Framework for Online Professional Doctorates

Annexe 1

Procedures on the Academic Progress of Students
Registered for an Online Professional Doctorate

General Principles

1. **These Procedures must be read in conjunction with the University of Liverpool's (UoL) 'Policy and Procedures on the Academic Progress of Postgraduate Research Students' (Appendix 3 of the PGR Code of Practice).**

2. **The following Procedures document the limited number of instances where specific differences in application of the Policy apply solely for Online Professional doctorate (OPD) students. These Procedures are set out in accordance with the Section numbering of the Policy (Appendix 3).**

It should also be noted that:

3. **These Procedures cover the thesis stage only of Professional Doctorate programmes delivered online. Policy and Procedures on the academic progress of students during the pre-thesis stage of the OPD is subject to the provisions of UoL's Code of Practice on Assessment Appendix E.**

4. **The default position for discussions about OPD student progress between students and staff (as detailed in the Policy) is via the programme's Virtual Learning Environment (VLE). Online Professional Doctorate student progress is reviewed biannually.**

5. **Communications between supervisors and the student must be sent to the student's email address recorded on the student record system. Sections 4 and 5 of the Policy refer.**

6. **At the appropriate stage, when set as a requirement of the Policy, communications with the student will be made by the UoL SDPR/IDPR[1].**

Glossary of terms

Annual Progress Report (APR)
For online students the role of SDPR/IDPR may be carried out by the appropriate nominee.

Faculty PGR Progress Committee
An OPD student may not appeal a decision to transfer their studies to MPhil because the OPD programme structure precludes an online student's registration from being transferred to an alternative qualification aim.

'Submission Pending' Status
OPD students are not eligible for 'submission pending' registration status.

Student Progress Record
In place of the PGR Portfolio of Activity available to on-campus PGR students, online students will use the programme's student progress record to monitor their progress. See section 3.2 below for more detail of what this must include.

1.   Introduction

1.1   In addition to the documents listed in the Introduction to the Policy, online students should refer to Kaplan Open Learning's Virtual Learning Environment. In cases of complaint they should also refer to Kaplan Open Learning's Student Complaints Policy and submit a complaint to Kaplan in the first instance.

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[1] Or nominee as appropriate.

1.11   For online students the role of SDPR/IDPR may be carried out by the appropriate nominee.

3.   Meetings of students and supervisors

3.2.   OPD students' formal meetings should be recorded in the programme's Virtual Learning Environment (VLE) that is maintained by Kaplan Open Learning. The Student Progress Record should be used as appropriate which must include:
   1. a record of the supervisors and student 'meetings' during the year;
   2. the record of the IPAP discussions;
   3. the official Annual Progress Report (APR)

3.3.   OPD students should use the VLE as referred to above regarding Section 3.2.

3.5.   Students enrolled on OPD programmes do not require immigration sponsorship from UoL in order to pursue their programme of study. UoL will consider failure to engage with the Record of Supervisory Meetings as evidence that a student is not engaging appropriately with their programme and could lead to termination of studies.

4.   Monitoring Academic Progress

4.1a)   The OPD programme structure precludes an online student's registration from being transferred to another qualification aim. OPD students are not eligible for 'submission pending' registration status.

4.1b)   OPD student and staff IPAP discussions will normally be conducted via the programme's Virtual Learning Environment. Formal progress monitoring for OPD students takes place biannually.

4.1e)   An OPD IPAP may apply outcomes i, iii, iv or v.

   iv.   **That the student has not made satisfactory academic progress, and that their studies be terminated. The student will then be considered by the appropriate Board of Examiners to determine their eligibility for an exit award based on their work in the pre-thesis stage.**

4.1f)   For online students the role of SDPR/IDPR may be carried out by the appropriate nominee.

4.2b)   For online students the role of SDPR/IDPR may be carried out by the appropriate nominee.

4.2c)   The OPD programme structure precludes an online student's registration from being transferred to another qualification aim.

4.3.   Procedure for dealing with Unsatisfactory Academic Progress

4.3a)   For online students the role of SDPR/IDPR may be carried out by the appropriate nominee.

4.3d)   The meeting of the PGRPP will normally be conducted via remote conference technology.

4.4   Termination of Studies on the grounds of non-engagement (Deemed Withdrawn)

4.4a)   (ii)   Failure to be in contact with the University (via Supervisor or other staff as appropriate) for a period of <u>one month</u> or more;
        (iii) Non-submission of their APR (or equivalent) by the published deadline

4.4b)   Where there has been insufficient engagement by a student as outlined in section 4.4a) please refer to section 4.4c) below.

Where a student has failed to submit or re-submit their thesis by the last permitted submission deadline (as recorded in the student record system) as outlined in section 4.4a) (v) the role of the Research Degree Administration Team (Student Life) will be carried out by the appropriate Professional Services team in the School/ Faculty.

4.4c)   Where there has been no engagement by a student as outlined in subsection 4.4(a), in the first instance the Professional Services team in the School, following consultation with the supervisor, should try to contact the student using their term-time and home addresses recorded in the student record system.

4.4d)   For online students the role of SDPR/IDPR may be carried out by the appropriate nominee.

4.4f)   Section 4.4f) does not apply to the OPD.

4.4g)   Section 4.4g) does not apply to the OPD.

5.   Reinstatement Procedures

Section 5 does not apply to the OPD.

6.   Appeal Procedures

6.1(i)   Option 6.1(i) does not apply to the OPD. An OPD student may not appeal a decision to transfer their studies to another qualification aim because the OPD programme structure precludes this.

6.2(ii) The decision of the PGRPP **or SDPR/IDPR/ nominee**

6.3   The decision of the PGRPP **or SDPR/IDPR/ nominee**

6.4   Complaints about supervision should be raised using the Kaplan Open Learning Student Complaints Policy and Procedure in the first instance: See: https://online.liverpool.ac.uk/uploads/sites/8/2023/12/Online-Student-Complaint-Procedure_December-2023.pdf

6.9   For online students the role of SDPR/IDPR may be carried out by the appropriate nominee.

6.17   Meetings of the Faculty PGR Progress Committee regarding online students normally will be conducted by remote teleconference technology.

6.21(a) Options 6.21a)(i) and 6.21a)(ii) do not apply to the OPD. An OPD student may not appeal a decision to transfer their studies to another qualification aim because the OPD programme structure precludes this.

6.21(b) Where the appeal is heard under Section 6.1 (ii) and (iii):

(i) The decision of the PGRPP or SDPR/IDPR/ nominee.

6.24   References to the 'Disability Advice and Guidance' refer to Kaplan Open Learning's Student Experience & Welfare Team.