APPENDIX 2:  Section F  REGULATIONS GOVERNING RESEARCH DEGREES

F1.1 General
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,
   - 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 AND ADMISSION**

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. 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.
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.

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.

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.

Where a candidate or the Collaborating Establishment wishes the thesis to remain confidential for a period of time after completion of the work, application for approval must normally be made when the application for examination arrangements is submitted.

F1.3 Examinations: General
1 No member of a candidate’s supervisory team, including advisers, may act as an internal examiner.

2 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.

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 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.

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 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 before the examination takes place. At the discretion of a subject area, an independent chair may be appointed as part of the examining team.

7 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.

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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 thesis is presented is inadequate.

The candidate’s responsibilities

8 It is the responsibility of the candidate to ensure that all elements of submission required for assessment are supplied to the appropriate officer before the end of the submission pending period.

9 The submission of a thesis or publications for examination is at the sole discretion of the candidate.

10 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.

11 Candidates must ensure that the thesis or publications’ format is in accordance with the relevant regulations. It is the candidate’s responsibility to ensure that at least one durable backup copy of material submitted for examination is retained in a secure location away from University property.

12 The candidate must confirm, through the submission of a declaration form, that the thesis or publications have not been submitted for a comparable academic award. However, the candidate is not precluded from incorporating in a thesis 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.

13 In accordance with the Students’ Handbook of Regulations, if a student wishes to claim that either:

   i) failure to attend a progression monitoring meeting, or

   ii) failure to submit work by the agreed submission date, or

   iii) failure to attend an oral examination

was due to illness or to other circumstances of a personal nature, the student must make a claim for extenuating circumstances (ECs) within five working days of the assessment in question. Remedial action for ECs in cases where an assessment has been affected is to permit a fresh attempt at the assessment(s) concerned. By attending a formal assessment activity, such as a progression monitoring meeting or an oral examination, it will be assumed that the student has declared that he or she is fit to undertake that assessment and a claim for ECs will not normally be approved.

14 In the absence of an approved EC claim, if a student fails to attend an assessment meeting or to submit the required documentation by the agreed submission date (after allowing for any extension that might have been granted) the body overseeing the assessment will conclude that the student has failed to satisfy them.
**Examiners**

15 The examination team as a whole must be able to demonstrate appropriate prior experience or training in the examination procedure.

16 Examiners must be experienced in research in the general area of the candidate’s thesis/submission and, where practicable, have experience as a specialist in the topic(s) to be examined.

17 An external examiner should have expertise in the area of the work to be examined; be experienced in research, and have published, or have equivalent professional experience; have experience of the examination process at the level of award being examined and normally have been an examiner for a degree at that level; hold a research degree at the level s/he is examining, or have equivalent professional experience; hold/have held an appointment within the university system, although it is permissible to appoint an appropriate person from outside the university system, e.g., a senior industrial scientist or professional practitioner.

18 An external examiner shall not have acted previously as the candidate’s supervisor or adviser. An external examiner shall not normally be either a supervisor of another candidate or an external examiner on a taught course in the same department.

19 An external examiner shall not have had a close link with the University during the previous five years, for example as an employee or as a student.

20 An external examiner shall not normally have had a close involvement in the candidate’s previous studies as a teacher.

21 No person who is enrolled for a research degree may act as an examiner.

**Examination arrangements**

22 Each examiner shall read and examine the thesis or submission 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 thesis or submission provisionally satisfies the requirements of the degree and make an academic assessment of the quality of the thesis, ensuring that it meets the requirements for the award of the degree.

23 Following the 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.

24 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. Consideration by the
additional external examiner will be considered part of the candidate’s first submission – including, if deemed necessary at this point, a further oral examination.

F1.4 Submission for final examination
1 Candidates are required to submit their thesis and associated documentation in accordance with the criteria specified by the University Research Committee.

F1.5 Submission after successful completion of final examination
1 Following the award of the degree one copy of the thesis must be lodged in the University Repository or, where necessary, in the library of both the University and any Collaborating Establishment. Candidates are required to submit their thesis and associated documentation in accordance with the criteria specified by the University Research Committee.

2 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 thesis 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.

3 Where a candidate’s research programme is part of a collaborative group project, the thesis must indicate clearly the candidate’s individual contribution and the extent of the collaboration.

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

F1.6 Appeal against the recommendation of examiners
1 Candidates may in the circumstances set out in the Students’ Handbook of Regulations request a review of the examiners’ recommendation, whether at the first examination or on re-examination.

F1.7 Complaints by candidates
Candidates considering the submission of a complaint are advised to consult the Students’ Handbook of Regulations.

F1.8 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 the thesis or other irregularities in the conduct of the examination which come to light subsequent to the recommendation of the examiners.

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 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 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
1 The 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>8 months</td>
</tr>
<tr>
<td>part-time</td>
<td>16 months</td>
</tr>
<tr>
<td></td>
<td>up to 2 months</td>
</tr>
</tbody>
</table>

2 Where candidates change from full-time to part-time study or vice versa their enrolment period is calculated on a pro rata basis.

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

4 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.

F2.3 Admission criteria
1 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 Supervision
1 A candidate shall have one Principal 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 Principal 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 principal 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 Principal Supervisor, but who is not working in a research field related to that of the candidate or the Principal 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.

F2.5 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 thesis.

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

F2.6 Re-registration
1 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.

2 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.

F2.7 Examination
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 year but may not then return to act as an examiner until after the following academic year.

2 The examination for Postgraduate Diploma by Research consists of the assessment of the thesis by the examiners. A requirement for an oral defence of the thesis is at the discretion of the examiners.

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

   i) that the candidate be awarded the degree;
ii) that the candidate be referred to complete minor amendments to the thesis with no further requirement for an oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission addressing all minor 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;

iii) that the candidate be referred to complete major amendments to the thesis without a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission 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.

iv) that the candidate be referred to complete major amendments to the thesis with a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission addressing all amendments and the further oral examination must be completed to the satisfaction of all examiners within two months from the date of the notification of the outcome of the examination.

v) that the candidate be not awarded the degree.

4 Where the examiners are of the opinion that the thesis 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 refer the thesis for further work to be completed within four months as a resubmission. In such cases the examiners must provide written guidance concerning the deficiencies of the thesis for the candidate. The examiners may not recommend that a candidate fail outright without holding an oral examination.

5 Only one opportunity for re-submission is permitted.

F2.8 Re-submission and Re-examination
1 On re-submission the options available to the examiners are to recommend:

i) that the candidate be awarded the degree;

ii) that the candidate be not awarded the degree.

F2.9 Extensions to standard periods for re-submission
1 The Senate, or the University Research Committee acting on its behalf, may, where there are good reasons, approve an extension of the standard period for re-submission.

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 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 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 (excluding ancillary data) should not normally exceed 15,000 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.

F3.2 Enrolment periods
1 The 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>12 months</td>
</tr>
<tr>
<td>part-time</td>
<td>24 months</td>
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<td></td>
<td>up to 4 months</td>
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<td></td>
<td>up to 4 months</td>
</tr>
</tbody>
</table>

2 Where candidates change from full-time to part-time study or vice versa their enrolment period is calculated on a pro rata basis.

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

4 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.

F3.3 Admission criteria
1 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 Supervision
1 A candidate shall have one Principal 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 Principal 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 principal 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 Principal Supervisor, but who is not working in a research field related to that of the candidate or the Principal 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.

F3.5 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 thesis.

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

F3.6 Re-registration

1 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.

2 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.

F3.7 Examination

1 For a named MEnt award an external examiner(s) may act as examiner for the whole cohort of students within an academic year but may not then return to act as an examiner until after the following academic year.

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

3 Following the completion of the examination including an oral defence where required, the examiners may recommend:
i) that the candidate be awarded the degree;

ii) that the candidate be referred to complete minor amendments to the thesis with no further requirement for an oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission 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;

iii) that the candidate be referred to complete major amendments to the thesis without a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission 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;

iv) that the candidate be referred to complete major amendments to the thesis with a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission addressing all amendments and the further oral examination must be completed to the satisfaction of all examiners within four months from the date of the notification of the outcome of the examination.

v) that the candidate be not awarded the degree.

4 Where the examiners are of the opinion that the thesis 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 refer the thesis for further work to be completed within six months as a resubmission. In such cases the examiners must provide written guidance concerning the deficiencies of the thesis for the candidate. The examiners may not recommend that a candidate fail outright without holding an oral examination.

5 Only one opportunity for re-submission is permitted.

6 A distinction, credit or pass will be awarded to a candidate where the thesis has met the University’s relevant minimum criteria for that classification.

7 The maximum classification awarded on re-examination shall be no more than a pass.

F3.8 Re-submission and Re-examination

1 On re-submission the options available to the examiners are to recommend:

i) that the candidate be awarded the degree;

ii) that the candidate be not awarded the degree.
Extensions to standard periods for re-submission

1 The Senate, or the University Research Committee acting on its behalf, may, where there are good reasons, approve an extension of the standard period for re-submission.

The MA by Research and MSc by Research award

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 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 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.

Enrolment periods

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

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2 Where candidates change from full-time to part-time study or vice versa their enrolment period is calculated on a pro rata basis.

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

4 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.

Admission criteria

1 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.

Supervision

1 A candidate shall have one Principal 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 Principal 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 principal 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 Principal Supervisor, but who is not working in a research field related to that of the candidate or the Principal 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.

F4.5 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 thesis.

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

F4.6 Re-registration
1 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.

2 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.
F4.7 Examination

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 year but may not then return to act as an examiner until after the following academic year.

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

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

   i) that the candidate be awarded the degree;

   ii) that the candidate be referred to complete minor amendments to the thesis with no further requirement for an oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission addressing all minor 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;

   iii) that the candidate be referred to complete major amendments to the thesis without a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission 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.

   iv) that the candidate be referred to complete major amendments to the thesis with a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission addressing all amendments and the further oral examination must be completed to the satisfaction of all examiners within four months from the date of the notification of the outcome of the examination.

   v) that the candidate be not awarded the degree.

4 Where the examiners are of the opinion that the thesis 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 refer the thesis for further work to be completed within six months as a resubmission. In such cases the examiners must provide written guidance concerning the deficiencies of the thesis for the candidate. The examiners may not recommend that a candidate fail outright without holding an oral examination.

5 Only one opportunity for re-submission is permitted.

6 A distinction, credit or pass will be awarded to a candidate where the thesis has met the University’s relevant minimum criteria for that classification.
7 The maximum classification awarded on re-examination shall be no more than a pass.

F4.8 Re-submission and Re-examination
1 On re-submission the options available to the examiners are to recommend:
   i) that the candidate be awarded the degree;
   ii) that the candidate be not awarded the degree.

F4.9 Extensions to standard periods for re-submission
1 The Senate, or the University Research Committee acting on its behalf, may, where there are good reasons, approve an extension of the standard period for re-submission.

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 a thesis, 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
1 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 12 months</td>
</tr>
<tr>
<td>part-time</td>
<td>24 months</td>
<td>up to 12 months</td>
</tr>
</tbody>
</table>

2 Where candidates change from full-time to part-time study or vice versa their enrolment period is calculated on a pro rata basis.

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

4 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.
F5.3 Admission criteria
1 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 Supervision
1 A candidate shall have one Principal 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 Principal 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 principal 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 Principal Supervisor, but who is not working in a research field related to that of the candidate or the Principal 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.

F5.5 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 thesis.

2 The plan may include registration for a maximum of 60 credits of master’s level modules.

F5.6 Re-registration
1 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.
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.

F5.7 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.

F5.8 Examination
1 The examination for MPhil has two stages: firstly the submission and preliminary assessment of the thesis and secondly its defence by oral examination.

2 Following the completion of the examination the examiners may recommend:

   i) that the candidate be awarded the degree;

   ii) that the candidate be referred to complete minor amendments to the thesis with no further requirement for an oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission 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;

   iii) that the candidate be referred to complete major amendments to the thesis without a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections
are required. The re-submission 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.

iv) that the candidate be referred to complete major amendments to the thesis with a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission addressing all amendments and the further oral examination must be completed to the satisfaction of all examiners within four months from the date of the notification of the outcome of the examination.

v) that the candidate be not awarded the degree.

3 Where the examiners are of the opinion that the thesis 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 refer the thesis for further work to be completed within one year as a resubmission. In such cases the examiners must provide written guidance concerning the deficiencies of the thesis for the candidate. The examiners may not recommend that a candidate fail outright without holding an oral examination.

4 Only one opportunity for re-submission is permitted.

F5.9 Re-submission and Re-examination
1 On re-submission the options available to the examiners are to recommend:

i) that the candidate be awarded the degree;

ii) that the candidate be not awarded the degree.

F5.10 Extensions to standard periods for re-submission
1 The Senate, or the University Research Committee acting on its behalf, may, where there are good reasons, approve an extension of the standard period for re-submission.

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 a thesis, by oral examination, to the satisfaction of the examiners. The available designations for a Professional Doctorate awarded by this University are listed in Section G.

2. The text of the thesis should not normally exceed 50,000 words (excluding ancillary data).
The MRes award
3 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.

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

F6.2 Enrolment periods
1 The maximum periods of enrolment 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>84 months</td>
</tr>
<tr>
<td></td>
<td>up to 12 months</td>
</tr>
</tbody>
</table>

2 Where candidates change from full-time to part-time study or vice versa their enrolment period is calculated on a pro rata basis.

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

4 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.

F6.3 Admission Criteria
Professional Doctorates (other than EdD)
1 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.

Professional Doctorate: EdD
2 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
F6.4 Supervision
1 A candidate shall have one Principal 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 Principal 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 principal 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 Principal Supervisor, but who is not working in a research field related to that of the candidate or the Principal 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.

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 thesis.

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

F6.6 Re-registration
1 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.

2 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.

F6.7 **Progression monitoring**

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

2 Satisfactory completion of progression monitoring is required before re-registration can be undertaken. 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 re-registration for the second year of study and again before re-registration for the third year of study.

4 Part-time students are required to complete progression monitoring satisfactorily before re-registration for the third year of study and again before re-registration for the fifth 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 by the Director of Graduate Education.

7 Satisfactory completion of progression monitoring is demonstrated by:

   i) A progress report completed by the candidate and submitted to their supervisor at least three months before the relevant re-registration point.

   ii) Satisfactory engagement with the research support plan

   iii) An oral defence of the progress report by the candidate in front of a panel comprising two members appointed by the Director of Graduate Education at least one of whom is independent of the student’s supervisory team

   iv) Confirmation by the progression monitoring panel that the candidate is able to proceed to the subsequent re-registration.

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 may re-submit no later than six weeks after the first progression panel.
Candidates who do not receive permission to proceed after resubmission and re-examination will be withdrawn.

Candidates may in the circumstances set out in the Students’ Handbook of Regulations request a review of the progression panel’s recommendation, whether at the first assessment or on re-assessment.

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 thesis for examination, apply for the enrolment to be changed to that for the degree of MPhil.

F6.8 Examination: MRes

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

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.

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

i) that the candidate be awarded the degree;

ii) that the candidate be referred to complete minor amendments to the thesis with no further requirement for an oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission 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;

iii) that the candidate be referred to complete major amendments to the thesis without a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission 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.

iv) that the candidate be referred to complete major amendments to the thesis with a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission addressing all amendments and the further oral examination must be completed to the satisfaction of all examiners within four months from the date of the notification of the outcome of the examination.

v) that the candidate be not awarded the degree.

Where the examiners are of the opinion that the thesis 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 refer the thesis for further work to be completed within six months as a resubmission. In such cases the examiners must provide written guidance concerning the deficiencies of the thesis for the candidate. The examiners may not recommend that a candidate fail outright without holding an oral examination.

5 Only one opportunity for re-submission is permitted.

6 A distinction, credit or pass will be awarded to a candidate where the thesis has met the University’s relevant minimum criteria for that classification.

7 The maximum classification awarded on re-examination shall be no more than a pass.

F6.9 Re-submission and Re-examination: MRes
1 On re-submission the options available to the examiners are to recommend:
   i) that the candidate be awarded the degree;
   ii) that the candidate be not awarded the degree.

F6.10 Extensions to standard periods for re-submission: MRes
1 The Senate, or the University Research Committee acting on its behalf, may, where there are good reasons, approve an extension of the standard period for re-submission.

F6.11 Examination: Professional Doctorate
1 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. 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 thesis for examination.

2 Following the completion of the final examination the examiners may recommend:
   i) that the candidate be awarded the degree;
   ii) that the candidate be referred to complete minor amendments to the submission with no further requirement for an oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. 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;
   iii) that the candidate be referred to complete major amendments to the thesis without a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission 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.
iv) that the candidate be referred to complete major amendments to the thesis with a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. 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.

v) that the candidate be referred to complete a re-write of the submission and to re-submit for the degree within one year and be re-examined. In such circumstances, the examiners must indicate to the candidate in writing the deficiencies of the thesis which require addressing. On receipt of the resubmitted thesis the examiners will determine if a further oral examination is required.

vi) that the candidate be referred to complete amendments to the submission and to re-submit for the award of MPhil. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. 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 thesis the examiners will determine if a further oral examination is required.

vii) that the candidate be not awarded the degree.

3 Where the examiners are of the opinion that the thesis 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 refer the thesis for further work to be completed within one year as a resubmission. In such cases the examiners must provide written guidance concerning the deficiencies of the thesis for the candidate. The examiners may not recommend that a candidate fail outright without holding an oral examination.

4 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 thesis and the reason for their decision, which will be forwarded to the candidate.

5 Only one opportunity for re-submission is permitted.

F6.12 Re-submission and Re-examination: Professional Doctorate

1 On re-submission the options available to the examiners are to recommend:

i) that the candidate be awarded the degree;

ii) that the candidate be awarded the degree of MPhil subject to the presentation of the thesis amended to the satisfaction of the examiners;

iii) that the candidate be not awarded the degree.
F6.13 Extensions to standard periods for re-submission: Professional Doctorate

1. The Senate, or the University Research Committee acting on its behalf, may, where there are good reasons, approve an extension of the standard period for re-submission.

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 a thesis, 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 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>

   PhD by the publication route

   - part-time: 12 months

2. Where candidates change from full-time to part-time study or vice versa (where available) their enrolment period is calculated on a pro rata basis.

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

4. 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.

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 Supervision

1 A candidate shall have one Principal Supervisor who must be a member of University staff and must normally have successfully completed a qualification equivalent to the level of the award being supervised. The Principal 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 principal 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 Principal Supervisor, but who is not working in a research field related to that of the candidate or the Principal 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.
F7.5 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 thesis.

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

F7.6 Re-registration
1 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.

2 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.

F7.7 Progression monitoring
1 The purpose of progression monitoring is to determine the suitability of the student to remain registered on a research award.

2 Satisfactory completion of progression monitoring is required before re-registration can be undertaken. 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 re-registration for the second year of study and again before re-registration for the third year of study.

4 Part-time students are required to complete progression monitoring satisfactorily before re-registration for the third year of study and again before re-registration for the fifth 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 by the Director of Graduate Education.

6 Satisfactory completion of progression monitoring is demonstrated by:
   i) A progress report completed by the candidate and submitted to their supervisor at least three months before the relevant re-registration point.

   ii) Satisfactory engagement with the research support plan
iii) An oral defence of the progress report by the candidate in front of a panel comprising two members appointed by the Director of Graduate Education at least one of whom is independent of the student’s supervisory team.

iv) Confirmation by the progression panel that the candidate is able to proceed to the subsequent re-registration.

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 may re-submit no later than six weeks after the first progression panel.

9 Candidates who do not receive permission to proceed after resubmission and re-examination will be withdrawn.

10 Candidates may in the circumstances set out in the Students’ Handbook of Regulations request a review of the progression panel’s recommendation, whether at the first assessment or on re-assessment.

11 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 thesis for examination, apply for the enrolment to be changed to that for the degree of MPhil.

F7.8 Examination (excluding PhD by the publication route)

1 The examination for PhD has two stages: firstly the submission and preliminary assessment of the thesis and secondly its defence by oral examination.

2 Following the completion of the examination the examiners may recommend:

i) that the candidate be awarded the degree;

ii) that the candidate be referred to complete minor amendments to the submission with no further requirement for an oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. 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;

iii) that the candidate be referred to complete major amendments to the thesis without a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission 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.
iv) that the candidate be referred to complete major amendments to the thesis with a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. 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.

v) that the candidate be referred to complete a re-write of the submission and to re-submit for the degree within one year and be re-examined. In such circumstances, the examiners must indicate to the candidate in writing the deficiencies of the thesis which require addressing. On receipt of the resubmitted thesis the examiners will determine if a further oral examination is required.

vi) that the candidate be referred to complete amendments to the submission and to re-submit for the award of MPhil. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. 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 thesis the examiners will determine if a further oral examination is required.

vii) that the candidate be not awarded the degree.

3 Where the examiners are of the opinion that the thesis 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 refer the thesis for further work to be completed within one year as a resubmission. In such cases the examiners must provide written guidance concerning the deficiencies of the thesis for the candidate. The examiners may not recommend that a candidate fail outright without holding an oral examination.

4 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 thesis and the reason for their decision, which will be forwarded to the candidate.

5 Only one opportunity for re-submission is permitted.

F7.9 Re-submission and Re-examination (excluding PhD by the publication route)

1 On re-examination the options available to the examiners are to recommend:

i) that the candidate be awarded the degree;

ii) that the candidate be awarded the degree of MPhil subject to the presentation of the thesis amended to the satisfaction of the examiners;

iii) that the candidate be not awarded the degree;
F7.10 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. 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.

4 Following the completion of the oral examination the examiners may recommend:

   i) that the candidate be awarded the degree;

   ii) that the candidate be referred to complete minor amendments to the commentary and/or possible additions to the publications with no further requirement for an oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. 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;

   iii) that the candidate be referred to complete minor amendments to the commentary and/or possible additions to the publications with a requirement for a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. 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;

   iv) 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.

F7.11 Extensions to standard periods for re-submission

1 The Senate, or the University Research Committee acting on its behalf, may, where there are good reasons, approve an extension of the standard period for re-submission.

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 enterprise, has presented and defended a thesis and business plan, 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).

**F8.2 Enrolment periods**

1 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>36 months</td>
<td>up to 12 months</td>
</tr>
<tr>
<td>part-time</td>
<td>72 months</td>
<td>up to 12 months</td>
</tr>
</tbody>
</table>

2 Where candidates change from full-time to part-time study or vice versa their enrolment period is calculated on a pro rata basis.

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

4 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.

**F8.3 Admissions criteria**

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, and

   ii) 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 Supervision**

1 A candidate shall have one Principal Supervisor who must be a member of University staff and must normally have successfully completed a qualification equivalent to the level of the award being supervised. The Principal 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 principal 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 Principal Supervisor, but who is not working in a research field related to that of the candidate or the Principal 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.

F8.5 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 thesis.

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

F8.6 Re-registration
1 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.

2 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.

F8.7 Progression monitoring
1 The purpose of progression monitoring is to determine the suitability of the student to remain registered on a research award.

2 Satisfactory completion of progression monitoring is required before re-registration can be undertaken. 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 re-registration for the second year of study and again before re-registration for the third year of study.
Part-time students are required to complete progression monitoring satisfactorily before re-registration for the third year of study and again before re-registration for the fifth year of study.

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

Satisfactory completion of progression monitoring is demonstrated by:

i) A progress report completed by the candidate and submitted to their supervisor at least three months before the relevant re-registration point. For EntD candidates progression monitoring will include assessment of an appropriate stage business plan

ii) Satisfactory engagement with the research support plan

iii) An oral defence of the progress report by the candidate in front of a panel comprising two members appointed by the Director of Graduate Education at least one of whom is independent of the student’s supervisory team

iv) Confirmation by the progression panel that the candidate is able to proceed to the subsequent re-registration.

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 may re-submit no later than six weeks after the first progression panel.

Candidates who do not receive permission to proceed after resubmission and re-examination will be withdrawn.

Candidates may in the circumstances set out in the Students’ Handbook of Regulations request a review of the progression panel’s recommendation, whether at the first assessment or on re-assessment.

**F8.8 Examination**

1 At least one examiner must have appropriate enterprise experience.

2 The examination for EntD has two stages: firstly the submission and preliminary assessment of the thesis and final business plan, and secondly their defence by oral examination.

3 Following the completion of the examination the examiners may recommend:

i) that the candidate be awarded the degree;
ii) that the candidate be referred to complete minor amendments to the submission with no further requirement for an oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. 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;

iii) that the candidate be referred to complete major amendments to the thesis without a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The re-submission 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.

iv) that the candidate be referred to complete major amendments to the thesis with a further oral examination. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. 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.

v) that the candidate be referred to complete a re-write of the submission and to re-submit for the degree within one year and be re-examined. In such circumstances, the examiners must indicate to the candidate in writing the deficiencies of the thesis which require addressing. On receipt of the resubmitted thesis the examiners will determine if a further oral examination is required.

vi) that the candidate be referred to complete amendments to the submission and to re-submit for the award of MPhil. In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. 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 thesis the examiners will determine if a further oral examination is required.

vii) that the candidate be not awarded the degree.

4 Where the examiners are of the opinion that the thesis 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 refer the thesis for further work to be completed within one year as a resubmission. In such cases the examiners must provide written guidance concerning the deficiencies of the thesis for the candidate. The examiners may not recommend that a candidate fail outright without holding an oral examination.

5 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 thesis and the reason for their decision, which will be forwarded to the candidate.
Only one opportunity for re-submission is permitted.

**F8.9 Re-submission and Re-examination**

1 On re-examination the options available to the examiners are to recommend:

   i) that the candidate be awarded the degree;

   ii) that the candidate be awarded the degree of MPhil subject to the presentation of the thesis amended to the satisfaction of the examiners;

   iii) that the candidate be not awarded the degree.

**F8.10 Extensions to standard periods for re-submission**

1 The Senate, or the University Research Committee acting on its behalf, may, where there are good reasons, approve an extension of the standard period for re-submission.