## UNIVERSITY OF ST ANDREWS

**POLICY ON LENGTH OF STUDY AND ASSOCIATED FEES FOR POSTGRADUATE RESEARCH STUDENTS**

<table>
<thead>
<tr>
<th>Policy Title</th>
<th>Length of Study and Associated Fees for Postgraduate Research Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>Applies to all Postgraduate Research students</td>
</tr>
<tr>
<td>Owner</td>
<td>Proctor’s Office</td>
</tr>
<tr>
<td>Approving Committee</td>
<td>Principal’s Office</td>
</tr>
<tr>
<td>Policy approved date</td>
<td>10 August 2016</td>
</tr>
<tr>
<td>Policy effective from date</td>
<td>1 January 2017</td>
</tr>
</tbody>
</table>
LENGTH OF STUDY FOR RESEARCH POSTGRADUATE STUDENTS

1. Periods of study

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

MSc(Res) or MSt(Res)

Students are expected to complete the MSc(Res) or MSt(Res) within 12 months of full-time study, 24 months of part-time study or 48 months via distance learning. All students are expected to pay 12 months of full-time equivalent fees.

In exceptional circumstances students may request an extension of up to three additional months. If a student is unable to complete their studies within the study period allowed to them they will be referred to the PGR Pro Dean with an expectation that their studies will be terminated.

MPhil (by research route), MPhil (including taught credits) or MFA

Students are expected to complete the MPhil or MFA within 24 months full-time study, 48 months of part-time study or 72 months via distance learning. All students are expected to pay the full 24 months of full-time equivalent fees.

A continuation period of six months, regardless of full-time or part-time status, will be allowed for students who are unable to complete within the allotted time period. Students do not need to make a special request for this continuation period but they must notify Registry PGR Support and have the documented (email) support of their supervisor. In exceptional circumstances students may request an extension of up to six additional months, in three month increments, following the continuation period. If a student is unable to complete their studies within the study period allowed to them they will be referred to the PGR Pro Dean with an expectation that their studies will be terminated.

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 or DPerf

Students are expected to complete the PhD or DPerf within 48 months of full-time study, or equivalent part-time study (or as specified by external funding bodies, e.g. research councils). The degree normally consists of 36 months of full-time study or 72 months of part-time study plus a 12-month continuation period where necessary. Students do not need to make a special request for this continuation period but they must notify Registry PGR Support, and have the documented (email) support of their supervisor. The continuation period is 12 months regardless of full-time or part-time status.
Students must pay a minimum of 36 months full time fees before graduating. The earliest a student may submit their PhD thesis is after 24 months of full-time study, or equivalent, having already matriculated in to their third year.

Students are expected to submit their thesis for examination no later than the end of their fourth year of full-time study. In exceptional circumstances students may request an extension of up to 12 additional months.

Students must complete their doctoral studies within 60 months of full-time equivalent study. If a student is unable to complete their doctoral studies within this period they will be referred to the PGR Pro Dean with an expectation that their studies will be terminated.

As an exception, where doctoral study has been funded by an external agency with specific funding conditions, those conditions will take precedence.

**EngD/DEng**

Students are expected to complete the EngD/DEng within 60 months of full-time study, 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. The degree normally consists of 48 months of full-time study or 72 months of part-time study plus a 12-month continuation period where necessary. Students do not need to make a special request for this continuation period but they must notify Registry PGR Support, and have the documented (email) support of their supervisor. The continuation period is 12 months regardless of full-time or part-time status.

Students are expected to submit their thesis for examination no later than the end of their fifth year of full-time study. In exceptional circumstances students may request an extension of up to 12 additional months.

Students must complete their doctoral studies within 60 months of full-time equivalent study. If a student is unable to complete their doctoral studies within this period they will be referred to the PGR Pro Dean with an expectation that their studies will be terminated.

As an exception, where doctoral study has been funded by an external agency with specific funding conditions, those conditions will take precedence.

**MD (by thesis)**

Students are expected to complete an MD by thesis within 24 months of full-time or 48 months of part-time study. All students are expected to pay 24 months of full-time equivalent fees. 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 Policy).

In exceptional circumstances students may request an extension of up to 12 additional months.

2. Continuation

At the end of the fee paying period of study (full-time or part-time), students are eligible for a period of continuation which is granted automatically and included within the expected end date of the programme. A one-off continuation fee is charged and due on the first day of the continuation period. Once the continuation period has elapsed, a student may in exceptional circumstances apply to the Pro Dean (Postgraduate Research) for a period of extension as defined in this document.

3. Extensions

Extensions are granted on a quarterly basis. Extensions differ from continuation periods in that the latter reflect the inherent variability of a substantial program of research, whereas the former are intended to make allowance for exceptional circumstances. Students may apply for one quarter initially or multiple quarters. Extension fees will be charged for each quarter requested and will be due on the first day of the extension period.

Regardless of the length of the extension, students must check in with their supervisors at least once per quarter to ensure that adequate progress is being made towards completion. If a student is unable to complete their studies by the end of their extension period they will be referred to the PGR Pro Dean and may face termination of studies.

Students seeking an extension should always discuss it with their supervisor in the first instance. Once the student has the support of their supervisor, they will apply to the PGR Pro Dean, via MMS, no later than three months before their end date. The following information must be submitted with an extension request:

- The grounds for requesting an extension, eg, medical or personal, giving 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.
• Support from the School's Director of Postgraduate Studies.