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UNIVERSITY OF  
**CHICHESTER**

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**Higher Degree Regulations**

**2025/26**

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# University of Chichester Higher Degree Regulations

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

These Regulations should be read in conjunction with Appendices 1-5 (below) and with the [Code of Practice for Research Candidature and Supervision](#). The Code of Practice sets out guidelines for candidature for MPhil/PhD at the University. It is intended to complement the Higher Degree Regulations set out in this document.

The Higher Degree Regulations of the University of Chichester are reviewed annually. This version supersedes all previous versions of the Higher Degree Regulations and takes effect from 01 September 2025.

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## ***Award of the Degree***

1. The degrees of Master (MPhil) or Doctor of Philosophy (PhD) or Professional Doctorate (DProf)<sup>1</sup> or Professional Masters (MProf)<sup>1</sup> 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 and relevant Head of academic area 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. An application form must be sent to the Research Office in all circumstances, even in the case of externally-funded or bursaried students, since the details in the form are needed for administrative purposes (e.g., setting up the student's IT account).

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<sup>1</sup> Regulations specific to the Professional Doctorate (and, where relevant, Professional Masters) are provided in Appendix 5

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 Director of 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 1,650 hours each academic year on their doctoral research and research training (based on an average 37.5-hour 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.
7. The programme shall be pursued within 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 of study 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, the 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 the 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 studying for a 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 normally 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 and the relevant Research Degree Coordinator. 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 subject area under investigation, and either hold a doctoral qualification or possess equivalent demonstrable expertise. Any exception will need to be justified by the relevant Head of academic area, 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 is responsible 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 5.0FTE, whichever is the greater. Any exception to this maximum will need to be justified by the relevant Head of academic area, 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 academic area is the proposed supervisor, their line manager should normally provide the necessary justification to Research Degrees Group. It should be noted that the word 'current' as used 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 may 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, including requesting relevant documentation. 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 ideally submit the required documentation to the Research Office within 3 months of registration (full-time) and 6 months of registration (part-time), and must submit it 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 candidature for a research degree ends when the thesis is submitted (although the student may retain access to University resources beyond this point, as set out in section 22, below). 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 the 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 presented clearly and 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 evidence.

### ***The Difference between PhD and MPhil***

#### *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 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.

Typically, holders of the qualification 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 research project. 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, 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 other 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 Director of Research and relevant members of the Faculty (e.g., Heads of academic areas).
23. With support from their Director of Studies, 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/Intermission***

25. Research students for either an PhD or MPhil degree must continue in registration until such time as they submit their thesis or withdraw. However, the Research Degrees Group may allow for a 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 time, and not for more than five years in total, or two years consecutively, throughout a research degree. If a student holds a visa to study, they must consider the potential implications on their visa of applying for an intermission. Please refer to the Academic Registry for additional intermission information (authorised absence) for students holding visas to study. In the case of Research Council or sponsor-funded research students, due regard should be given to Research Council or sponsor rules governing suspension/intermission. 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 a period of 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 will be granted only where there is good cause and on specific application by the research student, supported by the supervisory team, in all but exceptional cases 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 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 extensions 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 Appendix 3, below (Regulations for the Completion of Research Degree Candidature).
30. Research students in creative and/or performance-based subject areas may submit original practical work in partial fulfilment of the MPhil or PhD requirements (e.g., musical composition, creative writing, performance CD/DVD/USB or e-portfolio link). The relative weighting of practical work and written thesis is variable and will depend 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 40,000 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. As stated above, the submission following full-time candidature shall be made not later than four years from the date of first registration, excluding periods of suspension/intermission. 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/intermission, 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 the Research Degrees Group, 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, which will maintain an institutional list to be presented periodically to the Research and Innovation Committee.
36. On submission of a thesis a research student shall be required to sign a declaration, bound into/included with 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. Upon submission of the thesis the supervisory team shall be required to sign a Statement on the Originality of Work for PGR Degrees. This form, and the Turnitin report, will be viewed by examiners in advance of the viva voce examination.
38. 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.
39. 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. No thesis shall exceed 100,000 words in length. There is no minimum word length. Research Degree Areas will provide guidance on the appropriate length of theses for their areas. 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. The maximum length excludes abstracts, acknowledgements, contents pages (and all other prefatory material), footnotes, references and/or bibliography, and any 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**

40. Research students submitting for the MPhil and PhD will normally be required to attend an oral examination.
41. 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 required. Similarly, in exceptional cases one additional external examiner may be appointed. 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.
42. For staff candidates, two external examiners are required. If suitable subject expertise is available, an internal examiner shall be appointed for all staff examinations.
43. 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 they have had no further material contact with the research project since the transfer/upgrade and that the other examiner is entirely new to the project.
44. Where three or more examiners are appointed, the majority should be examiners external to the University.
45. The responsibility for identifying and proposing suitable examiners is the responsibility of the supervisory team.
46. 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. 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. Conflicts of interest should be avoided wherever possible, and due

consideration should be given to the appropriateness of appointing external examiners from Faculties where University members of staff have recently examined for the same subject. University staff with appropriate expertise may be appointed as internal examiners for University research students, provided they have not been involved in the supervision of the research student.

47. 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 normally have participated in at least three doctoral examinations. As an example, if the external examiner possesses suitable subject expertise but has 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.
48. 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. Where PhD candidates are also members of University staff, an independent chair is essential.
49. 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. They should also provide guidance on the Higher Degree Regulations. They should not contribute to the examination itself, or the verdict of the examiners.
50. 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 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 videoconference in their examination report.
51. Having agreed to a *viva voce* examination involving videoconferencing, 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](#)).
52. 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.

53. As stated above, at the request of the research student, one member of the supervisory team may be invited to sit in on the *viva voce* examination. Supervisors may also attend viva examinations remotely (via an internet link) with an independent chair's approval, although they will not be allowed to interrupt proceedings should their internet connection fail.
54. 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 Education Committee for note. The decision of the Education Committee will be noted at Academic Board.

### ***Outcomes of the Examination***

55. 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 another oral examination is required. The date specified for the submission these 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 timeframe 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.
- 56. 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 amendments 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 expected that examiners will ensure the prompt approval of amendments (although communications may also 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.
- 57. 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 Director of Research.
- 58. 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.
- 59. 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. In such

cases, all examiners are required to confirm that the required amendments have been completed to their satisfaction.

60. 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.
61. The results of research should be freely available. Theses are accessible electronically through the University of Chichester Research Repository (ChiPrints). 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***

62. 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.
63. 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 Research Office shall provide the additional examiner 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]*



## Appendix 1: Research degrees in Music

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1. The Main Regulations provide for candidates to submit original compositions, or to offer recital work, in part fulfilment of the requirements for the degrees of MPhil or PhD. The following paragraphs clarify these requirements.
2. Candidates submitting musical compositions will submit one or more substantial works normally taking the form of scores, recordings and/or other electronic formats; 'substantial' is to be understood as referring to such features as the nature and scope of the music, its duration and the forces involved in its performance. In the case of instrumental and/or vocal composition, it is a normal requirement that audio recordings of not less than 25% of the total submission are provided; these will aid the examiners in their assessment of compositional quality, but neither the performance nor the recording will be directly assessed; nor will the recording form part of the formal submission.
3. Compositional submissions must include either a textual commentary of approximately 20,000 words explaining the nature of the research embodied in the compositions (for example in terms of compositional process, technique, structure, context, significance and relationship to contemporary compositional practice), or a substantial thesis (approximately 35,000 words) together with a correspondingly reduced compositional submission. The thesis must embody original research related to the compositional submission in such a way that the compositional and textual components form an integrated project. The format and extent of the submission (including supporting recordings where applicable) must be approved in advance by the supervisor and the Research Degrees Group – normally through the Major Review process.
4. Recital work may be offered in conjunction with a substantial thesis (normally not less than 55,000 words); the nature and extent of each component must be agreed in advance by the supervisory team and the Research Degrees Group – normally through the Major Review process. The relationship of the thesis and the recital work must be such as to form an integrated research project, with the recital illustrating or exemplifying the original research embodied in the thesis.
5. Candidates are reminded that they are also required to adhere to the guidelines concerning the submission of theses set out in Appendix 3 (Regulations for the Completion of Research Degree Candidature).

## Appendix 2: Regulations for submission by published work for the degree of Doctor of Philosophy

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- 1) A PhD by published work is intended for those who have already carried out extensive research over a significant period of time and have a number of publications arising from this work which have already been published.
- 2) Those wishing to submit a PhD by published work should have an established expertise in their academic discipline. Evidence of this expertise should be submitted to the Research Degrees Group during the research approval process.
- 3) Candidates may submit published work provided that:
  - a) the published work is broadly comparable to a PhD thesis (that is, it is evidently the result of sustained work, normally in a single field, to which it makes an original contribution); the work demonstrates that it meets the criteria for the award of a PhD as set out in the University's Higher Degree Regulations and Code of Practice for Research Candidature and Supervision.
  - b) The set of works represents a coherent programme of research and makes an original contribution to the present state of knowledge. The published works should include a proportion of recently published material. Further research may be necessary. For a practice-based PhD by publication there should be good documentation and evidence of works submitted (e.g., videos of a performance, or catalogues).
  - c) The published works submitted for the PhD shall normally consist of papers, chapters, scholarly monographs, books, research reports or other publications. In certain fields, such as the arts, the submissions may include other works such as compositions, performances, installations or exhibitions.
  - d) The minimum number of papers, or other submissions if relevant to the research area, should be three. The relevant Research Degree Area will help to determine the maximum number of papers or other submissions to be submitted during the research approvals process.
  - e) If reliant on publications as such, the preferred submission is three to ten sole-authored and primary researched papers published in reputable, peer-reviewed academic journals, performance venues or equivalent, and/or scholarly monographs, supplemented by co-authored papers, chapters or research reports. Regardless of the number of individual works, quantity will in all cases be superseded by considerations of quality, coherence and the overall contribution to knowledge which, taken together, the body of work represents.
  - f) In the case of work such as compositions, performances, installations or exhibitions these must also have been published, performed or exhibited in the public domain and subject to equivalent forms of peer or critical review.

- g) The published or other works submitted must be in the public domain. Manuscripts of works submitted for publication but not yet accepted are not eligible for submission. Any work not in the public domain, such as a confidential research report, is not eligible for submission.
- h) The published or other works submitted may have been published, performed, installed or exhibited up to a maximum of ten years prior to registration on the PhD by Publication programme.
- i) The works shall not have been previously submitted for any other award including previous doctoral study.
- j) The work submitted for examination must be in English. Where work has originally been published in a language other than English, a certified translation must be provided.
- k) If the candidate incorporates material which has been produced in collaboration with others, a written statement should be included indicating the share the candidate personally took in the work. This should be supported by the supervisory team. The University reserves the right to clarify contributions with other authors of a collaborative paper or practical submission, as necessary.
- l) The published material is included together with an abstract and a statement of the candidate's aims and of the nature of the research, indicating how the works submitted have contributed towards it. Where published papers from different sources are included, the candidate must provide a separate introduction which links the material and demonstrates the nature and extent of his/her original contribution. If the published work is already in book form, the abstract and supporting statement must be included.
- m) The published works shall be accompanied by a commentary. The commentary is usually between 25,000 and 80,000 words. It may be necessary for the candidate to undertake additional research to provide a basis for presenting the material as an integrated whole (guidance below).

The commentary shall:

- provide an autobiographical context;
- follow a theme tracing the research, to ensure coherence;
- account for originality at the time of each project or publication;
- identify contributions to the subject area or discipline since the completion of the research, and identify the original contribution to the present state of knowledge;
- provide coherent links between projects and published or other works;
- offer reflections about the candidate's professional development as a research practitioner;
- provide conclusions and suggestions for future developments.

**Appendix 2b: Regulations for members of staff in candidature for the degree of Doctor of Philosophy**

**(PhD Candidates starting before October 2020 may adhere to previously approved regulations as below)**

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Staff candidature requires either submission by thesis or submission by published works as set out below.

**General regulation for staff candidature**

- 1) With the approval of the Research Degrees Group, a member of staff may be admitted to staff candidature for the degree of MPhil or PhD. Standard regulations for higher degree candidature will apply in such cases.
- 2) Members of staff registered under these regulations will be liable for standard supervision fees at the part-time rate unless specific arrangements for fee waivers have been arranged by the relevant Head(s) of Academic department.
- 3) Two external examiners and, if suitable subject expertise is available, an internal examiner shall be appointed for all staff examinations.
- 4) An Independent Chair shall be appointed for all staff examinations.

**In addition, staff making a submission by Published Work must adhere to the following:**

- 5) A member of staff wishing to submit by published work should have an established expertise in his or her academic discipline. A curriculum vitae, setting out evidence of such expertise, should be submitted to the Research Degrees Group for approval.
- 6) A staff candidate may submit published work provided that:
  - a) the published work is broadly comparable to a PhD thesis (that is, it is evidently the result of sustained work normally in a single field to which it makes an original contribution); the work demonstrates that it meets the criteria for the award of a PhD as set out in paragraph 5 of the University's Code of Practice for Research Candidature and Supervision and that a substantial and important part of the work submitted has been carried out by the candidate since he or she joined the staff of the University;
  - b) if the candidate incorporates material which has been produced in collaboration with others, a written statement is included indicating the share the candidate personally took in the work;
  - c) the published material is bound together with an abstract and a statement of the candidate's aims and of the nature of the research indicating the contributions to it of the works submitted. Where published papers from different sources are included, the candidate must provide a separate introduction which links the material and demonstrates the nature and

extent of his/her original contribution. If the published work is already in book form, the abstract and supporting statement must be bound.

- 7) By the time of submission, a staff candidate making a submission by Published Works must have:
  - a) been registered as a part-time candidate for at least three months, and
  - b) served as a member of staff for a period of not less than 36 months.

## Appendix 3: Regulations for the Completion of Research Degree Candidature

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### **Regulations for candidates on the production, submission and examination of theses for postgraduate research degrees**

#### **Introduction**

1. These regulations are for candidates completing research degrees at the University of Chichester. Unless otherwise stated, they apply to submissions for doctoral research degrees, as well as for the MPhil degree.
2. Once candidates have completed formal supervision and their Director of Study has seen a first draft of their thesis, they may transfer to nominal registration whilst writing up the thesis and preparing for submission. Candidates are required to give notice of their intention to submit a thesis. Examiners are then appointed, and the typed thesis is formally submitted for examination. Candidates for a doctoral degree are normally required to attend an oral examination (or 'viva voce' examination). MPhil candidates are also required to attend an oral examination. Candidates may be required to provide soft-bound copies of their thesis for examiners. The Director of Studies and the Research Office will inform candidates in good time of the arrangements for any such examination. Candidates should ensure they will be available for the oral examination, whenever it is to be held.
3. After examination, an award may be approved by the Examinations Board. Graduation ceremonies are normally held in October. The dates of ceremonies will be published on the University website.
4. It is important that candidates keep the Research Office informed of their current address throughout their candidature and after submission, until graduation.
5. This document sets out the administrative arrangements which apply to completion of research candidature and details of requirements for the preparation of theses for examination. If you have any questions on any aspect of these arrangements and requirements, please enquire at the Research Office.

#### **Notice of intention to submit a thesis**

6. Candidates who are intending to submit a thesis are required to give the Research Office at least two months' prior notice in writing, giving the full title of the thesis. If you have not done this before transferring to nominal registration, please do so as soon as possible. You may give your notice of intention to submit using the Intention to Submit form available via the PGR Moodle page. Please also ensure that you have discussed with your Director of Studies at an early stage (in advance of the examination) any potential embargo period for your thesis as Research Degrees Group approval may be required for this (see paragraph below).

7. Until you have given notice of your intention to submit a thesis, no arrangements will be made to appoint examiners. This process will take some time and it will save inconvenience to you and others if you give notice of your intention to submit your thesis sooner rather than later.
8. If you wish to attend in person at a graduation degree ceremony in the autumn, you must give notice of your intention to submit a thesis as early in the previous academic year as possible. Speak to the Research Office for more information. Should you submit too late for the ceremony in the year, or not complete thesis corrections in time for an examination board prior to graduations, you would need to wait until the following year for the next ceremony. The Research Office cannot guarantee attendance at any particular graduation ceremony until degree awards have been approved at an examination board.
9. If you feel that your research and/or preparation of your thesis has been affected by adverse personal circumstances of a medical or any other nature, you are advised to submit to your Director of Studies details of these circumstances, and the consequences, before you submit your thesis for examination. Any medical evidence should be corroborated by a medical certificate.
10. Before you leave the University you must make sure that you have returned all books borrowed from the University Library. The loans desk can provide you with details of all books recorded as being on loan to you, and you are also able to check this online. Please note that you will not be awarded your degree unless you have returned all loans items to the Library.

## **Production and Submission of Thesis**

### **General**

11. You should not submit your thesis for examination until your Director of Studies, and/or any other members of the supervisory team (as appropriate), have had an opportunity to comment on the separate chapters/sections and on the work as a whole. Supervisor(s)' comments and agreement that the thesis is suitable for submission do not, however, guarantee that it will satisfy the requirements for the award of a degree.
12. You must submit your thesis, prepared in accordance with the instructions given in this document, at least three months before the date on which you wish the degree to be awarded. It will normally take at least three months for your thesis to be examined and an award to be conferred.
13. It is very important that your thesis contains a clear declaration stating that it is the result of work done wholly or mainly by you while in candidature for a research degree at this University. If it is based on work done jointly with others, you must clearly state what was done by others and what you have contributed yourself. If applicable, you will need to indicate the extent to which the thesis incorporates material already submitted (by yourself or any other person) for another degree. You also need to confirm that you have attributed published sources you have consulted or quoted and acknowledged all key sources of help. A Declaration of Authorship form, which must be included/bound into the thesis, can be accessed via PGR Moodle. Your supervisory team will also need to sign a Statement on the Originality of Work for PGR Degrees, which will need to be submitted to the Research Office shortly after the submission of your thesis (before examination). This statement, as well as the Turnitin report, will be viewed by your examiners before the viva exam.

14. You are at liberty to publish the whole or part of your work prior to submitting it as a thesis, provided that there is no indication in the published work that it is under consideration for the award of a higher degree. If you do publish parts of your thesis before submission, you will need to list references to these publications in the Declaration of Authorship form.

### **Writing the thesis**

15. As stated in the main Higher Degree Regulations (above), theses 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 Director of Studies. No thesis shall exceed 100,000 words in length. 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. 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. The maximum length excludes abstracts, acknowledgements, contents pages (and all other prefatory material), footnotes, references and/or bibliography, and any 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.

16. You should use gender neutral language unless the nature of the research requires the use of gender specific language.

17. If you wish to write your thesis in a language other than English you must make an application through your main supervisor to the Research Degrees Group, which will consider this on an individual basis. If permission is granted, you will be expected to provide the accompanying abstract in English. When considering such a recommendation, the Research Degrees Group will take into account the nature of the research and discipline and the advice of the supervisory team. It will require assurances that there will be no problems in examining the thesis and that the subsequent published work will be accessible to subject specialists.

### **Preparation of typescript**

18. If there are issues of confidentiality relating to the content of your thesis which might affect its preparation, proof-reading, or editing (see paragraphs below), you should seek advice from your Director of Studies in the first instance.

19. If you are not planning to type/word-process the thesis yourself, you should be aware that typing or word-processing a thesis for a degree candidate is not part of the duties of University staff. You may be able to arrange for someone within or outside the University to prepare your thesis, but both acceptance of the work and the charge to be made are entirely a matter between you and the person employed by you to carry out this work. You are advised to agree in advance the method of charging



and the date by which the completed work is required. It is also advisable to provide guidance contained within this document on typographic design. The use of a commercial typing/word-processing service may reduce the time taken but the cost will probably be greater.

### **Proof-reading and editing**

20. You should ensure that the written thesis demonstrates a high standard of proof-reading and copy editing (including attention to layout, spelling, grammar, sentence structure). The thesis should be checked for accuracy, including references, cross-references and sequences of numbers. Text, diagrams and tables must be numbered sequentially.

21. As a general rule, your supervisors are not expected to edit a thesis. If a thesis requires editing, your supervisors should advise you of the need and, if appropriate, give advice on where to obtain help with proof-reading and editing. This may include limited use of generative AI, where appropriate. You are responsible for:

- (a) arranging for assistance with proof-reading or editing and paying for the service, if required; and
- (b) acknowledging the role of the editor or AI programme used in the 'Acknowledgements' section of the thesis, using the following words:

'With the oversight of my main supervisor, editorial support has been sought in the form of proof-reading/AI services [STATE NAME OF PROGRAM]. No changes of intellectual content were made as a result of this advice.'

22. If you seek assistance with editing your thesis, you and your Director of Studies are responsible for:

- (a) ensuring that your Director of Studies, and other members of the supervisory team as appropriate, are aware of the entire intellectual content (i.e., the structure, logic and organisation) of the thesis before assistance is sought from an editor;
- (b) ensuring that the editor is directed on the nature of assistance and extent of input to the thesis which is permitted;
- (c) overseeing any contribution to a thesis from an editor;
- (d) being satisfied that the editor has not introduced changes to the intellectual content of the thesis and that the final thesis submitted is the work of the candidate;
- (e) ensuring that you acknowledge editorial advice in the thesis;
- (f) ensuring that any issues of confidentiality are appropriately dealt with (see paragraph above).

### **Specifications**

23. Theses will normally be submitted online via the Turnitin link on PGR Moodle. At the request of examiners, soft-bound copies of the thesis may be required for examination (see paragraphs below on Text and Typographic Design, Reproduction and Binding requirements). It is the responsibility of the candidate to supply these if required.

24. The University advises candidates to follow the British Standard Recommendations for the Presentation of Theses and Dissertations. The information in the sections below covers all the major aspects of thesis production. The British Standards contain further detail on such matters as colour reproduction, tables, references, and appendices. You should refer to them in the first instance if you foresee or encounter a particular problem.

25. You must follow the specifications laid out in this document when preparing your thesis. If you do not, it may be returned to you for correction. It is your responsibility to ensure that the thesis is prepared in accordance with these specifications. If you are seeking assistance with either the preparation or the binding, you should ensure that those helping are aware of the requirements.

26. You should bear in mind that after examination theses are read, stored, and copied, and they should be designed and produced for such use.

### **Text and typographic design**

27. Pages (and where hard copies are required, paper) must be A4 size (210 x 297 mm), acid-free white paper bond quality (i.e., minimum 80gsm, and for theses containing a large number of graphs or illustrations 90 or 100gsm).

28. Text must be:

- typewritten/word-processed;
- in a font not less than 2.0mm high for capital letters and 1.5mm for lower case letters (2.0mm is the equivalent of approximately 11pt character size, depending on the font in use);
- words must be evenly spaced, without right hand justification;
- spacing between lines should be one and a half lines;
- double spacing may be used if necessary in the interests of legibility, particularly if lines contain mathematical formulae, diacritic marks or strings of capital letters which may require additional space;
- it should be clear where a new paragraph is starting and where matter in the text is being quoted; margins at the binding edge must not be less than 40mm (1.5") and other margins must not be less than 15mm (0.59");
- running heads and page numbers should be within the recommended margins;
- and theses must be printed double-sided where hard copies are required. However, each section or chapter should always start on a right-hand (recto) page, so you may have some pages that are blank apart from the header and footer text.

Please note that Microsoft Word templates that match these specifications, along with instructions on their use, can be found on PGR Moodle at;

<https://moodle.chi.ac.uk/course/view.php?id=70079>

You are required to submit an electronic copy of your thesis (see paragraph below). In practice this means that all the front matter, chapters and appendices must be combined into a single document before export as a PDF file. The use of templates to format your work will greatly simplify this process, and enable time-saving features such as the automatic generation and updating of the table of contents.

29. The title page (of every volume if more than one) must contain the following information in the order shown – an example can be accessed on the PGR Moodle.

- University of Chichester
- Academic department or area in which the research was conducted
- Full title of the thesis and any subtitle
- Total number of volumes (if more than one) and the number of that particular volume
- Your full name followed, if you wish, by any qualifications and distinctions
- Qualification for which the thesis is submitted
- Month and year of submission

### **Sequence of material**

30. In a single document/bound\* volume, thesis material should be arranged in the following sequence:

- Title and subtitle
- Abstract
- List of contents
- List of tables, illustrations etc.
- List of accompanying material, if any
- Author's declaration
- Acknowledgements
- Definitions, abbreviations used
- Text, divided into chapters, sections etc.
- Appendices
- Glossary
- Bibliography/list of references
- Index

\*Please see paragraphs below for requirements for additional copies of individual sections and further paperwork/forms

### **Abstract**

31. The abstract should provide a synopsis of the thesis, stating the nature and scope of work undertaken, and the contribution made to knowledge in the subject treated.

32. The abstract should not exceed one page (preferably within the limit of 300 words). Standard margins should be used, and preferably one and a half spacing, although single spacing will be acceptable if necessary to keep the abstract on a single page.

33. If the thesis is in a language other than English (see paragraph above) one copy of a translation into English of the abstract must also be provided and must say in which language the thesis is written.

34. The abstract must be headed as follows:

NAME OF UNIVERSITY: UNIVERSITY OF CHICHESTER (in capitals) Abstract

(capitals underlined): ABSTRACT

Name of Department/Institute/academic area (capitals): INSTITUTE OF ARTS AND

HUMANITIES Degree for which thesis is submitted: Doctor of Philosophy (underlined)

Title of thesis: FRACTURES IN COAL SEAMS (capitals)

Full name of author: by Arthur Francis Jones

The following conventions for layout of the abstract are to be observed: indentation of paragraphs (none for the first paragraph; two spaces for each succeeding paragraph); paragraph headings must not be used; quotation marks must be single throughout.

35. Any maps or tables on oversized sheets included in the text should be folded so that they are at least 7mm (0.25") in from the right-hand edge of the text sheets, otherwise they may be cut by the guillotine in binding.
36. Large maps and diagrams unsuitable for binding in the text may be accommodated in a pocket at the back of the thesis. Their overall dimensions when folded must not exceed 254mm x 180mm (10" x 7.25") for an A4 volume, and their total thickness should not be more than one-third of the thesis. Failing this, a separate portfolio will be necessary.
37. It may occasionally be necessary for non-print material, such as computer programmes, tapes or film to be included as part of a thesis. As far as possible, such material should be avoided or submitted only as illustrative or supporting material. If material in this form is an integral part of the thesis, then you must consult with your Director of Studies (and other members of the supervisory team, as appropriate) with regard to its presentation and the number of copies required.

### **Reproduction (for hard copies)**

38. The main method of reproducing text is by photocopying. The heat used in laser printing may distort the page and make it unsuitable for binding, but a good quality photocopy of laser printed work is suitable.

39. Care must be taken to ensure that photographs are processed properly in order to achieve a high degree of permanency. Illustrations and photographs should if possible be printed onto photographic quality paper the same size as the text sheet. This eliminates the necessity for guards in binding and thus reduces binding cost.

Laser copies of photographs are acceptable. Advice on reproduction and binding is available from The Print Shop situated at the Bognor Regis Campus (email: [printshop@chi.ac.uk](mailto:printshop@chi.ac.uk)).

40. Folded material can increase the cost of binding, as does the provision of a pocket, but the latter may be cheaper in the end if all folded material suitably numbered and indexed is gathered together

into it. Alternatively, large originals can be reduced either by using a photocopier or The Print Shop (situated within the Bognor Regis Campus).

41. Line diagrams and outline maps can be reproduced cheaply on paper suitable for colouring, either by photocopying or printing.

### **Copyright**

42. The copyright in all material submitted for a higher degree remains with the candidate. However, if you include material that is not entirely of your own creation, e.g., if it is reproduced from a book, a journal or other published source copies of photographs, drawings, diagrams or graphs, copyright clearance may be required before making copies.

43. The Print Shop (situated within the Bognor Regis Campus) can make any number of copies of original material provided it is wholly and entirely of the author's creation and it is the author who requests it.

44. For other published material you will need the copyright holder's permission before making copies. For literary, artistic or dramatic works permission is not required if the author has been dead for 70 years or more. You should seek further information and guidance from the Library in the case of films, sound recordings and broadcasts which are subject to different copyright restrictions. Special considerations apply to manuscripts. In the case of loose photographs, the name of the copyright holder may be stamped on the back. In the case of books, the name of the copyright holder is usually printed at the beginning. If this information is not obvious then further investigation must be undertaken. You should allow at least two months to obtain copyright permission and avoid disappointment in completing your thesis. You must include in your thesis an acknowledgement of the source of any copyright material and written permission must be attached to the 'Permission to deposit an e-thesis' form.

45. If you are in any doubt about the law regarding copyright of material, you should consult the University Library. If you are still uncertain, the safest course is to seek permission to make the copies you require.

### **Binding of the thesis (for hard copies)**

46. You are responsible for the payment of all costs incurred in the preparation and submission of hard copies of your thesis when these are required. Soft-bound copies can be obtained from The Print Shop situated in the Bognor Regis Campus (email: [printshop@chi.ac.uk](mailto:printshop@chi.ac.uk)).

47. Although the University no longer requires hard-bound copies of the final thesis, should you require any hard-bound copies for your own use, the approved binding suppliers, Caromar Limited and GB Bookbinding Limited, provide hard-bound thesis binding services. Their details are as follows:

Caromar Limited, Unit 7 Belgrave Industrial Estate, Portswood, Southampton SO17 3EA Telephone: 023 8055 8554

Email: [martin@caromar.ltd.uk](mailto:martin@caromar.ltd.uk)

GB Bookbinding Limited,  
Unit 23 Basepoint, Abbey Park Industrial Estate, Romsey, SO51 9AQ  
Telephone 01794 522820  
Email: [info@gbbookbinding.co.uk](mailto:info@gbbookbinding.co.uk)

Other bookbinders may be used if informed of the precise specifications given below.

48. If you wish to purchase any hard-bound copies of your thesis, it is recommended that they are bound in black washable buckram with stiff boards, 2-lb strawboard or .090 millboard, and sewn by one of the following methods:

- (a) Oversewn on an oversewing machine;
- (b) Oversewn by hand onto three 13mm (0.51") tapes;
- (c) Plates and diagrams may be guarded where necessary;
- (d) Trim head, tail and fore-edge 3mm (0.12"); round, back and line up spine.

49. You may wish any hard-bound volume of the thesis to have lettering on the spine in gold or simulated gold

Example of spine layout for a hard-bound theses):

- (a) candidate's surname preceded by initials up the spine (18 pt typeface), starting not lower than the centre of the spine
- (b) the degree, the year in which the thesis was submitted for examination and the volume number (if applicable), may be lettered across the spine under the candidate's name and initials (16 pt typeface), the degree abbreviation to start 70mm (2.76") from the tail of the spine.
- (c) if the spine is too narrow for (b) above, it is recommended that the degree and year be lettered up the spine

50. If each copy is bound in more than one volume, the volume or part number would normally appear on the spine beneath the year. The amount of space beneath 'degree' and beneath 'year' should be the same.

51. You may wish to include the title of the thesis on the front cover of each volume but only the lettering indicated above would normally appear on the spine.

### **Examination**

52. Candidates for a doctoral degree and for an MPhil degree are normally required to attend an oral examination. Your main supervisor or your co-ordinating supervisor will inform you in good time of the arrangements for the oral examination.

53. Examiners are not obliged to recommend the award of a degree.

54. If the examiners require you to make minor corrections or amendments, the Research Office will contact you regarding the procedure for submission and approval of corrections.
55. If the examiners require you to correct major errors/omissions of substance, you will need to submit the amended thesis by a date specified for certification by both the internal and/or the external examiners. The Research Office will contact you regarding the procedure for submission and approval of corrections.
56. If the examiners recommend that no degree should be awarded and that re-submission is not permitted, you may ask for your case to be reviewed in accordance with the appeals procedures approved by Academic Board as laid down in the Academic Regulations.
57. Once your thesis has been examined and after any corrections have been made and approved, one final electronic copy will be required for retention in the University (see 'Examination' section below and also paragraph on 'Thesis Deposit').

### **Restriction (embargo) period for a thesis**

58. With the agreement of the Research Degrees Group, it is possible to restrict access to a thesis (see also the Regulations for the degrees of Master of Philosophy and Doctor of Philosophy). A restriction will normally be permitted for up to three years from the time of the examination, where this is regarded as desirable for one or more of the following reasons:

- commercial grounds
- pending patent application(s)
- where it is necessary to maintain confidentiality
- pending publications or, for e-theses only, uncleared third party copyright

Access can be restricted to any print versions, the electronic version or to both versions. It is also possible to restrict access to part of a thesis, for example where commercially sensitive or uncleared copyright material has been moved to an appendix.

59. The length and reason for any restriction on access to the thesis must be noted on the Permission to Deposit Thesis form and signed by the main supervisor and the Director of Research. You should note that any discussion regarding restriction of the thesis should take place with your supervisor as early as possible (see also paragraphs above).

60. The thesis will be made publicly available at the end of the restricted period. As the candidate, you are responsible for contacting the University if there are any extenuating circumstances which warrant an extension to the original restriction.

### **Thesis Deposit**

61. Before your award can be considered for approval, you need to submit one final electronic copy of your completed doctoral or MPhil thesis, with all corrections/amendments made, to the Research Office. Your academic area may also wish to retain a final soft-bound copy for the relevant section in the Library and they should liaise with you regarding costs and printing if this is required. Should you

wish to have any additional copies hard-bound for your own use, see paragraphs 49 – 53 above for recommended binding and specification details.

62. Doctoral theses deposited to open access platforms must be accompanied by an additional copy of the title page and an electronic copy of the abstract for the British Library.

63. The University requires the submission of an electronic copy of the final thesis, including corrections, to the Research Office. The thesis should be submitted electronically in PDF format or other suitable format as agreed with your main supervisor. The electronic copy must include all front material (title page, abstract, acknowledgements, table of contents etc.) and should normally be a single file. Further information on electronic submission and can be accessed on the PGR Moodle. You are asked to submit a completed *Thesis Deposit Agreement* form which should be countersigned by your main academic supervisor. This form should be used to indicate if the full thesis can be made available immediately or should be subject to a period of restriction (see paragraphs above).

### **Award and Conferment of Degree**

64. If your thesis is successful, and the award of a degree is recommended by the examiners, the award will be approved by the Examinations Board. You will then receive the appropriate degree certificate and be invited to attend the next degree ceremony.

65. Checks are made on individuals before any recommendation for award is considered. If there is any outstanding debt, the award may be withheld pending settlement. Every effort will be made to contact you should this situation arise, but if you want to be sure of an award being made you should ensure that you have no outstanding debts to the University by checking with Academic Registry.

66. Arrangements for degree ceremonies are made by Graduation Team in Marketing. They will contact you directly with information on dress, gown hire and other arrangements. They can be contacted by email: [graduation@chi.ac.uk](mailto:graduation@chi.ac.uk).

It is essential that you keep the University informed of any changes of address.



## Appendix 4: Research Degree Candidature: Procedures for Circumstances that may lead to Withdrawal or Termination

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Concerns about unsatisfactory progress should normally be raised by the supervisory team. However, concerns may also be raised by the Research Degree Coordinator, the Head of academic area or the Research Office on the basis of, for example, documentation relating to student progress.

In general, issues relating to unsatisfactory progress should be resolved at a local level, usually with the involvement of the relevant Research Degree Coordinator, and without recourse to the formal process. Nevertheless, if progress is unsatisfactory and if, after due warning, there is insufficient improvement, the Research Degrees Group (RDG) may recommend termination of candidature.

***It is the responsibility of the student to inform the Research Office of any circumstances (personal or otherwise) that would prevent them from meeting any deadlines or any compulsory processes at the earliest possible opportunity (i.e., as soon as they are known), and therefore avoid recourse to retrospectively applying for intermissions or extensions).***

*Recommendations for termination may be made at formal progress reviews (annual, upgrade/ transfer etc.) or at any time during a student's candidature.*

The following procedures cover recommendations for:

- 1 Termination due to significant academic concerns (outside of Research Approval, Annual Review, and Major Review)
- 2 Termination as a result of failure to complete a Formal Progression Point or Administrative Milestone in a timely manner
- 3 Termination (deemed withdrawn) due to lack of contact
- 4 Termination as a result of failure to submit a thesis by the end of the maximum period of candidature or by the deadline set by examiners

These are not meant to be exhaustive. Guidance in other circumstances may be sought from the Research Office.

### **1 Termination due to significant academic concerns (outside of Research Approval, Annual Review, and Major Review)**

- 1.1 It is the responsibility of the Director of Studies to inform the doctoral student of unsatisfactory progress as soon as this becomes apparent (see [Code of Practice for Research Candidature and Supervision](#)).

- 1.2 The procedure followed should be as outlined by the steps shown in the flow chart (see Figure 1 below).
- 1.3 The procedures outlined in this section refer to situations where the student's progress gives significant cause for concern, to the extent that there are well-founded and demonstrable reasons to doubt the eventual submission of the doctoral thesis within the maximum period of candidature remaining.
- 1.4 More minor concerns are not part of this procedure and should be handled as part of the normal supervision process.
- 1.5 If discussion between the student and appropriate members of the supervisory team fails to resolve the concerns, the matter should be referred to the area Research Degree Coordinator. If the relevant Research Degree Coordinator agrees that there is a significant concern, they should bring this to the attention of the Chair of the Research Degrees Group who will nominate a Research Degree Coordinator from an unrelated research area to be the independent assessor.
- 1.6 The independent assessor should then verify that there has indeed been a significant lack of progress (see [Code of Practice for Research Candidature and Supervision](#)). If so, the independent assessor should establish, as far as possible at this early stage, whether any of the following has significantly affected the student's progress:
  - lack of (or lack of reasonable access to) appropriate facilities or equipment to carry out the research project;
  - circumstances not previously taken into account (including, but not exclusively, illness);
  - a poor or problematic relationship with one or more members of the supervisory team.

To ascertain if any (or potentially all) of the above has/have led to a significant lack of progress, the independent assessor should seek separate evidence from the student and the supervisory team.
- 1.7 The evidence may also take the form of existing written supervisory records on file, as well as new evidence submitted. If there have been difficult personal circumstances or illness not yet documented, it is the responsibility of the student to provide this written evidence (for example, a medical certificate). Failure to provide new written evidence at this stage to the independent assessor may be taken into account at any later appeal.
- 1.8 The evaluation of this evidence by the independent assessor should be completed within 10 working days following receipt of the evidence.
- 1.9 If significant concerns about supervision arise as part of the evidence collection the independent assessor must in the first instance discuss these with the relevant Head of Academic Department.
- 1.10 If the perception is that progress has been significantly hampered by a lack of (or lack of reasonable access to) facilities and/or equipment, then the independent assessor must

discuss this with the relevant Head of academic area, the relevant budget holder and the supervisory team. These discussions should refer to agreements and requirements described in the original Form 1 (Application to Register for a Research Degree) and 'Additional Information' form and consideration as to whether or not the existing facilities and/or equipment continue to meet those requirements or whether enhancements to equipment and/or facilities might reasonably be made.

- 1.11 As a result of reviewing the information and evidence at his/her disposal, the independent assessor may consider that the issues identified in connection with progress are not of sufficient seriousness to invoke the full termination procedures. For example, the independent assessor may consider that attendance at suitable training and/or a change to the supervisory team may help the student to resume satisfactory progress. The independent assessor will subsequently make an appropriate recommendation to the Head of Academic Department or line manager. In these circumstances, and if it is appropriate for the student to continue, an action plan (with targets and timescales) should be agreed in order to support the student in moving forward. The action plan should be regularly reviewed by the supervisory team and the independent assessor, with actions taken and amendments made to the plan as required. To ensure transparency the Research Degrees Group shall receive notification of the outcome of any independent assessor review.
- 1.12 Where the independent assessor establishes that the lack of progression is sufficiently serious to instigate the termination process after having given due consideration to any reasonable circumstance not previously taken into account that had significantly hampered the progression, a review panel will be formed by the Chair of RDG (see 1.14 to 1.22).
- 1.13 Disputes relating to line management or budgetary issues that cannot be resolved by the independent assessor may be referred to the Head of academic area or line manager of the Head of academic area if the Head of academic area is a member of the supervisory team. If it is still not possible to resolve such matters then they will be referred to the Deputy Vice-Chancellor.
- 1.14 Membership of the review panel meeting with the student is set out below:
  - the supervisory team
  - a member nominated by the Chair of the RDG i.e. either the Head of academic area or an alternate academic representative who is not a member of the supervisory team and who has supervised at least two postgraduate research students to successful completion as appropriate
  - a Review Panel Chair who will be a Research Degree Coordinator from an unrelated Research Degree Area, and who should not have acted as the independent assessor
  - a clerk, agreed by the Review Panel Chair, who will minute the meeting.

In choosing the non-supervisory member for the review panel, the Chair of RDG should avoid any potential conflicting line-management issues. The student may be accompanied if they so wishes by a friend, who may offer moral support and/or ensure that the procedures are

followed properly. A 'friend' may include a representative from the Students' Union, other personal friend or family member, but excludes any form of legal representation.

- 1.15 The review panel will agree a written action plan, together with guidance to the student appropriate to the stage of their candidature, including targets and the deadline for improvement. The deadline for achievement of those targets should normally be 3 months for a full-time student and 6 months for a part-time student from the date of the notification of this action plan.
- 1.16 This information will be sent to the student in writing with a requirement to satisfy the targets set out in the action plan – normally this will involve some type of written work although may include laboratory work, creative practice or performance as appropriate to the subject. The student may undergo a viva as required by the review panel or at the request of the student. The student must also be informed in writing at this stage that failure to satisfy the review panel may result in a recommendation for termination. Failure to respond to the requirements to satisfy targets set out in the action plan may lead to termination as a result of a failure to complete a formal progression point in a timely manner as set out in Section 2 below. All correspondence will also be sent to the Research Office so that it may be held with the student's records.

### **The second review**

- 1.17 After the final deadline, the review panel will assess the progress of the student against the targets of the action plan. The panel may recommend progression, or they may recommend termination to the RDG. RDG should ensure there is an independent note-taker to document this second review.
- 1.18 The review panel must document the reasons for their decision and submit these to the Research Office within 5 working days of their decision, the Chair of the Research Degrees Group will then convene a meeting of RDG (see 1.21).
- 1.19 The recommendation should also explicitly indicate whether or not the student submitted any further mitigating circumstances, the evidence for these circumstances, and how the review panel took them into consideration. Failure to submit any new evidence of mitigating circumstances at this stage may be taken into account in any appeal.
- 1.20 If the decision is to allow progression, the review panel may also provide written guidance to the student to help to guide their future work. A copy must be retained on the student's file.
- 1.21 The Research Degrees Group will review, at its next available meeting, or if the period between meetings is too long (more than a month), at an exceptional or virtual meeting, the recommendation and either approve or reject the request for the termination of candidature. The usual principles of quoracy for the Research Degrees Group shall apply.
- 1.22 The decision must be notified to the student in writing within 5 working days of the RDG meeting. The student must also be informed of their usual right to appeal against the decision of the Research Degrees Group as indicated in the [University Academic Regulations](#).

## **2 Termination as a result of failure to successfully complete a formal academic progression point including and not limited to Research Approval, Annual Review and Major Review**

- 2.1 If a student fails to meet the requirements for a formal academic progression point a recommendation for termination will be considered at the Research Degrees Group. The student will be notified by the Research Office in writing, by email to the student's email address and by post to the postal address of the student registered with the University. The student must also be informed of their usual right to appeal against the decision of the Research Degrees Group as indicated in the [University Academic Regulations](#).

## **3 Termination as a result of failure to complete a formal administrative milestone in a timely manner<sup>2</sup>**

- 3.1 After failure to complete a formal administrative milestone, a series of formal letters will then be set in train to ensure compliance. This will normally consist of two letters sent by the Research Office at fortnightly intervals to the student's university email account and by registered post to the postal address of the student registered with the University. If no response is received within one month of the sending of the second letter, a third letter will be sent informing the student that they have been deemed to have withdrawn. The student must also be informed of their right to appeal as indicated in the [University Academic Regulations](#). This decision will be noted at the Research Degrees Group.

## **4 Termination (deemed withdrawn) due to lack of contact with the supervisory team**

- 4.1 Where a student has not been in communication with his/her supervisory team for a period of time that exceeds two months (FT) and four months (PT) (excluding periods of external internships or suspensions formally approved by RDG) the supervisory team must notify the Research Office. The notification should include a list of ways in which the supervisory team has sought to communicate with the student. A series of formal letters from the Research Office will then be set in train seeking contact with the student and encouraging a response. This will normally consist of two letters sent at fortnightly intervals to the student's university email account and by registered post to the postal address of the student registered with the University. If no response is received within one month of the sending of the second letter, a third letter will be sent informing the student that they have been deemed to have withdrawn. This will be noted at the Research Degrees Group.
- 4.2 The University is a sponsor for international students holding UKVI Student Route visas and is obliged to monitor attendance as part of its licence. UKVI Student Route students also have certain responsibilities regarding attendance and engagement to enable them to comply with UKVI regulations. Supervisors should ensure that they understand the University's attendance

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<sup>2</sup> Formal administrative milestones include submission of required documentation for Research Approval or Annual Review or Major Review, annual student re-registration, re-registration after a period of suspension of candidature or failure to submit required work in accordance with an action plan set by a review panel as described in section 1 above.

policy in relation to UKVI Student Route visa holders and raise any queries or concerns with the Chair of the Research Degrees Group at the earliest opportunity.

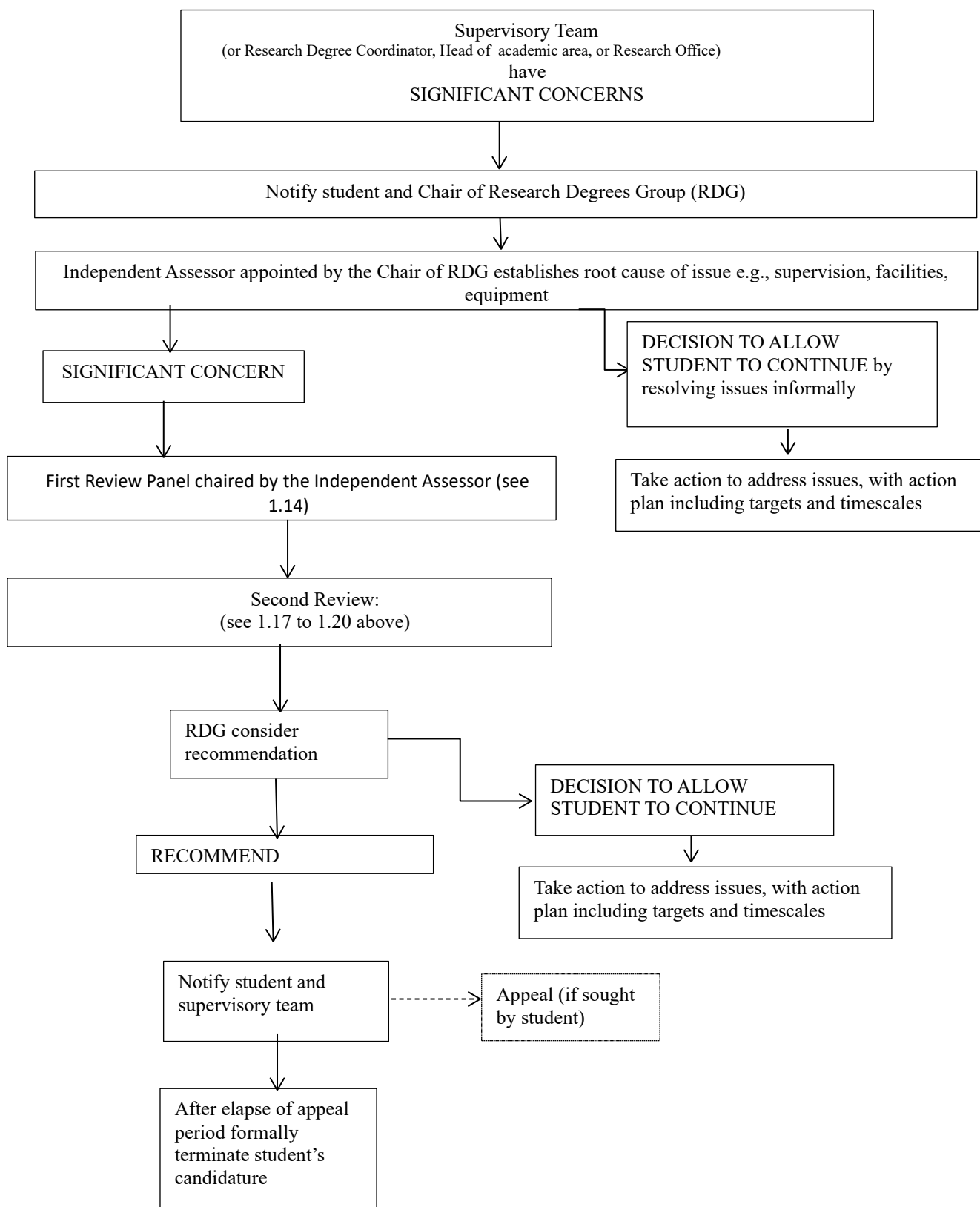
**5 Termination as a result of failure to submit a thesis by the end of the maximum period of candidature or by the deadline set by examiners**

***Students should be aware of their responsibility to inform the Research Office of any circumstances (personal or otherwise) that would prevent them from meeting any deadlines or any compulsory processes at the earliest possible opportunity (i.e., as soon as they are known) to avoid recourse to retrospectively applying for extensions). The consequence of failing to meet deadlines relating to candidature and the outcomes of examinations are indicated in 5.1, 5.2 and 5.3 below.***

- 5.1 In line with the Higher Degree Regulations, a postgraduate research student who fails to submit a thesis by the end of the maximum period of candidature will be deemed to have withdrawn from their studies.
- 5.2 Students failing to re-submit for examination or to submit corrections within the deadline set by examiners will be deemed to have withdrawn from their studies. This will be noted at the Research Degrees Group.
- 5.3 In certain circumstances, students may apply for an extension of candidature beyond the maximum period for the submission of the thesis or any corrections requested by examiners. As stated in the Higher Degree Regulations, extensions will be granted only where there is good cause and where the case is supported by the supervisory team. An application for extension must be made at least two weeks prior to the deadline before candidature is due to expire. It should be noted that the maximum period of candidature is increased if an extension is granted. The student's revised submission date will therefore be correspondingly later than the original submission date. Failure to submit by the revised submission date will result in the student being deemed withdrawn unless a further (exceptional) period of extension is applied for and granted.
- 5.4 In extenuating circumstances, students may apply for a period of suspension from their studies please refer to the Higher Degree Regulations.

*Figure 1 – Flowchart follows on next page*

**Figure 1 - Termination due to significant academic concerns procedures flowchart**



## Appendix 5: Regulations for the Professional Doctorate (DProf)

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These regulations govern the award of the Professional Doctorate (DProf). Professional Doctorates will be awarded in recognition of the successful completion of an approved taught programme of study, together with successful completion of further study and research.

The regulations are intended to enable qualified professionals to study for a doctorate while remaining in employment and closely associated with their profession/workplace.

Such degrees will be awarded to students who have demonstrated:

- the creation and interpretation of new knowledge, through original research or other advanced scholarship, 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 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. They will have the capacity to 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
- Doctoral degrees are awarded for the creation and interpretation, construction and/or exposition of knowledge which extends the forefront of a discipline, usually through original research
- Holders of doctoral degrees are able to conceptualise, design and implement projects for the generation of significant new knowledge and/or understanding. Holders of doctoral degrees have the qualities needed for employment that require both the ability to make informed judgements on complex issues in specialist fields and an innovative approach to tackling and solving problems.
- Professional doctorates aim to develop an individual's professional practice and to support them in producing a contribution to (professional) knowledge



- Achievement of outcomes consistent with the qualification descriptor for the doctoral degree normally requires study equivalent to three full-time calendar years

In judging the merit of work submitted in candidature for Doctoral Degrees by Examination and Thesis or Portfolio (DProf), the examiners shall bear in mind the standard and scope of work which it is reasonable to expect a capable and diligent student to present after the period of registered study. On completion of a Doctoral degree, graduates will have attained Level 8, as defined by the QAA's Framework for Higher Education Qualifications in England, Wales and Northern Ireland (2020).

Doctoral Degrees by Examination and Thesis (Professional Doctorate) may not be conferred *honoris causa*.

In order to minimise additional administrative structures, the level 7 provision will be covered within PGT processes (including PGT exam boards) and the level 8 provision will be covered within PGR regulations and code of practice. The regulations will be an appendix of the PGR regulations.

Specific regulations are as follows:

1. A candidate for a Doctoral Degree by Examination and Thesis or Portfolio, may study for the degree by pursuing the programme of study and research on a full-time or part-time basis in an internal or external place of employment.
2. Candidates may qualify following successful completion of an approved taught course and programme of research pursued either on a full-time basis or on a part-time basis.
3. A candidate for a Doctoral Degree by Examination and Thesis or Portfolio must hold one of the following qualifications prior to commencement of the course:
  - an initial degree from this or another University approved for this purpose;
  - a non-graduate qualification which the University has deemed to be equivalent to graduation (RPL, recognition of prior learning).

Irrespective of a candidate's qualifications, the University must satisfy itself that a candidate is of the required academic standard to complete the scheme of taught courses and research proposed.

4. A candidate must register at the University, pay the appropriate fee prescribed and pursue the scheme of research for the minimum period defined below:

Full-time candidates: minimum period three years; Part-time candidates: minimum period five years.

By exception and agreement at the Research Degrees Group a student may complete earlier than the minimum periods as long as all the normal requirements for completion have been met.

5. Candidates will be required to present themselves for examination in two parts.
6. In Part One a candidate shall follow a taught programme of study worth 180 credits (Level 7), on research methods, the research proposal, and/or writing and defending a thesis, reflective practice (which may include periods of approved professional/industrial practice and training), together with a programme of research for the duration prescribed. Exemptions may be granted by the University

(based on previous postgraduate or professionally accredited qualifications) from specified components of Part One of the scheme. The 180 taught credits should normally be broken into three main segments should, however, be broadly designated as: a. Research training, b. Discipline-specific, and c. The detailed doctoral research proposal.

7. Part One examinations shall comprise assessments of an advanced character in fields of study prescribed by the Programme Regulations. These examinations shall include evaluation of the professional practice and training and may take the form of unseen written examination papers or set projects or other forms of course assessment. In order to progress to Part Two all components at Part One must be passed at a minimum mark of 50%. If a student chooses not to progress, an MProf may be awarded.

8. A candidate who fails to pass Part One may, at the discretion of the Board of Examiners for the taught components, re-present himself/herself for examination on one further occasion only, not more than fifteen months from the date of the original examination.

9. Part Two of the examination shall take the form of a thesis or portfolio of work, embodying the methods and results of a research project or projects, worth a total of 360 credits. In the latter form, the portfolio will comprise pieces of work that demonstrate achievement of the learning outcomes, and how they have brought professional practice, research methodology and relevant academic theory to make a difference within their own work context. The report, at Doctoral level, will reflect on the work done, set it in the context of the state of the art of the profession and discuss and evaluate the contribution made to practice.

10. At Part Two the 40,000 word thesis or portfolio shall be examined via oral examination.

11. Both the taught and research components of the examination must be passed in order to qualify for the award of the degree.

12. A candidature shall lapse if a thesis is not submitted, in the form and manner prescribed, by the time-limit listed below:

**Full-time**

In the case of a three candidature, four years from the official beginning of the candidate's period of study.

**Part-time**

In the case of a five-year candidature, seven years from the official beginning of the candidate's period of study.

13. The University shall ensure that candidates are supervised, on a regular and continuing basis, in accordance with its general procedures for postgraduate research supervision.

14. For each candidature, the University shall approve a supervisory team including a minimum of one main supervisor and a second supervisor nominated by the candidate's Department. This supervisory team must be members of a suitable research environment approved for supervision of postgraduate research students as determined by the University.

15. The main supervisor will normally be a full-time member of the academic staff of the University. The second supervisor will normally be a full-time member academic staff of the University or collaborative institution or organization.
16. Every candidate's research shall be completed by the presentation of a thesis (normally not exceeding 40,000 words in length, excluding Appendices and genuine footnotes) which embodies the methods and results of the research or a portfolio of work (which will usually be between 20,000 and 30,000 words), together with a portfolio of supporting evidence. A properly constituted panel is required to conduct an oral examination of a candidate who submits either a thesis or portfolio for examination.
17. Candidates shall sign a declaration to certify that the work submitted has not been accepted in substance for any degree or award, and is not being submitted concurrently in candidature for any degree or other award. The signed declaration shall be included in all copies of the works submitted for examination.
18. The University shall ensure that the form of submission and examination of the thesis conform with the University's Regulations for candidates on the production, submission and examination of theses for postgraduate research degrees (Appendix 3: Regulations for the degrees of Master of Philosophy and Doctor of Philosophy)
19. The Department should nominate an external examiner for the taught elements of the programme. All the Part One modules should be conducted in accordance with the University's regulations for taught programmes. Part two of the professional doctorate should be conducted in accordance with the University's regulations for its research programmes.
20. At least one member of the examining team must have appropriate experience of working in the relevant profession. Whilst it is preferable to identify an academic with such experience to join the examining team, it is acknowledged that this will not always be possible. In such cases the practitioner will be a third (external) examiner. Thus, a team might comprise an internal academic, and external academic (for benchmarking of standards), and finally an external practitioner. At least one of the examiners must be familiar with professional doctorates. In the event that an appropriate internal examiner cannot be identified then another external examiner can be appointed, in such cases the appointment of an independent chair is compulsory rather than optional.