

DOCTORAL SCHOOL

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Leading education
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Institute of Education
University of London

Guidance Notes for Form DS/2app Application to vary Mode and/or Pattern of Study for MPhil/PhD

**Please read these notes before you complete Form DS/2app.
If you require any assistance you are welcome to contact the Doctoral School
(doc.enquiries@ioe.ac.uk)**

Students will normally undertake their studies by registering either full-time or part-time for the whole period of their degree. International students in the UK on a student visa will study full-time and will normally be resident in the UK to attend the Institute throughout their period of registration. **If you wish to vary your study pattern, this will need to be agreed at application stage well in advance of your proposed start date.** You must submit your case for varying your pattern of study for consideration by the faculty which will be accepting you and this involves completing Form DS/2app. Please bear in mind that the MPhil/PhD degree at the Institute of Education is not a distance learning programme and you will be expected to be in attendance at the Institute for part of your period of registration. Applications will be considered on an individual basis and our main aim will be to ensure that we are confident you will be able to successfully complete your degree within the agreed timescale.

The expected period of registration needed to complete a PhD by full-time study is three years and by part-time study is five years. The maximum period of study is four years of registration on a full-time basis and seven years on a part-time basis.

Section A: Studying by a mixture of full-time and part-time study

The regulations permit applications for transfer from full-time to part-time study and *vice versa*. If you change your mode of study from full- to part-time or *vice versa* this can affect your length of registration, your expected completion date and your access to supervisory support. You should therefore give us your time plan for completion of your degree.

Section B: Fieldwork away from the Institute

You may need to collect data and/or undertake fieldwork overseas or away from the Institute for a specified time up to one year. This is regarded as leave of absence which needs to be endorsed by your supervisor and Faculty Director of Postgraduate Research. If you are planning to conduct fieldwork which is integral to your research, this should be indicated in your research proposal. You also need to complete Form DS/2app. We will normally expect you to remain registered while you are conducting your fieldwork overseas so that you can maintain regular contact with your supervisor, i.e. by electronic mail, letter or fax on a regular basis. The amount of supervisory support you are entitled to receive during this time will depend upon whether you registered on a full or part-time basis. Students in receipt of scholarships eg.

Centenary, ESRC, Bloomsbury Colleges should seek advice from the Doctoral School about procedures. Please bear in mind that you will need to have obtained ethical approval for your fieldwork before it is undertaken. Information on how to do so will be provided when you register.

Section C: Request to study away from the Institute

Our expectation is that you will normally undertake your initial period of registration at the Institute as it is very important to ensure you can build a solid foundation for your doctoral research by attending the MPhil/PhD Research Training Programme, Faculty Seminars and by meeting regularly with your supervisor in the early stages of your research. If you need to undertake fieldwork as part of your research and need training and supervisory support for this, then it is very important that you undertake the necessary training courses and preparation and have your plans approved before embarking on the fieldwork.

During the periods of study which are spent overseas, you may register on a part-time basis whether or not you are in full-time employment provided your supervisor agrees. This will enable you to maintain regular communication with your supervisor by electronic mail, letter or fax. The amount of supervisory support will, however, depend upon whether you are registered and paying full or part-time fees. **If you are registered part-time, you will be able to return to the UK for short periods visiting your supervisor up to six weeks a year. If you return for a longer period, you will be asked to pay full-time fees for the period/term in question.**

Your case for consideration

You need to complete Form DS/2app and attach a statement giving your reasons for your request. You must demonstrate that there is good reason for wishing to vary your pattern of study and that you will still have access to the resources you need for your research. You can use the template on the Form for your year by year study plan or provide your own version.

- Having referred to the MPhil/PhD Research Training Handbook on the web site – (click on www.ioe.ac.uk/doctoralschool and go to Study), please indicate when you propose to complete the core training and any other training courses essential to your research.
- Provide a time plan on a year by year (or, if necessary, a term by term) basis indicating your proposed mode of study (and, in the case of those spending time away from IOE, the periods you will be out of residence).
- Show how you will conduct your research, indicating when you will complete the milestones of your programme – namely the completion of the research training core courses, completion of chapters, your data collection (if appropriate), your upgrade, candidacy, and submission of your thesis.
- The proposed arrangements for supervision must show how you will maintain contact between you and your supervisor(s) in accordance with the **Code of Practice for Research Degrees** which is also available at www.ioe.ac.uk/doctoralschool
- For students wishing to spend a period of time away from the Institute (Section C), you will need to ensure that you have access to the literature and other resources necessary to advance your research. Please give details of how you will ensure that this is available to you (for instance, through the use of online resources or local specialist libraries). This is particularly important where access to relevant specialist literature or other resources is central to the research you are undertaking. As an enrolled student you would have access to the IOE online resources through the portal, using your password and username allocated on enrolment.