

Addendum A: Doctor of Philosophy
(PhD)
Booklet
2022-23



Edge Hill
University

PhD postgraduate researcher details

Name:

Contact number:

Edge Hill email address:

Submission information:

Project registration submission deadline	
Project registration viva date	
Progression submission deadline	
Progression viva date	
Expected final submission deadline	
Absolute max final submission deadline	
Final viva date	

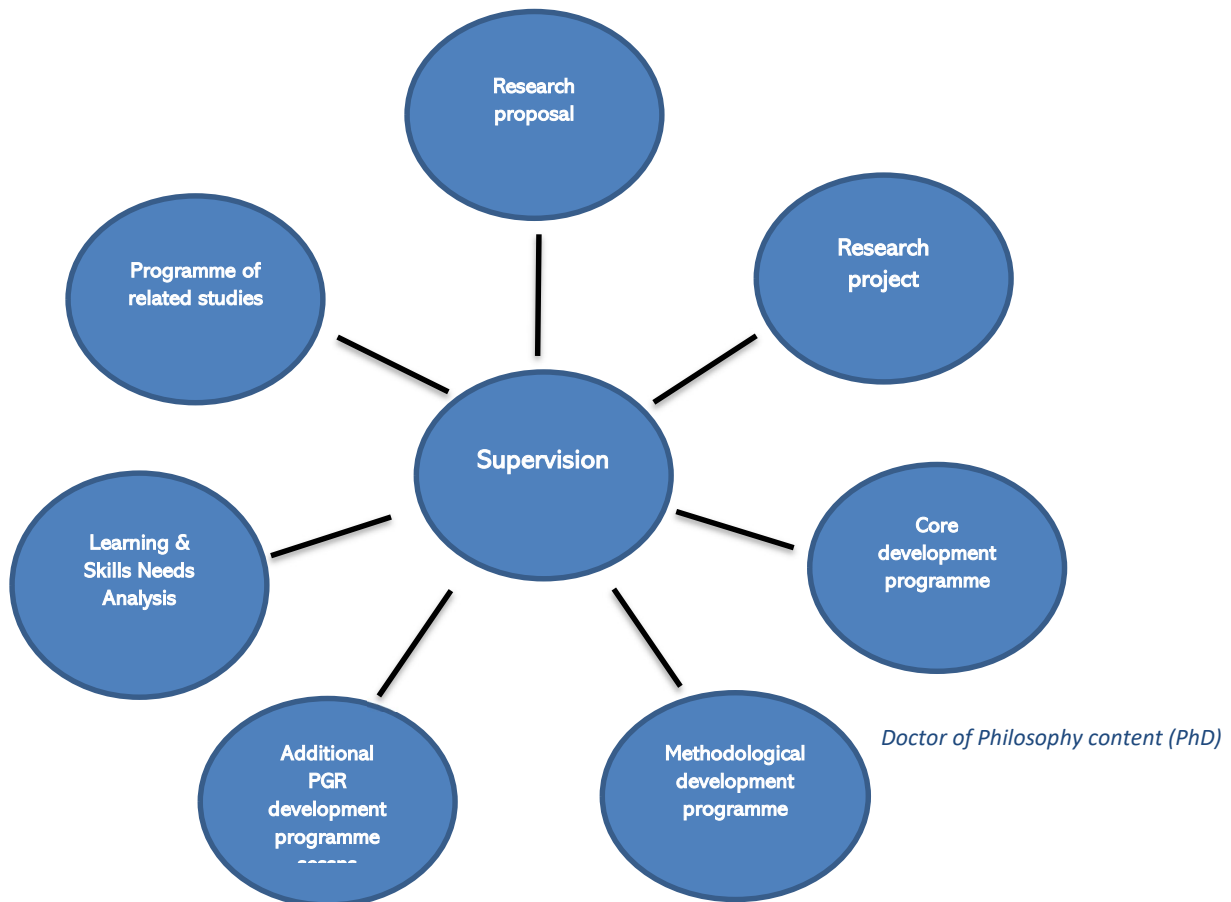
Introduction

This booklet provides advice and guidance about the processes and procedures that frame your experience as a postgraduate researcher completing a PhD at Edge Hill University. Whilst the main handbook outlines all aspects of research degrees, this document provides a short digest of information particular to the PhD. It also refers to numerous other documents, the links to which are embedded where relevant.

It is important that this addendum is read in conjunction with the Research Degree Handbook.¹ While we have tried to be as comprehensive as possible in this booklet, and the handbook, we may update them throughout the year. It is essential, therefore, that you regularly check your PGR e-mail, the Graduate School webpages, and the Postgraduate Research Blackboard space for updates.

¹ <http://eshare.edgehill.ac.uk/15194/>

The structure of the PhD



- Research proposal (up to 15,000 words and viva);
- Research project (thesis or approved equivalent up to 80,000 words and viva);
- Core postgraduate researcher development programme (classroom and online sessions which are then tailored to the needs of individual PGRs in supervisory tutorials);
- Methodological development programme (online sessions which are then tailored to the needs of individual PGRs in supervisory tutorials);
- Additional postgraduate researcher development sessions running through the remainder of the PhD. These sessions will also be tailored to the needs of individual PGRs in supervisory tutorials;
- Learning and Skills Needs Analysis conducted throughout the programme of research;
- A programme of related studies designed to address identified needs.

Core sessions

Core researcher development sessions must be attended by all PGRs in their first year. The material in core sessions covers research design, research project management, research data management, research ethics, and some of the more general conceptual, epistemological, and methodological matters in relation to research. They are designed to introduce you to some considerations that apply in different ways in different cases and are of relevance to all researchers.

These sessions are facilitated by a small team of academics from a range of disciplinary backgrounds and will take the form of structured discussions. The programme of core sessions can be found in Appendix 1 of the main handbook.²

Please note: it is imperative that your attendance is registered for each development session in order to meet the requirements of project registration. If you are unable to attend a session, please contact the Graduate School for advice on a suitable alternative activity.

Additional sessions are provided in subsequent years, focusing more on professional development, and preparing for post-doctoral life. These sessions include understanding the HE environment, including the Research Excellence Framework (REF), preparing for post-doctoral positions, critical discussions, understanding impact, open access and research data management (key developments which affect all researchers and are increasingly prominent). There will also be sessions on topics such as preparing CVs, responding to peer review, how to publish, and support in navigating your career options.

Methodological sessions

Doctoral PGRs should draw on the methodological sessions, as necessary, as part of your programme of related studies. There are no restrictions as to which sessions, nor on the maximum number of sessions, you can attend. All PGRs can attend any of the methodological development sessions and should take supervisory advice on which would be most appropriate. The programme of methodological sessions can be found in Appendix 2 of the main handbook.³

Programme of related studies

Along with your Director of Studies, you will design a programme of related studies to meet specific learning and skills needs identified through your Learning and Skills Needs Analysis. Your programme of related studies could include attendance at research seminars covering appropriate topics. You can attend research seminars, and events, regardless of which department, faculty or research institute organises them. Likewise, you can attend sessions that are part of the University's Researcher Development Programme, individual tutorials that you arrange with members of staff other than those on your supervisory team, and, with the agreement of module

² <http://eshare.edgehill.ac.uk/15194/>

³ <http://eshare.edgehill.ac.uk/15194/>

leaders, attendance at certain lectures delivered as part of masters or third year undergraduate modules.

Timeline

All PGRs will submit a proposal for project registration which will be examined by viva. All research projects must be registered on Haplo, our research ethics system. You will discuss relevant research ethics matters in your project registration proposal and you will be asked about ethics in your registration viva.

You will submit your progression documentation part way through your PhD and, if judged to be of a suitable standard, this work will be examined at a viva.

At the end of your programme of study you will submit a thesis that, if at a suitable standard, will be examined at viva.

	Project registration	Progression	Final
PGR responsibility	Submission of proposal (with associated documentation) and viva.	Submission of progression documents and viva.	Thesis submission (with associated documentation) and viva.
Supervisor responsibility	Propose second examiner and examine proposal at viva (or nominate another member of the supervisory team to do so).	Propose examination team, one member of which will be external to the university, and, usually, act as the internal examiner.	Propose examination team, one member of which will be external to the university.

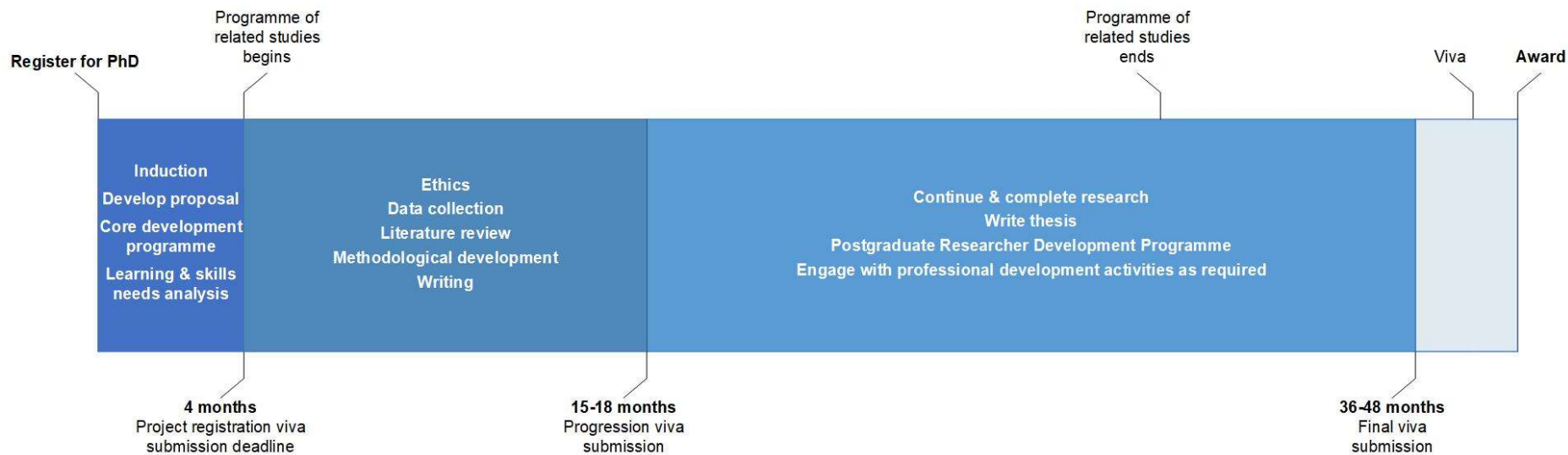
The following guidance on each examination can be accessed via Blackboard:⁴

- Research project registration guidance
- Progression viva guidance
- Final viva guidance

The following diagram indicates the timeline of studies for a full-time and part-time PhD. A further breakdown of key milestones has also been provided:

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https://learningedge.edgehill.ac.uk/webapps/blackboard/content/listContentEditable.jsp?content_id=3502079_1&course_id=270202_1



PhD timeline (based on full-time enrolment)



PhD timeline (based on part-time enrolment)

Milestone	Full-time	Part-time
PhD registration start date	Your Graduate School induction date	
Learning skills and needs analysis (LSNA)	<p>Conducted annually with a mid-year review by the PGR and their supervisory team.</p> <p>The first LSNA should happen within the first 6 weeks of PhD registration and be reviewed mid-year.</p>	
Programme of related studies	<p>Designed by the PGR and their supervisory team following each LSNA or LSNA mid-year review.</p> <p>Design of the programme should happen within the first 6 weeks of PhD registration and be reviewed regularly.</p>	
Project registration submission deadline	4 months from your PhD registration start date	7 months from your PhD registration start date
Project registration viva date	Within 6 weeks of your project registration submission	
Ethics submission	Made as soon as possible after your project registration examination	
Annual appraisal	<p>Coordinated by the Graduate School on an annual basis.</p> <p>All doctoral PGRs are required to engage with this process.</p>	
Progression examination team proposal	Submitted to the Graduate School 3 months prior to your progression submission.	
Progression submission deadline	15-18 months into PhD registration.	24-36 months into PhD registration.
Progression viva date	Within 6 weeks of your progression submission	
Final examination team proposal	Submitted to the Graduate School 3 months prior to your final submission.	
Expected final submission deadline	36 months into PhD registration	54 months into PhD registration
Maximum Final submission deadline	48 months into PhD registration	72 months into PhD registration
Final viva examination	Within 6 weeks of your final submission	
Graduation	Edge Hill conducts July and December Graduation ceremonies. Details are sent to relevant PGRs annually to ensure registration for the most appropriate ceremony.	

Support from the Graduate School

The Research Degree Handbook complements this addendum. Please ensure you read this alongside this booklet. ⁵

If you have any questions about the contents of this document, please contact GraduateSchool@edgehill.ac.uk.

Updated: 20 September 2022

⁵ <http://eshare.edgehill.ac.uk/15194/>