Guidelines for completing the RDC2 stage:

Confirmation of Progression to Doctor of Philosophy

**Stages in the Process:**

1. Student submits the written report (6,000-8,000 words) and RDC2 form (sections 1-4, completed with supervisors) by 9 months (FT students) and 14 months (PT students)
2. Written progression report and RDC2 form (including abstract) is forwarded to the Research Administrator (RA)
3. DoS recommends the Moderators (1 Moderator from the supervisory team and a 2nd Moderator to be an academic out-with the supervisory team with supervision experience)

PGRT/ADR approves the Moderators, RA to note and check

Copies of the report and form given to the 2 academic Moderators\*

1. School arranges presentation + viva exam at 9-10 months for FT students and 14-16 months for PT students; PGRT notified
2. Moderators review the presentation and viva exam (along with the written report) and complete sections 5 and 6 of the form
3. Moderators communicate outcome to student on day of the exam. If outcome is a resubmission, student given deadline of 4 weeks (FT) and 6 weeks (PT) to make revisions to the written progression report and submit a new RDC2 form

Student signs section 5b to confirm feedback received from moderators

1. Moderators pass form with outcome to RA following the viva exam
2. Outcome approved by ADR, PGRTs, RA in Schools
3. Completed form is submitted to HDC (for Outcomes 1,3 and 4)
4. If outcome is a resubmission, written documentation to be submitted by student and supervisory team to RA by deadlines given above of 4 weeks (FT) and 6 weeks (PT) from day of 1st viva exam. If a 2nd viva exam and /or presentation is required, this is to be arranged by the Schools at 11-12 months (FT) and 16-18 months (PT). Section 6b is completed on the resubmitted RDC2 form.
5. Recommendation is considered for approval at HDC

HDC Clerk informs student, DoS and RA of the result

\*Moderators to have a combination of experience in research degree supervision/examining and expertise in the subject area. The 1st moderator is usually the DoS (or nominee from Supervisory team). The 2nd Moderator is recommended by the DoS and is out-with the supervisory team with supervision experience.

**Guidance on Resubmission Outcome**

For a resubmission decision, the student is given 4 weeks (FT) and 6 weeks (PT) to submit the written report with corrections and a new RDC2 form, from the day of the 1st viva exam. The new RDC2 form should have the box in section 6b checked – this indicates to the HDC that the new form is a resubmission.

If the outcome is for a 2nd viva and/or presentation to take place, the School should hold the viva exam/presentation within 4 weeks (FT) and 6 weeks (PT) of the re-submission deadline i.e. at 11-12 months (FT) and 14-16 months (PT).

FT students are withdrawn by 12 months if unsuccessful at the 2nd attempt. For students to be withdrawn at the 2nd attempt, the School should submit a RDC7 form along with the RDC2 form so that the Graduate School can accurately record the last date of attendance – this date should be the 2nd viva exam/presentation date).

**Guidance on Timelines**

**FT students:** submit report and RDC2 form (sections 1-4, completed with supervisors) by 9 months from the start date. School arranges viva and presentation as part of the same event between 9-10 months. If a resubmission is required, the student must submit the report and a new RDC2 form 4 weeks from the day of the first viva exam. The School should hold a 2nd viva exam and/or presentation (if required) by 11-12 months at the latest. If the student is unsuccessful at the 2nd attempt and is to be withdrawn, the student should be informed on the day of the 2nd viva exam/presentation. For the withdrawal of a student at RDC2 the School should submit an RDC7 to the HDC Clerk in addition to the signed RDC2 form. The RDC7 should record the date of last attendance to be that of the 2nd viva exam.

**PT students**: submit report and RDC2 form (sections 1-4, completed with supervisors) by 14 months from the start date. School arranges viva and presentation as part of the same event between 14-16 months. If a resubmission is required, the student must submit the report and a new RDC2 form 6 weeks from the day of the first viva exam. The School should hold a 2nd viva exam and/or presentation (if required) by 16-18 months. If the student is unsuccessful at the 2nd attempt and is to be withdrawn, the student should be informed on the day of the 2nd viva exam/presentation. For the withdrawal of a student at RDC2 the School should submit an RDC7 to the HDC Clerk in addition to the signed RDC2 form. The RDC7 should record the date of last attendance to be that of the 2nd viva exam.

**Appendix 1: RDC2 Stage Process: Confirmation of Progression to Doctor of Philosophy**

*Please note that the completed RDC2 form will soon be required to be submitted electronically by Schools to the HDC Clerk*

1. Student + Supervisor Team complete RDC2 form (Sections 1-4) + progression report within 9 months (FT) and 14 months (PT)

Referred back if necessary

2. RA logs documentation, review at School level

3. 2 x Moderators approved by PGRT/ADR; Moderators receive RDC2 form and report

Referred back if necessary

4. School organises viva exam and presentation event at 9-10 months (FT) and 14-16 months (PT)

6. Outcome communicated to student on day of viva exam. Student signs section 5b of RDC2 form

5. Moderators complete sections 5&6 of the RDC2 form

7. RA receives RDC2 form; outcome logged

8. Form approved by PGRT, ADR and RA check

Referred back if necessary

10b. Student submits new RDC2 form + report by 4 weeks (FT) and 6 weeks (PT) from 1st viva exam date to RA; 2nd viva exam and presentation if required at 11-12 months (FT) and 14-16 months (PT)

10a. Outcome approved by School:

Resubmission (Outcome 2)

9a. Outcome approved by School:

Progression to Doctoral Level confirmed (Outcome 1)

Register for MPhil (Outcome 3)

Withdrawal (Outcome 4)

Referred back if necessary

9b. RA sends documentation to HDC Clerk; HDC considers RDC2; expert views sought if necessary

11. Outcome approved by HDC: student, DoS and RA informed by HDC Clerk