

Regulations for Postgraduate Research Programmes

*Regulation 03: 2014 Version 01
Effective 1 September 2014*



These regulations apply to students who began their postgraduate programme on or after 1 September 2014

1. These regulations are for the following postgraduate research programmes:
 - Masters by Research
 - Master of Arts by Research (MAREs)
 - Master of Business Administration by Research (MBAREs)
 - Master of Education by Research (MEdRes)
 - Master of Laws by Research (LLMRes)
 - 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)
 - Professional Doctorates
 - Doctor of Clinical Psychology (DClinPsy)
 - Doctor of Ministry (DMin)
 - Doctor of Education (EdD)
 - Doctor in Healthcare (DHealthCare)
 - Doctor of Philosophy (PhD)
2. These regulations do not include Master of Research (MRes) which is a programme consisting of taught modules (60 credits) and a research project (120 credits). The Master of Research is described in detail in the Regulations for Taught Postgraduate Programmes (Regulation 02).
3. These regulations do not include Senior Doctorates (see Regulation 12) or Honorary Doctorates.
4. These regulations allow the submission of PhD theses consisting of published works (see paragraph 49). However these regulations do not apply to the PhD by Published Works which is a programme available to applicants who have a collection of published works before registering at the University. The PhD by Published Works is described in Regulation 05.
5. These regulations should be read with the Code of Practice for Assurance of Academic Quality and Standards of Research Programmes (Code 03), the Code of Practice for External Examiners: Research Degrees (Code 05), the Code of Practice for Collaborative Provision (Code 12) and the Procedures for Approving Interruption of Studies (Procedure 07).
6. 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 must be as described in these regulations.
7. The levels of study and credits for postgraduate research programmes are:
 - Masters by Research: 180 credits at Level 7
 - MPhil: Work submitted for examination must be at Level 7
 - Professional Doctorates: 540 credits with a minimum of 360 credits at Level 8. The remaining credit must normally be at Level 7. A maximum of 20 credits at Level 6 may be permitted if approved at validation.
 - PhD: Work submitted for examination must be at Level 8. Modules for skills training must be at Level 7 or Level 8.

The levels are as defined by the Credit & Qualifications Framework for Wales and the MPhil and PhD are not credit based.

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.

Criteria for Awarding Postgraduate Research Degrees

The criteria in this section are from *The Framework for Higher Education Qualifications in England, Wales and Northern Ireland (2008)*.

Masters by Research and MPhil

8. Masters by Research are awarded after successful completion of study and research. The research must normally be (a) a substantive evaluation and analysis of a body of knowledge and/or (b) an original research project.
9. The Degree of Master of Philosophy (MPhil) is awarded after successful completion of study and research. The research must normally be (a) a critical evaluation and analysis of a body of knowledge and/or (b) an original contribution to knowledge.
10. Students 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 student:
 - to evaluate critically current research and advanced scholarship in the discipline
 - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Professional Doctorates and PhD

11. Professional Doctorates are awarded after successful completion of an approved taught course and successful completion of further study and research.
12. The Degree of Doctor of Philosophy (PhD) is awarded after successful completion of study and research.
13. Professional Doctorates and PhDs are awarded to students who show:
 - 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.
14. Students 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.

Methods of Study

15. A student can study a postgraduate research programme using one of the following methods:
 - Method A: Full-time at the University or at another institution under the terms of a collaborative agreement
 - Method B: Full-time at an external place of employment
 - Method C: Part-time at the University, an external place of employment or at another institution under the terms of a collaborative agreement
 - Method D: Part-time at the University as a full-time or a part-time member of staff

University staff members who register for a postgraduate research programme as part of their contract of employment must normally study by Method A.

16. Students may only study by Method B if they can provide evidence that they are employed by a company or organisation and that they can undertake research work at their place of employment. Confirmation of employment status will be required before registration is confirmed for each year of study. If the employment status of students studying by Method B changes then the student must transfer to study by Method A or Method C.
17. Students studying by Method A or D can complete part of their studies at another institution in the UK or overseas. If the student 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 students who are studying by Method A under a collaborative arrangement, such as dual or joint/split programmes, for which a collaborative agreement must be approved before students are registered at the University.

18. Students registered for awards at other institutions can study at the University as full-time, non-graduating students. There must normally be an agreement between the University and the collaborating institution. Fees will be determined by the Academic Registry in discussion with the admitting School.

Admission Criteria

19. Applicants for a postgraduate research programme must have one of the following:
 - i. an initial degree of the University
 - ii. an initial degree of another approved University
 - iii. a qualification which the University deems to be equivalent to an initial degree
20. Applicants must also meet all other conditions specified by the University including English language requirements.

Professional Doctorate Programmes - Credit Transfer and Accreditation of Prior Experiential Learning (APEL)

21. Previous study or experience can contribute towards a Professional Doctorate programme unless specified otherwise in the Programme Specifications. The School can consider the results achieved in previous study (Credit Transfer) and/or relevant prior experience (Accreditation of Prior Experiential Learning, APEL).
22. Credit transfer and/or APEL must not exceed 180 credits. Transferred credits must be at Level 7 or above. The credits must not normally be from a degree (e.g. taught Masters 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.
23. Credit transfer and/or APEL must not be approved for experience gained more than 10 years before the start of the postgraduate research programme. Shorter time limits can be defined at validation.
24. Depending on the number of credits transferred, or on the nature of the prior experience, students can be granted an exemption from studying all, or part, of the taught element of the programmes.

Fees and Registration (Study) Period:

25. Students can normally start a postgraduate research programme on the first day of any month.
26. Fees are published annually on the University website. Students must pay fees for the whole of the registration period. Research assistants employed by the University and studying by Method A will be charged an examination fee but all other fees will normally be waived.

If a student's studies are discontinued or interrupted, tuition fees will normally be refunded on a pro rata basis. Fees paid by a third party (e.g. Research Council) will normally be refunded to the third party and not to the student. Students should note that sponsors will normally require repayment of a stipend if studies are discontinued or interrupted.

27. At the request of the School, a student 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 student may complete the additional period of study during an extended registration period. A fee, normally 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 Academic Registry. Students must be registered as full-time students during the additional period of study. The School can specify conditions that have to be met by the student before he/she can proceed from the additional period of study to the remainder of the programme. The student must be informed of these conditions before they can proceed to the remainder of the programme.

28. The registration period for the MPhil and PhD includes a probationary period. A student can be granted exemption from all or part of the probationary period if he/she meets at least one of the following conditions:

- has a Masters degree in a relevant subject area
- has completed at least 1 year of full-time, or 2 years of part-time, research in a relevant subject area
- has at least one year's relevant professional experience.

The probationary period for a PhD under Method C is 2 years. The probationary period for the MPhil and PhD under Method A, B or D is 1 year. If an exemption from the probationary period is allowed, the registration period and deadline for submitting the thesis will be reduced (as described in paragraph 31). Exemptions from the probationary period must be approved as part of the application process. Retrospective applications, after a student has registered, may be granted in exceptional circumstances but must be approved by the Chair of the Senate Regulations and Special Cases Committee.

29. During the probationary period, the student must demonstrate, to the satisfaction of the Supervisory Committee, that he/she has sufficient knowledge and understanding of their discipline to allow him/her to meet the requirements of the programme (as defined in paragraph 10 or paragraph 13) and within the time periods specified in paragraph 31. If a student's work is not acceptable, the student will be transferred to an alternative postgraduate research programme:

- i. From MPhil to Masters by Research. The Masters by Research must be completed under Method C. If the student was registered for the MPhil under Method A or B, the Masters by Research must be completed within 6 months. If the student was registered for the MPhil under Method C or D, the Masters by Research must be completed within 12 months.
- ii. From PhD to MPhil. The MPhil must normally be completed under the same Method as the PhD but students can transfer to another method if the School agrees. The time available to complete the MPhil is determined as described in paragraph 40.

30. A student's progress must be reviewed by a Supervisory Committee every year until the thesis has been submitted. If a student does not meet the required standards, he/she must be transferred to an alternative postgraduate research programme as described in paragraph 39.

31. The registration periods and deadlines for submitting theses are as follows:

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

^{*1} A candidature will lapse if a thesis is not submitted within this period of time and the candidate will be deemed to have failed,

^{*2} Available Methods of study and time limits can be defined for programmes at validation.

If an exemption from the probationary period of an MPhil or PhD, or from the taught part of a Professional Doctorate, has been allowed (as defined in paragraphs 24 or 28) the time periods above must be reduced by the length of the exemption period.

32. Students must be at the University, or other agreed location, during the whole of the registration period. Unless otherwise determined by their conditions of employment or by conditions imposed by sponsors, students studying by Method A may take up to 8 weeks holidays (including public holidays and University holidays). Absences for study or holidays (other than UK public holidays and University holidays) must be approved by the supervisor or designated person in the School. Unexpected absences due to illness or other circumstances must be reported immediately.

The holiday entitlements for students studying by Methods B or Method D are normally determined by their conditions of employment. Absences that are likely to impact on students' studies (e.g. absence during a period when data collection is scheduled) must be approved by the supervisor.

33. The time-limits in these regulations can be extended in exceptional cases. The student's School must apply for an extension, supported by appropriate evidence, before the deadline for submitting the thesis. The application will be considered by the Chair of the Senate Regulations and Special Cases Committee or nominee.
34. If the School agrees, students can suspend their studies for medical or other extenuating circumstances. When the student returns, the registration period will be the same as that remaining for the original programme unless an extension is approved as described in paragraph 33.
35. Students can submit a thesis, at the earliest, 6 months before the end of the period of study except for Students registered for a Masters by Research under Method A or B who can submit a thesis, at the earliest, 2 months before the end of the period of study.

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

36. If students transfer from a part-time to a full-time programme, the study period already completed will normally be calculated as:

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

37. If students transfer from a full-time to a part-time programme the study period already completed will normally be calculated as:

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

38. Normally, students will only be allowed to transfer from a full-time to a part-time programme, or vice versa, on one occasion during their registration period and not within the last three months of the period of study. Applications must be submitted using the Change of Mode Form available from the Academic Registry website.

Transfer to Alternative Postgraduate Research Programmes

39. Students can transfer from one postgraduate research programme to another as follows:

- i. Transfers that are permitted if there are circumstances that prevent a student from completing a postgraduate research programme. These transfers are also permitted if a student has not met the standards required to progress with his/her studies.
 - From Masters by Research or Professional Doctorate to a Taught Postgraduate Programme. Students must be able to fulfil the requirements of the taught programme as defined by the Regulations for Taught Postgraduate Programmes (Regulation 02) 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

Students are not normally 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 paragraph 33.

- ii. Transfers that are permitted where a student's progress is consistent with the requirements of the alternative programme and where the student can demonstrate that he/she has access to sufficient funds to support an extended period of study.
 - From Masters by Research to MPhil or PhD
 - From MPhil to PhD

40. The registration period that remains if a student 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 student also changes the method of study, adjustments must also be made as described in paragraphs 36 or 37.

41. Transfers from a Professional Doctorate to a PhD are not normally permitted. Students wishing to transfer from a Professional Doctorate to a PhD must discontinue their registration for the Professional Doctorate and must then reapply for a PhD. The probationary period for a PhD can be waived if students have successfully completed the taught component of a Professional Doctorate.
42. 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.
43. If the School agrees, students 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 paragraph 33.

Exit Awards

44. Except as defined in paragraph 45 for Professional Doctorates, students must not be awarded an exit qualification if they end their studies before the examination process has been completed. For example, a student can't be awarded an MPhil solely on the basis that he/she has completed 2 years of study on a PhD programme. Students can, as described in paragraphs 39-40, transfer to alternative programmes and be examined under the regulations for those programmes.
45. For Professional Doctorate programmes, students can exit with a taught Masters Degree, Postgraduate Diploma or Postgraduate Certificate if they have fulfilled the requirements for the specific exit points as defined in the Programme Specification. Students must not be awarded an exit qualification if specific exit points have not been defined in the Programme Specification.

Supervision and Training

46. Students must be supervised as described in the Code of Practice for Assurance of Academic Quality and Standards of Research Programmes (Code 03).
47. Supervisors must be:
 - A full-time member of the academic staff
 - A part-time member of the academic staff who has appropriate academic, clinical or other relevant professional experience
 - a suitably qualified member of the staff of another university or research institution.

If it is likely that a supervisor's contract will end before a student's studies have been completed, it is recommended that Schools appoint a co-supervisor who will be in post throughout a student's intended registration period.

48. Research students will 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 students' 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 student's prior training and experience. Students should discuss their choice of courses with their supervisor. The School can specify courses that have to be completed by students, for example, Health and Safety training. Some students may also have to complete specified courses in order to meet the requirements of their funding body or sponsor.

The courses will not contribute to the examination of postgraduate research programmes. Completion of such modules will be non-award bearing but credits can be transferred to other degree programmes. Students' achievement on the courses will be considered by Schools when reviewing students' progress.

Assessment Procedures

49. Postgraduate research programmes include the submission of a thesis. Theses must include:
 - a summary and
 - a discussion/commentary that puts the work in context and describes, as appropriate, its academic or commercial significance.

Theses must also include:

- a review of literature relevant to the work conducted by the student
- a description of the methods used by the student to conduct the research

- a description of the results of the research and conclusions
- a bibliography of sources quoted or referenced in the thesis

These elements (literature review, methods, results, conclusions and references) can be presented as 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 student's contribution to these works must be defined.

50. Examiners must judge the thesis on the basis of the standard and scope of work which it is reasonable to expect from a postgraduate research student after a specified period of study (as defined by these regulations, and particularly in paragraph 10 or paragraph 13).

Masters by Research, MPhil and PhD:

51. Students must submit a thesis for examination. The thesis should not normally exceed 50,000 words for a Masters by Research, 60,000 words for an MPhil or 100,000 words for a PhD. These word limits include the bibliography but exclude appendices and footnotes.
52. The Examining Board is required to conduct an oral examination of each student. This requirement can be waived by the Examining Board when a resubmitted thesis is being examined.

Professional Doctorates:

53. Professional Doctorate programmes are examined in two parts. Students must follow a taught scheme of study (which can include periods of approved professional/industrial practice and training) and a research project.
54. Part One, the taught scheme, is examined by assessments as defined in the Programme Specification. The assessments can include evaluation of professional/industrial practice, examinations, reports and projects/portfolios. The examiners may require a student to undergo an oral examination as part of the Part One assessment process. An Examining Board must consider and confirm students' results for Part One of the programme before students are allowed to submit theses for examination.

In order to successfully complete Part One, students must achieve all of the following:

- an overall average of at least 50%
- a mark of at least 50% in modules worth at least two thirds of the credits
- no mark of less than 40% in any modules
- a mark of at least 50% in all modules that are defined as core modules.

In exceptional circumstances (for example, to fulfil conditions imposed by a Professional Body), the criteria defined above can be modified subject to the approval of the Chair of the Senate Regulations and Special Cases Committee.

55. The Examining Board must decide whether a student who fails Part 1 has to be re-examined in:
- i. All of the elements of assessment
 - ii. The elements of assessment which he/she has failed.

A pass mark is the maximum mark that can be given for resubmitted work unless there are documented extenuating circumstances that affected the student's first submission.

56. Students are normally required to submit new work for re-examination. In the case of clinical or practical components, the Examining Board can allow students to resubmit work based on the original clinical or practical experience, but a pass mark is the maximum mark that can be given.
57. A student must normally pass Part One (as defined in paragraph 54) before submitting the thesis for examination. Students on the DClinPsy may submit the thesis for examination before Part One has been completed.
58. For Part Two, the research project, students must submit a thesis for examination. The thesis must not exceed 60,000 words excluding appendices and footnotes. The Examining Board is required to conduct an oral examination of each student. This requirement can be waived by the Examining Board when examining a resubmitted thesis.
59. Both parts of the examination must be passed in order to qualify for the degree. Students may also have to pass Professional/clinical practice components in order to qualify for the degree; any such requirements must be defined in the Programme Specification.

Presentation of the Thesis

60. Theses must be submitted in Welsh or English. Theses may 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 should not be submitted in a language other than Welsh or English if the only reasons are one or more of the following. Such factors should 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 a disability that impacts on their 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.

61. Theses must be submitted for examination as a soft bound volume and an electronic copy must also be provided. If corrections are required after the examination, the corrected version of the thesis must be submitted for examination electronically unless the School's procedures do not allow this. The final corrected and approved version of the thesis must be a hard bound volume (as defined in paragraph 69) and an electronic copy must also be submitted. Students must deposit the final electronic version of the thesis in the University's Digital Repository using the procedures defined by the University.
62. The soft bound volume must:
 - be sufficiently secure to withstand transit to and from the examiners
 - have, on the outside cover, the student's name and the postgraduate research programme for which he/she is a student.
63. Theses must be presented on good quality A4 paper. Page margins must not be less than 2cm and must be no greater than 3cm. Serif fonts (e.g. Times-Roman, Bookman) or Sans-serif fonts (e.g. Arial, Helvetica, Verdana, Tahoma) or their equivalents must be used. In the main body of the text, Serif fonts should not be smaller than 12-point. For Sans-serif fonts, the font size should 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. All printed pages must be of even quality with clear black characters suitable for scanning/photocopying. A 1½ line spacing must be used in the main text, but single spacing can be used in the summary and in any indented quotations and footnotes. Double-sided printing must normally be used. Colour printing can be used for charts, diagrams and photographs, but students must make sure that all material can be photocopied without losing any of its detail or clarity.

64. Students must obtain permission to use other people's materials in the thesis. Electronic access to the thesis will be limited if permission to use copyrighted material has not been obtained.
65. For examination, a student must submit the following to the Head of the School or nominee:
- i. two soft bound copies of the thesis containing:
 - a summary of up to 300 words
 - a signed 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.
 - a signed statement to confirm that the thesis is the students own work
 - a signed statement regarding availability of the thesis using one of the following:
 - (a) I agree to deposit an electronic copy of my thesis (the Work) in the Bangor University (BU) Institutional Digital Repository, the British Library ETHOS system, and/or in any other repository authorized for use by Bangor University and where necessary have gained the required permissions for the use of third party material.
 - (b) I agree to deposit an electronic copy of my thesis (the Work) in the Bangor University (BU) Institutional Digital Repository, the British Library ETHOS system, and/or in any other repository authorized for use by Bangor University when the approved bar on access has been lifted.
 - (c) I agree to submit my thesis (the Work) electronically via Bangor University's e-submission system, however I opt-out of the electronic deposit to the Bangor University (BU) Institutional Digital Repository, the British Library ETHOS system, and/or in any other repository authorized for use by Bangor University due to lack of permissions for use of third party material.
 - ii. an additional copy of the summary
 - iii. An electronic copy of the thesis, in a structure and format that is exactly the same as the printed version.
66. Except as allowed by an Examining Board a student must not amend, add to or delete from the thesis after it has been submitted.
67. Theses will normally be available without any restriction on access. A bar on access for a specified period of up to five years can be permitted. The student's Supervisor must submit a request for a bar on access. Requests must be submitted to the Academic Registry for consideration by the Chair of the Senate Regulations and Special Cases Committee (or nominee). The bar on access can only be extended beyond the agreed period with the agreement of the Chair of the Senate Regulations and Special Cases Committee (or nominee).
68. A student can normally publish any research work before it is submitted for examination. The published work must not state that the work will be submitted as part of a submission for a postgraduate research programme. 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.
69. The final corrected and approved version of the thesis must be bound permanently within hard covers. The binding, like a hardback book, must be fixed with pages permanently secured. The covers must support the weight of the thesis when it is standing on a shelf. The bound volumes (or containers as defined in paragraph 70) must bear the surname and initials of the student, the full or abbreviated title of the work, the programme for which it was submitted and the date of submission. This information must be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume the number of each volume must be included on the spine of each volume.
70. Students can submit material such as maps, diagrams, and audio or video recordings with the thesis. The materials must be in a container suitable for storage on a library shelf. The container must carry the same information as that required on the spine of a research project, and must be readable when the container is in its stored position.

Examination

71. An Examining Board will comprise the following :

- chair
- internal examiner (except for students who are members of staff)
- external examiner
- second external examiner (only for students who are members of staff)

The selection criteria for examiners are defined in the Code of Practice for External Examiners: Research Degrees (Code 05)

72. The chair of the Examining Board 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.

73. A student's supervisor(s) must not be appointed as chair or internal examiner. The supervisor can attend the oral examination only if:

- i. the student requests that the supervisor be present and this request is agreed by the chair or
- ii. the Chair, having considered evidence presented in accordance with paragraph 76 and/or paragraph 77, requires the supervisor to be present or
- iii. the internal or external examiner requests that the supervisor be present and this request is agreed by the Chair and student.

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

74. If it is not possible to appoint an internal examiner from within the School, an internal examiner can be appointed from another School.

75. 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 (Code 05).

76. A student can inform the Chair of the Examining Board if there are any extenuating circumstances relevant to his/her research project, the thesis or its examination. The Chair must be informed in writing within 21 days of presenting the thesis. At the discretion of the Chair, the student can present details of the extenuating circumstances during the oral examination.

77. A supervisor can inform the Chair of the Examining Board if there are any concerns relevant to the student's research project, the thesis or its examination. The Chair and the student must be informed in writing as soon as possible after the presentation of the thesis, allowing time for the student to prepare a response. The Chair must make sure that the student has sufficient time to respond to any concerns raised by the supervisor.

Oral Examination

78. The purpose of the oral examination is to:

- allow the examiners to assure themselves that the thesis is the student's own work
- give the student an opportunity to defend the thesis and clarify any matters raised by the examiners
- allow the examiners to assess the student's general knowledge of his/her particular area of study.

79. The oral examination will normally be conducted at the University or, with everyone's agreement, by video conference, normally involving a University site and one other site. If the student is not attending a University site, then the members of the Examining Board should be together at the University site. If the External Examiner is not attending at a University site, then the other members of the Examining Board and the student should be at the University site.

80. 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.

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

Examining Board Decisions

82. 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 4 weeks from the date when the student 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.

A3. After completing substantive amendments.

These must be completed within 6 months (or 4 months for Masters by Research theses) from the date when the student receives official notification of the result of the examination. The external examiner must verify that the corrections have been made.

Option B. Conduct a further examination (refer) 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. Student permitted to resubmit the thesis, on payment of a re-presentation fee, 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

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

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

B2. Student must attend another viva voce examination:

i. without requiring any corrections to the thesis

ii. with minor corrections to be completed within 4 weeks and before the viva voce examination

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

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

*For the Masters by Research, DClinPsy and DHealthCare the Examining Board must use option C2
For all other awards, the Examining Board must choose Option C1 or C2.*

C1. Award an alternative qualification as follows, choosing option C1-i or C1- ii:

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 4 weeks. The internal examiner must verify that the corrections have been made.

C2. No degree awarded.

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

83. If a thesis has to be corrected (as defined by paragraph 82 sections A2, A3, B2ii or C1ii), the School must issue a letter within 10 working days of the oral examination to let the student know when the corrected thesis has to be submitted. The School must also provide a list of the corrections suggested by the examiners. If a thesis has to be corrected (as defined by paragraph 82 section B1) the Academic Registry will issue a letter a letter within 5 working days of receiving the Examining Board's decision to let the student know when the corrections have to be completed.

Schools must make sure that there are procedures in place to check that corrections have been completed before the deadlines. If a thesis is not resubmitted before the deadline, the School must notify the Academic Registry and refer the case to the Chair of the Examining Board to take action, as defined by the options available to the Examining Board in paragraph 82.

84. When a thesis is resubmitted, a student must provide the Examining Board with a summary of the changes made to the original thesis.