

Integrated PhD Programme Guidance Note for Schools

This document

This document must be read in conjunction with, and subject to, the University Regulations for the degree of Doctor of Philosophy (PhD) and the Supplementary Regulations for the Integrated Programme leading to the Degree of Doctor of Philosophy. Regulations are available from the Quality Manual[LINK].

These guidance notes have been compiled to assist Schools in understanding some of the academic and administrative issues that need to be addressed in offering this programme and to disseminate good practice and consistent operation across the University.

Aim of the programme

The aim of the Integrated PhD Programme is to provide an integrated approach to combining taught material with the experiences of PhD level research. This programme offers the opportunity for students to broaden and deepen their knowledge in support of their chosen field of research and their future career.

As these students are on a research degree programme it is expected that Schools will treat them in the same way as any other research student from the start of their course. There is no reason why they do not start their PhD research from the first day.

Entry requirements

The entry requirements are exactly the same as those for a traditional PhD.

Course of study

The programme will normally not exceed 4 years full-time, 8 years part-time (including writing up of the thesis) and will not be less than 3 years full-time (6 years part-time) study.

Students will be required to satisfactorily complete 120 credits of assessed modules within 18 months of the start of the course. The programme will also require the equivalent of 540 credits of research work.

This is an integrated programme of study where the student does not have to complete the taught element before starting their research and this is why they can continue taking modules after the first year.

Choice of modules

- The choice of taught modules (120 credits) must be in agreement with the student's supervisor and tailored to suit the student's needs. These modules may be chosen from modules offered by Schools other than the supervising School.
- Normally, credits will be accumulated from modules at level 3 or above, though in exceptional circumstances students may take a small number of credits at a lower level at the discretion of the student's School.
- A significant proportion (for example, more than 90 credits) of the 120 credits should not normally come from a single Master's degree course. This is to prevent the possibility of students who feel they have completed sufficient credits from claiming a Postgraduate Diploma (120 credits) and thus obtaining two awards for the same work.
- Accreditation of Prior Learning or Experience should therefore not be awarded.

Recording credits

Every student must complete Module Entry Form(s) (MEF). The student's School must treat the students exactly the same as any other student when it comes to recording their marks for assessed modules. All marks must go to the exam board responsible for the module and must be collated by the student's School.

It is the School's responsibility to ensure a student has completed the required credits. Normally the checking would be part of the Annual Review process undertaken with the student.

Once a student has completed the required taught credits a Record Sheet, similar to the one used for Master's students showing all the student's results, and including the pass mark for each module, is to be submitted to Student Administration. This should be signed by the Supervisor and the Head of School.

Progression

At the end of every 12 month period of study the student will be assessed. Feedback on module results should be given in line with normal practices in the student's School (normally after an exam board meeting). Until the student has completed the required number of taught modules the

assessment should be based on the taught modules and the research project progress. The balance between these elements is expected to change from a predominance of the taught element to dominance of the research element.

At the end of the first 12 months

It is normally expected that the student will have completed nearly all 120 credits of taught modules. It might also be expected that the student will have started their research and be able to submit an outline project proposal.

At the end of the second 12 months – Confirmation Review

It is normally expected that the student will have completed all the taught credits and attended appropriate Graduate School modules. In addition, a normal, '1st year' PhD annual review would be conducted.

At the end of the third 12 months – Final Review

All taught credits must be completed and a normal '2nd year' PhD annual review would be conducted.

At the end of the fourth 12 months

The student is expected to submit their thesis at the end of the fourth year. There is no thesis pending period for students on the Integrated PhD programme. Students needing additional time should follow the Extension to Thesis Pending period process in the same way as MRes students. In the absence of an approved extension, students will be subject to the late submission process and may submit up to one year after their latest submission date. This will incur a late submission fee charged per month or part thereof.

Compensation

The student must pass all modules; there is no compensation.

The pass mark for each module should be related to the module level; normally, levels 1 – 3 have a 40% pass mark and level 4 have a 50% pass mark.

Normal University reassessment opportunities will be available to students failing to satisfy the examiners in any module. Both the original and the reassessment mark will appear on the Diploma Supplement.

Award

A student successfully completing an Integrated PhD Programme will be awarded a University of Nottingham PhD degree. They will also be given a

Diploma Supplement showing the title of the thesis, modules and marks for the assessed 120 taught credits.

The University of Nottingham's PhD degree regulations will govern the award of a PhD.