



**Hull York Medical School**

**Regulations for PhD by Distance Learning**

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<b>Committee</b>	<b>Outcome/Date of approval</b>
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## Definitions

**Distance Learning:** distance learning in postgraduate research context refers to an alternative route to studying a research degree away from the university campus. The learning process, including independent research and supervision, is done online. Although this is a more flexible means of learning, it is not suitable for some research activities such as laboratory-based research.

**Academic misconduct:** the definition for academic misconduct is outlined in detail in the [Code of Practice on Academic Misconduct](#) and the [Code of Practice on Student Research Misconduct](#).

**Academic progress:** a student will be required to meet key academic requirements in order to make formal progress through an academic programme. Regulation 6 provides more information on evidencing progression. Detailed information on the progression monitoring mechanism can be found in the [Code of Practice on Research Degrees](#).

**Admission:** The process of applying for, and gaining entry to, a course (programme of study). Higher education providers have their own processes in place governing decisions about selection and entry

**Continuation period:** A student who has not completed their research degree within the “research period” may be able to apply for a continuation period in order to conclude the writing up of the thesis. See Section 2 for more detailed information.

**Credits:** A means of quantifying and recognising learning, used by most institutions that provide higher education programmes of study, expressed as numbers of credits representing notional hours of learning at a specific level

**Leave of Absence:** is defined as taking a break from studies. It effectively ‘stops the clock’ of the student’s registration. Leave of absence is also known as ‘intercalation’ at the University of Hull and ‘suspension of enrolment/registration’ at the University of York. For the avoidance of doubt, the term ‘leave of absence’ should be used in Hull York Medical School. Please refer to the [Hull York Medical School Policy on Leave of Absence](#).

**Development Points:** A means of quantifying and recognising participation in training and development activities. One point is equivalent to half day of training.

**Postgraduate Researcher Development Scheme:** a programme which Hull York Medical School research students are required to complete during their research degree in order to submit their thesis. Please see Regulation 7 for more information.

**Postgraduate Training Scheme:** a level 7 credit-bearing taught programme which Hull York Medical School research students are required to complete during their research degree in order to submit their thesis. Please see Regulation 7 for more information.

**Principal Supervisor:** an academic with appropriate skills and subject knowledge, responsible for providing support and encouragement to the student and for monitoring the student’s progress. Detailed information on the supervisory relationship and the responsibilities of the research student and supervisor can be found in the [Code of Practice on Research Degrees](#).

**Research period:** the period of time a student is registered on their programme and is expected to engage in study, training, supervision and thesis completion. See Regulation 2 for more detailed information.

**Student(s):** All students applying for or studying a PhD by Distance Learning.

**Abbreviations**

<b>HJSC</b>	Hull York Medical School Joint Senate Committee
<b>QAA</b>	Quality Assurance Agency
<b>ISM</b>	Independent Study Module
<b>TAP</b>	Thesis Advisory Panel

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## CONTEXT

### 1. Introduction

- 1.1. The following regulations apply to all higher degrees classified as PhD (known also as a Doctor of Philosophy) by Distance Learning jointly awarded by the University of Hull and the University of York. Students studying for a joint qualification must satisfy both Hull York Medical School Regulations and the prescriptions as embodied in the programmes of study and laid out in the [Code of Practice on Research Degrees](#). The Hull York Medical School Joint Senate Committee (HJSC) shall be the final arbiter of matters regarding the application and/or interpretation of these Regulations.
- 1.2. These regulations define the requirements for PhD degrees that are conducted through distance learning. It should be read in conjunction with the [Regulations for MPhil and PhD by Thesis](#) and [Code of Practice on Research Degrees](#). The additional regulatory considerations for distance learning are stated in these regulations.
- 1.3. HYMS does not offer Masters level research programmes by distance learning, for example, Masters of Sciences (MSc) by Thesis or Masters of Philosophy (MPhil). However, Masters level research degrees may be used as an exit award (see Section 28).

## ADMISSION AND REGISTRATION

### 2. Admission to the programme

- 2.1. To be admitted to the degree of PhD by Distance Learning, a student shall:
  - 2.1.1. Have completed a Bachelor's degree with First or Upper Second-Class Honours **or** a Master's Degree, or equivalent award, of any University approved by either the University of Hull or the University of York **AND**
  - 2.1.2. Have satisfied any such additional entry requirements as may be approved by the Hull York Medical School Joint Senate Committee **AND**
  - 2.1.3. Have met the additional admissions criteria on the suitability of distance learning approved by the Postgraduate Research Programmes Board. The additional criteria may include (not an exhaustive list):
    - 2.1.3.1. Nature of the research project;
    - 2.1.3.2. Justification for registering for the distance learning mode of study rather than by standard on-campus options;
    - 2.1.3.3. Statement of support for distance learning from their proposed academic supervisor;
    - 2.1.3.4. Prior experience or awareness of distance learning and the student's study environment conducive to distance learning;
    - 2.1.3.5. Details of IT equipment, data security, internet access and communications resources at their normal off-campus study site;
    - 2.1.3.6. Identify any training needs specific to the distance learning study;

- 2.1.3.7. Research or work experience demonstrating an ability to work independently in a distance learning environment;
  - 2.1.3.8. Commitment and ability to engage with the required minimum level of on-campus activities;
  - 2.1.3.9. Any restrictions imposed by funders.
- 2.2. Some research projects are not suitable for distance learning, for example, laboratory-based research or funded projects in which the funders do not allow distance learning. The Postgraduate Research Programmes Board reserves the right to reject an application based on the criteria above and is not obliged to provide the applicant any feedback on the decision of rejection.
- 2.3. Admissions offers can only be made after a virtual interview with the applicant deemed to be successful by an interview panel appointed by the Postgraduate Research Programmes Board.
- 2.4. Applicants regardless of their fee status (home or international) are eligible to apply for a PhD in Distance Learning.

Explanatory note:

- Students who are nearing completion of their Bachelor’s or Master’s degree, or the equivalent, at another university, but have not yet been awarded the degree may be conditionally accepted on to the PhD by Distance Learning programme. Confirmation of award will normally be expected within three months of enrolment.
- Admissions to the programme is governed by the [Code of Practice on Postgraduate Admissions](#).

### 3. Duration of prescribed period of study

- 3.1. The typical prescribed period of study, training, supervision and thesis completion/writing-up for a PhD by Distance Learning is set out in Table 1:

	PhD by Distance Learning (standard)	PhD by Distance Learning (named four-year version)
Full Time Research Period	36 months	48 months
Full Time Continuation Period (writing-up)	12 months	Not Available
<b>Total</b>	<b>48 months</b>	<b>48 months</b>
Part Time Research Period	72 months	96 months
Part Time Continuation Period (writing-up)	24 months	Not Available
<b>Total</b>	<b>96 months</b>	<b>96 months</b>

Table 1 – Typical prescribed periods of study

- 3.2. These periods of study can be set at a greater length, on application to the Hull York Medical School Board of Studies, in exceptional circumstances (such as in response to

the requirements of the Research Councils). This will require the payment of tuition fees at the rate set for that year.

- 3.3. Any period of suspension of study granted in accordance with Section 17 and 18 shall be disregarded in determining the prescribed period of study under Section 3.1.
- 3.4. If a student engages in teaching related activities at any University for more than 300 hours per calendar year, then they must register for a part time degree.

#### **4. Reduction in period of study**

- 4.1. A student may be permitted to count towards the period of study and research required by Section 3 up to one year spent in full-time research at another institution, after approval by the Hull York Medical School Board of Studies.
- 4.2. A PhD student on a full-time PhD programme may apply to submit a completed thesis for examination at any time after the first 2 years 9 months of study. A student studying for a four-year PhD may apply to submit a completed thesis for examination at any time after the first 3 years and 9 months of study. Part time students may apply to submit a completed thesis any time after an equivalent period of study.
- 4.3. Applications under Section 4.1 or 4.2 shall be subject to the approval of the Hull York Medical School Board of Studies, on the recommendation of the student's supervisor, and the Hull York Medical School Postgraduate Board of Examiners.

#### **5. Students who are members of staff of the University**

This section applies specifically to students who are Hull York Medical School members of staff of the University of Hull or University of York, whether teaching, research or other category unless otherwise stated.

- 5.1. Members of staff must be registered as part-time students. An exception may be permitted for staff employed specifically to undertake research.
- 5.2. A student may be permitted to spend up to one year of the period of study at another institution approved by the Hull York Medical School Board of Studies for this purpose.
- 5.3. Members of research staff who are engaged in more than 300 hours teaching related activities per calendar year at a University must register for a part time degree.
- 5.4. A student who has registered under these regulations and who has subsequently ceased to be a member of staff of the University of Hull or the University of York may submit a thesis for the degree or, in the case of a thesis referred under Section 28.1.4, a revised version of the thesis.

- Explanatory note: See further Section 27 regarding the appointment of examiners for students who are staff

### **ON-CAMPUS REQUIREMENTS**

#### **6. Periods required to be spent on University campus**

- 6.1. Students undertaking HYMS PhD in Distance Learning must physically visit the university campus (the University of Hull and/or the University of York) at least once in a calendar year.
- 6.2. Each annual on-campus visit must last at least one week.
- 6.3. These visits can coincide with induction, core training, attendance at conferences, with the latter being timed to coincide with a Thesis Advisory Panel (TAP) meeting or progression meeting.
- 6.4. Students are strongly encouraged to attend the face-to-face induction on-campus before undertaking the distance learning study.
- 6.5. In exceptional circumstances, a student may request to not undertake an annual on-campus visit with a justification and support from the supervisor. The Postgraduate Research Programmes Board will consider the student's request for approval on a case-by-case basis. If the request is rejected, the student must meet the periods required to be spent on campus.
- 6.6. Students are required to meet any additional costs associated with time spent on campus.

## **7. Visa requirements**

- 7.1. Students subject to UK Visas and Immigration (UKVI) restrictions will be required to apply for an appropriate visa to meet the on-campus requirements set out in section 6.
- 7.2. It is the student's responsibility to apply for visas and meet visa requirements. It is also the student's responsibility to organise and fund, for example, travel, accommodation and visas, any trips that they need to undertake to meet the on-campus requirements set out in section 6.
- 7.3. Students requiring immigration advice should contact the [University of Hull Visa and Immigration Office](#) or the [University of York Visa Advice Office](#).

## **GEOGRAPHY AND TRANSFER OF PROGRAMME**

### **8. Changes in location of study**

- 8.1. Students undertaking a PhD by Distance Learning must confirm their location of study on admissions to the programme.
- 8.2. Students may request to change their location of study by contacting their supervisor and the Postgraduate Office. They will be required to provide satisfactory information to ensure that they have the appropriate facilities to undertake a distance learning programme.

### **9. Transfer from a distance learning PhD programme to a campus-based PhD programme**



- 9.1. In exceptional circumstances, students undertaking a PhD by Distance Learning programme may request to transfer to a campus-based PhD programme. The request must be supported by the supervisor. The request will be considered by the Postgraduate Research Programmes Board, Board of Studies, and Joint Senate Committee for approval. Students will be required to meet the visa requirements to study in the UK and any additional costs associated with living in the UK.
- 9.2. After the transfer, students are subject to [HYMS Regulations for MPhil and PhD by Thesis](#).
- 9.3. The transfer from a distance learning PhD programme to a campus-based PhD programme should normally take place only once during a student's PhD registration. If a student has completed a transfer to a campus-based PhD and subsequently requests to revert back to a distance learning PhD, their request will normally be rejected.

## **10. Transfer from a campus-based PhD programme to a distance learning PhD programme**

- 10.1. In exceptional circumstances, students undertaking a campus-based PhD programme may request to transfer to a PhD by Distance Learning programme. This transfer will only be considered if and when a campus-based PhD student experiences a significant change in circumstances that make them unable to continue their study on campus.
- 10.2. The request for transfer from a campus-based to a distance learning PhD programme requires careful and thorough discussion between the student and the supervisor(s) and TAP members.
- 10.3. HYMS will consider the student's request based on a set of criteria set out by the Postgraduate Research Programmes Board including appropriate research progress, the number of TAPs completed, and any relevant admissions criteria related to distance learning set out section 2.1.3.
- 10.4. The request will be considered by the Postgraduate Research Programmes Board, Board of Studies, and Joint Senate Committee for approval.
- 10.5. Students will be required to meet any additional costs associated with undertaking a PhD by Distance Learning.
- 10.6. After the transfer, students are subject to HYMS Regulations for PhD by Distance Learning.
- 10.7. The transfer from a campus-based PhD programme to a distance learning PhD programme should normally take place only once during a student's PhD registration. If a student has completed a transfer to a distance learning PhD and subsequently requests to revert back to a campus-based PhD, their request will normally be rejected.

## **RESEARCH ETHICS APPROVAL AND DATA SECURITY**

### **11. Ethics approval**

- 11.1. Students undertaking a PhD by Distance Learning must follow the same ethics approval process for campus-based PhD programmes.
- 11.2. The HYMS Ethics Committee requires any research project collecting primary data overseas to have evidence of Institutional Review Board (IRB) approval from an internationally recognised IRB committee from the country where the data will be collected. Any costs for applying for in-country IRB approval must be met by the student.
- 11.3. Ethics approval for a research project is a joint responsibility between the student and the supervisor(s). Students should discuss any ethics consideration with their potential supervisor before they are admitted to the programme.

## 12. Data security

- 12.1. Students undertaking a PhD by Distance Learning must comply with GDPR and the Data Protection Act (2018) as well as any data protection legislation in the country where they are conducting their primary data collection on human or animal participants.
- 12.2. Students are required to provide clear data management plans for ensuring data collected in countries other than the UK is stored and transferred in a way that is compliant with GDPR and the Data Protection Act. This should be recorded and approved through the HYMS ethics approval process.

## SUPERVISION AND PROGRESS MONITORING

### 13. Supervision

- 13.1. Supervision is conducted by a supervisory team in accordance with the [Hull York Medical School Code of Practice on Research Degrees](#).
- 13.2. A principal supervisor shall be appointed for each student.
- 13.3. Supervision of the student's thesis shall be conducted in accordance with the [Hull York Medical School Code of Practice on Research Degrees](#).
- 13.4. Full and part time students registered should have **documented meetings** with the supervisors at least monthly in the research period and **documented contact** once every two months in the continuation (writing up stage) stage until the date of final submission.
- 13.5. Furthermore, all students have the right to access advice and support remotely from the Hull University Union and the University of York Student Union. Within these offices, students can expect support on a range of personal pastoral and academic issues. Further support is available for international students from the York International Students Association or the Hull International Students Association. Students should note that remote support may be more limited than on-campus support.

### 14. Evidence of satisfactory academic progress

- 14.1. A system for monitoring the progress of a student, in terms of a Thesis Advisory Panel (TAP) shall be in place in accordance with criteria prescribed by Hull York Medical School Board of Studies.
- 14.2. Students registered full time will be expected to have met defined progression requirements by the first, and second anniversary of registration, notwithstanding prior authorised leave of absence. Students undertaking a four-year PhD by Distance Learning will have an additional progression point on their third anniversary. Failure to meet progression criteria will mean that students will not be permitted to continue and will normally result in termination of studies.
- 14.3. Students registered part-time will be expected to have met progression requirements by second, fourth and sixth anniversary of registration notwithstanding prior authorised leave of absence. Failure to do so will mean that students will not be permitted to continue and will normally result in termination of studies.
- 14.4. Where Hull York Medical School is satisfied that the student is not making satisfactory progress towards achieving their degree, but may be able to achieve a lower award, a recommendation may be made to the Hull York Medical School Board of Studies that the student be transferred to the appropriate lower exit awards, for example, Master's degree by distance learning, with an agreed deadline for submission.

## **RESEARCH TRAINING**

### **15. Postgraduate Researcher Development Scheme**

- 15.1. Subject to the Postgraduate Researcher Development (PRD) Scheme Handbook, all students register for and achieve a defined minimum number of points from development activities designated as part of the Postgraduate Researcher Development, administered by the Hull York Medical School Postgraduate Research Programmes Board, and detailed in the Hull York Medical School PRD Handbook.
- 15.2. Students undertaking a PhD by Distance Learning will need to achieve 60 development points.
- 15.3. As part of the research training, students must demonstrate that they have successfully completed appropriate training in Research Integrity, in accordance with the [Hull York Medical School Code of Practice on Research Degrees](#), and that they have delivered at least one oral presentation related to their research project at an external or internal scientific event by the end of the programme of study.
- 15.4. The PRD Scheme is not a credit-bearing scheme and does not lead to degree awards. Students who wish to be eligible for the Postgraduate Certificate/Diploma in Research Training should undertake credit-bearing modules under the Postgraduate Training Scheme (PGTS) as detailed in the Hull York Medical School PGTS Handbook. Enrolling in the PGTS shall satisfy the requirement in Section 15.1.

## **SUSPENSION OF STUDY AND REPEAT PERIODS**

### **16. Permitted Duration for the completion of the development points and thesis**

16.1. To be awarded a PhD by Distance Learning, a student must have completed development points and the thesis for examination by the tenth anniversary of initial registration for the degree of PhD by Distance Learning.

- Explanatory note: This sets an absolute upper limit for completion of the requirements for the degree, including any periods of extension/suspension of study; this is different to the duration of the 'prescribed period of study' defined in Section 3.

## **17. Leave of Absence requested by student**

17.1. During the research period of study as defined in Section 3 and subject to Section 16, a student may request a period of Leave of Absence from their studies, for periods not exceeding 12 months, in accordance with the [Hull York Medical School Policy for Leave of Absence](#). All applications must have the support of the Chair of the Hull York Medical School Postgraduate Research Programmes Board.

Explanatory note:

- The 'approved application form' – is published by, and available from, the Hull York Medical School website
- Leave of Absence may also be known as 'intercalation', 'suspension of studies, or 'stop the clock'.

## **18. Suspension of Study on Grounds of Risk**

18.1. In exceptional circumstances, and as a supportive mechanism, Hull York Medical School reserves the right to initiate a Leave of Absence for a student on any Hull York Medical School module or programme, who is judged, on substantial evidence, to be unfit to study by reason of health, behaviour or conduct and where continuation of study may pose a risk to themselves or others. In such circumstances the student's studies may be suspended even in the absence of the student's consent provided the appropriate procedures are followed. This may involve referral to a number of agencies such as Occupational Health and will require adherence to the requirements of the respective universities' fitness to study policies, and in some cases onward referral via the Hull York Medical School [Code of Practice on Student Fitness to Study](#) and [Code of Practise on Student Fitness to Practise](#).

## **19. Annual leave**

19.1. Students are entitled to take annual leave in accordance with the [Hull York Medical School Code of Practice on Research Degrees](#).

## **20. Repeating a period**

20.1. A student shall not be permitted to register for the degree afresh other than with the approval of the Hull York Medical School Board of Studies. Approval shall only be granted where the student has demonstrated significant medical or exceptional personal circumstances affecting the period which is sought to be repeated.

20.2. In determining whether to grant approval regard shall be had to Section 16.

Explanatory note:

- 'Section 16' – the upper limit for completion of all requirements for the degree
- Applications must be made using the approved form, published by, and available from the Hull York Medical School Postgraduate Office.

## ASSESSMENT

### 21. Method of Examination

21.1. A student shall be examined by means of:

- 21.1.1. a thesis
- 21.1.2. a *viva voce* examination **held on campus**
- 21.1.3. an assessment of any additional studies prescribed by Hull York Medical School and notified in writing at the commencement of the prescribed period of study.

- Explanatory note: A *viva voce* examination may also be known as a *viva* or an oral examination. Students undertaking PhD by Distance Learning must undertake the *viva voce* examination on campus (unless in exceptional circumstances approved by the HYMS Joint Senate Committee, see section 21.2) and meet any additional costs associated with travelling to the UK to attend the *viva voce* examination.

21.2. In exceptional circumstances when the student cannot attend the on-campus *viva voce* examination, the student may request to have the *viva voce* examination virtually. The request must be supported by the supervisor, and will be considered by the Postgraduate Board of Examiners, Board of Studies, and Joint Senate Committee for approval.

21.3. The thesis shall be on a **subject** selected by the student and approved by the student's supervisors.

21.4. A PhD thesis should be less than 80,000 words. The word limit excludes figure legends and tables, the Bibliography, appendices and footnotes. Applications to exceed the word limit shall be subject to the recommendation of the student's supervisor, the relevant external examiner and the Chair of the Hull York Medical School Postgraduate Board of Examiners. Application shall be made no later than the giving of notice set out in Section 23 below.

21.5. A student may not submit as a thesis the work for which credits or a qualification of either University or any other institution have been conferred, but shall not be precluded from incorporating such work in a submission which covers a wider body of work.

21.6. Students must present themselves for examination and provide photographic identification at the commencement of examination if requested.

21.7. *Viva voce* examinations shall be chaired by a member of academic staff appointed by the Hull York Medical School Postgraduate Board of Examiners in accordance with the [Hull York Medical School Code of Practice: Charing Viva Voce Examinations for research degrees by Thesis/ Published work.](#)

## **22. Standards and Criteria for PhD by Distance Learning**

- 22.1. The thesis must be the result of original independent research, show an awareness of the relationship of the research to a wider field of knowledge, and reflect such further Standards and Criteria as approved by the Hull York Medical School Board of Studies from time to time.
- 22.2. The degree of PhD shall be awarded to a student who has completed a body of work that satisfies the characteristics statement for Doctoral Degrees published from time to time by the QAA and summarised in the [HYMS Code of Practise for Research Degrees](#).
- 22.3. As the degrees of MSc by Thesis or MPhil can be used as an exit award, they shall be awarded to a student who has completed a body of work that satisfies the characteristics statement for Master's Degree published from time to time by the QAA, and summarised in the [HYMS Code of Practise for Research Degrees](#).

## **23. Submission of the thesis**

- 23.1. The student shall give at least three months' notice of the expected date of submission of the thesis, and shall, at the same time, confirm the precise title of the thesis along with an abbreviated title which shall not exceed six words.
- 23.2. The student shall be responsible for ensuring that the thesis has been submitted and received for examination by Hull York Medical School within the timeframes set out in Section 3 notwithstanding any authorised absence.
- 23.3. Submission shall be in such format as prescribed, from time to time, by the Hull York Medical School Board of Studies, and subject to the payment of such fees as prescribed by the Hull York Medical School Joint Senate Committee.
- 23.4. A student shall be barred from submitting the thesis unless the conditions of Section 15 above have been satisfied.

## **24. Thesis extensions**

- 24.1. Full-time PhD by Distance Learning students, in exceptional circumstances only, unable to submit the PhD thesis within 48 months of commencing the degree if full-time, or within 96 months of commencing the degree if part-time may apply, using the approved application form, to the Hull York Medical School Postgraduate Research Programmes Board for an extension of up to 12 months for full-time and 24 months for part-time students, provided the application is submitted before the expiry of the deadline stated in this paragraph.
- 24.2. Full-time PhD by Distance Learning (named four-year version) students, in exceptional circumstances only, unable to submit the PhD thesis within 48 months of commencing the degree if full-time, or within 96 months of commencing the degree if part-time may apply, using the approved application form, to the Hull York Medical School Postgraduate Programmes Board for an extension of up to 12 months for full-time and 24 months for part-time students, provided the application is submitted before the expiry of the deadline stated in this paragraph.

24.3. Any grant of extension shall be made subject to Section 16 and any additional criteria published by the Hull York Medical School Board of Studies.

24.4. Students must register formally for the 'extension' period and pay the continuation fee mentioned in Section 26.

## **25. Non-Submission of the thesis**

25.1. Where a student fails to submit the thesis by the deadline stated in Section 3.1, or any extended deadline arising from an extension granted in accordance with Section 24, the programme will normally be deemed terminated without the requirement for examination of the thesis and the student will fail the degree. The Hull York Medical School Postgraduate Board of Examiners has the power to determine whether to allow the student a resubmission. Where such resubmission is not allowed the programme of study shall be deemed terminated without the requirement for examination of the thesis.

25.2. Students have a right to appeal this decision relating to failure for non-submission, in accordance with the [Hull York Medical School Code of Practice on Academic and Fitness to Practise Appeals](#).

25.3. Where a student's ability to submit by the deadline has been affected by exceptional circumstances, they may apply for Mitigating Circumstances in accordance with the [Hull York Medical School Policy on Exceptional Circumstances](#).

### Explanatory note:

- A student whose programme is terminated under this regulation would be barred from subsequently registering for the same programme under Section 20.
- A student would be entitled to receive any training credits gained at the point of termination and might be eligible for a Postgraduate Certificate or Diploma in Research Training based on the number of credits gained.

## **26. Continuation Fees**

26.1. Subject to Section 26.2, a student commencing the thesis continuation period shall be liable to pay a continuation fee as prescribed by Hull York Medical School Joint Senate Committee and in force at the time of submission.

26.2. A student undertaking a degree full time shall be entitled to a rebate of the continuation fee in the first year of the thesis continuation period only and applicable to the year in which the thesis is submitted according to the following scale:

26.2.1. Submission in the first three months: 100%

26.2.2. Submission in the fourth-sixth months: 50%

26.2.3. Submission in the seventh to ninth months: 25%

26.3. A student undertaking a degree part time shall be entitled to a rebate of the continuation fee in the first year of the thesis continuation period only and applicable to the year in which the thesis is submitted according to the following scale:

26.3.1. Rebate for submission within six months: 100%

26.3.2. Rebate for submission before nine months: 50%

26.3.3. Rebate for submission before twelve months: 0

26.4. A student shall be barred from submitting the thesis unless all fees due under Section 26.1 above have been paid.

## 27. Appointment of Examiners

27.1. Subject to Section 27.3, the examination shall be conducted by one external examiner and one internal examiner, both appointed by the Hull York Medical School Joint Senate Committee on the recommendation of the Hull York Medical School Postgraduate Board of Examiners and the Hull York Medical School Board of Studies. Honorary members of staff of Hull York Medical School, and members of staff employed by either the University of Hull or the University of York are not permitted to serve as external examiners.

27.2. The internal examiner shall not be one of the student's supervisors, nor have any conflict of interest as outlined in the [HYMS Code of Practice for Research Degrees](#).

27.3. Where the student is a member of staff of either the University of Hull or University of York including members of Hull York Medical School honorary staff in the period from the acceptance of an offer to study for the Hull York Medical School degree to the date on which the thesis is submitted, they must normally be examined by two external examiners. Exemption from this requirement may only be made following a specific recommendation from the Hull York Medical School Postgraduate Research Board to Board of Studies and Joint Senate Committee demonstrating that there is no conflict of interest in nominating the proposed internal examiner.

27.4. The supervisors shall be entitled to attend the oral examination **on request** of the student and **in agreement** with the examiners, but not to participate in the examination. Such a decision would need prior approval from the Hull York Medical School Postgraduate Board of Examiners.

27.5. Examination of the thesis shall normally take place within three months of the date of submission.

## 28. Examiners' Recommendations

28.1. The examiners must make one of the following recommendations:

28.1.1. that the student be awarded the degree of Doctor of Philosophy by Distance Learning as appropriate. This would normally include very minor corrections that the examiners consider can be accomplished within 24 hours.

28.1.2. that the student be awarded the degree of Doctor of Philosophy by Distance Learning subject to minor **corrections** being made to the thesis to the satisfaction of one examiner, normally the internal examiner within 12 weeks of the date of being informed of the decision of the examiners. The term corrections refers to typographical errors, occasional stylistic or grammatical flaws, corrections to references etc.

28.1.3. that the student be awarded the degree of Doctor of Philosophy by Distance Learning subject to **amendments**. The term amendments refers to certain changes of substance in a specific element or elements of the thesis specified



by the examiners. These shall not involve a revision of the whole thesis or of a major proportion of it. The changes must be made to the thesis to the satisfaction of one examiner, typically the internal examiner within six months of the date of being informed of the decision of the examiners.

28.1.4. that the thesis does not yet meet the criteria necessary for award and so it should be **referred** subject to such of the following conditions as the examiners may think appropriate (a combination of 28.1.4.1 or 28.1.4.2 with 28.1.4.3 may be appropriate):

28.1.4.1. that the student may be required to attend for a second oral examination.

28.1.4.2. that the student be permitted to submit, on one occasion only, a revised thesis for a second examination, without generation of primary research data.

28.1.4.3. that the student be permitted to submit, on one occasion only, a revised thesis for a second examination, after generation of further primary research data.

28.1.4.4. that in the case of theses submitted for the degree of PhD by Distance Learning, examiners may recommend that the thesis is not of the required standard, but is suitable for a Masters level exit award, for example Masters of Sciences (MSc) by Thesis or Masters of Philosophy (MPhil) degree as determined by the examiners, subject to minor corrections which shall be made to the satisfaction of the internal examiner within three months of the date of being informed of the decision of the examiners.

28.1.4.5. that the thesis is not of the required standard and no award be made to the student.

28.1.5. A student whose thesis is not of the required standard either at first or second attempt shall be entitled to receive a written statement from the examiners of the way in which the work falls short of the requirements to pass.

## **29. Resubmission of the thesis**

29.1. Where a student is permitted to submit on one further occasion only in accordance with Section 28, the student shall be responsible for ensuring that the thesis is submitted electronically and received by the Hull York Medical School office no later than twelve months from the date on which the student was notified of the result.

29.2. The manner of resubmission shall be as required for first submission by Section 23 save that resubmission shall be subject to the payment of such resubmission fee as prescribed by Hull York Medical School Joint Senate Committee and in force at the time.

29.3. Where a student fails to submit the thesis by the deadline specified in Section 29.1 the programme of study shall be deemed terminated without the requirement for examination of the thesis.

- 29.4. Students have a right to appeal a decision relating to the outcome of their examination or failure for non-submission, in accordance with the Hull York [Medical School Code of Practice for Academic and Fitness to Practise Appeals](#).

## **ACADEMIC/PROFESSIONAL DISCIPLINE**

### **30. Academic Misconduct**

- 30.1. Allegations of academic misconduct, (excluding non-compliance with the attendance and submission requirements of the programme of study), shall be subject to the [Hull York Medical School Code of Practice on Academic Misconduct](#) and [Hull York Medical School Code of Practice on Student Research Misconduct](#), and no penalty shall be imposed other than in accordance with said Regulations.
- 30.2. Students shall also abide by the principles of good research practice as defined in the [Hull York Medical School Code of Practice on Student Research Misconduct](#). Allegations of research misconduct shall be investigated in accordance with said Code.
- 30.3. Where appropriate, cases of academic misconduct may be shared with, and referred to relevant professional bodies.

### **31. Professional Misconduct and Professional Unsuitability**

- 31.1. 'Professional misconduct' shall be defined as conduct which falls below the level of conduct required by the professional body or bodies responsible for regulating the profession to which a student is seeking entry by virtue of completing the programme of study on which they are registered.
- 31.2. 'Professional unsuitability' shall be defined as behaviour which does not demonstrate the standards of behaviour specified by the professional body responsible for allowing students who complete the programme of study to be admitted to practise the relevant profession.
- 31.3. Allegations of conduct or behaviour considered to fall within the above definitions shall be made, investigated and determined in accordance with any applicable Regulations for the time being in force. Such Regulations shall empower Hull York Medical School to suspend or terminate a student's programme of study.
- 31.4. Where appropriate, cases of academic misconduct may be shared with, and referred to relevant professional bodies.

## **RESULTS AND AWARDS**

### **32. Notifications of Results and Award Letters**

- 32.1. All students shall be entitled to an official award letter on completion provided they are not in debt to the University for the payment of tuition fees.

### **33. Rescind, Revoke and Deprivation of Academic Qualifications**

- 33.1. Hull York Medical School Joint Senate Committee shall, on the recommendation of the Hull York Medical School Board of Studies, have the power to deprive a student of the qualification or to revoke it, having determined that there is good cause to do so, in accordance with University regulations. Good cause includes academic misconduct and fitness to practice in accordance with the [Hull York Medical School Code of Practice on Academic Misconduct](#), and, where appropriate, the [Hull York Medical School Code of Practice on Student Fitness to Practise](#).

### **34. Insurance, health and safety and risk assessment**

- 34.1. While students undertaking a PhD by Distance Learning are based at another location, they are not covered by the University's insurance policy, health and safety policy or any other policy relating to the safety of postgraduate research students. In addition, the University is not required to carry out a risk assessment of the remote working environment.
- 34.2. Where a postgraduate research student is employed by or is allowed access to a third-party institution and is undertaking aspects of their research project at that institution, they are covered by and bound by the rules, regulations, and policies of that institution.

### **35. Graduate teaching opportunities**

- 35.1. Access to paid teaching opportunities for students undertaking a PhD by Distance Learning will be limited, and such opportunities will not be available to those who do not have the right to work in the UK and/or are based outside the UK.

## Appendix 1: HYMS PhD by Distance Learning Checklist

### HULL YORK MEDICAL SCHOOL

#### PhD by Distance Learning Checklist

This checklist must be completed by the Chair of the Interview Panel before an applicant can be offered a place to undertake the degree of PhD by Distance Learning at the Hull York Medical School.

This Checklist should also be used for existing research students who request to transfer to a PhD by Distance Learning. In this case, the principal supervisor should complete this Checklist.

Please submit the completed checklist to [postgraduate@hyms.ac.uk](mailto:postgraduate@hyms.ac.uk) for the Chair of Postgraduate Research Programmes Board for approval.

Checklist item	Comments
1. The applicant has the acceptable <b>qualification</b> , i.e. they completed a Bachelor's degree with First or Upper Second Class Honours <b>or</b> a Master's Degree, or equivalent award, of any University approved by either the University of Hull or the University of York	
2. The nature of the <b>research project</b> is suitable and viable for distance learning study. Note: laboratory-type research is not suitable for distance learning.	
3. There are <b>good reasons</b> (professional and/or personal) for applying to a PhD by Distance Learning as opposed to a campus-based programme.	
4. <b>Statement of support</b> for distance learning from their proposed academic supervisor.	
5. <b>Prior experience or awareness of distance learning</b> and the student's study environment conducive to distance learning.	
6. There is sufficient <b>IT</b> equipment, internet access, connectivity, and communications resources at their normal study site. The applicant understands that access to campus-based facilities and resources will be limited and therefore that the applicant's research project can be conducted using facilities and resources which are available to the applicant online or locally	
7. There is sufficient safeguard and control on <b>data security</b> including handling and storage of sensitive research data.	
8. The applicant has considered and has or will comply with requirements for <b>ethics approval</b> in relation to the research project. This may involve the potential supervisor explaining to the student that they need to gain ethical approval from York/HYMS as well as in-country approvals from an internationally recognised IRB and this, including the need for the student to cover any cost of IRB approval in -country, are understood by the student.	
9. The applicant has research or work <b>experience</b> demonstrating an ability to work independently in a distance learning environment. This includes a good understanding of the psychological challenges of	

distance learning and can evidence their suitability (e.g. self-motivation) for this mode of study	
10. The applicant has shown <b>commitment</b> and ability to engage with the required minimum level of on-campus activities set out in the Regulations.	
11. The applicant has considered the implications of distance learning for their <b>professional aspirations</b> , notably the potential lack of teaching opportunities if they wish to pursue an academic career;	
12. There is no restriction imposed by <b>funders</b> on distance learning study.	
13. The applicant has sufficient <b>time</b> to undertake the PhD by Distance Learning on a full-time or part-time basis taking account of their professional and/or personal circumstances.	
14. The applicant and their proposed supervisor are willing to be supervised/undertake <b>supervision</b> remotely via video-conferencing and that any practical issues (e.g. time-differences between the applicant and the supervisor or national restrictions on access to particular technologies) can be managed.	
15. The applicant will be able to engage actively with the department's <b>research community</b> (e.g. considering infrastructure, logistics, time-differences)	
16. The applicant's access to campus-based <b>training</b> will be limited and therefore that the applicant already has any skills or training essential to their research project or that such skills can be developed in good time via remote training, during visits to campus or by other means.	
17. The applicant understands and will be able to meet HYMS and University <b>attendance requirements</b> , i.e. that there are no personal/professional barriers to meeting these requirements, and that the applicant will be able to organise and fund the necessary trips (including obtaining and paying for visas if applicable).	

**Declaration by Chair of the Interview Panel, or for programme transfer, by Principal Supervisor**

*I declare that I completed the Checklist based on the information provided by the applicant/student. Based on the completed checklist, I recommend to the HYMS Postgraduate Research Programmes Board that:*

The applicant / student does not meet the criteria for PhD by Distance Learning and should not be offered a place

The applicant / student meets the criteria for PhD by Distance Learning and any challenges set out in the Checklist can be overcome by supervisory team.

The applicant / student meets the criteria for PhD by Distance Learning but the following challenges set out in the Checklist require further mitigation and support (please specify them below):

**Additional comments if applicable:**

Name:

Signature:
Date:

<b>Approval by Chair of the HYMS Postgraduate Research Programmes Board</b>
<i>I have considered the information provided in the Checklist and I make the following decision on behalf of the Postgraduate Research Programmes Board:</i>
<input type="checkbox"/> The applicant / student does not meet the criteria for PhD by Distance Learning and should not be offered a place
<input type="checkbox"/> The applicant / student meets the criteria for PhD by Distance Learning and any challenges set out in the Checklist can be overcome by supervisory team.
<input type="checkbox"/> The applicant / student meets the criteria for PhD by Distance Learning but the following challenges set out in the Checklist require further mitigation and support specified by the Chair of the Interview Panel / Principal Supervisor above.
<b>Additional comments if applicable:</b>
Name:
Signature:
Date:

**If an offer is to be made to the applicant, HYMS will include the following in the offer letter:**

- That the programme is offered on a distance learning basis, with infrequent academic visits to the campus as stated in the HYMS Regulations for PhD by Distance Learning;
- That the applicant must meet HYMS and University attendance requirements (including attendance on campus for induction and for the final examination) or risk their enrolment being terminated;
- That the applicant is responsible for the organisation and the costs associated with meeting the HYMS and University attendance requirements and the in-person supervision requirements (including obtaining and paying for visas if applicable) and any costs of gaining in-country ethical approval for any primary data collection;
- That there will be limited access to campus-based University and departmental resources and training.

## **Addendum regarding the provision for interdisciplinary research degree programmes and Doctoral Training Programmes (DTP)**

The Hull York Medical School Joint Senate Committee approved this addendum via Chair's Action on 17th February 2020.

1. Hull York Medical School recognises the importance of interdisciplinary doctoral training.
2. With the approval of the Hull York Medical School Joint Senate Committee, the Hull York Medical School will be allowed to collaborate with academic departments at the University of Hull and the University of York to enable doctoral students to receive a PhD degree solely awarded by either the University of Hull or the University of York, as part of a doctoral training programme.
3. Upon the approval by the Joint Senate Committee, students studying an interdisciplinary doctoral programme or Doctoral Training Programme (DTP) will be admitted to, registered with, and regulated and governed by the University that awards the programme. Students will be affiliated with the Hull York Medical School and have access to the facilities and support of the Hull York Medical School.
4. The Joint Senate Committee will consider any request to participate in interdisciplinary research degree programmes and DTPs and maintain a record of the approved doctoral training programmes.
5. The Joint Senate Committee has the power to withdraw the Hull York Medical School's participation in any interdisciplinary research degree programme or DTP. Students already registered on such programme will not be affected by the withdrawal.
6. The Postgraduate Programmes Board, Postgraduate Board of Examiners, Board of Studies, and Joint Senate Committee of the Hull York Medical School will be responsible to oversee the student progress and experience on the programme.
7. The degree award of the programme will be ratified and conferred by the relevant academic governance body of the University of Hull or the University of York.

## **Addendum regarding the York-CITY Collaborative Off-Site PhD Programme**

The Hull York Medical School Joint Senate Committee approved this addendum via Chair's Action on 23 October 2023:

1. Hull York Medical School recognises the importance of the partnership between University of York and CITY College.
2. With approval of the Hull York Medical School Joint Senate Committee, the Hull York Medical School will be allowed to join the York-CITY Collaborative Off-site PhD Programme, as defined by the University of York in [Appendix 6: Policy Framework for Collaborative Off-site and Collaborative Split-site PGR Programmes](#).
3. PGRs undertaking the York-CITY collaborative off-site PhD will be registered with the University of York on the PhD in Medical Sciences or PhD in Human Sciences and provided with a HYMS principal supervisor employed by the University of York.
4. PGRs will be governed by HYMS [Regulations](#), HYMS [Code of Practice on Postgraduate Research Degrees](#) and the York-CITY Collaborative PhD Handbook. Where there is conflict between these documents, the HYMS Regulations should take precedence. Where this is not possible, HYMS will follow the University of York's Regulations and the York-CITY Collaborative PhD Handbook.
5. The Joint Senate Committee has the power to withdraw Hull York Medical School's participation in the collaborative off-site PhD programme with CITY. PGRs already registered on the programme will not be affected by the withdrawal.
6. The Postgraduate Research Programmes Board, Postgraduate Board of Examiners, Board of Studies, and Joint Senate Committee of the Hull York Medical School will be responsible for overseeing PGR progress and experience on the collaborative off-site programme but will share information with the York-CITY Joint Doctoral Executive Committee to ensure that lessons learnt and good practice can be shared with other departments participating in the collaborative off-site PhD programme.
7. Upon successful completion of their degree, PGRs on the collaborative off-site PhD programme will be eligible for the joint degree awarded by the University of York and the University of Hull as stated in the Memorandum of Agreement signed by the Vice-Chancellor of the University of York and the Vice-Chancellor of the University of Hull.



## Equality Impact Assessment (EIA)

HULL YORK MEDICAL SCHOOL

Equality Impact Assessment (EIA)

### EIA Screening Form

This EIA Screening Form will help you to decide whether a full Equality Impact Assessment (EIA) is required for the development or review of a service / policy / strategy / practice / plan (referred to collectively as a 'policy' in this form). Before completing the screening form, please refer to HYMS Guidance on Equality Impact Assessments.

<b>Name of proposer undertaking the EIA</b>	Kit Fan
<b>Job title</b>	Governance Manager
<b>Email address</b>	<a href="mailto:Kit.fan@hyms.ac.uk">Kit.fan@hyms.ac.uk</a>

<b>1. Name of policy</b>
Regulations for PhD by Distance Learning
<b>2. What are the aims and objectives of the policy? Please use no more than 100 words.</b>
The PGR Board is keen for HYMS to offer a distance learning (DL) PGR PhD option to increase inclusivity and equity for PGR students, strengthen our research partnerships and improve our environmental sustainability. University of York already runs distance learning PGR degrees and has a set of regulatory guidance for departments to follow. University of Hull is currently developing a new set of guidance on distance PGR degree.
<b>3. Who will be affected by the policy? For example, students, staff, visitors.</b>
Students and staff

<b>4. Is it a new or revised policy?</b>	
REVISED	Go to Q5
NEW	Go to Q7
<b>5. Was an EIA carried out on the previous version?</b>	
YES	Go to Q6
NO	Go to Q7
<b>6. Does the revised policy include any elements not considered in the original EIA?</b>	
YES	Carry out a new EIA
NO	Revise the existing EIA

<b>7. Could the new or revised policy have a negative effect on people with any of the following <u>protected characteristics</u> under the Equality Act 2010?</b>	<b>YES</b>	<b>NO</b>
Age		✓
Caring Responsibilities		✓
Disability		✓
Gender Reassignment		✓
Marriage or Civil Partnership		✓
Part time working		✓
Pregnancy and Maternity		✓
Race		✓
Religion or Belief		✓
Sex		✓
Sexual Orientation		✓
Other characteristics, please specify*		✓

\*Other characteristics may include caring responsibilities, socio-economic background, or part time working

If you have answered YES to any of the above, **carry out an EIA**  
 If you have answered NO, go to Q8

8. Have there been, or are there likely to be, any concerns about the policy from staff, students, visitors, contractors or members of the public?	YES	NO
Could the policy affect how services are commissioned or procured?		✓
Could the policy affect our workforce or employment practices?	✓	

If you have answered YES to any of the above, **carry out an EIA**  
 If you have answered NO, go to Q9

9. Regarding <b>Public Sector Equality Duty</b> , will the proposed changes contribute to:	YES	NO
Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act	✓	
Advance equality of opportunity between people who share a protected characteristic and those who do not	✓	
Fostering good relations	✓	

If you have answered YES to any of the above, **carry out an EIA**  
 If you have answered NO to all of questions 7, 8 and 9 you might not need to complete an EIA. If the decision is taken not to complete an EIA, please give a brief reason.

**Please sign and retain a copy of the completed Screening Form for your records.**

<b>Signature</b>	Kit Fan
<b>Date</b>	4 April 2024

**Please submit the form to the Governance Team ([governance@hyms.ac.uk](mailto:governance@hyms.ac.uk))**

#### OFFICE USE

Decision by EDIC	
Is EIA required?	Yes
Feedback to proposer (if relevant)	
Name	Anna Hammond
Signature	Withheld
Date	26 04 24

## HULL YORK MEDICAL SCHOOL

### Equality Impact Assessment (EIA)

#### Full Assessment Form

Please refer to the HYMS Guidance on EIA before filling in this form. If you are not sure whether you need to carry out a full EIA, please complete the EIA Screening Form to help you decide. For the purpose of EIA, any reference to 'policy' refers to the full range of functions, strategies, activities and decisions for which HYMS is responsible. Please submit the completed form to the Governance Team ([governance@hyms.ac.uk](mailto:governance@hyms.ac.uk))

<b>Name of proposer undertaking the EIA</b>	Kit Fan
<b>Job title</b>	Governance Manager
<b>Email address</b>	<a href="mailto:Kit.fan@hyms.ac.uk">Kit.fan@hyms.ac.uk</a>

#### 10. Name of policy

Regulations for PhD by Distance Learning

#### 11. Aims and purpose of the Policy (please use no more than 100 words)

The PGR Board is keen for HYMS to offer a distance learning (DL) PGR PhD option to increase inclusivity and equity for PGR students, strengthen our research partnerships and improve our environmental sustainability. University of York already runs distance learning PGR degrees and has a set of regulatory guidance for departments to follow. University of Hull is currently developing a new set of guidance on distance PGR degree.

#### 12. Who will be affected by the policy? For example, students, staff, visitors.

Students and staff

#### 13. Involvement and Consultation

What involvement and consultation activity has been undertaken or is planned on this policy? Who have you consulted with?

Please consider the potential impact on all groups of people, not just members of a specific team or group. Consultation with people from the protected groups will provide the best understanding of the potential impacts of the change. Please provide people with firm proposals so that they can understand the potential impact/s and provide adequate time for consideration and response.

The PGR Board set up a Working Group to lead on the development of the new PhD by Distance Learning. To facilitate an engaging discussion and wide consultation across the School, the Working Group provided an Option Appraisal paper highlighting examples of current policies and practices in the sector, as well as our two Universities. The Option Appraisal paper has been considered widely at the PGR Board, Board of Studies and Joint Senate Committee, with a wide range of academic staff and student representatives present, including staff and students with protected characteristics.

The Working Group then took on the feedback received from the PGR Board, Board of Studies and Joint Senate Committee on the Option Appraisal paper, which forms the basis of the new Regulations on PhD by Distance Learning.

We think that this two-stage approach has seen a wide engagement and input from staff and students. The Option Appraisal paper also sets out different approaches and the impact of adopting different policy stance. It was generally agreed that this new degree will increase the flexibility of a conventional on-campus PhD.

#### 14. Gathering data and evidence

What data and evidence did you use to assess the impact of the policy? Please state how you collected it and how you used it. If you used information collected outside of HYMS or the University, please state the source of the information.

In the Option Appraisal paper, we examined a range of UK universities' regulations and provided details of the regulations from Birkbeck, Bristol, Edinburgh, Liverpool School of Tropical Medicine, Southampton, and St Andrews. We have chosen these universities because they have clear regulations and policies publicly available. We also examined the policy position at York and Hull. We considered the following policy areas:

- Degree title
- Admissions criteria
- Research proposal
- Selection process
- Geography (home/international)
- Subject or project
- Duration of study
- Mode of study
- Residency requirements and periods to be spent on University campus
- Visa requirements and Academic Technology Approval Scheme (ATAS) certificate
- Changes in location of study
- Induction
- Transfer of programme
- Research environment or community
- Access to facilities and resources
- Research training and transferable skills training
- Supervision
- Academic progress monitoring and review
- Confirmation of doctoral candidature
- Teaching opportunities
- Thesis examination
- Student support
- Student representation
- Tuition fees
- Costs
- Insurance, health and safety and risk assessment
- Partnership agreements or collaborative PhD
- Quality Assurance: reviewing provision

When considering the above areas, the Working Group presented the different policy positions in the sector and compare and contrast them with that in York and Hull. The Group provided recommendations on all the above areas.

15. What are the potential or actual impacts of the policy or proposal when assessed against each of the following protected characteristics?							
Protected characteristics	Positive impact	No impact	Negative impact	Detail of impact	How will you mitigate or remove any negative impacts and/or promote any positive impacts? Please provide justification if a negative impact cannot be removed.	Action owner	Timescale of mitigation or elimination of negative impact
Age		ü		NA			
Disability	ü			PhD by Distance Learning will enable students with disability to have a wider flexibility in terms of location of study. Students can be based off-campus, e.g. at home or other preferable locations, which may provide a more tailored and familiar support environment. Distance learning may also remove barriers for students with disability, e.g. physical, emotional and financial pressure of undertaking an on-campus study.	Any positive impacts will be explored with the applicant during the interview and if an offer is issued, the supervisor will further discuss with the student.	NA	NA
Gender reassignment		ü		NA			
Marriage and civil partnership		ü		NA			
Pregnancy and maternity	ü			PhD by Distance Learning will enable students with pregnancy or maternity leave to have a wider flexibility in terms of location of study. Students can be based off-campus, e.g. at home or other preferable locations, which may provide a more tailored and familiar support environment. Distance learning may also remove barriers for students with pregnancy or maternity leave, e.g. physical, emotional and financial pressure of undertaking an on-campus study.	Any positive impacts will be explored with the applicant during the interview and if an offer is issued, the supervisor will further discuss with the student.	NA	NA
Race		ü		NA			
Religion or belief		ü		NA			
Sex		ü		NA			

Sexual orientation		ü		NA			
Other characteristics: please specify* Students with caring responsibilities	ü			PhD by Distance Learning will enable students with caring responsibilities to have a wider flexibility in terms of location of study. Students can be based off-campus, e.g. at home or other preferable locations, which may provide a more tailored and familiar support environment. Distance learning may also remove barriers for students with caring responsibilities, e.g. physical, emotional and financial pressure of undertaking an on-campus study.	Any positive impacts will be explored with the applicant during the interview and if an offer is issued, the supervisor will further discuss with the student.	NA	NA

\*Other characteristics may include caring responsibilities, socio-economic background, or part time working

Please sign and retain a copy of the completed Screening Form for your records.

<b>Signature</b>	Kit Fan
<b>Date</b>	4 April 2024

Please submit the form to the Governance Team ([governance@hyms.ac.uk](mailto:governance@hyms.ac.uk))

<b>16. Consideration by Equality Diversity Inclusion Committee (EDIC)</b>	
The Chair of EDIC may consider the EIA via Chair's Action or at a full meeting, and may decide if input from the Equality Champions may be needed to consider the EIA.	
X	<p><b>No impact identified at this time</b> As a result of assessing the policy against the protected characteristics, no equality impact(s) have been identified.</p>
	<p><b>Continue the proposal without adjustments for adverse impact</b> One or more adverse equality impacts have been identified. However, the proposal meets critical business need AND is an appropriate and proportionate means to achieve that aim.</p>
	<p><b>Continue the proposal making adjustments where required</b> One or more equality impacts have been identified. Mitigating actions to address this will be taken.</p>
	<p><b>Stop the proposal because adverse impacts cannot be prevented or objectively justified</b> One or more adverse impacts have been identified which cannot be objective justified and it is not possible to make adjustments to address the adverse impact it may be necessary to stop the proposal.</p>
<b>EDIC Comments (if necessary)</b>	NA
<b>Name of EDIC Chair (or Deputy)</b>	Anna Hammond
<b>Signature of EDIC Chair (or Deputy)</b>	Withheld
<b>Date</b>	26 04 24