



**Summary of  
Research Student  
Policies**

*Effective August 2017 to present*

**STUDENT REGULATIONS  
AND POLICIES**

[uclan.ac.uk/studentcontract](http://uclan.ac.uk/studentcontract)

## Summary of Research Student Policies

Below is a summary of the University's policies that apply solely to students studying for the following awards:

- Doctor of Philosophy – PhD
- Doctor of Medicine – MD (Res) or MCh (Res)
- Master of Philosophy – MPhil
- MA (by Research)
- MSc (by Research)
- LLM (by Research)
- PhD (by Published Work)

This summary is to be read in conjunction with the “Summary of Student Policies” which apply to all students at the University unless otherwise stated in that document.

Academic Regulations for Postgraduate Research Degrees	These policies should be read together. They contain a wide range of information about academic matters. They set out the University's expectations as regards student attendance, academic due diligence, and academic progress. Failure to meet these expectations may mean that you are not permitted to progress with your research degree. The policies also set out the University's rules regarding academic misconduct, such as plagiarism. Breach of these rules may result in a disciplinary process and the imposition of the academic penalties and/or expulsion.
Accompanying Information and Conditions of Offer for Research Students (Home/EU) and (International)	These policies applies to research degree applicants. There is one Offer Pack for Home/EU applicants and a second Offer Pack for International applicants.
Code of Practice relating to the Supervision Examination and Administration of Research Students	This policy is a statement of good academic practice and incorporates the procedures relating to every stage of research degree programmes.

<p>Ethical Principles for Teaching, Research, Consultancy, Knowledge Transfer and Related Activities</p>	<p>This policy contains the key principles which are intended to protect human, animal and other living subjects as well as the environment in all activities carried out in the University. The policy sets out the ethical principles for work with human participants, animals, micro-organisms, genetic modification, chemicals, radiation, the environment, art and military weapons and contains the key considerations that must be taken into account when undertaking research in respect in any of those areas, including the process for obtaining consent.</p>
<p>e-Ethics Pack for Research Students</p>	<p>This policy sets out the process research students must follow in order to obtain ethical clearance in respect of their research projects. Research students should be aware that all research degree student projects, irrespective of the nature or activity involved, will need to be reviewed by their relevant ethics committee.</p> <p>The Ethics Checklist must be completed in order to ascertain whether a project requires an application for ethics approval, and to which committee it should be referred to. No field work, experimentation or work with participants can start until approval is granted. The questions should be completed by the Principal Investigator or supervisor of the proposed project. Where projects involve students, the Principal Investigator is always the supervisor/Director of Studies and never the student.</p>
<p>Guide to PhD (by Published Work)</p>	<p>This policy sets out the expectations for students studying for a PhD (by Published Work)</p>

<p>Research Student Assessment Policies and Procedures Handbook, containing:</p>	<p><u>Conflicts of Interest Guide:</u> This policy sets out the rules that research students and staff must comply with regarding actual, potential, or perceived conflicts of interest.</p> <p><u>Guide to Transferring from MPhil to PhD:</u> This policy sets out the expectations for students transferring from MPhil to PhD.</p> <p><u>Annual Assessment of Progression forms:</u> This policy shows the forms completed by research students, supervisory teams, and research degree tutors (RDTs) for the Annual Assessment of Progression exercise</p> <p><u>CLoK form and guide:</u> This policy shows how research students deposit their thesis (e-thesis) with Central Lancashire Online Knowledge (CLoK), the Institutional Repository for UCLan.</p> <p><u>Student Declaration:</u> The final thesis and is a statement regarding whether any of the material has been submitted for another award or if the student has had concurrent registration for two or more academic awards.</p>
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<p>Research Student Handbook</p>	<p>The Research Student Handbook contains the core information in respect of what a student can expect from a research degree programme at the University. The Handbook is designed to provide an overview of the University's policies and procedures and it is not intended to be a substitute for students being aware of all of the policies and procedures (as contained in this summary document) which apply to them during the course of their studies with the University. The Handbook contains information relating to:</p> <ul style="list-style-type: none"> <li>• Key contacts</li> <li>• The stages of a research degree</li> <li>• Progression, monitoring, examining and awarding</li> <li>• Changing or withdrawing from study</li> <li>• Health and Safety</li> <li>• Ethical considerations</li> <li>• Responsibilities of research students</li> <li>• Student support and communication</li> <li>• Supervision and resources</li> <li>• Careers opportunities</li> <li>• Fees</li> <li>• Complaints and appeals</li> </ul>
<p>Research Training Brochure</p>	<p>This policy shows what training and development is available to research students, how to access it, and how our training provision aligns with the Researcher Development Framework.</p>