

## Research Degree Handbook 20/21

### Changes to Guidance for the Autumn & Spring Terms 20/21 as a result of Covid-19 (updated January 2021)

Handbook Ref:	Change:
1.1	The Graduate School Registry (GSR) will be working remotely and will not be physically in the office. However, the GSR will be there to fully support doctoral researchers via email.
2.1	Enrolment (and orientation activities) will take place online. Once you are fully enrolled you will be sent you Student ID card via the post. Re-enrolment will take place online as normal.
2.4	It is likely that meetings with your Director of Studies (DoS) and wider supervisory team will take place online (please liaise closely with your DoS to ensure the arrangements for your supervisory sessions are clear).
2.5	Attendance at online DRDP sessions, online supervisory meetings, and online viva attendance (alongside APR and thesis submission) will be considered as contact points for attendance and engagement monitoring.
2.6	Tier 4 doctoral researchers must liaise with the University's Student Advice/Tier 4 team as to how their visa conditions should be met during the Autumn & Spring Terms, particularly if they are not residing outside of the UK during this time.
2.7	Doctoral Researchers studying by Distance Learning are not required to attend the University in person during the Autumn & Spring Terms. Requirements will be met via online attendance at enrolment/orientation, online DRDP sessions, online APR 2 viva, online Viva after final submission.
2.9	All DRDP sessions will be delivered online during the Autumn & Spring Terms. A newly created website dedicated to the DRDP will provide details of all DRDP sessions and booking arrangements for the Autumn & Spring Terms.
3.4 (a)	Mitigating Circumstances (MCs) – a deferral of up to 6 months for the first submission of APRs 1,2 & 3, and up to 4 months for APR 4 can be requested for MCs related to Covid-19 (either due to the impact of Covid-19 on yourself or your research project). A deferral of up to 4 months for the resubmission of an APR following a period of remediation can be requested for MCs related to Covid-19. A deferral of up to 4 months for the submission of post-viva amendments can be requested for MCs related to Covid-19. A deferral of up to 6 months for the submission of a final thesis within the writing up fee free period can be requested for MCs related to Covid-19.. Independent evidence is not required for Covid-19 related MC requests.
3.4 (b)	Extensions – Extensions to registration end dates of up to 4 months can be requested for those students whose registration end date is on or before 30 <sup>th</sup> September 2021 if the extension request results from the impact of Covid-19 (on the student or the project). Independent evidence is not required for Covid-19 related extension requests.
3.4 (c)	Should the submission of APR, resubmission of APR, final thesis or post-viva amendments not be undertaken within the agreed deferral period, the standard University regulations will apply (no further exceptional mitigating circumstances or exceptional extension requests will be accepted). Students may submit a Covid-19 Impact statement alongside their APR, final thesis, or post-viva amendments submission
3.7 (a)	The submission of physical copies of your final thesis will not be possible during the Autumn & Spring Terms. As such, there is no need to prepare soft bound copies of

	your final thesis. Submission of your final thesis should be done electronically via the VRE only.
3.7 (b)	Published Work Students Only – Your final thesis should be submitted as per 3.7(a) above. The publications being referred to in your thesis should also be uploaded to the VRE (eg PDF versions of these publications and/or a website link to where these publications can be accessed).
3.7 (c)	All vivas (final and APR 2) will take place online during the Autumn & Spring Terms. The Chair of the viva will liaise with you in respect of the arrangements and processes for the online viva (platform to be used, format, etc). Only in exceptional circumstances will a request be considered to defer the viva to point where a face-to-face meeting can take place (and this will require approval from the Graduate School Board).
3.7 (d)	At present, physical Graduation Ceremonies are not taking place. You will be invited to a future ceremony once these have resumed.
4.0 (a)	Library Services – please see the University website in respect of access to University Libraries during the Autumn & Spring Terms (and the resources which are available online).
4.0 (b)	Fieldwork – The situation in respect of fieldwork and research related travel is under continuous review, and doctoral researchers should regularly check the University's Coronavirus Response webpages and Research Governance Webpages.