



Title: Procedure for research degree students applying for exemption from the Postgraduate Certificate in Research course
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4Q: Procedure for research degree students applying for exemption from the Postgraduate Certificate in Research course

This procedure should be read in conjunction with the University Policy 2Q: Admission, supervision and monitoring of research students

1. During their first year of registration all research degree students are registered on the Postgraduate Certificate in Research and are expected to attend the course and achieve the award.
2. Only those students who can effectively demonstrate and evidence that they have already achieved the learning outcomes in the Postgraduate Certificate in Research will be exempt.
3. Students seeking exemption must apply to the PGR Accreditation of Prior Learning sub-panel via their Hub Postgraduate Research (PGR) Co-Ordinator.
4. Applications for exemption must be made either at the time of admission or within the first six weeks of registration.
5. Applications must demonstrate by either, previous certified learning, or uncertified experiential learning, that they have met the learning outcomes of the Postgraduate Certificate in Research. Where appropriate, evidence must be supplied. However, a certificate alone is not sufficient; the evidence supplied must be mapped against the specific learning outcomes. Two examples of appropriate evidence for exemption would be the student acting as a Principal Investigator on a funded piece of research, with appropriate research outputs; or successful completion of a Research methods course on a previous occasion.
6. The student must liaise with their Hub PGR Co-Ordinator to complete the 'PGR application for exemption from the Postgraduate Certificate in Research course' form and submit, along with a portfolio of evidence, to the Assessment Team, Academic Services.

7. Applications will be scrutinised by the PGR Recognition of Prior Learning sub-panel consisting of; the Chair of the RPL sub-committee; the Postgraduate Certificate in Research course leader or their nominee; the Hub PGR Co-Ordinator; the Director of Studies; and a member of administrative staff nominated by Academic Services.
8. The panel will make an assessment as to whether the student can demonstrate and evidence the learning outcomes of the Postgraduate Certificate in Research including acceptability; sufficiency; authenticity; and currency of the evidence.
9. The outcome of the panel's assessment can be as follows:
 - a. *Exemption for the whole course*; the student has met all of the learning outcomes and will not need to register/can be de-registered from the Postgraduate Certificate in Research methods course
 - b. *Partial exemption from the course*; the student has met 50% or more of the learning outcomes. The student will be required to register/remain registered on the course and complete the relevant assignments to meet the remainder of the learning outcomes. This should be clearly communicated to the student in the 'panel outcome and feedback' section of the 'PGR application for exemption from the Postgraduate Certificate in Research course' form.
 - c. *No exemption*; the student has met less than 50% of the learning outcomes. The student will be required to register/remain registered on the course.
10. The decision of the sub-committee is final, subject to the normal appeal procedures.
11. Where a student applies for exemption within the first six weeks of their registration, they must continue to attend the Postgraduate Certificate in Research and complete any assignments required until the outcome of their application for exemption is known.
12. The outcome of the application will be communicated via the 'feedback and guidance' section of the 'PGR application for exemption from the Postgraduate Certificate in Research course' form to Graduate Studies. Graduate Studies will then notify the student accordingly.
13. Further advice on this exemption process should be sought from the Postgraduate Certificate in Research course leader.