

The Research Degree Process – Timetable of Events and Academic Calendar

Application and Registration

Time period	Activity	Additional Information
Application	Candidate submits application and research proposal to Graduate School Office	
	Application assessed and interview offered to suitable candidates.	No defined time period for this as the Graduate School may request further information or revised proposals from candidates prior to interview.
Offer of Place	Place offered and accepted by student after approval and acceptance by Lancaster University	
	Start date agreed	
Pre-registration	Student receives email from UoC to pre-register online 3 weeks before agreed start date. This must be completed prior to start date.	
	Pre-registration completed	
	Student receives further e-mail 48 hours after completing pre-registration to set up IT and interactive learning accounts.	
Registration at Course start date	Student asked to formally register with the University, including identity checks. Any outstanding admissions criteria resolved.	Tier 4 students have additional registration requirements to comply with Home Office requirements.
	Student fully registered with status of current.	
Induction	Graduate School Induction and meetings with student's supervisory team. Introduction to the University including student support and interactive resources such the Graduate School Blackboard site. Introduction to research student procedures and regulations.	The Graduate School induction takes place in October and is repeated at two points during the year, normally in January and May.

Whilst on Course

Communication and Correspondence	All official communication to students from the University is via student email accounts. Please set up an auto-forward if you wish to receive this via another account. It is a student's responsibility to ensure that the University holds their correct up to date contact details. These can be updated at any time post-registration via the student portal.
February and July	Annual appraisal documents from July review should reach UoC Graduate School Office by 31 July for scrutiny and forwarding to Lancaster University before 31 August each year. These are a pre-requisite for their continuing registration.
July	Summer School takes place during the first 2 weeks of July on the Lancaster campus of UoC. All students are expected to attend relevant sessions of the Summer School for the first 3 years of registration. During Summer School candidates will have the opportunity to present a paper at the Doctoral Colloquium, the designated conference for PhD students.
August	Students will be sent an email to their student email account asking them to re-register online for the next academic year. This must be completed to allow continued access to University resources and is required for continued registration.
Month 12-24 on course for full time students	Confirmation of PhD registration for probationary PhD candidates or transfer from MPhil to PhD. N.B. A change in Lancaster University policy from admitting candidates as MPhil/PhD initially to admission as 'Probationary Postgraduate Research students' means that the original transfer process is now termed a confirmation process. A student's status will depend on the time of their registration but the process is essentially the same in either case; only the terminology has changed.
Month 18-30 on course for part time students	The Transfer/confirmation process is initiated by the candidate with their supervisor's support at the time when they are ready to transfer. A Transfer/Confirmation Document and completed Transfer/Confirmation of Registration form should be submitted by the candidate, following consultation with their supervisory team and with their approval to the Graduate School Office, at which time a formal transfer panel will be arranged. The panel may recommend that the candidate be transferred immediately or it may recommend that transfer be deferred until further work has been carried out and approved by the chair of the panel. In any event, it is important to recognise that this is a process (and, as such, may vary in the time it takes) rather than a hurdle which candidates either 'pass' or 'fail'. In addition to producing their transfer proposal candidates should have provided evidence to their supervisors of attainment of generic research skills.

Prior to Submission

Examination Arrangements	Supervisor to obtain 'appointment of examiners form PG/00/02' from the Graduate School Office and complete and return it at least three months before the thesis is due to be submitted.
Submission	Submission date is dependent on the Mode of Study Candidate to complete Pre-Submission Declaration Form GSC 07/13 and submit the form with three* copies of the thesis to the Graduate School Office for distribution to the examiners (*UoC members of staff must submit <u>four</u> copies).

After Submission

Viva Voce Examination	Normally at least 6 weeks after submission. The date, location and time of the examination is arranged by the Graduate School Office.
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