Regulations for Research Degree Programmes 2017/18

Table of Contents:

University research awards table

Regulations Introduction

General Regulations

Appendix 1: Additional Regulations for the award of MA, MSc and LLM (by Research) and MTh

Appendix 2: Additional Regulations for the award of Master of Philosophy and Doctor of Philosophy

Appendix 3: Additional Regulations for the award of Master in Arts and Doctor of Arts

Appendix 4: Additional Regulations for the award of Doctor/ Master of Professional Studies and Specialist Validated Pathways including Doctor of Business Administration, DPsych, DCPsych, EngD

Appendix 5: Additional Regulations for the award of Research Degrees by Public Works

Appendix 6: Additional Regulations for the award of Doctor of Education

Appendix 7: Additional Regulations for the award of Higher Doctorates

Table B: Minimum and Maximum Registration and Suspension Periods

Research awards

These regulations relate to the research awards of Middlesex University (referred to within these regulations as 'the University').

Interpreting the regulations

These regulations are divided into two sections, the general regulations, and the award specific regulations (which supplement, and in some details supersede the relevant general regulations). In the latter cases, the award specific regulation will take precedence over the relevant general regulation.

University research awards

The research awards of the University to which these regulations apply, are as follows:

Short Title	Full title	Award specific regulations
Masters awards		
MA by Research	Master of Arts (by Research)	Appendix 1
MSc by Research	Master of Science (by Research)	Appendix 1
LLM by Research	Master of Laws (by Research)	Appendix 1
MTh	Master of Theology	Appendix 1
MPhil	Master of Philosophy (MPhil)	Appendix 2
MPhil by Public Works	Master of Philosophy by Public Works	
Professional masters		
ArtsM	Master in Arts	Appendix 3
MProf	Master of Professional Studies (Negotiated Title) - including specialist pathway variants	Appendix 4
MProf by Public Works	Master of Professional Studies by Public Works (Negotiated Title) - including specialist pathway variants	Appendix 5
Doctorate awards		
PhD	Doctor of Philosophy	Appendix 2
PhD by Public Works	Doctor of Philosophy by Public Works	Appendix 5
Professional Doctorates		
ArtsD	Doctor of Arts	Appendix 3
DProf	Doctor of Professional Studies (Negotiated Title) - including specialist pathway variants	Appendix 4
DProf by Public Works	Doctor of Professional Studies by Public Works - including specialist pathway variants	Appendix 5
DBA	Doctor of Business Administration	Appendix 4
DPsych	Doctor of Psychotherapy by Professional Studies	Appendix 4
DPsych by Public Works	Doctor of Psychotherapy by Public Works	Appendix 5
EngD	Doctor of Engineering	Appendix 4
EdD	Doctor of Education	Appendix 6
DCPsych	Doctor of Counseling Psychology and Psychotherapy by Professional Studies	Appendix 4
Higher Doctorates		
LLD	Doctor of Laws	Appendix 7
DLitt	Doctor of Letters	Appendix 7
DSc	Doctor of Science	Appendix 7
DTech	Doctor of Technology	Appendix 7

Regulations Introduction

Research programmes may be proposed in any field of study approved by the University subject to the requirement that the proposal is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners.

All proposed research programmes are considered for research degree registration on their academic merits and without reference to the interests of any associated funding body. The written submission may be accompanied by material in other than written form. It is the responsibility of the principal investigator, supervisor and all researchers to ensure that appropriate consideration is given to ethical and compliance issues pertaining to their research activities; to comply with the Middlesex University Code of Practice for Research: Principles and Procedures; to seek advice, ethics review and/or approval of their research and to conduct and manage their research activity in accordance with their professional/statutory/regulatory body Code of Conduct/Code of Ethics/Research Governance Framework.

The University shall sanction co-operation with industrial, commercial, professional, research or Not-for-Profit establishments for the purposes of research leading to the award of research degrees.

Collaboration may be formalised with one or more bodies external to the University. Such collaboration is subject to formal agreement and normally involves the student's use of facilities and other resources, including supervision, which are provided jointly by the University and the collaborating partner.

The University may also enter into partnerships with collaborative partners to jointly offer research degrees (although with ultimate responsibility for standards and quality always lying with the University). For the purpose of the research degree regulations, these shall be referred to as Partner Institutions.

Where a research degree project is part of a piece of funded research, the Faculty 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.

Except where permission has been given by the Research Degrees Board for the dissertation and oral examination to be in another language, the Faculty shall satisfy itself that the candidate has sufficient command of the English language to complete satisfactorily the programme of work and defend the submission in English.

The Research Degrees Board shall make decisions on the reports and recommendations of the examiners in respect of the candidate. The power to confer the degree shall rest with the Academic Board of the University.

Faculty *is used throughout this document to signify the Dean, or the Director of Research Degrees (DRD) for the Faculty/School (if appointed by the Dean), or the Faculty/School Research Team (SRT) (if appointed by the DRD), or, in the case of collaborative awards, the research team at the partner institution (as agreed with the School Dean, DRD or SRT as appropriate).*

A1 General Regulations

A1.1 Admission and Enrolment

The selection and admission of candidates for a research degree will be conducted in accordance with University criteria and the relevant Faculty Handbook. The interview and selection of applicants who will be pursuing their research at a partner institution shall be undertaken by the partner institution. The University shall ensure that staff at the partner institution are fully conversant with the University criteria and in their application and implementation.

An applicant holding qualifications other than those specified within the specific degree regulations 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 Faculty shall look for evidence of the candidate's ability and background knowledge in relation to the proposed research. Professional experience, publications, written reports or other appropriate evidence of accomplishment shall be taken into consideration. The Faculty may require an applicant to pass an externally assessed qualifying examination before registration is approved.

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.

The Faculty may approve an application from a person proposing to work outside the United Kingdom, and registered as a Distance Learning student, provided that:

(a) it has satisfactory evidence as to the facilities available for the research both in the University or partner institution 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 personal contact with the supervisor/s. The candidate should normally spend not less than 2 weeks per year at the University or partner institution.

Where a candidate has previously undertaken research as a registered candidate for a research degree the Faculty may recommend a shorter than usual registration period which takes account of all or part of the time already spent by the candidate on such research.

A1.2 Registration

Registration is the process by which the proposed research project of an enrolled student is accepted by the Research Degrees Board as a suitable subject for research at postgraduate level. Once students have been enrolled they have a probationary period, during which they are required to prepare their research proposal for registration. Students should ensure that ethical approval has been sought for their research project and that a risk assessment has been completed. Registration as a student may only take place following the enrolment as a research student of the University and the approval of the registration of the student, by the Research Degrees Board acting on behalf of the University.

In approving an application for registration for a research degree, the University’s Faculty/School Research Team or the research team at the partner institution shall satisfy itself insofar as is reasonably possible on the available information that:

(a) the candidate appears suitably qualified to commence the research programme;
(b) the candidate's research programme appears viable;
(c) the supervision arrangements appear adequate and likely to be satisfied;
(d) the University or the partner institution and collaborating establishment (where appropriate) appear able to provide appropriate facilities for the conduct of scholarly research in the area of the research programme.

Registration may be backdated for up to 6 months where the 6 months does not pre-date the date of enrolment at the University. Longer periods of backdating may be permitted only exceptionally at the discretion of the University's Research Degrees Board.

A candidate for a research degree may register on a full-time or a 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 17.5 hours per week.

Where a candidate changes from full-time to part-time study or vice versa, the minimum and maximum registration periods shall be calculated on a pro-rata basis. A scaling factor of 1.4 shall be applied to the time remaining to the minimum or maximum registration period in the current mode.

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, engineering and technology, architecture, creative writing, musical composition, film, dance 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.

The creative work shall be documented in some permanent form (for instance, a copy of the edited texts a collection of artefacts, video, photographic record, musical score, or diagrammatic representation) which, where practicable, shall be bound with the submission. The application for registration shall set out the form of the candidate's intended submission and of the proposed method of assessment.

A1.3 Supervision and Progress Monitoring

A candidate for a research project shall have at least two and normally not more than three supervisors. Supervisors may be referred to as advisors or consultants for some awards. Where there are two supervisors, at least one and normally both shall be research active. The second and/or third supervisor may work in an industrial or commercial company or professional organization which may be the collaborating establishment. Supervision for candidates at partner institutions shall be provided by the partner institution depending on the requirements of each individual research project.

One supervisor shall be the Director of Studies (first supervisor), or Advisor, with responsibility to supervise the candidate on a regular and frequent basis. Directors of Studies shall in all circumstances be academic staff of the University or partner institution but other supervisors may be drawn from other institutions or industry as appropriate. All supervisors shall be nominated by the partner institution in accordance with the requirements set out above and approved by the University.

A candidate for a research degree shall be ineligible to act as Director of Studies or supervisor for another research degree candidate.

The Director of Research Degrees for the School or a team designated by him/her, or the research team at the partner institution shall monitor the progress of every registered research degree candidate to establish insofar as is reasonably possible on the information available that good progress is being made and that supervision and facilities are adequate.

Upon receipt of monitoring reports from supervisors, the Faculty shall take appropriate action. In the event of unsatisfactory progress, this may include changes in the supervisory team, recommendations to the supervisory team that the student transfer to a different research degree or, in exceptional cases, that the student be required to withdraw.

A1.4 Examination

A candidate shall normally be assessed orally on the programme of work and field of study in which the programme lies. Where for reasons of sickness, disability, or comparable valid cause, the University's Research Degrees Board is satisfied that a candidate would be under a serious disadvantage if required to undergo an oral assessment, an alternative form of assessment, or modification to the oral assessment procedure, may be approved. Such approval shall not be given on the grounds that the candidate's knowledge of the language in which the dissertation is presented is inadequate.

An oral examination shall normally be held in the UK. In special cases, the University's Research Degrees Board may give approval for the examination to take place abroad.

Supervisors, and exceptionally others on the University or partner institution staff, may be present as observers (only when the candidate is also present), and only with the agreement of the candidate and the examiners. Such additional participants are not expected to participate in the discussion but may answer questions put to them by the Chair.

In any instance where the University's Research Degrees Board 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.

A candidate whose programme of work includes formally assessed course work in a programme of work leading to a research degree 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 of the submission.

A candidate shall be examined by at least two and not more than three examiners, of whom at least one shall be an external examiner. Candidates who submit for a research degree by public works, or who are staff of the University or a partner institution, shall be examined by at least two external examiners, and not more than three examiners, where the third examiner is an internal examiner. A candidate who is on a fixed short-term employment contract (for instance, a research assistant) shall be exempt from the staff candidate requirements of this regulation.

The examiners and an Independent Chair (who is not a member of the candidate's research team) will be proposed by the Faculty and appointed following approval by the University's Research Degrees Board. The independent chair will not participate in the examination itself, but will provide

advice on procedures, guidelines and academic regulations, and will ensure that the interests of the students are protected.

An internal examiner shall normally be defined as an examiner who is:

(a) a member of academic staff at the University or partner institution;
(b) experienced in the examination of research degrees;
(c) knowledgeable of the field of study that the research falls within

A candidate's supervisor or adviser shall not be an internal examiner. A member of staff of the University or the partner institution or a member of staff of the candidate's Collaborating Establishment may be an internal examiner provided he/she has at no time been connected with the candidate's research. No candidate for a research degree shall act as an examiner.

The external examiner shall normally have suitable experience (that is, two or more previous examinations at the appropriate level) of examining research degree students. In cases where there are two external examiners, they shall have a combined experience of at least two previous examinations at the appropriate level.

An external examiner shall be independent both of the University and of the Collaborating Establishment and shall not have acted previously as the student's supervisor or adviser. An external examiner shall normally not be either a supervisor of another student or an external examiner on a taught course in the same academic department at the University. Former members of staff of the University shall normally not be approved as external examiners until three years after the termination of their employment with the University.

An external examiner shall not normally be approved to examine more than three theses over a two year period, after which a break of at least two years should elapse before reappointment.

Each examiner shall review and examine the work submitted and submit, on the appropriate form, an independent preliminary report on it to the University 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 and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.

Where the preliminary report forms show that the examiners are of the opinion that no useful purpose would be served by conducting an oral examination at that stage, the Chair of the oral examination may recommend that the University's Research Degrees Board dispense with the oral examination and refer the submission for further work. In such cases, the examiners shall provide the University with written guidance for the candidate concerning the deficiencies of the submission. The examiners should not recommend that a candidate fail outright without holding an oral examination or other alternative examination at a later date and following further work on the submission.

Following the oral examination the examiners shall, where they are in agreement, submit on the appropriate form, a joint report, and recommendation relating to the award of the degree.
This shall be given to the Chair of the oral examination for forwarding to the University. 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's Research Degrees Board to satisfy itself that the recommendation chosen is correct. Where the examiners are not in agreement, separate reports and recommendations shall be submitted.

Following the completion of the examination the examiners may recommend to the University's Research Degrees Board that:

(a) the candidate be awarded the degree;
(b) the candidate be awarded the degree subject to minor amendments being made to the submitted work;
(c) the candidate be permitted to re-submit for the degree and be re-examined, with or without an oral examination;
(d) the candidate be not awarded the degree and be not permitted to be re-examined; or
(e) in the case of an examination at doctoral level, the candidate be awarded a degree at masters level subject to the presentation of the submission amended to the satisfaction of the examiners.

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's Research Degrees Board.

Where the examiners' recommendations are not unanimous, the University's Research Degrees Board 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.

Where the University's Research Degrees Board 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 submission and the reason for their recommendation. This statement shall be forwarded to the University by the Chair of the oral examination.

In all cases where a submission is failed, or where the degree awarded is other than that for which the submission was submitted, a panel of enquiry shall be set up to investigate the reasons. This shall report its conclusions to the University's Research Degrees Board, and appropriate action shall be agreed and implemented.

A candidate shall be deemed to have withdrawn owing to lapse of time if the dissertation has not been submitted before the completion of the maximum period of study, and no application for an extension of time has been received by the Faculty. Application from the candidate to allow submission after this time must be made to University's Research Degrees Board which shall grant permission for this only in exceptional circumstances.

A1.5 Re-Examination

One re-examination will normally be permitted by the University's Research Degrees Board, 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 alternative examination or any further examination required may, on the recommendation of the examiners and with the approval of the University's Research Degrees Board, be permitted to revise the submission and be re-examined;
(b) the candidate shall submit for re-examination in not normally less than three months

and not normally more than 12 months from the date of the oral examination;

(c) the examiners, via the Chair of the Exam Board shall provide the University with written guidance on the deficiencies of the submission which shall be forwarded to the candidate.

Where the University's Research Degrees Board has dispensed with the oral examination the re-examination shall take place within 12 months of the date of this dispensation. The University's Research Degrees Board may, where there are good reasons, approve an extension of this period.

The University's Research Degrees Board may require that an additional, or replacement, external examiner be appointed for a re-examination.

The following forms of re-examination may be considered:

(a) where the candidate's performance in the first oral or approved alternative examination or further examination was satisfactory but the submission was unsatisfactory and the examiners on re-examination certify that the work as revised is satisfactory, the University's Research Degrees Board may exempt the candidate from further examination, oral or otherwise;

(b) where the candidate's performance in the first oral or approved alternative examination or further examination was unsatisfactory and the submitted work was also unsatisfactory, any re-examination shall include a re-examination of the work and an oral or approved alternative examination;

(c) where on the first examination the candidate's submitted work was so unsatisfactory that the University's Research Degrees Board dispensed with the oral examination, any re-examination shall include a re-examination of the work and an oral or approved alternative examination;

(d) where on the first examination the candidate's submitted work 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 above, without being requested to revise and re-submit the work;

(e) where on the first examination the submitted work 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's Research Degrees Board.

Following the re-examination of the submitted work or following an oral or other examination, the examiners shall, where they are in agreement, submit, on the appropriate form, a joint report and recommendation relating to the award of the degree to the University.

Where the examiners are not in agreement, separate reports and recommendations shall be submitted. The recommendations shall be made on the appropriate form to be submitted to the University's Research Degrees Board.

Following the completion of the re-examination the examiners may recommend that:

(a) the candidate be awarded the degree;

(b) the candidate be awarded the degree subject to minor amendments being made to the submission;

(c) the candidate be not awarded the degree and be not permitted to be re-examined; or

(d) in the case of an examination at doctoral level, the candidate be awarded a degree at

masters level subject to the presentation of the submission amended to the satisfaction of the examiners.

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's Research Degrees Board.

A1.6 Submission and Retention of the Thesis/ Dissertation and related materials

The thesis/dissertation or other submitted work shall be written in English except where permission has been given by University's Research Degrees Board for another language to be used owing to the nature of the subject. The abstract shall always be in English.

The thesis/dissertation or other submitted work shall be subject to the University specifications on format and binding. It should be submitted in line with the University procedures.

All candidates of the University and of the partner institutions who have been awarded research degrees shall submit to the University one copy of the thesis/dissertation (or equivalent materials where appropriate) in a suitable electronic storage medium (as decided by the University) together with a completed and signed Middlesex University Research Repository Agreement Form. Candidates shall not normally be awarded a degree certificate until the electronic dissertation and completed form have been received by the University.

The electronic copy submitted to the University shall become the property of the University.

Copyright in the submission shall normally be vested in the candidate. The exceptions are set out in the Policy Statement *Intellectual Property Rights: Students*. The Policy Statement also explains ownership in respect of other forms of Intellectual Property which may arise from the research undertaken.

In cases where there is a collaborating establishment, the candidate shall submit one further copy of the submission to the University together with a completed and signed Middlesex University Research Repository Agreement Form. The University library copy shall be formatted according to the specifications in the Procedures Handbook.

In all cases, including partner institutions' theses, following receipt of the electronic copy of the submission, the University shall lodge this in the University Library for inclusion in the Middlesex University Research Repository.

A1.7 Restricted Access

Where the University's Research Degree Board has agreed that the confidential nature of the candidate's work is such as to preclude the submission being made freely available in the Library of the University (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 in electronic form on restricted access in the Middlesex University Research Repository.

The access restrictions to be applied must be indicated on the Middlesex University Research Repository Agreement Form accompanying the submission, including the duration of the embargo. The maximum permissible duration for an embargo is 100 years. The candidate may optionally

also supply with the complete original copy of an embargoed thesis a second redacted copy for immediate open access on the repository.

A1.8 Candidates in Debt

A candidate shall pay such fees as may be determined from time to time by the University and which are notified to the candidate at the beginning of each academic year. No candidate shall be entitled to the award of a degree unless all fees and any other sums due to the University have been paid, and the rightful property of the University returned.

A1.9 Data Protection

In accordance with the Data Protection Act and University policy, candidates and supervisors are permitted to see all reports written by assessors. This fact shall be made clear to assessors at the time of their appointment.

A1.10 Academic Misconduct

Where evidence of academic dishonesty in the preparation or the dissertation, or other irregularities in the conduct of the assessment, come to light subsequent to the recommendation of the assessors, the University's Research Degrees Board shall consider the matter, if necessary in consultation with the assessors, and take appropriate action in accordance with the University regulations.

A1.11 Extension, Suspension and Withdrawal of Registration

A candidate shall submit the thesis/dissertation or other submitted work and any related required material to the University in order that it is received before the expiry of the maximum period of registration. The University shall not normally grant an extension beyond the maximum period of registration. In exceptional circumstances, the Faculty may recommend an extension of a candidate's period of registration to the University's Research Degrees Board. Any extension request would be for a maximum of one year. A candidate seeking such an extension shall apply on the appropriate form and any extension granted shall be notified to the candidate in writing.

Where the candidate is prevented by ill-health or other good cause, from making progress with the research, the registration may be suspended by the Faculty in its discretion, normally for not more than one year at a time. It is the candidate's responsibility to inform the University or the partner institution of any circumstances, medical or otherwise, supported by appropriate evidence, which may affect his/her programme of study.

In all cases where the Faculty and supervisory team are agreed that a student's progress is unsatisfactory and that either transfer to a different research degree or withdrawal is required, the candidate shall be informed of this fact, in writing, by the Faculty. The candidate shall be given a reasonable time scale (not normally less than 4 months) for improvements to be made. Where these improvements are not made by the stated date, the candidate shall be informed in writing by the Faculty that a decision has been made to end the registration or to effect a transfer to a different research degree. In all cases where such a recommendation is made, it must be ratified by the University's Research Degrees Board.

Where a candidate has chosen to discontinue the research, the withdrawal of registration shall be notified to the Faculty.

A1.12 Complaints and Appeals

A1.12.1 Complaints

If the candidate does not agree with the recommendation of his/her supervisor or the Progression Committee, he/she may use the Complaints and Grievance Procedure for Students.

A1.12.2 Appeals

Research degree candidates have the right to appeal to Academic Board against decisions taken by the University's Research Degrees Board upon the recommendations made by the examiners. This right extends to candidates of the University and of partner institutions registered for the degrees listed in Section B of these regulations whether full-time, part-time, self-funded, funded by Middlesex University or by an external body, and includes members of University staff registered for a research degree in their capacity as students.

If a candidate has outstanding fees/debt the University will not hear an appeal or complaint until the fee/debt is settled in full.

A1.12.3 Grounds for appeal

1. An appeal against a particular decision may only be based on the grounds that there:

(a) are circumstances affecting the candidate's performance of which the examiners were not aware at the examination, or other formal assessment, and which the candidate, for good reasons, could not divulge at the time (including the existence of exceptional circumstances which could not have been known to the candidate prior to the submission to the examination or assessment);

(b) is evidence of a 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;

(c) is evidence of unfair or improper assessment on the part of one or more of the examiners.

2. Candidates may not challenge the academic judgement of the examiners and appeals made on this basis will be rejected.

3. Inadequacy of supervision or any other administrative procedure at any stage before the submission of the materials for an examination or assessment should, in the absence of exceptional circumstances, have been dealt with under the Complaints and Grievance Procedure.

A1.12.4 How to make a formal appeal

4. A candidate wishing to appeal should do so within one month of receiving the written decision of the University's Research Degrees Board of the outcome of the examination or re-examination.

5. Candidates must submit a written case for the appeal.

6. The written case for appeal should be submitted to Academic Registry. The Academic Registrar will be responsible for interpreting and applying University regulations as they apply to an appeal by a research degree candidate.

A1.12.5 Consideration of appeal

7. The procedure for considering an appeal shall be as follows:
(a) an Appeal Panel shall be established consisting of:

• the Academic Registrar (or nominee) who shall chair the panel
• at least two senior staff experienced in research degree supervision and examining who are not members of the University's Research Degrees Board, who shall be appointed by the Academic Registrar.
• a staff member of the Research Degrees Administration Team

(b) Members of the Panel shall have had no previous involvement in the case. Previous involvement is defined as having supervised, advised, or counselled the candidate about the project or advised or counselled the supervisors about matters pertaining to the project. Consideration of the initial registration and/or subsequent transfer from MPhil to PhD registration etc. of a candidate by a member of the University's Research Degrees Board or a School Research Committee does not constitute involvement.

(c) the Appeal Panel shall consider the evidence which shall include:

• the candidate's written case;
• • the examiners' reports;
• materials submitted by the candidate for the assessment to which the appeal relates;
• any other relevant papers.

8. The candidate shall have the right to be heard in person and to speak to his/ her written case. S/he may be accompanied by a person of her/his choice, but may not seek legal representation at a hearing of the Panel.

9. The Appeal Panel shall have the power to invite the examiners to present an oral or written report to the Panel and shall normally do so.

10. The Appeal Panel shall have the power to question any member of the University staff, the candidate's external supervisor/s (if any) and the internal and external examiners.

11. Candidates shall receive a written statement of the reasons for failure prepared by examiners after the examination.

12. The Appeal Panel shall examine the case presented by the candidate, ensure that it falls within the remit of the University Regulations and establish whether there is a prima facie case as detailed in paragraph 1 above. It shall establish this principally by enquiring whether the final decision by the examiners was fair and sound.

13. The examiners shall be informed that an appeal has been made and told that the Panel may find it necessary to approach them on issues raised by the candidate.

14. The examiners shall be assured that issues to be considered by the Panel will be confined to those which fall within the scope of the University's Research Degree Appeals Regulations.

15. The Panel may need to meet on several occasions before determining its recommendations to the University's Research Degrees Board.

16. The examiners shall be informed of the outcome of the Panel's deliberations and of the decision of the University's Research Degrees Board.

17. The Appeal Panel shall make one of the following recommendations:

(a) that the appeal be rejected by the University's Research Degrees Board;
(b) that the University's Research Degrees Board under powers delegated by the Academic Board, shall invite the original examiners to reconsider their decision in accordance with approved Regulations and Procedures;
(c) that the University's Research Degrees Board appoint new examiners to conduct the examination as if for the first time.

The Panel has no powers to recommend that the original recommendation of the examiners be set aside other than in respect of 1 to 3 above.

18. The University's Research Degrees Board or Chair of this Committee shall receive the recommendations of the Review Panel and take appropriate action.

19. The Academic Registry Research Student Support Team shall communicate the decision of the University's Research Degrees Board to the candidate setting out the reasons for the decision and informing the candidate that the Appeals Procedure of the University has been completed.

20. In normal circumstances, the University shall aim to complete the appeal process within 90 days from receipt of the full appeal.

21 Should the candidate wish to take the matter externally, to the Higher Education Independent Adjudicator (OIA), he/she must do so within 12 months of receiving notification that the internal procedures of the University have been completed. The website address is: **www.oiahe.org.uk.**

Section B Award specific regulations

B1 Appendix 1: Additional Regulations for the award of MA, MSc and LLM (by Research) and the MTh

B1.1 Admission and Enrolment

Middlesex University shall award the degrees of MA (by Research), MSc (by Research), LLM (by Research) and the MTh to candidates (including candidates from partner institutions) who successfully complete approved programmes of supervised research. The degree shall be awarded as a pass, or with merit or with distinction.

To gain admission to the programme leading to the award of the degree of MA (by Research), MSc (by Research), LLM (by Research) or MTh, an applicant must comply with the following entry requirements:

a) attainment of an Honours degree (normally Second Class Honours or above) awarded by an approved university, in an appropriate subject, or an equivalent qualification, or

b) attainment of an alternative qualification(s) and/or evidence of experience judged by the Faculty/School Research Team or the partner institution research team as indicating a candidate's potential for research and as satisfactory for the purposes of entry to a research degree programme.

Admission may be subject to preliminary study including an assessment as specified by the Faculty/School Research Team or the partner institution research team. In this case, enrolment for the programme will be subject to satisfactory completion of the preliminary study. The time taken for this preliminary study will *not* be counted towards the period of enrolment and registration permitted under these regulations for the completion of the degree.

Candidates are required to enrol annually until they have submitted their dissertations and any other material required for the degree. In cases where major corrections or revision and re-submission are required following the first assessment, enrolment to cover this period will also be required.

B1.2 Registration

The topic of the research shall be subject to approval by the Faculty. For full-time candidates, this shall not normally be later than two months after enrolment. For part-time students, this shall not normally be later than three months after enrolment. A Registration Panel shall be convened as for the MPhil/PhD degrees.

B1.3 Registration Period

For full-time candidates, the period of study shall be 12 months + 3 months writing up. For part-time students, the period of study shall be 24 months + 3 months writing up, subject to the following exceptions:

(a) Permission to extend the normal period of study by up to one further term for full-time candidates and by up to two further terms for part-time candidates may be granted by the

Faculty on the recommendation of the candidate's supervisor. In such a case, the Faculty may also extend the period within which the dissertation is to be submitted, by not more than the extension in the period of study.

(b) The Faculty may permit the suspension of study on the grounds of ill-health or other good cause. The Faculty shall specify the length of suspension which may not exceed 3 months at a time. In such a case, the Faculty may also extend the period within which the dissertation is to be submitted, by no more than the length of the suspension.

B1.4 Supervision and Progress Monitoring

The Director of Studies shall be required to submit regular reports on the work and progress of the candidate. Normally these will be required on a three-monthly basis.

Transfer from the MA (by Research) or from the MSc (by Research) or from the LLM (by Research) to a related taught Masters programme may be requested by a candidate, or recommended by the candidate's Director of Studies at any time prior to submission.

B1.5 Examination

The examiners shall recommend to the Research Degrees Board one of the following:

(a) that the candidate be awarded the degree of MA (by Research), MSc (by Research), LLM (by Research) or the MTh with a *pass*; or
(b) that the candidate be awarded the degree of MA (by Research), MSc (by Research), LLM (by Research) or the MTh with *merit*; or
(c) that the candidate be awarded the degree of MA (by Research), MSc (by Research), LLM (by Research) or MTh with *distinction*.
(d) the candidate be permitted to re-submit for the degree and be re-examined, with or without an oral examination;
(e) the candidate be not awarded the degree and be not permitted to be re-examined

B1.6 Re-Examination

Minor corrections shall normally be completed by the candidate within one month of the date on which the letter informing the candidate of the result is issued by the University, unless further time is permitted by the examiners. Minor corrections shall be subject to the approval of the internal examiner.

Major corrections shall normally be completed by the candidate within 6 months of the date on which the letter informing the candidate of the result is issued by the University, unless further time is permitted by the examiners. Major corrections will be subject to the approval of both internal and external examiners. During this time the candidate shall remain an enrolled and registered student of the University.

A second examination will be permitted where the dissertation was referred as per (d) above. Normally only one re-assessment will be permitted by the University's Research Degrees Board. The original examination panel will be reconvened for the re-examination but the University's Research Degrees Board may also require that an additional external examiner be appointed.

Referral for revision and resubmission of the dissertation shall normally be completed by the candidate within 12 months of the date on which the letter informing the candidate of the result is issued by the University, unless further time is permitted by the examiners. Revisions must be

approved by both internal and external examiners. During this time the candidate shall remain an enrolled and registered student of the University.

B1.7 Submission

The maximum number of words in the dissertation, excluding supplementary material such as tables, diagrams, appendices, references, and the bibliography, shall be as follows:

For the MA (by Research): 30,000 words;
For the LLM (by Research): 30,000 words;
For the MSc (by Research): 20,000 words;
For the MTh: 30,000 words.

Candidates should not exceed the word limit stated.

Where the dissertation is accompanied by work in non-written form and this work forms the point of reference and principal mode of enquiry for the dissertation, the dissertation shall normally be no more than:

15,000 words for the MA (by Research);
15,000 words for the LLM (by Research);
12,000 words for the MSc (by Research);
15,000 words for the MTh

B2: Appendix 2

Additional Regulations for the award of Master of Philosophy and Doctor of Philosophy

B2.1 Admission and Enrolment

An applicant for registration for the degree of MPhil or MPhil with possibility of transfer to PhD shall normally hold a first or second class honours degree of the University, a university in the UK or a qualification which is regarded by the University as equivalent to such an Honours degree.

B2.2 Registration

A candidate for MPhil or MPhil with possibility of transfer to PhD shall initially enrol for a period of up to 6 months (full-time) or 10 months (part-time) to develop their research proposal. During this period the candidate will submit materials as required to a Registration Panel, comprising their Director of Studies, an independent examiner and independent chair, appointed by the relevant Faculty. The Panel may recommend to the University's Research Degrees Board that the candidate proceed to Registration or be referred back for further work and re-assessment. Normally the maximum referral period will be up to 2 months. If the Panel still consider the submission to not reach the required standard following resubmission and assessment then the candidate will be required to withdraw.

A candidate for MPhil or MPhil with possibility of transfer to PhD shall follow a programme of related studies where this is necessary for the attainment of competence in research methods and of knowledge related to the subject of the submission. Candidates at partner institutions shall be entitled to enrol for modules taught at the University in research methods and substantive areas in support of their research projects. This programme shall be intended:

(a) to provide the candidate with the skills and knowledge necessary for the pursuit of the proposed research;
(b) to provide a body of knowledge normally associated with a degree in the field of study of the proposed research; and
(c) to provide breadth of knowledge in the related subjects.

B2.3 Registration Period

The minimum and maximum periods of registration shall normally be as specified in Table B.

B2.4 Supervision and Progress Monitoring

In the case of candidates registered for the degree of MPhil, at least one member of the supervisory team shall have supervised at least one candidate to successful completion at that level. In the case of an MPhil with transfer possibility to PhD, at least one member of the supervisory team shall have successfully supervised at least one candidate to successful completion of a PhD. Other supervisors on the team shall be research active and have expertise in the relevant field but need not have previous supervisory experience.

B2.5 Transfer of Registration (from MPhil to PhD)

A candidate initially registered for MPhil with possibility of transfer to PhD who wishes to transfer to PhD shall apply to the Faculty when he/she has made sufficient progress on the work to provide

evidence of the development to PhD. This shall normally be after 18-22 months of full-time study or the part-time equivalent.

In support of a transfer application, the candidate shall prepare for the Faculty a transfer portfolio consisting of the submission of:

(a) a significant body of work explaining the status of the research material to date, in a coherent format and to an appropriate standard, which demonstrates clearly an adequate understanding, knowledge, and justification of appropriate research design and methods (6,000 to 10,000 words, or equivalent),

and

(b) a critical evaluation of research progress to date and a clear explanation of future research to be done, its expected contribution to knowledge and/or new insights, and a programme of work for completing the project to the required standard. (3,000 to 6,000 words).

Before approving transfer from MPhil to PhD the Faculty shall be satisfied that the candidate appears to have made sufficient progress and that the proposed programme provides a suitable basis for work at PhD standard which the candidate appears at that time to be capable of pursuing to completion. A Transfer Panel will normally be used by the Faculty in appropriate circumstances as part of its assessment of the case for transfer. The Transfer Panel will comprise the Director of Studies, an independent examiner and independent chair, appointed by the relevant Faculty. The Panel may recommend to the University's Research Degrees Board that the candidate proceed to PhD or be referred back for further work and re-assessment. Normally the maximum referral period will be up to 2 months. If the Panel still consider the submission to not reach the required standard following resubmission and assessment then the candidate will be required to withdraw.

A candidate registered for the degree of MPhil only may apply for transfer to PhD. In such cases, the candidate's full progress report shall be submitted to the Faculty along with the application for transfer.

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 for examination, apply to the Faculty for the registration to convert to that of MPhil.

B2.6 Examination

The examination for the MPhil and PhD shall have two stages: Firstly the submission and preliminary assessment of the thesis and/or any other submitted work, and secondly its defence by oral or approved alternative examination.

A candidate whose programme of work includes formally assessed course work 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 of the submission.

B2.7 Thesis

Normally the text of a PhD thesis in all disciplines (excluding supplementary material such as tables, diagrams, appendices, references, and the bibliography) shall not exceed 80,000 words.

Normally the text of an MPhil submission in all disciplines (excluding supplementary material such as tables, diagrams, appendices, references, and the bibliography, shall not exceed 40,000 words.

Note that these word lengths should be regarded as guidelines only. Variation is permitted according to the particular submission and/or the discipline of the research. Concise writing and brevity is always recommended.

Where the candidate's own creative work forms the point of reference and principal mode of enquiry for the submission, or where the submission involves the preparation of a scholarly edition, the written thesis should normally be within the range:

PhD	30,000 - 60,000 words
MPhil	15,000 - 20,000 words.

B3 Appendix 3
Additional Regulations for the award of Master in Arts and Doctor of Arts

B3.1 Admission and Enrolment

As an equivalent qualification to an MPhil, an application for enrolment for the degree of ArtsM shall be a practitioner capable of developing rigorous and high quality creative practice and holding a good undergraduate and /or masters degree or equivalent qualification in a related field to the area of research, or, being able to evidence equivalent professional experience and recognition as measured by indices such as public funding, commissions, or relevant professional employment.

As a doctoral qualification, an applicant for enrolment for the degree of ArtsM with possibility of transfer to ArtsD shall be a practitioner who can evidence an advanced practice holding a masters degree or equivalent qualification, or, being able to evidence equivalent professional experience and recognition as measured by indices such as record of public funding, commissions, or relevant professional employment.

In both cases the candidate should provide access to their previous creative work as part of the admissions process.

B3.2 Registration

Registration processes are as for MPhil/PhD candidates.

A candidate for the ArtsM or ArtsD shall follow an associated training programme that aims to provide a range of creative/conceptual frameworks and tools relevant to the degree and a range of professional matters. This is intended to:

(a) to provide the candidate with the skills and knowledge necessary for the pursuit of the proposed research;
(b) to provide an awareness of related professional contexts which intersect with the proposed research
(c) to provide a body of knowledge associated with the field of study and the proposed research; and
(d) to provide breadth of knowledge in the related subjects/practices.

Candidates may apply and/or be advised to apply for transfer to/from ArtsM/D and MPhil/PhD registration during the course of their studies. This is restricted to transfers at either the registration or transfer panel stages. If a candidate wishes to apply they should:

(a) indicate ahead of a panel event to the chair of the school research degrees progression board and the research support officer their wish to swap programmes
(b) present their work as per the requirements of the degree they wish to be awarded
(c) be assessed by the panel on that basis.

The panel will then follow its usual processes with particular attention to the nature of the degree sought. If the panel agree that the candidate has suitable materials for the degree for which they are presenting then the transfer will be approved, subject to the approval of the University's Research Degrees Board.

If the panel do not approve the registration/transfer on the new route, the candidate will be required to resubmit under the route they are currently enrolled upon.

B3.3 Registration Period

The minimum and maximum periods of registration shall be as specified in Table B.

B3.4 Supervision and Progress Monitoring

In addition to the supervision and monitoring as per the MPhil/PhD regulations, an adviser or advisers may be proposed to contribute some specialised knowledge or a link with an external organisation as appropriate to the field of research.

B3.5 Transfer of Registration

In support of a transfer application, the candidate shall prepare a transfer portfolio consisting of**:**

a) A significant body of artistic work (which may be a series of in-progress works) carried out to date for the degree and accompanied by exposition material(s) that articulate this work. Together these should demonstrate a rigorous approach to artistic practice, a good understanding of the research context, appropriate research design and methods. The exposition may be in text form or in aural, visual, digital or other performative modes. (If fully written approx. 6,000 words is expected)

b) A clear explanation of research undertaken and future research to be done. This may be presented in written form or by other means and must clarify the independent and original contribution to artistic practice and/or interpretation/understanding that is likely to emerge. (If fully written approx. 3,000 is expected).

This shall normally take place after 18-22 months of full-time study or the part-time equivalent.

Before approving transfer from ArtsM to ArtsD, the Faculty Research Degree Progression Board or equivalent Board shall be satisfied that the candidate appears to have made sufficient progress and that the proposed programme provides a suitable basis for work at ArtsD standard which the candidate appears at that time to be capable of pursuing to completion. An oral assessment may be used by the Faculty Research Degree Progression Board or equivalent Board in appropriate circumstances as part of its assessment of the case for transfer.

B3.6 Submission

In all cases, candidates for the degree of ArtsM or ArtsD shall prepare a submission consisting of:

a) a substantive portfolio of artistic work which should be as fully documented as is possible to reflect the nature, scope and rigour of the research.

b) An exposition(s) relating to this work. The exposition(s) may be in the form of written text or in aural, visual, digital or other performative modes.
There is no requirement of a one-to-one match between artistic work and exposition but, overall, the exposition provided by the candidate at some stage during the programme of study, must refer to, account for, elucidate and integrate all the artistic works presented, as such the portfolio of work should form a coherent and original contribution to the field(s) to which it relates

The submission should be clearly presented including: a title page, abstract, clear statement of contents/navigation of the portfolio and bibliography.

The artistic work may be one large-scale work, or a set or sequence of smaller-scale works. The exposition (which may be written or otherwise) may similarly consist of a single piece of work or a portfolio of shorter items.

Any written exposition for the ArtsM will not normally exceed 10,000 words, and the ArtsD will not normally exceed 20,000 words in total. These totals exclude supplementary material such as footnotes, appendices, bibliography and the like. It is recognised that word length and written style will depend on the nature and character of the artistic project(s) and may include modes of writing that extend beyond conventional academic forms (although citation/referencing conventions should be suitably adhered to) and all such presentational choices should be in line with the overall research aims.

The candidate shall be free to publish (or otherwise place in the public domain) material in advance of the submission and such publication can be referred to in the submission. Copies of published material may accompany the submission as part of the portfolio for examination or as appendices as is appropriate to the overall coherence of the submission**.**

B3.7 Examination

The examination for the ArtsM and ArtsD shall have two core stages: firstly, the submission and preliminary assessment of submitted work, and secondly its defence by oral or approved alternative examination.

The examination of the submission may be multi-staged over the course of the research. In the case of an examination to be carried out in stages, the Director of Studies shall propose on the appropriate form the arrangements for the candidate's examination no less than four months before the expected date of the exhibition, performance (or other), for approval by the University's Research Degrees Board. The invitation to the examiners shall make clear that, wherever possible, they shall examine all stages of the assessment including the oral examination.

Each examiner shall attend/visit the performance, exhibition (or other artistic work) to be assessed. The performance, exhibition (or other artistic work) may be accompanied by an exposition that frames and articulates the work. The examiner shall complete, on the appropriate form, an independent preliminary report following viewing each element.

The main oral examination shall occur after the conclusion of the research and, for this, the examiners shall have made available to them records of all earlier examined performances, exhibitions (or other artistic works), and related exposition(s) and the examiners assessments pertaining to these.

The main oral will follow the general regulations for examinations (see Section 2.4).

Following the completion of the examination the examiners may recommend to the University's Research Degrees Board that:

(a) the candidate be awarded the degree;
(b) the candidate be awarded the degree subject to minor amendments being made to the submitted work (this may normally refer to amendments to the exposition and/or changes to the documentation of the art works) (normally expected to be completed within 1-6 months);
(c) the candidate be permitted to re-submit for the degree and be re-examined, with or without an oral examination (this may include major amendments to and/or developments of the

artistic work(s), the exposition and/or documentation) (normally be expected to be completed within 6-12 months);

(d) the candidate be not awarded the degree and be not permitted to be re-examined; or

(e) in the case of an ArtsD submission, the candidate be permitted to count the creative practice/exposition towards the degree of ArtsM; and in the case of an ArtsM submission, the candidate be permitted to count the creative practice/exposition towards the degree of MA (by research), subject to any required amendments to the satisfaction of the examiners.

In the case of non-agreement between the examiners, the general regulations (see A1.4) will be followed.

A further examination in addition to the oral examination may be requested by the examiners. In such cases the approval of the University's Research Degrees Board 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's Research Degrees Board permits otherwise. Any such examination shall be deemed to be part of the candidate's first examination.

B4 Appendix 4:

Additional Regulations for the award of Doctor/ Master of Professional Studies and Specialist Validated Pathways including Doctor of Business Administration, DPsych, DCPsych, EngD

B4.1 Admission and Enrolment

The University shall award the Doctor/Master of Professional Studies (M/DProf) for successful completion of approved, modular research training and research that has been facilitated by a doctoral advisory team. The M/DProf will be awarded to candidates who have successfully completed the components of the research training, and who have presented and defended a submission by oral examination to the satisfaction of the examiners.

The specific titles of M/DProf awards, including the generic M/DProf and specialised validated pathway (SVP) variants, relate to the relevant subject area being investigated, and will be approved by a programme approval panel.

The award of a M/DProf (including the generic M/DProf, and SVPs) is based on successful completion of programme modules (the 'preparatory research training phase') followed by one or more research projects (the 'research phase'). The research project component of the M/DProf award may be selected from any area within the general field of the doctorate programme, consistent with the professional context of the candidate.

An applicant for Master of Professional Studies shall normally hold a first or second class honours degree of the University, a university in the UK or a qualification which is regarded by the University as equivalent to such an Honours degree.

An applicant for the Doctor of Professional Studies shall normally hold a postgraduate qualification at masters level in an appropriate area of study, or a first degree of at least upper second class honours level in an appropriate area of study, together with significant relevant experience, or substantial postgraduate experience relevant to the research project to be undertaken.

Applicants who have not completed an honours or a masters' degree but who can successfully demonstrate equivalent experience and qualification will be considered for entry into the programme. Such applicants must demonstrate this equivalence by making a claim for Recognition of Prior Learning. They must also normally have at least four years of full-time experience (or equivalent). In the case of the DBA, the requirement is for at least five years' experience at a senior management level.

No candidate for the award of M/DProf shall progress to the research phase of the programme until they have passed the preparatory research training phase modules.

B4.2 Programme Approval

The balance of coursework and research project components in the M/DProf will be specified when the award is validated/reviewed and is specified in the programme handbook The research project component must normally comprise at least one half of the award (on the DBA and DProf it involves three of the four years of the part-time programme), and comprises a research project or unusually two research projects.

Candidates must enrol and follow a programme of studies for the attainment of competence in research methods and of knowledge related to their professional practice and proposed submission.

The M/DProf candidates are required to gain programme approval and ethical approval at the Programme Approval Panel and Research Ethics Sub-Committee (PAPRESC). The purpose of the PAPRESC is to approve a candidate's programme for the award of Masters or Doctor of Professional Studies. This is a compulsory part of the MProf/DProf programme. A decision regarding approval is arrived at on the basis of the candidate's written Programme Plan & Research Ethics forms (DPS 4561) and the oral presentation of it to the Panel.

In deciding whether to recommend the candidate's progression to the research phase of the award, the programme approval panel will follow these terms of reference:

• To consider a candidate's written Programme Plan, and the oral presentation of it, in order to determine whether together they constitute an approved pathway to the award of Master of Professional Studies or Doctor of Professional Studies.

• To consider the appropriateness of the proposed title of the award, that is, the field of study identified in the brackets of the title.

• The decisions open to the Panel are to:
• Approve the proposed programme
• Approve the proposed programme, if minor or major conditions are met within a specified time
• Not approve the proposed programme. In this case, the candidate is allowed, as of right, one further opportunity to resubmit the Programme Plan at a specified time, following revision
• To receive decisions of sub-Panels for ratification (in reporting committees only).
• To make general recommendations about the MProf/DProf programme structure and development to the MProf/DProf Board of Studies.
• To consider the ethical issues for each project where problematic areas have been identified.
• To ensure all ethics forms have been completed and appropriately signed.

The minimum and maximum periods of the programme shall be as specified in Table B.

B4.3 Advising and Progress Monitoring

For the research training phase of the programme, the candidate will undergo advising through delivery of the modules from the host subject area.

In the research phase of the programme, the advisory duties for the candidate will be undertaken by a team consisting of an Academic Adviser and one or more Consultants, depending on the particular needs of the candidate in relation to the project(s) being undertaken. In cases where there are two Consultants, the second one shall normally be appointed after the candidate has formulated the project(s)/proposal and shall have a specialist advisory and assessment role, ensuring the project's academic rigour. One of the consultants may work in the professional area and could be external to the University or partner institution.

The Academic Adviser shall be from a support team approved by the Programme Directors or the Chair of the Faculty Research Degree Committee. Other consultants on the team shall be research active or practitioners and have expertise in the relevant field but need not have previous research-supervisory experience.

B4.4 Examination

Candidates who successfully complete the coursework of the preparatory phase only, but who do not progress to the research project phase of the programme may be able to continue to undertake a Masters level research project and attain an exit award at Masters level.

Following the oral examination the examiners shall, where they are in agreement, submit on the appropriate form, a joint report and recommendation relating to the award of the degree. This shall be given to the Chair of the oral examination for forwarding to the programme assessment Board in order for recommendations to be made to the University's Research Degrees Board. 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's Research Degrees Board to satisfy itself that the recommendation chosen is correct. Where the examiners are not in agreement, separate reports and recommendations shall be submitted.

B4.5 Research Project Submission

The length of the submission should normally be within the range of 32,500 – 72,000 words (excluding ancillary data).

This range may vary for some awards (in which case further guidance will be provided in the award handbooks).

The dissertation/thesis shall be subject to the University specifications on format and media and should be submitted in line with the University procedures.

B5 Appendix 5
Additional Regulations for the award of Research Degrees by Public Works

B5.1 Admission and Enrolment

The University's Research Degrees by Public Works (MProf, DProf, MPhil and PhD) consist of the presentation of a submission and the defence of the submission at an oral examination. The submission is made up of the candidate's public works undertaken prior to enrolment for the degree, and a context statement undertaken at the University or the partner institution under supervision. Public works may consist of a suitable combination of significant professional contributions and/or publications. A candidate must satisfy the examiners both in respect of the submission and orally in order to be awarded the degree.

A candidate whose list of publications or other public domain works includes works of joint authorship shall submit a signed statement to clarify his/her own contribution to these works. In the case of works of creative practice, the collaborators shall sign such a statement.

B5.2 Registration

A senior member of the research team will ensure the applicant has sufficient public works to proceed to a full application in which they provide access to the public works and evidence of impact.

Prior to enrolment for the MProf/DProf and no later than 6 months after enrolment for the MPhil/PhD, the Faculty, either through a registration panel or alternative process of independent and internal review, shall ensure the quality of the proposed submission for the degree, with particular regard to the content, rationale, and length of the context statement, and its relation to the Public Works.

The Faculty shall also consider whether the candidate should be assessed for the degree of MProf, DProf, MPhil or PhD by Public Works.

B5.3 Registration Period

Registration is from the date of enrolment for the MProf/DProf, or the date on which the Research Degrees Board approves the registration for the MPhil/PhD, and the candidate must be registered for at least 12 months, prior to submission of the work for examination.

B5.4 Supervision and Progress Monitoring

The Faculty shall appoint a Director of Studies, Advisor, or Programme Leader to prepare the candidate for registration and submission. This shall consist of assisting the candidate in selecting the publications or other public domain works for the degree, in formulating the scheme and rationale of the context statement, and in advising on any further reading.

The Director of Studies shall also advise the candidate on whether he/she should submit for examination for the degree of DProf by Public Works, MProf by Public Works, PhD by Public Works or MPhil by Public Works.

Where a candidate's public works are part of a collaborative activity there shall be a clear indication of each candidate's individual role and contribution.

B5.5 Examination

There shall be two external examiners, nominated by the Faculty and appointed by the University's Research Degrees Board. These shall not currently hold any appointment of the University, the partner institution or of an associated institution, nor have been a co-author of any of the works on which the candidate's application is based, and shall not be selected from an institution where the candidate is currently employed or has been recently employed (i.e. within the last five years)

Additionally, there may be an independent internal examiner. The independent internal examiner shall have had no supervisory or advisory contact with the candidate during the period of registration.

B5.6 Re-Examination

A candidate to whom the degree is not awarded may reapply at any time, provided that such an application includes substantial additional public works based upon further study and research, and a revised context statement.

A candidate to whom the degree of MProf/MPhil by Public Works is awarded may reapply for the degree of DProf/PhD by Public Works provided that such an application includes substantial additional public works based upon further study and research, and a revised context statement, or may apply to study for a DProf/PhD by research project.

B5.7 Final Submission

The submitted work should normally consist of the context statement and one or more of the following:

a) a research-based completed book
b) a series of research-based articles on a coherent theme
c) research reports or refereed journal papers
d) other media formats approved by the University's Research Degrees Board together with the necessary written work
e) evidence of significant personal innovation in the workplace, including (but not limited to): strategic plans; methods, procedures and tools; organisational structure documents; ICT system design specifications; change leadership and/or implementation.

The publications should not have been submitted for any previous academic award.

Works accepted for publication but not yet published are considered eligible with a letter of verification from the publisher. Other forms of works accepted for the public domain require similar verification from an appropriate authority.

The context statement accompanying the submission shall normally be not less than 10,000 words and not more than 30,000 words.

The University shall also consider work for the degrees of MProf, DProf, MPhil and PhD by Public Works in non-written form. These may include creative works that have been made public by presentation or display, scholarly editions, software and research reports, or translations that embody research. The work must be available in a suitable form for perusal by supervisors and examiners and documented for archiving purposes. The works shall also be supplemented by a context statement as specified above.

B6 Appendix 6: Additional Regulations for the award of Doctor of Education

B6.1 Admission and Enrolment

The Doctor of Education is a part-time, modular, post graduate research based programme consisting of four stages:

• Stage One: Planning, Research and Authoring Skills (3 modules of 30 credits each)
• Stage Two: Research Project (s) (1, 2 or 3 research projects totalling 180 credits)
• Stage Three : Thesis: Coherence and Examination (1 module of 90 credits)

Details of the modules of study can be found in the programme handbook.

The entry qualification for the EdD programme is an MA Education or its equivalent.

B6.2 Registration

No candidate for the award of either the EdD or the MPhil shall progress to Stage 3 until he/she has:

(a) successfully completed Stage 1 of the programme, and
(b) has satisfied the Programme Approval Panel of his/her competence to progress to Stage 2.

The competence of a candidate to progress to Stage 3 shall be assessed by means of a presentation and oral questioning by the Programme Approval Panel.

B6.3 Registration Period

The whole programme (Stages 1-3) shall normally be completed within a maximum of 7 years. Times in excess of this shall be referred to the University's Research Degrees Board. The minimum time for completion is normally three years part time.

B6.4 Supervision and Progress Monitoring

In Stage 2 of the programme, a candidate shall be supported by two supervisors. The principal supervisor shall be a research-active staff member of University from a cognate subject area and shall be responsible for ensuring that administrative procedures in respect of the programme are followed.

The Programme Approval Panel is responsible for providing candidates with an appropriate supervisory team.

B6.5 Examination

The Programme Approval Panel shall consider whether or not the candidate's research project(s) satisfies the requirements for an EdD award (or an MPhil award as appropriate).

The presentation to an academic audience is a development of and equivalent to the Oral examination in a PhD programme The developments are that there may be an additional audience of interested parties who may be observers, and that the Oral examination and discussion will be preceded by a presentation of the EdD research.

B6.6 Submission

The modular Doctor of Education programme is based upon the construction of research assignments of various kinds for each module. All research assignments should contain a contextual statement, methodological outline and critique. Following the completion of this phase, the student will defend a final written thesis or project through an oral viva voce examination.

B7 Appendix 7
Additional Regulations for the award of Higher Doctorates

B7.1 Admission and Enrolment

The work submitted for a Higher Doctorate must demonstrate a coherent theme, be of high distinction, must constitute an original and significant contribution to the advancement of knowledge or to the application of knowledge or to both; should constitute a coherent body of work and must establish that the applicant is a leading authority in the field or fields of study concerned.

Applications may be made for the following higher doctorates:

Doctor of Laws (LLD)
Doctor of Letters (DLitt)
Doctor of Science (DSc)
Doctor of Technology (DTech)

Applicants are required to state the higher doctorate for which they wish their work to be considered.

Applicants should normally be:

a) holders of at least seven years' standing, of a first degree awarded by a university in the United Kingdom or of a qualification of equivalent standard; or
b) holders, of at least four years' standing, of a higher degree awarded by a university in the United Kingdom or of a qualification of equivalent standard.

B7.2 Registration

Eligibility to register for the award of Higher Doctorate requires the applicant to meet the entry requirements and be able to produce evidence of appropriate published work.

B7.3 Registration Period

Registration is from the date of the University's Research Degrees Board, which approves the registration. There is no minimum registration period prior to submission of the work for examination.

B7.4 Supervision and Progress Monitoring

The relevant Faculty will nominate a leading academic in the field to act as a sponsor/Director of Studies. The Director of Studies must be a senior member of academic staff of the University and normally have had experience of supervising a minimum of two PhD students to successful completion.

B7.5 Examination

On submission of an application the University's Research Degrees Board shall, by establishing a sub-committee, consider whether a case for proceeding to a formal examination of the application has been established, taking whatever advice it considers appropriate.

If satisfied that such a case has been established the University's Research Degrees Board will submit the application to two external examiners each of whom shall make an independent report to the University. In case of disagreement between the assessors the University may appoint a third assessor. The assessors shall be of high national standing in the research field in which the candidate is to be assessed.

The examiners shall determine whether the works submitted show that the candidate has personally made a substantial and sustained contribution to knowledge and has become a signed authority in the field of fields concerned. An examiner may seek additional information from the candidate by writing via the University.

Each examiner shall report independently his or her conclusion to the University's Research Degrees Board and shall recommend one of the following:

a) the award of Higher Doctorate
b) the award of Higher Doctorate subject to minor amendments
c) that the degree may not be awarded.

The University's Research Degrees Board shall consider the reports of the examiners and determine whether the Degree should be conferred.

B7.6 Re-Examination

Neither the award of MPhil or PhD, nor a recommendation that the candidate can be re- examined within 12 months are permitted under the Higher Doctorate route.

Where the examiners recommend that the degree be not awarded, the candidate may not submit for a Higher Doctorate within a period of three years from the date of the original examination. Any further submission must include evidence of additional work.

B7.7 Submission

The submission may take the form of:

(a) books
(b) contributions to journals
(c) patent specifications
(d) reports or journal papers
(e) specifications and design studies
(f) other relevant evidence of original work.

All material, other than books, must be secured in one hard-backed folder, or more if necessary, each containing a title and contents page. An application shall state which part of the submission if any, has been submitted for another academic award. The contents of a submission must be in English unless specific permission to the contrary has been given by the University.

In addition to the copies of the work on which the application is based, applicants must submit one copy of each of the following:

(a) a statement of not more than 1000 words setting out the applicant's view of the nature and significance of the work submitted;

(b) a full statement of the extent of the applicant's contribution to work submitted involving joint authorship or other types of collaboration. The senior author (if not the applicant) would normally be required to endorse such a statement.

(c) a statement as to whether any of the above works had been submitted for any other degree awarded to the candidate; work submitted for a similar degree of another university may not form a substantial part of the submission

Table B

Minimum and Maximum Registration and Suspension Periods

Degree		Full-time	Part-time	Distance	Public Works
Masters by Research	min	6	12	12	n/a
	max	12	24	24	n/a
	susp	6	8	8	n/a
MPhil/ArtsM	min	18	30	30	12
	max	36	48	48	24
	susp	12	12	12	8
MProf	min	n/a	12	12	n/a
	max	n/a	24	24	n/a
	susp	n/a	8	8	n/a
MPhil/PhD ArtsM/D	min	33	45	45	12
	max	60	84	84	24
	susp	24	24	24	8
M/DProf (incl. all SVPs)	min	n/a	36	36	12
	max	n/a	84	84	24
	susp	n/a	12	12	8
Higher Doctorates	min	n/a	n/a	n/a	n/a
	max	n/a	n/a	n/a	n/a
	susp	n/a	n/a	n/a	n/a

All periods are stated in months.