

UNIVERSITY OF CHICHESTER HIGHER DEGREE REGULATIONS 2022 – 2023

These Regulations cover higher degrees by research of the University of Chichester.

Award of the Degree

1. The degrees of Master (MPhil) or Doctor of Philosophy (PhD) or Professional Doctorate (DProf)¹ or Professional Masters (MProf)¹ may be awarded by the University to postgraduate research students who have successfully pursued a course of study as prescribed in these regulations to the satisfaction of the Research Degrees Group and have fulfilled any other University requirements.

Regulations for the degrees of Master of Philosophy and Doctor of Philosophy

Admission

The following Regulations should be applied in conjunction with the University's Admissions Policy, and the University's [Code of Practice for Research Candidature and Supervision](#).

2. The requirements for candidature shall normally be a degree in a suitable subject of any approved university or whatever award/range of experience might be deemed equivalent by the Research Degrees Group.
3. Candidates may be admitted on transfer from another university (with or without their supervisor) according to the guidelines set out in the University's [Code of Practice for Research Candidature and Supervision](#).
4. Candidates satisfying the requirement for candidature may be admitted provided the Research Degree Coordinator, relevant Head of Academic Department and Cross-Institutional Lead for Research are satisfied with their chosen subject for research, that there is access to appropriate resources and facilities, and that there are satisfactory supervisory arrangements in place.
5. The effective starting date will be the first working day of October, February or June in any given year. Other start dates may be considered by exception and with approval of the Cross-Institutional Lead for Research.

Candidature

6. The programme to be followed shall be one of supervised study, including research and generic skills training, and may be undertaken on a full-time or part-time basis. Full-time students are expected to spend a minimum of 1650 hours each academic year on their doctoral research and research training (based on an average 37.5 hours week over 44 weeks). Part-time students are required to study flexibly and efficiently in a pattern agreed with the supervisory team in order that they complete within the required timescales. Any change in the mode of attendance from part-time to full-time or vice versa must be requested by the student and approved at Research Degrees Group.

¹ Regulations specific to the Professional Doctorate and Professional Masters are provided in Appendix 5

7. The programme shall be pursued in the University except in the case of research students for whom joint supervisory arrangements have been approved in accordance with Regulation 10 below, or in other special cases where the Research Degrees Group permits a period to be spent elsewhere.
8. The Research Degrees Group may approve arrangements for an individual research student to receive supervision provided jointly by the University and another institution. In such cases, Research Degrees Group may permit a period or periods of study to be undertaken at the other institution. The minimum period of full-time study at the University shall be twelve months for research students of jointly-supervised research degrees with approved institutions (pro-rata for part-time students).
9. A research student is required to register on the programme of the intended award i.e. either MPhil or PhD. A research student wishing to transfer from the MPhil programme to the degree of PhD must successfully complete the required transfer process to the satisfaction of the Research Degrees Group not less than six months before submission of the thesis. The required transfer process will be of equivalence to a Major Review. In the case of a research student transferring from another institution into the University, submission of the thesis is not normally permitted earlier than 12 months from the date of transfer, even if the research student has already transferred/upgraded from MPhil to PhD at his or her previous institution. A research student for the degree of PhD may be permitted at any time prior to submission of the thesis to transfer to a course leading to the degree of MPhil. The period spent in candidature up to the point of transfer will be counted towards the period of candidature required for the degree to which the transfer is made.

Supervision and Progress

10. Every research student shall be allocated to a supervisory team by the Research Degrees Group on the recommendation of the research student's nominated Director of Studies. The supervisory team shall consist of at least two supervisors, one of whom will be the 'Director of Studies'. The Director of Studies should be an academic member of University of Chichester staff. The co- or second supervisor should be a member of University of Chichester staff, or should be appointed by the University as an external supervisor for the duration of the programme with written confirmation and agreement of the requirements and expectations of the role of supervisor. Supervisors must have demonstrable research experience in the area under investigation, and hold a doctoral qualification or equivalent. Any exception will need to be justified by the relevant Head of Department who will need to provide evidence to the Research Degrees Group for consideration and approval. All appointments to the supervisory team are approved by the Research Degrees Group. The Director of Studies has responsibility for the supervision of the design and progress of the student's research project and for providing academic advice to the research student. The supervisory team may contain additional supervisors and shall report on the research student's work and progress when requested to do so by the Research Office. The [Code of Practice for Research Candidature and Supervision](#) sets out the responsibilities of the supervisory team. It is a normal expectation that a research degree supervisor at the University will not exceed a maximum supervisory load of six current research students by headcount or 5 FTE, whichever is the greater. Any exception to this maximum will need to be justified by the relevant Head of Department/Director of Institute who will need to provide evidence to the Research Degrees Group that the overall workload and/or contract of the supervisor concerned allow(s) such an exception to be made. If the Head of Department/Director of Institute is the proposed research degree supervisor their Line Manager should provide the necessary justification to

Research Degrees Group. It should be noted that the word 'current' as defined above refers to students who are registered and who have not yet submitted their thesis for examination.

11. Every research student will take part in an individualised assessment of their research training needs with their supervisor(s) at the commencement of their postgraduate research studies. Research students will also be required to take part in a postgraduate student research training programme which addresses research/generic/transferable skills and may include a range of compulsory and optional elements, the former as determined by the Research Office.
12. The Research Office may at any time review the progress of an individual research student. If progress is unsatisfactory and if, after due warning, there is insufficient improvement, the Chair of the Research Degrees Group may instigate the procedures laid out in Appendix 4 of the Regulations (Research Degree Candidature: Procedures for Circumstances that may lead to Withdrawal or Termination).
13. All students must have their research proposal and supervisory team approved by the Research Degrees Group within the required timescale. Students should submit the required documentation to the Research Office within 3 months of registration (full time) and 6 months of registration (part-time) and no later than 6 months for full time students and 12 months for part-time students. Failure to do so may result in termination of candidature in accordance with section 2 of the Procedures for Circumstances that may lead to Withdrawal or Termination.

Duration of Research Programmes

14. The duration of MPhil and PhD research programmes is set out in (a) and (b) below; these paragraphs should be read in conjunction with Regulations 16 to 22.

- a. Except as provided under regulation 15. below the minimum period of candidature, from the date of enrolment, shall be:

MPhil

Full-time research students: not less than 12 months
Part-time research students: not less than 24 months

PhD

Full-time research students: not less than 24 months
Part-time research students: not less than 36 months

- b. This minimum period of candidature must be spent in supervised study. In practice, the period of candidature will usually be longer than the minimum period.

15. In exceptional circumstances, and for academic reasons only, a research student may be permitted to submit a thesis earlier than the specified minimum period of candidature. In such a case, the request must be made by the Director of Studies to the Research Office for recommendation to the Research Degrees Group for approval. The period of study for a research degree ends when the thesis is submitted. The maximum period of candidature, including nominal registration but excluding periods of suspension (see Regulations below), is four years (48 months) for full-time candidature and seven years (84 months) for part-time candidature. A research student who fails to submit a thesis by the end of the maximum

period of study shall be deemed to have withdrawn from the course (see Regulations below for regulation on extensions to candidature).

The Higher Degrees of MPhil and PhD

16. The MPhil and PhD are higher degrees involving a programme of research training and supervision and leading to the production of a thesis or, in the case of research students in creative and/or performance based subject areas, the production of an original work together with additional material as specified in Regulations below. The MPhil and PhD are two separate, distinct awards with the MPhil differing from the PhD in terms of the scope of study required and the extent of the original personal contribution to knowledge. (Paragraphs below give more details on the levels of attainment required for the MPhil and for the PhD.)

The Thesis

17. The thesis (or equivalent for creative and/or performance-based disciplines) which is the outcome of the research project and the training programme, must be composed clearly and presented in the required format. The subject should be dealt with in an orderly manner using appropriate research methods and techniques and displaying critical discrimination in evaluating the evidence.

The Difference between MPhil and PhD

The PhD

18. For the award of PhD, research students must have demonstrated:
- the creation and interpretation of new knowledge through original research or other advanced scholarship, or of a quality to satisfy peer review, extend the forefront of the discipline and merit publication;
 - a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or an area of professional practice;
 - the general ability 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;
 - a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences

- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.

And holders will have:

- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

The MPhil

19. The MPhil is an award of considerable distinction in its own right and is awarded for the successful completion of a substantial element of research or equivalent enquiry. The MPhil differs from the PhD only in terms of the scope of study required and the extent of the original personal contribution to knowledge.

20. More specifically, for the award of MPhil, research students must have demonstrated:

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

Nominal Registration

21. The Research Office may allow transfer to *nominal registration* for both full and part-time research students for a period not exceeding twelve months in the first instance. The supervisor(s) must confirm that the minimum period of candidature for either the MPhil or the PhD has been completed, major review (or where relevant transfer/upgrade) has taken place (in the case of a PhD research student), research is substantially complete as determined by the Research Office, and the thesis is being written up. If a research student is on nominal registration for longer than six months (FT) or 12 months (PT), a fee becomes payable (see [Tuition Fee Policy](#)). In cases of illness, family crisis or exceptional or unforeseeable circumstances beyond the research student's control, the Research Degrees Group may permit a research student to extend their candidature and therefore their period of nominal registration.

22. Research students retain access to library and computing facilities until their thesis is examined and, where appropriate, any revisions requested by the examiners have been made. Access to other facilities (e.g. office space) may be extended at the discretion of the Cross-Institutional Lead for Research and relevant members of the Faculty (e.g. Head of Academic Department).
23. With support from his/her supervisor, a research student may apply in writing to extend the period of nominal registration beyond twelve months, taking account where applicable of Regulations regarding extension of candidature.
24. Periods of nominal registration count towards the maximum period of candidature.

Temporary Suspension

25. Research students for either degree must continue in registration for the degree until such time as they submit their thesis or withdraw, except that the Research Degrees Group may permit temporary suspension of candidature (also referred to as intermission). The Research Degrees Group may allow suspension of candidature having considered a request from the research student accompanied by a written justification and supported by the supervisory team. In general, suspensions are allowed in extenuating circumstances (e.g. illness, family crisis or exceptional or unforeseeable problems beyond the research student's control) and should not be granted as a matter of course. It is normally possible to apply to intermit for up to 12 months at any one time, but not normally for more than five years in total or two years consecutively throughout a programme. If a student holds a visa to study, then they must consider the potential implications of applying for intermission on their visa. Please refer to the Academic Registry for additional intermission information (authorised absence) for Visa Sponsored Students. In the case of Research Council or sponsor-funded research students, due regard should be given to Research Council or sponsor rules governing suspension. Periods of temporary suspension shall not count towards the maximum period of study. On returning from suspension a research student who intends to submit his/her thesis must give the required two months' notice using the *Intention to Submit* form. The *Intention to Submit* form may only be submitted by a research student in active registration.
26. Research students on intermission should not receive supervision and normally should not have access to services.

Extension of Candidature

27. The minimum and maximum periods of candidature should be strictly adhered to. Extensions of candidature beyond the maximum period of time will be granted only where there is good cause and on specific application by the research student, supported by the supervisory team, before the candidature is due to expire. The Research Degrees Group may allow extension of candidature having considered a request from the research student accompanied by a written justification and supported by the supervisory team. An action plan should be agreed with the research student setting out what needs to be achieved during the extension period.
28. Extensions may be approved by the Research Degrees Group. Extensions should be requested only exceptionally, when unforeseen circumstances arise, and such circumstances must be demonstrated in each case. Due regard should also be given to limits or conditions placed on extensions by Research Councils or sponsors and any penalty which may apply if funded research students extend their study period. Applications for extension must be

submitted with the supervisory team's approval through the Research Degrees Group. The relevant fee will be charged in accordance with the research student's registration status; i.e. whether in candidature or in nominal registration. If students hold a visa to study, then they must consider the potential implications of applying for intermission or extension on their visa. Please refer to the Academic Registry for additional information (authorised absence) for visa Sponsored Students.

Submission of Thesis

29. After completion of the necessary period of study, a thesis shall be submitted for examination in accordance with the instructions in the document [Completion of Research Degree Candidature](#) (available as an appendix to this document)
30. Research students in creative and/or performance based subject areas may submit original practical work in part fulfilment of the MPhil or PhD requirements (e.g. composition, piece of creative writing, performance CD/DVD). The relative weighting of practical work and written thesis is variable and depends on the nature of the individual research project. In each case the weighting will be agreed in advance between the supervisory team and the research student. In addition, the work submitted for examination (practical work and written text taken together) should critically reflect on the research process and clearly set out:
 - the research issues, problems or questions that have been addressed; the context in which those issues, problems or questions are located (what is known or understood in the general area of the proposed research already and how addressing or answering the issues, problems or questions specified will enhance the generally-available knowledge and understanding of the area in question); and
 - what research methods have been used to address these issues, problems or questions.
31. In the creative and/or performance-based disciplines, practical work is completed in conjunction with an accompanying thesis (normally between 25,000 and 35,000 words); the nature and extent of each component must be agreed in advance by the supervisor and approved by the Research Degrees Group. The relationship of the practical work and thesis must be such as to form a holistic original research project. For music based submissions please also refer to [Appendix 1 : Research Degrees in Music](#).
32. The submission following full-time candidature shall be made not later than four years from the date of first registration, excluding periods of suspension. The submission following part-time candidature shall be made not later than seven years from the date of first registration, excluding periods of suspension. On returning from suspension, a research student who intends to submit his/her thesis must give the required two months' notice using the *Intention to Submit* form. The *Intention to Submit* form may only be submitted by a research student in active registration. In cases where there have been periods of full-time and part-time candidature, the maximum permitted period of candidature shall be determined by the Research Office, and agreed by the Cross-Institutional Lead for Research, on the basis that periods of part-time candidature shall be deemed to be equivalent to four-sevenths of an equal period of full-time candidature. Where periods of extension are approved by the Research Degrees Group, these will be added to the maximum period of candidature.

33. A research student who is about to submit a thesis shall give at least two months' prior notice in writing (using the *Intention to Submit* form) to the Research Office, stating the full title of the thesis.
34. With the exception of restrictions on access as defined in Regulations below, research work submitted as a thesis for a higher degree shall be openly available and subject neither to security classification nor to restriction on access. Research students may publish the whole or part of their work prior to its submission as a thesis, provided that in the published work it is nowhere stated that it is in consideration for a higher degree.
35. In exceptional circumstances access to a thesis may be restricted by the Research Degrees Group, on behalf of Academic Board, where such restriction is regarded as desirable on commercial grounds or pending patent applications, or as necessary to maintain confidentiality. The period of restriction shall be determined by the Research Degrees Group but shall normally not exceed three years from the date of examination. After three years the period of restriction may be subject to review in some circumstances. Each instance of Research Degrees Group approval of restriction of access to a thesis should be reported to the University Library who will maintain an institutional list to be presented periodically to the Research Committee.
36. On submission of a thesis a research student shall be required to sign two documents:
- a form of consent that the thesis, if successful, will be made available electronically through the University of Chichester Research Repository from a date stipulated (subject to the law of copyright)
 - a declaration, bound into the thesis, stating: that the thesis is the result of work done wholly or mainly while the research student was in registered candidature; that where the thesis is based on work done by the research student jointly with others, a substantial part is the original work of the research student; the extent to which the thesis incorporates material already submitted for another degree.
37. Where multi-authored published material is included, the contribution of the candidate should be distinguished and clearly stated on the declaration form. It must be apparent at what levels the candidate was involved in the published studies, in order to establish that the candidate demonstrates sufficient intellectual input to qualify for the degree. Examiners should be guided by the requirement that the thesis must make a substantial contribution to knowledge of the subject, and afford evidence of independent critical ability in the handling and interpretation of material either known or newly discovered.
38. A thesis may not normally exceed 80,000 words in length in the case of a PhD, or 50,000 words in the case of an MPhil, unless prior permission to exceed this length has been given by the Chair of Research Degrees Group on the recommendation of the supervisor. There is no minimum word length. Research Degree Areas will provide guidance on appropriate length of theses for their areas. Where appropriate, the Research Degrees Group may determine a higher word limit for a specific discipline; for creative and performance-based disciplines see clause 25. Research students who exceed this limit without Research Degrees Group permission will normally be required by the examiners to resubmit in a form which does not exceed the stipulated length. No theses shall exceed 100,000 words in length. The

maximum length excludes references and bibliography, it does not include supporting material or evidence which may be bound in as appendices. Appendices should be clearly marked as such and listed on the contents page. If appendices are submitted in separate volumes, they must be prepared and bound in the same style as the thesis. All supporting material or evidence will be available to the examiners and will form part of the record. A limit on length is not a target figure – an important aspect of scholarship which must be demonstrated in a thesis is the ability to convey information concisely.

Examination

39. For each research student, normally one internal and one external examiner shall be appointed to examine the thesis; in exceptional cases, for example where the necessary subject expertise is not available within the University two external examiners may be appointed, in such cases an independent chair is a required. Similarly, in exceptional cases one additional external examiner may be appointed. See also [Appendix 2 of the Higher Degree Regulations for staff candidature](#). No member of the supervisory team may be appointed as an internal examiner, nor may they take part in the judgement of the thesis under consideration in any other way. In addition, other researchers who have had any co-authoring or collaborative involvement in the research student's work, or whose own work is the focus of the research project such that there would be a conflict of interest or potential lack of objectivity, may not be appointed as internal or external examiners.
40. Members of staff who have had pastoral involvement with the research student, such that objectivity would potentially be affected, may also not be appointed to the examining team. However, at the request of the research student, one or more members of the supervisory team may be invited to the *viva voce*, but a supervisor who is requested to attend by the research student will not play an active role in the examination. Where the research student wishes a supervisor to be invited, a request should be made in writing to the Research Office. One examiner, either the internal or the external, may be drawn from the major review panel or where relevant the transfer/upgrade panel or committee (e.g. the internal member of staff who acted in the role of independent 'assessor' or an external 'assessor' if used) provided that he/she has had no further material contact with the research project since the transfer/upgrade and that the other examiner is entirely new to the project.
41. Where three, or more, examiners are appointed, the majority should be examiners external to the university.
42. The responsibility for identifying and proposing suitable examiners is the responsibility of the supervisory team. The arrangements for the examination are made by the Research Office, including any arrangements for research students with disability-related communication needs.
43. External examiners should normally hold an academic post in another higher education institution. Recommendations for examiners who do not hold such positions should be accompanied by a statement outlining their suitability and ability to examine, and there should be sufficient evidence of their research experience and expertise in the subject.
44. Former employees and graduates of the University are not eligible to be external examiners until an interval of at least three years has elapsed. The external examiner should have had no formal academic contact with the research student during the period of research candidature and, although reciprocity may be more difficult to avoid than for taught courses, examiners should not normally be appointed from Faculties where University members of

staff have recently examined for the same subject if at all possible. Similarly, external examiners would not normally be expected to be reappointed if they have examined a research student at this University within the last two years. Staff in the University are ineligible to act as external examiners for University of Chichester awards. University staff with appropriate expertise may however be appointed as internal examiners for University research students provided they have not been involved in the supervision of the research student, and vice-versa.

45. Examiners, both internal and external, should have sufficient experience and appropriate subject expertise to be able to examine effectively. They should also be sensitive to, and take into account in the examining process, individual research student differences and diversity. Collectively, the examiners should have participated in at least three doctoral examinations. As an example, if the external examiner possesses subject expertise but limited examining experience, this may be compensated for by an experienced internal examiner. Once the examiners have been appointed, neither the student nor members of the supervisory team should communicate directly with the examiners about any aspect of the thesis or its examination until the examination process has been completed. All communications about the examination should be made via the Research Office.
46. Research students submitting for the MPhil and PhD will be required, to attend for an oral examination. In conducting the oral examination, arrangements will be made, where necessary, to accommodate the requirements of research students with special communication requirements.
47. The viva voce (oral) examination will normally be chaired by an independent chair. However, when this is not possible either the internal or external examiner, by agreement between them, may chair the examination. The role of independent chair should normally be filled by a senior academic member of staff with substantial experience in supervising research students and who has received appropriate training. If required, qualified members of the Research Office may also act as independent chair.
48. The use of an independent chair encourages consistency in examination processes and provides an additional viewpoint if the conduct of the viva should become the subject of a research student appeal. An independent chair, who will not contribute to the assessment judgement, will provide guidance on the Higher Degree Regulations.
49. In certain circumstances (e.g. where it is not possible for one of the examiners to attend the viva in person) video conferencing or other suitable technical communication arrangements can be made for conduct of the viva, provided all parties are agreeable to these arrangements and all necessary safeguards are in place to facilitate the smooth running of the examination. The examiners should make explicit reference to the fact that the viva was undertaken through video-conference in their examination report.
50. Having agreed to a viva voce examination involving video-conferencing the candidate will not be permitted to use this as grounds for appeal, unless the circumstances of technical failure or other unforeseen eventualities beyond the control of the Board of Examiners were deemed to have adversely affected the candidate's performance and these were identified at the end of the examination (See [Code of Practice](#)).
51. In preparing for and conducting the oral examination, arrangements will be made, where necessary, to accommodate the requirements of research students with special communication needs. In particular, examiners should be informed of any measures or

adjustments needed in conducting the examination. For example, it is important that the room in which the viva is to be held is appropriately arranged to ensure accessibility and clear communication. The responsibility for approving all examination arrangements lies with the Research Degrees Group.

52. A supervisor should be available to provide clarification at the oral examination if requested by the examiners. At the request of the research student, one member of the supervisory team may be invited. Where the research student wishes a supervisor to be invited, a request should be made in writing to the Research Office. A supervisor who is requested to attend by the research student will not play an active role in the examination, neither will supervisors be appointed as examiners nor take part in the judgement of the thesis under consideration.
53. The Research Degrees Group shall consider all nominations for internal and external examiners. The Research Degrees Group will make recommendations for the appointment of internal and external examiners to the Academic Standards Committee for approval. The decision of the Academic Standards Committee will be noted at Academic Board.

Outcomes of the Examination

54. Having taken into account the criteria for the award of PhD or MPhil as set out in regulations above the examiners for each research student shall recommend one of the following courses of action:
 - a. That the degree for which the research student has submitted a thesis be awarded.
 - b. That the degree for which the research student has submitted a thesis be awarded subject if necessary to minor amendments to the thesis being made by a date specified (minor amendments include: minor omissions of substance, typographical errors, occasional stylistic or grammatical flaws, corrections to references, addition/modification of one or two figures, and minor changes to layout, and require no new research. These changes need only be certified by the internal examiner). The date specified for the submission of such minor amendments should normally be no later than three months after the formal notification to the research student.
 - c. That the degree for which the research student has submitted a thesis be awarded subject to the correction of major errors/omissions of substance being made, by a date specified (the procedure for certification of the amendments should be clearly specified in the report). Such amendments may require limited further analysis but will not affect the originality of the central thesis. They will be of a scale to require certification by both the internal and external examiners, though normally not so extensive that an oral is required. The date specified for the submission of such intermediate amendments should normally be no later than six months after the formal notification to the research student.
 - d. That the research student be required to attend for a further oral examination.
 - e. That the research student be permitted to submit by a date specified a revised thesis for the same degree for re-examination on one subsequent occasion. The date specified for submission of the revised thesis should normally be no later than twelve months after the formal notification to the research student. As a fee is payable, the

Finance department should be informed when a research student has been asked to submit a revised thesis.

- f. That, in the case only of a PhD research student who has failed to satisfy the examiners, permission be given to the research student to apply within a specified time for the award of the degree of MPhil. This may be allowed without re-examination, subject to any minor amendment of the thesis which may be required by the examiners, or may be subject to re-examination of a revised thesis. In such circumstances, the work must meet the normal criteria for the award of the MPhil degree.
- g. That the degree be not awarded and that resubmission of the thesis be not permitted.

55. Research students required to make minor or major amendments, or to submit a revised thesis for re-examination, should be given a clear and prompt statement by the examiners of what is required and by what date. The timescale should be agreed by all parties. When minor corrections have been submitted, the research student should normally be informed whether they have been approved within three weeks of their submission. In the case of major corrections/amendments, the research student should normally be informed whether they have been approved within six weeks of their submission, or sooner if possible. It is the responsibility of the Director of Studies to ensure that the corrections are approved promptly (although in practice this may be delegated to an administrative member of staff) so that the research student's degree can be awarded as soon as possible. Unless specifically sanctioned by the Research Office, neither the candidate nor members of the supervisory team may communicate directly with any examiner in relation to the submission of amendments or corrections following examination. Such communications should be made via the Research Office. Likewise, examiners should address any queries or questions relating to corrections or amendments through the Research Office.

56. A candidate who fails to submit a corrected or revised thesis by the date set by the examiners shall normally be regarded as having failed the examination and the recommendations of the examiners shall lapse. In exceptional circumstances a revised date for submitting corrections may be approved by the Cross-Institutional Lead for Research.

57. The examiners will specify how revisions and corrections will be submitted. The Research Office will communicate this to the candidate when communicating the outcome of examination. When submission by post has been specified, the date of the post mark will serve to indicate the date of the submission.

58. The examiners are permitted, on receipt of the amended thesis, to request that the student make a further attempt to complete the required amendments but these should only address points raised in the original examination process (e.g. when a student has failed to make all amendments required to the satisfaction of the internal or external examiner). The further attempt should be completed and submitted within a timescale specified by the examiners, which should be no longer than the timescale given for the first attempt. All examiners are required to confirm that the required amendments have met their satisfaction.

59. Following acceptance of any corrections or amendments requested by the examiners and before an Examinations Board can be held, the student shall submit an electronic (PDF) version of the thesis to the Research Office.
60. The results of research should be freely available. Theses are accessible in the electronically through the University of Chichester Research Repository. Research which is subject to security classification is not therefore normally considered appropriate for a higher degree, and theses may be subject to restriction only in exceptional circumstances when the Research Degrees Group, on behalf of Academic Board, approves restricted access for a period not normally exceeding three years from the date of examination.

Award of Research Degrees

61. Recommendations for the award of research degrees shall be made at a Board of Examiners for Research Degrees. The Board will receive the outcomes of the assessment process and make its decisions in accordance with the University of Chichester Academic Regulations.
62. The reports of the examiners and their recommendations should be scrutinised and approved by a Board of Examiners. The outcome of each examination should be formally reported to the Research Degrees Group. Under the exceptional circumstances that the appointed examiners are unable to reach agreement, the examiners shall submit independent reports, and the Chair of the Research Degrees group shall recommend to the Research Degrees Group and Academic Board the appointment of an additional external examiner. The additional examiner shall be provided by the Research Office with a copy of the thesis/dissertation and the separate reports of the original examiners. The additional examiner shall be permitted to interview the research student before submitting a final report and recommendation to the Board of Examiners who shall consider all three reports and agree an outcome. This outcome should be reported to the Research Degree Group

Appeals

63. Appeals against the decisions of a Board of Examiners or the Research Degrees Group shall be dealt with by the appointment and operation of an appeals panel as described in the [Academic Regulations](#).

[END of Main Regulations]

Approved by Academic Board June 2022