



Senate

Paper Title	Matters arising
Outcome requested	Senate is asked to note the matters arising since the last meeting of Senate, not covered as a separate item on the agenda.
Points for Senate members to note and further information	n/a
Questions for Senate to consider	n/a
Regulatory/statutory reference points	n/a
Strategy and risk	n/a
Reporting/consideration route for the paper	n/a
Authors	Mary Childs, Assistant Academic Registrar (Research Degrees) Helen Barrett, Deputy Head of Admissions (Postgraduate)
Sponsor	n/a

Matters arising

Code of Practice for Research Degree Programmes: proposed changes for 2019-20 (SE2018.61)

At the last Senate meeting members discussed proposed changes to the Code of Practice for Research Degree programmes and requested clarification around the process of exceptionally enrolling a student and a definition for exception circumstances.

In answer to the queries raised, the Research Degrees Office and Admissions have provided the following response:

The decision to introduce three main enrolment points for research students arose from several reviews on PGR recruitment and admissions in 2018-19. This amendment replaced the practice where new research students were able to enrol at the beginning of each month. The rationale for this change is to enhance the research student experience at Queen Mary so that students can participate in more formal arrangements for induction which have been arranged for groups of students. It also ensures that primary supervisors are available to meet with their students within several days of enrolment.

The Research Degrees Programmes and Examinations Board agreed that these three enrolment points would be: the main enrolment period in late September, early January and early April with effect from 2019-20.

The amendment to the Code of Practice states that *Exceptionally a student may enrol at other defined dates through the year at the request of their School/Institute.*

In such cases a student would be permitted to enrol on the first working day of a particular month with the approval of their School/Institute and the Admissions Office.

The situations in which an exception might be made include:

- restrictions on external funding start dates such that the funding would be lost to Queen Mary or the duration of the available funding would not provide for a full studentship because it is funded from a grant with a set end-date, e.g. a studentship is offered to student A. Student A accepts the offer but then withdraws some time later. The studentship is offered to another candidate and finalised after one of the main enrolment points. Delaying enrolment to the next enrolment point would lead to loss of the funding entirely or shorten the time available for the studentship below the minimum duration required;
- SMD Clinical Research Fellows (CRF) would be able to enrol on the first working day of a particular month if the Deanery was unable to release the CRF from their clinical post at a main enrolment point. CRFs should be encouraged to enrol at the three main enrolment points wherever possible;

- delayed visa decisions so long as the applicant had applied in good time to Queen Mary and for their visa. Applicants requiring a visa who are made an unconditional offer very close to a main enrolment point normally would be deferred to the next main enrolment point.

Candidates who have yet to meet English language requirements should be deferred to the next main enrolment point.

With regard to the process of approving an enrolment outside the three main enrolment points, the student's primary supervisor would make a request with reasons to the school/institute Director of Graduate Studies (DGS). If in agreement, the DGS would recommend the case to the Admissions Office. The school/institute PGR Admissions Officer would approve and action straightforward cases according to the scenarios outlined above. If the Admissions Officer did not consider that a satisfactory case had been made they would refer the request to a Senior Admissions Officer for advice. If the school/institute DGS wished to query a decision to reject a case then they could raise this with the Deputy Head of Admissions (Postgraduate).

Mary Childs
Assistant Academic Registrar
(Research Degrees)

Helen Barrett
Deputy Head of Admissions
(Postgraduate)

August 2019

August 2019