

Regulations for Postgraduate Research Programmes

Regulation 03: 2022 Version 01
Effective from: 1 February 2022



Date	Supersedes	Description of Change
1 February 2022	2021 Version 03	Section 5.1 Review Committee adjustment permitted for Masters by Research programmes; Section 6.8 wording amended to ensure viva corrections are explicit and feasible, and to formalise mediation procedures for examiner disagreement.
1 August 2021	2021 Version 02	Method B includes part-time study. Updating submission procedures. Minor updates to wording.
1 June 2021	2021 Version 1.1	Allowing the consideration of exceptional registration period / thesis submission deadline adjustments relating to funding requirements. Formalising research thesis (re)submission extension processes.
1 February 2021	2021 Version 01	Minor updates to wording.

Document Owner	Approved By	Date Approved	Review Frequency
Dean of Postgraduate Research.	Senate Regulations and Special Cases Committee.	10 February 2022.	Every three years.

Note: In exceptional circumstances, and subject to approval by the Chair of the Senate Regulations and Special Cases Committee, responsibilities assigned to Schools, Heads, of School, School Officers or School Committees in these Regulations may be assumed by the College, Head of College, College Officers or College Committees respectively, as appropriate.

Regulations for Postgraduate Research Programmes

Regulations for the Award and Assessment of Research Degrees



These regulations apply to all Postgraduate Research Candidates.

Signposts for Postgraduate Research Candidates

You enrol on a **programme** (course)

Programmes have titles , e.g. History	
Programmes lead to an award , e.g. PhD	
You must report extenuating circumstances	Sections 3.6 & 6.6
You must keep to the University's general regulations	Regulation 13
Disabled candidates are encouraged to declare impairments so that support can be considered	Code 11
There is support to help with employability and preparing for work	Code 04
There is support to help with personal problems	Code 15
You may undertake teaching duties	Code 17
There are ways to complain and appeal	Procedures 01 & 02

This document is for:

- Master of Laws by Research (LLMRes)
- Master of Arts by Research (MARes)
- Master of Business Administration by Research (MBARes)
- Master of Education by Research (MEdRes)
- Master of Ministry by Research (MMinRes)
- Master of Music by Research (MMusRes)
- Master of Science by Research (MScRes)
- Master of Theology by Research (MThRes)
- Master of Philosophy (MPhil)
- Doctor of Philosophy (PhD)
- Doctor in Cognitive Neuroscience (PhD)
- Doctor of Agriculture and Environment (DAgEnv)
- Doctor of Clinical Psychology (DClinPsy)
- Doctor of Ministry (DMin)
- Doctor of Education (EdD)
- Doctor of Engineering (EngD)
- Doctor in Healthcare (DHealthCare)

This document is not for:

- Programmes that do not lead to a University Award - See Code 14
- Master of Research (MRes) - See Regulation 01
- Senior Doctorates - See Regulation 12

See also:

- Code of Practice for External Examiners: Research Degrees
- Code of Practice for Collaborative Provision
- Code of Practice for the Use of Postgraduate Students in Teaching
- Procedures for Approving Interruption of Studies

The regulations, codes and other documents are available at:

<http://www.bangor.ac.uk/regulations>

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1. Scope of the Regulations

1.1 Introduction/Principles

The University offers full-time and part-time postgraduate research programmes. They are available in a wide range of subject areas. The programmes are:

- Masters Degrees by Research
- Master of Philosophy (MPhil)
- Professional Doctorates
- Doctor of Philosophy (PhD)

Postgraduate Research Candidates have to reach academic standards that meet national benchmarks (See Section 2). A postgraduate research degree shows that a Postgraduate Research Candidate can conduct rigorous and intellectually demanding research. At doctoral level, a candidate will also have made an original and independent contribution to the understanding of a subject area. The term 'Postgraduate Research Candidate' or 'Postgraduate Researcher' used here also means 'Postgraduate Student' or 'Student' in other Regulations, Codes and Procedures.

1.2 Research environment

The University's aim is to provide an environment which promotes excellent research. This allows Postgraduate Research Candidates to experience and conduct high quality research and to engage with other learning and developmental activities. It is expected that a candidate's proposed research topic will relate substantially to the University/College/School research strategy allowing candidates to work and exchange ideas with academic and technical staff, postgraduates and people in collaborating organisations. Each candidate is supervised by at least two suitably qualified persons who provide guidance on the planning, conduct and completion of the research. Each candidate must have access to:

- Working space and storage facilities.
- Learning resources, laboratory facilities, consumables and, where relevant, technical support.
- Access to a telephone for work related purposes.
- Computing facilities.
- Translation facilities (Welsh-English).

The types and levels of resource vary according to the research project, the academic discipline, and whether the candidate is studying full-time or part-time.

1.3 College Directors of Postgraduate Research

Each College has a College Director of Post-Graduate Research who manages the planning and delivery of post-graduate research programmes in the College and who represents the College on University committees related to graduate research programmes (Doctoral School Board, Research Degrees Committee, College Executive, College Research Committee). The role of the College Director of Postgraduate Research is to develop and implement postgraduate research strategy in line with the University's Doctoral School to enhance the

quality of experience and training of research Postgraduate Researchers in the College.
Principal roles are to:

- Deliver a range of postgraduate research programmes in the College by working with School Leads of Postgraduate Research and College Postgraduate Administrators.
- Oversee the direct applications, Supervisory arrangements, training, pastoral care and monitoring of Postgraduate Researchers within the College.
- Lead induction for new Postgraduate Researchers and academic events (such as postgraduate conferences) for all Postgraduate Researchers in the College.
- Provide College level feedback to the Doctoral School on degree programmes.

1.4 School Lead of Postgraduate Research

Each School has a Lead of Postgraduate Research who manages the implementation of the College postgraduate strategy within their School. The Lead of Postgraduate Research represents the School on College and University Committees (Doctoral School Board, College Postgraduate Committee, School Research Committee). The principal roles are to:

- Deliver postgraduate research programmes within the School.
- Select and admit Postgraduate Research Candidates to the School's research degree programmes.
- Work with the Postgraduate Administrator to ensure that each Postgraduate Research Candidate has a Supervisory team, Review committee and Personal Tutor.
- Ensure that each Postgraduate Researcher has suitable access to a desk, computer, telephone and other resources appropriate to their programme of study.
- Provide induction, training and monitoring of progression.
- Engage and work closely with Postgraduate representatives within the School and Student's Union to action feedback (including the Postgraduate Research Experience Survey).
- Advise Postgraduate Researchers and Supervisors as appropriate, and deal confidentially with concerns raised.

1.5 Personal Tutor

Each Postgraduate Research Candidate will have a Personal Tutor, who is independent of their Supervisory team, and independent of their examiners. School Leads of Postgraduate Research will allocate Personal Tutors. The Chair of the Review Committee may be the Personal Tutor. A candidate can request a change of Personal Tutor at any stage.

1.6 Legal and ethical issues

All researchers are responsible for maintaining high standards in every aspect of their work. Candidates must learn about good practice in their discipline and to how to conduct research correctly. Candidates must be competent to perform the technical and scientific tasks needed for their research. Candidates should refer to the University's procedures, which include:

- Bangor University's Research Ethics Policy
- Animals (Scientific Procedures) Act 1986: Ethical Review Process
- Aberystwyth University and Bangor University Common Intellectual Property Policy
- Research Data Management Policy (Sponsors may also have requirements for research data management)
- Data Protection Policy
- Submission of a profile, articles and conference contributions into the PURE system
- Health and Safety Policy

College-specific and/or School-specific guidelines may include:

- Recording, storing, auditing and analysing data.
- Procedures to supervise and monitor the work undertaken by Postgraduate Research Candidates.
- Ethical approval.
- Health and safety, including risk assessments.

2. Criteria for Awarding Postgraduate Research Degrees

2.1 Masters by Research and MPhil

Masters by Research and MPhil are research degrees at Level 7. The research must be (a) a substantive evaluation and analysis of a body of knowledge and/or (b) an original research project. According to the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (2008), Postgraduate Research Candidates must show, for a specified field of study or area of professional practice:

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

2.2 Professional Doctorates and PhD

Professional Doctorates and PhD are research degrees at Level 8. Professional Doctorates are awarded after completing a taught element and a research thesis. According to the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (2008), candidates must show, for a specified field of study or area of professional practice:

- i. An ability to create and interpret new knowledge through original research or other advanced scholarship. The work must be at the forefront of the discipline, of a quality to satisfy peer review, and must merit publication.
- ii. Acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice.
- iii. An ability to conceptualise, design and implement a research project and to adjust the project design in response to unforeseen problems.
- iv. A detailed understanding of applicable techniques for research and advanced academic enquiry.

Additional information:

Postgraduate Research Candidates following a postgraduate research programme in Language, Cultural Studies or Creative and Performing Arts can also meet the requirements for the award of a postgraduate research degree by demonstrating, through their research, an ability to complete works that can include: original translation,

version or adaptation, artefact, score, portfolio of original works, performance or exhibition.

3. Methods of Study and Admission

3.1 Methods of Study and Credits

The levels of study and credits for postgraduate research programmes are:

- Masters by Research: 180 credits at Level 7
- MPhil: Level 7 (Not credit-based)
- Professional Doctorates: 540 credits with a minimum of 360 credits at Level 8. The remaining credit must be at Level 7. A maximum of 20 credits at Level 6 may be permitted if approved at validation.
- PhD: Level 8 (Not credit-based)

A candidate can study by one of the following methods:

- Method A: Full-time at the University (or with a period of study at another institution under a collaborative agreement).
- Method B: Full-time or part-time at an external place of employment or at another institution under a collaborative agreement).
- Method C: Part-time at the University (or part-time at another institution under a collaborative agreement).
- Method D: Part-time or full-time at the University as a full-time or a part-time member of staff.
- Method E: Scheme of Full-time or Part-time study for candidates who, prior to registration at the University, have published scholarly works which should not normally have been published more than ten years of employment (or their equivalent, taking into account career breaks) before the date of application for the degree (formerly known as PhD by Published Works).
- Method F: Part-time or full-time study in distance-learning programme.
Regarding Method F: Many, but not all, postgraduate research programmes may be suitable for study by this method. In the first instance, advice should be sought directly from programme coordinators (as advertised on the Bangor academic school website).

For Method B at an external place of employment, candidates must provide evidence that they are employed by a company or organisation and that they can undertake research work and have access to supervision and resources at their place of employment. Confirmation of employment status will be required by Student Records before registration is confirmed for each year of study. If the employment status of candidates studying by Method B changes, then the candidate must transfer to study by Method A or Method C. For Method B, when the candidate is not an employee of the external institution, there must be an agreement between the University and the collaborating institution which includes confirmation of appropriate supervision and resources at the external institution to undertake research work (see Code of Practice for Collaborative Provision).

Postgraduate Research Candidates studying by Method A, C or D can complete part of their studies at another institution in the UK or overseas. If the candidate is away from the University for more than 6 months of the whole registration period, there must be an agreement between the University and the collaborating institution. This does not apply to

candidates who are studying by Method A under a collaborative arrangement approved before candidates are registered at the University (see Code of Practice for Collaborative Provision).

A PhD candidate studying by Method E will have published scholarly works which should not normally have been published more than ten years of employment (or their equivalent, taking into account career breaks) before the date of application for the degree. For the purpose of these Regulations, 'published works' may be defined as works which are in the public domain or which have at least been accepted for publication (provided that the candidate can provide adequate proof that this is the case). Research reports prepared for restricted readership, and or on a confidential basis, will not be eligible for inclusion in the submission. To be eligible under Method E, candidates should fulfil one or more of the following criteria:

- Be a member of staff of the University.
- Able to demonstrate tangible links with the University, for example through research collaboration.
- Have an outstanding reputation of international standard in their field of work/scholarship.

A person shall not be eligible under Method E if he or she has been previously awarded a Doctoral Degree in the same, or closely related, subject area. A graduate of the University who has been examined for a Doctoral Degree but who has not been approved for such a degree, may not become a candidate for the Degree of PhD within 5 years of the original Doctoral Degree examination. The PGR Lead and proposed Supervisors will determine whether to accept the candidature based on the quality of the published works and whether, as a collection, the published works represent a contribution consistent with the criteria for awarding a PhD as defined in Section 2.2 above. The proposed candidature should also have the agreement of the Head of School. The submission of the published works will include a critical analysis and any other related materials, to be submitted for examination no longer than 12 months after the date on which the candidate's registration period came to an end. The critical analysis should be between 5,000 and 10,000 words in length (this is a guide for the length will vary with subject area) giving an evaluation of the field in which the candidate has worked, and indicating the original contribution to learning in that field which the candidate's work has made.

Additional information:

Postgraduate Research Candidates registered for awards at other institutions can study at the University as full-time, non-graduating candidates. There must be an agreement between the University and the collaborating institution and specification of fees.

3.2 Admission Requirements

Applicants must have one of the following:

- i. An initial degree of Bangor University.
- ii. An initial degree of another approved University.
- iii. A qualification which the University deems equivalent to an initial degree.

Applicants must also meet all other conditions specified by the University, including English language requirements.

Full-time or part-time University staff, including research assistants, can apply for a postgraduate research programme. The admission criteria, time limits and other requirements are as described in these regulations.

3.3 Admission Process

Admission procedures are consistently applied to promote equality of opportunity. Offers of admission are issued centrally to ensure consistency and confidentiality. Applications, supported by an academic reference and a research proposal can be submitted to Admissions online using the Bangor Direct Applications at any time of year. Applications are sent to the School within 2 days for academic consideration and a proposed decision, subject to statutory checks. Schools should respond within 10 working days. This response may request further information from the applicant and will be made through Direct Applications. Decisions are made by the Lead of Postgraduate Research in consultation with the proposed Supervisor. Interviews may be required for externally or internally funded projects awarded through competition, and should involve at least 2 members of staff, each of whom have received equality and diversity training. The use of telephone, Skype or similar should be considered if an applicant is unable to attend in person. An offer/rejection is issued by the Admissions Office in 2 working days. An offer of admission will include:

- Admission reference number.
- School and area of study.
- Name of Supervisor or where applicable, PGR Lead.
- Award (e.g. MPhil, PhD, Masters by Research).
- Mode of study (e.g. full-time/part-time).
- Date of initial registration and duration of programme.
- Last date for submission of thesis.
- Fees (tuition and other fees).
- Academic, financial and other conditions including the responsibilities of the applicant for academic studies and candidacy for a research degree.
- Links to Terms and Conditions.
- Practical information concerning accommodation, finances and travel to Bangor where applicable.
- Any conditions associated with the offer including English Language requirements if applicable.

A response is sent to all applicants who are rejected. The reasons for rejecting an application are recorded in the Direct Applications system.

Research candidates register at the beginning of October, January or April, or in exceptional circumstances by agreement with the College concerned, a candidate can start a programme on the 1st of any month.

3.4 Induction and approval of research projects

The induction programme includes:

- Introductory seminar organised by the Doctoral School introducing key personnel and their the roles in Colleges and Schools, training and development opportunities, Postgraduate Researcher support services, introduction to the library and copyright issues, monitoring and progression.
- College and/or School specific induction including subject-specific guidance on the structure and content of theses, monitoring procedures, health and safety and any other School requirements.

Research projects may be suggested by either the Postgraduate Research Candidate or the Supervisor. The following must be considered when developing the project:

- The expectations of the sponsor or funding body.
- Suitability of the project in terms of available resources.
- Legal and ethical requirements.
- Time required to complete the work.
- The candidate's skills, knowledge and aptitude.

The proposed programme of research must allow the candidate to submit the thesis within the time limits described in Section 3.6.

3.5 Credit Transfer and Recognition of Prior Learning (Professional Doctorate Programmes)

Previous study or experience can contribute towards a Professional Doctorate programme unless specified otherwise in the Programme Specification. Candidates can be granted an exemption from studying all, or part, of the taught element of a programme. Schools can consider the results achieved in previous study (Credit Transfer) and/or relevant prior learning (Recognition of Prior Learning, RPL).

Credit transfer must not exceed 180 credits. Transferred credits must be at Level 7 or above. The credits must not be from a degree (e.g. Taught Master's degree) already awarded to the applicant. Credits from a previously awarded degree can only be transferred if a transfer route was approved at validation or under the terms of a collaborative agreement. Transferred Credit must be less than 10 years old. Other time limits can be applied by the University and/or professional bodies.

Recognition of Prior Learning (RPL) must only be approved if:

- The applicant has provided evidence that is less than 5 years old.
- Learning outcomes, and their levels, match the learning outcomes for the University programme or module.
- The evidence has **not** already been submitted to the University and been awarded University credits.
- The RPL can be applied to whole modules.
- No restrictions on RPL were defined for the programme at validation.

3.6 Methods of study, Fees, study period and time limits

Fees are published annually on the University website. Candidates must pay fees for the whole of the registration period [c.f. Note 1]. University staff may be eligible for a fee waiver. If a candidate's studies are discontinued or interrupted, tuition fees will be refunded on a pro rata basis. Fees paid by a third party (e.g. Research Council) will be refunded to the third party and not to the candidate. Candidates must note that sponsors may require repayment of a stipend if studies are discontinued or interrupted.

The registration periods and deadlines for submitting theses are:

Programme and Method of Study	Total Registration Period (years)^{*3}	Deadline for submitting thesis (years)^{*1,*3}
Masters by Research		
Method A and B	1	2
Method C and D	2	4
MPhil		
Method A and B	2	3
Method C and D	4	6
Professional Doctorates^{*2}		
Method A and B	3	5
Method C and D	6	7
PhD		
Method A and B	3	4
Method C and D and F	6	8
Method E	1	1

Method A: Full-time at the University (or with a period of study at another institution under a collaborative agreement).

Method B: Full-time or part-time at an external place of employment or at another institution under a collaborative agreement).

Method C: Part-time at the University (or part-time at another institution under a collaborative agreement).

Method D: Part-time at the University as a full-time or a part-time member of staff.

Method E: Scheme of Full-time or Part-time study for candidates who, prior to registration at the University, have published scholarly works which should not normally have been published more than ten years of employment (or their equivalent, taking into account career breaks) before the date of application for the degree (formerly known as PhD by Published Works).

Method F: Part-time or full-time study in distance-learning programme.

Many, but not all, postgraduate research programmes may be suitable for study by this method. In the first instance, advice should be sought directly from programme coordinators (as advertised on the Bangor academic school website).

*¹ This deadline is from the end of the period of registration. A candidature will lapse if a thesis is not submitted within this period of time and the candidate will be deemed to have failed. In exceptional circumstances, the registration period and/or deadline relating to thesis submission for postgraduate research candidates may be adjusted where funding bodies specify this requirement or alternative funding models.

*² Available methods of study and time limits can be defined for programmes at validation.

*³ The time-limits in these regulations can be extended in exceptional cases. The candidates' School must apply for an extension, supported by appropriate evidence. For candidates in the period **prior** to their viva voce examination, all requests for extensions to the thesis submission deadline should be made to the Student Administration Manager. For candidates in the period **subsequent** to their viva voce examination, any request for an extension to the period for completion of corrections beyond that stipulated by the examination panel should be made to the Dean of Postgraduate Research.

At the request of the School, a Postgraduate Research Candidate studying by Method A or B may have to complete an additional period of study before being allowed to proceed onto the programme, for example, to complete training in specific techniques. If the funding body or sponsor requires, a candidate may complete the additional period of study during an extended registration period. A fee, calculated as a proportion of the annual tuition fee, will be charged for the additional period of study. Requests for additional periods of study must be justified by the School and approved by the Doctoral School. Postgraduate Research Candidates must be registered as full-time candidates during the additional period of study. The School can specify conditions that have to be met by candidates before they can proceed from the additional period of study to the remainder of the programme. The candidate must be informed of these conditions before they can proceed to the remainder of the programme.

If an exemption from the probationary period of an MPhil or PhD, or from the taught part of a Professional Doctorate, has been allowed (See Section 5.2) the time periods in the table above must be reduced by the length of the exemption period.

For the MScRes, the registration period is 1 year, with typically the writing-up period being 3 months.

For the PhD, the registration period can be reduced by up to 2 years for Methods A, B and D, and by up to 4 years for Method C, if applicants have already completed research. Applicants must provide evidence of the research which can include data and publications. The research cannot be used if it has already contributed to a higher degree or similar qualification. The School must carefully consider whether the completed research is of sufficient quantity and quality to justify a reduced registration period. For PhD by Method E, the Portfolio of the published works with critical analysis and any other related materials may be submitted for examination up to 12 months after the end of the registration period for this programme.

Postgraduate Research Candidates must be at the University, or other agreed location, during the whole of the registration period with the exception of those registered under Method E. Unless otherwise determined by their conditions of employment or by conditions

imposed by sponsors, candidates studying by Method A may take up to 8 weeks holidays (including public holidays and University holidays). For part time methods of study this is applicable on a pro-rata basis. If registration is part way through the academic year, annual leave allowance will be calculated on a pro rata basis. Absences for study or holidays (other than UK public holidays and University holidays) must be approved by the Supervisor or Lead of Postgraduate Research in the School. Unexpected absences due to illness or other circumstances must be reported to the Supervisor or Lead of Postgraduate Research in the School, before 9.30am on the first day of absence, giving the reason for the absence and how long the Postgraduate Researcher is likely to be absent. The holiday entitlements for candidates studying by Methods B or Method D are determined by their conditions of employment. Absences that are likely to impact on candidates' studies (e.g. absence during a period when data collection is scheduled) must be approved by the Supervisor. International Postgraduate Researchers on a Tier 4 visa should refer to Student Services visa information.

If the School agrees, candidates can interrupt their studies for medical or other extenuating circumstances by submitting an Application Form for Temporary Suspension/Interruption of Studies to Student Records. When the candidate returns, the registration period will be the same as for the original programme unless an extension is approved following submission of an Application Form for Extension to Thesis/Dissertation Submission Deadline. University facilities are not available during a period of suspension unless an Access to Computing and Library facilities Form is completed.

Enrolled Postgraduate Research Candidates have access to library and computer facilities between the end of the period of registration and when the candidate receives the award.

3.7 Transfers

Transfer to/from Full-time/Part-time Postgraduate Research Programmes

If candidates transfer from a part-time to a full-time programme, the study period already completed is calculated as:

$$\text{Full-time equivalent (months)} = \text{Part-time study completed (months)} / 2$$

If candidates transfer from a full-time to a part-time programme the study period already completed is calculated as:

$$\text{Part-time equivalent (months)} = \text{Full-time study completed (months)} * 2$$

Postgraduate Research Candidates may transfer from full-time to a part-time programme of study during their registration period, or vice versa, in response to altered circumstances or circumstances beyond their control. Any application for such a transfer must be agreed by the candidate's supervisory committee and funder (where applicable), and UKVI Regulations must be observed, as appropriate.

Applications must be submitted using the Change of Mode Form.

Transfer to Alternative Postgraduate Research Programmes

Candidates can transfer from one postgraduate research programme to another:

- i. Transfers that are permitted if there are circumstances that prevent a candidate from completing a postgraduate research programme or if a candidate has not met the standards required to remain on the original research programme.
 - From Masters by Research or Professional Doctorate to a Taught Postgraduate Programme. Candidates must be able to fulfil the requirements of the taught programme as defined by the Regulations for Taught Programmes and any requirements defined by the Programme Specification.
 - From MPhil to Masters by Research.
 - From PhD to MPhil or Masters by Research.
 - From Professional Doctorate to MPhil or Masters by Research.

Candidates are not allowed to transfer to an alternative postgraduate research programme if they have completed a period of study on their current programme that is equal to or greater than the registration period for the alternative programme as defined by these regulations. A transfer to an alternative programme beyond the normal time limits for that programme can only be permitted by granting an extension as described in Section 3.6.

- ii. Transfers that are permitted where a candidate's progress is consistent with the requirements of the alternative programme and where the candidate can provide evidence of sufficient funds to support an extended period of study.
 - From Masters by Research to MPhil or PhD.
 - From MPhil to PhD.

Transfers from a Professional Doctorate to a PhD are not permitted. Candidates wishing to transfer from a Professional Doctorate to a PhD must discontinue their enrolment for the Professional Doctorate and must then reapply for a PhD. The probationary period for a PhD can be waived if candidates have successfully completed the taught component of a Professional Doctorate. Transfers from Taught Postgraduate Programmes onto Professional Doctorates can be permitted depending on the conditions defined at validation or as agreed by the University for collaborative programmes.

If the School agrees, candidates can transfer from a postgraduate research programme to the same programme in a different School and/or subject area. The registration period remaining will be the same as that remaining for the original programme unless an extension is approved as described in Section 3.6. Transfers are not possible under Method E.

Additional information:

The registration period that remains if a candidate transfers to a new programme with a longer or shorter registration period than that of their original programme will be calculated as the difference (in months) between the registration period for the new programme and the time already completed on the original programme. If a Postgraduate Research Candidate also changes the method of study, adjustments must also be made as described in Section 3.7.

Transfers from or to Another Institution

A Supervisor transferring from another institution may wish to transfer their Postgraduate Researchers to Bangor University. Such transfers require a release letter from their original

institution and a report on their progression to date, and should be made to the Doctoral School. Postgraduate Researchers wishing to transfer to Bangor University independently of their previous Supervisor must submit:

- An academic reference from their previous institution.
- Copies of progress reports from the previous institution.
- A recommendation from the proposed Principal Supervisor following an interview and explanation of the reasons for transfer.

Transfers by Postgraduate Researchers to Bangor University from another institution should have a minimum of 12 months between date of transfer and submission of thesis, and must meet the admissions criteria described in Section 3.2. An admissions application will be required if the transfer is approved, and an offer letter outlining the terms and conditions relating to the offer, including the requirements of any sponsor are required.

A Postgraduate Researcher registered at Bangor who wishes to transfer to another institution must apply to the Doctoral School for a letter of release by identifying in writing or at interview the reason for wishing to transfer. A notification of Withdrawal Form and a Tuition Fee Refund Form will have to be completed if release is approved.

3.8 Exit Awards prior to completion of registered degree programme

Except for Professional Doctorates, Postgraduate Research Candidates must not be awarded an exit qualification if they end their studies before the examination process has been completed. For example, a candidate cannot be awarded an MPhil solely on the basis that 2 years of study on a PhD programme have been completed. Postgraduate Research Candidates can, as described in Section 3.7, transfer to alternative programmes and be examined under the regulations for those programmes.

For Professional Doctorate programmes, candidates can exit with a taught Master's Degree, Postgraduate Diploma or Postgraduate Certificate if they have fulfilled the requirements for the specific exit points as defined in the Programme Specification. Postgraduate Research Candidates must not be awarded an exit qualification if specific exit points have not been defined in the Programme Specification.

3.9 Posthumous and Aegrotat Awards

If a candidate is prevented from completing a programme, Boards of Examiners can recommend to the Doctoral School that a posthumous or aegrotat award is made. Posthumous awards are made if a candidate dies before completing a programme. Aegrotat awards are made if a candidate is unable to complete a programme because of illness and there is evidence that the candidate will be unable to resume studies at the University or elsewhere. Boards of Examiners can recommend posthumous or aegrotat awards if there is evidence that the candidate would have completed the award had circumstances permitted. Evidence can include completed work and evidence from Supervisors and/or tutors regarding a candidate's work and/or commitment. If there are restrictions on what can be awarded, for example because of professional accreditation, an alternative award may be recommended.

4. Postgraduate Management, Supervision and Training

4.1. Responsibilities of the Doctoral School

The Doctoral School is responsible for providing the systems, policies and procedures for academic standards, and excellence in experience of Postgraduate Researchers on research degree programmes in Bangor University. Postgraduate research qualifications are unique in creating new knowledge or new applications of knowledge and are therefore rooted in original research. Increasingly, Postgraduate Researchers are a cohort within a doctoral training programme or centre which may be interdisciplinary and involves the acquisition of professional and career development skills. Therefore, they have an identity which is not just that of their subject area within a School and College. Parity of experience, outcome, infrastructure and support, and opportunities for transnational, collaborative and joint programmes are important aspects across the Colleges to ensure that Bangor delivers to national and international expectations. The Doctoral School therefore aims to provide an excellent graduate experience across the Colleges by being a distinct academic structure which builds unifying mechanisms for management, strategic development and an inspiring research environment for the development of independent researchers and professional careers. The Doctoral School achieves this by:

- Providing a stimulating and vibrant research environment and promoting cooperation across disciplines.
- Demonstrating research excellence.
- Enhancing opportunities for international partnerships and inter institutional collaborations.
- Bringing early career and established researchers together.
- Ensuring a critical mass of Postgraduate Researchers to prevent isolation.
- Providing clear administrative structures and processes for Postgraduate Researchers and staff, including a clear PGR status.
- Ensuring well-organised admissions and induction, and to have transparent regulations and to guarantee quality assurance and processes for monitoring, extensions and appeals.
- Providing a framework for regulations, codes of practice.
- Providing training in teaching and transferable skills.
- Providing enhanced career development opportunities.

The Doctoral School is led by the Dean of Postgraduate Research supported by the Doctoral School Manager and Doctoral School Administrator for Training, and draws on internal partners within the University for recruitment, admissions, student administration, quality assurance, award and Postgraduate Researcher support.

4.2. Responsibilities of Colleges

Colleges are responsible for delivering postgraduate research programmes, including discipline specific marketing and recruitment, induction, specific degree programme administration, dedicated study space, Postgraduate Researcher led research activity, and discipline specific training and review of progress monitoring. Each College has a Director of

Postgraduate Research responsible to their College Dean who works closely with the Doctoral School in developing the College postgraduate research strategy and with the School Leads of Postgraduate Research to support postgraduate research activity. College responsibilities include: discipline-specific marketing and recruitment, College induction, specific degree programme administration, dedicated study spaces, Postgraduate Researcher led research activity, and discipline-specific training. Each College has a Postgraduate Administrator responsible for enquiries, applications, records, tutor allocation, supporting induction and College postgraduate meetings, Postgraduate Researcher conferences, training courses and events, administering annual reviews, and examination processes such as thesis submission, viva, internal and external examiners and final award checks.

4.3. Responsibilities of Schools

School Leads of Postgraduate Research are responsible to the Head of School and implement the College's postgraduate strategy within their School by organising postgraduate research degree admissions, School and research group induction, supervision, progress review, and pastoral support. Leads of Postgraduate Research must make sure that each Supervisor can direct a candidate's work and ensure that the resources and facilities required for the research are available. They should also ensure that Supervisors have an appropriate number of Postgraduate Research Candidates, not exceeding 6 candidates, unless additional Supervisory structures are in place. The number of candidates can be increased with the agreement of the Head of School. The Head of School assumes the responsibility of the Lead of Postgraduate Research in cases where the Lead is the Principal Supervisor of a candidate, and decisions are referred to the Lead of Postgraduate Research (eg. in 5 below).

Schools must assign a mentor for each member of staff who is supervising a PhD candidate for the first time. The mentor must be an experienced Supervisor and must provide guidance and support to the Supervisor as the need arises or as requested by the Head of School or Supervisory Committee.

It is possible that some candidates, particularly those from overseas, may need frequent contact in the early stages of their research, and Schools must make sure that additional guidance can be provided by the Supervisor or other person(s) in the School.

4.4 The Role and Responsibilities of the Supervisor

Each Postgraduate Researcher has a named Principal Supervisor, and one or more Co-supervisors, who may share supervision responsibilities as agreed with the Principal Supervisor. Supervisors must be:

- A full-time member of academic staff.
- A part-time member of academic staff with academic, clinical or professional experience.
- A suitably qualified member of the staff of another university or research institution.

Members of academically related staff, an academic on a fixed-term contract, or a professor emeritus may not be appointed as the Principal Supervisor. A member of staff on probation may be appointed as Principal Supervisor provided that they have completed supervisor

training at this institution (available through Doctoral School) or the equivalent at another and where the supervision is undertaken within the context of an experienced supervisory team. In this case, the team must include at least one demonstrably active researcher with experience of at least two successful postgraduate research degree awards (or approved by the examiners for award) at Level 8, and provide mentorship to the Supervisor on probation. There would be no restriction on the appointment of a member of staff on probation if they have already successfully supervised 2 or more research degrees at Level 8. If a member of staff acting as Principal Supervisor retires or resigns while supervising a candidate, then another member of staff must be appointed to the Principal Supervisor role. If it is known that a Co-supervisor's contract will end before a Postgraduate Research Candidate's studies have been completed, it is recommended that Schools appoint an additional Co-supervisor who will be in post throughout a candidate's intended enrolment period and who can take over as Principal or Co-Supervisor as required. The School must determine, as part of its agreement with the person concerned, whether a retired person is paid for being a Co-supervisor. The School Lead of Postgraduate Research with agreement from the Head of School will approve an additional or replacement Supervisor if a Supervisor retires or resigns before the end of a candidate's studies, or has to take a period of leave of absence of a month or more.

External Supervisors from non-academic organisations can be invited to join the Supervisory team in addition to Principal and Co-supervisors.

Postgraduate Research Candidates enrolled on programmes with extended periods of study away from the University (see Section 3.1), must have a Local Supervisor to provide support where they are conducting the research. This role may be fulfilled by an External or Co-supervisor. Candidates will also have regular contact with the Principal Supervisor who will retain overall responsibility for the research. Visits by the Principal Supervisor or a Co-supervisor, and associated costs, must be agreed before candidates are accepted onto programmes involving research away from the University.

Supervisory teams must have subject expertise and the skills and experience to monitor and support Postgraduate Research Candidates. A Postgraduate Research Candidate must have regular contact with the Supervisor(s) to assess progress. The Principal Supervisor decides how often each of the Supervisors meets the candidate, taking into account the research topic and the needs of the candidate. However, at least one of the Supervisors must meet their Postgraduate Research Candidates at least once every two weeks, or once a month for part-time methods of study. Where a meeting cannot be arranged, an alternative contact method must be used in its place. The meetings, and all other alternative contact points, must enable the Principal Supervisor to confirm that the candidate is committed to the programme of study. Each meeting/contact point must be recorded in the appropriate student administration record, as required by the University's Attendance Monitoring Policy.

The responsibilities of the Supervisor(s) are to:

- Participate in the selection of Postgraduate Research Candidates for research projects in their area of expertise.
- Know the requirements of funder/sponsor.
- Confirm that the candidate has received University and College/School documents relevant to their research.

- Make sure that the candidate has access to facilities and resources required for the research work and to identify ways to support disclosed disability.
- Help define and plan the research project.
- Give guidance on the nature of research and the standard expected.
- Give guidance on research methods, techniques, data collection and data storage.
- Give guidance on Intellectual Property, research integrity and avoidance of plagiarism.
- Give guidance about published literature and other sources of information.
- Give advice, where relevant, on procedures to obtain ethical or other approval.
- Make sure that risk assessments are completed and that the candidate is informed about relevant Health and Safety procedures.
- Give advice on training for research and general skills.
- Explain the roles of the Supervisory team members as appropriate.
- Provide pastoral support and refer to other sources of support eg. Personal Tutor and Student Services and check that other support used is effective.
- Liaise with Co-supervisors, External Supervisors, and Personal Tutor as appropriate.
- Make sure that the candidate is informed if the standard of work is below that generally expected.
- Explain arrangements for Progress Reviews and the role of the Review Committee.
- Maintain contact with the candidate through regular formal recorded meetings.
- Be accessible to the candidate at other appropriate times.
- Give advice on completion dates for each stage of the work.
- Return written work with constructive criticism and in reasonable time.
- Arrange, where appropriate, for the candidate to talk about their work, including at internal seminars and conferences.
- Oversee any arrangements for the candidate to attend conferences or conduct work away from Bangor, including, where appropriate, arranging agreements with the hosting organisation.
- Provide progress reports to external sponsors.
- Provide guidance on suspension/interruption of study and extension requests.
- Make sure that the candidate understands the requirements of the examination process and *viva voce*.
- Provide advice on the selection of an appropriate external examiner.
- Provide advice on the timing of submission, contents and format of the thesis.
- Encourage and mentor publication and grant writing.
- Provide career guidance and support where appropriate and provide references.
- Provide supervision between the end of the period of registration and when the candidate receives the award or equivalent.

It is not the role of the Supervisor to examine the thesis.

Some of the Supervisor's roles may be assigned to designated individuals within Colleges and/or Schools.

4.5 Development of research and other skills

Postgraduate Research Candidates must be provided with access to research training. This will allow them to gain research-specific and generic transferable skills. It is expected that

the training will enhance candidates' experience and employability. Skills courses are selected from a suite that may include credit-bearing and non-credit-bearing modules. The choices will depend on the proposed postgraduate research programme and on the candidate's prior training and experience. Postgraduate Research Candidates must discuss their choice of courses with their Supervisor, and it is recommended that they undertake a Training Needs Analysis at the beginning of their studies and to review this regularly. The College and/or School can specify courses that have to be completed by candidates, for example, Health and Safety training. Some candidates may also have to complete specified courses in order to meet the requirements of their funding body or sponsor.

The courses do not contribute to the examination of postgraduate research programmes. Completion of such courses will be non-award bearing but credits can be transferred to other degree programmes. Candidates' achievement on the courses must be considered when reviewing candidates' progress.

4.6 Postgraduate Research Candidates responsibilities

The responsibilities of the Postgraduate Research Candidate are to:

- Obtain advice from the Supervisor on the planning, conduct and completion of the research.
- Comply with the monitoring and progression process and procedures.
- Communicate with the Supervisor about research project related progress and results.
- Take the initiative in raising problems or difficulties.
- Obtain approval for holidays and other absences.
- Report extenuating/personal circumstances and absences because of illness.
- Maintain progress with the research.
- Meet all deadlines agreed with the Supervisor.
- Adhere to health and safety procedures and conduct research as defined by risk assessments, including lone working policies.
- Conduct research in an ethical and professional manner.
- Decide when to submit the thesis, taking into account the Supervisors' opinion.
- Submit the thesis for examination within the University's deadline.
- Deposit data in required repositories.

Intellectual Property created by a Postgraduate Researcher during the course of their studies belongs to the Postgraduate Researcher. There are circumstances where the University will own the Intellectual Property in a research project and the University may require a Postgraduate Researcher to assign their Intellectual Property to the University (or a third party). Further information is available in the University's Intellectual Property Policy.

A Postgraduate Researcher who makes or contributes to an invention or discovery should immediately draw it to the attention of his/her Supervisor who will discuss it with the Research and Enterprise Office. The Postgraduate Researcher should keep any discovery or invention confidential until it has been discussed with the University.

4.7 Research misconduct

Research misconduct includes:

- Academic misconduct: including collusion, falsification of results and plagiarism.
- Breach of Regulations: including University's regulations and those of external agencies.

The procedures for dealing with academic misconduct are described in the Academic Integrity Procedure but breaches of the University's regulations are considered under the University's disciplinary procedures.

Candidates must report any suspicions about research misconduct by others, including the Supervisor. Reports will be treated in confidence. Any allegations considered to be malicious will be considered under the University's disciplinary procedures.

4.8 Teaching

The contribution of a Postgraduate Researcher to teaching, as Teaching Assistants or Demonstrators, must be voluntary. The only exception is where the terms of a scholarship (or equivalent) requires Postgraduate Researchers to teach or stipulates that they are not permitted to teach. The University has a responsibility to:

- Ensure that Postgraduate Research Candidates have sufficient time to complete their studies within the prescribed time limits.
- Assure the quality of teaching, learning and assessment delivered/provided by postgraduate students.
- Ensure that postgraduate students have sufficient opportunity to develop their teaching experience portfolio.
- Pay Postgraduate Researchers for undertaking teaching activities.

Supervisors must ensure that an individual Postgraduate Researchers teaching commitments are not so excessive so as to threaten completion of their studies. It is recommended that teaching activities should not exceed 250 hours per year and should not normally exceed 6 hours in any single week during the year. This includes any time associated with preparation and marking.

Postgraduate Research Candidates must receive appropriate training before they undertake duties as Teaching Assistants or Demonstrators, as specified in the Code of Practice for the Use of Postgraduate Students in Teaching.

With the agreement of the Supervisor, Postgraduate Research Candidates students can enrol on modules delivered by the University, College or School that are part of accredited teaching awards (for example the PG Cert HE). Teaching Assistants and Demonstrators may be required to complete training modules whose learning outcomes require a contribution to teaching. It is not expected that Postgraduate Researchers will be paid for any teaching that forms part of these pre-agreed training modules.

Postgraduate Researchers Candidates must be paid for undertaking teaching activities. Unpaid teaching is only permitted if students are teaching as part of training modules. Some scholarships include payment for teaching and students must only be paid for work that is additional to the teaching defined by the scholarship.

4.9 Candidate feedback, representation, Complaints and Appeals

If candidates are unhappy with the progress of their research for reasons outside their control, they must contact one of the following academic staff: their Supervisor(s), Personal Tutor, Chair of the Review Committee, Postgraduate Research Lead, Head of School, College Director of Postgraduate Research, or Dean of Postgraduate Research, and at an early stage to obtain appropriate advice.

Postgraduate Research Candidates can comment, as part of the monitoring procedure, on aspects of their programme (see Section 5).

Postgraduate Research Candidates are represented on University committees and groups by nominees of the Students' Union. Postgraduate Research Candidates must also be represented on College and School staff-Postgraduate Researcher liaison committees. They can also be invited to attend other College and/or School committees. Postgraduate Researchers are expected to complete the annual Higher Education Authority (HEA) Postgraduate Research Experience Survey.

The Student Complaints Procedure is for all students who want to complain about their academic programme or any other services offered by the University. To appeal against the results of an academic assessment, against a decision taken on academic progress, or regarding a final award, then the Appeals Procedure is used.

5. Monitoring and Review of Progress

5.1 Review Committee

Each Postgraduate Research Candidate is monitored by a Review Committee consisting of a Chair, who is independent of the Supervisory team, Principal Supervisor and Co-supervisor(s) and one other member of academic staff who is independent of the Supervisory team (the Internal member of the Review Committee). In the instance of a candidate following a Masters by Research programme of study, where necessary, the roles of Chair and Co-supervisor may be combined. External Supervisors may also be appointed if required. The School's Lead for Postgraduate Research oversees the membership of Review Committees. Review Committees must meet at least once a year. The first review of progress must be completed and reported within the first 9 months using the online Postgraduate Review System (PGRS), in which the candidate and Principal Supervisor independently complete online forms reporting their assessment of progress. Once submitted, the Chair arranges a Review Committee meeting in which the candidate makes a presentation on their research and responds to questions from the committee. The questioning is led by the Internal committee member but can involve all those present. The Review Committee will agree an action plan for future work with the candidate and make an overall assessment of progress. The Chair is responsible for reporting the agreed outcome of the Review meeting in the PGRS, and Postgraduate Research Candidate, Principal Supervisor, and Internal are asked to agree or comment on the report. If the outcome of the annual Review Committee reports unsatisfactory progress, then a further Review Committee should be arranged within 3 months of the first to assess progress against goals set by the agreed action plan (refer to Section 5.2). In exceptional circumstances where the outcome of the Review Committee report cannot be agreed by all participants, the School Lead of Postgraduate Research can finalise the report in the PGRS.

The Review Committee:

- Approves the proposed research.
- Makes sure that proper supervision is in place.
- Approves a replacement Principal Supervisor and/or Co-supervisor as required.
- Makes sure that the candidate has access to the resources required for the project.
- Monitors the candidate's progress, including participation in training courses and other activities that enhance employability.

5.2 Review of Progress

The registration period for the MPhil and PhD may include a probationary period. Postgraduate Research Candidates can be granted exemption from all or part of the probationary period by the School Lead of Postgraduate Research if they have at least one of the following:

- A Master's degree in a relevant subject area.
- At least 1 year of full-time, or 2 years of part-time, research experience in a relevant subject area.
- At least one year's relevant professional experience.

Any agreed probationary period for the MPhil and PhD under Method C typically lasts for 2 years. Any agreed probationary period for the MPhil and PhD under Method A, B or D typically lasts for 1 year. There is no probationary period for those studying by Method E or for the Masters by Research. If an exemption from the probationary period is allowed, the registration period and deadline for submitting the thesis must be reduced (see Section 3.6). Exemptions from the probationary period must be approved as part of the application process. Retrospective applications, after a candidate has registered, can be granted in exceptional circumstances but must be approved by the Chair of the Senate Regulations and Special Cases Committee.

If there are concerns about a candidate's progress during the probationary period or at any other time, the Review Committee can recommend a transfer to another programme or termination of studies. Before a recommendation is made, the Chair of the Review Committee must inform the candidate in writing that progress is considered to be unsatisfactory (this is achieved through the Chair's report in the PGRS and agreed by the candidate) and the candidate must be given an opportunity to improve performance. The candidate must be given a defined period of time at the end of which progress must be reassessed. The period of time between a written warning and reappraisal of performance must be determined by the Review Committee, taking into account the scheduling of activities and the nature of the matters that led to concerns about progress. The period of time must not be greater than 3 months. If performance does not improve, the Review Committee can recommend a transfer to another programme or termination of studies. Recommendations to transfer a candidate to another programme (as described in Section 3.7) should be reported to the School Lead of Postgraduate Research who must request approval from the Dean of Postgraduate Research. Recommendations to terminate studies must be referred to the Dean of Postgraduate Research and follow the Termination of Studies Procedure.

Schools' processes to monitor Postgraduate Research Candidates are overseen within the Colleges by the College Director of Postgraduate Research and across the University by the Doctoral School. The progress of Postgraduate Research Candidates is monitored by the Senate Research Degrees Committee or groups acting on its behalf.

5.3 Progression in Professional Doctorate Programmes

Professional Doctorate programmes are examined in two parts. Part 1 is a taught component, which can include taught elements, research training and placement learning. Part 1 is examined by assessments as defined in the Programme Specification. The assessments can include evaluation of professional/industrial practice, examinations, reports and projects/portfolios. Part 2 is a research project and candidates complete a thesis.

A Board of Examiners must consider and confirm candidates' results for Part 1 before candidates are allowed to submit Part 2 theses for examination. Postgraduate Research Candidates on the DClinPsy may submit the thesis for examination before Part One has been completed. In order to successfully complete Part One, candidates must achieve all of the following:

- An overall average mark of at least 50%.
- A mark of at least 50% in all core modules.

- Marks of at least 50% in modules worth at least 160 credits.
- No mark in any modules below 40%.

In exceptional circumstances (for example, to fulfil conditions imposed by a Professional Body), the criteria defined above can be modified subject to approval at validation.

The Board of Examiners must decide whether a candidate who fails Part 1 has to be re-examined in:

- i. All of the elements of assessment.
- ii. The failed elements of assessment.

A pass mark is the maximum mark that can be given for resubmitted work unless there are documented extenuating circumstances that affected the candidate's first submission. Candidates must submit new work for re-examination. In the case of clinical or practical components, the Board of Examiners can allow candidates to resubmit work based on the original clinical or practical experience, but a pass mark is the maximum mark that can be given.

Candidates must pass Part 1 and Part 2. Candidates may also have to pass Professional/clinical practice components but any such requirements must be defined in the Programme Specification.

6. Submission of Thesis and Examination

6.1 Timing

Typically, postgraduate research candidates can submit a thesis at the earliest, 6 months before the final registration date. However, a doctoral thesis may be submitted at any time for examination after an 18-month registration period in exceptional circumstances and with the formally recorded support of the supervisory committee. Candidates enrolled on a Masters by Research under Method A or B can submit a thesis at the earliest, 2 months before the final registration date. Candidates registered under Method E may submit up to 12 months after the end of the registration period for this programme. One month prior to submission, all postgraduate research candidates must complete an online Final Award Check on the Request Centre.

6.2 Language of the Thesis

Theses must be submitted in Welsh or English. Theses can only be submitted in a language other than Welsh or English where:

- The language of submission reflects the language in which the research was conducted or that underlies the research.
- The student's Supervisor can provide guidance and comments on the thesis without translation.
- External and internal examiners can be appointed to examine the work without translation.

Additionally, submitting in another language must:

- Have tangible benefits for the dissemination of the outcomes of the research.
- Be consistent with the College/School research strategy.
- Not impact negatively on access to the thesis.

Theses must not be submitted in a language other than Welsh or English if the only reasons are one or more of the following. Such factors must be addressed by appropriate support and, where applicable, extensions to the period of study.

- The student wishes to submit in another language because that would be easier than submitting in Welsh or English.
- The student has personal circumstances that impact on the ability to submit in Welsh or English.
- The student, outside the terms of any agreements with another institution, wishes to submit a thesis that will subsequently be presented to another institution/organisation for their recognition.

6.3 Style, Content and Submission

Theses must include:

- An abstract not exceeding 600 words.

- A review of literature relevant to the work conducted by the candidate.
- A description of the methods used by the candidate to conduct the research.
- A description of the results and discussions and conclusions of the research.
- A bibliography of sources quoted or referenced in the thesis.

These elements (abstract, literature review, objectives, methods, results, discussions, conclusions and references) must be presented and may include one or more of the following:

- Separate sections/chapters.
- Papers ready to be submitted to an academic journal.
- Works already published.
- Original translation, version or adaptation.
- Artefact.
- Score.
- Portfolio of original works.
- Recording or performance.
- Exhibition.

If works completed with other authors are included in the thesis, the candidate's contribution to these works must be defined in the introduction. Candidates must check whether permission is required from the publishers of any published works.

The thesis must not exceed 50,000 words for a Masters by Research and Professional Doctorate, 60,000 words for an MPhil or 100,000 words for a PhD. These word limits do not include footnotes, bibliography or appendices. Research theses must be submitted using clearly legible Serif fonts (e.g. Times-Roman, Bookman) or Sans-serif fonts (e.g. Arial, Helvetica, Verdana, Tahoma) or their equivalents. In the main body of the text, Serif fonts must not be smaller than 12-point. For Sans-serif fonts, the font size must not be smaller than 10-point. Characters in other texts (notes, footnotes etc.) must be not less than 10-point for Serif fonts and 8-point for Sans-serif fonts. A 1½ line spacing must be used in the main text, but single spacing may be used in the summary and in any indented quotations and footnotes. Margins must be no less than 2.5cm on the binding edge, and 1.5cm on all other sides. When printing, use both sides of the paper. Colours may be used for charts, diagrams and photographs.

Theses must be submitted as a soft bound volume and/or an electronic copy (see below for conditions). Where soft bound volumes are submitted, they must:

- Be sufficiently secure to withstand transit to and from the examiners.
- Have, on the outside cover, the Postgraduate Researcher's name and the title of the postgraduate research programme.

For examination, a PGR candidate typically submits:

- i. two soft bound copies of the thesis. However, if (a) all examiners are agreed to accept electronic versions of the thesis or (b) the examination takes place under exceptional circumstances, then the thesis submission may be wholly electronic. All signed declarations linked to postgraduate research thesis submission should contain either written signatures or e-signatures.

- ii. An electronic copy of the thesis, in a structure and format that is exactly the same as the printed version, to be submitted as a pdf document.

The submitted thesis must contain:

- A summary/abstract of up to 600 words.
- A declaration to certify that the work has not been accepted for any award, and is not being submitted concurrently for any award unless as agreed by the University for approved dual awards, and to confirm that the thesis is the candidate's own work using the declaration shown below:

'I hereby declare that this thesis is the results of my own investigations, except where otherwise stated. All other sources are acknowledged by bibliographic references. This work has not previously been accepted in substance for any degree and is not being concurrently submitted in candidature for any degree unless, as agreed by the University, for approved dual awards.

I confirm that I am submitting this work with the agreement of my Supervisor(s).'

'Yr wyf drwy hyn yn datgan mai canlyniad fy ymchwil fy hun yw'r thesis hwn, ac eithrio lle nodir yn wahanol. Caiff ffynonellau eraill eu cydnabod gan droednodiadau yn rhoi cyfeiriadau eglur. Nid yw sylwedd y gwaith hwn wedi cael ei dderbyn o'r blaen ar gyfer unrhyw radd, ac nid yw'n cael ei gyflwyno ar yr un pryd mewn ymgeisiaeth am unrhyw radd oni bai ei fod, fel y cytunwyd gan y Brifysgol, am gymwysterau deuol cymeradwy.

Rwy'n cadarnhau fy mod yn cyflwyno'r gwaith hwn gyda chytundeb fy Ngoruchwyliwr (Goruchwylwyr)

*Except as allowed by a Board of Examiners, a candidate **must not** amend, add to or delete from the thesis after it has been submitted.*

6.4 E-thesis final submission to PURE

After the viva has taken place and any corrections have been made, a final version of the thesis should be submitted to the Repository in e-version only. Instructions are provided in the "How to Guide" on the Doctoral School website. Also here: [helpguide](#)

The step-by-step process involves:

- Postgraduate Researcher signs and uploads a copy of the Thesis Deposit Agreement' (TDA) in PURE.
- Postgraduate Researcher uploads the final version of the thesis in PURE post-viva and after any corrections have been made.
- If the thesis contains substantial third party copyright material or has General Data Protection Regulation issues, then two separate digital copies of the thesis should

be uploaded: one complete version of the thesis (as examined) and one abridged version with the third party copyright material removed.

- Copies of published articles should not be included in the uploaded version of the thesis. Instead, a link or DOI (Digital Object Identifier) should be made in PURE.
- The Repository team checks the thesis for the unsigned declaration and that the TDA is complete and uploaded.
- The Repository team will notify the Doctoral School and the College Postgraduate Administrator when the thesis has been submitted.
- The Doctoral School will confirm if an embargo has been granted.
- Once the thesis has been uploaded and the repository team confirms that it is on PURE (to the PGR Administrator), the PGR administrator will then send the paperwork relating to the viva voce examination and the relevant PURE data to the Awards Office. The Awards Office confirms by email to the student that the examination process is completed and that the award letter has been sent.
- Once the Repository team has received copy of the Awards letter, the thesis will be validated in PURE and published online via the library catalogue immediately or at the end of an embargo period.
- The thesis will also be harvested by the British Library via their ETHOS online thesis repository.

6.5 Publication and Bar on Access

The University has an expectation that a Postgraduate Research thesis is a document available for public consultation. As such, unless a legitimate reason for restricting access to the thesis exists, all PhD, Masters by Research, Professional Doctorates and MPhil theses will be made publicly available on the internet via the Bangor University Library Catalogue.

A candidate can publish any research work before it is submitted for examination. Published work can be included in the thesis. In some cases, publication may not be permitted, for example, where constraints have been imposed by a sponsor or by the University. If a thesis contains confidential or sensitive data it may not be appropriate to make the full text freely available online. Similarly if there is the intention to publish the whole, or extracts from the thesis, then there may need to be a restriction to access to the electronic version. If this is the case, an embargo/bar on access may be requested. The relevant form and guidelines re process can be found here: <https://www.bangor.ac.uk/doctorsal-school/resources.php.en>

A bar on access to the thesis and/or accompanying data for a specified period of up to five years can be permitted. The candidate's Supervisor must submit a request for a bar on access. Requests must be submitted to the Doctoral School, and requests for a period of over 6 months will be considered by the Chair of the Senate Regulations and Special Cases Committee (or nominee).

6.6 Board of Examiners

The Board of Examiners is required to conduct an oral examination of each candidate. This requirement can be waived by the Board of Examiners when a resubmitted thesis is being examined. Examiners must judge the thesis on the basis of the standard and scope of work which it is reasonable to expect from a Postgraduate Researcher after a specified period of study (see Section 2). In exceptional circumstances, examiners are required to take such

circumstances into account as part of their deliberations. Such circumstances should be documented and submitted to the Chair of Examiners (for subsequent dissemination to all examiners) by the candidate's supervisor. Members of the Board of Examiners are:

- Chair
- Internal examiner (except for candidates who are members of staff)
- External examiner
- Second external examiner (only for candidates who are members of staff)

The selection criteria for examiners are defined in the Code of Practice for External Examiners: Research Degrees.

The Chair of the Board of Examiners must be an experienced member of the academic staff of the School or, if the circumstances demand, of another School at the University. An experienced member of staff at a collaborating institution can chair the Examining Board, subject to the terms of a collaborative agreement. If it is not possible to appoint an internal examiner from within the School, an internal examiner can be appointed from another School. If it is not possible to appoint an internal examiner from another School, the Chair of the Quality Assurance and Validation Task Group (or nominee) can, on the recommendation of the Head of School, appoint an additional external examiner as described in the Code of Practice for External Examiners: Research Degrees.

A Postgraduate Research Candidate's Principal Supervisor or Co-supervisor(s) must not be appointed as chair or internal examiner. The Supervisor(s) can attend the oral examination only if:

- i. The candidate requests that the Supervisor be present and this request is agreed by the Chair.
- ii. The Chair, having considered evidence presented by the candidate or Supervisor, requires the Supervisor to be present.
- iii. The internal or external examiner requests that the Supervisor be present and this request is agreed by the Chair and candidate.

A Supervisor attending an oral examination can speak only at the invitation of the Chair. In order to allow the candidate an opportunity to describe extenuating circumstances, the Chair can exclude the Supervisor from parts of the examination.

A candidate can inform the Chair of the Board of Examiners if there are any extenuating circumstances relevant to the research project, the thesis or its examination. The Chair must be informed in writing within 21 days of submitting the thesis for examination. At the discretion of the Chair, the candidate can present details of the extenuating circumstances during the oral examination.

A Supervisor can inform the Chair of the Board of Examiners if there are any concerns relevant to the candidate's research project, the thesis or its examination. A Supervisor can also inform the Chair if a thesis was submitted without the Supervisor's consent. The Chair and the candidate must be informed in writing as soon as possible after submission of the thesis, allowing time for the candidate to prepare a response. The Chair must make sure that the candidate has sufficient time to respond to any concerns raised by the Supervisor.

All postgraduate research candidates are strongly recommended to sit their *viva voce* (oral) examination as soon as it can be organised after thesis submission. Where exceptional circumstances present themselves for the candidate which cause her/him to seek a delay to the scheduling of the *viva voce* examination, s/he should address all concerns to the supervisory committee in the first instance. If the application for postponement is upheld by the supervisory committee, this decision should be communicated formally to the respective Head of School and College Director of Postgraduate Research.

6.7 Oral (*viva voce*) Examination

For Masters Degrees by Research, a *viva voce* examination is required only where 'Major Corrections' are sought by the examiners which do not relate solely to the presentational nature of the dissertation. A *viva voce* examination is required for the award on all doctoral programmes of study (Methods A-F).

The purpose of the oral examination is to:

- Allow the examiners to assure themselves that the thesis is the candidate's own work.
- Give the candidate an opportunity to defend the thesis and clarify any matters raised by the examiners.
- Allow the examiners to assess the candidate's general knowledge of the particular area of study.

In accordance with Chapter B11 of the QAA UK Quality Code, Examiners are asked to submit separate, independent written reports before the *viva voce* and a joint report after it. External Examiners are also asked to report on the examination process. The Internal and External Examiners' reports will be made available to the candidate following the *viva voce*.

The oral examination must be conducted at the University or, with everyone's agreement, by video conference (or equivalent service such as Skype) involving a University site or a maximum of four other sites. Any further requests concerning multiple sites for a *viva* examination should be made in the first instance to the Dean of Postgraduate Research by the supervisor, detailing fully the reasons for the exceptional request. The strength of the video conference connection must be tested beforehand and a landline connection should be available as a back-up. Candidates may not access any additional material either on their computer or on the internet during the course of the *viva* examination nor engage in any electronic communication with any other person during the examination.

The oral examination can only be conducted at another place if the Chair of the Senate Regulations and Special Cases Committee agrees. The oral examination can be conducted at a partner institution if the postgraduate research programme is part of a collaborative agreement.

The oral examination must be held within 3 months of the date when the thesis was submitted. The Chair of the Board of Examiners can defer an oral examination if there are extenuating circumstances that prevent the candidate from attending. The oral examination may not be deferred for more than 6 months from the date when the thesis was submitted.

Guidelines on the conduct of the oral examination are in Appendix 1.

Examination Boards for the Master by Research degrees may agree that an oral examination is not necessary where the internal and external preliminary examination reports indicate that there are no conditions or only minor corrections are required.

Where the oral examination is conducted through videoconferencing and there are insurmountable technical difficulties leading to serious disruption of the examination, the Chair will be responsible for organising the next available date for all parties involved. The rearranged examination will continue from where it ended previously, provided that the Chair and examiners agree that the substantial part of the examination had already been conducted in the first instance. Where the technical difficulties obstructed the examination at an early stage, the rearranged examination will constitute a completely new examination of the candidate, and therefore will require a fresh line of questioning. It must be made clear to the candidate that any such rearranged examination constitutes the first examination (ongoing or restarted) and is not a resubmission, as no decision has yet been made on the candidate's thesis. The potential for additional stress on the part of the candidate, following such technical difficulties and rearrangements, must be taken into account by the Chair and examiners in terms of **how** the examination is conducted, though this consideration must not affect the examiners' decisions on the thesis.

6.8 Board of Examiners - Options/Decisions

Examining Boards must choose Option A, B or C.

Option A. Award the degree using Option A1, A2 or A3

A1. Without conditions.

A2. After completing minor corrections.

These must be completed within 3 months (2 months for Masters by Research and PhD by Method E) from the date when the candidate receives official notification of the result of the examination. Minor corrections do not require academic re-assessment, for example, typographical errors or minor re-organisation of material. The internal examiner must verify that the corrections have been made. For PhD under Method E, minor corrections apply to the critical analysis only.

A3. After completing substantive amendments.

These must be completed within 6 months (or 4 months for Masters by Research theses and PhD by Method E) from the date when the candidate receives official notification of the result of the examination. The external examiner must verify that the corrections have been made. For PhD under Method E, the candidate is allowed to modify and re-submit the critical analysis.

Option B. Conduct a further examination (refer) on payment of a re-presentation fee using Option B1 or B2

Option B1 is not used after examining a Masters by Research thesis or a thesis that has been resubmitted

B1. Candidate permitted to resubmit the thesis within 12 months. Theses can be resubmitted for awards as listed below:

- MPhil – resubmit for either MPhil or Masters by Research
- DMin – resubmit for either DMin, MPhil or MMinRes

EdD – resubmit for either EdD, MPhil or MEdRes

DClinPsy – resubmit for DClinPsy

DHealthCare – resubmit for DHealthCare

PhD – resubmit for either a PhD, MPhil or Masters by Research

For PhD by Method E, after a first submission where the published work has been found to be not satisfactory, the Examining Board may permit a further submission to include additional works of an appropriate quality and standard within a period not exceeding five years to be determined by the Board.

If Option B1 is chosen, the Board of Examiners must also specify whether a *viva voce* examination is required after a thesis is resubmitted.

If the candidate chooses not to resubmit then the Board of Examiners must choose one of the options defined in Section C.

B2. Candidate must attend another *viva voce* examination:

- i. without requiring any corrections to the thesis.
- ii. with minor corrections to be completed within 3 months (2 months for Masters by Research) and before the *viva voce* examination.

After this examination (or if the candidate chooses not to attend), the Board of Examiners must then choose option A, B or C, but option B2 is not used.

Option C. Decide that the candidate has failed to achieve the standard required.

For the Masters by Research, DClinPsy and DHealthCare the Board of Examiners must use option C2.

For all other awards, the Board of Examiners must choose Option C1 or C2.

C1. Award an alternative qualification as follows, choosing option C1-i or C1- ii (not applicable to Method E)

MPhil – award Masters by Research in relevant subject

DMin – award MMin Research (MMinRes)

EdD – award MEd Research (MEdRes)

PhD – award MPhil.

- i. without conditions.
- ii. with minor corrections to be completed within 3 months (2 months for Masters by Research). The internal examiner must verify that the corrections have been made.

C2. No degree awarded.

Examiners must only choose this option for the Masters by Research, DClinPsy, DHealthCare or when a resubmitted thesis has been examined.

In programmes leading to joint or dual awards, and where the Bangor based viva is not the final stage, then the decision of award may be deferred until all components of the examination have been completed. Further information is provided in the Code of Practice for Collaborative Provision.

If a thesis has to be corrected as defined by Options A2, A3, B2ii or C1ii, the Chair of the Board of Examiners must be satisfied that the corrections agreed by both examiners are both explicit and feasible for the candidate to complete within the specified time with a view to a

successful outcome for the submission of the revised thesis. The Chair must ensure that, within 10 working days of the decision, the candidate is informed in writing when the corrected thesis has to be submitted and is given a list of the corrections suggested by the examiners. If a thesis has to be corrected as defined by Option B1, the University will issue a letter within 5 working days of receiving the Examining Board's decision to let the candidate know when the corrections have to be completed. The candidate will receive from the Postgraduate Research administrator a list of the corrections suggested by the examiners. If, at any point in the examination process, there is any disagreement of substance between the examiners regarding the assessment of the thesis, the Chair/Postgraduate School Lead should contact the Dean of Postgraduate Research for further consultation and resolution.

Schools must make sure that there are procedures in place to check that corrections have been completed before the deadlines. The internal examiner is responsible for ensuring that the candidate understands the nature of the corrections, and verifies to the Chair that the corrections have been made to the satisfaction of the examiners. Any communication between candidate and external examiner post viva should be via the internal examiner. If a thesis is not resubmitted before the deadline, the Board of Examiners must choose option C1 or C2.

When a thesis is resubmitted, a candidate must provide the Board of Examiners with a summary of the changes made to the original thesis.

Exceptionally, if any member of the Board of Examiners has already approved the amendments for the resubmission in writing but does not also complete the official documentation, despite all reasonable attempts having been made by the University to secure this documentation, then the Senate Regulations and Special Cases Committee may award the degree to the research candidate.

If corrections are required after the examination, the corrected version of the thesis must be submitted for approval electronically. The final corrected and approved version of the thesis must be an electronic copy. Candidates must deposit the final electronic version of the thesis and associated date and meta-data in the University's Digital Repository (PURE) using the procedures defined by the University.

Candidates must obtain permission to use copyrighted material. Electronic access to the thesis will be limited if permission to use copyrighted material has not been obtained.

Candidates can appeal under the Appeals Procedure. This Procedure consists of two distinct processes. Candidates cannot question the academic judgement of the examiners under this procedure.

Appendix 1. Guidelines for a *Viva Voce* Examination

The role of the Supervisor(s)

The Supervisor is responsible for arranging the date and time of the examination although this responsibility may be devolved to administrative staff within a College or School. The Supervisor must ensure that the candidate understands the purpose of the examination and is familiar with the process and conduct of a *viva voce* examination. The following points must be explained:

- The examination is based on questions from the examiners.
- The primary purpose of the examination is to ensure that the thesis is the candidate's own work.
- The examination will include questions about the thesis and can also include general questions about the subject area.
- The candidate can consult the thesis during the examination.
- The examiners may ask candidates to explain in their own words aspects that are described in the thesis.
- The examination of research theses must be robust and challenging, and candidates must not assume that questions necessarily reflect some weakness in the thesis.

Before the Examination

A suitable room must be made available for the examination where disturbance is minimal. The examiners must meet before the scheduled time of the examination to discuss their pre-prepared reports. They must decide how the examination will be conducted, with particular emphasis on the issues to be raised with the candidate and who will lead on each issue. The external examiner must take overall responsibility for the examination. In cases where there is more than one external examiner, it must be agreed who will take a lead role.

During the Examination

Role of the Chair

The Chair must introduce the members of the Board of Examiners and give a brief introduction to the way in which the Board will be conducted. The Chair must confirm that the examination should not be recorded by any electronic device, unless all parties have previously agreed to the recording. If, exceptionally, an agreed recording is made, it should be made available to all parties after the examination.

It is important for the Chair to try to put the candidate at ease. It is good practice for the Chair to invite the candidate to (i) introduce themselves and (ii) to give a brief summary of the work to be examined. The Chair must oversee the conduct of the examination and must intervene only when necessary to ensure that the examination proceeds as required by this regulation.

Role of the External Examiner(s)

The external examiner(s) assume responsibility for the examination and ask the majority of the questions. The style of questioning is largely a matter of personal choice and can be altered during the examination in response to a candidate's answers and demeanour. Whilst some flexibility is essential, it is also important to plan the questions, prioritising important areas and placing less emphasis on minor points that can be conveyed to the candidate in writing after the examination. Wherever possible, the examination must take the form of a discussion and must not be adversarial.

Role of the Internal Examiner

The internal examiner must ask questions that help clarify any answers given by the candidate, that address issues not covered by the external examiner's questions, and that encourage candidate to develop their answers to address specific features of the research context or environment.

Asking Questions

Examiners must:

- Use a range of question types: open questions can be useful to encourage detailed answers whereas closed questions are an effective way of testing a candidate's knowledge/understanding of a specific topic.
- Allow candidate an appropriate amount of time to answer a question.
- Rephrase the question if the Postgraduate Researcher gives a poor answer that may be due to a misunderstanding.
- Exercise good judgment when pursuing any questions that the candidate has been unable to answer.
- Encourage the candidate by appropriate praise or acknowledgement of strong answers.
- Alternate difficult and less difficult questions to provide candidates with an opportunity to recover from a difficult line of questioning.

Examiners must not:

- Indicate the outcome of the examination at the beginning of the *viva voce*.
- Intimidate candidates by asking a large number of hostile questions.
- Ask questions or comment on minor typographical or grammatical errors.
- Ask questions on a page-by-page basis.
- Concentrate on only one aspect or facet of the thesis.

End of the Examination

At the end of the examination, the Chair must provide the candidate with an opportunity to make any additional comments. If an opportunity was not provided at the beginning of the examination, the candidate can be invited to summarise the main conclusions of the thesis. The Chair must then explain the examination process, the options that are available to the

Board of Examiners, and must invite the candidate to wait outside the examination room until a decision has been made or to return at a defined time.

After the Examination

The Board of Examiners' decision can be communicated to the candidate by either the Chair or the external examiner. The Chair must ensure that the candidate understands the panel's decision and must explain what actions, if any, the Postgraduate Researcher has to take and the timescale for such actions. The Chair must ensure that comments from the examiners are made available to the Postgraduate Researcher. The Chair must also ensure that the Board's decision is properly recorded on the examination forms and that there are arrangements in place to complete the forms.

Appendix 2. Terms

Recognition of Prior Learning (RPL)	Recognition of Prior Learning (RPL) includes the recognition of prior learning (RPL), recognition of prior certificated learning (RPCL), recognition of prior experiential learning (RPEL), recognition of prior certificated and/or experiential learning (RP[E/C]L) and the recognition of prior learning and achievement (RPL&A). RPL does not include credit transfer and accumulation (CAT).
Assessment	<p>Assessment is an essential element of the learning process. It is used to judge the achievement of Postgraduate Researchers and to determine whether they have fulfilled module and programme learning outcomes.</p> <p>Assessment is also used as a noun to describe activities (e.g. examinations, coursework).</p>
Award	Type of qualification (e.g. Bachelor of Arts, BA).
Boards of Examiners	Boards responsible for assessment, progression and classification of awards.
Core Module	Module that must be taken by all Postgraduate Researchers on a Programme and must be passed.
Coursework	Any assessment which is not an Examination or Test.
Credit	Measure of learning outcomes achievable in notional hours. 1 credit is equivalent to 10 notional hours.
Credit Level	See Level 6, Level 7 and Level 8.
Enrolment	The process by which a Postgraduate Researcher formally enrolls for a named award of the University.
External Examiner	Independent and impartial advisor providing informed comment on standards and Postgraduate Researcher achievement. Usually a senior academic in other University, or an experienced practitioner in the subject area.
<i>Force Majeure</i>	[Regulations operating when the academic institution is operating in] extreme or unconventional circumstances.
Learning Outcomes	Statements, at programme and module level, of what a Postgraduate Researcher can be expected to know, understand and/or do as a result of a learning experience.
Level 6	Achievement at Level 6 reflects the ability to critically review, consolidate and extend a systematic and coherent body of knowledge, utilising specialised skills across an area of study; critically evaluate concepts and evidence from a range of sources; transfer and apply diagnostic and creative skills and exercise significant judgement in a range of situations; and accept accountability for determining and achieving personal and/or group outcomes. ¹
Level 7	Achievement at Level 7 reflects the ability to display mastery of a

	complex and specialised area of knowledge and skills, employing advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for related decision making, including use of supervision. ¹
Level 8	Achievement at Level 8 reflects the ability to make a significant and original contribution to a specialised field of inquiry demonstrating a command of methodological issues and engaging in critical dialogue with peers; accepting full accountability for outcomes.
Module	Discrete and coherent block of learning that forms part of a Programme.
Outcomes	See Learning Outcomes.
Programme	Scheme of study validated by the University and having specified Core, Compulsory, Optional and Elective Modules as defined in a Programme Specification.
Programme Specification	Validated description of a Programme presented in a defined format.
Qualification	See Award.
Registration	The process by which enrolled Postgraduate Researchers become 'registered' Postgraduate Researchers for the current academic session. Postgraduate Researchers must re-register for each academic year of their studies.
Scheme of Study	See Programme.
School	Section of the University responsible for delivering a programme.
Validation	The process of approving a programme. See the Code of Practice for Programme Approval, Monitoring and Review.

¹ CQFW. 2009. Credit and Qualifications Framework for Wales 2009-2014.

The Office of the Independent Adjudicator for Higher Education (OIA) runs an independent scheme to review student complaints. Bangor University is a member of this scheme. If you are unhappy with the outcome from Bangor University, you may be able to ask the OIA to review your case. You can find more information about making a complaint to the OIA, what it can and cannot look at and what it can do to put things right here:

<https://www.oiahe.org.uk/students>.

You normally need to have completed this procedure before you complain to the OIA. Bangor University will send you a letter called a 'Completion of Procedures Letter' when you have reached the end of these processes and there are no further steps you can take internally. If your complaint/appeal is not upheld, Bangor University will issue you with a Completion of Procedures Letter automatically. If your complaint/appeal is upheld or partly upheld you can still ask for a Completion of Procedures Letter from Bangor University if you want one. You can find more information about Completion of Procedures Letters and when

you should expect to receive one here: <https://www.oiahe.org.uk/providers/completion-of-procedures-letters>.

To bring a complaint to the OIA, you need to submit a completed OIA Complaint Form within 12 months of the date of Bangor University's final decision (usually the date of the Completion of Procedures Letter), and you will normally need to send the OIA your Completion of Procedures Letter.