

**Table of Substantive Changes to
Code of Practice for Research Degrees 2022-23**

Section	Page	Category	Summary of Change
Throughout		Update	Dates to current year ResearchPAD changed to ProGress
3.1.1	P.11	Clarification	to maintain regular contact (normally at least once per month) with their supervisory team
3.1.1	P.11	Clarification	PGRs have a responsibility to ensure that there is a retrospective record of engagement dating back to their enrolment PGRs who fail to record engagement monthly going forward will be reminded steps may be taken in line with CoP Section 3.1.10
3.1.3	P.12	Clarification	PGRs studying on a student visa should be advised that any period of annual leave in excess of that outlined above may have implications for their student visa conditions, and they should email immigration@bournemouth.ac.uk immediately for advice
3.1.5	P.12	Clarification	Only one copy of the IP Assignment Agreement is required
3.1.6	P.13	Clarification	PGRs studying on a student visa should be advised that any period of sick leave may have implications for their student visa conditions, and they should email immigration@bournemouth.ac.uk immediately for advice.
3.1.7	P.13	Clarification	PGRs studying on a student visa should be advised that any period of maternity or paternity leave may have implications for their student visa conditions, and they should email immigration@bournemouth.ac.uk immediately for advice
3.1.8	P.14	Clarification	PGRs studying on a student visa should be advised that any paid employment, including teaching at BU, may have implications for their student visa conditions, and they should email immigration@bournemouth.ac.uk immediately for advice
3.1.9	P.14	Clarification	Process for action in case of lack of progress
3.1.10	P.14	Clarification	Full-time PGRs are expected to engage with their supervisory team at least once every month and record the engagement on ProGress. Responsibility for ensuring this is actioned lies with the supervisory team. Engagement may include meeting (can be virtual) with one or more of the supervisory team or completion of a key milestone. Auditing of engagement on PGRs studying in the UK on student visas will be undertaken 3 times per year and details will be shared with Faculties. Should there be any concern about engagement
3.2.1	P.15	Clarification	Minor clarifications in Research Ethics
3.3.1	P.19	Clarification	PGRs are expected to regularly meet with their supervisors, as appropriate e.g. weekly or monthly, and at least 6 times a year, but record having had contact at least once a month
3.3.2	P.19	Clarification	whilst the PGR should normally record the engagement, the responsibility for ensuring this is actioned lies with the supervisory team (see Appendix 2). Supervisors have a responsibility to ensure their PGRs have a complete record of engagement

3.4	P.21	Clarification	PGRAs to undertake auditing of engagement on PGRs studying in the UK on student visas regularly
3.6	P.22	Clarification	Email bordar@bournemouth.ac.uk for any queries relating to managing or depositing research data
4.2.1		Delete	Council Tax Exemption Certificate (full-time PGRs only)
4.2.2	P.23	Clarification	PGRs on non-standard research degree programmes, e.g. the EdD, should refer to their programme handbook for further details as timing of re-enrolment may vary
4.7.2	P.25	Clarification	Interrupted fees will be subject to liability points in line with BU Fees Policy and should be checked with Finance.
4.7.3	P.25	Clarification	All application for extensions should be made to the faculty via the PGRA and should be approved by the Doctoral College
4.7.3	P.26	Clarification	PGRs studying on a student visa should be advised that any extension to their period of enrolment may have implications for their student visa conditions, and they should email immigration@bournemouth.ac.uk immediately for advice
5.3	P.28	Clarification	Intention to submit thesis (~2 months before Submission)
5.5	P.28	Clarification	MRes to PhD transfer: consideration of implications regarding a Postgraduate Loan
5.6	P.29	Clarification	PGRs who are registered on an MRes programme should be ready to declare their intention to submit approximately 2 months prior to submission by completing the <i>Intention to Submit</i> from within ProGress
6.3	P.31	Clarification	Intention to submit thesis (~2 months before Submission)
6.6	P.32	Clarification	PGRs who are registered on an MPhil programme should be ready to declare their intention to submit approximately 2 months prior to submission by completing the <i>Intention to Submit</i> from within ProGress
7.4.2	P.35-36	Clarification	The faculty panel would normally inform the PGR of the outcome of their Probationary Review on the day and the outcome would be ratified by FRDC at the next meeting
7.5	P.37	Clarification	The PGR should meet with the supervisory team (and PGR Lead / Deputy Head of Department or representative, if appropriate, for example, if there are concerns about progress or engagement) who will assess engagement and progress against the following outcomes
7.6.3	P.39	Clarification	Of the criteria for the Major Review panel
7.6.4	P.39-40	Clarification	The faculty panel would normally inform the PGR of the outcome of their Major Review on the day and the outcome would be ratified by FRDC at the next meeting
7.6.5	P.40	Clarification	In accordance with the assessment regulations, the PGR will be permitted a re-assessment on one occasion only. If the PGR fails to satisfy the faculty panel following resubmission, the panel may recommend: <ul style="list-style-type: none"> • continue to work to the submission of a lower award • be withdrawn
8.2.3	P.42	Clarification	PGRs with outstanding debt to BU can be examined but will not be awarded their degree until debt is settled
8.5	P.45	Clarification	The <i>viva voce</i> examination is normally held online however, in exceptional cases the faculty may approve for the examination to take place in person.

			Appendix 6 provides guidance for the conduct of a <i>viva voce</i> examination held online
8.6.2	P.47	Update	Guidance on the unlikely event that the examiners suspect academic misconduct (e.g. plagiarism) has occurred
8.6.3	P.47	Clarification	The <i>viva voce</i> examination is normally held online however, in exceptional cases the faculty may approve for the examination to take place in person
8.7.1	P.49-50	Clarification	Details of the post amendments process moved from section 8.7.2 to section 8.7.1 and section redrafted to avoid duplication of information
8.10.1	P.52	Clarification	Guidance on submission of final thesis and research data
8.10.2	P.52	NEW	Guidance on Research Data Submission
9.1.1	P.54	Clarification	The word limits include in text citations and footnotes but exclude ancillary data (which should be included in the appendices), references and bibliography
9.1.1	P.54	Clarification	Increased word limits for Law theses including footnotes for MRes and MPhil
10.2.6	P.60	Clarification	Guidance on the presentation of a final integrated thesis
11.2.1	P.66	Clarification	EdD Continuation fees will be applied after year 4 (see Section 7.7)
11.2.2	P.66	Clarification	For transition from another programme, evidence of other prior learning may be agreed by the Programme Lead
Appendix 2	P.78	Update	Appendix 2 updated to reflect the recording of engagement at least once per month
Appendix 6	P.88-89	Update	Appendix 6 revised to provide guidance for the conduct of an online <i>viva voce</i> examination