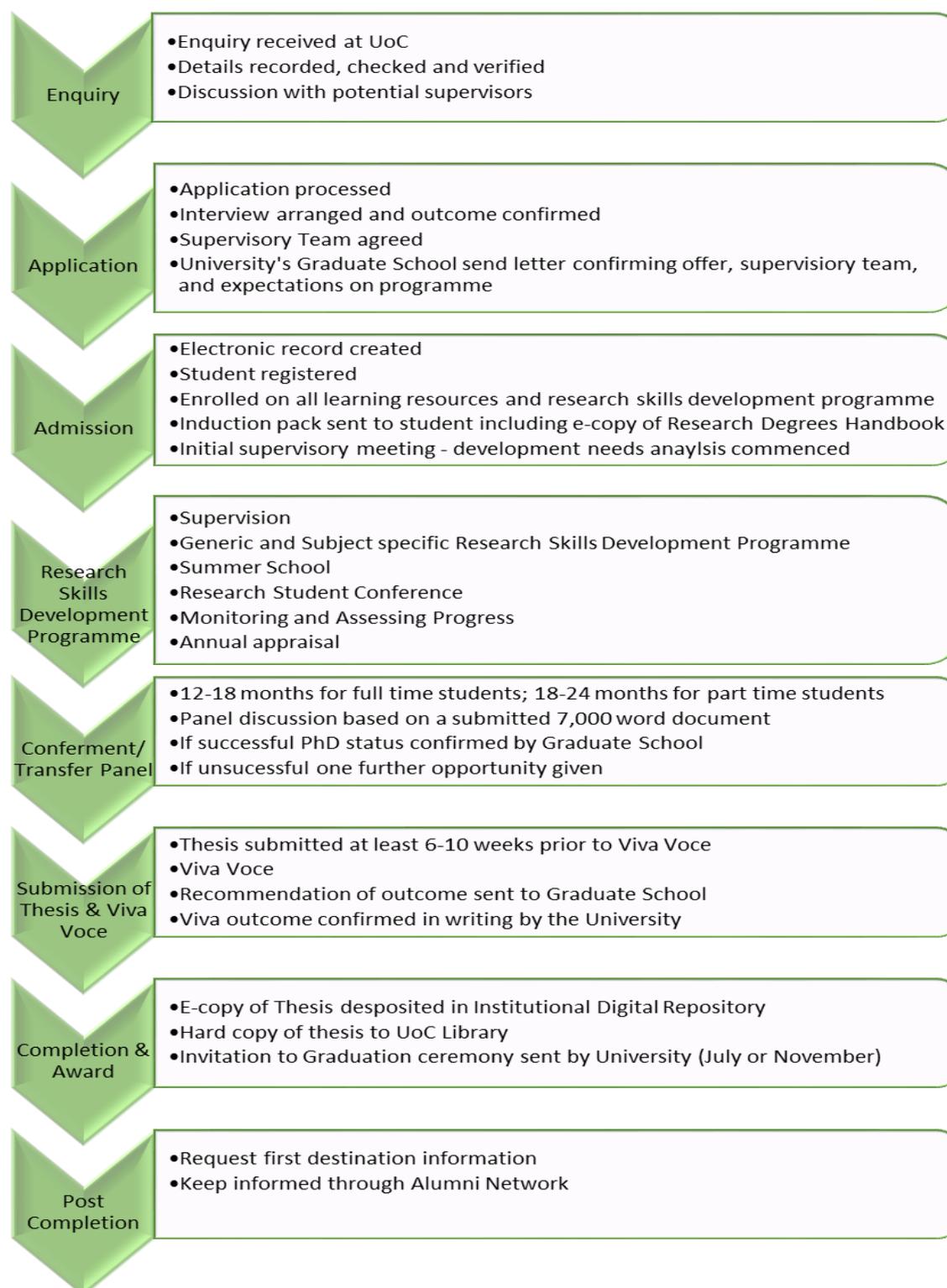
You will be invited to the University of Cumbria graduation ceremony at Carlisle Cathedral in July or November following your award. For those on the *Lancaster pathway* you will be invited to the December graduation ceremony at Lancaster University.

Student Email Account after Graduation

Please extract any information from your student email account. Your account will remain open for 12 months after Graduation for you to do this. If you have been using Pebblepad

and you wish to transfer it to a personal Pebblepad account, this can be done free of charge, but must be done before you graduate. Contact ITHelpdesk@cumbria.ac.uk for assistance.

4.1: The following flow diagram gives an **overview of your research student journey**.

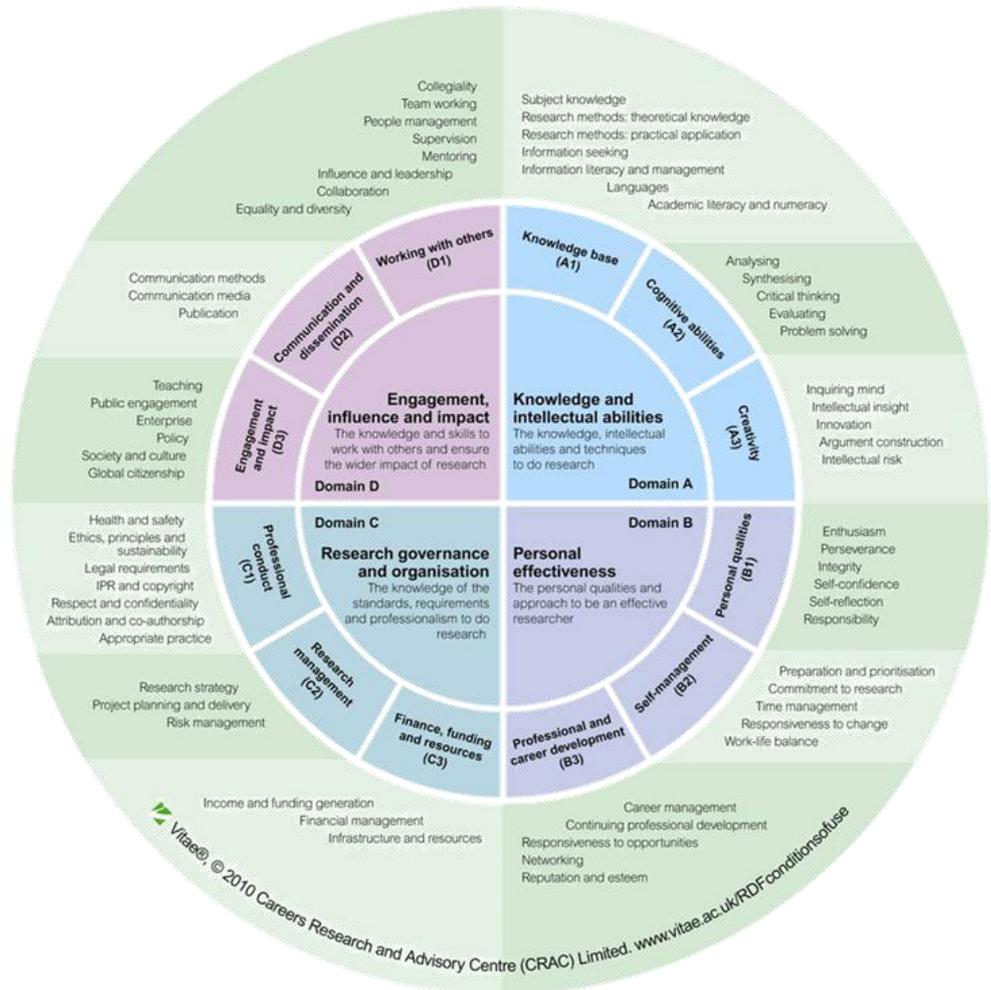


Section 5: Researcher Development Framework

As a university, we have adopted the Vitae Researcher Development Framework (RDF) to support your developmental needs assessment (DNA) or personal development plan (PDP). The framework is structured in four domains encompassing knowledge and intellectual abilities (Domain A), personal effectiveness (Domain B), research governance and organisation (Domain C) and engagement, influence and impact (Domain D), as illustrated in the diagram below.

We encourage you to go to the Graduate School Blackboard site on a regular basis.

All resources related to your PhD programme are on the Graduate School Blackboard site.



5.1 Reflective Journals

As part of your Personal Development Portfolio or RDF planning you are encouraged to keep a reflective journal. This will mainly be a personal and private account of progress through your research project, incorporating academic and practical elements. The content of the reflective journal might well be used to inform supervision discussions but need not be made available to supervisory team members. It should include an account of each supervisory tutorial and supervisory team meeting, drafted by you and endorsed by the supervisor.

The journal can be developed through Pebblepad and instructions on how to download a copy can be found here: <https://my.cumbria.ac.uk/Student-Life/Learning/Skills-Cumbria/Digital-Skills/Pebble-Pad/> In addition, see blackboard for some useful guidance notes provided by a fellow PgR.

Further advice on keeping reflective journals will be provided intermittently through University of Cumbria Research Skills Development Programme sessions at which you and your supervisors are equally warmly welcome.

Section 6: Research Skills Development Programme 2019-2020

These sessions are for mutual support, encouragement and development of researchers. All research students (*registered with University of Cumbria or elsewhere*), researchers and supervisors can attend. Each session will include guidance on some aspect of research development and is aligned to the Researcher Development Framework (RDF):

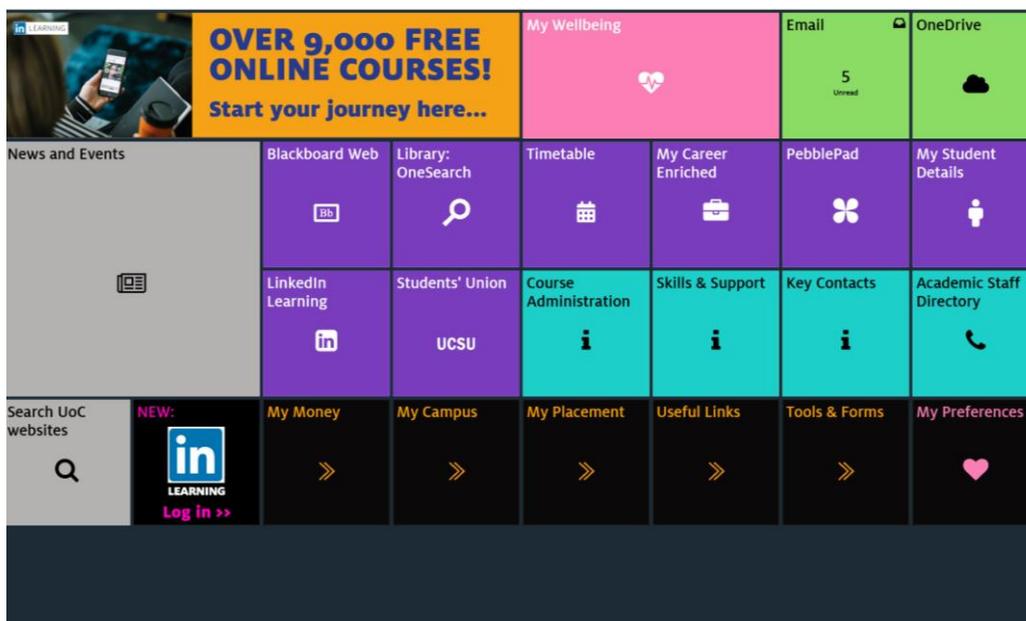
<https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework>

All University of Cumbria registered research degree candidates are expected to attend at least four of the Graduate School research skills development sessions in any academic year. The confirmed timetable of sessions is on **Graduate School Blackboard** for direct booking on each session. The easiest way to access the Graduate School Blackboard site is through your myday @ UoC student hub. For full access to Blackboard, please **use a supported browser**, such as [Chrome](#), [Edge](#) or [Firefox](#) (these are available on University computers).

We suggest you view the VLE Blackboard site at least once a week for updates and information. When logged into Blackboard, go to the Research Skills tab, click on Research Skills Development Programme 2019-20 and view or download the programme. Please join us for all or part of any of these. Please contact graduateschool@cumbria.ac.uk for further information.

2019-2020 Summer School including Research Student Conference is Monday 29th June to Friday 10th July 2020 and for the first time will be held at Fusehill St, Carlisle. The Research Student Conference will be on Thursday 9th July 2020.

You can access Blackboard via the **my day Student Hub**, as shown below



Section 7: Administrative Aspects of the Research Degree Programme

The **Graduate School** telephone number is 01524 590805, or you can email graduateschool@cumbria.ac.uk. Messages may be left on voicemail. Sonia Mason is your point of contact from registration to completion of your research degree with the University of Cumbria. For those on the *Lancaster pathway* Sonia will be your contact with Student Registry at Lancaster University.

Postal address: Graduate School, University of Cumbria, Bowerham Road, Lancaster LA1 3JD.

7.1: Registration period

Award	Minimum	Maximum
PhD		
Standard registration period (full-time)	36 months	48 months
Standard registration period (part-time)	48 months	84 months
MPhil		
Standard registration period (full-time)	24 months	36 months
Standard registration period (part-time)	36 months	60 months

If you are a full-time PhD student, the minimum period of registration for the degree shall normally be thirty-six calendar months from the date of your initial registration to submission of the thesis. The maximum period of registration shall be forty-eight months.

If you are a part-time PhD student, the minimum period of registration for the degree shall normally be forty-eight calendar months from the date of submission of the thesis. The maximum period of registration shall be eighty-four months.

You should plan to submit by the **minimum** date and take no longer than a few months additional to this period. For extensions beyond the maximum period please see 7.12.

In those cases where you may combine periods of full-time and part-time registration the following applies when calculating the maximum period of registration permissible. If full-time for 12 months or more then treat as full-time throughout. If full-time for less than 12 months then treat as part-time throughout.

7.2: Tuition Fees

Full time student pay tuition fees for a minimum of three years, part time students pay for a minimum of four years.

If you intercalate on the anniversary of your registration date no tuition fees will apply until you return from intercalation. If you intercalate in year, and the tuition fee invoice has been sent to you, the number of months of your intercalation will be calculated at the end of your studies and will be reimbursed to you if there is a surplus.

The writing up fee is permitted, when your lead supervisor has agreed that you have a first draft of your thesis by the minimum completion date. If not, you will continue to pay tuition fees.

Please note that you must pay a minimum one year of tuition fees after your PhD has been confirmed following the confirmation/ transfer panel. This means that if you have not

successfully transferred to confirmed PhD by your minimum completion date, the completion date will convert to a further 12 months after your PhD was confirmed.

For information on tuition fees, please refer to <https://www.cumbria.ac.uk/study/student-finance/postgraduate/>

7.3: Annual Review

An annual review is completed by you and separately by your lead supervisor before 31st August each academic year. It is recommended that a person external to your supervisory team should be invited to your annual progress review, (usually held between May and July each year). Your lead supervisor will invite an external person to your meeting.

7.4: Confirmation of PhD status/ Transfer from MPhil to PhD report structure

Your confirmation/transfer report should be a substantial document of approximately 7000 words. It should provide evidence of your doctoral potential that of the research project and demonstrate the probability of timely completion, within the expected minimum period of registration, taking account of any periods of intercalation.

The content and structure of the transfer document will be appropriate to the subject area and methodology of the research. Although there will be diversity, it should contain:

- an explanatory introduction that locates and provides a rationale for the research;
- evidence of critical and creative engagement with relevant literature and
- justification of selected research approach by reference to preliminary findings.

It must include:

- an outline (indicative contents list) of intended PhD thesis and
- a realistic time-scale for the remaining work, including writing up, up to the intended submission date (allowing reasonable time for supervisors to review drafts and for implementation of recommended revisions).
- a bibliography.

You may find it helpful to use the Template, as in Appendix 2. An electronic version of the template can be accessed from the **Graduate School Blackboard VLE**.

A proposal for transfer will be judged on a number of academic criteria, which will vary depending on the nature of the study. However, students may anticipate a number of factors which may operate, and should consider the following points:

- (a) Does my work so far appear to be of a standard and quality commensurate with study at doctorate level, and could it develop into a PhD thesis within the minimum/expected registration period?
- (b) Have I produced a thorough review of all the existing work in the field and shown where my work will fit in and advance the state of knowledge and understanding?
- (c) Do my research aims lead me to produce work of comparable originality and quality to existing PhD theses? Is the same true of the data or material which I have collected or located, and am I capable of improving my handling of existing data or material? (NB: It is not a formal requirement that fieldwork or primary research is to have been undertaken by the time of the panel.)
- (d) Is the quantity of material currently available comparable with that shown by existing PhD theses, and will I be able to increase the quantity of my material during the time available within the PhD registration period?

- (e) Have I thought through a critical approach to the material, which will enable me to address my research questions?
- (f) Are the standards of written English, bibliographical references and scholarly aspects of the proposal equivalent to those needed for a successful PhD thesis?

7.5: Teaching Opportunities

Some research students may wish to undertake teaching as part of their skills development. The University of Cumbria (UoC) recognises that doctoral students are a valuable asset to teaching and research projects, to which they can bring their specialist knowledge and research training. They can make a valuable contribution in providing research-connected teaching. Information is available on the Graduate School Blackboard site in *Key Information* tab.

It is acknowledged that not all doctoral students wish to teach, so training to teach and teaching itself is not compulsory. Teaching experience is particularly valuable for the career development of those who wish to enter an academic career. It must be emphasised, however, that:

- The university has a duty of care to students and to ensure the quality of teaching only suitably qualified and trained doctoral students will be offered teaching opportunities.
- The scope for teaching by doctoral students varies between different institutes and teaching opportunities will not always be available.

There are a range of possible contributions to teaching by research students depending on the subject discipline or professional field in which your research is based. Please consult with your lead supervisor who will consider the most suitable contribution to teaching by each research student on an individual basis.

Doctoral students wishing to teach at UoC must attend an introduction to teaching workshop provided by the Graduate School. They must also secure permission to teach from their Lead Supervisor and must register with Graduate School (graduateschool@cumbria.ac.uk) prior to teaching.

There is further guidance available in the Information Sheet on *Teaching Opportunities for Doctoral Students*. Supervisors must ensure that all students are aware of safe operational procedures particularly when using specialist equipment and techniques.

The opportunity to teach is part of our commitment to the *Concordat to Support the Career Development of Researchers*. It is also a question asked on the national Postgraduate Research Experience Survey (PRES). It is most likely our full time research students will take up this opportunity; obviously, any staff research students are *already teaching*.

7.6: Intellectual Property Rights (IPR)

[Intellectual property rights](#) (IPR) are a form of protection that gives the owner the ability to take legal action under civil law to try and stop others from making, using, importing or selling their creation. At the University of Cumbria IPR is invested in the student, unless the student wishes it assigned to the University (without prejudice to ongoing discussions between all relevant parties).

For those on the *Lancaster pathway*, the regulations for the awarding body (namely, Lancaster University) shall apply (see <https://gap.lancs.ac.uk/policy-info-guide/5-policies-procedures/Documents/Intellectual-Property-Regulations.pdf>).

The norm will be that both institutions agree to invest in you, as the student, the intellectual property developed in the course of the programme with respect to your doctoral work.

Should commercial potential arise it is agreed that the sharing of royalties and other identifiable commercial benefits will be agreed between the Parties in an equitable manner reflecting the input of each Party, and where external funding is concerned as per the contract.

7.7: Practical, professional or personal difficulties

During your research journey, you may face practical, professional or personal difficulties, which might affect your work. If problems arise, whether related to health, finances, academic progress, work, or personal matters, you are encouraged to deal with these problems, or highlight them to staff as soon as possible, so that delays or disruptions to work can be received sympathetically and periods of intercalation arranged if appropriate. In most cases, your lead supervisor will be the most appropriate person to approach.

Supervisors are experienced in research degree matters and will be familiar with some of the problems that you may face. If you feel unable to discuss a problem with your lead supervisor, then one of the following members of staff may be able to provide practical, confidential advice and support:

- Co-supervisors;
- Head of the Graduate School;
- Director of Research;
- Graduate School Administrator;
- Mental Health and Wellbeing Service;
- Students' Union or Chaplain.

7.8: Periods of intercalation

It is expected that you will submit your thesis around the minimum date for completion of your thesis. However, it is important that the Graduate School is informed of any extenuating circumstances such as illness, severe personal problems or commitments unrelated to the research project, which may delay your progress and prevent you from completing on time. In such cases, a period of intercalation can be requested.

You may request, at any one time, an intercalation period of up to 12 months, to a maximum of 24 months in total across the duration of your research degree. The intercalation period will not count towards the total registration period. Approval by the lead supervisor and Head of the Graduate School will be required. Whilst on intercalation you will have reduced access with supervisors to discuss your research. However, during your intercalation period, you should keep your lead supervisor informed of your situation at regular intervals.

When you are ready to proceed with your studies, the period of intercalation is terminated and the normal (full-time or part-time as appropriate) supervisory provision and access to resources (e.g. library) are restored. Periods of intercalation should not be used as a device to extend the period of registration; they are to cover times when you are unable to attend to your research for personal or professional reasons (such as significant life events).

7.9: De-brief support for PgR students working with sensitive research

All research students are entitled to refer to the Mental Health and Wellbeing Team, and request an appointment with a counsellor, therapist, or mental health case worker for individual support on a personal, emotional/psychological or mental health difficulty. De-brief support would meet the referral criteria. In this situation, the research student would need to refer through our single point of access, details of which can be found here: www.cumbria.ac.uk/need2talk

7.10: Insurance for Fieldwork

The University is covered by a wide range of insurance documents and policies including but not limited to Travel, Motor, University Property, Personal Effects, Liability Insurance, Student Placements (UK and Abroad), and Reciprocal Agreement with the IOM & Channel Isles. You **must**

obtain the relevant forms from the Graduate School. You must make the request before you commence your fieldwork. In addition, please note the [Lone Worker Procedures for Researchers](#).

7.10.1 Travel Insurance Certificates Students for Fieldwork, Study Visits and Conference Presentations

The University can insure you for travel, if the journey is made as an authorised journey in connection with your research degree. A certificate will be issued to you once the appropriate forms have been returned and all approvals obtained. You **must** obtain the relevant forms from the Graduate School, in advance of any travel. If you are planning on taking an item that is valued at more than £500 you must advise the Graduate School ahead of travel. If the item is deemed to be non-essential the University may request that you do not take the item with you. *Please note that the University does not normally insure mobile phones, tablets or laptops taken overseas.* You may need to consider taking out your own insurance cover for high value items. If you already have your own insurance policy for an item any claim should be made under that policy instead of the University contract.

Our Insurers need to be notified ahead of travel and agree cover for trips to Afghanistan, Iraq, Iran, Libya, Mali, Niger, Nigeria, North Korea, Somalia, Syria or Yemen or any country where the Foreign and Commonwealth Office (FCO) advise against travel or only essential travel. Please inform the Graduate School, who will notify the appropriate university institute if such a journey is planned. Please note that the University may decide not to authorise such a trip.

7.11: Change of Supervisor

It may be necessary to change supervisor, either due to changes in supervisor circumstances, or change of your study area, but every effort will be made to ensure continuity through the supervisory team. We will appoint a replacement supervisor as soon as possible. You will be asked to participate in discussion regarding a suitable replacement or alternative arrangement.

7.12: Extension of Maximum Registration Date

Extensions, during which fees continue to be paid, are the appropriate mechanism to extend duration of the research degree journey. You will not be permitted to change to 'writing up' fees while formative supervision is still required.

The request for an extension of registration must be made, if required, once you have reached your **maximum registration date**. Such requests are exceptional. You may request an extension of up to 12 months, to a maximum of 24 months in total. The extension will count towards the total registration period. Approval by your lead supervisor and Head of the Graduate School will be required, and will be subject to production of a timed action plan, which articulates the likelihood of completing the research in the time available. ***An extension will usually incur additional fees.***

Intercalations and extensions will only be granted retrospectively in exceptional circumstances where they could not reasonably be foreseen. They will not be approved for a period more than three months prior to the date the intercalation request form is received by the Graduate School, unless exceptional circumstances exist.

7.13: Transfer from one Institution to Another

If you have started a programme of study, you may, due to a change in circumstances, request to transfer registration to another institution. The institution to which you are intending to transfer must provide written confirmation that they are willing to accept you. If a student wishes to transfer into the University of Cumbria, the same process should take place.

7.14: Withdrawal from Research Degree Registration

In the event of you considering withdrawal from the programme, you should consult fully with your lead supervisor so that all possible means of staying on course can be explored. If it is

decided that withdrawal is in your best interests, you and your supervisor will notify the Graduate School administrator to complete the withdrawal process to ensure that your tuition fees and registration are cancelled (subject to the element of fee liability). The matter will be reported through the Research Degrees Sub-Committee.

7.15: Change to Thesis Title

The final title of thesis is required for examination arrangements. Any change to the title after approval of the examination arrangements should be notified in writing to the Graduate School by the lead supervisor. Prior to this time, changes to the thesis title may be made in consultation with your supervisor, subject to your supervisor's approval.

7.16: Student expectations after the viva

After your viva, if you are given a period of time to make corrections to your thesis (i.e. either 3 or 6 months), you may submit your thesis ahead of the deadline.

Following submission of your corrected thesis, it is important for you to note that the administration takes time. There are several processes which you need to consider including: 1. diaries to allow for the examiner(s) to allocate time to read and approve the corrected thesis; 2. forms to be completed and approved; 3. debt-checks on your student account; 4. your arrangements for your thesis to be hard-bound; and 5. the approval of the award. These checks can take a considerable length of time, and you need to be aware of this.

7.17: E-Copy Deposit of your Thesis

To deposit an e-copy of your thesis you must complete a [Thesis Access Declaration Form](#). This has three purposes:

1. It is giving permission for it to be available through Open Access
2. It explains the reasons why the thesis should have an embargo – examples of a viable embargo would be for confidentiality reasons, or if material is due to be published imminently.
3. It declares 3rd party copyright. Any copyright material must be removed and the redacted thesis must be uploaded to ETHOS.

Guidance for Depositing Your University of Cumbria Thesis in the Institutional Repository - Insight

- Full guidance on depositing your thesis can be found on the [Your Thesis web page](#).
- Ensure that you have read and understood the [University of Cumbria Postgraduate Research Assessment Regulations](#).
- When you have received the examiners' recommendations following the viva voce examination and any necessary amendments have been approved, you are required to complete the [Thesis Access Declaration Form](#).
- Email the completed Thesis Access Declaration form to graduateschool@cumbria.ac.uk and to insight@cumbria.ac.uk.
- Email the final PDF version of your thesis to insight@cumbria.ac.uk. The Insight administrator will deposit your thesis in Insight and apply the relevant metadata to make it discoverable.
- Once your thesis has been uploaded to Insight, the Graduate School will be informed that you have complied with University regulations.

Once the form is completed you are accepting responsibility for your thesis and any copyright issues.

For students on the *Lancaster pathway* when you deposit your thesis in the Lancaster print unit, the unit will give a receipt to you and send a confirmation to the UoC Graduate School. You will then complete the Lancaster University Thesis Access Declaration Form.

For all students if **an embargo is requested** the form will need to be counter-signed by the Head of Graduate School. Once the form has been counter-signed and the embargo issues have been addressed the Graduate School will send the student's record for sign off for the award.

Section 8: Social Media

The Graduate School has a Facebook page, which is a closed facility for people to share ideas. In order to become a member of this group you will need to sign in and join group. Visit us on: www.facebook.com/groups/uocgradschool

We also have a University of Cumbria Researchers Twitter account, which can be found at <http://twitter.com/UoCResearch>. The account is administrated by the Research Office and Graduate School. Many researchers and research students also have their own Twitter accounts.

Section 9: Information Services

Information services support your learning, teaching and research needs by providing pro-active, academically focused services, innovative flexible learning spaces and modern facilities.

[Libraries Services](#) - including Libraries, Learning Resources, Skills development, Disability [Student Support](#) - including Careers, Money, Health & Wellbeing

They actively work in partnership with academic institutes, professional services and students to plan and provide a personal learning experience to all who can benefit.

The library resources, services and systems available for researchers are located in the My Cumbria student Hub - <https://my.cumbria.ac.uk/Student-Life/Learning/postgraduate-study-and-research/>. Academic skills guidance and individual appointments with Library and Academic Advisors are available via Skills@Cumbria.

Group sessions are delivered as part of the **Graduate School's** Research Skills Development Programme, and Library Research Briefs' videos have been created for all the following areas, discovered at the links below:

- [Insight and OA](#)
- [Research Data Management](#)
- [Methodical Literature Searching](#) – there is a basic intro video and an extended video for health related searching
- [Bibliometrics](#)
- [ORCID](#)
- [RefWorks](#)

The University of Cumbria is keen to display its research outputs to the external community. The Repository environment is seen to encourage cross-sector developments within the Institution, maintain high levels of research and scholarly activity generation and support the archiving of research and scholarly outputs. Access to this useful resource is at <http://insight.cumbria.ac.uk/>. If you have any questions, comments or copyright enquiries about the University of Cumbria Institutional Repository please contact insight@cumbria.ac.uk

Section 10: Research Degree Governance

The Research Degrees Sub-Committee is the body through which formal procedures relating to research degree programme activity in the University of Cumbria is conducted. The Chair is the Head of the Graduate School. You can discuss items you would like brought to the attention of the Group with your postgraduate research student representatives and/or with Sonia Mason.

The Research Degrees Sub-Committee meets three times a year in November, March & May. Items for the agenda need to be with Sonia at least two weeks before each meeting. Specific meeting dates will be posted on the Graduate School Blackboard site.

10.1: Your postgraduate research representatives for 2019-2020 on various University groups and committees are:

PgR rep	Committee/ Activity
Kelly Fielden (Staff PgR) Fusehill Street Campus Ruby Iqbal (FT PgR) Lancaster	Research Committee
Kelly Fielden (Staff PgR) Fusehill Street Campus Ruby Iqbal (FT PgR) Lancaster	Research Degrees Sub Committee
Rebekah Ackroyd (FT PgR) Lancaster	Research Ethics panel
Rob Ewin (PT PgR) Fusehill Street Campus Carrie Hedges (PT PgR) Ambleside Campus	Research Excellence Framework steering group
Amy Smallwood (PT Overseas PgR)	Overseas student issues

Section 11: Supervision and your Responsibilities

Every supervisor has a different approach and may vary this according to their interpretation of your needs, so it is important to talk to them and understand their perspective. It is important from the outset that you and your supervisors are clear on your respective responsibilities. What are your shared aims and what contribution do your supervisors expect from you?

The responsibilities of the supervisor include:

- giving guidance on all aspects of the project
- helping you to carry out an analysis of training and learning needs
- maintaining contact through regular meetings
- help you to formulate a research plan
- ensuring that they understand what your expectations are
- being accessible to you at other appropriate times when advice may be needed (ensuring you know when they are not available)
- requesting written work as appropriate, and returning such work with constructive criticism in reasonable time
- ensuring that you are aware of how your research fits into any research groups or projects of which you are part
- coordinating the supervisory team
- giving guidance about literature, training, ethics, research techniques and academic conventions
- helping you develop your critical thinking
- giving feedback on your overall progress
- advising on courses, both specialist and concerning transferable skills
- helping you set realistic deadlines and to submit your thesis on time
- reporting regularly on your progress
- advising you on appropriate dissemination events, where to present your work, conferences and opportunities for publication (being aware of financial need)

- reading and commenting upon the whole of the final thesis
- preparing you for your viva, and advising on subsequent corrections you may have to undertake

While the supervisory team is a key resource in the conduct of your research degree, ultimately the responsibility for the project rests with you.

The responsibilities of the student include:

- agreeing and organising mutually convenient supervisory meetings, set the agenda and circulate work in advance
- taking responsibility for finding out what is expected
- taking the initiative in raising problems or difficulties
- discussing with the supervisory team how to make guidance more effective, including disability related concerns
- undertaking research training as agreed and where need is identified through the use of the Researcher Development Framework (RDF)
- attending the monthly Graduate School research skills development sessions
- attending the 2-week Doctoral summer school in the first 3 years of your PhD study
- presenting at Research Student Conference in first and/ or second year of study
- undertaking recommended reading
- producing written work as agreed
- applying and gaining necessary research ethics approval, taking into account any risks to participants and of you as the researcher – see [Research Support](#) for further guidance
- complying with reporting procedures and inform supervisors of the progress of your research
- telling supervisors about difficulties you encounter in your work
- discussing with supervisor(s) the desirability and timing of your transfer from Probationary PhD to confirmed PhD status, prepare the required transfer document and be available for interview by a ‘transfer panel’ (see Appendix 2 and the Graduate School web information)
- arranging for informal sharing of information and practice
- generating your own ideas
- setting realistic deadlines
- asking when you don't understand
- deciding when to submit the thesis and ensuring that it is submitted on time
- ensuring that the thesis complies with regulations.

While regulations will differ from university to university all research students are expected to be proactive, independent and assertive. You are also expected to complete the Supervision Form (appendix 1) ahead of each meeting and following the meeting, and to send the completed copy to your supervisor for their records.

11.1: Supervisory Teams

It is normal practice of the University of Cumbria for there to be more than one supervisor for each research student, with usually no more than three in a supervisory team. The additional team members may have specific subject specialist knowledge or methodological skills. All team members provide advice and oversee your progress, usually through supervision meetings. It is important that you and team are clear on the responsibilities of each team member and that the process is coordinated through the lead supervisor.

11.2: Supervisory meetings

There are different types of supervisory meetings, including face-to-face in-person, email exchanges, face to face via video conference such as Skype, and other forms of communication.

At the outset, you and your supervisors should agree on the appropriate frequency and nature of meetings and other forms of communication, and review this regularly. You must appreciate what is a reasonable expectation in terms of access to supervisors' time, and supervisors must ensure that they have enough contact with you to allow the appropriate level of guidance and knowledge about your progress.

Supervisors should:

- allocate a reasonable period of time for supervisory sessions: a full time doctoral researcher is entitled to the equivalent of at least an hour every two weeks with the supervisor(s) (and a part-time candidate to at least an hour a month) if you feel that this frequency of contact is necessary;
- the university allocates 30 face to face contact supervision hours for a full time student and 20 hours for a part time student (divided between the supervisory team);
- ensure that as far as possible supervision sessions are not interrupted by telephone calls, personal callers or institutional business;

The frequency and pattern of supervisory meetings may alter throughout your research programme, dependent on the particular stage reached. You and your supervisors should agree a minimum number of meetings each semester and for vacation periods.

The first supervisory meeting is vital in setting up your working relationship.

A brief note of all formal meetings should be agreed and kept by you and your supervisor(s). It is good practice for you to set the agenda for each supervision meeting, record the notes of the meeting and make this available to your supervisors.

General good practice for supervision meetings:

- Supervisors and students should book dates in advance in diaries. Meetings can always be cancelled if not needed.
- Allow time for discussing any pastoral issues that might arise
- Where possible, base meetings around written inputs from you, the student
- Balance positive feedback on achievement and constructive criticism
- Leave time and space for intellectual discussion
- Agree what should be achieved before the next meeting

Section 12: Overseas/ International (Tier 4) Students

The following is extracted from the [University's Tier 4 of the Points-Based System for Immigration General Student Visa](#).

In compliance with the Home Office - UK Visas and Immigration (UKVI), as a Sponsor the University of Cumbria is under a legal obligation to keep a record of the registration and attendance of all students under the University's sponsorship of their Tier 4 visa. The University will withdraw sponsorship and notify the Home Office UKVI following either a student's failure to register, or their continued non-engagement with their programme of study.

Following registration, students are required to inform the Graduate School:

- a. of all contact details and all changes to contact details
- b. if they will be absent for any reason, either from University or work placement; or unable to meet any deadline or any appointment

Failure to comply with the attendance monitoring policy will result in deregistration from the University, withdrawal of Tier 4 sponsorship and curtailment of the student's right to remain in the UK.

The university's responsibility as a Tier 4 sponsor is to be able to demonstrate that a student has continued academic engagement and satisfactory progress.

12.1: Engagement, Monitoring and Reporting for International Postgraduate Research Students

For Students who enter the UK on a Student Visit Visa you **must** go through the **Borders Desk** and get a stamp in your passport, otherwise you will be classed as a Visitor and would need to leave the country in 30 days. If you do not get your passport stamped, you would need to leave UK and then re-enter to get the required passport stamp.

Under the University's Academic Regulations and [Student Code of Conduct](#), students are required to notify the University if they will be absent for any reason from any expected contact or activity associated with their research programme.

Expected contacts or activities are any of the following:

- scheduled tutorial,
- supervisory support session,
- regular progress review,
- attending the confirmation panel,
- any programme-related appointment,
- attendance at three summer schools, and
- attending the viva voce examination.

In accordance with the Home Office UKVI Sponsor Guidance, as Sponsor:

- a pattern of engagement will be agreed between the student and the supervisor at the start of the programme.
- a record will be made by the student's supervisor of Tier 4 student attendance and/or absence at every expected contact. In line with the Graduate School policy, an appropriate activity is expected to take place every two weeks, minimum
- absence is recorded as either notified or non-notified
- periods of holiday agreed by the Graduate School are listed by the supervisor and the Graduate School in the attendance record
- postgraduate research students studying away who wish to retain their Tier 4 status must continue to engage at the same frequency
 - expected contacts or activities may include, in this situation, supervisory meetings by Skype, telephone, or email, where the email exchange is a substantial discussion of the student's progress
 - the attendance record will be kept in the same way, with the supervisor noting that the student is studying away
 - the student must update their contact details in ICON portal for the period of their studying away
- attendance and absence records are entered onto the individual student profile by programme administrators and monitored as appropriate.

The University will report to the Home Office UKVI a student as being in breach of the conditions of their Tier 4 visa when the pattern of absence has breached the University's Academic Regulations and Student Code of Conduct, and where they have not given reasonable notice, or the University has reasonably not given permission.

This has two consequences:

1. Tier 4 Sponsorship of the student will therefore be withdrawn

2. Deregistration of the student from the programme of study will take place

If contact is re-established with the student, the University may agree to reinstate them on their programme, provided that there has been no breach of the Academic Regulations or Student Code of Conduct. In such circumstances the University will inform the Home Office UKVI that they wish to resume sponsorship and that they will not be withdrawing Sponsorship.

Section 13: Criteria for the award of PhD

The degree shall be awarded on the examination of a thesis (and other submitted materials where relevant for *PhD by Published Work, Art Practice or Alternative Format*) embodying the results of your research, and on an oral examination, the *voce viva*. The nature of your research programme should be on a scale that should be completed during three years, or at most four years of full-time study or equivalent.

The results of this research shall then be embodied in a thesis that makes an original contribution to knowledge and the completed thesis must contain material of a standard appropriate for scholarly publication.

The thesis shall comply with the requirements for the form, submission and deposit of theses as shown in the [University Postgraduate Research Assessment Regulations](#), and appendix 4 of this handbook. For those on the *Lancaster* pathway see [their regulations](#).

A successful candidate for the degree of PhD should be able to demonstrate

- (a) an ability to conceptualise, design and implement a major project for the generation of significant new knowledge, applications and/or understanding, using appropriate concepts and methods, where necessary adapting these to meet unforeseen issues;
- (b) a systematic acquisition of, and insight into, a substantial body of knowledge including the primary literature in their particular area of interest;
- (c) an ability to relate theory and concepts to evidence in a systematic way and to draw appropriate conclusions based on the evidence;
- (d) critical investigation of their research topic resulting in the creation and interpretation of knowledge which extends the forefront of their discipline through original research;
- (e) a detailed understanding of, and ability to use, applicable techniques for research and advanced inquiry in their field;
- (f) that they can make informed judgements on complex issues in their field, often in the absence of complete data;
- (g) that the research is of publishable quality and is of a standard which satisfies peer review;
- (h) that they are competent as an independent researcher in their discipline and capable of continuing to undertake research at an advanced level, contributing substantially to the development of new techniques, ideas or approaches;
- (i) an understanding of the place of the research in the wider context;
- (j) an ability to recognise the limitations of the research undertaken and to be able to suggest ways of overcoming these in future research;
- (k) an ability to write clearly and effectively and to meet approved criteria for formal presentation of a written thesis;
- (l) the qualities and transferable skills necessary for employment requiring personal responsibility and autonomous initiative in complex and often unpredictable situations;
- (m) the ability to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences.

[UK Quality Code for Higher Education Part A: Setting and Maintaining Academic Standards](#) states that Doctoral degrees are awarded to students who have demonstrated (2014, pg.30):

- a) the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication
- b) a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice
- c) the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems
- d) a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- b) make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences
- c) continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.

And holders will have:

- a) the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

Section 14: Criteria for the award of MPhil

The degree shall be awarded on the examination of a thesis embodying the results of your research, and on an oral examination (Viva voce). The work for the degree shall consist mainly of research and directed study.

A successful candidate for the degree of MPhil shall display a convincing grasp of the techniques of research appropriate to the field of study on a scale, which can be completed during two years, or at most three years, of full-time study or equivalent. The thesis embodying the results of the research shall demonstrate evidence of originality, at least in the exercise of an independent critical faculty, and shall achieve a high standard of competence in argument and presentation. The thesis shall comply with the requirements for the form, submission and deposit of theses (see Appendix 4).

Section 15: Malpractice and Plagiarism in Written Work

The University regards any form of academic malpractice as a serious matter. Where the incident has implications for fitness to practice an academic malpractice incident may lead to the Adjudication or Progress Review Procedure being initiated. The types of malpractice within the University's regulations that relate to research degrees are:

- Plagiarism (including in published works if submitted for the award of a PhD by published work);
- Fabrication and falsification;
- Impersonation/Ghost Writing.

The University of Cumbria has strict regulations against plagiarism in written work, and failure to observe them will be heavily penalised. Plagiarism consists of unacknowledged use of someone else's work and attempting to pass it off as one's own. It includes the representation of work: written, visual, practical or otherwise, of any other person, including another student or anonymous web-based material, or any institution, as the candidate's own.

It may take the form of:

- I. wholesale verbatim copying or insertion of multiple paragraphs of another person's work (published or unpublished and including material freely available in electronic form and including work of another student) without acknowledgement of sources
- II. the close paraphrasing of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement
- III. unacknowledged quotation of phrases from another person's work
- IV. the deliberate and detailed presentation of another person's concept as one's own
- V. ghost writing – where a student requests another student or external body to write/produce material for them for purposes of submitting it as their own. This also includes the downloading or purchasing of essays from the internet
- VI. resubmitting one's own work in its entirety (or substantial sections) which has previously been submitted for another module or programme.

In addition, plagiarism shall be deemed to include unacknowledged or unattributed concepts, proposals, interpretations, methodologies or conclusions, which take place beyond the verbatim reproduction of texts or material without explicit identification of source or reference. You must acknowledge or 'cite' this information in your work and include full details in your list of references. [Citethemrightonline](#) is a fully electronic version (you will need to login, if accessing from off campus, using your normal university username and password).

Section 16: Copyright

[Copyright](#) provides the author/creator with exclusive rights over their creative work. It offers protection over the expression of ideas (not the idea itself) in various forms:

- original literary, dramatic, musical or artistic works
- sound recordings, films or broadcasts
- the typographical arrangement of published editions

Copyright protects the work from being used without the express permission of the creator. Copyright holders own exclusive rights to copy, publish and broadcast their work. Copyright holders may assign these rights to others for example by use of a licence.

Material from other sources can be included in a thesis provided it is for critical review. It MUST have a specific purpose in the thesis. It must be acknowledged, correctly cited, and appropriate permissions for use gained.

Section 17: Academic Appeals

[The right of appeal](#) is available to all research students who:

1. have failed to qualify to proceed from one stage of a degree programme to the next;
2. have failed to qualify for the award of the degree for which they were registered;
3. wish to challenge, on procedural grounds, the degree to be awarded;
4. received a lower class of degree than would otherwise have been the case had plagiarism penalties not been applied.

A *prima facie* case for appeal will be deemed to exist if there is evidence of one or more of:

- (a) material administrative error or irregularity in the conduct of assessment which adversely affected the student's performance and results;
- (b) significant extenuating circumstances which adversely affected the student's performance and results;
- (c) unfair treatment or discrimination, out with the exercise of academic judgement; which, for good reason, could not be brought to the attention of examiners at the relevant time and which could have influenced their recommendations had the information been available at that time.

Research students will not be hindered in making a reasonable appeal. All parties will act without bias or prejudice and in a sensitive, fair and prompt manner. The objective of the procedure is to establish the facts and come to a reasonable and just resolution, which is both relevant and proportionate.

Advice on how to use these procedures is available from the Students' Union or the Student Academic Administration Service (SAAS).

The University uses a two-stage procedure. The potential options for outcomes available to the Academic Appeal Panel will differ depending on the nature of the case, particularly with regard to the level of the award.

Appendix 1 – Supervision Record

Research Student Supervision Record

Name of Research Student:
Name of Institute/Centre:
Name of Supervisors present:
Title of Project:
Date/Time of Meeting:
Summary of activities since last meeting:
Agenda for today's supervision:
Comments by Supervisors:
Date:
Comments by Research Student:
Date:
Agreed plans for period before the next meeting: [Please include an agreed plan for the next research period, including training plans, if applicable, and timeline]
Proposed date/time of next meeting:

Appendix 2

Transfer of registration from Probationary to Confirmed PhD or MPhil to PhD

(in accordance with University of Cumbria regulations)

Name of student:

Provisional title of research study:

Funding source:

The proposal should be a substantial document of approximately 7000 words. It should provide evidence of the doctoral potential of the student and the research project and demonstrate the probability of timely completion, within the expected (minimum for full-time students) period of registration, taking account of any periods of intercalation. The content and structure of the transfer proposal will be appropriate to the subject area and methodology of the research.

The following framework is suggested as a guideline but is not mandatory.

Abstract (250-300 words max.)

Introduction

an explanatory introduction that locates and provides a rationale for the research

Literature Review

evidence of critical and creative engagement with relevant literature

Method

justification of selected research approach by reference to preliminary findings

Outline of intended PhD thesis

indicative contents list

Outputs to date

Including any internal/external courses attended, further training undertaken (e.g. any demonstration and/or lecturing undertaken), oral/poster presentations submitted/made, papers submitted/published, any wider dissemination of research findings (press articles etc.)

Time-scale for the remaining work

including writing up, up to the intended submission date (allowing reasonable time for supervisors to review drafts and for implementation of recommended revisions)

Illustrative Bibliography

Include everything mentioned in the proposal plus key texts which will be used in the thesis

Appendix 3

University of Cumbria Graduate School

Pre-submission Declaration Form PhD/MPhil

Prior to submission of theses, all students must sign this form and also have it signed by their lead supervisor and await confirmation from the Graduate School that submission is approved.

If you are unable to confirm that you have satisfied each of the points listed below, you are not yet ready to submit¹. You should work with your supervisor to discuss what further work is required.

Name of Student:

Title of thesis:

.....

.....

Name of Supervisor (Lead):

Please indicate Yes or No to each of the following statements Yes/No

I hereby confirm that my supervisor has had an opportunity to see a draft of my finished thesis.

My contribution/s to knowledge has/have been clearly identified in the concluding chapters/sections of the thesis.

The structure and format, length (including declaration of word count), structure and literacy quality of the thesis is in line with what is required and expected.

I have developed a cogent argument that is clearly articulated in the thesis.

I have submitted an electronic copy of my thesis to the Graduate School.

I will submit my final agreed thesis to the institutional repository.

Signed (student):

Date:

For Graduate School use:

Submission approved (Graduate School to notify student to proceed with formal submission).

Signed:

Head of the Graduate School

¹ It is accepted that these criteria may not be relevant in the case of certain subject areas; for example, Creative Writing. Please agree with your supervisor, which criteria are appropriate in your case and insert/delete as appropriate.

Appendix 4

Submission and deposit: Doctoral theses

1. Candidates shall submit to the Graduate School:
 - a. Copies of the thesis (one per examiner) in a secure adhesive binding - Do not sign your actual thesis.
 - b. A Thesis Access Declaration form.
2. **After the viva voce examination** has taken place and any necessary amendments have been approved, one or two copies of the thesis must be hard bound according to the specifications outlined by the Graduate School.
3. For all students one copy of the final version of the thesis must be deposited electronically in the institutional repository, one copy of the thesis must be hard bound according to the specifications below and deposited with the Graduate School to be forwarded to the Library.
4. A thesis for which approval has been granted for submission in an **Alternative Format** shall include:
 - (a) an introductory chapter covering the whole of the background and context of the research and demonstrating the overall unity of approach(es) and theme(s);
 - (b) a final chapter summarising the achievements and conclusions of the whole of the research;
 - (c) a full statement of authorship for each multi-authored publication, accompanied by written certification by the other authors of each publication of the proportion for which credit is due the candidate for carrying out the research and preparing the publication; and
 - (d) where appropriate a consolidated bibliography, in addition to these elements as they appear in individual paper-format chapters.

Note: a candidate may be advised to include a comprehensive methodology chapter, in addition to these elements as they appear in individual paper-format chapters. Further advice may be found in the guidelines published by the Graduate School.

5. All items submitted for the degree of **PhD by Published Work** with the exception of books, shall be submitted for examination in a secure binding, with each of the three sets of publications being fixed securely between covers, together with the covering paper. A frontispiece, giving the author's name, the name of the degree and year of submission, shall be included.
6. If the degree is awarded, one print copy of the submission is required for deposition in the University Library. For all students unpublished material contained in the thesis must be submitted as an 'edited thesis' as an electronic deposit.

Submission and deposit: MPhil theses

7. Candidates shall submit to the Graduate School copies of the thesis (one per examiner) in a secure adhesive binding. After the examiners' recommendations have been made known to the student and any necessary amendments have been completed one or two copies of the thesis must be hard bound according to the specifications outlined by the Graduate School.
8. One copy of a thesis shall be retained for public use in the University Library. These copies shall be submitted to the Graduate School.
9. One electronic copy of the thesis will be deposited in the institutional repository. The candidate, in consultation with the supervisor and institute, shall instruct the Library if the thesis is not to be made available immediately for general public use. No thesis shall be withheld from public use for more than five years.
10. A candidate who is required by the examiners to make corrections to the thesis shall complete the corrections within three months of receiving, from the internal examiner, notice of the corrections to be made. A candidate who is required by the examiners to make minor amendments to the thesis shall complete the amendments within six months of receiving, from the internal examiner, notice of the amendments to be made. The degree shall not be awarded until the thesis has been corrected or amended to the satisfaction of

the examiners and the revised hardbound copies/ copy have been submitted to the Graduate School.

Word Length

11. A thesis for the degree of MPhil shall not exceed 60,000 words (including any footnotes and appendices but excluding the bibliography); or below a minimum of 40,000 words.
12. A thesis for the degree of PhD shall not exceed 80,000 words (including any footnotes and appendices but excluding the bibliography), without prior approval from the body with delegated authority from Academic Board. A PhD thesis would not be below 60,000 words.
13. Candidates shall make a declaration of the word length of the thesis and confirm that it does not exceed the permitted maximum. If it does exceed the permitted maximum, the declaration shall include a confirmation that this has been formally agreed by the Head of the Graduate School on behalf of the University.

Format and Requirements: all theses

14. All Theses shall be written in English.
15. Candidates must avoid typographical, spelling and other minor errors. If any such errors are made, the candidate must correct them to the examiners' satisfaction before a degree is awarded.
16. The author's full names and degrees, the title of the thesis, word count, the degree for which the thesis is submitted, University of Cumbria and the month and year of submission shall appear on the first leaf of the thesis and at the top of the abstract. The statement "Thesis submitted in partial fulfilment of the requirements for the degree of Doctor/Master (delete as appropriate) of Philosophy" should be added.
17. Each thesis shall be preceded by an abstract not exceeding 300 words typed as specified below in a form suitable for use in major abstract indices.
18. The text of the thesis shall be word processed on good quality A4 paper (210 mm x 297 mm), using double line spacing, leaving a left hand margin of 38 mm, and a margin of 25 mm on the other three sides. Diagrams and illustrations shall be reproduced or mounted on similar paper; any that cannot be folded on A4 size must be submitted in a suitable portfolio, which shall bear the particulars, listed in 2.4 above.
19. The author shall provide as an integral part of the thesis a comprehensive list of contents, including diagrams, illustrative matter and any appendices; bibliography comprehending all materials cited or referred to in the whole submission; and must indicate if any part of the thesis is bound separately.
20. Pagination shall extend to the whole of each volume, including any diagrams, appendices, or other matter. For preliminary matter roman numerals may be used. If chapters have numerical subdivisions these shall be recorded in the contents list.
21. Candidates must make a declaration that the thesis is their own work, and has not been submitted in substantially the same form for the award of a higher degree elsewhere. Any sections of the thesis, which have been published, or submitted for a higher degree elsewhere, shall be clearly identified. If the thesis is the result of joint research, a statement indicating the nature of the candidate's contribution to that research, confirmed by the supervisor(s), shall be included.
22. Students must make a declaration granting the institutional repository a number of permissions and conditions with respect to online access to their work. If any subsidiary material owned by third party copyright holders has been included, candidates must declare permission has been sought and obtained to make it available in digital format.

Form of theses

23. General guidance on the preparation and presentation of a thesis can be found in the books available from the University of Cumbria Library. Use [Onesearch](#) to locate titles. Try searching using keywords such as "thesis skills" or "thesis handbook" or "writing theses"
24. The University of Cumbria uses a Harvard style as its main referencing approach; further guidance on [Citing references](#) is available on University of Cumbria Library's website. Please check with your supervisor the most appropriate referencing style for your field of study such as Harvard, APA, Chicago and Vancouver.

Binding of theses – specifications

There are two stages of binding:

- (i) Soft binding
- (ii) Hard binding

Soft binding

1. You must submit one copy of your thesis for each examiner plus an additional copy if a chair has been appointed for your viva voce examination.
2. A soft-bound thesis comprises a card backing, a clear acetate cover and a thermal binding.
3. The University of Cumbria Print Unit can soft bind theses up to 350 pages including covers on 80gsm (35mm; 1.5 inches).

Print Unit, University of Cumbria
The Stables, Bowerham Road, Lancaster, LA1 3JD
01524 384315 - ext. 4315
email: print.unit@cumbria.ac.uk

Please send an email to print.unit@cumbria.ac.uk with two pdf attachments: one for colour if applicable and the other black and white. This will ensure that all formatting and page settings will be unaffected. Please allow the Print Unit a week's notice and call in to view your thesis on the screen before it is printed. Discuss with the Print Unit payment options.

Hard Binding

1. Pages, which should be trimmed on all edges, should be bound in a fixed permanent binding, rounded and backed boards to be of a quality strong enough to support the volume when standing on the shelf and having a square on all edges;
 - a) covering material to be of a cotton woven library buckram or rexine with a washable surface; cloth colours Black (MPhil), and Blue (PhD);
 - b) lettering to be in silver. In capital letters reading down the spine, candidate's surname, followed by initials; across the lower half of the spine, title of degree, the word 'CUMBRIA', and the year of submission;
 - c) photographs and other mounted illustrations should be added after the thesis has been bound. Where mounted material is to be used a system of permanent guarding must be provided.
2. For those on the **Lancaster pathway** please ask the Graduate School administration for details of hard copy requirements.
3. Additional copies (e.g. for the student's own personal use) may be sent to the print unit at the same time as the official copies. The binding of such personal copies may, at the student's discretion, be delayed until after the thesis has been approved (in which case any necessary corrections can be incorporated).
4. **All students, for hard binding please use Print Unit at Lancaster University**, where we have an arrangement for both universities: Design, Photography and Print, County College, Lancaster University, Bailrigg, Lancaster LA1 4YW Tel: +44 (0)1524 592070. For a cost estimate or advice please contact printunit@lancaster.ac.uk.