

RESEARCH DEGREE REGULATIONS

REGULATIONS FOR THE AWARD OF THE UNIVERSITY'S RESEARCH DEGREES

CONTENTS		Page
1	Principles	1
2	Application and Entry Requirements	2
3	Initial Enrolment	3
4	Registration	4
5	The Registration Period	5
6	Supervision	6
7	Programme of Study	6
8	Monitoring Progress	8
9	Transfer of registration from MPhil to PhD	8
10	The Submission	9
11	Examinations – general	12
12	Examination procedure	12
13	The candidate's responsibilities in the examination process	13
14	Examiners	14
15	First examination	14
16	Re-examination	16
17	Review of an examination decision	18
18	Following the Award	19

Annexes

1	The role and responsibilities of the University Research Degree Sub-Committee	21
2	List of the University's research degree forms	23
3	Specimen Thesis Title Page	24

Note: The Research Degree Regulations were approved by the Academic Board on 28th June 2006. This revised and updated version of the regulations was approved by the University Research Degrees Sub-Committee on 22nd June 2011.

1 **Principles**

1.1 The University of West London (hereinafter referred to as 'the University') shall award the following degrees:

Master of Philosophy (MPhil)		
Doctor of Philosophy (PhD)		
PhD by Published Work		
Doctor of Business Administration (DBA))	
Doctor of Clinical Psychology (DClinPsy))	
Doctor of Education (EdD))	
Doctor of Health Science (DHSc))	hereinafter referred to as the
Doctor of Medical Science (DMedSc))	'Professional Doctorate'
Doctor of Musical Arts (DMA))	
Doctor of Nursing (DNurs))	
Doctor of Midwifery (DMid))	
Doctor of Psychology (DPsych))	

to registered candidates who successfully complete approved programmes of supervised research.

1.2 Programmes of research may be proposed in any field of study subject to the requirement that the proposed programme is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners and that the University has the facilities, resources and expertise to supervise the topic. All proposed research programmes shall be considered for research degree registration on their academic merits and without reference to the concerns or interests of any associated funding body.

1.3 The MPhil shall be awarded to a candidate who, having critically investigated and evaluated an approved topic and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis by oral examination to the satisfaction of the examiners.

1.4 The PhD shall be awarded to a candidate who, having critically investigated and evaluated an approved topic resulting in an independent and original contribution to knowledge and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis by oral examination to the satisfaction of the examiners.

1.5 The PhD by Published Work shall be awarded to a candidate who, having produced a submission, consisting of the published works and the overview, which demonstrated an original and significant contribution to the present state of knowledge in a particular field, has defended the submission by oral examination to the satisfaction of the examiners.

1.6 The Professional Doctorate shall be awarded to a candidate who, having produced a thesis and portfolio which demonstrated an original and significant contribution to the present state of knowledge and/or professional practice, has defended the submission by oral examination to the satisfaction of the examiners.

1.7 English is the language of instruction, assessment and examination. The thesis, published works and overview, or thesis and portfolio, must be submitted in English and the oral examination will be conducted in English. Research students must ensure they have a good grasp of both written and spoken English. An IELTS score (International English Language Testing System) of 7 is the minimum standard required. Applicants who do not meet this standard will normally be required to undertake additional English Language modules, ideally before commencing the programme.

1.8 The University shall encourage co-operation with industrial, commercial, professional or research establishments for the purposes of research leading to research degree awards. Such co-operation shall be intended:

- a to encourage joint research which is mutually beneficial;

- b to extend the candidate's own experience and perspectives of the work;
- c to provide a wider range of experience and expertise to assist in the development of the project;
- d where appropriate, to enable the candidate to become a member of a research community.

Co-operation may be formalised with one or more bodies external to the University. For the purpose of the research degree these shall be referred to as Collaborating Establishments. Formal collaboration shall normally involve the candidate's use of facilities and other resources, including supervision, which are normally provided jointly by the University and the Collaborating Establishment.

In such cases a formal letter from the Collaborating Establishment confirming the agreed arrangements should be submitted with the application, except where collaboration is an integral part of the project (as for instance with NERC/SERC CASE awards). The name(s) of the Collaborating Establishment(s) shall appear on the candidate's thesis and degree certificate.

- 1.9 In approving an application for registration, the University Research Degrees Sub-Committee, on behalf of the Academic Board, shall satisfy itself that:
- a the candidate is suitably qualified;
 - b the candidate is embarking on a viable research programme;
 - c supervision is adequate and likely to be sustained;
 - d the University is able to provide appropriate facilities for the conduct of scholarly research in the area of the research programme;
 - e the environment for the professional activity is suitable (where applicable);
 - f the candidate has sufficient command of the English language to satisfactorily complete the programme;
 - g ethical considerations have been addressed.
- 1.10 Since this approval requires appropriate academic judgement to be brought to bear on the viability of each research proposal, the University Research Degrees Sub-Committee shall be composed of persons who are *actively* engaged in research and who have appropriate experience of successful research degrees supervision (see Annex 1).
- 1.11 The University welcomes overseas students but stresses that it is the student's responsibility to make themselves available for meetings with their principal supervisor and to ensure that adequate means of communication, such as e-mail and fax, are available. All examinations and supervisions are normally held at the University and the student must meet his/her own costs of attendance.

2 Application and Entry Requirements

- 2.1 An applicant for registration for the degree of MPhil, MPhil with possibility of transfer to PhD, or PhD by Published Work shall hold a good first degree (first class or upper second class) or equivalent in a relevant field, or a Masters degree (MA, MSc, MBA or MRes) or equivalent postgraduate or research experience. In addition, an applicant for registration for the PhD by Published Work is required to have at least five years' relevant experience at postgraduate level.
- 2.2 An applicant holding qualifications other than those above shall be considered on his/her merits and in relation to the nature and scope of the programme of work proposed. In considering an applicant in this category, the University Research Degrees Sub-Committee shall look for evidence of the candidate's ability and background knowledge in relation to the proposed research. Professional experience, published works, written reports or other appropriate evidence of accomplishment shall be taken into consideration. The University Research Degrees Sub-Committee may require an applicant to pass an externally assessed qualifying examination at final year honours degree level before registration is approved. An

applicant wishing to be considered under this regulation shall include in the application for registration the names of two suitable persons whom the University may consult concerning the candidate's academic attainment and fitness for research.

- 2.3 Direct registration for the degree of PhD may be permitted to an applicant who holds a Masters degree from a UK academic institution or an overseas Masters degree of equivalent standard, provided that the Masters degree is in a discipline which is appropriate to the proposed research and that the Masters degree included training in research and the execution of a research project. The University Research Degrees Sub-Committee may also register for PhD direct a candidate who, although lacking a Masters degree, has a good honours degree (or equivalent) in an appropriate discipline and has had appropriate research or professional experience at postgraduate level which has resulted in published work, written reports or other appropriate evidence of accomplishment. Direct registration to PhD will not be automatic on the basis of a Masters degree qualification but will be considered by the University Research Degrees Sub-Committee on the merits of the individual application.
- 2.4 An applicant for registration for the Professional Doctorate shall normally hold a Masters degree in the relevant field of study from a UK institution or an overseas Masters degree of equivalent standard. In addition, applicants are normally required to have at least two years relevant professional experience, ideally endorsed by membership of a professional institute and are required to have appropriate relevant professional experience and to be engaged in professional practice.
- 2.5 Applicants are required to be researching in an area which falls within the University's current research activities to enable the University to appoint supervisors who are familiar with the relevant area of research.
- 2.6 An applicant whose work forms part of a larger group project may register for a research degree. In such cases each individually registered project shall in itself be distinguishable for the purposes of assessment and be appropriate for the award being sought. The application shall indicate clearly each individual contribution and its relationship to the group project. Where a research degree project is part of a piece of funded research, the University Research Degrees Sub-Committee shall establish to its satisfaction that the terms on which the research is funded do not detract from the fulfilment of the objectives and requirements of the candidate's research degree.

3 Initial Enrolment

- 3.1 At enrolment the candidate will be allocated at least one supervisor. The supervisor(s) will establish a framework for supervision, including arrangements for regular supervisory meetings.
- 3.2 Initially, a candidate will enrol on the PG Certificate in Research. This Certificate is compulsory for all research degree students except where they are exempt from all or part on the basis of advanced standing. If exempt, a student will be expected to produce their research proposal, for the purpose of registration with the University Research Degrees Sub-Committee and subsequent enrolment, with minimal supervision, normally within 6 months. At this stage there is no guarantee that a candidate will be accepted for registration as a research student.
- 3.3 The PG Certificate in Research is intended:
 - a to provide the candidate with the skills and knowledge necessary for the pursuit of the proposed research;
 - b to provide the candidate with a good grounding in research design and methodologies and a broad range of methods and approaches, in line with QAA and Research Council recommendations for doctoral level study.
- 3.4 Where a student fulfils all the requirements of the PG Certificate in Research, he/she may be recommended for that award in addition to the degree of MPhil, PhD, PhD by Published Work or Professional Doctorate.

4 Registration

- 4.1 Following the period of initial enrolment the candidate is required to seek approval for registration from the University Research Degrees Sub-Committee.
- 4.2 The candidate should submit the proposal for registration on the appropriate form 9R (see Annex 2). In addition the proposal should contextualise the research area, indicate the specific contribution the student expects to make, outline and justify the research methodology to be used, estimate a time scale for each part of the research project, and append an outline bibliography. The total proposal should not exceed 3500 words.
- 4.3 In approving an application for registration, the University Research Degrees Sub-Committee, on behalf of the Academic Board, shall satisfy itself that:
- a the candidate is suitably qualified;
 - b the candidate is embarking on a viable research programme;
 - c supervision is adequate and likely to be sustained;
 - d the University is able to provide appropriate facilities for the conduct of scholarly research in the area of the research programme;
 - e the environment for the professional activity is suitable (where applicable);
 - f the candidate has sufficient command of the English language to satisfactorily complete the programme;
 - g ethical considerations have been addressed.
- 4.4 The University Research Degrees Sub-Committee may approve an application from a person proposing to work outside the UK, provided that:
- a there is satisfactory evidence as to the facilities available for the research both at the University and abroad; and
 - b the arrangements proposed for supervision enable frequent and substantial contact between the candidate and the supervisor(s) based in the UK, including adequate face-to-face contact with the supervisor(s). The candidate should spend normally not less than an average of six weeks per year at the University.
- 4.5 Registration may be backdated by up to six months from the date of receipt of the application by the University Research Degrees Sub-Committee to reflect prior work undertaken. Longer periods of backdating may be permitted exceptionally at the discretion of the University Research Degrees Sub-Committee.
- 4.6 Where a candidate has previously undertaken research as a registered candidate for a research degree the University Research Degrees Sub-Committee may approve a shorter than usual registration period which takes account of all or part of the time already spent by the candidate on such research.
- 4.7 A candidate may register on a full-time or part-time basis. A full-time candidate shall normally devote on average at least 35 hours per week to the research; a part-time candidate on average at least 12 hours per week.
- 4.8 A candidate for a PhD, whether registered for PhD direct or for MPhil with possibility of transfer to PhD, may undertake an integrated programme of work which, as well as the research element, shall include a programme of postgraduate study on which his/her performance shall be formally assessed. Such a course of study shall not occupy more than one third of the total period of registration and shall complement the research. This regulation shall not apply to the MPhil degree.
- 4.9 The University Research Degrees Sub-Committee may permit a candidate to register for another course of study running concurrently with the research degree registration, provided that either the research degree registration or the other course of study is by part-time study and that, in the opinion of the University Research Degrees Sub-Committee, the dual

registration will not detract from the research. For example, the University's PG Certificate in Research will normally be taken by research degree candidates.

- 4.10 Where the candidate or the University wishes the thesis, the overview, or thesis and portfolio, to remain confidential for a period of time after the completion of the work, application for approval shall normally be made to the University Research Degrees Sub-Committee at the time of registration. In cases where the need for confidentiality emerges at a subsequent stage, a special application for the thesis, the overview, or thesis and portfolio, to remain confidential after submission shall be made immediately to the University Research Degrees Sub-Committee. The period approved shall normally not exceed two years from the date of the oral examination.

5 The Registration Period

- 5.1 The minimum and maximum periods of registration shall be as follows:

	Minimum	Maximum
MPhil		
full-time	18 months	36 months
part-time	30 months	48 months
PhD [via transfer from MPhil]		
full-time	33 months	48 months
part-time	45 months	72 months
PhD [direct]		
full-time	24 months	48 months
part-time	36 months	72 months
PhD by Published Work		
part-time	12 months	24 months
Professional Doctorate		
full-time	33 months	48 months
part-time	45 months	72 months

- 5.2 A full-time candidate shall normally reach the standard for MPhil within two years of registration and for PhD within three years.
- 5.3 Where there is evidence that the research is proceeding exceptionally well, the University Research Degrees Sub-Committee may approve a shorter minimum period of registration. An application for such shortening should be submitted at the same time as the application for approval of examination arrangements.
- 5.4 Where a candidate changes from full-time to part-time study or vice-versa, the minimum and maximum periods shall be calculated as if he/she were a part-time candidate. Notification of such a change will be made on the appropriate form (see Annex 2).
- 5.5 A candidate seeking a change to a registered research degree programme shall apply in writing to the University Research Degrees Sub-Committee for approval.
- 5.6 Where the candidate is prevented, by ill-health or other cause, from making progress with the research, then the registration may be suspended by the University Research Degrees Sub-Committee, normally for not more than one year at a time.

- 5.7 The University Research Degrees Sub-Committee may extend a candidate's period of registration, normally for not more than one year at a time. A candidate seeking such an extension shall apply on the appropriate form (see Annex 2).
- 5.8 Where the candidate has discontinued the research, the withdrawal of registration shall be notified to the University Research Degrees Sub-Committee on the appropriate form (see Annex 2).
- 5.9 A candidate shall pay fees as determined by the University.

6 Supervision

- 6.1 A research degree candidate shall have at least two and normally not more than three supervisors.
- 6.2 At least one supervisor shall have had experience of supervising candidates to the successful completion of a UK research degree. A supervision team shall normally have had a combined experience of supervising not fewer than two candidates to successful completion. In the case of a PhD one of the supervisors shall have successfully supervised at PhD level.
- 6.3 One supervisor shall be the principal supervisor with responsibility to supervise the candidate on a regular and frequent basis. The principal supervisor will have a doctorate and will be an experienced and active researcher, with recent publications. The second supervisor will be an active researcher, but is not required to have a doctorate. A curriculum vitae for the principal supervisor and second supervisor must accompany the student's application for registration.
- 6.4 In addition to the supervisors, an adviser or advisers may be proposed to contribute some specialised knowledge or a link with an external organisation.
- 6.5 A candidate for a research degree shall be ineligible to act as principal supervisor for another research degree candidate but may act as a second supervisor or adviser.
- 6.6 A proposal for a change in supervision arrangements shall be made to the University Research Degrees Sub-Committee on the appropriate form (see Annex 2).
- 6.7 The University Research Degrees Sub-Committee will not consider any research proposal which does not also propose a team of supervisors as part of the application.
- 6.8 Normally no member of staff may act as principal supervisor for more than six research students. Normally no external supervisor may act for more than three research students.
- 6.9 All principal supervisors shall have undertaken appropriate staff development, prior to the student's registration. All second supervisors shall also have undertaken appropriate staff development, ideally before they commence supervision, but otherwise within twelve months of taking on research students.

7 Programme of Study

MPhil/PhD by Research

- 7.1 The MPhil requires a candidate to critically investigate and evaluate an approved topic and demonstrate an understanding of research methods appropriate to the chosen field. The thesis shall conform to the usual scholarly requirements and be of an appropriate length (see paragraphs 10.1 to 10.8).
- 7.2 The PhD requires a candidate to critically investigate and evaluate an approved topic resulting in an independent and original contribution to knowledge and to demonstrate an understanding of research methods appropriate to the chosen field. The thesis shall conform to the usual scholarly requirements and be of an appropriate length (see paragraphs 10.1 to 10.8).

- 7.3 A candidate may undertake a programme of research in which the candidate's own creative work forms, as a point of origin or reference, a significant part of the intellectual enquiry. Such creative work may be in any field (for instance, fine art, design, creative writing, musical composition, film, and performance), but shall have been undertaken as part of the registered research programme. In such cases, the presentation and submission may be partly in other than written form.
- 7.4 The creative work shall be clearly presented in relation to the argument of a written thesis and set in its relevant theoretical, historical, critical or design context. The thesis itself shall conform to the usual scholarly requirements and be of an appropriate length (see paragraphs 10.1 to 10.8).
- 7.5 The final submission shall be accompanied by some permanent record (for instance, video, photographic record, musical score, and diagrammatic representation) of the creative work, where practicable, bound with the thesis.
- 7.6 The application for registration shall set out the form of the candidate's intended submission and of the proposed methods of assessment.
- 7.7 A candidate may undertake a programme of research in which the principal focus is the preparation of a scholarly edition of a text or texts, musical or choreographic work, or other original artefacts.
- 7.8 The final submission shall include a copy of the edited text(s) or collection of artefact(s), appropriate textual and explanatory annotations, and a substantial introduction and critical commentary which set the text in the relevant historical, theoretical or critical context. The thesis itself shall conform to the usual scholarly requirements and be of an appropriate length (see paragraphs 10.1 to 10.8).

PhD by Published Work

- 7.9 The published works submitted for the PhD shall normally consist of papers, chapters, monographs, books, research reports or other published work. In certain fields, such as the Arts they may be other works such as compositions, performances, installations or exhibitions. The preferred submission is six to ten sole-authored, or "first-authored", papers published in high-quality, blind-refereed academic journals, supplemented by co-authored papers, chapters or research reports. In the case of other works these must also have been published, performed or exhibited in the public domain and subject to equivalent forms of peer or critical review. The published works shall be accompanied by an overview (see below).
- 7.10 The published works submitted must be in the public domain. Manuscripts of works submitted for publication but not yet accepted are not eligible for submission. Any work not in the public domain, such as a confidential research report, is not eligible for submission.
- 7.11 The published works submitted may have been published at any time during the candidate's research career, but the set of published works must represent a coherent programme of research and make an original contribution to the present state of knowledge.
- 7.12 Where multi-authored works are included, candidates are required to submit evidence of their individual contribution to the work.
- 7.13 The published works shall not have been previously submitted for any other award except where the examiners recommended that the degree was not to be awarded. In this case applicants may not register for a PhD by Published Work within a period of three years from the date of the original examination.
- 7.14 The work submitted for examination must be in English. Where work has originally been published in a language other than English, a certified translation must be provided.

- 7.15 The published works shall be accompanied by an overview. The overview is usually between 10,000 and 20,000 words. In some cases it may be necessary for the candidate to undertake additional research work to provide a basis for presenting the material as an integrated whole.
- 7.16 The overview shall:
- provide an autobiographical context;
 - follow a theme tracing the research;
 - account for originality at the time of each project or publication;
 - identify contributions to the subject area or discipline since completion of the research, and reappraise the originality of the work;
 - provide coherent links between projects and published works;
 - offer reflection about professional development as a research practitioner;
 - provide conclusions and suggestions for future developments.

The Professional Doctorate

- 7.17 The candidate is required to undertake an individual programme in which the candidate's own professional practice forms, as a point of origin or reference, a significant part of the intellectual enquiry. Such professional practice may be in any field approved by the principal supervisor concerned, but must have been undertaken as part of the registered programme.
- 7.18 The minimum requirements for the professional practice and investigative or creative elements are set out in the programme of study on which the formal application for registration to the University Research Degrees Sub-Committee is based.
- 7.19 The candidate is also required to undertake between three and six modules (60-120) credits at SEEC level 7 or 8. Each module will focus on an area of professional competence, eg research consultancy, teaching and training, designing and delivering interventions. Each module will be assessed and candidates will be required to gain credit for these modules. The coursework/module assignments will form part of the portfolio.
- 7.20 The creative work must be clearly presented in relation to the argument of a written thesis and set in its relevant theoretical, historical, critical or design context.

8 Monitoring Progress

- 8.1 At least once a year the University Research Degrees Sub-Committee shall establish whether the candidate is still actively engaged on the research programme and is maintaining regular and frequent contact with the supervisors. It will require a report from the candidate and the supervisors on the candidate's progress. This report shall be drawn up on a template (see Annex 2) and include a summary of the candidate's progress to date, and an outline plan of work for his/her future study. As a result of obtaining this report, the Committee shall take appropriate action. In extreme cases this may include the withdrawal of the candidate's registration.
- 8.2 The Secretary to the University Research Degrees Sub-Committee shall write to each research student requesting the report and sending a copy of the template. These annual progress reports will be considered by the University Research Degrees Sub-Committee at its summer term meeting. The comments and decisions of the University Research Degrees Sub-Committee will be communicated to each student.

9 Transfer of registration from Master to Doctor of Philosophy

- 9.1 A candidate registered initially for MPhil with possibility of transfer to PhD who wishes to transfer to PhD shall apply on the appropriate form (see Annex 2) to the University Research Degrees Sub-Committee when he/she has made sufficient progress on the work to provide evidence of the development to PhD (normally after about 9-15 months of full-time study or the part-time equivalent).

- 9.2 In support of the application, the candidate shall prepare for the University Research Degrees Sub-Committee a full progress report on the work undertaken.
- 9.3 The progress report should normally be 3,000 to 6,000 words in length and include:
- a brief review and discussion of the work already undertaken; and
 - b a statement of the intended further work, including details of the original contribution to knowledge which is likely to emerge, and a general timescale for completion of the work;
 - c confirmation by the supervisors that they consider that the candidate has made sufficient progress to justify the transfer. This will normally mean that the supervisors have seen, and broadly approved, three draft chapters including those on the critical literature review and the methodology.
- 9.4 Candidates are required to present their work at a Transfer Seminar. This will provide the candidate with an opportunity for peer review and feedback which may result in modifications being made to the progress report before submission to the University Research Degrees Sub-Committee. The Transfer Seminar will be presented to a group of university members (Researchers, Lecturers and Research Students) working in similar cognate areas together with the student's supervisor(s) and representatives of the School/Institute Scrutiny Committee. The candidate will give a 30 minute presentation followed by 20 minutes for discussion. Copies of the draft progress report will be made available to members of the Scrutiny Committee prior to the Transfer Seminar. Written feedback will be provided after the seminar. Guidelines on the transfer seminar will be provided to students. Candidates are advised to discuss feedback from the seminar with their supervisors prior to potentially revising the progress report
- 9.5 Following the seminar, a revised progress report will be reviewed by the School/Institute Scrutiny committees prior to submission to the University Research Degrees Sub-Committee for approval. The School/Institute Scrutiny Committee will advise whether the progress report should be submitted to the University Research Degrees Sub-Committee. Written feedback will be provided by the Scrutiny Committee after the Scrutiny Panel meets.
- 9.6 In all cases, the University Research Degrees Sub-Committee will require evidence that the candidate has presented their work to peers, such as in a seminar or conference. The University Research Degrees Sub-Committee reserves the right to seek advice additional to that of the supervisors on the suitability of applications for transfer.
- 9.7 A candidate registered for the degree of MPhil only may apply to transfer the registration to PhD. In such cases the candidate's full progress report shall be submitted to the University Research Degrees Sub-Committee along with the application for transfer.
- 9.8 A candidate who is registered for the degree of PhD and who is unable to complete the approved programme of work may, at any time prior to the submission of the thesis for examination, apply to the University Research Degrees Sub-Committee for the registration to revert to that of MPhil.

10 The Submission

MPhil/PhD by Research

- 10.1 The MPhil and PhD by Research require the submission of a thesis. For the award of MPhil the thesis shall demonstrate that the candidate has an understanding of research methods appropriate to the chosen field. In addition, for the award of PhD, the thesis shall demonstrate that the research has resulted in an independent and original contribution to knowledge.
- 10.2 The thesis shall include an abstract of approximately 300 words bound into the thesis which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject treated.

- 10.3 The thesis shall include a statement of the candidate's objectives and shall acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.
- 10.4 Where a candidate's research programme is part of a collaborative group project, the thesis shall indicate clearly the candidate's individual contribution and the extent of the collaboration.
- 10.5 The candidate shall be free to publish material in advance of the thesis but reference shall be made in the thesis to any such work. Copies of published material should either be bound in with the thesis or placed in an adequately secured pocket at the end of the thesis.
- 10.6 The text of the thesis should normally not exceed the following length (excluding ancillary data):

for a PhD in Science, Engineering, Art and Design	40,000 words
for an MPhil in Science, Engineering, Art and Design	20,000 words
for a PhD in Arts, Social Sciences and Education	80,000 words
for an MPhil in Arts, Social Sciences and Education	40,000 words

Where a thesis exceeds the normal length, examiners will be entitled to judge whether the thesis is an appropriate length for the work being presented.

- 10.7 Where the thesis is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, the written thesis should normally be within the range:

for a PhD	30,000 - 40,000 words
for an MPhil	15,000 - 20,000 words

- 10.8 The following requirements shall be adhered to in the format of the submitted thesis:

- a theses shall be submitted in both electronic and print form;
- b theses shall normally be in A4 format; the University Research Degrees Sub-Committee may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format;
- c theses shall be typed in Arial size 12;
- d theses shall be printed on one side only and the paper shall be white;
- e the margin at the left-hand binding edge of the page shall not be less than 40mm; other margins shall not be less than 15mm;
- f double spacing shall be used in the typescript except for indented quotations or footnotes and tables or figures, where single spacing may be used;
- g pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
- h the title page shall give the following information (see specimen title page at Annex 3):
 - 1 the full title of the thesis;
 - 2 the full name of the author;
 - 3 that the degree is awarded by the University;
 - 4 the award for which the degree is submitted in partial fulfilment of its requirements;
 - 5 the Collaborating Establishment(s), if any; and
 - 6 the month and year of submission.

PhD by Published Work

- 10.9 The PhD by Published Work requires the submission of the published works and the overview. Collectively, the published works and the overview shall constitute a coherent programme of research, demonstrate the use of appropriate research methodology and methods, and make an original and significant contribution to the present state of knowledge in the relevant discipline.
- 10.10 The work submitted shall reflect the same academic standards as those which operate for a PhD based upon an approved programme of supervised work.
- 10.11 The University shall award the PhD by Published Work to a candidate where the submission:
- constitutes a coherent programme of research;
 - demonstrates the use of appropriate research methodology and methods;
 - makes an original and significant contribution to the present state of knowledge in a particular field to the satisfaction of the examiners.

Professional Doctorate

- 10.12 The Professional Doctorate requires a submission consisting of:
- a a thesis within the range of 30,000-40,000 words. The thesis must include an overview that shall:
- provide a professional context;
 - provide an account of the research process;
 - provide coherent links between projects, products etc;
 - offer reflection about professional development as a research practitioner;
 - provide conclusions and suggestions for future developments in theory and professional practice.
- b a portfolio, which will include evidence of completion of the taught elements of the programme. In addition, the portfolio needs to include ideas and new knowledge that contribute to one of the following key areas:
- a new technique; or
 - a new product; or
 - a new creative artefact, or
 - evidence of how the research has advanced professional practice through the resolution of a recognised problem or achievement of a service innovation or reform.
- 10.13 The University shall award the Professional Doctorate to a candidate where the submission clearly demonstrates that the candidate has:
- created and interpreted new knowledge, through original research or other advanced scholarship of a quality to satisfy peer review, which extends the forefront of discipline and/or profession and merits publication (or equivalent in the case of the Arts such as curated exhibition or public performance).
 - systematically developed an understanding of a substantial body of knowledge which is at the forefront of an academic discipline and/or area of professional practice.
 - produced a portfolio that contributes a valid and reliable contribution to professional practice.
 - the general ability at doctorate level to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline and to adjust the project design in the light of unforeseen problems in theory and practice.

- a detailed understanding of applicable techniques for research and has advanced academic and professional enquiry.
- critically analysed the relation between the theoretical and professional components of the submission.
- displayed reflection between theory and practice.

11 Examinations - general

- 11.1 The examination shall have two stages: firstly the submission and preliminary assessment of the thesis, published works and overview, or thesis and portfolio, and secondly its defence by oral or approved alternative (see paragraph 11.3) examination.
- 11.2 A candidate whose programme of work includes formally assessed coursework in a programme of work leading to the degree of PhD shall not be permitted to proceed to a further stage of the examination for the degree until the course work examiners are satisfied with the candidate's performance. The result of the assessment shall be communicated to the examiners.
- 11.3 A candidate shall normally be examined orally on the programme of work and on the field of study in which the programme lies. Where for reasons of sickness, disability or comparable valid cause the University Research Degrees Sub-Committee is satisfied that a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved. Such approval shall not be given on the grounds that the candidate's knowledge of the language in which the thesis is presented is inadequate.
- 11.4 An oral examination shall normally be held in the UK. In special cases the University Research Degrees Sub-Committee may give approval for the examination to take place abroad.
- 11.5 Supervisors and the Chair of the University Research Degrees Sub-Committee, or their nominee, may, with the consent of the candidate, attend the oral examination and participate in the discussion but shall withdraw prior to the deliberations of the examiners on the outcome of the examination.
- 11.6 The University Research Degrees Sub-Committee shall make a decision on the reports and recommendation(s) of the examiners in respect of the candidate. The power to confer the degree shall rest with the Academic Board of the University.
- 11.7 The degree of MPhil, PhD, PhD by Published Work or Professional Doctorate, may be awarded posthumously on the basis of a thesis, published works and overview, or thesis and portfolio, completed by a candidate which is ready for submission for examination. In such cases the University Research Degrees Sub-Committee shall seek evidence that the candidate would have been likely to have been successful had the oral examination taken place.
- 11.8 Where evidence of cheating or plagiarism in the preparation of the submission or other irregularities in the conduct of the examination come to light subsequent to the recommendation of the examiners, the University Research Degrees Sub-Committee shall consider the matter, if necessary in consultation with the examiners, and take appropriate action.
- 11.9 The University Research Degrees Sub-Committee shall ensure that all examinations are conducted and the recommendations of the examiners are presented wholly in accordance with the University's regulations. In any instance where the University Research Degrees Sub-Committee is made aware of a failure to comply with all the procedures of the examination process, it may declare the examination null and void and appoint new examiners.

12 Examination procedure

- 12.1 The principal supervisor shall propose on the appropriate form (see Annex 2) the arrangements for the candidate's examination to the University Research Degrees Sub-Committee for approval.¹ The examination may not take place until the examination arrangements have been approved. In special circumstances the University Research Degrees Sub-Committee may act directly to appoint examiners and arrange the examination of the candidate.
- 12.2 The Secretary to the University Research Degrees Sub-Committee shall make known to the candidate the procedure to be followed for the submission of the thesis, published works and overview, or thesis and portfolio, (including the number of copies to be submitted for examination) and any conditions to be satisfied before the candidate may be considered eligible for examination.
- 12.3 The Secretary to the University Research Degrees Sub-Committee shall notify the candidate, all supervisors and the examiners of the date of the oral examination.
- 12.4 The Secretary to the University Research Degrees Sub-Committee shall send a copy of the submission to each examiner, together with the examiner's preliminary report form (see Annex 2) and the University's regulations, and shall ensure that the examiners are properly briefed as to their duties.
- 12.5 The Secretary to the University Research Degrees Sub-Committee shall ensure that all the examiners have completed and returned the preliminary reports to the University before the oral examination takes place.

13 The candidate's responsibilities in the examination process

- 13.1 The candidate shall ensure that the thesis, published works and overview, or thesis and portfolio, is submitted to the Secretary to the University Research Degrees Sub-Committee before the expiry of the registration period.
- 13.2 The submission of the thesis, published works and overview, or thesis and portfolio, for examination shall be at the sole discretion of the candidate.²
- 13.3 The candidate shall satisfy any conditions of eligibility for examination required by the University Research Degrees Sub-Committee.
- 13.4 The candidate shall take no part in arrangement of the examination and shall have no formal contact with the external examiner(s) between the appointment of the examiners and the oral examination.
- 13.5 The candidate shall confirm, through the submission of a declaration form (see Annex 2), that the thesis, published works and overview, or thesis and portfolio, has not been submitted for a comparable academic award. The candidate shall not be precluded from incorporating in the thesis, covering a wider field, work which has already been submitted for a degree or comparable award, provided that it is indicated, on the declaration form and also in the thesis, which work has been so incorporated. The candidate shall warrant that the work is entirely their own and that all quotations are acknowledged and attributed. The candidate must also declare that they are cognisant with the University's plagiarism policy and rules.
- 13.6 The candidate shall ensure that the thesis format is in accordance with the requirements of the University's regulations (see paragraph 10.8). Theses may be submitted for examination either in a permanent bound form or in a temporarily bound form which is sufficiently secure to

¹ This should be done about three months before the expected date of the examination.

² While a candidate would be unwise to submit the thesis for examination against the advice of the supervisors, it is his/her right to do so. Equally, candidates should not assume that a supervisor's agreement to the submission of the thesis guarantees the award of the degree.

ensure that pages cannot be added or removed.³ A thesis submitted in a temporarily bound form shall be in its final form in all respects save the binding. In such cases the candidate shall confirm that the contents of the permanently bound thesis are identical with the version submitted for examination, except where amendments have been made to meet the requirements of the examiners. Following the award the final thesis shall be submitted to the Graduate School in electronic form for deposit in the TVU Institutional E-Repository and the British Library Electronic Online Service (EThOS).

14 Examiners

- 14.1 A candidate shall be examined by at least two and normally not more than three examiners (except where paragraphs 15.7, 15.9, or 16.2 apply), of whom at least one shall be an external examiner. For the Professional Doctorate a candidate shall be examined by three examiners, of whom one shall be an external examiner and one shall be a practitioner of national standing.
- 14.2 An external examiner shall be defined as an examiner who is *not*:
- a a supervisor or adviser of the candidate;
 - b a member of staff of the University; or
 - c a member of staff of the candidate's Collaborating Establishment.
- 14.3 Where the candidate and the internal supervisor are both on the permanent staff of the same establishment the candidate shall be examined by two external examiners. A candidate who is on a fixed short-term employment contract (for instance, a research assistant) shall be exempt from the requirements of this regulation.
- 14.4 Examiners shall be experienced in research in the general area of the candidate's submission and, where practicable, have experience as a specialist in the topic(s) to be examined.
- 14.5 At least one examiner shall normally have substantial experience of examining research degree candidates. The team should have a combined experience of examining at least three MPhil/PhD students.
- 14.6 An external examiner shall be independent both of the University and of the Collaborating Establishment and shall not have acted previously as the candidate's supervisor or adviser. An external examiner shall normally not be either a supervisor of another candidate or an external examiner on a taught course in the same department at the University. Former members of staff of the University and former students of the University shall normally not be approved as external examiners until three years after the termination of their employment, or studies, with the University.
- 14.7 The University Research Degrees Sub-Committee shall ensure that the same external examiner is not approved so frequently that his/her familiarity with the department might prejudice objective judgement.
- 14.8 No candidate for a research degree shall act as an examiner.
- 14.9 The University shall determine and pay the fees and expenses of the examiners.

15 First examination

- 15.1 Each examiner shall read and examine the thesis, published works and overview, or thesis and portfolio, and submit, on the appropriate form (see Annex 2), an independent preliminary report on it to the Secretary to the University Research Degrees Sub-Committee before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the submission provisionally satisfies the requirements of the

³ For instance, perfect-binding which is a method of binding single pages by gluing them together on the spine of the document.

degree (as set out in paragraph 1.3 to 1.6) and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.

- 15.2 If either examiner suspects plagiarism he/she must report this to the Secretary to the University Research Degrees Sub-Committee. If the examiner can demonstrate plagiarism the normal rules of the University will apply. If the examiner suspects but cannot demonstrate plagiarism, the oral examination may be postponed, if it seems likely that evidence can be gathered in the short run. If this seems unlikely the examiners should use the oral examination to determine if plagiarism has taken place.
- 15.3 Following the oral examination the examiners shall, where they are in agreement, submit, on the appropriate form (see Annex 2), a joint report and recommendation relating to the award of the degree to the Secretary to the University Research Degrees Sub-Committee. The preliminary reports and joint recommendation of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work to enable the University Research Degrees Sub-Committee to satisfy itself that the recommendation chosen in paragraph 15.5 is correct.
- 15.4 Where the examiners are not in agreement, separate reports and recommendations shall be submitted. The recommendations shall be made on the appropriate form.
- 15.5 Following the completion of the examination the examiners may recommend⁴ that:
- a the candidate be awarded the degree;
 - b the candidate be awarded the degree subject to minor amendments being made to the thesis, the overview, the portfolio or satisfactory completion of other elements of assessment (see paragraph 15.6);
 - c the candidate be permitted to re-submit for the degree and be re-examined, with or without an oral examination (see section 16);
 - d the candidate be not awarded the degree and be not permitted to be re-examined (see paragraph 15.11 and 15.12); or
 - e in the case of a PhD examination, the candidate be awarded the degree of MPhil subject to the presentation of the thesis amended to the satisfaction of the examiners.
- 15.6 Where the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the thesis, the overview, or thesis and portfolio requires some minor amendments and corrections not so substantial as to call for a revised submission, and recommend that the degree be awarded subject to the candidate amending the thesis, the overview, or thesis and portfolio to the satisfaction of the internal and/or the external examiner(s) (see sub-paragraph 15.5b), they shall indicate in writing the amendments and corrections required. The amendments shall normally be submitted within two months of the oral examination. The examiners will determine whether the revised thesis needs to be seen by one or all of the examiners and the specified examiner(s) will be required to submit a statement to the Secretary to the University Research Degrees Sub-Committee to indicate that the amendments and corrections made are satisfactory.
- 15.7 If candidates fall under 15.5c above, they shall be informed in writing the grounds on which they were judged not successful and of the major amendments and corrections required. Normally the re-examination must take place within six months. Only one re-examination is allowed to any candidate.
- 15.8 In the case of a candidate under 15.5d above, they shall be told the grounds on which they were judged not successful and why the examiners did not recommend a re-examination.
- 15.9 Where the examiners' recommendations are not unanimous, the University Research Degrees Sub-Committee may:

⁴ Examiners may indicate informally their recommendation on the result of the examination to the candidate but they shall make it clear that the decision rests with the University Research Degrees Sub-Committee.

- a accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);
 - b accept the recommendation of the external examiner; or
 - c require the appointment of an additional external examiner.
- 15.10 Where an additional external examiner is appointed under sub-paragraph 15.9c, he/she shall prepare an independent preliminary report on the basis of the thesis, published works and overview, or thesis and portfolio, and, if considered necessary, may conduct a further oral examination. The examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner the University Research Degrees Sub-Committee shall complete the examination as set out in paragraph 11.6.
- 15.11 A further examination in addition to the oral examination may be requested by the examiners. In such cases the approval of the University Research Degrees Sub-Committee shall be sought without delay. Where such an examination is arranged following an oral examination, it shall normally be held within two calendar months of the oral examination unless the University Research Degrees Sub-Committee permits otherwise. Any such examination shall be deemed to be part of the candidate's first examination.
- 15.12 Where the examiners are of the opinion that the thesis, published works and overview, or thesis and portfolio, is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the University Research Degrees Sub-Committee dispense with the oral examination and refer the submission for further work. In such cases the examiner(s) shall provide the University Research Degrees Sub-Committee with written guidance for the candidate concerning the deficiencies of the submission. The examiners shall not recommend that the candidate fail outright (see sub-paragraph 15.5d) without holding an oral examination or alternative examination (see paragraph 11.3).
- 15.13 Where the University Research Degrees Sub-Committee decides that the degree be not awarded and that no re-examination be permitted, the examiners shall prepare an agreed statement of the deficiencies of the thesis, published works and overview, or thesis and portfolio, and the reasons for their recommendation, which shall be forwarded to the candidate by the Secretary to the University Research Degrees Sub-Committee.
- 15.14. External examiners are requested by the Secretary to the University Research Degrees Sub-Committee to make any comments they think appropriate on the arrangements for and process of the oral examination.

16 Re-examination

- 16.1 One re-examination may be permitted by the University Research Degrees Sub-Committee, subject to the following requirements:
- a a candidate who fails to satisfy the examiners at the first examination, including where appropriate the oral or approved examination (see paragraph 11.3) or any further examination required under paragraph 15.11 may, on the recommendation of the examiners and with the approval of the University Research Degrees Sub-Committee, be permitted to revise the thesis and be re-examined;
 - b the examiner shall provide the candidate, through the Secretary to the University Research Degrees Sub-Committee, with written guidance on the deficiencies of the first submission; and
 - c the candidate shall submit for re-examination within the period of one calendar year from the date of the latest part of the first examination; where the University Research Degrees Sub-Committee has dispensed with the oral examination the re-examination shall take place within one calendar year of the date of dispensation (see paragraph 15.12). The University Research Degrees Sub-Committee may, where there are good reasons, approve an extension of this period.

- 16.2 The University Research Degrees Sub-Committee may require that an additional external examiner be appointed for the re-examination.
- 16.3 There are five forms of re-examination:
- a where the candidate's performance in the first oral or approved alternative examination (see paragraph 11.3) or further examination (see paragraph 15.11) was satisfactory but the submission was unsatisfactory and the examiners on re-examination certify that the submission as revised is satisfactory, the University Research Degrees Sub-Committee may exempt the candidate from further examination, oral or otherwise;
 - b where the candidate's performance in the first oral or approved alternative examination (see paragraph 11.3) or further examination (see paragraph 15.11) was unsatisfactory and the submission was also unsatisfactory, any re-examination shall include a re-examination of the submission and an oral or approved alternative examination (see paragraph 11.3);
 - c where on the first examination the candidate's submission was so unsatisfactory that the University Research Degrees Sub-Committee dispensed with the oral examination (see paragraph 15.12), any re-examination shall include a re-examination of the submission and an oral or approved alternative examination (see paragraph 11.3);
 - d where on the first examination the candidate's submission was satisfactory but the performance in the oral and/or other examination(s) was not satisfactory the candidate shall be re-examined in the oral and/or other examination(s), subject to the time limits prescribed in sub-paragraph 16.1c, without being requested to revise and re-submit the submission;
 - e where on the first examination the submission was satisfactory but the candidate's performance in relation to the other requirements for the award of the degree was not satisfactory, the examiners may propose instead a different form of re-examination to test the candidate's abilities; such examination may take place only with the approval of the University Research Degrees Sub-Committee.
- 16.4 In the case of a re-examination under sub-paragraphs 16.3a, b or c, each examiner shall read and examine the thesis, published works and overview, or thesis and portfolio, and submit, on the appropriate form (see Annex 2), an independent preliminary report on it to the Secretary to the University Research Degrees Sub-Committee before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the submission provisionally satisfies the requirements of the degree (as set out in paragraphs 1.3 to 1.6) and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.
- 16.5 Following the re-examination of the submission under sub-paragraph 16.3a or following an oral or other examination under 16.3b, c, d or e, the examiners shall, where they are in agreement, submit, on the appropriate form (see Annex 2), a joint report and recommendation relating to the award of the degree to the Secretary to the University Research Degrees Sub-Committee. The preliminary reports and joint recommendation of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work to enable the University Research Degrees Sub-Committee to satisfy itself that the recommendation chosen in paragraph 16.7 is correct.
- 16.6 Where the examiners are not in agreement, separate reports and recommendations shall be submitted. The recommendations shall be made on the appropriate form (see Annex 2).
- 16.7 Following the completion of the re-examination the examiners may recommend⁵ that:
- a the candidate be awarded the degree;

⁵ Examiners may indicate informally their recommendation on the result of the examination to the candidate but they shall make it clear that the decision rests with the University Research Degrees Sub-Committee.

- b the candidate be awarded the degree subject to minor amendments being made to the thesis, the overview, the portfolio or satisfactory completion of other elements of assessment (see paragraph 16.8);
 - c the candidate be not awarded the degree and be not permitted to be re-examined (see paragraph 16.12 and 16.13); or
 - d in the case of a PhD examination, the candidate be awarded the degree of MPhil subject to the presentation of the thesis amended to the satisfaction of the examiners.
- 16.8 Where the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the thesis, the overview, or thesis and portfolio requires some minor amendments and corrections not so substantial as to call for a revised submission, and recommend that the degree be awarded subject to the candidate amending the thesis, the overview or thesis and portfolio, to the satisfaction of the internal and/or the external examiner(s) (see sub-paragraph 16.7b), they shall indicate in writing the amendments and corrections required. The amendments shall normally be submitted within two months of the oral examination. The examiners will determine whether the revised submission needs to be seen by one or all of the examiners and the specified examiner(s) will be required to submit a statement to the Secretary to the University Research Degrees Sub-Committee to indicate that the amendments and corrections made are satisfactory.
- 16.9 Where the examiners' recommendations are not unanimous, the University Research Degrees Sub-Committee may:
- a accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);
 - b accept the recommendation of the external examiner; or
 - c require the appointment of an additional external examiner.
- 16.10 Where an additional external examiner is appointed under sub-paragraph 16.9c, he/she shall prepare an independent preliminary report on the basis of the thesis, published works and overview, or thesis and portfolio, and, if considered necessary, may conduct a further oral examination. The examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner the University Research Degrees Sub-Committee shall complete the examination as set out in paragraph 11.6.
- 16.11 A further examination in addition to the oral examination may be requested by the examiners. In such cases the approval of the University Research Degrees Sub-Committee shall be sought without delay. Where such an examination is arranged following an oral examination, it shall normally be held within two calendar months of the oral examination unless the University Research Degrees Sub-Committee permits otherwise.
- 16.12 In the case of re-examination under subparagraph 16.3b, where the examiners are of the opinion that the thesis, published works and overview, or thesis and portfolio, is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the University Research Degrees Sub-Committee dispense with the oral examination and not award the degree under sub-paragraph 16.7c (see also paragraph 16.13).
- 16.13 Where the University Research Degrees Sub-Committee decides that the degree be not awarded, the examiners shall prepare an agreed statement of the deficiencies of the thesis, published works and overview, or thesis and portfolio, and the reason for their recommendation, which shall be forwarded to the candidate by the Secretary to the University Research Degrees Sub-Committee.

17 Review of an examination decision

- 17.1 A candidate may in the circumstances set out below request a review of an examination decision, whether at the first examination or re-examination.

- 17.2 A request for a review may only be made in relation to a decision of the University Research Degrees Sub-Committee on the recommendation of the examiners. Given the existence of procedures for complaint and grievance during the study period, alleged inadequacy of supervisory or other arrangements during the period of study shall not constitute grounds for requesting a review of the examination decision.
- 17.3 A request for a review may only be made on the following grounds:
- a that there were circumstances affecting the candidate's performance of which the examiners were not aware at the oral examination; and/or
 - b that there is evidence of procedural irregularity in the conduct of the examination (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity; and/or
 - c that there is evidence of unfair or improper assessment on the part of one or more of the examiners; a candidate may not otherwise challenge the academic judgement of the examiners.
- 17.4 A candidate shall give notice in writing to the Secretary to the University Research Degrees Sub-Committee, within three months from the date of notification of the result that he/she wishes to request a review and shall submit the case for the review within a further three months from the date of giving notice.
- 17.5 The request for a review shall first be considered by the Secretary to the University Research Degrees Sub-Committee who shall determine whether there is a prima facie case for a review. If it is considered that the request is clearly frivolous, vexatious or outside the permitted grounds, he/she shall discuss the request with the Head of the Graduate School and the Chair of the University Research Degrees Sub-Committee. If it is agreed that there is no prima facie case, the recommendation shall be submitted to the Chair of the Academic Board for decision. The Chair of the Academic Board may support the recommendation or require further investigation or action on the review. There shall be no appeal from the decision of the Chair of the Academic Board.
- 17.6 If it is considered that there is a prima facie case for a review the Secretary to the University Research Degrees Sub-Committee shall gather such evidence as is considered appropriate and likely to assist a panel in reviewing the case. This may include seeking written or oral testimony from the examiners, from other persons present at the oral examination, from supervisors or other members of the academic staff, or further evidence or statements by way of elucidation from the candidate.
- 17.7 The request for a review shall be considered by the panel, constituted by the University Research Degrees Sub-Committee, from persons having experience of supervising and examining research degrees and who have had no previous involvement in the case. No student or research degree candidate shall be a member of the research degree review panel.
- 17.8 If the review panel decides that a candidate has valid grounds for a review, it shall recommend that the University Research Degrees Sub-Committee either:
- a invite the examiners to reconsider their decision; or
 - b appoint new examiners.

There shall be no appeal from the decision of the review panel.

- 17.9 A review panel shall not be constituted as an examination board and shall not have the authority to set aside the decision of the University Research Degrees Sub-Committee and thereby to recommend the award of the degree.

18 Following the Award

- 18.1 Following the award of the degree the Secretary to the University Research Degrees Sub-Committee shall:

- a send the title page and abstract to the British Library which will retain a record of the thesis; and
 - b lodge one electronic copy of the thesis, published works and overview, or thesis and portfolio, in the University's Institutional E-Repository, the British Library Electronic Theses Online Service (EThOS) and in the library of any Collaborating Establishment.
- 18.2 Where the University Research Degrees Sub-Committee has agreed that the confidential nature of the candidate's work is such as to preclude the submission being made freely available in the University's Library (and Collaborating Establishment, if any) and, in the case of a PhD, the British Library, the submission shall, immediately on completion of the programme of work, be retained by the University on restricted access and, for a time not exceeding the approved period (see paragraph 4.15), shall only be made available to those who were directly involved in the project.
- 18.3 The University Research Degrees Sub-Committee shall normally only approve an application for confidentiality in order to enable a patent application to be lodged or to protect commercially or politically sensitive material. A thesis shall not be restricted in this way in order to protect research leads. While the normal maximum period of confidentiality is two years, in exceptional circumstances the University Research Degrees Sub-Committee may approve a longer period. Where a shorter period would be adequate the University Research Degrees Sub-Committee shall not automatically grant confidentiality for two years.
- 18.4 The copies of the thesis, published works and overview, or thesis and portfolio, submitted for examination shall remain the property of the University but the copyright in the thesis shall be vested in the candidate.

Annex 1

The role and responsibilities of the University Research Degrees Sub-Committee

- 1 Powers and responsibilities of the University Research Degrees Sub-Committee
 - 1.1 The Academic Board of the University has established a University Research Degrees Sub-Committee with the following powers:
 - a to register students for MPhil, for MPhil with possibility to transfer to PhD, for PhD direct, PhD by Published Work or Professional Doctorate on approved programmes of work under approved supervision;
 - b to transfer registration from MPhil to PhD;
 - c to exercise all other responsibilities for the registration, supervision, transfer, suspension and extension of registration which have been delegated to it and to approve examination arrangements;
 - d to complete the examination process in respect of individual candidates by deciding upon the examiners' recommendations; and
 - e to consider and decide upon requests by candidates for a review of an examination decision.
 - 1.2 The University Research Degrees Sub-Committee shall be responsible for:
 - a the general arrangements under which the candidate's research is carried out, including arrangements for academic supervision and postgraduate study and the provision of adequate facilities to enable the candidate to conduct and complete the research programme in an efficient and safe manner, and
 - b approving examination arrangements and for the conduct of the examination.
 - 1.3 The University Research Degrees Sub-Committee shall assume full responsibility for and have appropriate mechanisms for dealing with all stages of the activities delegated to it, including responsibility for dealing with the recommendations of the examiners.
 - 1.4 The University Research Degrees Sub-Committee shall ensure that the interests of the students are protected and that the standard of awards is maintained under the University's regulations for research degrees.
 - 1.5 The University Research Degrees Sub-Committee shall make an annual report, as part of the Graduate School annual report, to the Academic Board. This report will cover the activities of the University Research Degrees Sub-Committee over the last year, such as number of new applications received; how many of these were registered; the number upgraded from MPhil to PhD; the number of examinations arranged and their outcomes. In addition the report will indicate the overall position at a given date of the number of students registered for research degrees, the areas of research, length of registration, etc. The University Research Degrees Sub-Committee shall also raise any topics of concern to it.
 - 1.6 Once a year the University Research Degrees Sub-Committee shall solicit from each principal supervisor who has had successful completions the career progress made by each of their graduates.
- 2 Membership of the University Research Degrees Sub-Committee
 - 2.1 The membership of the University Research Degrees Sub-Committee shall be constituted to ensure:
 - a appropriate experience of completed research degree supervision;
 - b appropriate experience of examining research degrees;

- c a wide range of research experience and research-based publications;
- d subject expertise to reflect the range of disciplines in which students are registered as far as is reasonably practicable; and
- e familiarity with the University's regulations for research degrees.

2.2 The above implies that:

- a a majority of members of the University Research Degrees Sub-Committee shall have supervised two or more candidates to successful completion of PhD degrees;
- b a substantial proportion shall have had experience of examining research degrees;
- c there shall be clear evidence that members have publications, or are engaged in research activities leading to publication; and
- d there is sufficient expertise represented on the University Research Degrees Sub-Committee to ensure that each application can be dealt with appropriately.

2.3 No person who is registered for a research degree shall be a member of the University Research Degrees Sub-Committee.

2.4 Members may be co-opted onto the University Research Degrees Sub-Committee for a period of no longer than one year.

3 Constitution and terms of reference of the University Research Degrees Sub-Committee.

There shall be a constitution whose terms of reference shall include:

- the role and function of the committee;
- the membership criteria and period of office;
- the quorum required;
- the required frequency of meetings; and
- the powers of the committee.

Annex 2

List of the University's research degrees forms

9A	Annual progress report
9R	Application to register for a research degree of the University
9T	Application for transfer of registration from Master of Philosophy to Doctor of Philosophy
9Ext	Application for extension of period of registration
9S	Application for change in approved arrangements for supervision
9E	Application for approval of examination arrangements
9M/S	Notification of change in approved mode of study
9W	Notification of withdrawal of registration
10PhDA	Preliminary report and recommendation of an examiner on a candidate for the degree of Doctor of Philosophy
10MPhilA	Preliminary report and recommendation of an examiner on a candidate for the degree of Master of Philosophy
10PhDB	Recommendation of the examiners on a candidate for the degree of Doctor of Philosophy
10MPhilB	Recommendation of the examiners on a candidate for the degree of Master of Philosophy
10Decl	Candidate's declaration form

Annex 3

Specimen Thesis Title Page

THE ORIGINS OF THE FARMERS'
CO-OPERATIVE IN WESSEX

JOHN SMITH

A thesis submitted in partial fulfilment of the
requirements of The University of West London
for the degree of Master of Philosophy

This research programme was carried out
in collaboration with the Borchester Farmers' Club

October 2000