## RESEARCH DEGREES OFFICE

**2020/21 Calendar of Research Degree Activities**

**Affiliated Research Centre Programme**

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| AUGUST | | UK Quality Code for Higher Education |
| **1** | Start of academic year 2020/21 |  |
| **1** | Registration start date for new students |  |
| **1** | 2020-21 Regulation changes come into effect |  |
| **1** | **Upgrade** **assessment and report** deadline for students whose registration commenced on:  Full-time - 1 September 2019  Part-time - 1 September 2018 | * Upgrade assessment and reporting supports the indicators on progress and review arrangements. |
| **1** | **Progress monitoring** due for post-upgrade students who registered in September | * Progress reporting supports the indicators on progress and review arrangements. |
| **12** | 2020 **Annual institutional monitoring** report deadline | * Annual institutional monitoring monitors ARC alignment with all the indicators |
| **31** | Deadline for monthly monitoring reports for OU sponsored **Tier 4 students** | * UK Visa and Immigration (UKVI) requirement |

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| SEPTEMBER | | UK Quality Code for Higher Education |
| **1** | Registration start date for new students |  |
| **1** | **Upgrade** **assessment and report** deadline for students whose registration commenced on:  Full-time - 1 October 2019  Part-time - 1 October 2018 | * Upgrade assessment and reporting supports the indicators on progress and review arrangements |
| **1** | **Progress monitoring** due for post-upgrade students who registered October | * Progress reporting supports the indicators on progress and review arrangements. |
| **3** | Research Degree Examination Results Ratification Committee meeting | * Oversees rigour in assessment |
| **29** | Research Degrees Committee meeting | * Governance arrangements for the ARC programme seek to support all the QAA indicators |
| **30** | Deadline for monthly monitoring reports for OU sponsored **Tier 4 students** | * UK Visa and Immigration (UKVI) requirement |
| **30** | Deadline for online **Research Degrees** **Handbook in Affiliated Research Centres** for 2020/21 to be circulated to students and supervisors by ARC research degree co-ordinators | * The handbook contains regulations and codes of practice. The ARC handbook is updated annually. |

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| OCTOBER | | UK Quality Code for Higher Education |
| **1** | ARCs to confirm which of their students are at **‘writing up’ status** | Enable monitoring against internal and external indicators and targets |
| **1** | **Deadline for receiving annual certified copies of passports and visas for OU sponsored Tier 4 students** | UK Visa and Immigration (UKVI) requirement |
| **1** | Registration start date for new students |  |
| **1** | Continuing students incur **fee liability** for the academic year |  |
| **1** | ARC annual institutional **fee liability** for the academic year incurred |  |
| **1** | **Upgrade** **assessment and report** deadline for students whose registration commenced on:  Full-time - 1 November 2019  Part-time - 1 November 2018 | * Upgrade assessment and reporting supports the indicators on progress and review arrangements |
| **1** | **Progress monitoring** due for post-upgrade students who registered in November | * Progress reporting supports the indicators on progress and review arrangements. |
| **7** | Deadline for ARCs to notify Research Degrees Office of students who withdrew or submitted their theses by 30 September 2020 |  |
| **31** | Deadline for monthly monitoring reports for OU sponsored **Tier 4 students** | * UK Visa and Immigration (UKVI) requirement |

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| NOVEMBER | | UK Quality Code for Higher Education |
| **1** | Registration start date for new students |  |
| **1** | **Upgrade** **assessment and report** deadline for students whose registration commenced on:  Full-time - 1 December 2019  Part-time - 1 December 2018 | * Upgrade assessment and reporting supports the indicators on progress and review arrangements. |
| **1** | **ARC Management Group** meeting | * Management Group to support the ARC Programme |
| **1** | **Progress monitoring** due for post-upgrade students who registered in December | * Progress reporting supports the indicators on progress and review arrangements. |
| **25** | Research Degrees Committee meeting – additional meeting to consider Annual Institutional Monitoring reports | * Governance arrangements for the ARC programme seek to support all the QAA indicators |
| **30** | Deadline for monthly monitoring reports for OU sponsored **Tier 4 students** | * UK Visa and Immigration (UKVI) requirement |

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| DECEMBER | | UK Quality Code for Higher Education |
| **1** | Registration start date for new students |  |
| **1** | **Upgrade** **assessment and report** deadline for students whose registration commenced on:  Full-time - 1 January 2020  Part-time - 1 January 2019 | * Upgrade assessment and reporting supports the indicators on progress and review arrangements. |
| **1** | **Progress monitoring** due for post-upgrade students who registered in January | * Progress reporting supports the indicators on progress and review arrangements. |
| **31** | Deadline for monthly monitoring reports for OU sponsored **Tier 4 students** | * UK Visa and Immigration (UKVI) requirement |
| *The Open University will be closed from 3pm on 24 December 2020 and will re-open in the New Year on 4 January 2020* | | |

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| JANUARY | | UK Quality Code for Higher Education |
| **1** | Registration start date for new students |  |
| **1** | **Upgrade assessment and report** deadline for students whose registration commenced on:  Full-time - 1 February 2020  Part-time - 1 February 2019 | * Upgrade assessment and reporting supports the indicators on progress and review arrangements. |
| **1** | **Progress monitoring** due for post-upgrade students who registered in February | * Progress reporting supports the indicators on progress and review arrangements. |
| **27** | Research Degrees Committee meeting | * Governance arrangements for the ARC programme seek to support all the QAA indicators |
| **31** | Deadline for monthly monitoring reports for OU sponsored **Tier 4 students** | * UK Visa and Immigration (UKVI) requirement |

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| FEBRUARY | | UK Quality Code for Higher Education |
| **1** | Registration start date for new students |  |
| **1** | **Upgrade** **assessment and report** deadline for students whose registration commenced on:  Full-time - 1 March 2020  Part-time - 1 March 2019 | * Upgrade assessment and reporting supports the indicators on progress and review arrangements. |
| **1** | **Progress monitoring** due for post-upgrade students who registered in March | * Progress reporting supports the indicators on progress and review arrangements. |
| **28** | Deadline for monthly monitoring reports for OU sponsored **Tier 4 students** | * UK Visa and Immigration (UKVI) requirement |

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| MARCH | | UK Quality Code for Higher Education |
| **1** | Registration start date for new students |  |
| **1** | **Upgrade** **assessment and report** deadline for students whose registration commenced on:  Full-time - 1 April 2020  Part-time - 1 April 2019 | * Upgrade assessment and reporting supports the indicators on progress and review arrangements. |
| **1** | **Progress monitoring** due for post-upgrade students who registered in April | * Progress reporting supports the indicators on progress and review arrangements. |
| **18** | Research Degree Examination Results Ratification Committee meeting | * Oversees rigour in assessment |
| **31** | Deadline for monthly monitoring reports for OU sponsored **Tier 4 students** | * UK Visa and Immigration (UKVI) requirement |

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| APRIL | | UK Quality Code for Higher Education |
| **1** | Registration start date for new students |  |
| **1** | **Upgrade** **assessment and report** deadline for students whose registration commenced on:  Full-time - 1 May 2020  Part-time - 1 May 2019 | * Upgrade assessment and reporting supports the indicators on progress and review arrangements. |
| **1** | **Progress monitoring** due for post-upgrade students who registered in May | * Progress reporting supports the indicators on progress and review arrangements. |
| **30** | **ARC Management Group** meeting | * Management Group to consider ARC progress report monitoring |
| **30** | Deadline for monthly monitoring reports for OU sponsored **Tier 4 students** | * UK Visa and Immigration (UKVI) requirement |

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| MAY | | UK Quality Code for Higher Education |
| **1** | Registration start date for new students |  |
| **1** | **Upgrade** **assessment and report** deadline for students whose registration commenced on:  Full-time - 1 June 2020  Part-time - 1 June 2019 | * Upgrade assessment and reporting supports the indicators on progress and review arrangements. |
| **1** | **Progress monitoring** due for post-upgrade students who registered in June | * Progress reporting supports the indicators on progress and review arrangements. |
| **19** | Research Degrees Committee meeting | * Governance arrangements for the ARC programme seek to support all the QAA indicators |
| **26** | 2020-21 **Annual institutional monitoring** report mailing to ARCs | * Annual institutional monitoring monitors ARC alignment with all the indicators |
| **31** | Deadline for monthly monitoring reports for OU sponsored **Tier 4 students** | * UK Visa and Immigration (UKVI) requirement |

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| JUNE | | UK Quality Code for Higher Education |
| **1** | Registration start date for new students |  |
| 1 | **Upgrade** **assessment and report** deadline for students whose registration commenced on:  Full-time - 1 July 2020  Part-time - 1 July 2019 | * Upgrade assessment and reporting supports the indicators on progress and review arrangements. |
| 1 | **Progress monitoring** due for post-upgrade students who registered in July | * Progress reporting supports the indicators on progress and review arrangements. |
| 16 | Check receipt of ARC student annual progress reports, and probation assessment and reports, prior to confirming new student registrations going forward. | * Upgrade assessment and reporting and annual student progress reporting are components of the ARC programmes’ compliance with indicators on progress and review arrangements. Institutions which do not comply will not be permitted to register any new students until all progress and Upgrade assessment and reports have been received. |
| **30** | Deadline for monthly monitoring reports for OU sponsored **Tier 4 students** | * UK Visa and Immigration (UKVI) requirement |

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| JULY | | UK Quality Code for Higher Education |
| **1** | Registration start date for new students |  |
| **1** | **Upgrade** **assessment and report** deadline for students whose registration commenced on:  Full-time - 1 August 2020  Part-time - 1 August 2019 | * Upgrade assessment and reporting supports the indicators on progress and review arrangements. |
| **1** | **Progress monitoring** due for post-upgrade students who registered in August | * Progress reporting supports the indicators on progress and review arrangements. |
| **31** | Deadline for monthly monitoring reports for OU sponsored **Tier 4 students** | * UK Visa and Immigration (UKVI) requirement |

**USEFUL URLS**

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| Research Degrees in Affiliated Research Centres Handbook | <https://help.open.ac.uk/documents/policies/research-degrees-handbook> |
| Research Degree Regulations | <https://help.open.ac.uk/documents/policies/research-degree-regulations> |
| Conditions of Registration for Postgraduate Research Students | <https://help.open.ac.uk/documents/policies/conditions-of-registration-pg> |
| Student Policy and Regulations | <https://help.open.ac.uk/documents/policies> |
| [Computing policy](http://www.open.ac.uk/students/charter/essential-documents/computing) | <https://help.open.ac.uk/documents/policies/computing> |
| [Plagiarism policy](http://www.open.ac.uk/students/charter/essential-documents/plagiarism-policy) | <https://help.open.ac.uk/documents/policies/plagiarism> |
| [Academic freedom principles statement](http://www.open.ac.uk/students/charter/essential-documents/academic-freedom-principles-statement) | <https://help.open.ac.uk/documents/policies/academic-freedom-principles-statement> |
| [Code of practice for student discipline](http://www.open.ac.uk/students/charter/essential-documents/code-practice-student-discipline) | <https://help.open.ac.uk/documents/policies/code-of-practice-student-discipline> |
| Student Privacy Notice | <https://help.open.ac.uk/documents/policies/privacy-notice> |
| OU Research Hub | <http://www.open.ac.uk/research/> |
| UK Quality Code for Higher Education | <https://www.qaa.ac.uk/quality-code> |
| Research Strategy and Policies: | <http://www.open.ac.uk/research/plans-policies>   * OU Code of Practice for Research * Ethics Principles for Research involving Human Participants * Procedures for dealing with allegations of academic malpractice |

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| **Graduate School Network** – (landing page) | <http://www.open.ac.uk/students/research/> |
| ARC zone - to help you navigate your way around the GSN as an ARC visitor to the site | <http://www.open.ac.uk/students/research/content/arc/affiliated-research-centres> |
| Research degree skills on-line training resources for students  - to supplement your in-house research degree skills training | <http://www.open.ac.uk/students/research/ou/training> |
| VITAE Researcher Development Framework Planner:  - containing tools for personal skills audit, personal development plan and skills portfolio *(this replaces the PhD skill and RD skills website, STM895 and U501, skills audit template)* | <http://www.open.ac.uk/students/research/ou/researcher-development>  All OU students may register to use this by clicking through the link below:  <http://www.open.ac.uk/students/research/ou/ou/researcher-professional-development/researcher-development-framework> |
| Supervisor support and training resources | <http://www.open.ac.uk/students/research/services/supervisors> |
| Forms and guidance notes for ARC’s | <http://www.open.ac.uk/students/research/forms-and-guidance> |
| OU on-line library | <http://www.open.ac.uk/students/research/services/library> |
| OU on-line careers advice for PhD students | <http://www.open.ac.uk/students/research/ou/careers> |
| Open Research Online (ORO) | <http://oro.open.ac.uk/> |