APPENDIX 2: Section F REGULATIONS GOVERNING RESEARCH DEGREES

F1 General
F1.1 Available awards
1 The University awards the degrees of:
   Postgraduate Diploma by Research (PGDip(Res))
   Master in Research (MRes)
   Master of Enterprise (MEnt)
   Master of Arts by Research (MA(Res))
   Master of Science by Research (MSc(Res))
   Master of Philosophy (MPhil)
   Professional Doctorates (DAppCrim, DAppLing, DBA, DCouns, DM, DN, DOT, DPA, DPhys, DPod, DSW, EdD)
   Doctor of Philosophy (PhD), including the publication route
   Doctor of Enterprise (EntD)
to candidates who have successfully completed approved programmes of supervised research.

2 All of the University’s research degrees may be awarded posthumously, on the basis of a thesis completed by the candidate which is ready for submission for examination. In such cases evidence will be sought that the candidate would have been likely to have been successful had the oral examination taken place.

Named awards
3 All research awards may be offered as named awards, subject to approval by the University Research Committee and the Senate. Such awards will be assessed and conferred in line with standard regulations.

Scope
4 Programmes of research may be proposed in any field of study subject to the requirement that the proposed programme is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners. All proposed research programmes will be considered on their academic merits and without reference to the concerns or interests of any associated funding body.

5 Research degrees will not normally include a taught element which extends over more than one third of the total period of enrolment. Confirmation of the satisfactory completion of the taught element will form part of the progression monitoring exercise.

External links
6 Wherever possible the University encourages co-operation with industrial, commercial, professional or research establishments for the purposes of research leading to research degree awards.

7 Co-operation may be formalised with one or more external bodies. Formal collaboration normally involves the candidate’s use of facilities and other resources, including supervision, which are provided jointly by the University and an external body. For the purpose of the research degree regulations these are referred to as Collaborating Establishments.
F1.2 Enrolment, admission and re-registration

1 In considering applications for enrolment the Senate, or the University Research Committee acting on its behalf, will satisfy itself that all of the following requirements are fulfilled:

i) candidates are suitably qualified in terms of their ability and experience to undertake research in the proposed field;

ii) candidates are embarking on viable research programmes;

iii) supervision is adequate and likely to be sustained;

iv) the research environment is suitable.

2 Applications from candidates holding qualifications other than those specified will be considered on their merits and in relation to the nature and scope of the programme of work proposed. Such candidates must include in the application the names of two suitable persons who can be consulted concerning the candidate’s academic attainment and fitness for research.

3 All candidates are required to demonstrate at least a minimum level of attainment in English language equivalent to IELTS 6.0. Candidates may also be required to complete formal English language assessment and training in advance of or as an outcome of progression monitoring.

4 Candidates are expected to be based at the University for the completion of their research degree, except as provided for under the arrangements established for Collaborating Establishments. The Senate, or the University Research Committee acting on its behalf, may exceptionally consider applications from students proposing to work outside the UK, provided the following conditions are fulfilled:

i) the candidate is UK-based or establishes close links with the University;

ii) there is satisfactory evidence as to the facilities available abroad for the research;

iii) the arrangements proposed for supervision enable frequent and substantial contact between the candidate and the supervisor(s) based in the University, including adequate face-to-face contact with the supervisor(s). Excluding participation in activities associated with enrolment, re-registration and progression monitoring, the candidate should spend normally not less than an average of ten working days per year in the University.

5 Candidates may enrol on a full-time or part-time basis. Full-time candidates are expected to devote on average at least 35 hours per week to their research; part-time candidates on average at least 17.5 hours per week. Candidates for the award of PhD (by publication) shall enrol on a part-time basis.

6 Where candidates change from full-time to part-time study or vice versa their enrolment period is calculated on a pro rata basis.
7 Except in cases involving foreign language research where permission must be secured for part/all of the thesis/submission to be in another language, all assessment and submission must be in English.

8 Where a research degree project is part of a piece of funded research, the Senate, or the University Research Committee acting on its behalf, will establish to its satisfaction that the terms on which the research is funded do not detract from the fulfilment of the objectives and requirements of the candidate’s research degree.

9 Where a candidate has previously undertaken research as a candidate for a research degree the Director of Graduate Education may approve a shorter than usual enrolment period which takes account of all or part of the time already spent by the candidate on such research. In some cases transfer from another Institution may be possible. This must have the agreement of both Institutions involved.

10 The Senate, or the University Research Committee acting on its behalf, may permit a candidate to enrol for another course of study concurrently with the research degree provided that, in its opinion, the dual enrolment will not detract from the research.

11 Following enrolment with the University, candidates must re-register annually for the duration of their period of study. A candidate eligible to re-register who fails to do so will be contacted by an authorised officer of the University. Failure to respond positively to this approach will be deemed evidence of the candidate’s withdrawal.

12 Candidates who have been withdrawn due to failure to re-register will be notified in writing. The candidate will have the right to appeal the decision and any appeal must be submitted in writing to the Pro Vice-Chancellor (Research & Enterprise) within two weeks of the date of the letter notifying the candidate of the withdrawal. An appeal will only be considered in cases where a candidate has provided evidence of a procedural irregularity or an unavoidable inability to have engaged with the process. The case made by a candidate must be made in full at the time of submission of the appeal and must be supported by relevant independent evidence. The decision of the Pro Vice-Chancellor will be final.

13 Candidates seeking a change of research degree programme must apply to the Director of Graduate Education for approval.

14 Where the candidate is prevented - by ill health or other cause - from making progress with the research, enrolment may be interrupted, normally for not more than twelve months at a time and for no more than twenty-four months in total. Any period of interruption is excluded when calculating the maximum period of study. Periods of interruption should be as short as is necessary to deal with the circumstances. Interruptions will not normally be backdated.

F1.3 Supervision
1 A candidate shall have one Supervisor who must be a member of University staff and must normally have successfully completed a qualification at least equivalent to the level of the award being supervised. The Supervisor will normally be part of a supervisory team comprising up to three members:
   - at least one member of the supervisory team must have successfully supervised a completed award at the appropriate level. Completion of an
accredited training in research supervision will be deemed to be equivalent to one successful supervision.
- at least one member of the supervisory team must be currently engaged in research in the relevant discipline(s) so as to ensure that the direction and monitoring of the student’s progress is informed by up to date subject knowledge and research developments.

2 The Supervisor shall have responsibility to supervise the candidate on a regular and frequent basis.

3 Each candidate shall be assigned a mentor who is qualified to be a Supervisor, but who is not working in a research field related to that of the candidate or the Supervisor.

4 In addition to the supervisors, an adviser or advisers may be proposed to contribute some specialised knowledge or to provide a link with an external organisation.

5 Proposals for change in supervision arrangements should be made to the Director of Graduate Education.

F1.4 Examinations and assessments: General principles
F1.4.1 The candidate’s responsibilities
1 It is the responsibility of the candidate to attend examinations and submit work for assessment by the agreed submission date.

2 The submission of work for assessment is at the sole discretion of the candidate.

3 Candidates must ensure that the format of work submitted for assessment is in accordance with the relevant University guidelines.

4 It is the candidate’s responsibility to ensure that at least one durable backup copy of work submitted for assessment is retained in a secure location away from University property.

F1.4.2 Extenuating Circumstances
1 In accordance with the Students’ Handbook of Regulations, if a candidate wishes to claim that either:
   
i) failure to submit work by the agreed submission date, or
   
ii) failure to attend an oral examination (including a progression monitoring oral defence)

was due to illness or to other circumstances of a personal nature, the candidate must make a claim for extenuating circumstances (ECs) no later than five working days after the examination date or submission date for the assessment concerned. By attending an oral examination or submitting work for assessment, it will be assumed that the candidate has declared that he or she is fit to undertake that assessment and a claim for ECs will not normally be approved. Remedial action for ECs in cases where an assessment has been affected is to permit a fresh attempt at the assessment(s) concerned.
2 In the absence of an approved EC claim, if a candidate fails to attend an oral examination or to submit work by the agreed submission date (after allowing for any extension that might have been granted), the body overseeing the assessment will conclude that the candidate has failed the assessments concerned, which will lead to a termination of the candidate’s registration.

F1.4.3 Research misconduct (including plagiarism)
The Students’ Handbook of Regulation sets out the process that will be invoked when it is alleged that a candidate has acted dishonestly or unethically or otherwise conducted research in an inappropriate manner. This includes allegations of academic misconduct (including but not limited to falsification or plagiarism) in the preparation of work submitted for assessment or other irregularities in the conduct of any examination which come to light subsequent to the recommendation of the examiners or the body overseeing the assessment.

F1.4.4 Appeal against the outcome of an assessment
Candidates may in the circumstances set out in the Students’ Handbook of Regulations request a review of the outcome of an assessment activity.

F1.5 Arrangements for the submission and examination of end assessments: General principles
1 In any instance where the University Research Committee is made aware of a failure to comply with all the procedures of the examination process, it may declare the examination null and void and appoint new examiners.

Examination arrangements
2 Candidates must take no part in the arrangement of their examination and have no contact with the external examiner(s) in connection with their research between the appointment of the examiners and the oral examination.

3 The candidate may request the presence of one member of the supervisory team at the oral examination, but this person must withdraw prior to the deliberations of the examiners on the outcome of the examination.

4 The arrangements for the candidate’s examination, including the proposed examiners, must be approved by the School’s Director of Graduate Education and the University Research Committee (or nominee) before the examination takes place. In line with criteria established by the Graduate Board, the Director of Graduate Education may agree the appointment of an independent chair.

5 Oral examinations are normally held at the University. However, in special cases approval may be given for the examination to take place elsewhere in the UK or abroad. Oral examinations may be held by video link subject to the approval of all participants.

6 Where a candidate or the Collaborating Establishment wishes the thesis and any accompanying documents and/or material, hereafter referred to as the ‘work’, to remain confidential for a period of time after the degree has been awarded, this must normally be requested when the candidate submits the work for examination.
In cases where an oral examination is required, where for reasons of sickness, disability or comparable valid cause, the University Research Committee is satisfied that a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved. Such approval shall not be given on the grounds that the candidate’s knowledge of the language in which the work is presented is inadequate.

**Examiners**

No member of a candidate’s supervisory team, including advisers, may act as an internal examiner.

Normally, an examining team will consist of one internal examiner who has undergone University training for the role, and one external examiner. Where the candidate is a current member of University staff, a second external examiner will be appointed.

The examination team as a whole must be able to demonstrate appropriate prior experience and training in the examination procedure and have previously examined at least three research degrees, at least equivalent in level to the award being examined.

Examiners must have expertise in research in the specific area of the candidate’s thesis/submission.

An external examiner should:

i) have expertise in the specific area of research work to be examined and normally be a specialist in the topic(s) to be examined;

ii) be experienced in research, and normally have published in a relevant area, or have at least national standing in the subject area, in the previous three years;

iii) normally, have recent experience of the research examination process, at least equivalent in level to the award being examined, as defined by the published criteria;

iv) hold a research degree at the level s/he is examining, or have at least national standing in the subject area;

v) have appropriate and current standing, expertise and experience to maintain comparability of standards across the UK Higher Education sector, as defined by the published criteria.

An external examiner should not normally be appointed more than twice in any three year period, with a minimum of 6 months between tenures.

An external examiner shall not have had a close link with the University, as defined by the published criteria.

**Submission for examination**

Candidates are required to submit work for examination in accordance with the criteria specified by the University Research Committee.
The candidate must confirm, through the submission of a declaration form, that the work has not been submitted for a comparable academic award. However, the candidate is not precluded from incorporating in a submission covering a wider field work which has already been submitted for a degree or comparable award, provided that it is indicated, on the declaration form and also in the thesis, which work has been so incorporated.

Where the Senate, or the University Research Committee acting on its behalf, has agreed that the confidential nature of the candidate's work is such as to preclude the work being made freely available in the library it shall be held on restricted access and only be available to those who were directly involved in the project for a time not exceeding the approved period.

Where a candidate's research programme is part of a collaborative group project or is based on work done jointly with others, the work submitted must indicate clearly the candidate's individual contribution and the extent of the collaboration.

The copyright of the work is vested in the candidate, except for the abstract for which copyright rests with the University.

Examination

Each examiner shall read and examine the work submitted and present an independent preliminary report on it before any oral examination is held. In completing the preliminary report, each examiner must consider whether the work provisionally satisfies the requirements of the degree and make an academic assessment of the quality of the work, ensuring that it meets the requirements for the award of the degree.

Following any oral examination, the examiners shall, where they are in agreement, present a joint report and recommendation relating to the award of the degree. Where the examiners are not in agreement, separate reports and recommendations shall be submitted.

Where the examining team is unable to agree on a recommendation, the University Research Committee may:

i) accept a majority recommendation;

ii) accept the recommendation of the external examiner;

iii) require the appointment of an additional external examiner whose appointment must be proposed in the normal way. Following consideration by the additional external examiner, if deemed necessary, a further oral examination may be required.

In all cases where a candidate is referred to complete further work or amendments, the examiners must indicate to the candidate in writing any deficiencies of the work and/or what amendments and corrections are required.

Where the Senate, or the University Research Committee acting on its behalf, decides, on the recommendation of the examiners, that the degree be not awarded
and no re-examination be permitted, the examiners must prepare an agreed statement of the deficiencies of the work and the reason for their decision, which will be forwarded to the candidate.

25 At the University’s discretion, following the award of the degree, one copy of the thesis will be lodged in the University Repository or, where necessary, in the library of both the University and any Collaborating Establishment.

F2 The Postgraduate Diploma by Research award

F2.1 The award
1 The Postgraduate Diploma by Research is awarded to a candidate who, having successfully completed an approved programme of training and research which combines advanced study, research methodology and a substantial research project, or series of research projects in a chosen field, has presented work to the satisfaction of the examiners. A requirement for an oral defence of the work is at the discretion of the examiners.

2. The text of the thesis should not normally exceed 18,000 words (excluding ancillary data). Where the submission is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, the written commentary should normally be a minimum of 5,000 words.

F2.2 Enrolment periods
The maximum periods of enrolment and additional submission pending are as follows:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Duration</th>
<th>Submission pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>full-time</td>
<td>8 months</td>
<td>up to 2 months</td>
</tr>
<tr>
<td>part-time</td>
<td>16 months</td>
<td>up to 2 months</td>
</tr>
</tbody>
</table>

F2.3 Admission criteria
In addition to the general criteria, normally the minimum level of attainment required for entry is:

i) an upper second class honours degree from a UK university or a qualification of an equivalent standard, in a discipline appropriate to that of the proposed programme to be followed.

F2.4 Research Support Plan
1 No later than two months after enrolment for full-time students and four months after enrolment for part-time students, the student and the supervisor must have documented the student’s proposed research support plan. This plan must set out the programme of related studies necessary for the attainment of competence in research methods and of knowledge related to the subject of the work.

2 An option to register for study on taught modules in addition to the research award is not available.

F2.5 Examination of end assessments
1 For a named Postgraduate Diploma by Research award, an external examiner(s) may act as examiner for the whole cohort of students within an academic session but may not then return to act as an examiner until one year has elapsed.
2 The examination for Postgraduate Diploma by Research consists of the assessment of the work submitted for examination by the examiners. A requirement for an oral defence of the work submitted is at the discretion of the examiners.

**Initial Consideration**

3 Following the completion of the examination, including an oral defence where required, the examiners may recommend:

a) that the candidate be awarded the degree with an appropriate classification;

b) that the candidate be awarded the degree with an appropriate classification, subject to the completion of editorial and minor presentational corrections. The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;

c) that the candidate be required to complete as a referral:

   a. minor amendments with no requirement for an oral examination. The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner within four weeks from the date of the notification of the outcome of the examination;

   b. major amendments with no requirement for an oral examination. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within two months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to require a further oral examination;

   c. major amendments with an oral examination. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within two months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to dispense with the requirement for an oral examination;

   d. further work to be completed to the satisfaction of all examiners within four months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners will determine if an oral examination is required;

   e. that the candidate be not awarded the degree. The examiners may not recommend that a candidate fail outright without holding an oral examination.

4 A distinction, merit or pass will be awarded to a candidate where the University’s relevant minimum criteria for that classification have been met.

5 Only one opportunity for referral is permitted.
Consideration following referral

6 Where a candidate that has been referred to complete minor amendments submits work that is not to the satisfaction of the internal examiner, the work must be presented for consideration by all examiners before a recommendation can be made.

7 Where a candidate has been referred, the options available to the examiners following the completion of the examination including an oral defence where required are to recommend:

i) that the candidate be awarded the degree;

ii) that the candidate be awarded the degree subject to the completion of editorial and minor presentational corrections. The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;

iii) that the candidate be not awarded the degree.

8 The maximum classification awarded following referral shall be no more than a pass.

F3 The MEnt award

F3.1 The award

1 The MEnt is awarded to a candidate who, having successfully completed an approved programme of enterprise research which combines advanced study, research methodology and a substantial research project, or series of research projects in a chosen field, underpinning a new business, social enterprise or service innovation, has presented work, including a business plan, to the satisfaction of the examiners. A requirement for an oral defence of the work is at the discretion of the examiners.

2 The text of the thesis should not normally exceed 25,000 words (excluding ancillary data). Where the submission is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, the written commentary should normally be a minimum of 5,000 words.

F3.2 Enrolment periods

The maximum periods of enrolment and additional submission pending are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Degree Duration</th>
<th>Submission pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>full-time</td>
<td>12 months</td>
<td>up to 4 months</td>
</tr>
<tr>
<td>part-time</td>
<td>24 months</td>
<td>up to 4 months</td>
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</table>

F3.3 Admission criteria

In addition to the general criteria, normally the minimum level of attainment required for entry is:
i) an upper second class honours degree from a UK university or a qualification of an equivalent standard, in a discipline appropriate to that of the proposed programme to be followed.

F3.4 Research Support Plan
1 No later than two months after enrolment for full-time students and four months after enrolment for part-time students, the student and the supervisor must have documented the student’s proposed research support plan. This plan must set out the programme of related studies necessary for the attainment of competence in research methods and of knowledge related to the subject of the work.

2 An option to register for study on taught modules in addition to the research award is not available.

F3.5 Examination of end assessments
1 For a named MEnt award an external examiner(s) may act as examiner for the whole cohort of students within an academic session but may not then return to act as an examiner until one year has elapsed.

2 The examination for MEnt consists of the assessment of the work submitted for examination by the examiners. A requirement for an oral defence of the work submitted is at the discretion of the examiners.

Initial Consideration
3 Following the completion of the examination, including an oral defence where required, the examiners may recommend:

a) that the candidate be awarded the degree with an appropriate classification;

b) that the candidate be awarded the degree with an appropriate classification, subject to the completion of editorial and minor presentational corrections. The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;

c) that the candidate be required to complete as a referral:

i) minor amendments with no requirement for an oral examination. The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner within six weeks from the date of the notification of the outcome of the examination;

ii) major amendments with no requirement for an oral examination. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within four months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to require a further oral examination;

iii) major amendments with an oral examination. The resubmission addressing all amendments must be completed to the satisfaction of all
examiners within four months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to dispense with the requirement for an oral examination;

iv) further work to be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners will determine if an oral examination is required;

v) that the candidate be not awarded the degree. The examiners may not recommend that a candidate fail outright without holding an oral examination.

4 A distinction, merit or pass will be awarded to a candidate where the University’s relevant minimum criteria for that classification have been met.

5 Only one opportunity for referral is permitted.

Consideration following referral

6 Where a candidate that has been referred to complete minor amendments submits work that is not to the satisfaction of the internal examiner, the work must be presented for consideration by all examiners before a recommendation can be made.

7 Where a candidate has been referred, the options available to the examiners following the completion of the examination including an oral defence where required are to recommend:

i) that the candidate be awarded the degree;

ii) that the candidate be awarded the degree subject to the completion of editorial and minor presentational corrections. The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;

iii) that the candidate be not awarded the degree.

8 The maximum classification awarded following referral shall be no more than a pass.

F4 The MA by Research and MSc by Research award

F4.1 The award

1 The MA by Research or MSc by Research is awarded to a candidate who, having successfully completed an approved programme of training and research which combines advanced study, research methodology and a substantial research project, or series of research projects in a chosen field, has presented work to the satisfaction of the examiners. A requirement for an oral defence of the work is at the discretion of the examiners.
2. The text of the thesis should not normally exceed 25,000 words (excluding ancillary data). Where the submission is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, the written commentary should normally be a minimum of 5,000 words.

F4.2 Enrolment periods
The maximum periods of enrolment and additional submission pending are as follows:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>full-time</td>
<td>12 months</td>
<td>up to 4 months</td>
</tr>
<tr>
<td>part-time</td>
<td>24 months</td>
<td>up to 4 months</td>
</tr>
</tbody>
</table>

F4.3 Admission criteria
In addition to the general criteria, normally the minimum level of attainment required for entry is:

i) an upper second class honours degree from a UK university or a qualification of an equivalent standard, in a discipline appropriate to that of the proposed programme to be followed.

F4.4 Research Support Plan
1. No later than two months after enrolment for full-time students and four months after enrolment for part-time students, the student and the supervisor must have documented the student’s proposed research support plan. This plan must set out the programme of related studies necessary for the attainment of competence in research methods and of knowledge related to the subject of the work.

2. An option to register for study on taught modules in addition to the research award is not available.

F4.5 Examination of end assessments
1. For a named MA by Research or MSc by Research award, an external examiner(s) may act as examiner for the whole cohort of students within an academic session but may not then return to act as an examiner until one year has elapsed.

2. The examination for MA by Research and MSc by Research consists of the assessment of the work submitted for examination by the examiners. A requirement for an oral defence of the work submitted is at the discretion of the examiners.

Initial Consideration
3. Following the completion of the examination including an oral defence where required, the examiners may recommend:

   a) that the candidate be awarded the degree with an appropriate classification;

   b) that the candidate be awarded the degree with an appropriate classification, subject to the completion of editorial and minor presentational corrections. The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the
outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;

c) that the candidate be required to complete as a referral:

i) minor amendments with no further oral examination. The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner within six weeks from the date of the notification of the outcome of the examination;

ii) major amendments with no requirement for an oral examination. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within four months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to require a further oral examination;

iii) major amendments with an oral examination. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within four months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to dispense with the requirement for an oral examination;

iv) further work to be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners will determine if an oral examination is required;

v) that the candidate be not awarded the degree. The examiners may not recommend that a candidate fail outright without holding an oral examination.

4 A distinction, merit or pass will be awarded to a candidate where the University’s relevant minimum criteria for that classification have been met.

5 Only one opportunity for referral is permitted.

Consideration following referral

6 Where a candidate that has been referred to complete minor amendments resubmits work that is not to the satisfaction of the internal examiner, the work must be presented for consideration by all examiners before a recommendation can be made.

7 Where a candidate has been referred, the options available to the examiners following the completion of the examination including an oral defence where required are to recommend:

i) that the candidate be awarded the degree;

ii) that the candidate be awarded the degree subject to the completion of editorial and minor presentational corrections. The revised submission must be
presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;

iii) that the candidate be not awarded the degree.

8 The maximum classification awarded following referral shall be no more than a pass.

F5 The MPhil award
F5.1 The award
1 The MPhil is awarded to a candidate who, having critically investigated and evaluated an approved topic and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended work by oral examination, to the satisfaction of the examiners.

2. The text of the thesis should not normally exceed the following length (excluding ancillary data):
   in Science and Engineering and Art and Design 20,000 words
   in Arts, Social Sciences and Education 40,000 words
Where the submission is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, the written commentary should normally be a minimum of 5,000 words.

F5.2 Enrolment periods
The maximum periods of enrolment and additional submission pending are as follows:

<table>
<thead>
<tr>
<th>Degree Duration</th>
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</tr>
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<tbody>
<tr>
<td>full-time</td>
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<td>24 months</td>
</tr>
<tr>
<td>up to 12 months</td>
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</tbody>
</table>

F5.3 Admission criteria
In addition to the general criteria, normally the minimum level of attainment required for entry is:

i) an upper second class honours degree from a UK university or a qualification of an equivalent standard, in a discipline appropriate to that of the proposed programme to be followed.

F5.4 Research Support Plan
1 No later than two months after enrolment for full-time students and four months after enrolment for part-time students, the student and the supervisor must have documented the student’s proposed research support plan. This plan must set out the programme of related studies necessary for the attainment of competence in research methods and of knowledge related to the subject of the work.

2 The plan may include registration for a maximum of 60 credits of master’s level modules.
**F5.5 Transfer from MPhil to PhD**

1. Candidates who enrolled initially for MPhil and who wish to transfer to PhD must apply to transfer when they have made sufficient progress on the work to provide evidence of the development to PhD.

2. In support of the application, the candidate shall prepare a full progress report on the work undertaken. The progress report should typically
   - be 3,000 to 6,000 words in length
   - include brief review and discussion of the work already undertaken;
   - include a statement of the intended further work, including details of the original contribution to knowledge which is likely to emerge.

3. The application should normally be made directly to the School’s Director of Graduate Education and should be concluded no later than 12 months after initial enrolment for full-time candidates or 24 months after enrolment for part-time candidates. When approving the application, the School’s Director of Graduate Education must be satisfied that the candidate has made sufficient progress and that the proposed programme provides a suitable basis for work at PhD standard which the candidate is capable of pursuing to completion.

**F5.6 Examination of end assessments**

1. Subject to the provisions of F5.6.2, the examination for MPhil has two stages: firstly the submission and preliminary assessment of the work submitted for examination and secondly its defence by oral examination. On referral, the requirement for an oral examination is at the discretion of the examiners.

**Initial Consideration**

2. Where the examiners are of the opinion that the work is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the oral examination is dispensed with and that the candidate be required to complete as a referral, further work with an oral examination. The resubmission must be completed within one year to the satisfaction of all examiners.

3. Following the completion of an examination including an oral defence, the examiners may recommend:
   - **a)** that the candidate be awarded the degree;
   - **b)** that the candidate be awarded the degree subject to the completion of editorial and minor presentational corrections. The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;
   - **c)** that the candidate be required to complete as a referral:
i) minor amendments with no further oral examination. The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner within six weeks from the date of the notification of the outcome of the examination;

ii) major amendments with no requirement for an oral examination. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within four months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to require a further oral examination;

iii) major amendments with an oral examination. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within four months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to dispense with the requirement for an oral examination;

iv) that the candidate be not awarded the degree.

4 Only one opportunity for referral is permitted.

Consideration following referral

5 Where a candidate that has been referred to complete minor amendments resubmits work that is not to the satisfaction of the internal examiner, the work must be presented for consideration by all examiners before a recommendation can be made.

6 Where a candidate has been referred, the options available to the examiners following the completion of the examination including an oral defence where required are to recommend:

i) that the candidate be awarded the degree;

ii) that the candidate be awarded the degree subject to the completion of editorial and minor presentational corrections. The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;

iii) that the candidate be not awarded the degree.

F6 The Professional Doctorate award incorporating the MRes award

F6.1 The Professional Doctorate award

1. A Professional Doctorate is awarded to a candidate who, having successfully completed an approved programme of study, and having critically investigated and evaluated an approved topic resulting in an independent and original contribution to knowledge in a relevant professional discipline, and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended work by oral examination, to the satisfaction of the examiners.
2. The text of the thesis should not normally exceed 50,000 words (excluding ancillary data).

F6.2 The MRes award
1. The MRes is an exit qualification awarded to a candidate for a Professional Doctorate who, having successfully completed the compulsory taught element, has presented a thesis to the satisfaction of the examiners. A requirement for an oral defence of the thesis is at the discretion of the examiners.

2. The text of the thesis should not normally exceed 15,000 words (excluding ancillary data).

F6.3 Enrolment periods
The minimum and maximum periods of enrolment, including the taught element, and additional submission pending for the award of professional doctorate are as follows:

<table>
<thead>
<tr>
<th>Degree Duration</th>
<th>Submission pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>full-time</td>
<td>36 months</td>
</tr>
<tr>
<td>part-time</td>
<td>72 months</td>
</tr>
<tr>
<td>up to 12 months</td>
<td></td>
</tr>
</tbody>
</table>

F6.4 Admission Criteria
F6.4.1 Professional Doctorates (other than EdD)
In addition to the general criteria, normally the minimum level of attainment required for entry is:

i) a Postgraduate Diploma from a UK University or equivalent, in a discipline appropriate to the proposed programme to be followed, and

ii) a recognised professional qualification or equivalent for the title award, and

iii) a minimum of three years’ postgraduate professional experience directly relevant to the named professional doctoral degree for which enrolment is sought.

F6.4.2 Professional Doctorate: EdD
In addition to the general criteria, normally the minimum level of attainment required for entry is:

i) a Master’s degree from a UK University or equivalent, in a discipline appropriate to the proposed programme to be followed

F6.5 Research Support Plan
1. No later than three months after enrolment for full-time students and six months after enrolment for part-time students, the student and the supervisor must have documented the student’s proposed research support plan. This plan must set out the programme of related studies necessary for the attainment of competence in research methods and of knowledge related to the subject of the work.

2. The plan may include registration for a maximum of 60 credits of masters level modules.
F6.6 **Progression monitoring**

1. The purpose of progression monitoring is to determine the suitability of the student to remain registered on a research award.

2. Failure to complete progression monitoring satisfactorily will lead to a termination of the candidate’s registration.

3. Full-time students are required to complete progression monitoring satisfactorily before the end of the first year of study and again before the end of the second year of study.

4. Part-time students are required to complete progression monitoring satisfactorily before the end of the second year of study and again before the end of the fourth year of study.

5. The schedule of progression monitoring will be concurrent with the research element of the programme.

6. Candidates who fail to submit progress reports on the required schedule will be administratively withdrawn, subject to consideration of any extenuating circumstances.

7. Satisfactory completion of progression monitoring is demonstrated by:
   
   i) a progress report completed by the candidate and submitted for assessment by a progression monitoring panel comprising two members that are independent of the student and the supervisory team at least three months before the end of the relevant year of study
   
   ii) satisfactory engagement with the research support plan
   
   iii) the defence of the progress report by oral examination in front of the progression monitoring panel
   
   iv) confirmation by the progression monitoring panel that the candidate is able to proceed to the subsequent year of study.

8. The progress report should typically be equivalent to 3,000 to 6,000 words in length and include:
   
   i) a brief review and discussion of the work already undertaken;
   
   ii) a brief statement of the intended further work, including an indication of the original contribution to knowledge which is likely to emerge.

9. Candidates who fail to complete this process satisfactorily will be referred and required to:
   
   i) resubmit the progress report no later than six weeks from the date of the notification of the outcome of the examination and undertake a further oral examination. On receipt of the resubmitted report, the progression monitoring
panel reserves the right to dispense with the requirement for a further oral examination; or,

ii) resubmit the progress report no later than six weeks from the date of the notification of the outcome of the examination, with no requirement to undertake a further oral examination. On receipt of the resubmitted report, the progression monitoring panel reserves the right to require a further oral examination.

10 Candidates may request the presence of one member of the supervisory team at the oral examination, but this person must withdraw prior to the deliberations of the progression monitoring panel on the outcome.

11 Candidates who do not receive permission to proceed following referral will be deemed to have failed and their registration will be withdrawn.

12 A candidate who is enrolled for a Professional Doctorate and who is unable to complete the approved programme of work, may, at any time prior to the submission of the work for examination, apply for the enrolment to be changed to that for the degree of MPhil.

F6.7 Examination of end assessments: MRes

1 For a named MRes award an external examiner(s) may act as examiner for the whole cohort of students within an academic session but may not then return to act as an examiner until one year has elapsed.

2 The examination for MRes comprises: the examination of the taught element and the assessment of the thesis by the examiners. A requirement for an oral defence of the thesis is at the discretion of the examiners.

Initial Consideration

3 Following the completion of the examination including an oral defence where required, the examiners may recommend:

a) that the candidate be awarded the degree with an appropriate classification;

b) that the candidate be awarded the degree with an appropriate classification, subject to the completion of editorial and minor presentational corrections. The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;

c) that the candidate be required to complete as a referral:

i) minor amendments with no further oral examination. The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner within six weeks from the date of the notification of the outcome of the examination;

ii) major amendments with no requirement for an oral examination. The resubmission addressing all amendments must be completed to the
satisfaction of all examiners within four months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to require a further oral examination;

iii) major amendments with an oral examination. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within four months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to dispense with the requirement for an oral examination;

iv) further work to be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners will determine if an oral examination is required;

v) that the candidate be not awarded the degree. The examiners may not recommend that a candidate fail outright without holding an oral examination.

4 A distinction, merit or pass will be awarded to a candidate where the University’s relevant minimum criteria for that classification have been met.

5 Only one opportunity for referral is permitted.

Consideration following referral
6 Where a candidate that has been referred to complete minor amendments resubmits work that is not to the satisfaction of the internal examiner, the work must be presented for consideration by all examiners before a recommendation can be made.

7 Where a candidate has been referred, the options available to the examiners following the completion of the examination including an oral defence where required are to recommend:

i) that the candidate be awarded the degree;

ii) that the candidate be awarded the degree subject to the completion of editorial and minor presentational corrections. The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;

iii) that the candidate be not awarded the degree.

8 The maximum classification awarded following referral shall be no more than a pass.

F6.8 Examination of end assessments: Professional Doctorate
1 Subject to the provisions of F6.8.2, the examination for Professional Doctorates comprises: the examination of the taught element, the submission and preliminary
assessment of the thesis and, where specified, an impact statement and a journal article prepared for publication followed by its defence by oral examination. On referral, the requirement for an oral examination is at the discretion of the examiners. The taught element must be completed subject to the satisfaction of its associated examiners, including at least one external examiner, prior to the submission of the work for examination.

**Initial Consideration**

2 Where the examiners are of the opinion that the work is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the oral examination is dispensed with and that the candidate be required to complete as a referral, further work with an oral examination. The resubmission must be completed within one year to the satisfaction of all examiners.

3 Following the completion of an examination including an oral defence, the examiners may recommend:

a) that the candidate be awarded the degree;

b) that the candidate be awarded the degree subject to the completion of editorial and minor presentational corrections. The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;

c) that the candidate be required to complete as a referral:

i) minor amendments with no further oral examination. The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner within three months from the date of the notification of the outcome of the examination;

ii) major amendments with no further oral examination. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to require a further oral examination;

iii) major amendments with a further oral examination. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to dispense with the requirement for an oral examination;

iv) a re-write of the submission with a further oral examination. The resubmission must be completed to the satisfaction of all examiners within one year. On receipt of the resubmitted work the examiners reserve the right to dispense with the requirement for an oral examination;
v) amendments to the submission and to re-submit for the award of MPhil with a further oral examination. All amendments must be completed to the satisfaction of the examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to dispense with the requirement for an oral examination;

d) that the candidate be not awarded the degree. Any interim award for which the candidate is eligible, based on credits previously achieved as part of the taught element, will be conferred at this point.

4 Only one opportunity for referral is permitted, subject to the provisions of F6.8.6.iii.

Consideration following referral

5 Where a candidate that has been referred to complete minor amendments resubmits work that is not to the satisfaction of the internal examiner, the work must be presented for consideration by all examiners before a recommendation can be made.

6 Where a candidate has been referred, the options available to the examiners following the completion of the examination including an oral defence where required are to recommend:

i) that the candidate be awarded the degree;

ii) that the candidate be awarded the degree subject to the completion of editorial and minor presentational corrections. The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;

iii) that the candidate be awarded the degree of MPhil subject to the presentation of the work amended to the satisfaction of all examiners within three months from the date of the notification of the outcome of the examination. Other than in cases where editorial and minor presentational corrections are required, for which a 2 week period of amendment will apply, where the resubmitted work is not to the satisfaction of the examiners the candidate will not be awarded the degree. This outcome is not available where F6.9.3.c)v) has previously been confirmed;

iv) that the candidate be not awarded the degree. Any interim award for which the candidate is eligible, based on credits previously achieved as part of the taught element, will be conferred at this point.

F7 The PhD award

F7.1 The award

1. The PhD is awarded to a candidate who, having critically investigated and evaluated an approved topic resulting in an independent and original contribution to knowledge and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended the work by oral examination, to the satisfaction of the examiners.
2. The PhD by the publication route is awarded to a candidate who, having submitted works completed before enrolment constituting a coherent programme of research and making a significant contribution to knowledge consistent with the award of a research degree at this level, has presented and defended the work by oral examination, to the satisfaction of examiners. A PhD by the publication route reflects the same academic standards as that which operates for a traditional PhD based upon an approved programme of supervised research.

3. Other than PhD by the publication route, the text of the thesis should not normally exceed the following length (excluding ancillary data):

   in Science and Engineering and Art and Design 40,000 words
   in Arts, Social Sciences and Education 80,000 words

4. Where the submission is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, the written commentary should normally be a minimum of 10,000 words.

F7.2 Enrolment periods
1. The minimum and maximum periods of enrolment, which may be extended in the case of funded research projects, and additional submission pending are as follows:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Duration</th>
<th>Submission pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>full-time</td>
<td>24-36 months</td>
<td>up to 12 months</td>
</tr>
<tr>
<td>part-time</td>
<td>48-72 months</td>
<td>up to 12 months</td>
</tr>
</tbody>
</table>

   PhD by the publication route
   part-time                           12 months

F7.3 Admission criteria
PhD
1. In addition to the general criteria, normally the minimum level of attainment required for entry is:

   i) a Master's degree from a UK University or equivalent, in a discipline appropriate to the proposed programme to be followed, or

   ii) an upper second class honours degree from a UK university in a discipline appropriate to that of the proposed programme to be followed, or

   iii) appropriate research or professional experience at postgraduate level, which has resulted in published work, written reports or other appropriate evidence of accomplishment.

PhD by the publication route
2. In addition to the general criteria, normally the minimum level of attainment required for entry is:

   i) a body of published work which prima facie is appropriate for the award of a doctorate
F7.4 Research Support Plan
1 No later than three months after enrolment for full-time students and six months after enrolment for part-time students, the student and the supervisor must have documented the student’s proposed research support plan. This plan must set out the programme of related studies necessary for the attainment of competence in research methods and of knowledge related to the subject of the work.

2 The plan may include registration for a maximum of 60 credits of masters level modules.

F7.5 Progression monitoring
1 The purpose of progression monitoring is to determine the suitability of the student to remain registered on a research award.

2 Failure to complete progression monitoring satisfactorily will lead to a termination of the candidate’s registration.

3 Full-time students are required to complete progression monitoring satisfactorily before the end of the first year of study and again before the end of the second year of study.

4 Part-time students are required to complete progression monitoring satisfactorily before the end of the second year of study and again before the end of the fourth year of study.

5 Candidates who fail to submit progress reports on the required schedule will be administratively withdrawn, subject to consideration of any extenuating circumstances.

6 Satisfactory completion of progression monitoring is demonstrated by:

   i) a progress report completed by the candidate and submitted for assessment by a progression monitoring panel comprising two members that are independent of the student and the supervisory team at least three months before the end of the relevant year of study;

   ii) satisfactory engagement with the research support plan;

   iii) the defence of the progress report by oral examination in front of the progression monitoring panel;

   iv) Confirmation by the progression monitoring panel that the candidate is able to proceed to the subsequent year of study.

7 The progress report should typically be equivalent to 3,000 to 6,000 words in length and include:

   i) a brief review and discussion of the work already undertaken;

   ii) a brief statement of the intended further work, including an indication of the original contribution to knowledge which is likely to emerge.
Candidates who fail to complete this process satisfactorily will be referred and required to:

i) resubmit the progress report no later than six weeks from the date of the notification of the outcome of the examination and undertake a further oral examination. On receipt of the resubmitted report, the progression monitoring panel reserves the right to dispense with the requirement for a further oral examination; or,

ii) resubmit the progress report no later than six weeks from the date of the notification of the outcome of the examination, with no requirement to undertake a further oral examination. On receipt of the resubmitted report, the progression monitoring panel reserves the right to require a further oral examination.

Candidates may request the presence of one member of the supervisory team at the oral examination, but this person must withdraw prior to the deliberations of the progression monitoring panel on the outcome.

Candidates who do not receive permission to proceed following referral will be deemed to have failed and their registration will be withdrawn.

A candidate who is enrolled for PhD and who is unable to complete the approved programme of work, may, at any time prior to the submission of the work for examination, apply for the enrolment to be changed to that for the degree of MPhil.

**F7.6 Examination of end assessments (excluding PhD by the publication route)**

Subject to the provisions of F7.6.2, the examination for PhD has two stages: firstly the submission and preliminary assessment of the work submitted for examination and secondly its defence by oral examination. On referral, the requirement for an oral examination is at the discretion of the examiners.

### Initial Consideration

Where the examiners are of the opinion that the work is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the oral examination is dispensed with and that the candidate be required to complete as a referral, further work with an oral examination. The resubmission must be completed within one year to the satisfaction of all examiners.

Following the completion of an examination including an oral defence, the examiners may recommend:

a) that the candidate be awarded the degree;

b) that the candidate be awarded the degree subject to the completion of editorial and minor presentational corrections. The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;
c) that the candidate be required to complete as a referral:

i) minor amendments with no further oral examination. The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner within three months from the date of the notification of the outcome of the examination;

ii) major amendments with no further oral examination. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to require a further oral examination;

iii) major amendments with a further oral examination. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to dispense with the requirement for an oral examination;

iv) a re-write of the submission with a further oral examination. The resubmission must be completed to the satisfaction of all examiners within one year. On receipt of the resubmitted work the examiners reserve the right to dispense with the requirement for an oral examination;

v) amendments to the submission and to re-submit for the award of MPhil with a further oral examination. All amendments must be completed to the satisfaction of the examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to dispense with the requirement for an oral examination.

d) that the candidate be not awarded the degree.

4 Only one opportunity for referral is permitted, subject to the provisions of F7.6.6.iii.

Consideration following referral

5 Where a candidate that has been referred to complete minor amendments resubmits work that is not to the satisfaction of the internal examiner, the work must be presented for consideration by all examiners before a recommendation can be made.

6 Where a candidate has been referred, the options available to the examiners following the completion of the examination including an oral defence where required are to recommend:

i) that the candidate be awarded the degree;

ii) that the candidate be awarded the degree subject to the completion of editorial and minor presentational corrections. The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award
will be conferred until the internal examiner is satisfied that all corrections have been made;

iii) that the candidate be awarded the degree of MPhil subject to the presentation of the work amended to the satisfaction of all examiners within three months from the date of the notification of the outcome of the examination. Other than in cases where editorial and minor presentational corrections are required, for which a 2 week period of amendment will apply, where the resubmitted work is not to the satisfaction of the examiners the candidate will not be awarded the degree. This outcome is not available where F7.6.3.c)iv) has previously been confirmed;

iv) that the candidate be not awarded the degree.

F7.7 Examination: PhD by the publication route
1 For the award of PhD by the publication route, the candidate shall be examined by at least two external examiners, one of whom should normally have had experience of examining PhD by the publication route, and one internal examiner who has undergone University training for the role.

2 The examination for PhD by the publication route has two stages: firstly the submission of the actual publications with a commentary which puts the total work in context and an abstract, and secondly its defence by oral examination. On referral, the requirement for an oral examination is at the discretion of the examiners. A literature survey should be included in the submission and the work must illustrate evidence of contemporary publications. The commentary should normally be in the range of 5,000 to 10,000 words. The submission must be made within one year of enrolment.

3 All candidates shall attend an oral examination.

Initial Consideration
4 Following the completion of the examination including an oral defence the examiners may recommend:

a) that the candidate be awarded the degree;

b) that the candidate be awarded the degree subject to the completion of editorial and minor presentational corrections. The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;

c) that the candidate be required to complete as a referral:

i) minor amendments to the commentary and/or possible additions to the publications with no further oral examination. All minor amendments must be completed subject to the satisfaction of the internal examiner within three months from the date of the notification of the outcome of the examination;
ii) minor amendments to the commentary and/or possible additions to the publications with a further oral examination. The re-submission addressing all amendments and the further oral examination must be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work, the examiners reserve the right to dispense with the requirement for an oral examination;

d) that the degree be not awarded - no re-submission allowed.

5 Candidates are not permitted to submit a new application within two years from the date of the original examination. A second or subsequent application must include evidence of additional work.

F8 The EntD award
F8.1 The award
1 The EntD is awarded to a candidate who, having critically investigated and evaluated an approved topic resulting in an independent and original contribution to knowledge associated with the development of a new business, social enterprise or service innovation, has presented and defended work, including a business plan, by oral examination, to the satisfaction of the examiners.

2 The text of the thesis should not normally exceed the following length (excluding ancillary data):

in Science and Engineering and Art and Design 40,000 words
in Arts, Social Sciences and Education 80,000 words

Where the submission is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, the written commentary should normally be a minimum of 10,000 words.

F8.2 Enrolment periods
1 The minimum and maximum periods of enrolment and additional submission pending are as follows:

<table>
<thead>
<tr>
<th>Degree Duration</th>
<th>Submission pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>full-time</td>
<td>24-36 months</td>
</tr>
<tr>
<td>part-time</td>
<td>48-72 months</td>
</tr>
</tbody>
</table>

F8.3 Admissions criteria
In addition to the general criteria, normally the minimum level of attainment required for entry is:

i) a Master's degree from a UK University or equivalent, in a discipline appropriate to the proposed programme to be followed, or

ii) an upper second class honours degree from a UK university in a discipline appropriate to that of the proposed programme to be followed, or

iii) appropriate research or professional experience at postgraduate level, which has resulted in published work, written reports or other appropriate evidence of accomplishment, or
iv) appropriate knowledge and experience of business planning and business start-
up, and/or experience of starting up a new service requiring substantial project 
and financial planning.

F8.4 Research Support Plan
1 No later than 3 months after enrolment for full-time students and six months after 
enrolment for part-time students, the student and the supervisor must have 
documented the student’s proposed research support plan. This plan must set out 
the programme of related studies necessary for the attainment of competence in 
research methods and of knowledge related to the subject of the work.
2 The plan may include registration for a maximum of 60 credits of masters level 
modules.

F8.5 Progression monitoring
1 The purpose of progression monitoring is to determine the suitability of the student 
to remain registered on a research award.
2 Failure to complete progression monitoring satisfactorily will lead to a termination of 
the candidate’s registration.
3 Full-time students are required to complete progression monitoring satisfactorily 
before the end of the first year of study and again before the end of the second year 
of study.
4 Part-time students are required to complete progression monitoring satisfactorily 
before the end of the second year of study and again before the end of the fourth 
year of study.
5 Candidates who fail to submit progress reports on the required schedule will be 
administratively withdrawn, subject to consideration of any extenuating 
circumstances.
6 Satisfactory completion of progression monitoring is demonstrated by:
i) a progress report and an appropriate stage business plan completed by the 
candidate and submitted for assessment by a progression monitoring panel 
comprising two members that are independent of the student and the 
supervisory team at least three months before the end of the relevant year of 
study
ii) satisfactory engagement with the research support plan
iii) the defence of the progress report and appropriate stage business plan by oral 
examination in front of the progression monitoring panel
iv) confirmation by the progression monitoring panel that the candidate is able to 
proceed to the subsequent year of study.
7 The progress report should typically be equivalent to 3,000 to 6,000 words in length 
and include:
i) a brief review and discussion of the work already undertaken;

ii) a brief statement of the intended further work, including an indication of the original contribution to knowledge which is likely to emerge.

8 Candidates who fail to complete this process satisfactorily will be referred and required to:

i) resubmit the progress report and the appropriate stage business plan no later than six weeks from the date of the notification of the outcome of the examination and undertake a further oral examination. On receipt of the resubmitted work, the progression monitoring panel reserves the right to dispense with the requirement for a further oral examination; or,

ii) resubmit the progress report and the appropriate stage business plan no later than six weeks from the date of the notification of the outcome of the examination, with no requirement to undertake a further oral examination. On receipt of the resubmitted work, the progression monitoring panel reserves the right to require a further oral examination.

9 Candidates may request the presence of one member of the supervisory team at the oral examination, but this person must withdraw prior to the deliberations of the progression monitoring panel on the outcome.

10 Candidates who do not receive permission to proceed following referral will be deemed to have failed and their registration will be withdrawn.

F8.6 Examination of end assessments

1 At least one examiner must have appropriate enterprise experience.

2 Subject to the provisions of F8.6.3, the examination for EntD has two stages: firstly the submission and preliminary assessment of the work submitted for examination, including the final business plan, and secondly their defence by oral examination. On referral, the requirement for an oral examination is at the discretion of the examiners.

Initial Consideration

3 Where the examiners are of the opinion that the work is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the oral examination is dispensed with and that the candidate be required to complete as a referral, further work with an oral examination. The resubmission must be completed within one year to the satisfaction of all examiners.

4 Following the completion of an examination including an oral defence, the examiners may recommend:

a) that the candidate be awarded the degree;

b) that the candidate be awarded the degree subject to the completion of editorial and minor presentational corrections. The revised submission must be
presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;

c) that the candidate be required to complete as a referral:

i) minor amendments with no further oral examination. The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner within three months from the date of the notification of the outcome of the examination;

ii) major amendments with no further oral examination. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to require a further oral examination;

iii) major amendments with a further oral examination. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to dispense with the requirement for an oral examination;

iv) a re-write of the submission with a further oral examination. The resubmission must be completed to the satisfaction of all examiners within one year. On receipt of the resubmitted work the examiners reserve the right to dispense with the requirement for an oral examination;

v) amendments to the submission and to re-submit for the award of MPhil with a further oral examination. All amendments must be completed to the satisfaction of the examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to dispense with the requirement for an oral examination.

d) that the candidate be not awarded the degree.

4 Only one opportunity for referral is permitted, subject to the provisions of F8.6.6.iii.

**Consideration following referral**

5 Where a candidate that has been referred to complete minor amendments resubmits work that is not to the satisfaction of the internal examiner, the work must be presented for consideration by all examiners before a recommendation can be made.

6 Where a candidate has been referred, the options available to the examiners following the completion of the examination including an oral defence where required are to recommend:

i) that the candidate be awarded the degree;
ii) that the candidate be awarded the degree subject to the completion of editorial and minor presentational corrections. The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made;

iii) that the candidate be awarded the degree of MPhil subject to the presentation of the work amended to the satisfaction of all examiners within three months from the date of the notification of the outcome of the examination. Other than in cases where editorial and minor presentational corrections are required, for which a 2 week period of amendment will apply, where the resubmitted work is not to the satisfaction of the examiners the candidate will not be awarded the degree. This outcome is not available where F8.6.4.c)iv) has previously been confirmed;

iv) that the candidate be not awarded the degree.