UNIVERSITY OF ST ANDREWS

POLICY ON LENGTH OF STUDY FOR POSTGRADUATE RESEARCH STUDENTS

<table>
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<tr>
<th>Policy Title</th>
<th>Length of Study for Postgraduate Research Students</th>
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<tr>
<td>Scope</td>
<td>This policy is only applicable to current students who have not opted in to the new policy on Length of Study and Associated Fees for Postgraduate Research Students as of 1 January 2017. Students matriculating for the first time after 1 January 2017 should refer to the policy on Length of Study and Associated Fees for Postgraduate Research Students.</td>
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<tr>
<td>Owner</td>
<td>Proctor’s Office</td>
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<td>Policy valid until</td>
<td>31 December 2016</td>
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1. Periods of study

Students are registered to study on either a full-time or part-time basis. The permitted periods of study are as follows:

MPhil
24 months full-time or 36 months part-time (with full-time postgraduate diploma) or 48 months part-time (with part-time postgraduate diploma). A continuation period of 6 months is normally allowed without a formal request having to be made. The Pro Dean may also admit students with appropriate qualifications directly to the second full-time (or full-time equivalent) year of the MPhil.

PhD
The period of study depends on the sponsor. Students who have an external sponsor will follow the rules of the sponsor for their degree. Students are charged full fees for a minimum of 36 months (full-time equivalent). A continuation period of 12 months for both full-time and part-time students is normally allowed. A further extension will only be allowed in exceptional circumstances (see below, 2.1 Extension of time limit).

Supervisors should make research students aware of the deadline for submissions (for students supported by a studentship they should complete reports for their research councils) and encourage them to work towards this date as a deadline for submissions each year. Failure to achieve appropriate submission rates can jeopardise external funding for future students.

Students for the PhD degree are required to have completed two full years (of full-time study) as a minimum and the student must matriculate into the third year prior to submission of the thesis.

EngD/DEng
Normally 48 months full-time only, of which coursework and attendance at colloquia normally comprise 25% and supervised research culminating in the submission of a thesis or a research portfolio comprises 75%. The research work is carried out both in the University and in the laboratories of the sponsoring industrial organisation.

MD (by thesis)
24 months full-time or 48 months part-time study. The work may be carried out entirely at the University, in a recognised research laboratory or hospital, or in a combination of the above locations. Alternatively, suitably qualified candidates may apply to submit for the degree by portfolio (see Higher Degrees).

MFA
Normally 24 months full-time, of which attendance of 120 credits of 5000-level taught
modules is required in the first year. Participation in seminars and completion of the MFA thesis is expected in the final year.

2. Extension of time limit

If a thesis is not submitted within the time limit an extension may, in exceptional circumstances be granted by the Pro Dean. PhD students may request an extension of 3, 6, 9 or 12 months. MPhil students may request an extension for 3 or 6 months.

Students should meet with their supervisor at least three months before the expected end date to determine whether the thesis will be ready for submission. If the thesis will not be ready for submission by the expected end date, an extension request with the following information should be submitted to the Pro Dean as soon as possible:

- The duration of the extension period requested, including initial and final dates. (The initial date should be the day after the current expected end date, otherwise called the "current registration period").
- The grounds for requesting an extension, eg, medical or personal, with full details of the circumstances. As extensions are only approved in exceptional circumstances, a compelling case must be made. Academic reasons will not normally qualify as exceptional.
- Documentary support for the request where appropriate. Evidence must be provided if the request is on medical grounds. A form is available from Registry to request information from a doctor. It is the student’s responsibility to request, obtain and pay for (if needed) any medical reports.
- A realistic and full plan for completion by the end of the extension period which will need to be approved by the principal supervisor. This plan will need to include specific details and timings.
- A letter of support from the Director of Postgraduate Studies.

Once an extension request is granted the student will be expected to register on the day of the registration anniversary (often September or October) by following the instructions sent by Registry. The appropriate extension fee must be paid at that time.

There may be visa implications for overseas students if an extension of studies is granted. Students should take advice in sufficient time for the visa to be reviewed. For guidance see Visas.

Students who have received funding support must check with their sponsor to determine whether an extension of studies is permitted in the terms and conditions of funding.

If an extension is initially agreed for less than 12 months further extensions may be applied for later. If approved, students will be invoiced for the difference between the original period and 12 months. Students must submit a new request with the new details of problems, completion planning and dates when applying for a further extension. No refunds to extension fees will be granted. No extensions will exceed
12 months in total. If a student does not submit within this final extension then their studies are deemed to have been terminated.

Extensions in excess of 12 months (6 months for MPhil) will rarely be granted; instead, the student will be required to withdraw. If a student wishes to subsequently submit a thesis, they will have to apply to the faculty to request to re-matriculate, and will incur fees at that stage.