

# Department of Land Economy University of Cambridge

## Part Time PhD

This document has been produced as a summary of key information for applicants wishing to undertake a PhD on a part time basis and for supervisors who may be considering taking on a part time student. It should be read in conjunction with Board of Graduate Studies guidance on part time study:

BGS Guide for applicants: <http://www.admin.cam.ac.uk/offices/gradstud/admissions/pt/>

BGS Guide for Departments: <http://www.admin.cam.ac.uk/offices/gradstud/ptstudents/>

### Period of Study

The part time PhD is five years in duration, making the minimum number of terms of research required fifteen. Candidates may therefore not submit their thesis before the first day of their fifteenth term unless an exemption has been granted. The part time equivalent of the Research Candidates' submission deadline of four years for full time students is the end of the seventh part time year. Candidates are therefore expected to submit by the last day of their twenty-first term unless a deferral has been granted.

Candidates must fulfil a minimum of five terms of research. If necessary part time students may therefore apply for supervised, leave to work away for up to ten terms. As with full time students, leave to work away will only be granted if there are good academic reasons.

### Attendance Requirements

The part-time PhD is not a distance learning course. It is expected that students will live close enough to Cambridge to play a full part in the Department. A candidate who intends to live outside the UK and more accessible parts of the EU will not be suitable for admission and the Board of Graduate Studies reserves the right not to make an offer if it considers the arrangements for regular attendance unworkable. It is unlikely that the Board will approve an application for part time study where the applicant has a journey time of more than four hours to meet the basic attendance requirements. Attendance must be possible throughout the year. Students are not permitted to group all their attendance into a short block of time (e.g. over the summer).

The Department operates minimum attendance requirements in keeping with University regulation and part time students are required to visit Cambridge and undergo formal supervision with their supervisor a minimum of twice per term. Following discussion with their supervisor, students may be required to attend more frequently.

### Application Process

Application is made on the same online or paper form as normal applications. Students should indicate their intention to study part-time in the relevant box and complete section A(13) with details of why they wish to study part-time and whether they will be employed at the same time as carrying out their studies.

In addition, part time applicants must undergo an interview and provide additional documentation before the Board will consider them for part time study. This is true of all cases. Details are as follows:

**Interview** All candidates for part time study must be interviewed by the potential supervisor and possibly one other member of academic staff from the Department. An interview report form should be completed and submitted to the Board at the same time as the Degree Committee recommendation for admission.

The interview should cover areas such as whether the research topic is suitable for the part time approach, the balance of work and study (if the applicant is to be employed), the distance the applicant lives from Cambridge and how attendance will be managed.

**Programme** A programme of work should be provided to include, what attendance will be required and how it will be managed, formal supervisions and training, seminars etc. This should comprise an overview of the five years research period and a more detailed plan for the first five terms, and must be updated at the time of registration.

**Letter** Candidates who intend to be in employment during their studies must provide a letter from their employer confirming that they may have time off, if necessary, to attend the University as required, for the whole duration of the course. The letter should also state whether or not the employer will wish to discuss intellectual property rights in connection with the research.

**Statement** Candidates are required to confirm to the Board their acceptance that the part time course is not a distance-learning course. That they must make at least two visits per term to Cambridge for Supervision. That they must also attend at any other time as prescribed by the Department for training. This confirmation is a condition of any offer and must be confirmed in writing.

### **College Place**

As with full time students, part time students must be offered a College place as a condition of any offer. Not all Colleges will accept part-time students. A list of Colleges that do is available here: <http://www.admin.cam.ac.uk/offices/gradstud/admissions/pt/>

### **Visas**

As a general rule, overseas students who require a visa to study in the UK will not be able to obtain a visa for a part time degree. It is also probable that students who are employed in the UK with a work permit/visa may not be permitted under the new visa regulations to work and study at the same time. Students will also need to have permission to remain in the UK for a sufficient length time to complete the minimum research requirement. Applicants are advised to check with the UK Boarder Agency if they are in doubt as to their eligibility to study part time in the UK.