Edge Hill University

Administrator guide to the MRes

This document sets out the key details for the MRes student lifecycle, where they differ from other research degrees. It applies only to MRes students who started in or after 2017/18.

Further details on recruitment and examinations, where not provided here, can be found in relevant other documents (e.g. checklists, viva guidance).

Contents

Recruitment

- All applications must undergo a shortlisting process; some must result in interview. Checklists for both stages are required – available from the PGR Blackboard page and contain further details of the processes.

- The department can arrange its own interviews and they may take any format – formal or informal – appropriate to satisfy the department that the applicant warrants a place on the MRes.

Project registration examination

Examination team

- The Director of Studies will provide names of the examination team to the faculty research degree administrator no later than:
  - o 26 November for full-time students; or
  - o 24 February for part-time students
- The examination team will consist of:
  - o The Director of Studies; and
  - o One other member of staff who has supervised at least one student to completion at M-level or above.

Submission

- Students must submit by:
  - o 10 December (full-time)
  - o 10 March (part-time)
- The faculty research degree administrator will receive and save the submission paperwork to the Graduate School Y drive, and send it to the MRes Leader.
- The MRes Leader and/or Assistant Director for Postgraduate Research will review the submission for completeness and notify the faculty administrator within 24 hours of the submission deadline.

Examination

- Examination is paper-based (no viva).
- The faculty research degree administrator will send the submission and project registration guidance and (viva) chair's report to the examiners.
- The MRes Leader and Assistant Director for PGR will act as 'chair' after the examiners have assessed the submission (see 'approval' below).
- Examiners will e-mail their viva reports directly to the Graduate School no later than:
  - o 10 January (full-time)
  - o 10 April (part-time)

Approval

- The MRes Leader and Assistant Director for PGR will review the recommendations from the examiners and complete the chair's section of the report forms, sending them to the Graduate School.

- If the recommendation is to revise and resubmit, the faculty research degree administrator should notify the student at the earliest opportunity to minimise delays, as they would for PhD.

- The Director of the Graduate School and Assistant Director for PGR will consider the chair's reports and approve/note the outcomes at one of their fortnightly meetings.

- The Graduate School will confirm outcomes (other than revise and resubmit, as above) to the student and DoS by e-mail, as per PhD project registration vivas.

- The outcomes will be reported to the next meeting of GSBoS for the members to note.

Ethical approval

- Must be obtained before the student conducts any research.

- This threshold will vary between projects but is unlikely to be before the project registration submission because the project will not have been designed by then.

Mid-point academic review

No faculty involvement, no viva.

Submission

- Students must submit by:
  - o 06 March (full-time)
  - o 06 June (part-time)

- The Graduate School will receive, file and distribute the submission and assessment paperwork.

- The Graduate School will provide a list of names and ethical approval dates – take from submissions – to the faculty research degree administrators.

Review

- The MRes Team will review submissions in time for outcomes to be noted at the next meeting of GSBoS

- Outcomes may include placing the student's progress under review or other intervention. Withdrawal is unlikely to result immediately from the review.

Final viva

Submission

- Students must submit by:
  - o 06 September 2018 (full-time)
  - o 06 March 2019 (part-time)
- Submissions will follow the same process as for PhD

Examination team

- Examination team proposals must be submitted by the DoS no later than the end of June or there will not be time for approval.

- The internal examiner may chair the viva, provided they are on the list of approved chairs. Otherwise, the faculty research degree administrator will arrange for a chair from the list, as per PhD.

Viva

- The final viva should take place within four weeks of submission.

- GSBoS Chair's action will be necessary to approve full-time awards for December graduation. Chair's action should not be necessary to approve part-time awards for July graduation.

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