Registration of a research degree student

Scope
All full and part-time research students, including those registered on a validated research degree programme, and academic and administrative staff who have a responsibility for overseeing the annual research degree registration process.

Senate Regulations:
Regulation 24 – Doctoral Programmes
Regulation 23 – Masters Degree by Research

Date approved/re-approved
APPSC 22 April 2009 updates approved, Education Committee 15 June 2012

Date for review
To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Graduate School Committee, as required.

To be read in conjunction with Section 9 of the University’s Quality Manual.

Equality and Diversity statement
City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.
Registration of a Research Degree

The following statements should be read alongside the University's Regulations for Doctoral Programmes and Masters Degrees by Research. The statements are intended to provide further clarity on the policies and processes that assure the quality and enhancement of research degree provision across the University and which are outlined in the Framework for Research Degrees Provision.

The University's Research Degree Framework and Regulations apply equally to partnership provision unless different arrangements have been agreed between the University and the partner institution and have received University approval. Details will be set out in the Memorandum of Agreement for the partnership and in information provided to students.

Any allocation of, or amendment to, the registration category of a new or existing student requires approval from the School Board of Studies on the recommendation of the Senior Tutor/Director of Research.

Principles

- All doctoral students will be registered initially as MPhil/PhD students (or equivalent) except in those circumstances where a student has transferred from another institution and has provided suitable and appropriate evidence that permits direct registration as a PhD student (or equivalent);

- A student will not be permitted to register at more than one institution at any one time. Any student wishing to transfer from another institution must have written confirmation from the other institution that it is content to relinquish any rights to the research project before they may register for a research degree at the University;

An applicant will be registered as a student under any one or a combination of the following categories:

- Full-time candidature
- Part-time candidature
- Internal candidature
- External candidature
- Staff candidature
- Writing-up

- A student may apply for a change to their original date of registration. The date of registration may be either deferred or back dated. Evidence of extenuating circumstances must be provided.

Full-time candidature

- Full-time students will normally be registered as internal students and will carry out their research through the University;

- Full time students are permitted to undertake limited employment for not more than an average of 6 hours per week which includes any paid teaching and/or tutorial duties for the University. Any employment that the student undertakes must have the approval of the first supervisor and the Head of Department.

Part-time candidature

- Part-time students will normally be registered as internal students and will carry out their research through the University;

- Part-time students are normally expected to spend the equivalent of two days per week on their research. The period of study will not exceed 15 hours of organised daytime study per week.\(^1\)
Internal candidature

- Internal students pursue a course of research within the University as either full or part-time students. An internally registered student will be allocated a supervisory team consisting of at least one current member of the academic staff of the University who will fulfil the role of the first supervisor.

External candidature

- External students pursue a course of research either in an approved educational institution or in an industrial or commercial organisation. Students who for academic reasons are based abroad, or whose research requires extensive contact with an outside organisation, will register as an external student. An externally-registered student will be allocated a supervisory team consisting of an approved external supervisor, who will fulfil the role of the first supervisor, and one current member of the academic staff of the University;

- The University has a responsibility to ensure that an externally registered student is provided with the appropriate support to be able to carry out their research satisfactorily to completion. An application to register as an external student must be supported with the following information before registration as an external student may be approved:
  - the name of the institution/organisation at which the research is to be conducted;
  - the academic and professional qualifications and experience of the proposed external supervisor, in the form of a brief resumé, and details of their current employment;
  - an outline of the proposed contact arrangements between the student, internal supervisor and proposed external supervisor, especially where students are studying overseas.

Externally-registered students are required to:

- spend up to 4 days per year in the University;
- give an annual seminar on their research;
- meet with their internal supervisor.

- Externally registered students may incur an additional fee to cover any traveling and associated costs should it be appropriate for the internal supervisor to visit them in their workplace or place of study.

Staff candidature

- Staff candidates are members of staff of the University or retired members of staff. The Board of Studies shall decide whether a candidate is registered as either a staff or student candidate and, on that basis, will agree the supervision arrangements, any tuition fees due, the minimum and maximum periods of candidature and the examination arrangements.

Writing up

- A student may transfer to writing-up should they have served the minimum period of candidature and no longer require supervision. Transfer to writing-up is an academic judgement and will not be permitted for financial reasons.

NB: International students must contact the Student Centre for clarification on any visa implications during any application for a change to their registration category.