



# **Regulations for Research Degree Programmes 2019**





# **Regulations for Research Degree Programmes**

## **Regulations Introduction**

Research programmes may be proposed in any field of study approved by the University subject to the requirement that the proposal is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners.

All proposed research programmes are considered for research degree registration on their academic merits and without reference to the interests of any associated funding body. The written submission may be accompanied by material in other than written form. It is the responsibility of the principal investigator, supervisor and all researchers to ensure that appropriate consideration is given to ethical and compliance issues pertaining to their research activities; to comply with the

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## **A1 General Regulations**

### **A1.1 Admission and Enrolment**

The selection and admission of candidates

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- (a) the candidate appears suitably qualified to commence the research programme;
- (b) the candidate's research programme appears viable;
- (c) the supervision arrangements appear adequate and likely to be satisfied;
- (d) the University or the partner institution and collaborating establishment (where appropriate) appear able to provide appropriate facilities for the conduct of scholarly research in the area of the research programme.

Registration may be backdated for up to 6 months where the 6 months does not pre-date the date of enrolment at the University. Longer periods of backdating may be permitted only exceptionally at the discretion of the University's Research Degrees Board.

A candidate for a research degree may register on a full-time or a part-time basis. A full-time candidate shall normally devote on average at least 35 hours per week to the research; a part-time candidate on average at 1(m)-6 (al)2.6 (l)23(l)2dM5on hoarc oar weekd.

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A candidate for a research degree shall be ineligible to act as Director of Studies or supervisor for another research degree candidate.

The Director of Research Degrees for the School or a team designated by him/her, or the research team at the partner institution shall monitor the progress of every registered research degree candidate to establish insofar as is reasonably possible on the information available that good progress is being made and that supervision and facilities are adequate.

Upon receipt of monitoring reports from supervisors, the Faculty shall take appropriate action. In the event of unsatisfactory progress, this may include changes in the supervisory team, o0.009 Twr84u i

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advice on procedures, guidelines and academic regulations, and will ensure that the interests of the students are protected.

An internal examiner shall normally be defined as an examiner who is:

- (a) a member of academic staff at the University or partner institution;
- (b) experienced in the examination of research degrees;
- (c) knowledgeable of the field of study that the research falls within

A candidate's supervisor or adviser shall not be an internal examiner. A member of staff of the University or the partner institution or a member of staff of the candidate's Collaborating Establishment may be an internal examiner provided he/she has at no time been connected with the candidate's research. No candidate for a research degree shall act as an examiner.

The external examiner shall normally have suitable experience (that is, two or more previous examinations at the appropriate level) of examining research degree students. In cases where there are two external examiners, they shall have a combined experience of at least two previous examinations at the appropriate level.

An external examiner shall be independent both of the University and of the Collaborating Establishment and shall not have acted previously as the student's supervisor or adviser. An external examiner shall normally not be either a supervisor of another student or an external examiner on a taught course in the same academic department at the University. Former members of staff of the University shall normally not be approved as external examiners until three years after the termination of their employment with the University.

An external examiner shall not normally be approved to examine more than three theses over a two year period, after which a break of at least two years should elapse before reappointment.

Each examiner shall review and examine the work submitted and submit, on the appropriate form, an independent preliminary report on it to the University before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the submission provisionally satisfies the requirements of the degree and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.

Where the preliminary report forms show that the examiners are of the opinion that no useful purpose would be served by conducting an oral examination at that stage, the Chair of the oral examination may recommend that the University's



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Following the completion of the examination the examiners may recommend to the University's Research Degrees Board that:

- (a) the candidate be awarded the degree;
- (b) the candidate be awarded the degree subject to minor amendments being made to the submitted work;
- (c) the candidate be permitted to re-submit for the degree and be re-examined, with or without an oral examination;
- (d) the candidate be not awarded the degree and be not permitted to be re-examined; or
- (e) in the case of an examination at doctoral level, the candidate be awarded a degree at masters level subject to the presentation of the submission amended to the satisfaction of the examiners.

Examiners may indicate informally their recommendation on the result of the examination to the candidate but they shall make it clear that the decision rests with the University's Research Degrees Board.

Where the examiners' recommendations are not unanimous, the University's Research Degrees Board may:

- (a) accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);
- (b) accept the recommendation of the external examiner; or
- (c) require the appointment of an additional external examiner.

Where the University's Research Degrees Board decides that the degree be not awarded and that no re-examination be permitted, the examiners shall prepare an agreed statement of the deficiencies of the thesis submission and the reason for their recommendation. This statement shall be forwarded to the University by the Chair of the oral examination.

In all cases where a submission is failed, or where the degree awarded is other than that for which the submission was submitted, a panel of enquiry shall be set up to investigate the reasons. This shall report its conclusions to the University's Research Degrees Board, and appropriate action shall be agreed and implemented.

A candidate shall be deemed to have withdrawn owing to lapse of time if the dissertation has not been submitted before the completion of the maximum period of study, and no application for an extension of time has been received by the Faculty. Application from the candidate to allow submission after this time must be made to University's Research Degrees Board which shall grant permission for this only in exceptional circumstances.

### **A1.5 Re-Examination**

One re-examination will normally be permitted by the University's Research Degrees Board, subject to the following requirements:

- (a) a candidate who fails to satisfy the examiners at the first examination, including where appropriate the oral or approved alternative examination or any further examination required may, on the recommendation of the examiners and with the approval of the University's Research Degrees Board, be permitted to revise the submission and be re-examined;
- (b) the candidate shall submit for re-

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- (c) and not normally more than 12 months from the date of the oral examination;  
the examiners, via the Chair of the Exam Board shall provide the University with written guid



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also supply with the complete original copy of an embargoed thesis a second redacted copy for immediate open access on the repository.

### **A1.8 Candidates in Debt**

A candidate shall pay such fees as may be determined from time to time by the University and which are notified to the candidate at the beginning of each academic year. No candidate shall be entitled to the award of a degree unless all fees and any other sums due to the University have been paid, and the rightful property of the University returned.

### **A1.9 Data Protection**

In accordance with the Data Protection Act and University policy, candidates and supervisors are permitted to see all reports written by assessors. This fact shall be made clear to assessors at the time of their appointment.

### **A1.10 Academic Misconduct**

Where evidence of academic dishonesty in the preparation or the dissertation, or other  
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## A1.12 Complaints and Appeals

### A1.12.1 Complaints

If the candidate does not agree with the recommendation of his/her supervisor or the Progression Committee, he/she may use the Complaints and Grievance Procedure for Students.

### A1.12.2 Appeals

Research degree candidates have the right to appeal to Academic Board against decisions taken by the University's Research Degrees Board upon the recommendations made by the examiners.

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### A1.12.5 Consideration of appeal

7. The procedure for considering an appeal shall be as follows:**(a)** an Appeal Panel shall be established consisting of:

- the Academic Registrar 9.923 0 Td( )Tj0.05h68.5 ( ).2 ne[Re]-3.(-e3( )Tj-0.004 Tw 15.28 e noReRees.0066 9







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Faculty on the recommendation of the candidate's supervisor. In such a case, the Faculty may also extend the period within which the dissertation is to be submitted, by not more than the extension in the period of study.

- (b) The Faculty may permit the suspension of study on the grounds of ill-health or other good cause. The Faculty shall specify the length of suspension which may not exceed 3 months at a time. In such a case, the Faculty may also extend the period within which the dissertation is to be submitted, by no more than the length of the suspension.

### B1.4 Supervision and Progress Monitoring

The Director of Studies shall be required to submit regular reports on the work and progress of the candidate. Normally these will be required on a three-monthly basis.

Transfer from the MA (by Research) or from the MSc (by Research) or from the LLM (by Research) to a related taught Masters programme may be requested by a candidate, or recommended by the candidate's Director of Studies at any time prior to submission.

### B1.5 Examination

The examiners shall recommend to the Research Degrees Board one of the following:

- (a) that the candidate be awarded the degree of MA (by Research), MSc (by Research), LLM (by Research) or the MTh with a *pass*; or
- (b) that the candidate be awarded the degree of MA (by Research), MSc (by Research), LLM (by Research) or the MTh with *merit*; or
- (c) that the candidate be awarded the degree of MA (by Research), MSc (by Research), LLM (by Research) or MTh with *distinction*.
- (d) the candidate be permitted to re-submit for the degree and be re-examined, with or without an oral examination;
- (e) the candidate be not awarded the degree and be not permitted to be re-examined

### B1.6 Re-Examination

Minor corrections shall normally be completed by the candidate within one month of the date on which the letter informing the candidate of the result is issued by the University, unless further time is permitted by the examiners. Minor corrections shall be subject to the approval of the internal examiner.

Major corrections shall normally be completed by the candidate within 6 months of the date on which the letter informing the candidate of the result is issued by the University, unless further time is permitted by the examiners. Major corrections will be subject to the approval of both internal and external examiners. During this time the candidate shall remain an enrolled and registered student of the University.

A second examination will be permitted where the dissertation was referred as per (d) above. Normally only one re-



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## **B2: Appendix 2**

### **Additional Regulations for the award of Master of Philosophy and Doctor of Philosophy**

#### **B2.1 Admission and Enrolment**

B2

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evidence of the development to PhD. This shall normally be after 18-22 months of full-time study or the part-time equivalent.

In support of a transfer application, the candidate shall prepare for the Faculty a transfer portfolio consisting of the submission of:

(a) a significant body of work explaining the status of the research material to date, in a coherent format and to an appropriate standard, which demonstrates clearly an adequate understanding, knowledge, and justification of appropriate research design and methods (6,000 to 10,000 words, or equivalent),

and

(b) a critical evaluation of research progress to date and a clear explanation of future research to be done, its expected contribution to knowledge and/or new insights, and a programme of work for completing the project to the required standard. (3,000 to 6,000 words).

Before approving transfer from MPhil to PhD the Faculty shall be satisfied that the candidate appears to have made sufficient progress and that the proposed programme provides a suitable basis for work at PhD standard which the candidate appears at that time to be capable of pursuing to completion. A Transfer Panel will normally

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Normally the text of an MPhil submission in all disciplines (excluding supplementary material such as tables, diagrams, appendices, references, and the bibliography, shall not exceed 40,000 words.

Note that these word lengths should be regarded as guidelines only. Variation is permitted according to the particular submission and/or the discipline of the research. Concise writing and brevity is always recommended.

Where the candidate's own creative work forms the point of reference and principal mode of enquiry for the submission, or where the submission involves the preparation of a scholarly edition, the written thesis should normally be within the range:

PhD	30,000 - 60,000 words
MPhil	15,000 - 20,000 words.

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## **B3 Appendix 3**

### **Additional Regulations for the award of Master in Arts and Doctor of Arts**

#### **B3.1 Admission and Enrolment**

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If the panel do not approve the registration/transfer on the new route, the candidate will be required to resubmit under the route they are currently enrolled upon.

### **B3.3 Registration Period**

The minimum and maximum periods of registration shall be as specified in Table B.

### **B3.4 Supervision and Progress Monitoring**

In addition to the supervision and monitoring as per the MPhil/PhD re(r)-6.1916 Tc 0.Tt i4me B.

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The artistic work may be one large-scale work, or a set or sequence of smaller-scale works. The exposition (which may be written or otherwise) may similarly consist of a single piece of work or a portfolio of shorter items.

Any written exposition for the ArtsM will not normally exceed 10,000 words, and the ArtsD will not normally exceed 20,000 words in total. These totals exclude supplementary material such as footnotes, appendices, bibliography and the like. It is recognised that word length and written style will depend on the nature and character of the artistic project(s) and may include modes of writing that extend beyond conventional academic forms (although citation/referencing conventions should be suitably adhered to) and all such presentational choices should be in line with the overall research aims.

The candidate shall be free to publish (or otherwise place in the public domain) material in advance of the submission and such publication can be referred to in the submission. Copies of published material may accompany the submission as part of the portfolio for examination or as appendices as is appropriate to the overall coherence of the submission.

### **B3.7 Examination**

The examination for the ArtsM and ArtsD shall have two core stages: firstly, the submission and preliminary assessment of submitted work, and secondly its defence by oral or approved alternative examination.

The examination of the submission may be multi-staged over the course of the research. In the case of an examination to be carried out in stages, the Director of Studies shall propose on the appropriate form the arrangements for the candidate's examination no less than four months before the expected date of the exhibition, performance (or other), for approval by the University's Research Degrees Board. The invitation to the examiners shall make clear that, Thee31 0 Td[7 (i)2.4 (on)10.jn9Tamhan



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### **B4 Appendix 4:**

#### **Additional Regulations for the award of Doctor/ Master of Professional Studies and Specialist Validated Pathways including Doctor of Business Administration, DPsych, DCPsych, EngD**

##### **B4.1 Admission and Enrolment**

The University shall award the Doctor/Master of Professional Studies (M/DProf) for successful completion of approved, modular research training and research that has been facilitated by a doctoral advisory team. The M/DProf will be awarded to candidates who have successfully completed the components of the research training, and who have presented and defended a submission by oral examination to the satisfaction of the examiners.

The specific titles of M/DProf awards, including the generic M/DProf and specialised validated pathway (SVP) variants, relate to the relevant subject area being investigated, and will be approved by a programme approval panel.

The award of a M/DProf (including the generic M/DProf, and SVPs) is based on successful completion of programme modules (the 'preparatory research training phase') followed by one or more research projects (the 'research phase'). The research project component of the M/DProf award may be selected from any area within the general field of the doctorate programme, consistent with the professional context of the candidate.

An applicant for Master of Professional Studies shall normally hold a first or second class honours degree of the University, a university in the UK or a qualification which is regarded by the University as equivalent to such an Honours degree.

An applicant for the Doctor of Professional Studies shall normally hold a postgraduate qualification at masters level in an appropriate area of study, or a first degree of at least upper second class honours level in an appropriate area of study, together with significant relevant experience, or substantial postgraduate experience relevant to the research project to be undertaken.

Applicants who have not completed an honours or a masters' degree but who can successfully demonstrate equivalent experience and qualification will be considered for entry into the programme. Such applicants must demonstrate this equivalence by making a claim for Recognition of Prior Learning. They must also normally have at least four years of full-time experience (or equivalent). In the case of the DBA, the requirement is for at least five years' experience at a senior management level.

No candidate for the award of M/DProf shall progress to the research phase of the programme until they have passed the preparatory research training phase modules.

##### **B4.2 Programme Approval**

The balance of coursework and research project components in the M/DProf will be specified when the award is validated/reviewed and is specified in the programme handbook. The research project component must normally comprise at least one half of the award (on the DBA and DProf it involves three of the four years of the part-time programme), and comprises a research project or unusually two research projects.

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Candidates must enrol and follow a programme of studies for the attainment of competence in research methods and of knowledge related to their professional practice. (Regulations for Research Degree Programmes, 2013, p. 14)

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## B4.4 Examination

Candidates who successfully complete the coursework of the preparatory phase only, but who do not progress to the research project phase of the programme may be able to continue to undertake a Masters level research project and attain an exit award at Masters level.

Following the oral examination the examiners shall, where they are in agreement, submit on the appropriate form, a joint report and recommendation relating to the award of the degree. This shall be given to the Chair of the oral examination for forwarding to the programme assessment Board in order for recommendations to

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### **B5 Appendix 5 Additional Regulations for the award of Research Degrees by Public Works**

#### **B5.1 Admission and Enrolment**

The University's Research Degrees by Public Works (MProf, DProf, MPhil

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### **B5.5 Examination**

There shall be two external examiners, nominated by the Faculty and appointed by these



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### **B6.6 Submission**

The modular Doctor of Education programme is based upon the construction of research assignments of various kinds for each module. All research assignments should contain a contextual statement, methodological outline and critique. Following the completion of this phase, the student will defend a final written thesis or project through an oral viva voce examination.



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## **B7 Appendix 7 Additional Regulations for the award of Higher Doctorates**

### **B7.1 Admission and Enrolment**

The work submitted for a Higher Doctorate must demonstrate a coherent theme, be of high distinction, must constitute an original and significant contribution to the advancement of knowledge or to the application of knowledge or to both; should constitute a coherent body of work and must establish that the applicant is a leading authority in the field or fields of study concerned.

Applications may be made for the following higher doctorates:

- Doctor of Laws (LLD)
- Doctor of Letters (DLitt)
- Doctor of Science (DSc)
- Doctor of Technology (DTech)

Applicants are required to state the higher doctorate for which they wish their work to be considered.

Applicants should normally be:

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If satisfied that such a case has been established the University's Research Degrees Board will submit the application to two external examiners each



