

## **16. ADMISSIONS REGULATIONS AND CONDITIONS FOR THE AWARD OF HIGHER DEGREES**

These Regulations shall apply to the following higher degrees awarded by the University:

Master of Arts (MA)  
Master of Business Administration (MBA)  
Master of Research (MRes)  
Master of Science (MSc)  
Master of Philosophy (MPhil)  
Doctor of Business Administration (DBA)  
Doctor of Education (EdD)  
Doctor of Philosophy (PhD)  
Master of Surgery (MS)  
Doctor of Medicine (MD)  
Doctor of Science (DSc)  
Doctor of Letters (DLitt)  
Doctor of Health (DHealth)  
Doctor of Engineering (EngD)  
Doctor of Clinical Psychology (DClinPsy)  
Doctor of Policy Research and Practice (DPRP)

### **16.1 General Provisions applying to Higher Degrees**

(a) ADMISSIONS PROVISIONS FOR ALL HIGHER DEGREES OTHER THAN DSc AND DLitt

Applicants must provide full and accurate information in relation to all the qualifications and personal information contained on a University application form. The University may withdraw the applications of candidates failing to do this.

No applicant shall be admitted to a programme leading to a higher degree in the University, except by special permission, unless:

(i) they have provided the University with satisfactory evidence of their standard of English language ability. This evidence will normally comprise a formal recognised test. Minimum standards for entry to higher degrees, together with a list of recognised tests such as IELTS, will be approved by the Senate. Applicants who have been awarded a bachelors or higher degree from a recognised higher education institution in which English is the medium of instruction will normally be deemed to have satisfied these minimum requirements provided they have not subsequently spent a significant period of time away from an English-speaking environment. Departments and Schools may stipulate additional or higher requirements for which further testing or evidence is required. Candidates attending and achieving appropriate outcomes on a pre-sessional English language programme at the University of Bath will be deemed to have satisfied the minimum English language requirements set by the Senate. Departments and schools may apply for exemption from the formal minimum English Language requirement for particular applicants where they have satisfactory evidence to show that the candidate has the capacity to cope with the demands of the programme. Written cases outlining the basis on which the exemption is sought may be submitted to the Director of Student Recruitment and Admissions or nominated deputy. The number of exemptions will be monitored annually by the Recruitment and Admissions Committee and

(ii) they have a first degree from a recognised higher education institution, normally at honours (or equivalent) level . Applicants who have an ordinary degree (or equivalent) may be admitted provided this is consistent with the department or school's approved admissions criteria. Applicants who do not have a degree but who may be qualified for admission through the assessment of Accreditation of Prior (Experiential) Learning must be considered under specific procedures in place in Departments and Schools and approved by the Board of Studies and

(iii) they have satisfied any additional specific requirements for the programme to which admission is sought and

(iv) they have accurately informed the University of any relevant criminal convictions as directed during the application process and has complied with the University's requirements in relation to the further scrutiny of any criminal convictions and

(v) they have completed the application process for any checks and/or Disclosures required by the University from the Disclosure and Barring Service.

(vi) in the case of candidates transferring into the University in order to continue work started in another institution (for example when accompanying a supervisor moving from another University to Bath), the candidate will, in accordance with the provision of Ordinance 14.5, be required to complete a minimum of 12 months' full-time study/24 months' part-time study before submitting the final thesis/portfolio for examination.

#### **(b) CHANGES IN ACADEMIC DETAILS OF THE CANDIDATE'S REGISTRATION FOR ALL HIGHER DEGREES**

Any changes proposed to the academic details of the registration are subject to approval by the appropriate Board of Studies. 'Academic details' include the following: transfer from one programme of study to another (including confirmation of PhD registration and transfer from MPhil to PhD, both of which require Board of Studies' approval); change of mode of study (including transfer to 'writing up' status); change of supervisory arrangements; change of thesis/portfolio title; suspension of registration; extension of registration; termination of registration; withdrawal; transfer to another institution.

#### **(c) COMPLETION OF REGISTRATION PERIOD FOR THE DEGREES OF MA, MBA, MRes, MSc, MPhil, DBA, DClinPsy, DHealth, DPRP, EdD, EngD and PhD**

A candidate who, having completed the prescribed minimum period of attendance, has not completed the work and requires continued supervision and use of University facilities at the same level as during the prescribed minimum period, must continue to be registered on a full-time, part-time, industrially/externally-based or distance-learning basis as appropriate and pay the appropriate fee.

A candidate who, having completed the prescribed minimum period of full-time, part-time, industrially/externally-based or distance-learning-based study (such as may be permitted by the regulations applying to the particular degree), requires continued supervision and use of University facilities at a reduced level, must continue to be registered and pay a continuation fee.

A candidate who, having completed the prescribed minimum period of full-time, part-time, industrially/externally-based or distance-learning-based study (such as may be permitted by the regulations applying to the particular degree), and any period in which a continuation fee has been payable, and who no longer requires supervision or the use of University facilities, must pay an administration fee until the work is presented for examination.

If a candidate, having attended on a full-time basis, wishes to transfer registration to part-time, industrially/externally-based or distance-learning candidature (such as may be permitted by the regulations applying to the particular degree), this transfer requires approval by the Board of Studies who may specify the minimum period of study required of the candidate.

#### (d) SUSPENSION OF REGISTRATION FOR ALL HIGHER DEGREES

A candidate who has to discontinue the programme of study for a period of time by reason of illness or other specific reasons or, except in the case of full-time candidature, pressure of other business, may apply for suspension of registration for a period of up to twelve months. Each application must be considered by the Board of Studies on its merits and will not normally be granted for reasons other than the following:

(i) A serious or incapacitating injury, illness, or medical condition (or a sudden, marked deterioration in an on-going or longer-term condition), or an emergency operation.

(ii) Significant disruption of personal life including maternity, paternity, childbirth and, in the case of part-time students only, pressure from other business/employment.

(iii) Election as a Students' Union Officer.

(iv) To attend a work placement or internship opportunity.

Appropriate corroborating evidence (such as a medical certificate) will normally be required in support of requests for suspension.

Approval will not normally be given for retrospective requests for suspension, or for periods of suspension totalling more than 12 months during a candidate's total period of registration, or, in the case of Degrees by Research, for suspension during the final 12 months of registration of the normal maximum period of study (as defined in the Regulation for the particular degree).

No fees shall be charged during a period of approved suspension of studies, neither, where applicable, will stipend/maintenance payments be paid. Suspension of registration should not be sought in cases where an extension of registration or re-registration is more appropriate. In the case of the degrees by research, the effect of the suspension of registration will be to postpone the earliest date for the submission of the research thesis and the expiry date of the registration by the length of the suspension granted.

#### (e) EXTENSION OF REGISTRATION FOR ALL HIGHER DEGREES

The Regulation for each particular Degree sets out the scope for extension of registration for that degree. Significant data loss or unforeseeable difficulties with data gathering which have not completely prevented the candidate from pursuing their research or preparing a dissertation, and which were beyond their control, will normally be acceptable as a basis for an extension. These may include, but not be limited to, difficulties in conducting fieldwork, or equipment failure. Requests for extension received later than 3 months prior to the expiry of registration for a Degree by Research will only exceptionally be granted.

The following will not normally be acceptable as grounds for permitting an extension of registration:

- i)* Conduct of research, such as fieldwork, away from the University.
- ii)* Issues more properly addressed by means of suspension (see Regulation 16.1(d)).
- iii)* Lack of progress/attendance on the part of the student.
- iv)* Any decision to change the format of the thesis.

#### (f) CHANGE OF MODE OF STUDY

Where the particular Degree Programme Regulations permit both full-time and part-time study, candidates will normally be permitted to seek change from full-time to part-time registration or vice-versa on only one occasion during their registration for the particular Degree. Change of mode of study will not normally be permitted during the final twelve months of registration of the normal maximum period of study for Degrees by Research.

#### (g) PROGRESSION MONITORING FOR ALL HIGHER DEGREES BY RESEARCH

A report must be completed by the candidate and the lead supervisor and submitted to Boards of Studies every six months, starting six months after the date of first registration. In the case of programmes with a formally assessed taught element, the first report shall be completed six months after the date of commencement on the research element of the programme.

#### (h) TERMINATION OF REGISTRATION

In addition to the provisions of Regulations 3.1 and 3.2, a candidate's registration may be terminated by the Board of Studies on one or more of the following grounds:

- i)* The wish of the candidate, with or without the agreement of the supervisor or Director of Studies, to withdraw from the University.
- ii)* Failure by the candidate to make progress considered by the Board of Studies to be satisfactory where the cause of the failure is beyond the University's control.

iii) Failure by a probationer PhD candidate both to be confirmed for PhD registration and to achieve a standard of work considered by the Progression Board of Examiners to be sufficient to enable the candidate to continue on MPhil registration (see Regulation 16.5 (b)).

(i) HOLIDAY ENTITLEMENT

Research students are entitled to take up to 25 working days' (full-time students, pro-rata for part-time students) leave from their programme in any 12 month period, in addition to days on which the University is closed. The scheduling of periods of leave must be negotiated with the Lead Supervisor. Students on research programmes that include a formally-assessed taught element should not normally take leave during the taught element.

(j) PRESENTATION OF THE THESIS/PORTFOLIO FOR THE DEGREES OF MPhil, PhD, DBA, DClInPsy, DHealth, DPRP, EdD, EngD, MS and MD

Candidates shall present a thesis or portfolio as permitted by the Regulation for the particular Degree as follows.

(i) Two (three in the cases of MS and MD) copies of the thesis or, in the case of the degrees of MS, MD and MPhil/PhD by Staff Method B only, submission of published or other works, in accordance with a format specified in the Specification for Higher Degree Theses and Portfolios given at Appendix 6 of QA7 Research Degrees or in the case of the degrees of EngD, EdD and DClInPsy, a portfolio, must be lodged with the Doctoral College. The candidate shall keep a third (fourth) copy, identical to the submitted copies, for reference before and during the examination process.

Theses/portfolios shall embody at the beginning a summary of the work not exceeding 300 words in length. Theses/portfolios submitted for the degrees of MPhil, DBA, EdD, DHealth, DClInPsy and PhD may include academic papers in accordance with the alternative format or portfolio with papers format specified in the Specification for Higher Degree Theses and Portfolios given at Annex 6 of QA7 Research Degrees. After completion of any viva voce examination, and approval of the outcome of the examination, one paper and one electronic copy of the thesis/portfolio shall be retained in the University Library.

(ii) The thesis/portfolio shall be written in English. In the case of a candidate in the Department of Politics, Languages and International Studies, the Board of Studies, where appropriate, may agree that the thesis be written in another language offered in the Department. In such a case, a summary of the thesis shall be provided in English.

(iii) Candidates who are about to submit theses/portfolios shall give at least two months' prior notice to the Doctoral College, including the full title of the thesis/portfolio.

(iv) Following examination a hardbound paper copy of the thesis/portfolio, in good condition, shall be deposited by the candidate or the candidate's representative in the Doctoral College no later than fourteen days before the meeting of the Board of Studies at which the award of a degree to the candidate is approved. The Doctoral College shall arrange for deposit of the thesis/portfolio in the Library. In addition, it is required that a copy must be submitted in a suitable electronic format to the Library. The electronic copy shall be deposited no later than the hardbound paper copy and shall be accompanied by a declaration by the candidate to confirm that the hardbound

paper and electronic copies are identical in content, and a declaration by the Department or School that they include all corrections and revisions required by the Board of Examiners.

(v) Access to a thesis/portfolio deposited in the Library shall be unrestricted unless, for reasons of confidentiality, the Board of Studies has approved a proposal which states the reasons for such restricted access, and the period of time for which the restriction should hold. If the proposed restriction is for longer than three years, the Board of Studies decision must be reported to Senate.

#### (k) PLAGIARISM CHECKING

Any student who is requested by their Director of Studies to do so must provide an electronic version of a piece of work to be assessed, selected by the Director of Studies, for submission to a service such as the Joint Information Services Committee (JISC) Plagiarism Detection Service. This piece of work may be the entire thesis.

#### (l) CONSTITUTION OF BOARDS OF EXAMINERS FOR THE DEGREES

The Board of Examiners shall be constituted in accordance with Ordinance 15 for the degrees of MA, MBA, MRes, MSc, MPhil, DBA DPRP, EdD (by thesis) and PhD. The Board of Examiners for all other higher degrees (DHealth, EdD by portfolio of papers and EngD) shall be constituted in accordance with the Regulations for the particular degree.

#### (m) PROGRAMME OF RESEARCH

Registration as a student for a Higher Degree does not imply approval of a proposed programme of research; such approval must be given by the Board of Studies, and in some cases candidates may be required to undergo tuition and/or successfully complete assessments to pass an examination to the satisfaction of the Board as a condition of and prior to the registration of their topic of research (see also Regulation 16.13).

#### (n) CONSTRAINTS UPON PUBLICATION OF WORK

Any constraint upon publication of the thesis/portfolio must be approved by the relevant Board of Studies. If constraint relates to a period of confidentiality longer than three years, the Board of Studies decision must be reported to Senate.

#### (o) BOARD OF STUDIES

All references to the 'Board of Studies' means the Board of Studies (Doctoral), with the exception of section 16.1(b) and 16.2 where it refers to the Board of Studies of the Faculty or School in which the candidate is registered. In the case of the School of Management it means the Board of Studies of the School of Management.

#### (p) RESEARCH INTEGRITY

Candidates conducting research whilst registered at the University of Bath are expected to comply with the *Code of good practice in research integrity* in addition to meeting the requirements for academic integrity set out in Regulation 3.7. Candidates who initially registered on a higher degree by research on or after 1 August 2016 are required, by a suitable progression point in their programme, to have:

- (i) Completed the University's online course on research integrity;
- (ii) Completed a data management plan;

(iii) Secured appropriate ethical approvals for their research project.

A suitable progression point will be dependent on the programme and mode of study but will normally be 12 months (18 months for part-time students) after starting the research element of the programme. This point will therefore be:

(i) at confirmation or transfer of candidature where these are requirements of the programme, or

(ii) as defined within the Scheme of Studies for the Programme, where confirmation or a transfer do not apply, or

(iii) if neither of the preceding provisions is applicable, as determined by the Candidate's Lead Supervisor.

## **162 The Degrees of Master of Arts (MA), Master of Business Administration (MBA), Master of Research (MRes) and Master of Science (MSc)**

This Regulation should be read in conjunction with Regulation 16.1.

### **(a) ADMISSION**

(i) For English Language requirements, see Regulation 16.1 (a).

(ii) Graduates of the University, or any other University approved by the Senate for this purpose, may be admitted to a programme leading to the Degree of Master, provided they have satisfied the Head of the Department concerned (or a nominated deputy) as to their fitness to pursue the programme of study.

Persons who are not graduates of a University may be admitted as candidates for the Degree by the appropriate Board of Studies provided they hold qualifications which are approved by the Board of Studies for this purpose and provided they have satisfied the Board of Studies as to their fitness to pursue the programme of study. The current minimum non-graduate qualifications acceptable to individual Departments for registration for higher degrees are published in the Postgraduate Prospectus.

### **(b) PROGRAMME OF STUDY**

The programme to be followed shall be one of supervised study following an approved scheme of studies.

### **(c) MINIMUM PERIODS OF REGISTRATION**

In accordance with Ordinance 14, the period of study shall not be less than twelve calendar months.

#### *(i) Full-time candidature*

The period of study shall be at least twelve calendar months.

#### *(ii) Part-time and distance-learning candidature*

The period of study shall be at least twenty-four calendar months.

### **(d) MAXIMUM PERIODS OF REGISTRATION *Full-time, part-time and distance-learning candidature***

A full-time, part-time or distance-learning candidate for a Degree by coursework shall present the required written work for examination as prescribed in the scheme of studies. Subject to the provision of Regulation 16.1 (e) a candidate unable to do so may seek an extension of registration for a period not exceeding twelve months and the Board of Studies may grant such extension on one occasion only.

(e) SUSPENSION OF REGISTRATION

See Regulation 16.1 (d).

(f) COMPLETION OF REGISTRATION

See Regulation 16.1 (c).

(g) RE-REGISTRATION

A candidate whose registration has lapsed either by the passage of time or through non-payment of fees must seek permission of the Board of Studies to register as a candidate for the degree. In such cases the Board of Studies may specify what previous periods of study if any may be counted towards the minimum prescribed period of study.

(h) ATTENDANCE REQUIREMENTS

(i) *Full-time candidature*

The programme of study shall be pursued in the University.

(ii) *Part-time and distance-learning candidature*

The attendance requirements shall be as specified in the appropriate scheme of studies.

(i) SUPERVISION

Every candidate shall be assigned to an internal supervisor or supervisors, by the

Board of Studies. In the case of distance-learning candidates and for other candidates where necessary, an external supervisor shall in addition be assigned.

(j) BOARD OF EXAMINERS

See Regulation 16.1 (l).

(k) AWARD OF THE DEGREE OF MASTER

(i) The Degree of Master may be awarded to candidates who shall have pursued a programme as prescribed under Regulation 16.2(b) above and have satisfied the examiners by presenting a satisfactory dissertation or project (having passed the examination requirements as prescribed in the scheme of studies).

(ii) Candidates who fail to satisfy the examiners may, subject to the provisions of Regulation 15, present themselves again for examination as directed. If they fail to satisfy the examiners at the second attempt, they shall not be eligible again as candidates for the same award.

(iii) Subject to Regulation 16.2 (d) dissertations, projects or other required work must be submitted as prescribed in the scheme of studies.

(l) REVIEWS

Regulation 17 sets out the procedures to be followed in cases where a review of a candidate's progression or result is required.

**163 The Degree of Master of Philosophy (MPhil)**

This Regulation should be read in conjunction with Regulation 16.1

(a) ADMISSION

(i) For English Language requirements, see Regulation 16.1 (a).

(ii) Graduates of the University, or any other University approved by the Senate for this purpose, may be admitted to a programme of study leading to the Degree of Master, provided they have satisfied the Board of Studies (or a nominated representative) as to their fitness to pursue the programme of study.

Persons who are not graduates of a University may be admitted as candidates for the Degree by the Board of Studies provided they hold qualifications which are approved by the Board of Studies for this purpose and provided they have satisfied the Board of Studies as to their fitness to pursue the programme of study. The current minimum non-graduate qualifications acceptable to individual Departments for registration for higher degrees are published in the Postgraduate Prospectus.

#### (b) PROGRAMME OF STUDY

The programme to be followed shall be one of supervised research.

#### (c) MINIMUM PERIODS OF REGISTRATION

In accordance with Ordinance 14, the period of study shall not be less than twelve calendar months.

(i) *Full-time candidature within the University or on an Industrial/External basis*  
The period of study shall be at least twelve calendar months.

(ii) *Part-time candidature within the University or on a Distance-Learning basis*  
The period of study shall be at least twenty-four calendar months.

(iii) Candidates for the Degree of Doctor of Philosophy may be permitted by the Board of Studies to submit for the Degree of Master, and the whole or part of the period while registered for the Degree of Doctor of Philosophy may be regarded as equivalent to the whole or part of the period required for the Degree of Master.

#### (d) MAXIMUM PERIODS OF REGISTRATION

##### (i) *Full-time candidature and Industrially/externally-based candidature*

A full-time candidate or industrially/externally-based candidate for a Degree by research shall present for examination within three years of the date of registration. Subject to the provision of Regulation 16.1 (e) a candidate unable to do so may, before the end of the third year, seek an extension of registration for a period not exceeding twelve months, and the Board of Studies may grant such an extension on one occasion only.

##### (ii) *Part-time candidature*

A part-time candidate for a Degree by research shall present for examination within four years of the date of registration. Subject to the provision of Regulation 16.1 (e) a candidate unable to do so may before the end of the fourth year seek an extension of registration for a period not exceeding twelve months and the Board of Studies, may grant two such twelve-months extensions only.

#### (e) SUSPENSION OF REGISTRATION

See Regulation 16.1 (d).

#### (f) COMPLETION OF REGISTRATION

See Regulation 16.1 (c).

#### (g) RE-REGISTRATION

A candidate whose registration has lapsed either by the passage of time or through non-payment of fees or who wishes to change the registered research topic must seek

permission of the Board of Studies to re-register as a candidate for the degree. In such cases the Board of Studies may specify what previous periods of study if any may be counted towards the minimum prescribed period of study.

#### (h) ATTENDANCE REQUIREMENTS

##### *(i) Full-time candidature*

The programme of study shall be pursued in the University, except for any period, which may, with the approval of the Board of Studies, be spent elsewhere.

##### *(ii) Part-time candidature*

The attendance requirements shall be as prescribed by the Board of Studies.

##### *(iii) Industrial/Externally-based candidature*

Candidates pursuing full-time research at another establishment shall normally be expected to accept a programme of attachment to include attendance at the University for periods as prescribed by the Board of Studies.

##### *(iv) Distance-learning candidature*

The attendance requirements shall be as specified in the appropriate scheme of studies.

#### (i) SUPERVISION

Every candidate shall be assigned to a supervisory team by the Board of Studies. In the case of industrially/externally-based candidates, an external supervisor shall in addition be assigned. Where more than one internal supervisor is appointed, the Faculty/School Doctoral Studies Committee shall nominate one to report on the work and progress of the candidate as and when required by the Board of Studies. The Board of Studies shall ensure the appointment of a replacement internal supervisor in those cases where the original supervisor has left the employ of the University or is on leave of absence or study leave.

#### (j) PRESENTATION OF THE THESIS

See Regulation 16.1 (j).

#### (k) SUBMISSION OF THE THESIS

(i) Subject to the provisions of Ordinance 14.5, the thesis for the Degree of Master of Philosophy must be the result of work done mainly while the student is registered as a candidate for the Degree of Master or Doctor (see Regulation 16.3 (c) (iii)) of Philosophy of this University. A certificate to this effect shall be signed by the candidate when presenting the thesis.

(ii) The thesis shall also indicate:

(a) where the thesis, or any part of the thesis such as a published paper, has been produced by a candidate jointly with others, that a substantial part is the original work of the candidate, and

(b) where the thesis incorporates material already submitted for another degree, the extent of that material and the degree, if any, obtained.

(iii) Subject to Regulation 16.3(d) and (e) above, theses may be submitted at any time after completion of the prescribed minimum period of study or research.

#### (l) BOARD OF EXAMINERS

(i) The Board of Examiners for research degrees shall make recommendations as detailed below. If the Board of Examiners cannot agree, the Board of Examiners shall report this disagreement to the Board of Studies who may recommend to Senate that a

new Board of Examiners be appointed, without prejudice to the candidate.

(ii) The Board of Examiners for research degrees may recommend to the Board of Studies:

either: (1) that the candidate be awarded the degree of Master of Philosophy;  
or: (2) that the candidate be awarded the degree of Master of Philosophy subject to minor corrections to the thesis being executed to the satisfaction of the internal examiner(s);  
or: (3) that the candidate be permitted to submit a revised thesis;  
or: (4) that the candidate fail and be neither awarded for the degree of Master of Philosophy nor be allowed to submit a revised thesis.

(iii) A written report on the thesis submitted must be provided by the examiners. Where a candidate satisfies the examiners regarding the contents of the thesis but fails to satisfy the examiners at the viva voce, the candidate shall be given the opportunity of re-examination at a second viva voce; failure to satisfy at the second viva voce shall constitute failure of the degree submission as a whole.

(iv) Under the provisions of paragraph (3), candidates may, with the permission of the Board of Studies, be permitted to submit a revised thesis, within such lapse of time as may be prescribed, and present themselves for re-examination; no further resubmission is permitted if the candidates fail to satisfy the Board of Examiners at this second attempt.

(m) AWARD OF THE DEGREE OF MASTER OF PHILOSOPHY

The Degree of Master of Philosophy may be awarded to candidates who shall have pursued a programme as prescribed under Regulation 16.3(b) above and have satisfied the Board of Examiners by presenting a satisfactory thesis and, if the Board of Examiners so requires, by passing a viva voce examination. The thesis must satisfy the examiners as giving evidence of originality of mind and critical judgement in a particular subject. The examiners may, at their discretion, require that a candidate presents for a written examination.

(n) REVIEWS

Regulation 17 sets out the procedures to be followed in cases where a review of a candidate's progression or result is required.

**164 The Degree of Doctor of Education (EdD)**

This Regulation should be read in conjunction with Regulation 16.1.

(a) ADMISSION

(i) For English Language requirements, see Regulation 16.1 (a).

(ii) Graduates holding at least upper second class honours or equivalent of the University, or of any other Institution approved by the Senate for this purpose and who have at least three years of appropriate professional experience as set out in the Scheme of Studies, or those who hold an approved graduate-equivalent qualification, and who also hold an advanced qualification (eg. a Masters degree) in education or a related field, and who have at least three years of appropriate professional experience as set out in the Scheme of Studies, may be admitted as candidates for the Degree of Doctor of Education provided that they have satisfied the Board of Studies as to the subject of their research enquiry and their fitness to undertake it. Candidates who meet the entry criteria except for the advanced qualification referred to above may be admitted to the degree following the successful completion of two education-focused

units from the Department's Masters programme as specified in the Scheme of Studies.

**(b) PROGRAMME OF STUDY**

The Programme of Study for the degree of Doctor of Education shall be one of supervised study following an approved Scheme of Studies of taught units and a thesis. Candidates shall be registered initially for the degree of Doctor of Education (EdD). However, depending upon the quantity and nature of the work undertaken and subject both to the criteria set out in the Scheme of Studies, candidates may be awarded one of the qualifications of Postgraduate Certificate in Educational Studies, Postgraduate Diploma in Education or Master of Philosophy in place of the Degree of Doctor of Education.

**(c) MINIMUM PERIODS OF REGISTRATION**

In accordance with Ordinance 14, the period of study for the degree shall be not less than twenty-four calendar months.

*(i) Full-time candidature*

The period of study shall be at least twenty-four calendar months.

*(ii) Part-time candidature*

The period of study shall be at least thirty-six calendar months.

**(d) MAXIMUM PERIODS OF REGISTRATION**

*(i)* A full-time candidate shall present for examination within five years of the date of registration for the degree. Subject to the provision of Regulation 16.1 (e) a candidate unable to do so may, before the end of the fifth year, seek an extension of registration for a period not exceeding twelve months and the Board of Studies may grant such an extension on one occasion only.

*(ii)* A part-time candidate shall present for examination within eight years of the date of registration for the degree. Subject to the provision of Regulation 16.1 (e) a candidate unable to do so may, before the end of the eighth year, seek an extension of registration for a period not exceeding twelve months and the Board of Studies may grant such an extension on two occasions only.

**(e) SUSPENSION OF REGISTRATION**

See Regulation 16.1 (d).

**(f) COMPLETION OF REGISTRATION**

See Regulation 16.1 (c).

**(g) RE-REGISTRATION**

A candidate whose registration has lapsed either by the passage of time or through non-payment of fees or who wishes to change the registered topic must seek permission of the Board of Studies to re-register as a candidate for the degree. In such cases, the Board may specify what previous periods of study may be counted towards the minimum prescribed period of study. The Board of Studies may specify the minimum period of study of a candidate before it is deemed that the provisions of the Regulations have been met.

**(h) ATTENDANCE REQUIREMENTS**

*(i) Full-time candidature*

The programme of study shall be pursued in the University, except for any period which may, with the approval of the Board of Studies be spent at any establishment or institution outside the university where attendance is required in order to pursue the research.

*(ii) Part-time candidature*

The attendance requirements shall be prescribed by the Board of Studies.

**(i) SUPERVISION**

Every candidate shall be assigned to a supervisory team by the Board of Studies. Where more than one supervisor is appointed, the Faculty/School Doctoral Studies Committee shall nominate one to report on the work of the candidate. The Board of Studies shall ensure the appointment of another supervisor in those cases where the original supervisor has left the employ of the University or is on leave of absence or study leave.

**(j) PRESENTATION OF THE THESIS**

See Regulation 16.1 (j).

**(k) SUBMISSION OF THE THESIS**

*(i)* Subject to the provisions of Ordinance 14.5, and excepting those circumstances set out in 16.4(1)(i), the thesis of the Degree of Doctor of Education must be the result of work done mainly while the student is registered as a candidate for the Degree of Doctor of Education of this University. A certificate to this effect shall be signed by the candidate when presenting the thesis.

*(ii)* The thesis shall also indicate:

- (a)* where the thesis or any part of the thesis such as a published paper, has been produced jointly with others, that a substantial part is the original work of the candidate, and
- (b)* where the thesis incorporates material already submitted for another degree, the extent of that material and the degree, if any, obtained.
- (c)* Subject to Regulation 16.4(d), a thesis may be submitted at any time after completion of that prescribed minimum period of study and research.
- (d)* Where, in place of a thesis, a candidate submits a portfolio of four papers (which have recently been published or accepted for publication in accredited refereed national or international journals and which embody the results of sustained personal research in the field of Education), the papers submitted need not have been produced whilst the candidate has been registered at the University.

**(l) BOARD OF EXAMINERS**

*(i)* Where, in place of a thesis, a candidate submits a portfolio of published papers, the Board of Examiners shall include two external examiners, at least one of whom shall be a recognised authority in the field of the candidate's work. The Board of Examiners shall make recommendations as detailed below. A report on the thesis must be provided by the examiners. If the Board of Examiners cannot agree, the Board of Examiners shall report this disagreement to the Board of Studies which may recommend to Senate that a new Board of Examiners be appointed, without prejudice to the candidate.

- (ii) The Board of Examiners may recommend to the Board of Studies:  
 either: (1) that the candidate be awarded the Degree of Doctor of Education;  
 or: (2) that the candidate be awarded the Degree of Doctor of Education, subject to minor corrections to the thesis being executed to the satisfaction of the internal examiner(s);  
 or: (3) that the candidate be awarded the Degree of Doctor of Education subject to satisfactory performance at a second viva voce examination and subject also to any minor corrections to the thesis required by the examiners. Failure to satisfy the examiners at the second viva shall constitute failure of the submission for the Degree of Doctor of Education;  
 or: (4) that the candidate not be awarded the Degree of Doctor of Education but be given the opportunity of submitting a revised thesis for the degree of Doctor of Education. The examiners shall normally require the candidate to undergo a second viva voce examination. If, in the opinion of the examiners, the thesis as first submitted is worthy of the award of the Degree of Master of Philosophy, the examiners may offer the candidate the opportunity to accept the Degree of Master of Philosophy, subject to any minor corrections to the thesis which may be prescribed by the examiners and which must be carried out to their satisfaction. A candidate wishing to accept the Degree of Master of Philosophy under these circumstances shall inform the examiners in writing of this wish by the date prescribed by the examiners;  
 or: (5) that the candidate not be awarded the Degree of Doctor of Education but be awarded the Degree of Master of Philosophy (subject to any minor revisions to the thesis which may be prescribed by the examiners and which must be carried out to their satisfaction);  
 or: (6) that the candidate be awarded neither the Degree of Doctor of Education nor the Degree of Master of Philosophy, but be *referred to the Board of Examiners for Programmes (taught stage) for consideration of the award of* ~~awarded~~ either the *Master of Science in Education*, Postgraduate Diploma in Education or the *option to take a fifth unit with a view to possibly exiting with the MSc at a later stage* ~~Postgraduate Certificate in Educational Studies~~, subject to the requirements for each award as set out in the Scheme of Studies;  
 or: ~~(7) that the candidate fail and be awarded none of the relevant awards (Doctor of Education, Master of Philosophy, Postgraduate Diploma in Education, Postgraduate Certificate in Educational Studies).~~
- (iii) Where submission of a revised thesis has been recommended candidates may, with the approval of the Board of Studies, be permitted to submit a revised thesis, within such lapse of time as may be prescribed, and present themselves for re-examination; no further resubmission is permitted if the candidate fails to satisfy the Board of Examiners at this second attempt.

(m) AWARD OF THE DEGREE OF DOCTOR OF EDUCATION

The Degree of Doctor of Education shall be awarded to a candidate who shall have:  
 (i) pursued a programme of study as prescribed under Regulation 16.4(b) above; and  
 (ii) presented a thesis on the candidate's advanced study and research which satisfies the Board of Examiners as:

- (a) making an original and significant contribution to knowledge
- (b) giving evidence of originality of mind and critical judgement in a particular subject
- (c) containing material worthy of peer-reviewed publication
- (d) being satisfactory in its literary and/or technical presentation and structure with a full bibliography and references

- (e) demonstrating an understanding of the context of the research: this must include, as appropriate for the subject of the thesis, the scientific, engineering, commercial and social contexts

(iii) passed a viva voce examination conducted by the examiners on the broader aspects of the field of research in addition to the subject of the thesis. A viva voce examination is mandatory once a Doctor of Education candidate has submitted a thesis. Where a candidate satisfies the examiners regarding the contents of the thesis but fails to satisfy the examiners at the viva voce, the candidate shall be given an opportunity of re-examination at a second viva voce; failure to satisfy at the second viva voce shall constitute failure of the submission for the Doctor of Education.

Candidates at the discretion of the examiners may be required to pass a written examination to test their knowledge of the chosen field of research.

#### (n) REVIEWS

Regulation 17 sets out the procedures to be followed in cases where a review of a candidate's progression or result is required.

### **165 The Degree of Doctor of Philosophy (PhD)**

This Regulation should be read in conjunction with Regulation 16.1 and, in the case of Integrated PhD programmes, Regulation 16.13.

#### (a) ADMISSION

(i) For English Language requirements, see Regulation 16.1 (a).

(ii) Graduates may be admitted as probationer candidates for the Degree of Doctor of Philosophy, provided that they have satisfied the Board of Studies both as to their chosen subject of research and their fitness to undertake it and either hold the degree of Master by research of the University or of another Institution approved by Senate for this purpose or hold the degree of Master by taught course of the University or of another Institution approved by Senate for this purpose and have satisfied the Board of Studies that they have an appropriate level and quantity of research experience/training.

(iii) Graduates entering the University on or after 1st October 2012 who do not hold the degree of Master as specified in paragraph (ii) above may be admitted as probationer candidates for the Degree of Doctor of Philosophy, provided they hold a first or second class Honours Degree or its approved equivalent and have satisfied the Board of Studies both as to their chosen subject of research and their fitness to undertake it.

#### b) CONFIRMATION/TRANSFER OF PhD REGISTRATION

(i) Probationer candidates for the Degree of Doctor of Philosophy shall have their candidature confirmed only after they have submitted a satisfactory report, passed an oral examination conducted by a Progression Board of Examiners (established for this purpose by the Board of Studies), completed any skills training specified during candidature approval, and have been the subject of a satisfactory progress report by their supervisor. Candidates shall be permitted to seek confirmation of PhD status on a maximum of two occasions. No third attempt will be permitted. Submission of work for the first attempt must take place on or before the deadline specified during the process of formal approval of candidature. This deadline will normally fall within twelve months of a full-time candidate's first registration for the degree of PhD

(eighteen months for part-time candidates). A candidate who fails to submit the work by the deadline will normally be deemed to have failed their first attempt. Where the candidate fails either to meet the deadline or to achieve the required standard for confirmation for PhD candidature, submission of work for the second attempt must take place on or before a further deadline specified by the Board of Examiners, normally within six months (nine months for part-time candidates) of the first attempt. A candidate who fails to submit the work by this deadline will normally be deemed to have failed their second attempt.

The Progression Board of Examiners may recommend to the Board of Studies that:

- (1) the candidate's registration for the Degree of Doctor of Philosophy be confirmed;  
or
- (2) the candidate be permitted to make a second submission for confirmation within a timescale to be determined by the Progression Board of Examiners; or
- (3) the candidate's registration be transferred to the Degree of Master of Philosophy;  
or
- (4) the candidate, having failed to achieve the standard required for continuation as a candidate for the degree of Master of Philosophy, be required to withdraw.

Regulation 17 sets out the procedures to be followed in cases where a review of a progression decision is required.

Recommendations (3) and (4) shall only be made either:

- (a) following a candidate's first attempt to seek confirmation of PhD registration where no second attempt is permitted because the academic judgement of the Progression Board of Examiners is that the candidate has failed to demonstrate sufficient potential to achieve the required standard at a second attempt; or
- (b) following a candidate's second attempt.

Once confirmation of PhD candidature has been approved, the start date for that candidature shall be deemed to be the same as that of the original probationer candidature, and the period of registration carried out since that date shall be counted as part of the minimum and maximum periods of registration permitted for the Degree of PhD.

(ii) Candidates for the Degree of Master of Philosophy of the University, may, with the permission of the Board of Studies, and provided they hold a first or second class Honours Degree or its approved equivalent transfer their candidature to the Degree of Doctor of Philosophy. Permission for this transfer shall only be given after candidates have submitted a satisfactory report, passed an oral examination conducted by a Progression Board of Examiners (established for this purpose by the Board of Studies), completed the skills training specified during the process of candidature approval, and have had a satisfactory report on their progress presented by their supervisor. Candidates shall be permitted to seek confirmation of PhD status on a maximum of two occasions. No third attempt will be permitted. Submission of work for the first attempt must take place on or before the deadline specified during the process of formal approval of candidature. This deadline will normally fall within twelve months of a full-time candidate's first registration for the degree of MPhil (eighteen months for part-time candidates). A candidate who fails to submit the work by the deadline will normally be deemed to have failed their first attempt. Where the candidate fails either to meet the deadline or to achieve the required standard for transfer to PhD candidature, submission of work for the second attempt must take place on or before a further deadline specified by the Board of Examiners, normally within six months (nine months for part-time candidates) of the first attempt. A candidate who fails to submit the work by this deadline will normally be deemed to

have failed their second attempt.

The Progression Board of Examiners may recommend to the Board of Studies:

- (1) that the candidate's registration be transferred to the Degree of Doctor of Philosophy; or
- (2) that the candidate be permitted to make a second submission for confirmation within a timescale determined by the Progression Board of Examiners; or
- (3) that the candidate's registration for the Degree of Master of Philosophy be confirmed; or
- (4) that the candidate, having failed to achieve the standard required for continuation as a candidate for the degree of Master of Philosophy, be required to withdraw.

Regulation 17 sets out the procedures to be followed in cases where a review of a progression decision is required.

Recommendations (3) and (4) shall normally only be made either:

- (a) following a candidate's first attempt to seek transfer to PhD registration where no second attempt is permitted because the academic judgement of the Progression Board of Examiners is that the candidate has failed to demonstrate sufficient potential to achieve the required standard at a second attempt, or
- (b) following a candidate's second attempt.

Once the transfer to PhD candidature has been approved, the start date for that candidature shall be deemed to be the same as that of the original MPhil candidature, and the period of registration carried out since that date shall be counted as part of the minimum and maximum periods of registration permitted for the Degree of PhD.

Candidates whose registration has been transferred from probationer PhD to MPhil under the provision of 16.5(b)(i) above may not subsequently seek transfer from MPhil to PhD candidature.

*(iii)* Candidates who are qualified for registration for a Master's Degree and intend ultimately to pursue a course for a Doctorate but are debarred from transfer by reason of an inadequate first qualification, must submit for and be awarded the Degree of Master in the first instance. Thereafter registration for the Degree of Doctor of Philosophy shall be subject to the general rules in the first part of this section. The period of registration for the degree of Master of Philosophy shall not be counted towards the maximum period of registration permitted for candidature for the Degree of Doctor of Philosophy.

#### (c) PROGRAMME OF STUDY

The programme to be followed shall be one of supervised research.

#### (d) MINIMUM PERIODS OF REGISTRATION

In accordance with Ordinance 14, the period of study shall not be less than twenty-four calendar months.

##### *(i) Full-time candidature*

The period of study shall be at least twenty-four calendar months.

##### *(ii) Part-time candidature*

The period of study shall be at least thirty-six calendar months.

##### *(iii) Industrially/Externally-based candidature*

The period of study shall be at least twenty-four calendar months.

(e) MAXIMUM PERIODS OF REGISTRATION

(i) A full-time candidate shall present for examination within four years of the date of registration. Subject to the provision of Regulation 16.1 (e) a candidate unable to do so may, before the end of the fourth year, seek an extension of registration for a period not exceeding twelve months and the Board of Studies may grant such an extension on one occasion only.

(ii) An industrially/externally-based candidate shall present for examination within four years of the date of registration. Subject to the provision of Regulation 16.1 (e) a candidate unable to do so may before the end of the fourth year, seek an extension of registration for a period not exceeding twelve months and the Board of Studies may grant such an extension on one occasion only.

(iii) A part-time candidate shall present for examination within six years of the date of registration. Subject to the provision of Regulation 16.1 (e) a candidate unable to do so may before the end of the sixth year, seek an extension of registration for a period not exceeding twelve months and the Board of Studies may grant two such twelve months extensions only.

(f) SUSPENSION OF REGISTRATION

See Regulation 16.1 (d).

(g) COMPLETION OF REGISTRATION

See Regulation 16.1 (c).

(h) RE-REGISTRATION

A candidate whose registration has lapsed either by the passage of time or through non-payment of fees or who wishes to change the registered topic must seek permission of the Board of Studies to re-register as a candidate for the Degree. In such cases the Board of Studies may specify what previous periods of study, if any, may be counted towards the minimum prescribed period of study. The Board of Studies may specify the minimum period of study of a candidate before it is deemed that the provisions of the Regulations have been met.

(i) ATTENDANCE REQUIREMENTS

*(i) Full-time candidature*

The programme of research shall be pursued in the University, except for any period which may, with the approval of the Board of Studies, be spent at any establishment or institution outside the University which has been approved by Senate for this purpose.

*(ii) Part-time candidature*

The attendance requirements shall be as prescribed by the Board of Studies.

*(iii) Industrially/Externally-based candidature*

Candidates pursuing full-time research at another establishment shall normally be expected to accept a programme of attachment, to include such attendance at the University as may be prescribed by the Board of Studies.

(j) SUPERVISION

Every candidate shall be assigned to a supervisory team by the Board of Studies. In

the case of industrially/externally-based candidates, an external supervisor shall in addition be assigned. Where more than one supervisor is appointed, the Faculty/School Doctoral Studies Committee shall nominate one to report on the work and progress of the candidate. The Board of Studies shall ensure the appointment of another internal supervisor in those cases where the original supervisor has left the employ of the University or is on leave of absence or study leave.

**(k) PRESENTATION OF THE THESIS**

See Regulation 16.1 (j).

**(l) SUBMISSION OF THE THESIS**

*(i)* Subject to the provisions of Ordinance 14.5, the thesis for the Degree of Doctor of Philosophy must be the result of work done mainly while the student is registered as a candidate for the Degree of Doctor of Philosophy of this University. A certificate to this effect shall be signed by the candidate when presenting the thesis.

*(ii)* The thesis shall also indicate:

- (a)* where the thesis or any part of the thesis such as a published paper, has been produced by a candidate jointly with others, that a substantial part is the original work of the candidate, and
- (b)* where the thesis incorporates material already submitted for another degree, the extent of that material and the degree, if any, obtained.

*(iii)* Subject to Regulation 16.5(e), a thesis may be submitted at any time after completion of the prescribed minimum period of study and research.

**(m) BOARD OF EXAMINERS**

*(i)* The Board of Examiners shall make recommendations as detailed below. A report on the thesis and the viva examination must be provided by the examiners. If the Board of Examiners cannot agree, the Board of Examiners shall report this disagreement to the Board of Studies who may recommend to Senate that a new Board of Examiners be appointed, without prejudice to the candidate.

*(ii)* The Board of Examiners may recommend to the Board of Studies:

either: (1) that the candidate be awarded the Degree of Doctor of Philosophy;

or: (2) that the candidate be awarded the Degree of Doctor of Philosophy subject to minor corrections to the thesis being executed to the satisfaction of the internal examiner(s);

or: (3) that the candidate be awarded the Degree of Doctor of Philosophy subject to satisfactory performance at a second viva examination and subject also to any minor corrections to the thesis required by the examiner(s). Failure to satisfy the examiners at the second viva shall constitute failure of the submission for the Degree of Doctor of Philosophy;

or: (4) that the candidate not be awarded the Degree of Doctor of Philosophy but be given the opportunity to submit a revised thesis for the degree of Doctor of Philosophy. The examiners may require the candidate to undergo a second viva voce examination. If, in the opinion of the examiners, the thesis as first submitted is worthy of the award of the Degree of Master of Philosophy, the examiners may offer the candidate the opportunity to accept the Degree of Master of Philosophy, subject to any minor corrections to the thesis which may be prescribed by the examiners and which must be carried out to their satisfaction. A candidate wishing to accept the degree of Master of Philosophy under these circumstances shall inform the examiners

in writing of this wish by a date prescribed by the examiners;

or: (5) that the candidate not be awarded the Degree of Doctor of Philosophy but be awarded the Degree of Master of Philosophy (subject to any minor revisions to the thesis which may be prescribed by the examiners and must be carried out to their satisfaction);

or: (6) that the candidate fail and be awarded neither the Degree of Doctor of Philosophy nor the Degree of Master of Philosophy.

(iii) Where submission of a revised thesis has been recommended candidates may, with the permission of the Board of Studies, be permitted to submit a revised thesis, within such lapse of time as may be prescribed, and present themselves for re-examination; no further resubmission is permitted if the candidate fails to satisfy the Board of Examiners at this second attempt.

#### (n) AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY

The Degree of Doctor of Philosophy shall be awarded to a candidate who shall have:

(i) pursued a programme of study as prescribed under Regulation 16.5(b) during which PhD candidature has been confirmed under the provision of 16.5(b) above

(ii) presented a thesis on the candidate's advanced study and research which satisfies the Board of Examiners as:

- (a) making an original and significant contribution to knowledge
- (b) giving evidence of originality of mind and critical judgement in a particular subject
- (c) containing material worthy of peer-reviewed publication
- (d) being satisfactory in its literary and/or technical presentation and structure with a full bibliography and references
- (e) demonstrating an understanding of the context of the research: this must include, as appropriate for the subject of the thesis, the scientific, engineering, commercial and social contexts, and

(iii) passed a viva voce examination conducted by the examiners on the broader aspects of the field of research in addition to the subject of the thesis. A viva voce examination is mandatory once a Doctor of Philosophy candidate has submitted a thesis.

Candidates at the discretion of the examiners may be required to pass a written examination to test their knowledge of the chosen field of research.

#### (o) REVIEWS

Regulation 17 sets out the procedures to be followed in cases where a review of a candidate's progression or result is required.

### **16.6 The Degrees of Doctor of Medicine (MD) and Master of Surgery (MS)**

This Regulation should be read in conjunction with Regulation 16.1.

(a) Graduates holding a qualification which is recognised for registration by the General Medical Council of the UK may be admitted as candidates for the degrees of Doctor of Medicine (MD) or Master of Surgery (MS) provided that they have satisfied the Board of Studies that they:

(i) hold the qualification recognised by the General Medical Council of the UK referred to above at the time of admission (candidates wishing to submit work in accordance with Regulation 16.6(e)(i));

(ii) have held the qualification recognised by the General Medical Council of the UK referred to above for at least three years at the time of submission (candidates wishing to submit work in accordance with Regulation 16.6(e)(ii));

(iii) have been engaged for at least two years in appropriate clinical or scientific work in one or more hospitals or institutions approved by the Board of Studies and have completed the majority of the work for the degree during that employment;

(iv) have satisfied any other University requirements. For English Language requirements, see Regulation 16.1 (a).

(b) A candidate wishing to present for the MD or MS degree shall give at least six months' notice of intention to the Head of the appropriate Department or School, together with an outline of the proposed research and a list of the candidate's qualifications. The Head of Department or School shall forward this to the Board of Studies for its consideration of the chosen subject of research and the candidate's fitness to undertake it. If the candidature and the proposed research are approved, the Board shall appoint supervisors (both internal and external as required), at least one of whom normally shall be a clinician.

(c) The supervisors shall, in due course, report to the Board of Studies whether the work presented is worthy of examination, and, if so:

(i) the candidate's name, qualifications and the nature of the work to be submitted shall be put before the Board of Studies for approval of the candidature;

(ii) the candidate shall submit their work to the Director of Academic Registry in the manner prescribed below; and

(iii) the Board of Studies shall nominate a Board of Examiners consisting of one internal and two external examiners, at least one of whom must be a recognised authority in the field of the candidate's work.

(d) **MAXIMUM PERIOD OF REGISTRATION**

If a thesis or other submission is not submitted within five years of the approval of candidature as outlined in Regulation 16.6 (b) above, the candidature will normally lapse. Subject to the provision of Regulation 16.1(e) a candidate unable to submit for examination may before the end of the fifth year seek an extension of registration for a period not exceeding twelve months and the Board of Studies may grant two such twelve-months extensions only.

(e) **PRESENTATION AND SUBMISSION OF THE THESIS OR OTHER WORK**

Candidates should note that they are expected and advised to seek consultation at an early date. The work shall be submitted in accordance with paragraph (i) or (ii) below. In either case the work shall be presented in accordance with Regulation 16.1 (e).

(i) **Either:** a candidate for the degree of Doctor of Medicine or the degree of Master of Surgery may present a thesis embodying the results of work done mainly while the candidate is employed in appropriate clinical or scientific work in one or more of the hospitals or institutions as approved under 16.6(a)(iii) above. A certificate to this effect shall be signed by the candidate when presenting the thesis. The certificate should indicate, where the thesis or other submission has been produced by a candidate jointly with others, that a substantial part is the original work of the candidate.

(ii) **Or:** a candidate may submit a substantial body of published work or works

embodying the results of personal observations or research in some aspect of Medicine or Surgery. There should be an accompanying account of the candidate's role in initiating and carrying out the research which should normally be the result of sustained work in a single field to which it makes an original contribution.

**(f) AWARD OF THE DEGREES OF DOCTOR OF MEDICINE OR MASTER OF SURGERY**

The degree of Doctor of Medicine or Master of Surgery may be awarded by the Board of Studies either if:

(i) the candidate has presented a thesis (see Regulation 16.6(e)(i)) which satisfies the examiners as containing original work worthy of publication, having been supervised for a minimum of twelve months;

**or:** the candidate has submitted published work (see Regulation 16.6(e)(ii)).

In either case the examiners must be satisfied that the submitted work:

- (a) makes an original and significant contribution to knowledge in a particular subject of Medicine or Surgery
- (b) gives evidence of originality of mind and critical judgement in a particular subject of Medicine or Surgery
- (c) contains material worthy of peer-reviewed publication
- (d) is satisfactory in its literary and/or technical presentation and structure with a full bibliography and references
- (e) demonstrates an understanding of the context of the research: this must include, as appropriate for the subject of the thesis, the scientific, engineering, commercial and social contexts, and

(ii) the candidate has passed a viva voce examination conducted by the examiners on the broader aspects of the field of research in addition to the subject of the submitted work. A viva voce examination is mandatory once a Doctor of Medicine or Master of Surgery candidate has submitted a thesis or other work as provided in Regulation 16.6(e)(i) or (ii) above.

(iii) If the thesis or other submission, though inadequate, shall seem of sufficient merit to justify such action, the Board of Examiners may at their discretion permit the candidate to represent the work in a revised form not later than a date to be prescribed by the examiners.

**16.7 The Degrees of Doctor of Science (DSc) and Doctor of Letters (DLitt)**

This Regulation should be read in conjunction with Regulation 16.1.

A graduate of the University, or a student of one of the former institutions from which the University has developed, holding a qualification of equivalent degree standard, after the expiry of eight years from qualifying in the former institution, or a member of staff applying under the provisions of Regulation 16.9(c), may make application to the Senate to be admitted as a candidate for the Degree of Doctor of Science or the Degree of Doctor of Letters.

(a) A candidate for the Degree shall submit specially composed or published work, or a series of published papers within a field of work, or any combination of these.

(b) The matter submitted shall be accompanied by a declaration signed by the candidate stating:

- (i) that the candidate is the author of the thesis or publication submitted, and
  - (ii) that the work described therein has been carried out by the candidate personally,
- or

(iii) those parts of the work which have been done by others, and  
(iv) those parts of the work which have previously been submitted for a higher degree, the University to which they were submitted and the degree, if any, awarded.

(c) Three copies of the work to be submitted must be presented with the application. If the Degree is awarded to the candidate, one copy of the work shall be retained in the University Library, one in the appropriate Department or School, and the third shall be returned to the candidate.

(d) The Senate, if satisfied by the candidate's compliance with Regulation 16.7(a) hereof, shall submit the work to a Board of Examiners consisting of two internal and two external examiners, one of whom must be a recognised authority in the field of the candidate's work.

(e) The Board of Examiners shall certify to the Senate that:

(i) the candidate's work constitutes an original and substantial contribution to knowledge, and

(ii) the candidate is a fit and proper person to have the Degree awarded.

(f) The Senate if satisfied by the report of the Board of Examiners, shall award the Degree.

**Note:** Senate has delegated its functions under this section to the Vice-Chancellor, except for the award of the degree by Senate on the Vice-Chancellor's recommendation. The names of candidates or examiners will not be disclosed unless an award is recommended.

## **168 Staff Candidature for Higher Degrees and Postgraduate Diplomas**

For the purposes of candidature for postgraduate qualifications the following are defined as members of staff:

(i) At the discretion of the Director of Student Recruitment and Admissions members of the staff of the University of Bath who are employed by the University on at least a half-time basis

(ii) At the discretion of the Director of Student Recruitment and Admissions members of staff of the partner organisations associated with the University of Bath who teach on a programme leading to a University of Bath award.

## **169 Staff Candidature - Method A**

(a) A member of staff as defined in Regulation 16.8 may be admitted by the Board of Studies as a candidate for the Degree of Master by research, or for the Degree of Doctor of Education, or for the Degree of Doctor of Business Administration, or for the Degree of Doctor of Health, or for the Degree of Doctor of Philosophy in accordance with the appropriate regulations for those Degrees provided that the candidate is a graduate of a University approved by Senate for this purpose or holds another approved qualification. A candidate may in exceptional cases apply to the Board of Studies for a reduction in the period of registration by 6 months, but a reduction of more than 6 months shall need specific Senate approval.

(b) A candidate for a higher degree under this Regulation shall be otherwise bound by

the Regulations applying to the particular degree for which the candidate is registered.

(c) A member of the academic staff of the University may, after the expiry of four years from the date of appointment and not less than eight years from the date of first graduation, make application to the Senate to be admitted as a candidate for the Degree of Doctor of Science or the Degree of Doctor of Letters.

#### **16.10 Staff Candidature - Method B**

(a) A member of staff as defined in Regulation 16.8 may be admitted as a candidate for the Degree of Master by research, or for the Degree of Doctor of Philosophy in accordance with the subsequent provisions of this Regulation, provided that the candidate is a graduate of a University approved by Senate for this purpose or holds another approved qualification.

(b) A candidate for a higher Degree under this regulation:

(i) shall not be required to attend a prescribed programme of study

(ii) shall have been engaged in research during the period of employment at the University and if a candidate for the Degree of Master, shall have been employed at the University for at least two years and if a candidate for the Degree of Doctor of Philosophy shall have been employed at the University for at least three years

(iii) shall submit either: a thesis consisting solely of work written specifically for submission for consideration for the higher degree within a field of work included in the studies of the University; or a collection of published work consisting of books and/or published papers within a field of work included in the studies of the University; or a combination of specifically composed work and previously published work within a field of work included in the studies of the University. Where previously published work forms all or part of the submission, the candidate shall also submit a commentary on the published work in order to demonstrate its contribution to the field of study.

(c) A candidate wishing to present for examination under this regulation shall give at least six months' notice of intention to the Director of Academic Registry and shall specify the nature of the work to be submitted. The Director of Academic Registry shall submit the application to the Board of Studies, which shall appoint a member or members of the academic staff of the University to advise the candidate on whether the work presented should be worthy of examination and, if so, on its presentation. The candidate is required to satisfy the Board of Studies both as to their chosen subject of research and to their fitness to undertake it by putting their qualifications and the nature of the work to be submitted before the Board for approval of the candidature. If the candidate is approved the candidate shall submit the work to the Director of Academic Registry in the manner prescribed below; and the Board of Studies shall nominate a Board of Examiners consisting of one internal and two external examiners, at least one of whom must be a recognised authority in the field of the candidate's work.

(d) The work submitted under the provisions of Regulation 16.10(c) shall be accompanied by a declaration signed by the candidate stating:

(i) that the candidate is the author of the thesis, or the author or co-author of the published or other works submitted, and

(ii) that the work described therein has been carried out by the candidate, or, if the

- candidate is a co-author, which specific parts of the work have been done by others, and
- (iii) those parts of the work which have previously been submitted for a Higher Degree, the University to which they were submitted and the Degree, if any, awarded. Those parts shall not be taken into account by the examiners except as supporting evidence in determining whether the candidate is worthy of a Degree of the University.
- (e) The work shall be presented in accordance with Regulation 16.1 (j).
- (f) The Board of Examiners shall examine the candidate by viva voce examination and may if it thinks fit also examine the candidate by written or practical examination or both. The viva voce examination is optional, at the discretion of the Board of Examiners, in the case of candidates who have submitted work for the degree of Master by Research.
- (g) The Board of Examiners shall then if it sees fit, certify to the Board of Studies that the candidate has presented a body of work on the candidate's advanced study and research which satisfies the Board of Examiners as giving evidence of originality of mind and critical judgement in a particular subject. In the case of work submitted for the degree of Doctor of Philosophy the submitted work in all or in part should contain material worthy of publication.
- (h) The Board of Studies, if satisfied by the report of the Board of Examiners, shall award the Degree.
- (i) A member of staff who leaves the employment of the University having already been admitted as a staff candidate shall, subject to the approval of the Board of Studies, be permitted to submit for a Higher Degree by research as a part-time student with such reduction of the minimum qualifying period as the Board of Studies agrees; provided that the reduction is not greater than the period of employment of the member of staff in the University.
- (j) Save as provided in this Regulation the candidature of members of staff of the University for Higher Degrees shall otherwise be governed by the general Regulations for Higher Degrees.

#### **16.11 Staff candidature for taught programmes**

- (a) A member of staff as defined in Regulation 16.8 may be admitted to a postgraduate Diploma, or to the Degree of Bachelor by taught programme, or to the Degree of Master by taught programme provided that the member of staff is appropriately qualified and that the particular scheme of studies makes provision for the programme to be followed on a part-time or modular basis.
- (b) A candidate who ceases to be eligible under Regulation 16.8 due to leaving the employment of the University or one of the associated FE colleges but wishes to continue to follow the degree or diploma programme is required to transfer registration to part-time or modular as appropriate to the scheme of studies.
- (c) Save as provided for in this Regulation the candidature of members of staff for taught programmes shall otherwise be governed by the general Regulations for Higher

Degrees, First Degrees and Diplomas as appropriate.

## **16.12 The Degree of Doctor of Business Administration (DBA).**

This Regulation should be read in conjunction with Regulation 16.1.

### **a) ADMISSION**

(i) For English Language requirements, see Regulation 16.1 (a).

(ii) Candidates should be graduates of an approved university or hold a graduate equivalent professional qualification. In addition, they will be expected to hold a post- or advanced graduate qualification in a field relevant to the programme, and the particular DBA specialism they wish to follow. Candidates will have held a senior management position of responsibility for at least a period of 3-4 years. They will be expected, normally, to have the full support of their organisation, to facilitate completion, and access to project data.

### **b) PROGRAMME OF STUDY**

The Programme of Study for the Doctor of Business Administration shall be one of supervised study following an approved Scheme of Studies and a research enquiry leading to submission of a thesis.

### **c) MINIMUM PERIODS OF STUDY**

Part-time candidature

The period of study shall be at least thirty-six calendar months.

### **d) MAXIMUM PERIODS OF STUDY**

A part-time candidate shall present for examination within eight years of the date of registration for the degree. Subject to the provision of Regulation 16.1 (e) a candidate unable to do so may, before the end of the eighth year, seek an extension of registration for a period not exceeding twelve months and the Board of Studies may grant such an extension on two occasions only.

### **e) SUSPENSION OF REGISTRATION**

See Regulation 16.1 (d).

### **f) COMPLETION OF REGISTRATION**

See Regulation 16.1 (c).

### **g) RE-REGISTRATION**

A candidate whose registration has lapsed either by the passage of time or through non-payment of fees or who wishes to change the registered topic must seek permission of the Board of Studies to re-register as a candidate for the degree. In such cases, the Board may specify what previous periods of study may be counted towards the minimum prescribed period of study. The Board of Studies may specify the minimum period of study of a candidate before it is deemed that the provisions of the Regulations have been met.

### **h) ATTENDANCE REQUIREMENTS**

Part-time candidature

The attendance requirements shall be prescribed by the Board of Studies.

i) SUPERVISION

Every candidate shall be assigned to a supervisory team by the Board of Studies. Where more than one supervisor is appointed, the Faculty/School Doctoral Studies Committee shall nominate one to report on the work of the candidate as and when required by the Board of Studies. The Board of Studies shall ensure the appointment of another supervisor in those cases where the original supervisor has left the employ of the University or is on leave of absence or study leave.

j) PRESENTATION OF THE THESIS

See Regulation 16.1 (j).

k) SUBMISSION OF THE THESIS

Subject to the provisions of Ordinance 14.5 the thesis of the Degree of Doctor of Business Administration must be the result of work done mainly while the student is registered as a candidate for the Degree of Doctor of Business Administration of this University. A certificate to this effect shall be signed by the candidate when presenting the thesis.

The thesis shall also indicate:

*i)* where the thesis, or any part of the thesis such as a published paper, has been produced jointly with others, that a substantial part is the original work of the candidate,

and

*ii)* where the thesis incorporates material already submitted for another degree, the extent of that material and the degree, if any, obtained.

Subject to Regulation 16.12d) a thesis may be submitted at any time after completion of that prescribed minimum period of study and research.

l) BOARD OF EXAMINERS

The Board of Examiners shall be constituted in accordance with Ordinance 15. The Board of Examiners shall make recommendations as detailed below. A report on the thesis must be provided by the examiners. If the Board of Examiners cannot agree, the Board of Examiners shall report this disagreement to the Board of Studies which may recommend to Senate that a new Board of Examiners be appointed, without prejudice to the candidate.

The Board of Examiners may recommend to the Board of Studies:

either: (1) that the candidate be awarded the Degree of Doctor of Business Administration;

or: (2) that the candidate be awarded the Degree of Doctor of Business Administration, subject to minor corrections to the thesis being executed to the satisfaction of the internal examiner(s);

or: (3) that the candidate not be awarded the Degree of Doctor of Business Administration but be given the opportunity of submitting a revised thesis for examination. The examiners shall normally require the candidate to undergo a second viva voce examination if a revised thesis is submitted;

**or: (4) that the candidate not be awarded the Degree of Doctor of Business Administration but be awarded the Degree of Master of Philosophy (subject to minor revisions to the thesis which may be prescribed by the examiners and which must be carried out to their satisfaction);**

or: (4- 5) that the candidate fail and not be awarded **either** the Degree of Doctor of Business Administration **or the Degree of Master of Philosophy, but be referred to the Board of Examiners for Programmes (taught stage) for consideration for the award of Postgraduate Diploma in Higher Education Management (Pass, Merit or Distinction), subject to the requirements for each award as set out in the Scheme of Studies.**

Where resubmission has been recommended candidates may, with the approval of the Board of Studies, be permitted to submit a revised thesis, within such a lapse of time as may be prescribed, and present themselves for re-examination; no further resubmission is permitted if the candidate fails to satisfy the Board of Examiners at this second attempt.

m) AWARD OF THE DEGREE OF DOCTOR OF BUSINESS ADMINISTRATION

The Degree of Doctor of Business Administration shall be awarded to a candidate who shall have:

i) pursued a programme of study as prescribed under Regulation 16.12b) above:

And

ii) presented a thesis on the candidate's advanced study and research which satisfies the Board of Examiners as:

- (a) making an original and significant contribution to knowledge
- (b) giving evidence of originality of mind and critical judgement in a particular subject
- (c) containing material worthy of peer-reviewed publication
- (d) being satisfactory in its literary and/or technical presentation and structure with a full bibliography and references
- (e) demonstrating an understanding of the context of the research: this must include, as appropriate for the subject of the thesis, the scientific, engineering, commercial and social contexts, and

iii) passed a *viva voce* examination conducted by the examiners on the broader aspects of the field of research in addition to the subject of the thesis. A *viva voce* examination is mandatory once a Doctor of Business Administration candidate has submitted a thesis. Where a candidate satisfies the examiners regarding the contents of the thesis but fails to satisfy the examiners at the *viva voce*, the candidate shall be given an opportunity of re-examination at a second *viva voce*: failure to satisfy at the second *viva voce* shall constitute failure of the submission for the Doctor of Business Administration.

Candidates at the discretion of the examiners may be required to pass a written examination to test their knowledge of the chosen field of research.

n) REVIEWS

Regulation 17 sets out the procedures to be followed in cases where a review of a candidate's progression or result is required.

### 16.13 Integrated PhD Programmes

Integrated PhD Programmes are subject to Regulations 16.1, 16.2 (Master by taught course), (where the approved Scheme of Studies prescribes the award of Degree of Master following successful completion of the taught component) 16.3 (MPhil) and 16.5 (PhD), except in the following aspects:

(a) PROGRAMME OF STUDY (in place of Regulations 16.2b (where

applicable) and 16.5b)

The programme to be followed shall be one of supervised research, taught modules, professional training and training in research skills. The timescales set out in Regulation 16.5 (b) for confirmation of PhD candidature shall apply from the beginning of the research component of the programme.

**(b) MINIMUM AND MAXIMUM PERIODS OF REGISTRATION FOR PROGRAMMES THAT INCLUDE THE AWARD OF THE DEGREE OF MASTER BY TAUGHT COURSE (in place of Regulations 16.2 paragraphs c and d, and 16.5 paragraphs c and d)**

The minimum and maximum periods of registration for the Integrated PhD programme shall equal the combined periods prescribed in Regulation 16.2 and 16.5 for the full-time degrees of Master by taught course and PhD, namely:

- (i) The period of study shall be at least thirty-six calendar months, and shall not exceed sixty months from the date of initial registration on the programme
- (ii) A full-time candidate unable to present a thesis for examination within sixty months of the date of registration may, before the end of the fifth year and subject to the provision of Regulation 16.1 (e), seek an extension of registration for a period not exceeding twelve months and the Board of Studies may grant such an extension on one occasion only.

**(c) AWARD OF THE DEGREES OF MASTER OF RESEARCH OR MASTER OF SCIENCE AND DOCTOR OF PHILOSOPHY FOR PROGRAMMES THAT INCLUDE THE AWARD OF THE DEGREE OF MASTER BY TAUGHT COURSE**

At the end of the first twelve months, and subject to satisfactory completion of the required work as specified in the scheme of studies, the candidate shall have met the requirements for the degree of Master of Research or Master of Science, as specified in the scheme of studies. Following this and subject to the requirements of Regulation 16.5(a)(iii) the candidate shall be permitted to transfer to probationer candidature for the degree of Doctor of Philosophy with the opportunity subsequently to seek confirmation of candidature for the degree of Doctor of Philosophy, as set out in Regulation 16.5a)(iii). The award of the degree of Doctor of Philosophy (or Master of Philosophy) shall be subject to the requirements set out in Regulation 16.5(n) (or Regulation 16.3(m)).

**(d) MINIMUM AND MAXIMUM PERIODS OF REGISTRATION FOR PROGRAMMES THAT DO NOT INCLUDE THE AWARD OF THE DEGREE OF MASTER BY TAUGHT COURSE**

- (i) The period of study shall be at least twenty-four calendar months, and shall not exceed the maximum period of registration from the date of initial registration on the programme as prescribed in the approved Scheme of Studies.
- (ii) A full-time candidate unable to present a thesis for examination within the maximum period of registration prescribed in the approved Scheme of Studies may, before the end of that period and subject to the provision of Regulation 16.1(e), seek an extension of registration for a period not exceeding twelve months and the Board of Studies may grant such an extension on one occasion only.

**(e) AWARD OF THE DEGREES OF MASTER OF RESEARCH OR MASTER OF SCIENCE AND DOCTOR OF PHILOSOPHY FOR PROGRAMMES THAT DO NOT INCLUDE THE AWARD OF THE DEGREE OF MASTER BY TAUGHT COURSE**

Subject both to satisfactory completion of the required work as specified in the approved Scheme of Studies and to the requirements of Regulation 16.5(a)(iii), the candidate shall

be permitted to transfer to probationer candidature for the degree of Doctor of Philosophy with the opportunity subsequently to seek confirmation of candidature for the degree of Doctor of Philosophy, as set out in Regulation 16.5(a)(iii). The award of the degree of Doctor of Philosophy (or Master of Philosophy) shall be subject to the requirements set out in Regulation 16.5(n) (or Regulation 16.3(m)).

## **16.14 The Degree of Doctor of Health (DHealth)**

This Regulation should be read in conjunction with Regulation 16.1.

### **(a) ADMISSION**

(i) For English Language requirements, see Regulation 16.1 (a).

(ii) Graduates of the University, or of any other Institution approved by the Senate for this purpose, or those who hold an approved graduate-equivalent qualification, and who additionally have at least one year of appropriate professional experience, may be admitted as candidates for the Degree of Doctor of Health provided that they have satisfied the Board of Studies as to the subject of their research enquiry and their fitness to undertake it. Candidates are required to have completed Phases 1 and 2 successfully in order to progress to Phase 3.

### **(b) PROGRAMME OF STUDY**

The Programme of Study for the Degree of Doctor of Health shall be one of supervised study following an approved Scheme of Studies and a research enquiry leading to submission of a thesis.

### **(c) MINIMUM PERIODS OF STUDY**

Part-time candidature

The period of study shall be at least thirty-six calendar months.

### **(d) MAXIMUM PERIODS OF STUDY**

A part-time candidate shall present for examination within eight years of the date of registration for the degree. Subject to the provision of Regulation 16.1 (e) a candidate unable to do so may, before the end of the eighth year, seek an extension of registration for a period not exceeding twelve months and the Board of Studies may grant such an extension on two occasions only.

### **(e) SUSPENSION OF REGISTRATION**

See Regulation 16.1 (d).

### **(f) COMPLETION OF REGISTRATION**

See Regulation 16.1 (c).

### **(g) RE-REGISTRATION**

A candidate whose registration has lapsed either by the passage of time or through non-payment of fees or who wishes to change the registered topic must seek permission of the Board of Studies to re-register as a candidate for the degree. In such cases, the Board may specify what previous periods of study may be counted towards the minimum prescribed period of study. The Board of Studies may specify the minimum period of study of a candidate before it is deemed that the provisions of the Regulations have been met.

### **(h) ATTENDANCE REQUIREMENTS**

#### Part-time candidature

The attendance requirements shall be prescribed by the Board of Studies.

#### (i) SUPERVISION

Every candidate shall be assigned a panel of supervisors by the Board of Studies. The Board of Studies shall nominate one to report on the work of the candidate as and when required by the Board of Studies. The Board of Studies shall ensure the appointment of another supervisor in those cases where the original supervisor has left the employ of the University or is on leave of absence or study leave.

#### (j) PRESENTATION OF THE THESIS

See Regulation 16.1 (j).

#### (k) SUBMISSION OF THE THESIS

(i) Subject to the provisions of Ordinance 14.5, the thesis of the Degree of Doctor of Health must be the result of work done mainly while the student is registered as a candidate for the Degree of Doctor of Health of this University. A certificate to this effect shall be signed by the candidate when presenting the thesis.

(ii) The thesis shall also indicate:

- (a) where the thesis, or any part of the thesis such as a published paper, has been produced jointly with others, that a substantial part is the original work of the candidate, and
- (b) where the thesis incorporates material already submitted for another degree, the extent of that material and the degree, if any, obtained.
- (c) Subject to Regulation 16.14(d), a thesis may be submitted at any time after completion of that prescribed minimum period of study and research.

#### (l) BOARD OF EXAMINERS

(i) The Board of Examiners shall make recommendations as detailed below. A report on the thesis must be provided by the examiners. If the Board of Examiners cannot agree, the Board of Examiners shall report this disagreement to the Board of Studies which may recommend to Senate that a new Board of Examiners be appointed, without prejudice to the candidate.

(ii) The Board of Examiners may recommend to the Board of Studies:

either: (1) that the candidate be awarded the Degree of Doctor of Health;

or: (2) that the candidate be awarded the Degree of Doctor of Health, subject to minor corrections to the thesis being executed to the satisfaction of the internal examiner(s); or:

(3) that the candidate not be awarded the Degree of Doctor of Health but be given the opportunity of submitting a revised thesis for examination. The examiners shall normally require the candidate to undergo a second viva voce examination if a revised thesis is submitted;

or: (4) that the candidate not be awarded the Degree of Doctor of Health but be awarded the Degree of Master of Philosophy (subject to minor revisions to the thesis which may be prescribed by the examiners and which must be carried out to their satisfaction);

or: (5) that the candidate fail and not be awarded either the Degree of Doctor of Health or the Degree of Master of Philosophy.

(iii) Where submission of a revised thesis has been recommended candidates may, with the approval of the Board of Studies, be permitted to submit a revised thesis, within such lapse of time as may be prescribed, and present themselves for re-examination; no further resubmission is permitted if the candidate fails to satisfy the Board of Examiners at this second attempt.

(iv) Where a candidate does not meet the criteria for Degree of Doctor of Health or

Degree of Master of Philosophy, the examiners refer the student to the relevant Board of Examiners for Programmes who may recommend to the Board of Studies that the candidate be awarded the Postgraduate Diploma in Research in Health Practice as prescribed in the Scheme of Studies.

**(m) AWARD OF THE DEGREE OF DOCTOR OF HEALTH**

The Degree of Doctor of Health shall be awarded to a candidate who shall have:

- (i) pursued a programme of study as prescribed under Regulation 16.14(b) above; and
- (ii) presented a thesis on the candidate's advanced study and research which satisfies the Board of Examiners as:
  - (a) making an original and significant contribution to knowledge
  - (b) giving evidence of originality of mind and critical judgement in a particular subject
  - (c) containing material worthy of peer-reviewed publication
  - (d) being satisfactory in its literary and/or technical presentation and structure with a full bibliography and references
  - (e) demonstrating an understanding of the context of the research: this must include, as appropriate for the subject of the thesis, the scientific, engineering, commercial and social contexts, and
- (iii) passed a viva voce examination conducted by the examiners on the broader aspects of the field of research in addition to the subject of the thesis. A viva voce examination is mandatory once a Doctor of Health candidate has submitted a thesis. Where a candidate satisfies the examiners regarding the contents of the thesis but fails to satisfy the examiners at the viva voce, the candidate shall be given an opportunity of re-examination at a second viva voce; failure to satisfy at the second viva voce shall constitute failure of the submission for the Doctor of Health.

**(n) REVIEWS**

Regulation 17 sets out the procedures to be followed in cases where a review of a candidate's progression or result is required.

**16.15 The Degree of Doctor of Engineering (EngD)**

This Regulation should be read in conjunction with Regulation 16.1.

**(a) ADMISSION**

- (i) For English Language requirements, see Regulation 16.1 (a).
- (ii) Graduates of the University, or of any other Institution approved by the Senate for this purpose who hold at least an upper second class honours degree or its equivalent, may be admitted as candidates for the Degree of Doctor of Engineering provided that they have satisfied the Board of Studies as to their fitness to pursue the programme of study. Persons who are not graduates of a University may be admitted as candidates for the Degree by the Board of Studies provided they have achieved Chartered status or can demonstrate significant, relevant industrial experience, provided they have satisfied the Board of Studies as to their fitness to pursue the programme of study.

(b) Students enrolled on the programme shall be known as Research Engineers (RE).

**(c) PROGRAMME OF STUDY**

The Programme of Study for the degree of Doctor of Engineering shall be one of

supervised study following an approved Scheme of Studies of taught units offered by universities participating in the programme, followed by submission of a thesis or portfolio of work as set out in the Scheme of Studies. Candidates shall be registered initially for the degree of Doctor of Engineering (EngD). However, depending upon the quantity and nature of the work already undertaken and subject both to the criteria set out in the Scheme of Studies and to the approval of the Board of Studies, Research Engineers may be permitted to transfer their registration to one of the qualifications of Postgraduate Certificate, Postgraduate Diploma, Master of Science or Master of Philosophy. The Board of Studies shall specify the quantity and nature of any further work that is required to meet the requirements for the award of any of these qualifications.

**(d) MID-TERM REVIEW AND CONFIRMATION OF EngD REGISTRATION  
(WHERE SPECIFIED BY THE SCHEME OF STUDIES)**

Where specified by the Scheme of Studies, candidature for the degree of Doctor of Engineering will only be confirmed after submission of a satisfactory major report of 8,000-10,000 words as specified in the Scheme of Studies and successful completion of an oral examination conducted by a Progression Board of Examiners (established for this purpose by the Board of Studies) as specified in the Scheme of Studies. The supervisors may attend the oral examination by invitation of the candidate or the panel (by permission of the candidate). The Director and/or Assistant Director reserve the right to attend such examinations.

Candidates shall be permitted to seek confirmation of the EngD status on a maximum of two occasions. No third attempt will be permitted. The first submission of the Mid-term Review report must take place not more than twenty-four months after the Research Engineer's first registration for the degree of EngD. A candidate who fails to submit the work by the deadline will normally be deemed to have failed their first attempt. Where the candidate fails either to meet the deadline or to achieve the required standard for confirmation for EngD candidature, submission of work for the second attempt must take place on or before a further deadline specified by the Board of Examiners, normally within six months of the first attempt. A candidate who fails to submit the work by this deadline will normally be deemed to have failed their second attempt.

The Progression Board of Examiners may recommend to the Board of Studies that:

- (i) the candidate's registration for the Degree of Doctor of Engineering be confirmed; or
- (ii) the candidate be permitted to make a second submission for confirmation within a timescale to be determined by the Progression Board of Examiners; or
- (iii) the candidate be awarded either a Postgraduate Diploma or the Degree of Master; or
- (iv) the candidate, having failed both to achieve the standard required for continuation on the programme and the standard required for the award of Postgraduate Diploma or the Degree of Master, be required to withdraw.

Regulation 17 sets out the procedures to be followed in cases where a review of a progression decision is required.

As an outcome of the Mid-term Review recommendations (iii) and (iv) shall only be made either:

- (a) following a candidate's first attempt to seek confirmation of EngD registration where no second attempt is permitted because the academic judgement of the

Progression Board of Examiners is that the candidate has failed to demonstrate sufficient potential to achieve the required standard at a second attempt; or

(b) following a candidate's second attempt.

(e) MINIMUM PERIOD OF REGISTRATION

In accordance with Ordinance 14, the period of study for the degree shall be not less than twenty-four calendar months.

(i) *Full-time industrially-based candidature*

The period of study shall be at least twenty-four calendar months.

(f) MAXIMUM PERIODS OF REGISTRATION

(i) A full-time industrially-based candidate shall present for examination within sixty months of the date of registration for the degree. Subject to the provision of Regulation 16.1 (e) a candidate unable to do so may, before the end of the fifth year, seek an extension of registration for a period not exceeding twelve months and the Board of Studies may grant such an extension on one occasion only.

(g) SUSPENSION OF REGISTRATION

See Regulation 16.1 (d).

(h) COMPLETION OF REGISTRATION

See Regulation 16.1 (c).

(i) RE-REGISTRATION

A candidate whose registration has lapsed either by the passage of time or through non-payment of fees must seek permission of the Board of Studies to re-register as a candidate for the degree. In such cases, the Board may specify what previous periods of study may be counted towards the minimum prescribed period of study. The Board of Studies may specify the minimum period of study of a candidate before it is deemed that the provisions of the Regulations have been met.

(j) ATTENDANCE REQUIREMENTS

(i) *Full-time industrially-based candidature*

As specified in the Scheme of Studies.

(k) SUPERVISION

Every candidate shall be assigned to a supervisory team containing at least one academic supervisor and one industrial supervisor. The academic supervisor shall be responsible for reporting to the Board on the work of the candidate as and when required by the Board of Studies. The Board of Studies shall ensure the appointment of another academic supervisor in those cases where the original supervisor has left the employ of the University or is on leave of absence or study leave.

(l) PRESENTATION OF THE THESIS OR PORTFOLIO

See Regulation 16.1 (j).

(m) SUBMISSION OF THE THESIS OR PORTFOLIO

(i) Subject to the provisions of Ordinance 14, the thesis or portfolio of the Degree of Doctor of Engineering must be the result of work done mainly while the student is registered as a candidate for the Degree of Doctor of Engineering of this University. A certificate to this effect shall be signed by the candidate when presenting the thesis or

portfolio.

(ii) The thesis or portfolio shall also indicate:

- (a) where the thesis or portfolio, or any part of the thesis or portfolio such as a published paper, has been produced jointly with others, that a substantial part is the original work of the candidate, and
- (b) where the thesis or portfolio incorporates material already submitted for another degree, the extent of that material and the degree, if any, obtained.

(iii) Subject to Regulation 16.4(d), a thesis or portfolio may be submitted at any time after completion of that prescribed minimum period of study and research.

#### (n) BOARD OF EXAMINERS

Provided that the Research Engineer has submitted a thesis or portfolio of work in accordance with paragraph (l) above:

(i) The Board of Examiners shall make recommendations as detailed below. A report on the thesis or portfolio must be provided by the examiners. If the Board of Examiners cannot agree, the Board of Examiners shall report this disagreement to the Board of Studies which may recommend to Senate that a new Board of Examiners be appointed, without prejudice to the candidate.

(ii) The Board of Examiners may recommend to the Board of Studies:  
either:

(1) that the candidate be awarded the Degree of Doctor of Engineering; or:

(2) that the candidate be awarded the Degree of Doctor of Engineering, subject to minor corrections to the thesis or portfolio being executed to the satisfaction of the internal examiner(s); or:

(3) that the candidate not be awarded the Degree of Doctor of Engineering but be given the opportunity of submitting a revised thesis or portfolio for examination. The examiners may require the candidate to undergo a second viva voce examination if a revised thesis or portfolio is submitted;

or:

(4) that the candidate not be awarded the degree of Doctor of Engineering but be required to present her/himself for a second viva voce examination within six months of the first viva voce examination;

or:

(5) that the candidate be awarded the degree of Master of Philosophy; or:

(6) that the candidate fail and not be awarded either the Degree of Doctor of Engineering or the Degree of Master of Philosophy.

(iii) Where submission of a revised thesis or portfolio has been recommended candidates may, with the approval of the Board of Studies, be permitted to submit a revised thesis or portfolio, within such lapse of time as may be prescribed, and present themselves for re-examination; no further resubmission is permitted if the candidate fails to satisfy the Board of Examiners at this second attempt.

#### (o) AWARD OF THE DEGREE OF DOCTOR OF ENGINEERING

The Degree of Doctor of Engineering shall be awarded to a candidate who shall have:

(i) pursued a programme of study as prescribed under Regulation 16.15(c) above; and

(ii) presented a thesis or portfolio on the candidate's advanced study and research which satisfies the Board of Examiners as:

- (a) making an original and significant contribution to knowledge
- (b) giving evidence of originality of mind and critical judgement in a particular subject

- (c) containing material worthy of peer-reviewed publication
  - (d) being satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;
  - (e) demonstrating an understanding of the context of the research: this must include, as appropriate for the subject of the thesis or portfolio, the scientific, engineering, commercial and social contexts
- (iii) passed a viva voce examination conducted by the examiners on the broader aspects of the field of research in addition to the subject of the thesis or portfolio. A viva voce examination is mandatory once a Doctor of Engineering candidate has submitted a thesis or portfolio. Where a candidate satisfies the examiners regarding the contents of the thesis or portfolio but fails to satisfy the examiners at the viva voce, the candidate shall be given an opportunity of re-examination at a second viva voce not more than six months after the first viva voce examination; failure to satisfy at the second viva voce shall constitute failure of the submission for the Doctor of Engineering. Candidates at the discretion of the examiners may be required to pass a written examination to test their knowledge of the chosen field of research.

(p) **REVIEWS**

Regulation 17 sets out the procedures to be followed in cases where a review of a candidate's progression or result is required.

**16.16 The Degree of Doctor of Clinical Psychology (DClinPsy)**

This Regulation should be read in conjunction with Regulation 16.1.

(a) **ADMISSION**

- (i) For English Language requirements, see Regulation 16.1 (a).
- (ii) Graduates of the University, or of any other Institution approved by the Senate for this purpose who hold at least an upper second class honours degree or its equivalent, may be admitted as candidates for the Degree of Doctor of Clinical Psychology provided that they satisfy the admissions requirements set out in the Scheme of Studies and have satisfied the Board of Studies as to their fitness to pursue the programme of study.

(b) **PROGRAMME OF STUDY**

The Programme of Study for the degree of Doctor of Clinical Psychology shall be one of supervised study following an approved Scheme of Studies of taught units and clinical placements, and submission of a portfolio of work as set out in the Scheme of Studies.

(c) **MINIMUM PERIOD OF REGISTRATION**

In accordance with Ordinance 14, the period of study for the degree shall be not less than twenty-four calendar months.

(i) *Full-time candidature*

The period of study shall be at least thirty-six calendar months.

(d) **MAXIMUM PERIODS OF REGISTRATION**

- (i) A full-time candidate shall present for examination within thirty-six months of the date of registration for the degree. Subject to the provision of Regulation 16.1 (e) a candidate unable to do so may, before the end of the third year, seek an extension of

registration for a period not exceeding twelve months and the Board of Studies may grant such an extension on one occasion only.

(e) **SUSPENSION OF REGISTRATION**

See Regulation 16.1 (d). Additionally, no student shall be permitted to suspend their studies for such a length of time that the period between initial registration and completion of all required work exceeds seventy-two months.

(f) **COMPLETION OF REGISTRATION**

See Regulation 16.1 (c).

(g) **ATTENDANCE REQUIREMENTS**

(i) *Full-time candidature*

As specified in the Scheme of Studies.

(h) **SUPERVISION**

Every candidate shall be assigned supervisors as specified in the Scheme of Studies. The lead academic supervisor shall be responsible for reporting to the Board on the work of the candidate as and when required by the Board of Studies. The Board of Studies shall ensure the appointment of another academic supervisor in those cases where the original supervisor has left the employ of the University or is on leave of absence or study leave.

(i) **PRESENTATION OF THE PORTFOLIO**

See Regulation 16.1 (j).

(j) **SUBMISSION OF THE PORTFOLIO**

(i) Subject to the provisions of Ordinance 14, the portfolio of the Degree of Doctor of Clinical Psychology must be the result of work done wholly while the student is registered as a candidate for the Degree of Doctor of Clinical Psychology of this University. A certificate to this effect shall be signed by the candidate when presenting the portfolio.

(ii) The portfolio shall also indicate:

- (a) where parts of the portfolio have been produced jointly with others, that a substantial part is the original work of the candidate, and
- (b) where the portfolio incorporates material already submitted for another degree, the extent of that material and the degree, if any, obtained.

(iii) A portfolio may be submitted at any time after completion of the prescribed minimum period of study and research.

(k) **PROGRAMME BOARD OF EXAMINERS**

Provided that the student has submitted a research portfolio of work in accordance with paragraph (j) above:

(i) The Programme Board of Examiners shall make recommendations as detailed below. A report on the research portfolio must be provided by the portfolio examiners. If the research portfolio Examiners cannot agree, the Programme Board of Examiners shall report this disagreement to the Board of Studies which may recommend to Senate that new Examiners for the research portfolio be appointed, without prejudice to the candidate.

(ii) The Programme Board of Examiners may recommend to the Board of Studies:

either:

(1) that the candidate be awarded the Degree of Clinical Psychology subject to successful completion of the remaining units of study as prescribed in the Scheme of Studies;

or:

(2) that the candidate be awarded the Degree of Clinical Psychology subject to minor corrections to the research portfolio being executed to the satisfaction of the internal research portfolio Examiner(s) and subject to successful completion of the remaining units of study as prescribed in the Scheme of Studies;

or:

(3) that the student be required to attend a second viva voce examination, normally within six months;

or:

(4) that the student be given the opportunity of submitting a revised portfolio for examination, normally within twelve months. The Programme Board of Examiners, considering the recommendations of the research portfolio Examiners shall determine whether a second viva voce examination is necessary;

or;

(5) that the student, having failed one of the clinical units, be awarded the degree of Master of Philosophy (subject to any minor revisions to the research portfolio which may be prescribed by the examiners and must be carried out to their satisfaction) and satisfactory completion of all non-clinical unit assessments;

or;

(6) that the student fail and not be awarded the degree of Doctor of Clinical Psychology or the degree of Master of Philosophy.

#### (l) AWARD OF THE DEGREE OF DOCTOR OF CLINICAL PSYCHOLOGY

The Degree of Doctor of Clinical Psychology shall be awarded to a candidate who shall have:

(i) pursued a programme of study as prescribed under Regulation 16.16(b) above and successfully completed all units of study; and

(ii) presented a portfolio on the candidate's advanced study and research which satisfies the Board of Examiners as:

- (a) making an original and significant contribution to knowledge
- (b) giving evidence of originality of mind and critical judgement in a particular subject
- (c) containing material worthy of peer-reviewed publication
- (d) being satisfactory in its literary and/or technical presentation and structure with a full bibliography and references;
- (e) demonstrating an understanding of the context of the research as appropriate for the subjects of the papers in their scientific, professional and social contexts

(iii) passed a viva voce examination conducted by the examiners on the broader aspects of the field of research in addition to the subject of the portfolio.

#### (m) REVIEWS

Regulation 17 sets out the procedures to be followed in cases where a review of a candidate's progression or result is required.

## **16.17 The Degree of Doctor of Policy Research & Practice (DPRP)**

This Regulation should be read in conjunction with Regulation 16.1.

### **(a) ADMISSION**

(i) For English Language requirements, see Regulation 16.1 (a).

(ii) Graduates holding at least upper second class honours or equivalent of the University, or of any other Institution approved by the Senate for this purpose and who have at least three years of appropriate professional experience as set out in the Scheme of Studies, or those who hold an approved graduate-equivalent qualification, and who also hold an advanced qualification (a Masters degree) in a related field, and who have at least three years of appropriate professional experience as set out in the Scheme of Studies, may be admitted as candidates for the Degree of Doctor of Policy Research & Practice provided that they have satisfied the Board of Studies as to the subject of their research enquiry and their fitness to undertake it.

### **(b) PROGRAMME OF STUDY**

The Programme of Study for the degree of Doctor of Policy Research & Practice (DPRP) shall be one of supervised study following an approved Scheme of Studies of taught units and a thesis. Candidates shall be registered initially for the degree of Doctor of Policy Research & Practice. However, depending upon the quantity and nature of the work undertaken and subject to the criteria set out in the Scheme of Studies, candidates may be awarded one of the qualifications of Postgraduate Certificate in Policy Research & Practice, Postgraduate Diploma in Policy Research & Practice, Master of Science in Policy Research and Practice or Master of Philosophy in place of the Degree of Doctor of Policy Research & Practice.

### **(c) MINIMUM PERIODS OF REGISTRATION**

In accordance with Ordinance 14, the period of study for the degree shall be not less than twenty-four calendar months.

#### **(i) Part-time candidature**

The period of study shall be at least forty-eight calendar months.

### **(d) MAXIMUM PERIODS OF REGISTRATION**

(i) A part-time candidate shall present for examination within eight years of the date of registration for the degree. Subject to the provision of Regulation 16.1 (e) a candidate unable to do so may, before the end of the eighth year, seek an extension of registration for a period not exceeding twelve months and the Board of Studies may grant such an extension on two occasions only.

### **(e) SUSPENSION OF REGISTRATION**

See Regulation 16.1 (d).

### **(f) COMPLETION OF REGISTRATION**

See Regulation 16.1 (c).

### **(g) RE-REGISTRATION**

A candidate whose registration has lapsed either by the passage of time or through non-payment of fees or who wishes to change the registered topic must seek permission of the Board of Studies to re-register as a candidate for the degree. In such cases, the Board may specify what previous periods of study may be counted towards the minimum prescribed period of study. The Board of Studies may specify the minimum period of study of a

candidate before it is deemed that the provisions of the Regulations have been met.

(h) ATTENDANCE REQUIREMENTS

(i) Part-time candidature

The attendance requirements shall be prescribed by the Board of Studies.

(i) SUPERVISION

Every candidate shall be assigned to a supervisory team by the Board of Studies. The Board of Studies shall ensure the appointment of another supervisor in those cases where the original lead supervisor has left the employ of the University or is on leave of absence or study leave.

(j) PRESENTATION OF THE THESIS

See Regulation 16.1 (j).

(k) SUBMISSION OF THE THESIS

(i) Subject to the provisions of Ordinance 14.5, the thesis of the Degree of Doctor of Policy Research & Practice must be the result of work done mainly while the student is registered as a candidate for the Degree of Doctor of Policy Research & Practice of this University. A certificate to this effect shall be signed by the candidate when presenting the thesis.

(ii) The thesis shall also indicate:

(a) where the thesis, or any part of the thesis such as a published paper, has been produced jointly with others, that a substantial part is the original work of the candidate, and

(b) where the thesis incorporates material already submitted for another degree, the extent of that material and the degree, if any, obtained.

(c) Subject to Regulation 16.17(d), a thesis may be submitted at any time after completion of the prescribed minimum period of study and research.

(l) BOARD OF EXAMINERS

(i) The Board of Examiners shall make recommendations as detailed below. A report on the thesis must be provided by the examiners. If the Board of Examiners cannot agree, the Board of Examiners shall report this disagreement to the Board of Studies which may recommend to Senate that a new Board of Examiners be appointed, without prejudice to the candidate.

(ii) The Board of Examiners may recommend to the Board of Studies:

either: (1) that the candidate be awarded the Degree of Doctor of Policy Research & Practice;

or: (2) that the candidate be awarded the Degree of Doctor of Policy Research & Practice, subject to minor corrections to the thesis being executed to the satisfaction of the internal examiner(s);

or: (3) that the candidate be awarded the Degree of Doctor of Policy Research & Practice subject to satisfactory performance at a second viva voce examination and subject also to any minor corrections to the thesis required by the examiners. Failure to satisfy the examiners at the second viva shall constitute failure of the submission for the Degree of Doctor of Policy Research & Practice;

or: (4) that the candidate not be awarded the Degree of Doctor of Policy Research & Practice but be given the opportunity of submitting a revised thesis for the degree of

Doctor of Policy Research & Practice. The examiners shall normally require the candidate to undergo a second viva voce examination. If, in the opinion of the examiners, the thesis as first submitted is worthy of the award of the Degree of Master of Philosophy, the examiners may offer the candidate the opportunity to accept the Degree of Master of Philosophy, subject to any minor corrections to the thesis which may be prescribed by the examiners and which must be carried out to their satisfaction. A candidate wishing to accept the Degree of Master of Philosophy under these circumstances shall inform the examiners in writing of this wish by the date prescribed by the examiners;

or: (5) that the candidate not be awarded the Degree of Doctor of Policy Research & Practice but be awarded the Degree of Master of Philosophy (subject to any minor revisions to the thesis which may be prescribed by the examiners and which must be carried out to their satisfaction);

or: (6) that the candidate be awarded neither the Degree of Doctor of Policy Research & Practice nor the Degree of Master of Philosophy, but be referred to the Board of Examiners for Programmes (taught stage) for consideration for the award of either the Master of Science in Policy Research & Practice or the Postgraduate Diploma in Policy Research & Practice, subject to the requirements for each award as set out in the Scheme of Studies;

(iii) Where submission of a revised thesis has been recommended candidates may, with the approval of the Board of Studies, be permitted to submit a revised thesis, within such lapse of time as may be prescribed, and present themselves for re-examination; no further resubmission is permitted if the candidate fails to satisfy the Board of Examiners at this second attempt.

#### (m) AWARD OF THE DEGREE OF DOCTOR OF POLICY RESEARCH & PRACTICE

The Degree of Doctor of Policy Research & Practice shall be awarded to a candidate who has:

(i) pursued a programme of study as prescribed under Regulation 16.17(b) above; and  
(ii) presented a thesis on the candidate's advanced study and research which satisfies the Board of Examiners as:

(a) making an original and significant contribution to knowledge

(b) giving evidence of originality of mind and critical judgement in a particular subject

(c) containing material worthy of peer-reviewed publication

(d) being satisfactory in its literary and/or technical presentation and structure with a full bibliography and references

(e) demonstrating an understanding of the context of the research: this must include, as appropriate for the subject of the thesis, the scientific, engineering, commercial and social contexts

(iii) passed a viva voce examination conducted by the examiners on the broader aspects of the field of research in addition to the subject of the thesis. A viva voce examination is mandatory once a Doctor of Policy Research & Practice candidate has submitted a thesis. Where a candidate satisfies the examiners regarding the contents of the thesis but fails to satisfy the examiners at the viva voce, the candidate shall be given an opportunity of re-examination at a second viva voce; failure to satisfy at the second viva voce shall constitute failure of the submission for the

Doctor of Policy Research & Practice.

Candidates at the discretion of the examiners may be required to pass a written examination to test their knowledge of the chosen field of research.

(n) REVIEWS

Regulation 17 sets out the procedures to be followed in cases where a review of a candidate's progression or result is required.

*Amendments to these Regulations are approved by Senate. Any such amendments are identified above and will take effect from the date shown.*

*Date of Last Update: 16 November 2022*