

**Regulations for Awards Research Degrees 2021/22**

Please note that these regulations may be subject to change within the academic year and as such, any printed or downloaded documents will not reflect these changes. For the most up to date version, please refer to

[Registry’s website](https://www.hud.ac.uk/policies/registry/awards-pgr/).

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# Section A: General Regulations Governing All Research Degrees

To be read in conjunction with the individual programme regulations.

## A1. Available awards

A1.1 The University awards the following degrees to candidates who have successfully completed approved programmes of supervised research:

* Master of Arts by Research (MA (Res));
* Master of Science by Research (MSc (Res));
* Master in Research (MRes);
* Master of Enterprise (MEnt);
* Master of Philosophy (MPhil);
* Professional Doctorates (DAppCrim, DAppLing, DBA, DCouns, DM, DN, DOT, DPA, DPhys, DPod, DSW, EdD);
* Doctor of Enterprise (EntD);
* Doctor of Philosophy (PhD);
* PhD by Publication.

### A1.2 Higher Doctorates

A1.2.1 The University awards the following Higher Doctorates:

* Doctor of Laws (LLD).
* Doctor of Letters (DLitt);
* Doctor of Music (DMus);
* Doctor of Science (DSc);

A1.2.2 Candidates are required to state the Higher Doctorate for which they wish their work to be considered.

### A1.3 Named awards

A1.3.1 All research awards may be offered as named awards with the approval of the University Research Committee and the Senate. Named awards will be assessed and conferred in line with standard regulations, which are outlined in sections B-F of the Regulations for Research Degree Awards.

### A1.4 Posthumous awards

A1.4.1 All of the University’s research degrees may be awarded posthumously. In such cases, the University Research Committee will consider evidence showing that the candidate was likely to have been successful, had the viva examination taken place.

A1.4.2 Evidence comprising any written material that is available (for example, draft chapters; published work; work prepared for publication; presentations to conferences /

seminars; progress reports by the candidate) will normally be supplied by the candidate’s supervisor.

A1.4.3 The supervisor will submit an accompanying report for consideration by the University Research Committee. The supervisor’s report should have the support of the School Director of Graduate Education and the Dean of the Graduate School. The following criteria should be satisfied:

* Enough of the research project must have been completed to allow a proper assessment to be made of the scope of the thesis.
* The research work completed must be of a standard normally required for the award of the degree and must demonstrate the candidate’s grasp of the subject.
* The written material available must demonstrate the candidate’s ability to write a thesis of the required standard.

### A1.5 Conferment

* + - 1. Conferment is the formal ratification by the University of the recommendations made by the approved examiners. All awards (apart from Higher Doctorates, which will be conferred by the Higher Doctoral Board) will ratified by either the Dean of the Graduate School or the Pro Vice-Chancellor (Research & Enterprise).

### A1.6 Certificate of Award

A1.6.1 The certificate of an award conferred by the University shall record:

* + - * + The name of the University together with, if appropriate, the name of any other institution sharing responsibility for the student’s course of study or programme of research.
        + The student’s name, as provided by them through the University Applicant and Student Record System (ASIS), at the time of conferment.
        + The award.
        + The title of the course (if any) as approved for the purpose of the certificate.
        + The certificate shall bear the signatures of the Vice-Chancellor and the Director of Registry.

### A1.7 Programme scope

A1.7.1 Programmes of research may be proposed in any field of study. All proposals must have the potential to lead to a programme of scholarly research that meets the learning outcomes for the programme the candidate is following.

A1.7.2 All proposed research programmes will be considered on their academic merits and without reference to the concerns or interests of any associated supervising or funding body.

### A1.8 Taught modules within research degrees

A1.8.1 Research degrees will not normally include a taught element which extends over more than one third of the standard period of enrolment.

A1.8.2 Confirmation of the satisfactory completion of any compulsory taught element is a requirement for progression to the research phase of that programme.

### A1.9 Training and development

A1.9.1 Training and development will be offered in line with the University’s commitment to the Researcher Development Concordat.

A1.9.2 Candidates must work in partnership with their supervisors to identify any training needs they may require and regularly complete and update a personalised skills audit.

Training can comprise of internal training or external training, where deemed necessary.

A1.9.3 Training must include research integrity training and may include training in research methods, academic integrity, research ethics, academic writing and academic English for non-native speakers.

A1.9.4 The University provides a range of training courses through the Researcher Development Programme which can be access through a searchable database (currently SkillsForge).

A1.9.5 For candidates studying a distance learning research degree, alternative ways for candidates to acquire the necessary research skills will be provided, for example through the use of online training resources.

### A1.10 Alternative Formats

A1.10.1 Alternative formats may include (but are not limited to):

* + - * + Awards where the thesis presented for examination is in a non-standard or alternative format, for example the submission includes practice or performance elements, a website, composition or software.
* PhD by Publication.

A1.10.2 Alternative formats may only be offered in Schools where published guidelines exist, that have been through validation and subsequently been approved by the University Research Committee and the Senate. Once approved, the guidelines will be available within the relevant School and published [on our website](https://www.hud.ac.uk/registry/current-students/pgr/thesis/alternativeformatresearchdegrees/).

A1.10.3 Published guidelines must detail the regulations for acceptance, presentation, submission and examination of work. Please consult your School Director of Graduate Education for School based guidance on alternative formats.

A1.10.4 Work will be examined according to the same criteria as a conventional thesis, including the volume and quality of original research: the thesis should make an original contribution to knowledge; it must locate the research in context; establish the contribution; and should include extensive critical discussion with conclusions, indicating directions for future work.

A1.10.5 The maximum word count for research degrees can be found in section A4.5.1 of these regulations. However, the balance between written and practical components in an

alternative format thesis varies across subject specialisms. Please refer to School-based guidance for the word count conventions for your subject specialism.

### A1.11 Collaborating establishments

A1.11.1 The University encourages co-operation with industrial, commercial, professional or research establishments for the purposes of research leading to research degree awards.

A1.11.2 Formal collaboration normally involves the candidate’s use of facilities and other resources, including supervision, which are provided jointly by the University of Huddersfield and an external body. For the purpose of the research degree regulations, these are referred to as Collaborating Establishments.

A1.11.3 Co-operation may be formalised with one or more external bodies.

A1.11.4 Delivery of programmes involving a Collaborating Establishment, whether ad hoc or through an ongoing partnership, must go through the appropriate approval process and will be assessed and conferred in line with standard regulations.

A1.11.5 Where a research degree project is part of a funded research project, 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.

## A2. Admissions and enrolment

### A2.1 Admission to a research degree programme

A2.1.1 In order to be eligible for admission to a research degree programme, an applicant must be:

* + - * + Suitably qualified in terms of their ability and experience to undertake research in the proposed field.
        + Embarking on a viable research programme.
        + Able to demonstrate at least a minimum level of attainment in English language equivalent to IELTS 6.0 overall with no element lower than 5.5.
        + Candidates may also be required to complete a formal English language assessment and training in advance of, or as an outcome of, progression monitoring.

A2.1.2 Applications from candidates holding qualifications other than those specified in the rules for award will be considered on their merits and in relation to the nature and scope of the programme of work proposed.

A2.1.3 Such candidates must include in the application the names of two suitable persons who can be consulted regarding the candidate’s academic attainment and fitness for research.

A2.1.4 In accepting a candidate, the University will ensure that supervision is adequate and likely to be sustained, and that the research environment is suitable.

A2.1.5 For candidates undertaking a research degree by distance learning, the University must be satisfied that supervision, necessary resources and training can be delivered remotely and the candidate will have access to the necessary minimum computer system requirements.

A2.1.6 The Director of Registry may permit a candidate to enrol for another course of study concurrent with the research degree if, in their opinion, the dual enrolment will not detract from the research.

### A2.2 Recognition of prior research

A2.2.1 Where a candidate has previously undertaken research as a candidate for a research degree, they may be allowed to transfer and complete the research at the University of Huddersfield. If there has been a break in study between leaving one institute and the application to the University of Huddersfield, there should not normally be a break in study of more than two years.

A2.2.2 Candidates will normally enrol at the same stage they were at in their previous institution.

A2.2.3 If a candidate is transferring from or has completed work at another institution, this must have the agreement of both institutions involved.

A2.2.4 In considering an application for the recognition of prior research for a candidate who has completed work at another institution, the Director of Graduate Education (or nominee) will normally require:

* + - * + A letter of agreement from the previous institute for the transfer of any data or completed research and confirmation of release from the previous institution.
        + A statement of rationale from the candidate detailing why they wish to transfer from another institution.
        + A copy of the original approved research project.
        + The title of the research project and the names and contact details of supervisors at the previous institution.
        + A report from the applicant of how the research has progressed and a projected timeline for completion of the project (3,000-6,000 words).
        + The date of original enrolment and anticipated date of completion.
        + The most recent progress report from the previous institution, which should confirm that the applicant has been progressing in accordance with the standard timescales for completion.
        + In the case of international candidates, confirmation from the International Office that the candidate meets Home Office visa requirements.
        + A short written statement from the proposed new supervisor/s confirming their willingness to supervise the project in its current form and their estimate of the remaining time needed for successful completion.
        + The names of two referees, preferably the previous supervisors; or referees who are active researchers who know the candidate’s work.

A2.2.5 The admissions process will include an interview that will take the form of a progression monitoring examination. The admissions decision will be based on the candidate’s performance in the interview assessment and on the information in the application documentation. More information for applicants can be found on [our website](https://students.hud.ac.uk/grad/graduate-school/%23!/?modal=prior).

### A2.3 Change of degree programme within the University

A2.3.1 Candidates seeking a change of research degree programme must apply to the Director of Graduate Education in their School for approval.

A2.3.2 Changes are only available where a route is specified in the regulations for the programme the candidate is changing from.

### A2.4 Mode of study

A2.4.1 Candidates may enrol on a full-time or part-time basis.

A2.4.2 Full-time candidates are expected to devote on average 35 hours per week to their research and must not be in full-time employment.

A2.4.3 Part-time candidates should spend on average 17.5 hours per week.

A2.4.4 Where candidates change from full-time to part-time study, or vice versa, their enrolment period is calculated on a pro rata basis.

### A2.5 Candidates enrolled on a campus based research degree

A2.5.1 Candidates are expected to be based at the University of Huddersfield for the completion of their research degree, except as provided for under the arrangements agreed with Collaborating Establishments.

A2.5.2 In exceptional circumstances, the University may accept applications from students who are proposing to work outside the UK, provided they meet the following conditions:

* + - * + The candidate is UK-based or establishes close links with the University.
        + There is satisfactory evidence that the candidate will have access to the facilities; needed to carry out the research in the country where they will be based.

A2.5.3 Candidates not based at the University and not enrolled on a distance learning research degree are required to spend at least 10 working days a year at the University of Huddersfield. These 10 days are in addition to times when candidates may be on campus for enrolment or progression monitoring assessments.

A2.5.4 The University must be satisfied that the candidate and their supervisor at the University of Huddersfield will be able to maintain frequent contact.

### A2.6 Research study by distance learning

A2.6.1 Candidates enrolled on a specified distance learning research degree can study on either a part-time or full-time basis and the majority of study will take place off-campus.

Candidates may be required to attend some campus-based activities, for example

enrolment, some training and development sessions and for examination and assessment. Individual research degree requirements will be published within the [course listing online](https://research.hud.ac.uk/research-degrees/).

## A3. Supervision

### A3.1 Criteria for the appointment of research degree supervisors

A3.1.1 The supervisor role is central to the quality of education for research students. All supervisors appointed at the University of Huddersfield are expected to meet the following criteria.

### A3.2 The team:

* + - * + The supervisory team comprises up to three members, and will in almost all circumstances have at least two members.
        + All supervision should be provided by staff who have research expertise related to the student’s proposed research degree.
        + In appointing supervisors, Schools need to be aware of the overall workload of the individual, including teaching, research, administration and any other professional commitments.
        + At least one member of the supervisory team must have a completion at the level of research degree for which the candidate is registered.

### A3.3 The Main Supervisor:

* + - * + Must hold a qualification at least equivalent in level to the award being supervised.
        + Will be publishing high-quality, internationally recognised research outputs to ensure that the direction and monitoring of the candidate’s progress is informed by up-to-date subject knowledge and research developments.
        + Must be a permanent full or part-time employee of the University, or an employee of the University who is on a fixed term contract of duration in excess of the standard registration period for the research degree in question.
        + Will have completed the requisite new (or refresher) University of Huddersfield supervisor training.
        + Will undertake supervisor training before commencing any new supervision duties and will need to refresh this training every three years.
        + If the main supervisor retires or becomes an honorary member of staff during the period of a student’s Doctoral degree, they can continue to undertake a supervisory role as co-supervisor, but a new main supervisor must be appointed.

A3.3.2 The following may not act as main supervisor but may be appointed as a member of the supervisory team:

* + - * + Non-permanent members of staff.
        + Visiting professors, visiting fellows.
        + Retired members of University staff.
        + A member of staff acting for the first time as a supervisor.

A3.4 The Co-supervisor/s:

* + - * + Will normally have gained a Doctoral degree.
        + May be new to supervision.
        + Will have completed the requisite new (or refresher) UOH supervisor training.
        + Will undertake supervisor training before commencing any new supervision duties and will need to refresh this training every three years.
        + Do not need to have supervised a PhD to completion.

### A3.5 Associate supervisors:

* + - * + Are not members of University of Huddersfield staff, nor employed at a Collaborating Establishment.
        + May be proposed to contribute some specialised knowledge or to provide a link with an external organisation.

### A3.6 Change of supervision arrangements

A3.6.1 Should a change in a PGR’s supervisors be required, an Application to Change Supervisory Arrangements should be completed and submitted to the Director of Graduate Education for their consideration. Further information about changes to supervision arrangements can be found in the [PGR Handbook](https://www.hud.ac.uk/registry/current-students/pgr/pgr-supervision/supervision/#!).

A3.6.2 For international students, any change must be notified to the International Office.

### A3.7 Requirements of the supervisors

A3.7.1 The supervisors shall have responsibility to supervise the candidate on a regular and frequent basis.

A3.7.2 The minimum requirement is that main supervisors will meet the candidates they are supervising at least once a month (once every two months for part-time students). In practice they may meet with candidates more frequently. This time should include at least an hour of one-to-one supervision with each candidate.

A3.7.3 Supervisors will remain in regular contact with candidates throughout any writing-up period, after an outcome of referral to re-write the submission or referral to complete amendments to re-submit for the award of MPhil. Candidates may have a reasonable expectation that their supervisors will be available to meet them and to review drafts of their work at least once every two months. Frequency of contact for other examination outcomes is subject to agreement between the candidate and the supervisor. It is the candidate’s responsibility to send the work to their supervisor in good time, so they have time to read the work and make comments ahead of any submission date.

A3.7.4 At least three months prior to submission, students registered for the awards of Doctor of Philosophy, Doctor of Enterprise, Professional Doctorates and Master of Philosophy, will have an ‘on track to submit’ meeting with their supervisory team. The purpose of the meeting is to ensure that the student is well prepared and on track to

submit their thesis by the submission date and the appointment of examiners is under arrangement. The meeting will also make final preparations for the viva voce examination. For students registered for the award of Master of Arts by Research, Master of Science by Research, Master in Research and Master of Enterprise the meeting should take place at least one month prior to submission and exclude the requirement to make final preparations for the viva voce examination.

A3.7.5 The supervisory team as a whole must meet with the candidate at least four times a year (full-time) or twice a year (part-time).

A3.7.6 Supervision meetings must be recorded using the University online supervision system.

A3.7.7 Supervisors are expected to be available to attend viva examinations at progression monitoring and end assessment points for all candidates they are supervising.

## A4. Examinations and assessments

### A4.1 Candidate responsibilities

A4.1.1 It is the responsibility of the candidate to attend examinations and submit work for assessment by the submission date.

A4.1.2 The submission of work for assessment is at the sole discretion and responsibility of the candidate.

A4.1.3 Candidates must ensure that the format of work submitted for assessment is in accordance with the relevant University guidelines.

A4.1.4 It is the candidate’s responsibility to make sure that all work that will contribute to the final assessment is backed up. Candidates are strongly advised to use the electronic storage system provided by the University to keep copies of all of their work.

### A4.2 Options at the end of the programme

A4.2.1 No later than three months before the end of the programme, candidates may:

* + - * + Apply for additional time to complete the research before going into the writing-up period; OR
        + Apply to enrol for the writing-up period, which allows candidates additional time to complete the writing of the thesis.

A4.2.2 Candidates enrolled on the programmes detailed below may apply for additional time at the end of the active research period and/or a writing-up period:

* + - * + Master’s by Research (MA / MSc (Res) / MEnt).
        + Master in Research (MRes).
        + Professional Doctorate.
        + Doctor of Philosophy (PhD) / Doctor of Enterprise (EntD).

A4.2.3 Candidates submitting for the award of PhD by Publication may not apply for additional time or for a writing-up period.

### A4.3 Application for additional time before writing-up

A4.3.1 Candidates may apply for additional time at the end of the active research period. The purpose of the application process is to make sure that the candidate is on track to complete their research and to determine how much additional time the candidate will need.

A4.3.2 The supporting documentation must include a plan for completing the research, as well as a summary of the work completed.

A4.3.3 Candidates are required to submit any application that they wish to make no later than three months prior to the end of the active research period for the award on which they are registered.

A4.3.4 It should be noted that, following the approval of additional time, a candidate will become liable to pay full fees (calculated pro-rata according to the length of additional time agreed).

A4.3.5 Candidates should continue with regular supervision during this period and will have full access to University facilities.

A4.3.6 Following receipt of the full application, the supervisor will review the submission and submit the application to the Director of Graduate Education.

A4.3.7 At the end of the additional time, candidates may either:

* + - * + Apply for more time, up to the maximum allowed; OR
        + Apply to enrol for writing-up to complete the writing of their degree; OR
        + Submit their work for examination.

A4.3.8 The maximum additional time for University of Huddersfield research degree awards is as follows:

|  |  |
| --- | --- |
| **Intended Award** | **Maximum Additional Time** |
| Master’s by Research (MA / MSc (Res) / MEnt) | 4 months (full-time and part-time) |
| Master in Research (MRes) | 4 months (full-time and part-time) |
| MPhil | 4 months (full-time and part-time) |
| Professional Doctorate | 12 months (full-time and part-time) |
| Doctor of Philosophy (PhD) / Doctor of Enterprise (EntD) | 12 months (full-time and part-time) |

### A4.4 Application to enrol for the writing-up period

A4.4.1 The purpose of the application process is to determine the eligibility of a candidate to enrol for the writing-up period.

A4.4.2 Candidates can only apply to enrol for the writing-up period if they are at the end of their final year of study.

A4.4.3 Candidates are required to submit any application that they wish to make no later than three months prior to the end of the active research period for the award on which they are registered.

A4.4.4 An application to enrol for the writing-up period must be supported by:

* + - * + A brief written report outlining progress to date, including progress made with writing-up.
        + Explicit confirmation that all primary research/laboratory work has been completed.
        + A detailed plan for submission within the maximum period permitted.

A4.4.5 Following receipt of the full application, the supervisory team will review it and submit it to the Director of Graduate Education for approval.

A4.4.6 The Director of Graduate Education will confirm whether or not the candidate has demonstrated satisfactory progress to be enrolled for the writing-up period. The Director of Graduate Education may recommend:

* + - * + That the candidate be allowed to enrol for the writing-up period.
        + That the candidate not be allowed to enrol for writing-up, but may have the option to apply for additional time.

A4.4.7 During the writing-up period, candidates can expect minimal supervision, usually meeting once every two months.

A4.4.8 Students will not be allowed access to laboratories / specialist equipment during the writing-up period.

A4.4.9 The fee is set at a lower rate for this period to reflect the reduced access to facilities and academic support.

A4.4.10 At the end of the writing-up period, no further time will be allowed and candidates must submit their work.

A4.4.11 The maximum writing-up for University of Huddersfield research degree awards is as follows:

|  |  |
| --- | --- |
| **Intended Award** | **Maximum Writing-up Period** |
| Master’s by Research (MA / MSc (Res)  / MEnt) | 4 months (full-time and part-time) |
| Master in Research (MRes) | 4 months (full-time and part-time) |
| MPhil | 4 months (full-time and part-time) |
| Professional Doctorate | 12 months (full-time and part-time) |
| Doctor of Philosophy (PhD) / Doctor of Enterprise (EntD) | 12 months (full-time and part-time) |

### A4.5 Thesis length

A4.5.1 These word counts prescribe the maximum allowable length for theses, not necessarily the preferred length. In many instances, supervisors may wish to recommend a shorter length. Supervisors should be able to advise on the usual length of theses in their subject area or topic.

|  |  |
| --- | --- |
| **Intended Award** | **Word count** |
| **MEnt** | 25,000 |
| **MA / MSc by Research\*** | 25,000 |
| **MPhil** | 40,000 |
| **Professional Doctorate Thesis**  **MRes (exit route)** | 50,000  15,000 |
| **PhD\*** | 80,000 |
| **PhD by Publication** | Publications plus commentary of  15,000 (NB: this is a minimum length) |
| **\* If the work includes practical components and is an alternative format thesis** | Please refer to School-based guidance for word count conventions |

A4.5.2 Confirmation of what is included and excluded from the word count of the thesis can be found in the [PGR Handbook](https://www.hud.ac.uk/registry/current-students/pgr/thesis/preparing/).

A4.5.3 Where a research degree candidate exceeds the maximum word count without prior permission (applicable to Professional Doctorates, the EntD and PhD only), examiners may require the thesis to be revised to the appropriate length as a resubmission prior to examination taking place. Following resubmission of the edited thesis in these circumstances, the work will be examined as a referred submission (i.e. a second submission) and the outcomes available will be those allowed following a referral.

### A4.6 Language of submission

A4.6.1 All assessment and submission must be in English. Registry must approve any deviation from this in advance of the submission.

### A4.7 The submission

A4.7.1 Candidates are required to submit work for examination in accordance with the criteria specified in the PGR Handbook – [Preparing and submitting your thesis](https://www.hud.ac.uk/registry/current-students/pgr/thesis/).

A4.7.2 The candidate must confirm, through the submission of a declaration form, that the work has not already been submitted for a comparable academic award. However, the candidate is not precluded from incorporating a submission covering wider fieldwork that has already been submitted for a degree or comparable award, if it is indicated on the declaration form and in the thesis.

A4.7.3 Candidates are required to make a statement at the start of their submission declaring any publications that have arisen from the thesis, whether they have been published or are pending consideration for publication.

A4.7.4 Where a candidate’s research programme is part of a collaborative group project or is based on work done jointly with others, the work submitted must indicate clearly the candidate’s individual contribution and the extent of the collaboration.

A4.7.5 The copyright of the work is vested in the candidate, except for the abstract, for which copyright rests with the University.

A4.7.6 At the University’s discretion, following the award of the degree, the thesis will be lodged in the University repository or, where necessary, in the library of both the University and any Collaborating Establishment.

A4.7.7 Where a candidate or the Collaborating Establishment wishes the thesis and any accompanying documents and/or material to remain confidential for a period of time after the degree has been awarded, this must normally be requested when the candidate submits the work for examination.

A4.7.8 Where the Senate, or the University Research Committee acting on its behalf, has agreed that the confidential nature of the candidate’s work precludes it from being made freely available in the library, it shall be held on restricted access for an approved period, and only be available to those who were directly involved in the project until then.

### A4.8 Arrangements for the examination of the final thesis

A4.8.1 The arrangements for the candidate’s examination, including the proposed examiners, must be approved by the School’s Director of Graduate Education and the University Research Committee (or nominee) before the examination takes place.

A4.8.2 Candidates must take no part in the arrangement of their examination and have no contact with the examiners in connection with their research between the appointment of the examiners and the viva examination.

A4.8.3 In the period between the first examination and any resubmission, the examiners must maintain independence from the work before it is resubmitted. For this reason, examiners must not take on a supervisory role during this period.

A4.8.4 Where a candidate requests clarification of required amendments, they should consult the supervisor. Where clarification is desired from the examiners, a request must be submitted to Registry, who may contact the examiners on behalf of the candidate.

A4.8.5 One member of the candidate’s supervisory team may attend the viva examination, but this is not a requirement. Any attending supervisor/s must withdraw prior to the deliberations of the examiners on the outcome of the examination.

A4.8.6 Viva examinations are normally held at the University or by video link. However, in special cases approval may be given for the examination to take place elsewhere in the UK or abroad.

A4.8.7 In cases where a viva examination is required, but 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 a viva examination, an alternative form of examination may be approved. Such approval shall not be given where the candidate’s knowledge of the language in which the work is presented is inadequate.

A4.8.8 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.

### A4.9 The examination team

A4.9.1 The examination team will be appointed in line with the published [Criteria for the](https://www.hud.ac.uk/policies/registry/qa-procedures/section-n/) [Selection and Appointment of Research Degree Examiners](https://www.hud.ac.uk/policies/registry/qa-procedures/section-n/), established by the University Research Committee.

### A4.10 The Examination

A4.10.1 Candidates will be examined in accordance with the regulations in force at the time when they submit their final thesis or amended submission for examination (except in cases where this would disadvantage the candidate).

A4.10.2 Each examiner shall read and examine the work submitted and present an independent preliminary report on it before any viva examination is held.

A4.10.3 In completing the preliminary report, each examiner must consider whether the work provisionally satisfies the requirements of the degree and make an academic assessment of the quality of the work.

A4.10.4 Following any viva examination, the examiners shall, where they are in agreement, present a joint report and recommendation relating to the award of the degree.

A4.10.5 For awards where a viva examination is not required, the internal examiner will liaise with the external examiner(s) to produce a joint final report (following the submission of the initial independent reports).

A4.10.6 In all cases where a candidate is referred to complete further work or amendments, the examiners must indicate to the candidate in writing any deficiencies of the work and/or what amendments and corrections are required.

A4.10.7 Where the Senate, or the University Research Committee acting on its behalf, decides, on the recommendation of the examiners, that the degree should not be awarded and no re-examination should be permitted, the examiners must prepare an agreed statement of the deficiencies of the work and the reason for their decision, which will be provided to the candidate.

A4.10.8 Where a candidate fails their examination and is not awarded the degree for which they were initially registered, they are not be permitted to re-enrol for the same degree to undertake the same topic of research.

### A4.11 Disagreement between research degree examiners

A4.11.1 Where the examiners are unable to agree on a recommendation, separate reports and recommendations shall be submitted. In this case, the Dean of the Graduate School on behalf of the University Research Committee may:

* + - * + Accept a majority recommendation; OR
        + Accept the recommendation of the external examiner; OR
        + Require the appointment of an additional external examiner, whose appointment must be proposed in the normal way.

A4.11.2 Following consideration by an additional external examiner, if deemed necessary, a further viva examination may be required.

## A5. Emergency regulations for approved programmes of supervised research

### A5.1 Introduction and principles

A5.1.1 The University of Huddersfield, through the oversight of Senate, is committed to upholding the highest academic standards in all circumstances. However, during a period of major disruption like a pandemic or industrial action, it is recognised that it may be necessary to vary the normal protocols on an exceptional basis.

A5.1.2 In all cases, the objective is to ensure students are not disadvantaged by circumstances beyond their control or that of the University, whilst ensuring quality assurance and consistency in progression and awards decisions.

A5.1.3 Examiners are expected to operate in adherence to these underlying principles:

* + - * + Wherever possible normal assessment regulations, deadlines and timescales should be followed.
        + Adjustments to assessment protocols will be carefully considered; they will enable the University to uphold rigorous academic standards whilst taking into account any serious, unforeseen or unavoidable circumstances having a wide impact across a cohort, course, School or at University level.
        + Wherever possible, students should be able to graduate, or progress from one stage of their degree programme to the next.
        + Where there is no doubt about a student’s level of attainment (sufficient evidence exists for sound academic judgment to be made about the student’s overall level of attainment), the normal regulations should be applied, and results determined accordingly. Where adjustments are considered essential, the regulations will be applied consistently and fairly to all students affected.
        + The emergency regulations will only be introduced where it is likely that not to do so would cause protracted delay and severe disadvantage.

A5.1.4 These regulations will only come into force following consultation with students through their elected representatives. The decision to implement will be recommended by Graduate Board then approved by URC and Senate (by virtual meeting or by Chair’s action as necessary) and will be lifted under the same authority. Schools will be informed as soon as the emergency regulations are invoked.

A5.1.5 For non-standard cases Schools are requested to consult with Registry in advance of the Course Assessment Board, this applies to Professional Doctorates only.

### A5.2 Implementation

A5.2.1 The University requires project approval and annual progression for research students. If this is affected by an emergency scenario, students will normally be permitted to continue on the programme and to register for the next academic year.

A5.2.2 Schools will exceptionally be permitted to approve progression extensions in excess of the usual four weeks (for full-time candidates) and eight weeks (for part-time candidates).

A5.2.3 Decisions around end extensions and interruptions which are usually approved by Registry but may exceptionally be delegated to Schools.

A5.2.4 Flexibility around exam arrangements will be exercised in the event of an emergency. Every effort will be made to avoid postponement of oral examinations; online progression monitoring or final vivas will be offered wherever possible.

A5.2.5 When a viva examination is to be conducted via video streaming an independent chair will not normally be appointed.

A5.2.6 It may be necessary to appoint new examiners to ensure a timely response and to prevent unreasonable delay to research progress. Research students will be consulted on all proposed changes to dates, times and examiners.

### A5.3 Complaints and appeals

A5.3.1 The University’s accelerated procedure in the event of a major disruption will be followed.

A5.3.2 For all other complaints unrelated to the disruption, the standard regulations and procedures will apply.

### A5.4 Post-emergency recovery actions

A5.4.1 Where a research student has been permitted to continue without project approval or progression monitoring, the School Director of Graduate Education will ensure that these steps are completed as quickly as possible. This may include the appointment of examiners or the re-scheduling of a viva.

# Section B: Regulations for the Degree of Master by Research (Including MA, MSc & MEnt)

The following regulations govern the specific rules for award for the degrees of Master’s by Research (excluding [the MRes](https://www.hud.ac.uk/policies/registry/awards-pgr/section-d/)). They should be read in conjunction with the General Regulations Governing all Research Degrees.

**This section does not apply where a candidate is asked to write-up for a Master’s award as the outcome of a formal assessment.**

## B1. Learning outcomes

B1.1.1 Master's degrees are awarded to students who have demonstrated:

* + - * + A systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice.
        + A comprehensive understanding of techniques applicable to their own research or advanced scholarship.
        + Originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline.
        + Conceptual understanding that enables the student to evaluate critically current research and advanced scholarship in the discipline and to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

B1.1.2 Typically, holders of the qualification will be able to:

* + - * + Deal with complex issues both systematically and creatively, make sound judgements, often in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences.
        + Demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level.
        + Continue to advance their knowledge and understanding, and to develop new skills to a high level.

### B1.2 The MA by Research and MSc by Research

B1.2.1 The MA by Research or MSc by Research is awarded to a candidate who, having successfully completed an approved programme of training and research that combines advanced study, research methodology and a substantial research project, or series of research projects in a chosen field, has presented work to the satisfaction of the examiners.

### B1.3 The MEnt

B1.3.1 The MEnt is awarded to a candidate who has demonstrated business innovation and/or development. They will have successfully completed an approved programme of

enterprise research that combines advanced study, research methodology and a substantial research project, or series of research projects in a chosen field, underpinning a new business, or social enterprise, or an innovation within an existing business and have presented work to the satisfaction of the examiners.

### B1.4 Alternative format theses

B1.4.1 This model of submission is only available to Master’s candidates registered in Schools where published guidelines exist, that have been through validation and subsequently approved by the University Research Committee and the Senate.

B1.4.2The balance between written and practical components in an alternative format thesis varies across subject specialisms. Please refer to the School-based guidance on the word count conventions for your subject specialism.

## B2. Thesis length

* + 1. The text of the thesis should not normally exceed 25,000 words (excluding references and appendices).
    2. This is the maximum allowable length for theses, not necessarily the preferred length. In some instances supervisors may recommend a shorter length. Supervisors should be able to advise on the usual length of theses in their subject area or topic.

## B3. Admission criteria

B3.1 In addition to the general criteria specified in section A of the regulations, normally the minimum level of attainment required for entry is 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.

## B4. Period of enrolment

B4.1 The standard and maximum periods of enrolment for the Master’s by Research are as follows:

|  |  |  |
| --- | --- | --- |
| **Mode of Study** | **Standard Length** | **Maximum Length** |
| Full-time | 12 months | 20 months |
| Part-time | 24 months | 32 months |

B4.2 The standard period of enrolment reflects the amount of time that a candidate will ordinarily spend researching and writing their thesis.

B4.3 No later than three months before the end of the programme, candidates must:

* + - * Apply for additional time to complete the research of 4 months; OR
      * Apply to enrol for the writing-up period of 4 months, which allows candidates additional time to complete the writing of the thesis.

B4.4 Where a candidate fails to secure approval to enrol for the writing-up period or additional time, the candidate must submit work for examination by their course end date. Failure to do so will lead to a termination of the candidate’s registration on the grounds of non-submission.

B4.5 The maximum period of enrolment is the total amount of time a candidate is permitted to have before they submit their thesis for examination. This includes the time spent in active research (standard period of enrolment), any writing-up period and an additional 4 months that could either consist of a period of additional time or an end extension owing to extenuating circumstances. The maximum period of enrolment permitted does not include any periods of interruption that the candidate may take.

B4.6 In very exceptional extenuating circumstances, we may permit a candidate to exceed this maximum period of enrolment. This will be an evidence-based decision, determined on a case-by-case basis.

B4.7 At least one month before thesis submission, an ‘on track to submit’ meeting must take place between the student and the supervisory team.

B4.8 A candidate who is registered on a Doctoral degree (excluding Professional Doctorates) may choose to transfer to the Master’s award.

B4.9 The Master’s is a one year full-time programme or two year programme part-time. Normally a full-time candidate who chooses to transfer will be allowed one year, minus the time that has already elapsed on their Doctorate to complete the award when they transfer. Normally a part-time candidate who chooses to transfer will be allowed two years, minus the time that has already elapsed on their Doctorate to complete the award when they transfer. Candidates may also apply for additional time and/or writing-up period.

## B5. Programme timeline and milestones

|  |  |  |  |
| --- | --- | --- | --- |
| **Full-time** |  | **Part-time** |  |
| Month 1 | Registration and Induction | Month 1 | Registration and Induction |
| Every month (minimum) | Supervision meeting: complete online log | Every second month (minimum) | Supervision meeting: complete online log |
| Month 2 | Research Support Plan complete | Month 4 | Research Support Plan complete |
| Month 9 | Submit Application for Writing-up Period OR  Apply for additional time | Month 21 | Submit Application for Writing-up Period OR  Apply for additional time |
| Month 12 | Submit thesis OR  Enter writing-up OR  Complete active research during additional time | Month 24 | Submit thesis OR  Enter writing-up OR  Complete active research during additional time |

|  |  |  |  |
| --- | --- | --- | --- |
| **Full-time** |  | **Part-time** |  |
| On Track to Submit meeting: at least 1 month before thesis submission an ‘on track to submit’ meeting must take place between the student and the supervisory team | | | |
| Examination Phase: see Thesis Examination below | | | |

### B5.1 Research support plan and skills audit

B5.1.1 The research support plan and skills audit is a formal requirement of the programme. It must be reviewed and signed off by the candidate’s supervisory team and ratified by an academic external to the supervisory team. Approval of the plan should ensure the project is appropriate and viable.

B5.1.2 The Research Support Plan Submission deadline is:

* + - * Two months after enrolment for full-time candidates.
      * Four months after enrolment for part-time candidates.

B5.1.3 The candidate and the supervisor must document the proposed research support plan. This plan must set out the programme of related studies necessary for the attainment of competence in research methods and of knowledge related to the subject of the work.

B5.1.4 The plan should include consideration of research ethics and integrity, Health and Safety and resources or facilities that are required in relation to the research project.

B5.1.5 The plan should include a completed skills audit where the candidate has assessed their individual training requirements. This should become a working document that

reflects the candidate’s skill level.

B5.1.6 The plan should include confirmation that Research Integrity training has taken place.

B5.1.7 The plan may include registration for a maximum of 30 credits of Master’s level modules.

B5.1.8 Failure to complete the research support plan satisfactorily by the required deadline may lead to the termination of a candidate’s registration.

### B5.2 Transfer from Master’s to PhD

B5.2.1 Candidates who enrolled initially for an MEnt, MA or MSc by Research 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. For candidates enrolled on the MEnt, transfer to the EntD may also be available.

B5.2.2 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 a 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.

B5.2.3The transfer assessment will consider the candidate for entry onto the PhD at the start of year two (for full-time candidates) or the start of year three (for part-time candidates).

B5.2.4 The transfer viva is pass/fail and no opportunity for amendments is allowed.

### B5.3 Final thesis examination

B5.3.1 The examination usually consists of the assessment of the written thesis alone. The requirement for a viva examination of the work is at the discretion of the examiners.

### B5.4 Recommendations following examination:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Award subject to minor amendments.** The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner within six weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Referral to complete major amendments**. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within four months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work, the examiners reserve the right to require a viva examination.
      * **Referral to re-write the submission.** The resubmission must be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the requirement for a viva examination is at the discretion of the examiners.
      * **Fail so that the candidate is not awarded a degree.**

### B5.5 Recommendations following the submission of minor amendments:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made.
      * **Fail so that the candidate is not awarded a degree.** Where a candidate who has been required to complete minor amendments and resubmits work that is not to the satisfaction of the internal examiner, the work must be presented for consideration by all examiners before a recommendation can be made.

### B5.6 Recommendations following the submission of referred work:

B5.6.1 Only one opportunity for referral is permitted. Referred work includes the following recommendations after examination:

* + - * Referral to complete major amendments.
      * Referral to re-write the submission.

B5.6.2 Following the examination of referred work (including a viva examination where required), the examiners may recommend:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made.
      * **Award subject to minor amendments.** The resubmission, addressing all amendments, must be completed to the satisfaction of the internal examiner within six weeks from the date of the notification of the outcome of the examination. No award will be conferred until the internal examiner is satisfied that all corrections have been made.
      * **Fail so that the candidate is not awarded a degree**.

# Section C: Regulations for the Degree of Master of Philosophy

The following regulations govern the specific rules for award for the degree of Master of Philosophy. They should be read in conjunction with the General Regulations Governing all Research Degrees.

**This section does not apply where a candidate is asked to write-up for MPhil as the outcome of a final assessment.**

## C1. Learning outcomes

C1.1.1 Master's degrees are awarded to students who have demonstrated:

* + - * A systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice.
      * A comprehensive understanding of techniques applicable to their own research or advanced scholarship.
      * Originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline.
      * Conceptual understanding that enables the student to evaluate critically current research and advanced scholarship in the discipline and to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

C1.1.2 Typically, holders of the qualification will be able to:

* + - * Deal with complex issues both systematically and creatively, make sound judgements, often in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences.
      * Demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level.
      * Continue to advance their knowledge and understanding, and to develop new skills to a high level.

**C1.2 Master of Philosophy**

C1.2.1 The MPhil is awarded to a candidate who, having critically investigated and evaluated an approved topic and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended work by viva examination, to the satisfaction of the examiners.

## C2. Thesis length

C2.1 The text of the thesis should not normally exceed 40,000 words (excluding references and appendices).

C2.2 This word count is the maximum allowable length for theses, not necessarily the preferred length. In many instances supervisors may wish to recommend a shorter length.

C2.3 Supervisors should be able to advise on the usual length of theses in their subject area or topic.

## C3. Period of enrolment

C3.1 A candidate who is registered on a Doctoral degree may choose to transfer to the MPhil award.

C3.2 The MPhil is a two-year full-time programme or four year programme part-time. Normally a full-time candidate who chooses to transfer will be allowed two years, minus the time that has already elapsed on their Doctorate to complete the award when they transfer. Normally a part-time candidate who chooses to transfer will be allowed four years, minus the time that has already elapsed on their Doctorate to complete the award when they transfer. Candidates may also apply for additional time and/or writing-up period.

C3.3 The allowance of a period of additional time and/or writing-up period does not apply where a candidate is asked to write-up for MPhil as the outcome of a formal assessment. The assessment outcome will specify the amount of time the candidate has available to complete and submit their MPhil work.

C3.4 No later than three months before the end of their programme, candidates may:

* + - * Apply for additional time to complete the research; OR
      * Apply to enrol for a writing-up period, which allows candidates additional time to complete the writing of the thesis.

C3.5 Where a candidate fails to secure approval to enrol for the writing-up period or additional time, the candidate must submit work for examination by their course end date. Failure to do so will lead to a termination of the candidate’s registration on the grounds of non-submission.

C3.6 At least three months before thesis submission an ‘on track to submit’ meeting must take place between the student and the supervisory team.

## C4. Final thesis examination

C4.1 The examination for MPhil has two stages:

* + - * The submission and preliminary assessment of the written thesis.
      * Defence of the work by viva examination.

**C4.2 Recommendations following examination:**

C4.2.1 These do not apply where the MPhil is being examined as the outcome of a Doctoral examination.

C4.2.2 Following examination, including a viva, the examiners may recommend:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Award subject to minor amendments.** The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner within six weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Referral to complete major amendments.** The resubmission addressing all amendments must be completed to the satisfaction of all examiners within four months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to require a further viva examination.
      * **Referral to re-write the submission.** The resubmission must be completed to the satisfaction of all examiners within six months. On receipt of the resubmitted work the requirement for a viva examination is at the discretion of the examiners.
      * **Fail so that the candidate is not awarded a degree.**

### C4.3 Recommendations following the submission of minor amendments:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Fail so that the candidate is not awarded a degree.**

C4.3.1 Where a candidate has been required to complete minor amendments and resubmits work that is not to the satisfaction of the internal examiner, the work must be presented for consideration by all examiners before a recommendation can be made.

### C4.4 Recommendations following the submission of referred work:

C4.4.1 Only one opportunity for referral is permitted. Referred work includes the following recommendations after examination:

* + - * Referral to complete major amendments.
      * Referral to re-write the submission.

C4.4.2 Following the examination of referred work (including a viva where required), the examiners may recommend:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Award subject to minor amendments.** The resubmission, addressing all amendments, must be completed to the satisfaction of the internal examiner within six weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Fail** s**o that the candidate is not awarded a degree.**

C4.4.3 Upon their initial assessment of the referred work, if the examiners are of the view that the candidate’s work should be failed then they are required to invoke a viva examination before deciding the outcome.

**Section D: Regulations for the Award of Professional**

**Doctorate, Incorporating the Master in Research (MRes) Award**

The following regulations govern the specific rules for award of the degree of Professional Doctorate and Master in Research.

A Professional Doctorate candidate will be governed by the University’s taught regulations during the completion of the taught phase, until their module marks have been ratified by a Course Assessment Board. The following regulations will then be applicable during the research phase.

As such, these regulations should be read simultaneously with both the [Regulations for](https://www.hud.ac.uk/registry/current-students/taughtstudents/) [Taught Students](https://www.hud.ac.uk/registry/current-students/taughtstudents/) and the [Regulations for Postgraduate Research Students](https://www.hud.ac.uk/policies/registry/regs-pgr/).

A full list of Professional Doctorate awards can be found in Section [A1. Available awards](#_bookmark2).

## D1. Learning outcomes

D1.1.1 Professional Doctorates are rooted in an academic discipline as well as in a profession. Doctoral degrees are awarded to students who have demonstrated:

* + - * The creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication.
      * A systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice.
      * The general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and, where necessary, to adjust the project design in the light of unforeseen problems.
      * A detailed understanding of applicable techniques for research and advanced academic enquiry.

D1.1.2 Typically, holders of the qualification will be able to:

* + - * Make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences.
      * Continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.

### D1.2 The Professional Doctorate award

D1.2.1 A Professional Doctorate is awarded to a candidate who has:

* + - * Successfully completed an approved taught programme of study.
      * Critically investigated and evaluated an approved topic, resulting in an independent and original contribution to knowledge in a relevant professional discipline.
      * Demonstrated an understanding of research methods appropriate to the chosen field,
      * Presented and defended work by viva examination, to the satisfaction of the examiners.

## D2. Thesis length

D2.1 The text of the thesis for these awards should not normally exceed 50,000 words (excluding references and appendices). Confirmation of what is included and excluded from the word count of the thesis can be found in the [PGR Handbook](https://www.hud.ac.uk/registry/current-students/pgr/thesis/preparing/).

D2.2 This word count is the maximum allowable length for theses, not necessarily the preferred length. In many instances supervisors may wish to recommend a shorter length. D2.3 Supervisors should be able to advise on the usual length of theses in their subject area or topic.

D2.4 In cases where a Professional Doctorate candidate requires an increase in the word limit owing to the nature of their research, they may use their second Progression Monitoring assessment to make a request for up to an additional 20,000 words. Details of the procedure that needs to be followed can be found in the [PGR Handbook](https://www.hud.ac.uk/registry/current-students/pgr/pm/).

## D3. Admission criteria

D3.1 In addition to the general criteria, normally the minimum level of attainment required for entry is:

* + - * A Master’s degree from a UK university (or equivalent) in a discipline appropriate to the proposed programme to be followed; AND
      * A recognised professional qualification or equivalent for the title award (not applicable for the DBA/DPA); AND
      * A minimum of three years’ postgraduate professional experience directly relevant to the named professional Doctorate degree for which enrolment is sought; OR for the DBA/DPA a minimum of three years’ senior management experience relevant to the named professional Doctorate degree for which enrolment is sought.

## D4. Period of Enrolment

D4.1 The standard, minimum and maximum periods of enrolment, including the taught element, are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Mode of Study** | **Minimum Length** | **Standard Length** | **Maximum Length** |
| Full-time | 24 months | 36 months | 60 months |
| Part-time | 48 months | 72 months | 96 months |

D4.2 A Professional Doctorate candidate cannot submit their thesis for examination until the minimum period of enrolment specified above has been reached.

D4.3 The standard period of enrolment reflects the amount of time that a candidate will ordinarily spend in the taught phase and the research phase.

D4.4 No later than three months before the end of the active research period, candidates may:

* + - * Apply for additional time to complete the research; OR
      * Apply to enrol for the writing-up period, which allows candidates additional time to complete the writing of the thesis.

D4.5 Where a candidate fails to secure approval to enrol for the writing-up period or additional time, the candidate must submit work for examination no later than the end of the standard period for the award. Failure to do so will lead to a termination of the candidate’s registration on the grounds of non-submission.

D4.6 The maximum period of enrolment is the total amount of time a candidate is permitted to have before they submit their thesis for examination. This includes the time spent in the taught and active research phases (standard period of enrolment), any writing- up period and an additional 12 months that could either consist of a period of additional time or an end extension owing to extenuating circumstances. The maximum period of enrolment permitted does not include any periods of interruption that the candidate may take.

D4.7 In very exceptional extenuating circumstances, we may permit a candidate to exceed this maximum period of enrolment. This will be an evidence-based decision, determined on a case-by-case basis.

## D5. Programme timeline and milestones

D5.1.1 The programme handbook for specific Professional Doctorates outlines the modules that candidates will follow during the taught-phase of their programme. The taught phase will typically cover the first year of the programme (or two years for part time), though this may vary between programmes.

D5.1.2 Candidates may only progress to the research phase when they have successfully completed the taught element.

D5.1.3 At the end of the taught phase, candidates may:

* + - * Progress to the Doctoral research phase of the programme; or
      * Request to transfer from the DBA to DPA, or vice versa and progress to the Doctoral research phase of the programme; or
      * Progress to complete a shorter research project and submit for the Master of Research (MRes) award; or
      * Withdraw from the doctoral programme and accept the interim award appropriate to the completed taught element (PGDip / PGCert), where available.

D5.1.4 The relevant programme handbook will detail specific progression requirements for candidates from the taught element to the research element. The timeline for the research phase of Professional Doctorate degrees is also outlined in the programme handbook.

D5.1.5 During the research phase of all Professional Doctorates, candidates will be required to successfully complete at least one progression monitoring assessment.

Specific programme handbooks may stipulate additional compulsory progression assessments, and where they do, candidates must successfully complete these to be allowed to progress.

D5.1.6 In addition to progression monitoring assessments, the following deadlines apply:

|  |  |
| --- | --- |
| **Part-time** |  |
| By the end of month 69 | Apply for writing-up period OR  Apply for additional time. |
| By end of month 72 | Submit thesis OR  Enter writing-up OR  Continue active research during additional time. |
| At least 3 months before thesis submission an ‘on track to submit’ meeting must take place between the student and the supervisory team | |

D5.1.7 Part-time candidates will have a minimum of one formal supervision meeting every two months and must complete an online supervision log (currently SkillsForge).

|  |  |
| --- | --- |
| **Full-time** |  |
| By end of month 33 | Apply for writing-up period OR  Apply for additional time. |
| By end of month 36 | Submit thesis OR  Enter writing-up OR  Continue active research during additional time. |
| At least 3 months before thesis submission an ‘on track to submit’  meeting must take place between the student and the supervisory team | |

D5.1.8 Full-time candidates will have a minimum of one monthly formal supervision meeting and must complete and online supervision log (currently SkillsForge).

D5.1.9 Candidates registered for a Professional Doctorate may register for a maximum of 60 credits of Master’s level modules during the research-phase of their degree.

### D5.2 Change of programme

D5.2.1 If a Professional Doctorate candidate is unable to complete the approved programme of work they may, at any time prior to the submission of the work for examination, apply for the enrolment to be changed to that for the degree of MPhil.

D5.2.2 Candidates enrolled on a Professional Doctorate are not permitted to transfer enrolment to submit for PhD.

### D5.3 Transferring out of the University

D5.3.1 If you decide to transfer out of the University, you will normally be entitled to any credit you have passed as part of your taught phase before you transfer. Where your total credit achieved meets the requirements for the interim award of PGCert/ PGDip, you will be awarded this at the next available Course Assessment Board. You may be able to use this credit as part of your transfer to another institution’s Professional Doctorate if they operate a Recognition of Prior Learning policy. Please note that this is not always possible and you should check with the specific institution upon your application.

### D5.4 Progression monitoring

D5.4.1 Candidates will have a minimum of one progression monitoring assessment during the research phase of their programme. Individual Professional Doctorates may specify additional compulsory progression points. Candidates should refer to the relevant programme handbook.

D5.4.2 Progression is a formal process to monitor and assess the progress the candidate is making on the research project and their skills training. Candidates will be required to submit a report and review and update the skills audit. One referral is permitted at each progression assessment. The progression assessment will determine the suitability of the candidate to remain registered on a research award. Failure to complete progression monitoring satisfactorily will lead to the termination of the candidate’s registration. Where a candidate’s studies are terminated following a progression assessment, they are not be permitted to re-enrol for the same degree to undertake the same topic of research.

D5.4.3 Candidates may also be required to complete formal English language assessment and training in advance of, or as an outcome of, progression monitoring.

D5.4.4 Normally at least one member of the supervisory team will be present at the viva examination, but supervisors must withdraw prior to the deliberations of the progression monitoring panel on the outcome.

D5.4.5 Candidates who fail to submit progress reports on the required schedule will be administratively withdrawn, subject to consideration of any extenuating circumstances.

### D5.5 Assessment of progression

D5.5.1 Progression assessments must be sufficiently rigorous to adequately test the candidate’s knowledge and understanding of the research project, of progress made to date and future plans for the remainder of the programme.

D5.5.2 Satisfactory completion of progression monitoring is demonstrated by:

* + - * A progress report completed by the candidate and submitted for assessment by a progression monitoring panel.
      * Completion of training and development identified in the skills audit.
      * Satisfactory engagement with the research support plan.
      * Consideration of any security sensitive research.
      * Consideration of ethical approval.
      * The defence of the progress report by viva examination in front of the progression monitoring panel.
      * Confirmation by the progression monitoring panel that the candidate is able to proceed to the subsequent year of study.

### D5.6 The progression panel

D5.6.1 The panel will comprise two members that are independent of the student and the supervisory team.

D5.6.2 Where the candidate is a member of staff, the progress report (at both initial consideration and following any amendments) must also be submitted for assessment to an external examiner, who satisfies the published criteria for appointment. The same external may be used for the final thesis examination.

D5.6.3 The external examiner will complete a preliminary written report for consideration by the progression monitoring panel. If deemed necessary by the School or the external examiner, the external examiner may join the progression monitoring viva examination via video link or in person.

D5.6.4 Following progression, the candidate will be provided with written feedback and if necessary guidance on actions to be taken to support the progress of their candidature.

### D5.7 The progression report

D5.7.1 Supervisors should be able to advise on the usual format of progression reports in their subject area, but the progress report should typically be equivalent to 3,000 to 6,000 words in length. As a minimum the report should include:

* + - * A review and discussion of the work already undertaken.
      * Defines the aims and objectives of the research project.
      * Progress made since the last report; if progression has previously taken place.
      * Any particular problems encountered by the candidate (e.g. access to resources/ facilities or issues relating to language or disability support requirements).
      * A brief statement of the intended further work, including an indication of the original contribution to knowledge which is likely to emerge.
      * The report should include confirmation that Research Integrity training has taken place (first progression only).

### D5.8 Available outcomes following initial assessment (progression stage)

D5.8.1 Following the completion of the progression monitoring exercise, including a viva examination, the outcomes available are as follows:

* + - * That the candidate be permitted to progress.
      * That the candidate be required to make amendments and resubmit the progress report no later than six weeks (12 weeks for part-time candidates) from the date of notification of the outcome of the examination.
      * That the candidate be required to complete further work and submit for the award of MA / MSc by Research (following first progression monitoring only) or MPhil (following second progression monitoring only).
      * That the candidate not be permitted to proceed.

D5.8.2 The requirement for a further viva examination of the work is at the discretion of the examiners.

### D5.9 Available outcomes following amendments (progression stage)

D5.9.1 Where a candidate has been required to complete amendments, the outcomes available following the completion of the examination, including a viva examination where required, are as follows:

* + - * That the candidate be permitted to progress.
      * That the candidate be required to complete further work and submit for the award of MA / MSc by Research (following first progression monitoring) or MPhil (following second progression monitoring only).
      * That the candidate not be permitted to proceed.

D5.9.2 Candidates who do not receive permission to proceed or transfer will be deemed to have failed and their registration will be withdrawn. Any interim award for which the candidate is eligible, based on credits previously achieved as part of the taught element, will be conferred at this point.

### D5.10 Final thesis examination

D5.10.1 The examination for Professional Doctorate has two stages:

* + - * The submission and preliminary assessment of the written thesis;
      * Defence of the work by viva examination.

D5.10.2 The examiners may not recommend that a candidate fail outright without holding a viva examination.

D5.10.3 On referral, the requirement for a viva examination is at the discretion of the examiners. However, following receipt of the resubmitted work, the examiners may not recommended that a candidate fail without holding a second viva examination.

### D5.11 Recommendations following examination:

Following examination, including a viva examination, the examiners may recommend:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner only, normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Award subject to minor amendments.** The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner only, within three months from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made. If the internal examiner is not satisfied that all corrections have been made the examiner reserves the right to award an MPhil.
      * **Referral to complete major amendments.** The resubmission addressing all amendments must be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to require a further viva examination.
      * **Referral to re-write the submission.** The resubmission must be completed to the satisfaction of all examiners within one year from the date of the notification of the outcome of the examination. On receipt of the resubmitted work, the examiners reserve the right to require a further viva examination.
      * **Referral to complete major amendments and re-submit for the award of MPhil.** The resubmission addressing all amendments must be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work, the examiners reserve the right to require a further viva examination.
      * **Award the degree of MPhil subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner only, normally within two weeks from the date of the notification of the outcome of examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Fail so that the candidate is not awarded a degree**.

### D5.12 Recommendations following the submission of minor amendments:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections**. The revised submission must be presented to the satisfaction of the internal examiner only, normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Award the degree of MPhil subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner only, normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Fail so that the candidate is not awarded a degree.**

D5.12.1 Where a candidate has been required to complete minor amendments and resubmits work that is not to the satisfaction of the internal examiner, the work must be presented for consideration by all examiners before a recommendation can be made.

### D5.13 Recommendations following the submission of referred work:

D5.13.1 Only one opportunity for referral is permitted. Referred work includes the following recommendations after examination:

* + - * Referral to complete major amendments.
      * Referral to re-write the submission.
      * Referral to complete major amendments to the submission and to re-submit for the award of MPhil.

D5.13.2 Following the examination of referred work (including a viva examination where required), the examiners may recommend:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner only, normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Award subject to minor amendments.** The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner only within three months from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Referral to complete minor amendments to the submission and to re-submit for the award of MPhil.** The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner only, within three months from the date of the notification of the outcome of the examination. This outcome is not available if there has been a previous referral to resubmit for MPhil. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Award the degree of MPhil subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner only, normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Fail so that the candidate is not awarded a degree**.

Any interim award for which the candidate is eligible, based on credits previously achieved as part of the taught element, will be conferred at this point.

D5.13.3 Upon their initial assessment of the referred work, if the examiners are of the view that the candidate’s work should be failed or downgraded to an MPhil, then they are required to invoke a viva examination before deciding the outcome.

## D6. MRes Regulations

D6.1.1 The MRes is only available as an exit route from a Professional Doctorate degree.

D6.1.2 The MResmay be awarded to a candidate who, having successfully completed the compulsory taught element of a Professional Doctorate degree, has additionally presented a thesis to the satisfaction of the examiners.

D6.1.3 The requirement for a viva examination of the thesis is at the discretion of the examiners.

D6.1.4 The text of the thesis should not normally exceed 15,000 words (excluding ancillary data).

### D6.2 Learning outcomes (MRes)

D6.2.1 Master's degrees are awarded to students who have demonstrated:

* + - * A systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice.
      * A comprehensive understanding of techniques applicable to their own research or advanced scholarship.
      * Originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline.
      * Conceptual understanding that enables the student to evaluate critically current research and advanced scholarship in the discipline and to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

D6.2.2 Typically, holders of the qualification will be able to:

* + - * Deal with complex issues both systematically and creatively, make sound judgements, often in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences.
      * Demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level.
      * Continue to advance their knowledge and understanding, and to develop new skills to a high level.

### D6.3 Period of enrolment (MRes)

D6.3.1 The maximum programme length following the successful completion of the compulsory taught element, are as follows:

|  |  |
| --- | --- |
| **Mode of Study** | **Standard Enrolment** |
| Full-time | 8 months |
| Part-time | 16 months |

D6.3.2 No later than three months before the end of the active research period, candidates may:

* + - * Apply for additional time to complete the research; OR
      * Apply to enrol for the writing-up period, which allows candidates additional time to complete the writing of the thesis.

### D6.4 Final Examination (MRes)

D6.4.1 The examination for the MRes usually consists of the assessment of the written thesis alone.

D6.4.2 The requirement for a viva examination of the work is at the discretion of the examiners.

### D6.5 Recommendations following examination (MRes):

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Award subject to minor amendments.** The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner within six weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Referral to complete major amendments.** The resubmission addressing all amendments must be completed to the satisfaction of all examiners within four months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to require a further viva examination.
      * **Referral to re-write the submission.** The resubmission must be completed to the satisfaction of all examiners within six months. On receipt of the resubmitted work the requirement for a viva examination is at the discretion of the examiners.
      * **Fail so that the candidate is not awarded a degree.**

### D6.6 Recommendations following the submission of minor amendments (MRes):

* **Award** (without amendments).
* **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
* **Fail so that the candidate is not awarded a degree.**

D6.6.1 Where a candidate has been required to complete minor amendments and resubmits work that is not to the satisfaction of the internal examiner, the work must be presented for consideration by all examiners before a recommendation can be made.

### D6.7 Recommendations following the submission of referred work (MRes):

D6.7.1 Only one opportunity for referral is permitted. Referred work includes the following recommendations after examination:

* + - * Referral to complete major amendments.
      * Referral to re-write the submission.

D6.7.2 Following the examination of referred work (including a viva examination where required), the examiners may recommend:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Award subject to minor amendments.** The resubmission, addressing all amendments, must be completed to the satisfaction of the internal examiner within six weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Fail so that the candidate is not awarded a degree**.

D6.7.3 Any interim award for which the candidate is eligible, based on credits previously achieved as part of the taught element, will be conferred at this point.

# Section E: Regulations for The Awards of PhD and EntD (Excluding PhD by Publication)

The following regulations govern the specific rules for the award of Doctor of Philosophy and Doctor of Enterprise. They should be read in conjunction with the General Regulations Governing all Research Degrees.

These regulations do not apply to the [PhD by Publication](https://www.hud.ac.uk/policies/registry/awards-pgr/section-f/).

## E1. Learning outcomes

E1.1.1 Doctoral degrees are awarded to students who have demonstrated:

* + - * The creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication.
      * A systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice.
      * The general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and where necessary, to adjust the project design in the light of unforeseen problems.
      * A detailed understanding of applicable techniques for research and advanced academic enquiry.

E1.1.2 Typically, holders of the qualification will be able to:

* + - * Make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences.
      * Continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.

### E1.2 The PhD award

E1.2.1 The PhD is awarded to a candidate who, having critically investigated and evaluated an approved topic resulting in an independent and original contribution to knowledge and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended the work by viva examination, to the satisfaction of the examiners.

### E1.3 The EntD award

E1.3.1 The EntD is awarded to a candidate who has demonstrated business innovation and/or development. They will have critically investigated and evaluated an approved topic, resulting in an independent and original contribution to knowledge associated with the development of a new business, or social enterprise, or an innovation within an existing business, and have presented and defended work by viva examination, to the satisfaction of the examiners.

## E2. Thesis length

E2.1.1 The text of the thesis for these awards should not normally exceed 80,000 words (excluding references and appendices). Confirmation of what is included and excluded from the word count of the thesis can be found in the [PGR Handbook](https://www.hud.ac.uk/registry/current-students/pgr/thesis/preparing/).

E2.1.2 This word count is the maximum allowable length for theses, not necessarily the preferred length. In some instances supervisors may wish to recommend a shorter length.

E2.1.3 Supervisors should be able to advise on the usual length of theses in their subject area or topic.

E2.1.4 In cases where a doctoral candidate requires an increase in the word limit owing to the nature of their research, they may use their second Progression Monitoring assessment to make a request for up to an additional 20,000 words. Details of the procedure that needs to be followed can be found in the [PGR Handbook](https://www.hud.ac.uk/registry/current-students/pgr/pm/).

### E2.2 Alternative format theses

E2.2.1 This model of submission is only available to Doctoral candidates registered in Schools where published guidelines exist, that have been through validation and subsequently approved by the University Research Committee and the Senate.

E2.2.2 The balance between written and practical components in an alternative format thesis varies across subject specialisms. Please refer to the School-based guidance on the word count conventions for your subject specialism.

## E3. Admission criteria

### E3.1 PhD award

E3.1.1 In addition to the general criteria, normally the minimum level of attainment required for entry is:

* + - * A Master's degree from a UK University or equivalent, in a discipline appropriate to the proposed programme to be followed, OR
      * An upper second class honours degree from a UK university in a discipline appropriate to that of the proposed programme to be followed, OR
      * Appropriate research or professional experience at postgraduate level, which has resulted in published work, written reports or other appropriate evidence of accomplishment.

### E3.2 EntD award

E3.2.1 In addition to the general criteria, normally the minimum level of attainment required for entry is:

* + - * Master's degree from a UK university or equivalent, in a discipline appropriate to the proposed programme to be followed; OR
      * An upper second class honours degree from a UK university in a discipline appropriate to that of the proposed programme to be followed; OR
      * Appropriate research or professional experience at postgraduate level, which has resulted in published work, written reports or other appropriate evidence of Accomplishment; OR
      * Appropriate knowledge and experience of business planning and business start-up, and/or experience of starting up a new service requiring substantial project and financial planning.

## E4. Period of enrolment

E4.1 The standard, minimum and maximum periods of enrolment are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Mode of Study** | **Minimum Length** | **Standard Length** | **Maximum Length** |
| Full-time | 24 months | 36 months | 60 months |
| Part-time | 48 months | 72 months | 96 months |

E4.2 A PhD/ EntD candidate cannot submit their thesis for examination until the minimum programme length specified above has been reached.

E4.3 The standard period of enrolment reflects the amount of time that a candidate will ordinarily spend in the active research period.

E4.4 No later than three months before the end of the active research period, candidates may:

* + - * Apply for additional time to complete the research; OR
      * Apply to enrol for the writing-up period, which allows candidates additional time to complete the writing of the thesis.

E4.5 Where a candidate fails to secure approval to enrol for the writing-up period or additional time, the candidate must submit work for examination no later than the end of the active research period for the award. Failure to do so will lead to a termination of the candidate’s registration on the grounds of non-submission.

E4.6 The maximum period of enrolment is the total amount of time a candidate is permitted to have before they submit their thesis for examination. This includes the time spent in active research (standard period of enrolment), any writing-up period and an additional 12 months that could either consist of a period of additional time or an end extension owing to extenuating circumstances. The maximum period of enrolment permitted does not include any periods of interruption that the candidate may take.

E4.7 In very exceptional extenuating circumstances, we may permit a candidate to exceed this maximum period of enrolment. This will be an evidence-based decision, determined on a case-by-case basis.

## E5. Programme timeline and milestones

|  |  |  |  |
| --- | --- | --- | --- |
| **Full-time** |  | **Part-time** |  |
| Month 1 | Registration and Induction | Month 1 | Registration and Induction |
| Every month  (minimum) | Supervision meeting:  complete online log | Every second month  (minimum) | Supervision meeting:  complete online log |
| Month 3 | Research Support  Plan complete | Month 6 | Research Support  Plan complete |
| By end of month 9 | Submit progression report 1 | By end of month 18 | Submit progression report 1 |
| By end of month 12 | Complete progression viva and  any corrections | By end of month 24 | Complete progression viva and  any corrections |
| By end of  month 21 | Submit progression  report 2 | By end of month 42 | Submit progression  report 2 |
| By end month 24 | Complete progression viva and  any corrections | By end of month 48 | Complete progression viva and  any corrections |
| By end of month 33 | Apply for Writing-up Period  OR  Apply for additional time | By end of month 69 | Apply for Writing-up Period  OR  Apply for additional time |
| By end of month 36 | Submit thesis OR  Enter writing-up OR  Continue active research during additional time | By end of month 72 | Submit thesis OR  Enter writing-up OR  Continue active research during additional time |
| A least 3 months before thesis submission an ‘on track to submit’ meeting must  take place between the student and the supervisory team | | | |
| Examination Phase: see Thesis Examination below | | | |

### E5.1 Change of programme

E5.1.1 Candidates who are enrolled for a PhD are not permitted to transfer enrolment to submit for a Professional Doctorate.

### E5.2 Transfer from PhD or EntD to Master’s

E5.2.1 A candidate who enrolled initially for the PhD or EntD, who is unable to complete the approved programme of work, may choose to transfer to the MA or MSc by Research.

E5.2.2 The MA/MSc by Research is a one-year full-time or two year part-time programme. Normally a full-time candidate who chooses to transfer will be allowed one year, minus the time that has already elapsed on their Doctorate to complete the award when they transfer. Normally a part-time candidate who chooses to transfer will be allowed two years, minus the time that has already elapsed on their Doctorate to complete the award when they transfer.

E5.2.3 Candidates may also apply for additional time and/or writing-up period.

### E5.3 Transfer from PhD to MPhil

E5.3.1 A candidate who enrolled initially for the PhD or EntD, and who is unable to complete the approved programme of work, may, at any time prior to the submission of the work for examination, apply for the enrolment to be changed to that for the degree of MPhil.

E5.3.2 The MPhil programme is a two year full-time or four year part-time programme. Normally a full-time candidate who chooses to transfer will be allowed two year, minus the time that has already elapsed on their Doctorate to complete the award when they transfer. Normally a part-time candidate who chooses to transfer will be allowed four years, minus the time that has already elapsed on their Doctorate to complete the award when they transfer.

E5.3.3 Candidates may also apply for additional time and/or writing-up period.

### E5.4 Research support plan and skills audit

E5.4.1 The research support plan and skills audit is a formal requirement of the programme. It must be reviewed and signed off by the candidate’s supervisory team and ratified by an academic who is external to the supervisory team. Approval of the plan should ensure the project is appropriate and viable.

E5.4.2 The submission deadlines for the Research Support Plan and Skills Audit are:

* + - * Full Time Students – submission by the end of month three;
      * Part Time Students – submission by the end of month six.

E5.4.3 The candidate and the supervisor must document the proposed research support plan. This plan must set out the programme of related studies necessary for the attainment of competence in research methods and of knowledge related to the subject of the work.

E5.4.4 The plan should include consideration of research ethics and integrity, Health and Safety and resources or facilities that are required in relation to the research project.

E5.4.5 The plan should include a completed skills audit where the candidate has assessed their individual training requirements. This should become a working document that

reflects the candidate’s skill level. Doctoral candidates must also include and update the skills audit as part of progression monitoring.

E5.4.6 Failure to complete the research support plan satisfactorily by the required deadline may lead to the termination of the candidate’s registration.

E5.4.7 The plan may include registration for a maximum of 60 credits of Master’s level modules.

### E5.5 Progression monitoring

E5.5.1 Doctoral research students will undertake two progression monitoring assessments during their candidature. Progression is a formal process to monitor and assess the

progress the candidate is making on the research project and their skills training. Candidates will be required to submit a report and review and update the skills audit. One referral is permitted at each progression assessment. The progression assessment will determine the suitability of the candidate to remain registered on a research award. Failure to complete progression monitoring satisfactorily will lead to the termination of the candidate’s registration. Where a candidate’s studies are terminated following a progression assessment, they are not be permitted to re-enrol for the same degree to undertake the same topic of research.

E5.5.2 Candidates may also be required to complete formal English language assessment and training in advance of, or as an outcome of, progression monitoring.E5.5.3 The following deadlines apply to the Progression Monitoring Assessment:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Full-time** | **Part-time** |
| Progression Monitoring 1 | Submission of report and Skills Audit | By end of month 9 | By end of month 18 |
| Full examination, including viva and any amendments to be completed | By end of month 12 | By end of month 24 |
| Progression Monitoring 2 | Submission of report and Skills  Audit | By end of  month 18 | By end of  month 42 |
| Full examination, including viva and any amendments to be completed | By end of month 24 | By end of month 48 |

E5.5.4 It is normal, but not required, for at least one member of the supervisory to be present at the viva examination. However, supervisor/s must withdraw prior to the deliberations of the progression monitoring panel on the outcome.

E5.5.5 Candidates who fail to submit progress reports on the required schedule will be administratively withdrawn for non-submission, subject to consideration of any extenuating circumstances.

### E5.6 Assessment of progression

E5.6.1 Progression assessments must be sufficiently rigorous to adequately test the candidate’s knowledge and understanding of the research project, of progress made to date and future plans for the remainder of the programme.

E5.6.2 Satisfactory completion of progression monitoring is demonstrated by:

* + - * A progress report completed by the candidate and submitted for assessment by a progression monitoring panel.
      * Completion of training and development identified in the skills audit.
      * Satisfactory engagement with the research support plan.
      * Consideration of any security sensitive research.
      * Consideration of ethical approval.
      * The defence of the progress report by viva examination in front of the progression monitoring panel.
      * Confirmation by the progression monitoring panel that the candidate is able to proceed to the subsequent year of study.

### E5.7 The progression panel

E5.7.1 The panel will comprise two members that are independent of the student and the supervisory team.

E5.7.2 Where the candidate is a member of staff, the progress report (at both initial consideration and following any amendments) must also be submitted for assessment to an external examiner, who satisfies the published criteria for appointment. The same external may be used for the final thesis examination.

E5.7.3 The external examiner will complete a preliminary written report for consideration by the progression monitoring panel. If deemed necessary by the School or the external examiner, the external examiner may join the progression monitoring viva examination via video link or in person.

E5.7.4 Following progression, the candidate will be provided with written feedback and if necessary guidance on actions to be taken to support the progress of their candidature.

### E5.8 The progression report

E5.8.1 Supervisors should be able to advise on the usual format of progression reports in their subject area, but the progress report should typically be equivalent to 3,000 to 6,000 words in length. As a minimum the report should include:

* + - * A review and discussion of the work already undertaken.
      * Defines the aims and objectives of the research project.
      * Progress made since the last report, for second progression only.
      * Any particular problems encountered by the candidate (e.g. access to resources/ facilities or issues relating to language or disability support requirements).
      * A brief statement of the intended further work, including an indication of the original contribution to knowledge which is likely to emerge.
      * The report should include confirmation that Research Integrity training has taken place (first progression only).

### E5.9 Available outcomes following initial assessment (progression stage)

E5.9.1 Following the completion of the progression monitoring exercise, including a viva examination, the outcomes available are as follows:

* + - * That the candidate be permitted to progress.
      * That the candidate be required to make amendments and resubmit the progress report no later than six weeks (12 weeks for part-time candidates) from the date of notification of the outcome of the examination.
      * That the candidate be required to complete further work and submit for the award of MA / MSc by Research (following first progression monitoring only) or MPhil (following second progression monitoring only). In this case, the candidate will be allowed six months in total to complete the work.
      * That the candidate not be permitted to proceed.

E5.9.2 The requirement for a further viva examination of the work is at the discretion of the examiners.

### E5.10 Available outcomes following amendments (progression stage)

E5.10.1 Where a candidate has been required to complete amendments, the outcomes available following the completion of the examination, including a viva examination where required, are as follows:

* + - * That the candidate be permitted to progress.
      * That the candidate be required to complete further work and submit for the award of MA / MSc by Research (following first progression monitoring only) or MPhil (following second progression monitoring only). In this case, the candidate will be allowed six months in total to complete the work.
      * That the candidate not be permitted to proceed.

E5.10.2 Candidates who do not receive permission to proceed or transfer will be deemed to have failed and their registration will be terminated. Where a candidate’s studies are terminated following a progression assessment, they are not be permitted to re-enrol for the same degree to undertake the same topic of research.

### E5.11 Final thesis examination

E5.11.1 The examination for PhD / EntD has two stages:

* + - * The submission and preliminary assessment of the written thesis.
      * Defence of the work by viva examination.

E5.11.2 The examiners may not recommend that a candidate fail outright without holding a viva examination.

E5.11.3 On referral, the requirement for a viva examination is at the discretion of the examiners. However, the examiners may not recommended that a candidate fail without holding a second viva examination.

### E5.12 Recommendations following examination

E5.12.1 Following examination, including a viva examination, the examiners may recommend:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner only, normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Award subject to minor amendments.** The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner only, within three months from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made. If the internal examiner is not satisfied that all corrections have been made the examiner reserves the right to award an MPhil.
      * **Referral to complete major amendments.** The resubmission addressing all amendments must be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work the examiners reserve the right to require a further viva examination.
      * **Referral to re-write the submission.** The resubmission must be completed to the satisfaction of all examiners within one year from the date of the notification of the outcome of the examination. On receipt of the resubmitted work, the examiners reserve the right to require a further viva examination.
      * **Referral to complete major amendments and re-submit for the award of MPhil.** The resubmission addressing all amendments must be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work, the examiners reserve the right to require a further viva examination.
      * **Award the degree of MPhil subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner only, normally within two weeks from the date of the notification of the outcome of examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Fail so that the candidate is not awarded a degree**.

### E5.13 Recommendations following the submission of minor amendments:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner only, normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Award the degree of MPhil subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner only, normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Fail so that the candidate is not awarded a degree**.

E5.13.1 Where a candidate has been required to complete minor amendments and resubmits work that is not to the satisfaction of the internal examiner, the work must be presented for consideration by all examiners before a recommendation can be made.

### E5.14 Recommendations following the submission of referred work:

E5.14.1 Only one opportunity for referral is permitted. Referred work includes the following recommendations after examination:

* + - * Referral to complete major amendments.
      * Referral to re-write the submission.
      * Referral to complete major amendments to the submission and to re-submit for the award of MPhil.

E5.14.2 Following the examination of referred work (including a viva examination where required), the examiners may recommend:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner only, normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Award subject to minor amendments.** The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner only, within three months from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Referral to complete minor amendments to the submission and to re-submit for the award of MPhil.** The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner only, within three months from the date of the notification of the outcome of the examination. This outcome is not available if there has been a previous referral to resubmit for MPhil. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Award the degree of MPhil subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner only, normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Fail so that the candidate is not awarded a degree**.

E5.14.3 Upon their initial assessment of the referred work, if the examiners are of the view that the candidate’s work should be failed or downgraded to an MPhil, then they are required to invoke a viva examination before deciding the outcome.

# Section F: Regulations for the Award of PhD by Publication

The following regulations govern the specific rules for award for the degree of Doctor of Philosophy by Publication. They should be read in conjunction with the [General](https://www.hud.ac.uk/policies/registry/awards-pgr/section-a/) [Regulations Governing all Research Degrees](https://www.hud.ac.uk/policies/registry/awards-pgr/section-a/).

This award may only be offered in Schools where published guidelines exist, that have been through validation and subsequently been approved by the University Research Committee and the Senate.

## F1. The Award

F1.1.1 Doctoral degrees are awarded to candidates who have demonstrated:

* + - * The creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication.
      * A systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice.
      * The general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems.
      * A detailed understanding of applicable techniques for research and advanced academic enquiry.

F1.1.2 Typically, holders of the qualification will be able to:

* + - * Make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences.
      * Continue to undertake pure and/or applied research and development at an advanced level, contributing a substantial body of work to the development of new techniques, ideas or approaches.

### F1.2 PhD by Publication

F1.2.1 The PhD by Publication is awarded to a candidate who has:

* + - * Submitted a series of peer-reviewed academic papers, books, cited works or other materials that have been placed in the public domain as articles that have been published, accepted for publication, exhibited or performed, prior to enrolment.
      * Presented a substantial commentary linking the published work, putting it in context and outlining its coherence and significance in terms of knowledge creation
      * Demonstrated the acquisition and utilisation of research skills equivalent to those of a traditional PhD student.
      * Included a literature review in the submission.
      * Successfully presented and defended the body of work by viva examination to the satisfaction of examiners.

## F2. Thesis length

F2.1 The work as a whole should be equivalent in length or volume to the work required for a full Doctoral thesis.

F2.2 It is expected that the majority of publications presented will be recent.

F2.3 Examples of work which might be suitable for PhD by Publication could include: Four or five articles which have been published in quality academic journals

One or more academic books, chapters, monographs, scholarly editions of a text

F2.4 The text of the commentary should be a minimum of 15,000 words (excluding references and appendices).

## F3. Period of enrolment

|  |  |
| --- | --- |
| **Mode of Study** | **Length** |
| Full-time | 6 months |
| Part-time | 12 months |

F3.1 Candidates must submit their work at the end of the permitted period of enrolment. Failure to do so will lead to a termination of the candidate’s registration on the grounds of non-submission.

F3.2 PhD by Publication candidates are not permitted to apply for additional time or a writing-up period.

F3.3 Interruptions are not normally available to PhD by Publication candidates, but they may apply in very exceptional circumstances.

## F4. Admission criteria

F4.1 In addition to the general criteria, normally the minimum level of attainment required for entry is:

* + - * A body of published work which, prima facie, is appropriate for the award of a Doctorate; AND
      * A Master's degree from a UK University or equivalent, in a discipline appropriate to the proposed programme to be followed; AND
      * An upper second class honours degree from a UK university in a discipline appropriate to that of the proposed programme to be followed; AND
      * Appropriate research or professional experience at postgraduate level, which has resulted in published work, written reports or other appropriate evidence of accomplishment.

## F5. Final thesis examination

F5.1.1 A PhD by Publication candidate shall be examined by at least two external examiners and one internal examiner who has undergone University training for the role.

F5.1.2 The examination for PhD by the publication route has two stages:

* + - * The submission of the actual publications with a commentary and an abstract.
      * Its defence by viva examination.

F5.1.3 On referral, the requirement for a viva examination is at the discretion of the examiners. However, the examiners may not recommended that a candidate fail without holding a second viva examination.

### F5.2 Recommendations Following Examination:

F5.2.1 Following examination including a viva examination, the examiners may recommend:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Award subject to minor amendments.** The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner within three months from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Referral to complete major amendments.** The candidate may be required to make amendments to the commentary and/or possible additions to the publications. Any additions must be from a body of work published prior to enrolment for the award. The resubmission addressing all amendments must be completed to the satisfaction of all examiners within six months from the date of the notification of the outcome of the examination. On receipt of the resubmitted work, the examiners reserve the right to require a further viva examination.
      * **Fail so that the candidate is not awarded a degree.**

### F5.3 Recommendations Following the Submission of Minor Amendments:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Fail so that the candidate is not awarded a degree.**

F5.3.1 Where a candidate has been required to complete minor amendments and resubmits work that is not to the satisfaction of the internal examiner, the work must be presented for consideration by all examiners before a recommendation can be made.

### F5.4 Recommendations Following the Submission of Referred Work:

F5.4.1 Only one opportunity for referral is permitted (referral to complete major amendments).

F5.4.2 Following the examination of referred work (including a viva examination where required), the examiners may recommend:

* + - * **Award** (without amendments).
      * **Award subject to the completion of editorial and minor presentational corrections.** The revised submission must be presented to the satisfaction of the internal examiner normally within two weeks from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Award subject to minor amendments.** The resubmission addressing all amendments must be completed to the satisfaction of the internal examiner within three months from the date of the notification of the outcome of the examination. No award will be conferred unless the internal examiner is satisfied that all corrections have been made.
      * **Fail so that the candidate is not awarded a degree.**

F5.4.3 Upon their initial assessment of the referred work, if the examiners are of the view that the candidate’s work should be failed then they are required to invoke a viva examination before deciding the outcome.

F5.4.4 Where the outcome of an examination (either at initial consideration or following referral) is that the candidate should not be awarded the degree, 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.

# Section G: Regulations for the Award of Higher Doctorates

The following regulations govern the specific rules for award of Higher Doctorates. They should be read in conjunction with the [General Regulations Governing all Research](https://www.hud.ac.uk/policies/registry/awards-pgr/section-a/) [Degrees](https://www.hud.ac.uk/policies/registry/awards-pgr/section-a/).

## G1. Awards available

G1.1.1 The University awards the following Higher Doctorates:

* + - * Doctor of Letters (DLitt);
      * Doctor of Science (DSc);
      * Doctor of Music (DMus);
      * Doctor of Laws (LLD).

G1.1.2 Candidates are required to state the Higher Doctorate for which they wish their work to be considered.

### G1.2 Criteria

G1.2.1 The work submitted must be of high distinction, must constitute an original and significant contribution to the advancement of knowledge or to the application of knowledge or to both and must establish that the applicant is a leading authority in the field or fields of study concerned.

## G2. Regulations for candidature

G2.1 Candidates should normally be:

* + - * Graduates of the University of Huddersfield, graduates of the CNAA who took their degrees as a registered student of the Polytechnic of Huddersfield or graduates of another degree awarding body of not less than 10 years’ standing following conferment of an appropriate first degree or not less than seven years’ standing from conferment of the degree of MPhil or PhD; OR
      * Members of the University of Huddersfield staff of not less than 10 years’ standing from conferment of an appropriate first degree who have served for not less than three years on the academic staff of the University of Huddersfield; OR
      * Persons who can demonstrate exceptional and original contribution to the enhancement of knowledge or to the application of knowledge or both.

## G3. Application for candidature

G3.1 Persons who wish to be accepted as candidates for a Higher Doctorate must submit a formal written letter to the [Registry Research team](mailto:registryresearch@hud.ac.uk) and must submit a full curriculum vitae, together with a list of the published work on which they propose to base their application.

G3.2 The candidate must identify under which entry criteria the request is being made. Candidates may not submit work previously submitted for a Higher Doctorate.

G3.3 The Director of Registry will circulate the application to members of the Higher Doctoral Board for consideration.

G3.4 The Higher Doctoral Board acting on behalf of the Senate, shall decide whether a person shall or shall not be accepted as a candidate.

G3.5 Where a recommendation for formal examination to proceed is made, the Registry Research team, acting on behalf of the Higher Doctoral Board shall arrange for the issue of a registration form and guidance document to the candidate.

G3.6 Where an application is deemed not suitable for examination, the Registry Research team shall advise the candidate of this recommendation. A candidate may not re-apply for candidature of a Higher Doctorate until 24 months have elapsed from the date of this original request.

## G4. Form of submission

G4.1 Applications from persons whose candidature has been accepted for the degrees must be submitted in writing to the Registry Research team ([registryresearch@hud.ac.uk](mailto:registryresearch@hud.ac.uk)) and must be accompanied by:

* + - * Four copies of the published work indicating key publications on which the application is based and a list of this work; for the award of DMus the candidate will normally submit a body of published musicological research or a folio of between five and seven compositions, comprising scores, primary documentation or recorded performances and electronic or other recorded material, or a mix of the above.
      * An abstract related to the submission of approximately 250 words.
      * A brief overview of approximately 1000 words in length, of their research career and their perspective of the significance of their published work and its wider importance, together with an indication of their role in the research.
      * The registration fee if appropriate.

G4.2 The submission, normally in English, may take the form of books, contributions to journals, patent specifications, reports, specifications and design studies or other relevant evidence of original work.

G4.3 All material, other than books, must be secured in thesis form and in one hard bound folder, or more if necessary, each containing a title and contents page. For DMus candidates their submission may be a mix of thesis form and electronic recordings on a CD/DVD secured in an A4 box file.

G4.4 Candidates submitting work of which they are not the sole authors must also submit a statement explaining their contribution to the work in such a way that it relates to each publication included in the submission. The extent of the contribution of others will be

taken into account by the examiners in assessing how far the candidate’s work meets the criterion for award of the degree.

G4.5 Work which has not been published shall not normally be taken into account by the examiners.

## G5. Examination

G5.1.1 A candidate for the degree of Doctor of Laws, Doctor of Letters, Doctor of Music or Doctor of Science shall be examined by three examiners appointed for the purpose by the Higher Doctoral Board acting on behalf of the Senate.

G5.1.2 Not more than one examiner may be a member of the academic staff of the University of Huddersfield, except in the case of candidates who are themselves members of the academic staff of the University of Huddersfield who shall be examined by three external examiners.

G5.1.3 Candidates may be required by the examiners to present themselves for oral and other examinations.

G5.1.4 The examiners shall recommend that the result of the examination shall be pass or fail. The report and recommendation of the examiners shall be approved by the Higher Doctoral Board on behalf of the Senate.

### G5.2 Outcome

G5.2.1 If the examiners decide that the candidate’s work merits the awarding of a Higher Doctorate, the Higher Doctoral Board on behalf of the Senate will consider the examiner reports and may recommend that the degree be awarded.

G5.2.2 If after considering the examiner reports, the Higher Doctoral Board on behalf of the Senate, decide that the candidate’s work does not merit the awarding of a higher doctorate, the Higher Doctoral Board may recommend that the degree not be awarded.

G5.2.3 Whether the degree outcome is positive or negative, all candidates will be informed of the outcome which will be signed by the Director of Registry on behalf of the Senate.

## G6. Retention of work submitted

G6.1 One copy of the publications submitted by a successful candidate for the degree of Doctor of Letters, Doctor of Music or Doctor of Science may be retained by the University Library and will in that event become the property of the University.

## G7. Appeal

G7.1 Candidates who are unhappy with the outcome of the examination for a Higher Doctorate award may submit an appeal providing they can evidence a material irregularity within the approved process. Candidates cannot challenge the academic judgement of the examiners or the Higher Doctoral Board.

G7.2 Candidates shall submit their appeal to the Director of Registry, in writing, within 10 working days from the date of the outcome letter giving reasons for the appeal.

G7.3 The Director of Registry will establish if grounds for appeal have been evidenced within the appeal. If grounds for appeal exist the Director of Registry shall refer the appeal to the Vice-Chancellor for review.

G7.4 The decision of the Vice-Chancellor is final.

|  |  |
| --- | --- |
| DOCUMENT SIGN-OFF AND OWNERSHIP DETAILS | |
| Document name: | Regulations for Awards (Research Degrees) 2021 |
| Version Number: | V4.0 |
| Equality Impact Assessment: | 7 May 2021 |
| Privacy Impact Assessment: | Not applicable |
| Approved by: | Graduate Board and University Research Committee |
| Date Approved: | Graduate Board 18 May 2021  URC 8 June 2021 |
| Effective from: | 01 August 2021 |
| Date for Review: | Annually |
| Author: | Assistant Registrar (PGR & Events) |
| Owner (if different from above): | Director of Registry |
| Document Location: | <https://www.hud.ac.uk/policies/registry/awards-pgr/> |
| Compliance Measures: | A compliance check has been completed as this is available on request, email  [registryresearch@hud.ac.uk](mailto:registryresearch@hud.ac.uk) |
| Related Policies/Procedures: | There are a many regulations/regulations/policies/ procedures that may impact upon these regulations, in the main these are:   * Regulations for Postgraduate Research Students 2021 * Quality Assurance Procedures for Taught and Research Awards 2021 * PGR Handbook (online) * A list of important student policies can be found in the Regulations for Postgraduate Research Students 2021 – Section 1: Important information for all students |

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| REVISION HISTORY | | | |
| Version | Date | Revision description/Summary of changes | Author |
| 4.0 | 1 August 2021 | **Throughout the regulations**   * Insertion of missing words and small spelling or grammatical changes throughout. * Small clarification and formatting changes throughout. | Registry |

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|  |  | * Some larger areas of re-wording to address providing additional clarity, which does not impact a regulatory change. * Some areas of duplication have been deleted. * Clarified what constitutes referred work throughout where applicable. * Addition of reference to maximum period of enrolment throughout where applicable * Insertion of hyperlinks. |  |
| 4.0 | 1 August 2021 | **Section A – General regulations governing all research degrees**   * A1 Alternative formats: changed non-standard formats to alternative formats throughout. * A2 Admissions and enrolment:   + recognition of prior learning can include a break in study normally not more than two years.   + change of degree programme to another University removed and transferred to the Regulations for Postgraduate Research Students * A3 Supervision: clarification that supervision will take place at least once every two months after an outcome of referral to re-write the submission or referral to complete amendments to re-submit for the award of MPhil as well as during writing-up. Frequency of contact for other examination outcomes is subject to agreement between the candidate and the supervisor. * A4 Examinations and assessments:   + Confirmed that a PGR cannot undertake the same research again if they re-enrol on the same degree after failing.   + Removal of specific criterion for the appointment of examiners, and insertion of link to the full criteria in the Quality Assurance Procedures, to prevent duplication. | Registry |
| 4.0 | 1 August 2021 | **Section B – Master’s by Research**   * B4 Period of enrolment:   + Incorporated reference to part-time transfer from doctorate   + Addition of reference to on track to submit meeting | Registry |
| 4.0 | 1 August 2021 | **Section C – MPhil**   * C3 Period of enrolment: incorporated reference to part-time transfer from doctorate * C4 Examination of final thesis: confirmed that a viva will be required where the examiners wish to fail referred work. | Registry |

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| 4.0 | 1 August 2021 | **Section D – Prof Doc**   * Introductory statement: confirm that a Prof Doc candidate will be governed by taught regulations until they have completed the taught phase. * D2 thesis length: inserted text regarding availability of procedure to request additional word count. * D4 Period of enrolment:   + Clarified that a Prof Doc candidate cannot submit their thesis until the minimum programme length has been satisfied.   + Confirmed that a viva will be required where the examiners wish to fail referred work. * D5 Transferring out of the University: clarified that if transfer out of the University normally will be entitled to any credit passed. * D5.1 Progression monitoring: clarified that if studies are terminated following progression outcome then they cannot re-enrol for the same programme to complete the same research topic. * D5.2 Final thesis examination:   + The award of MPhil as an examination outcome has been updated to clarify that major, minor and editorial amendments are available. This will reflect the examination outcomes available for PhD.   + Confirmed that a viva will be required where the examiners wish to fail or downgrade referred work. | Registry |
| 4.0 | 1 August 2021 | **Section E – PhD and EntD**   * E2 thesis length: inserted text regarding availability of procedure to request additional word count. * E4 Period of Enrolment: clarified that a PhD/EntD candidate cannot submit their thesis until the minimum programme length has been satisfied. * E5 Change of programme:   + Incorporated reference to part-time transfer to MPhil.   + Incorporated confirmation that they cannot transfer to a Prof Doc. * E5.2 Progression monitoring: clarified that if studies are terminated following progression outcome then they cannot re-enrol for the same programme to do same research topic. * E5.4 Final thesis examination: | Registry |

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|  |  | * The award of MPhil as an examination outcome has been updated to clarify that major, minor and editorial amendments are available. This will reflect the examination outcomes available for PhD. * Confirmed that a viva will be required where the examiners wish to fail referred work. |  |
| 4.0 | 1 August 2021 | **Section F – PhD by Publication**   * F5 Thesis examination: confirmed that a viva will be required where the examiners wish to fail   referred work. | Registry |