

CHAPTER 3

Progressing the Research Work

3.1 Introduction

A student must be registered on the appropriate register to be a graduate research student of TU Dublin, to undertake taught elements, to submit an annual progress report for assessment, and to submit a thesis for examination. Penalties may apply if a student does not submit the thesis within the relevant timeframe. Further details are available in Section 6.3 of this document.

As described earlier, there are two main elements to each of our research programmes: Element 1 Original Research and Element 2 Professional Skills Development. Progress in the research work is monitored and recorded on a regular basis by the supervisor(s) and student primarily to ensure success at the annual evaluations, successful completion of taught modules and the successful production of a relevant thesis for examination for the award by the due date. Annual progression boards consider the results of both annual evaluations (element 1) and taught modules (element 2) and will decide on the progression of each student to the following year. However, the basis for the award of all research degrees at TU Dublin is successful completion and examination of the research thesis, comprising work of publishable quality. The mapping of progress is a vital element in the timely completion of the research. If the student or supervisor(s) consider that the progress of the research is unsatisfactory at any stage, it is important that this be brought immediately to the attention of the appropriate Head of School.

3.2 Work Arrangements, Meetings and Written Reports

Working hours and arrangements for leave and holidays should be agreed by each individual student with their supervisor(s).

Graduate research students normally take four weeks annual leave. If sick leave is sought for more than two consecutive days, a medical certificate should be returned to the relevant supervisor(s). If leave for a period longer than two consecutive weeks is sought, a leave of absence as described in Section 6.1.1, should be requested in consultation with the supervisor(s).

Students and supervisors should maintain a written record of meetings and progress. It is recommended that a research logbook showing the list of meetings held during the year is used to record the progress of the research work and the broad decisions made at each stage in the work.

3.3 Annual Renewal of Registration

Permission to renew a registration is granted only on the basis that all relevant fees have been paid and that the research project has progressed satisfactorily during the previous year of registration, as determined through TU Dublin's annual evaluation procedures.

Renewal of registration takes place at a time and place notified by the Graduate Research School Office and after payment of the appropriate fee.

3.4 Annual Evaluation

All registered research students must complete the annual evaluation event each year, regardless of the date of their first registration. Re-registration solely for the purpose of visa renewal will not be facilitated in the absence of a successful annual evaluation.

Indicative timetables are provided in Section 2.3.4 of this document but in summary:

- Annual Evaluations for Block A students take place in December.
- Annual Evaluations for Block B students take place in May.
- Annual Evaluations for Block C students take place in September.

Step 1.

Each year, all Stage 1 and Stage 3 students are required to complete a PGR 2B [Student Annual Progress] form and their supervisors are required to complete a PGR 2C [Supervisor Annual Progress] form returning both to the relevant Head of Research. All Stage 1 and Stage 3 students are then required to attend an annual evaluation event.

Step 2.

The relevant Head of Research will co-ordinate the annual evaluation event in each school, during which the graduate student is required to present a seminar on their work to staff, fellow students and other invited guests. The relevant Head of Research will notify all registered graduate students and their supervisors of the schedule of seminars and dates.

The assessment panel includes the lead supervisor, Head of relevant School (or nominee) and relevant Head of Research. In cases where the panel does not agree on a recommendation, then the outcome shall be decided by a majority decision.

The panel will assess the quality and progress of the research work to date and the quality and feasibility of the proposed programme of work for the award sought. The panel will convey its decision using form PGR 2D [Assessment of Annual Progress], returning it to the Graduate Research School Office, making one of the following recommendations

1. Research and progress satisfactory, continue;
2. Research and progress unsatisfactory, remedial action needed. Report and present again at a time agreed by the panel;
3. Research and progress unsatisfactory, recommend to transfer to a lower register;
4. Research and progress unsatisfactory, discontinue.
5. Research and progress satisfactory, recommend to transfer from the DMus to the PhD register;
6. Research and progress satisfactory, outstanding level of music performance, recommend to transfer from the PhD to the DMus register;

In the case of decision 2, a student may only have two attempts at the annual evaluation in any given 12 month period. If both attempts are unsuccessful, the outcome for a student on the PgDip register shall be a discontinuation: In the case of a student on the MPhil, PhD or DMus registers, the outcome may, subject to the circumstances of the case, either be a discontinuation or a transfer to a lower register.

In the case of decision 3, a student may have 3 months in addition to the maximum time allowed to complete the thesis for the lower award.

If a student experiences any difficulty in attending the annual evaluation event, they must immediately inform the relevant Head of Research and a supplemental evaluation process may be carried out in September each year to facilitate the process.

3.5 Progression Board Meetings

Indicative timetables are provided in Section 2.3.4 of this document but in summary the relevant Head of Research will organise the:

- Progression Boards for Block A students take place in January.
- Progression Boards for Block B students take place in June.
- Progression Boards for Block C students take place in October.

Progression boards consider the results of both modules and annual evaluations and will decide on the progression of each student to the following year. The Head of the Graduate Research School will prepare the details of module results for each student and will forward to the relevant Head of Research, who will in turn return the decisions for all graduate research students registered in each school in their Faculty, to the Graduate Research School Office.

3.6 Notification of Results

The Graduate Research School Office will issue the results to all students and their supervisors using the Student Information System (Banner)

3.7 Feedback from Student and Supervisors

The annual evaluation process is also used to consider feedback from students and supervisors. Each year, students are required to complete a PGR 2B [Student Annual Progress] form and their supervisors are required to complete a PGR 2C [Supervisor Annual Progress] and both can include any issues and provide an action plan for the coming year. Each Head of Research will compile a report based on the feedback received from students and supervisors using a PGR 2E [Faculty Annual Progress Report] and will forward the report to the Graduate Research School Office.

Annually, all students at TU Dublin also complete the Student Feedback Survey and the reports on research student feedback are considered by the Research Programme Committee

From the Faculty Annual Progress Reports and the reports on research student feedback, the Head of the Graduate Research School will draft the Annual Programme Enhancement report for consideration and approval by the Research Programme Committee.

From the Annual Programme Enhancement report, the Research Programme Committee will draft the Quality Enhancement Plan for consideration and approval by the Graduate Research School Board.

The Chair of the Graduate Research School Board will submit the Quality Enhancement Plan, to the TU Dublin Academic Quality Assurance and Enhancement Committee.

3.8 Transfer from the PgDip Register or Taught Masters to the MPhil Register

At least 3 months prior to the finish date a student, while on the PgDip(Res) or a taught Master's register at TU Dublin, may apply to transfer to the MPhil register. Prior to starting the application process, the supervisor should ensure that sufficient funding is available to complete the project to MPhil.

Step 1.

The supervisor(s) nominates one transfer examiner who must be independent of the project, the supervisor(s) and the graduate student and possess the following attributes

- External to TU Dublin;

- Expertise in the broad area of the research work;
- Currently research active, demonstrated through outputs relevant to the discipline in the previous 4 years;
- An MPhil or equivalent qualification;
- Supervised at least one student to completion at MPhil level and/or examined at MPhil level.

Former postdoctoral researchers and/or former employees of TU Dublin may act as external examiners 3 years after leaving the university. In such cases, the proposed examiner must not be currently supervising any graduate research students in any school at TU Dublin.

Through a process of informal contact, the supervisor(s) should ascertain the willingness of the nominee to act in this capacity, as well as possible dates for the examination.

The student and supervisor(s) are required to complete a PGR3A [Application to Transfer to Higher Register] form which is endorsed and signed by the relevant Head of School.

Step 2.

The completed form is forwarded to the relevant Head of Research, who must table all requests for transfer to higher registers to their Academic Board for approval. Once Academic Board approval has been received, the signed PGR 3A form is sent to the Graduate Research School Office. The Graduate Research School Board considers the nomination on behalf of the University Programme Board who has final approval of such requests having taken account of the views of The Graduate Research School Board.

A transfer examination may not proceed until approval from the Graduate Research School Board has been received.

Step 3.

The relevant Head of Research will co-ordinate the transfer examination including all arrangements for the examiner, venue and documentation.

At least 5 weeks prior to the proposed transfer examination, the student should submit to their Head of Research an electronic copy of their transfer report which must contain

- A comprehensive description of the research work carried out to date;
- A detailed written plan of the future research including the rationale and timeframes.

The examiner may request a hard copy of the transfer report. In such cases the Head of Research will contact the student requesting 2 hard copies, and the Head of Research will arrange for delivery to the Chairperson and the Examiner.

Transfer reports must be entirely the work of the students and the use of paid editing and/or professional proof reading services are not permitted in any circumstances. Students are advised to use the format and presentation as recommended for final theses in section 4.4. The report should consist of two parts. Part 1 should detail the work completed, including any training, prior to the transfer, while part 2 should detail the proposed programme of work for the higher award, including any training requirements. A short report (50-100 pages based on discipline norms) is recommended.

In addition, students transferring from a taught Masters programme must include and sign the following declaration in their transfer report.

I certify that this report which I now submit for examination for transfer to the MPhil register is entirely my own work and has not been taken from the work of others, save and to the extent that such work has been cited and acknowledged within the text of my work.

This report was prepared according to the regulations for graduate study by research of Technological University Dublin and has not been submitted in whole or in part for another award in any third level institution.

The work reported on in this thesis conforms to the principles and requirements of the TU Dublin's guidelines for ethics in research.

Signature _____ Date _____
Candidate

The Head of Research will forward all documentation to the examiner and will notify the examiner, student and their supervisors of the venue and schedule. Normally all transfer examinations take place on campus. The External Examiner may, however, request to hold the examination online, using the University's approved system. In such cases, all other participants, including the Chairperson, the student and the supervisor(s), must be present at the on-campus venue.

Step 4.

The student will undertake an oral examination in private session which will be solely attended by the transfer examiner, the supervisor(s) and the Head of Research (or nominee) who will act as chairperson. The Chairperson will ensure that TU Dublin's regulations are followed and that the formal report on the examination process, form PGR 3B [Report on Transfer Examination] is completed together with recommendations and forwarded to the Graduate Research School Office.

Normally the examination will commence with a brief 15 minute (max) presentation by the student. The examiner will assess the quality and progress of the research work to date and the quality and feasibility of the proposed programme of work for the award sought, making one of the following recommendations

1. Proposed Research and progress suitable for transfer to a higher register, transfer;
2. Proposed research and/or progress not suitable, remedial action and report and present again at a time agreed;
3. Proposed research and/or progress not suitable, cannot transfer to a higher register.

In the case of decision 2 a student may only have one further attempt to pass the examination. If both attempts are unsuccessful the outcome is cannot transfer to the higher register. The student should prepare a thesis for examination for the award of PgDip(Res) and will have 3 months from the date of the second transfer exam to submit their thesis.

In the case of decision 3 a student will have 3 months from the date of the transfer exam to submit their thesis for examination for the award of PgDip(Res).

The Chairperson will verbally notify the student and their supervisor of the recommendation of the examination panel (which is subject to approval by the Graduate Research School Board.) immediately after the examination.

The Graduate Research School Board shall then consider the recommendation taking account of the views of the examination panel and the Graduate Research School Office will provide written notification of the decision to the student.

Where transfer is refused, the Graduate Research School Office will provide a copy of the external examiner's report to the Student, Supervisor(s) and Head of School.

Granting permission to transfer is conditional on the work carried out for PgDip being incorporated into the MPhil programme of work and no thesis having already been submitted for the award of PgDip.

3.9 Transfer from the MPhil Register to the PhD or DMus Register

While on the MPhil register at least 3 months prior to the finish date a student may transfer to the PhD or DMus register by undertaking a similar examination, to the transfer examination outlined above in section 3.8. Students wishing to transfer to the DMus register must, in addition, demonstrate an outstanding level of music performance by audition. Prior to starting the application process, the supervisor should ensure that sufficient funding is available to complete the project to PhD or DMus.

Step 1.

The supervisor nominates one transfer examiner who must be external to TU Dublin and independent of the project, the supervisor(s) and the graduate student and possess the following attributes

- Expertise in the broad area of the research work;
- Currently research active, demonstrated through outputs relevant to the discipline in the previous 4 years;
- A PhD or equivalent qualification;
- Supervised at least one student to completion at PhD level and/or examined at PhD level.

Former postdoctoral researchers and/or former employees of TU Dublin may act as external examiners 3 years after leaving the University. In such cases, the proposed examiner must not be currently supervising any graduate research students in any school at TU Dublin.

Through a process of informal contact, the supervisor(s) should ascertain the willingness of the nominee to act in this capacity, as well as possible dates for the examination.

The student and supervisor(s) are required to complete form PGR3A [Application to Transfer to Higher Register] which is endorsed and signed by the relevant Head of School.

Step 2.

The completed form is forwarded to the relevant Head of Research who will table all requests for transfer to higher registers to their Academic Board for approval. Once Academic Board approval has been received, the signed PGR 3A form is sent to the Graduate Research School Office. The Graduate Research School Board considers the nomination on behalf of the University Programme Board who has final approval of such requests having taken account of the views of The Graduate Research School Board.

A transfer examination may not proceed until approval from the Graduate Research School Board has been received.

Step 3.

The relevant Head of Research will co-ordinate the transfer examination including all arrangements for the examiner, venue and documentation.

At least 5 weeks prior to the proposed transfer examination, the student should submit to their Head of Research an electronic copy of their transfer report which must contain

- A comprehensive description of the research work carried out to date;
- A detailed written plan of the future research including the rationale and timeframes.

The examiner may request a hard copy of the transfer report. In such cases the Head of Research will contact the student requesting 2 hard copies, and the Head of Research will arrange for delivery to the Chairperson and the Examiner.

Transfer reports must be entirely the work of the students and the use of paid editing and/or professional proof reading services are not permitted in any circumstances. Students are advised to use the format and presentation as recommended for final theses in section 4.4. The report should consist of two parts. Part 1 should detail the work, including any training, completed prior to the transfer, while part 2 should detail the proposed programme of work for the higher award, including training requirements. A short report (50-100 pages based on discipline norms) is recommended.

The Head of Research will forward all documentation to the examiner and will notify the examiner, student and their supervisors of the venue and schedule. Normally all transfer examinations take place on campus. The External Examiner may, however, request to hold the examination online, using the University's approved system. In such cases, all other participants, including the Chairperson, the student and the supervisor(s), must be present at the on-campus venue.

Step 4.

The student will undertake an oral examination in private session which will be solely attended by the transfer examiner, the supervisor(s) and the Head of Research (or nominee) who will act as a chairperson. The Chairperson will ensure that TU Dublin's regulations are followed and that the formal report on the examination process, form PGR 3B [Report on Transfer Examination] is completed together with recommendations and forwarded to the Graduate Research School Office.

Normally the examination will commence with a brief 15 minute (max) presentation by the student. The examiner will assess the quality and progress of the research work to date and the quality and feasibility of the proposed programme of work for the award sought, making one of the following recommendations

1. Proposed Research and progress suitable for transfer to a higher register, transfer;
2. Proposed research and/or progress not suitable, remedial action and report and present again at a time agreed;
3. Proposed research and/or progress not suitable, cannot transfer to a higher register.

In the case of decision 2 a student may only have one further attempt to pass the examination. If both attempts are unsuccessful the outcome is cannot transfer to the higher register.' The student should prepare a thesis for examination for the award of MPhil and will have 3 months from the date of the second transfer exam to submit their thesis.

In the case of decision 3 a student will have 3 months from the date of the transfer exam to submit their thesis for examination for the award of MPhil.

The Chairperson will, immediately after the examination, verbally notify the student and their supervisor of the recommendation of the examination panel (which is subject to approval by the Graduate Research School Board.

The Graduate Research School Board shall then consider the recommendation taking account of the views of the examination panel and the Graduate Research School Office will provide written notification of the decision to the student.

Where transfer is refused, the Graduate Research School Office will provide a copy of the external examiners report to the Student, Supervisor(s) and Head of School.

Granting permission to transfer is conditional on the work carried out for MPhil being incorporated into the PhD programme of work and no thesis having already been submitted for the award of MPhil.

3.10 Confirmation of PhD and Professional Doctorate Registration

Normally Level 10 research students must complete a confirmation examination halfway through their research component, i.e. Element 1.

After being registered for between 15 and 24 months on the full time register or for between 30 and 48 months on the part time register, direct entry PhD students need to undertake a similar examination, to the transfer examination outlined above in sections 3.8/3.9

Step 1.

The supervisor nominates one confirmation examiner who must be external to TU Dublin and independent of the project, the supervisor(s) and the graduate student and possess the following attributes

- Expertise in the broad area of the research work;
- Currently research active, demonstrated through outputs relevant to the discipline in the previous 4 years;
- A PhD or equivalent qualification;
- Supervised at least one student to completion at PhD level or equivalent and/or examined at PhD level or equivalent.

Former postdoctoral researchers and/or former employees of TU Dublin may act as external examiners 3 years after leaving the University. In such cases, the proposed examiner must not be currently supervising any graduate research students in any school at TU Dublin.

Through a process of informal contact, the supervisor(s) should ascertain the willingness of the nominee to act in this capacity, as well as possible dates for the examination.

The student and supervisor(s) are required to complete form PGR3C [Application for Confirmation on the PhD/DMus register] which is endorsed and signed by the relevant Head of School.

Step 2.

The completed form is forwarded to the relevant Head of Research who must table all requests for confirmation examination to their Academic Board for approval. Once Academic Board approval has been received, the signed PGR 3C form is sent to the Graduate Research School Office. The Graduate Research School Board considers the nomination on behalf of the University Programme Board who has final approval of such requests having taken account of the views of The Graduate Research School Board.

A confirmation examination may not proceed until approval from the Graduate Research School Board has been received.

Step 3.

The relevant Head of Research will co-ordinate the confirmation examination including all arrangements

for the examiner, venue and documentation.

At least 5 weeks prior to the proposed confirmation examination the student should submit to their Head of Research an electronic copy of their confirmation report which must contain

- A comprehensive description of the research work carried out to date;
- A detailed written plan of the future research including the rationale and timeframes.

The examiner may request a hard copy of the confirmation report. In such cases the Head of Research will contact the student requesting 2 hard copies, and the Head of Research will arrange for delivery to the Chairperson and the Examiner.

Confirmation reports must be entirely the work of the students and the use of paid editing and/or professional proof reading services are not permitted in any circumstances. Students are advised to use the format and presentation as recommended for final theses in section 4.4. The report should consist of two parts. Part 1 should detail the work completed, including training, prior to the confirmation examination, while part 2 should detail the proposed programme of work for the PhD/DMus award, including any training requirements. A short report (50-100 pages based on discipline norms) is recommended.

The Head of Research will forward all documentation to the examiner and will notify the examiner, student and their supervisors of the venue and schedule. Normally all confirmation examinations take place on campus. The External Examiner may, however, request to hold the examination online, using the University's approved system. In such cases, all other participants, including the Chairperson, the student and the supervisor(s), must be present at the on-campus venue.

Step 4.

The student will undertake an oral examination in private session which will be solely attended by the confirmation examiner, the supervisor(s) and the relevant Head of Research (or nominee) who will act as a chairperson. The Chairperson will ensure that TU Dublin's regulations are followed and that the formal report on the examination process, form PGR 3D [Report on Confirmation Examination], is completed together with recommendations and forwarded to the Graduate Research School Office.

Normally the examination will commence with a brief 15 minute (max) presentation by the student. The examiner will assess the quality and progress of the research work to date and the quality and feasibility of the proposed programme of work for the award sought, making one of the following recommendations

1. Proposed research and progress suitable for candidate to remain on the higher register, confirm
2. Proposed research and/or progress not suitable, remedial action and report and present again at a time agreed;
3. Proposed research and/or progress not suitable, transfer to a lower register.

In the case of decision 2 a student may only have one further attempt to pass the examination. If both attempts are unsuccessful the outcome is transfer to the lower register. ' The student should prepare a thesis for examination for the award of MPhil and will have 3 months from the date of the second confirmation exam to submit their thesis.

In the case of decision 3 a student will have 3 months from the date of the confirmation exam to submit their thesis for examination for the MPhil award

The Chairperson will verbally notify the student and their supervisor of the recommendation of the examination panel (which is subject to approval by the Graduate Research School Board) immediately after the examination.

The Graduate Research School Board shall then consider the recommendation taking account of the views of the examination panel and the Graduate Research School Office will provide written notification of the decision to the student.

Where confirmation is refused, the Graduate Research School Office will provide a copy of the external examiners report to the Student, Supervisor(s) and Head of School.

3.11 Confirmation of DMus Registration

Normally Level 10 research students must complete a confirmation examination halfway through their research component, i.e. Element 1.

After being registered for between 15 and 24 months on the full time register or for between 30 and 48 months on the part time register, direct entry DMus students need to undertake a similar examination, to the confirmation examination outlined above in sections 3.10

Step 1.

The supervisor nominates one confirmation examiner who must be external to TU Dublin and independent of the project, the supervisor(s) and the graduate student and possess the following attributes

- Expertise in the broad area of the research work;
- Currently research active, demonstrated through outputs relevant to the discipline in the previous 4 years;
- A DMus or equivalent qualification;
- Supervised at least one student to completion at PhD/DMus level and/or examined at PhD/DMus level.

Former postdoctoral researchers and/or former employees of TU Dublin may act as external examiners 3 years after leaving the University. In such cases, the proposed examiner must not be currently supervising any graduate research students in any school at TU Dublin.

Through a process of informal contact, the supervisor(s) should ascertain the willingness of the nominee to act in this capacity, as well as possible dates for the examination.

The student and supervisor(s) are required to complete form PGR3C [Application for Confirmation on the PhD/DMus register] which is endorsed and signed by the relevant Head of School.

Step 2.

The completed form is forwarded to the relevant Head of Research, who must table all requests for confirmation examination to their Academic Board for approval. Once Academic Board approval has been received, the signed PGR 3C form is sent to the Graduate Research School Office. The Graduate Research School Board considers the nomination on behalf of the University Programme Board, who has final approval of such requests having taken account of the views of The Graduate Research School Board.

A confirmation examination may not proceed until approval from the Graduate Research School Board has been received.

Step 3.

The relevant Head of Research will co-ordinate the confirmation examination including all arrangements for the examiner, venue and documentation.

At least 5 weeks prior to the proposed confirmation examination the student should submit to their Head

of Research an electronic copy of their confirmation report which must contain

- A comprehensive description of the research work carried out to date;
- A detailed written plan of the future research including the rationale and timeframes.

The examiner may request a hard copy of the confirmation report. In such cases the Head of Research will contact the student requesting 2 hard copies, and the Head of Research will arrange for delivery to the Chairperson and the Examiner.

Confirmation reports must be entirely the work of the students and the use of paid editing and/or professional proof reading services are not permitted in any circumstances. Students are advised to use the format and presentation as recommended for final theses in section 4.4. The report should consist of two parts. Part 1 should detail the work completed, including training, prior to the confirmation examination, while part 2 should detail the proposed programme of work for the PhD/DMus award, including any training requirements. A short report (50-100 pages based on discipline norms) is recommended.

The Head of Research will forward all documentation to the examiner and will notify the examiner, student and their supervisors of the venue and schedule. Normally all confirmation examinations take place on campus. The External Examiner may, however, request to hold the examination online, using the University's approved system. In such cases, all other participants, including the Chairperson, the student and the supervisor(s), must be present at the on-campus venue.

Step 4.

The student will undertake a live public performance, not exceeding 60 minutes in duration and the audience will include the confirmation examiner, the supervisor(s) and the relevant Head of Research (or nominee).

Following the performance, the student will undertake an oral examination in private session which will be solely attended by the confirmation examiner, the supervisor(s) and the relevant Head of Research (or nominee) who will act as a chairperson. The Chairperson will ensure that TU Dublin's regulations are followed and that the formal report on the examination process, form PGR 3D [Report on Confirmation Examination], is completed together with recommendations and forwarded to the Graduate Research School Office.

Normally the examination will commence with a brief 15 minute (max) presentation by the student. The examiner will assess the quality and progress of the research work to date and the quality and feasibility of the proposed programme of work for the award sought, making one of the following recommendations

1. Proposed research and progress suitable for candidate to remain on the higher register, confirm
2. Proposed research and/or progress not suitable, remedial action and report and present again at a time agreed;
3. Proposed research and/or progress not suitable, transfer to a lower register.

In the case of decision 2 a student may only have one further attempt to pass the examination. If both attempts are unsuccessful the outcome is transfer to the lower register. The student should prepare a thesis for examination for the award of MPhil and will have 3 months from the date of the second confirmation exam to submit their thesis.

In the case of decision 3 a student will have 3 months from the date of the confirmation exam to submit their thesis for examination for the MPhil award

The Chairperson will verbally notify the student and their supervisor of the recommendation of the examination panel (which is subject to approval by the Graduate Research School Board) immediately after the examination.

The Graduate Research School Board shall then consider the recommendation taking account of the views of the examination panel and the Graduate Research School Office will provide written notification of the decision to the student.

Where confirmation is refused, the Graduate Research School Office will provide a copy of the external examiners report to the Student, Supervisor(s) and Head of School.

3.12 Recheck, Remark and Appeals Procedures

The procedures in relation to a recheck or remark of a module assessment are given in Appendix 2. An appeal against a decision in respect of a withdrawal, transfer, annual evaluation or confirmation of PhD/DMus registration shall be made in accordance with the appeal procedure set out in Appendix 2