

REGULATION 23: DEGREES OF MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY

General

1. This Regulation applies to the **Master of Philosophy (MPhil)** and **Doctor of Philosophy (PhD)**.
2. In accordance with Article 10 of the Charter and in accordance with the Statutes, the University shall:
 - (a) grant and confer Degrees, Diplomas, Certificates and other academic distinctions to and on persons who shall have pursued a course of study approved by the University and shall have passed the examinations or other tests prescribed by the University; provided that all Degrees, Diplomas, Certificates and other academic distinctions so granted and conferred shall be held subject to this Regulation.
 - (b) on what the University shall deem to be good cause, to deprive persons of any Degrees or other distinctions conferred on them and to revoke any Diplomas or Certificates granted to them by the University.
3. The degrees, foundation degrees, diplomas, certificates, and other distinctions of the University shall be awarded by the authority of Senate on the recommendation of one of its authorised sub-committees.
4. The University reserves the right to apply a range of sanctions against students for academic debt, academic-related debt and non-academic related debt as set out in the Student Debt Policy.
5. The conferment of any degree, or the award of any foundation degree, diploma or certificate, may be revoked by Senate, provided that the individual circumstances of each such case shall be considered by Senate.
6. The power to interpret these Regulations shall be vested in Senate.
7. The prescribed course of study shall be pursued either fully or partly in the University or an Affiliated Institution.
8. For the purposes of this Regulation a fellow of the Institute of Development Studies shall be regarded as a member of the academic staff of the University.
9. The facilities available to full-time and part-time students shall be prescribed by Doctoral Studies Committee and by Performance Committee.
10. A student shall be subject to the University's Code of Practice for Research and shall adhere to the requirements and observe the principles contained therein.
11. A student will be subject to the University's Policy on Exploitation and Commercialisation of Intellectual Property.

12. Any attempt to exploit commercially the University's intellectual property outside the terms of this Policy will infringe the University's rights and the University reserves the right to enforce its rights.
13. A student may be admitted to the degree of Master of Philosophy who has complied with the Regulations and has pursued, as a full-time student for not less than one year, or as a part-time student for not less than two years, a course of graduate study approved by the University under a supervisor appointed by Senate.
14. A student may be admitted to the degree of Doctor of Philosophy who has complied with the Regulations and has pursued, as a full-time student for not less than two years, or as a part-time student for not less than three years, a course of graduate study approved by the University under a supervisor appointed by Senate.

Admission and Registration

15. Every application for admission shall be submitted on the designated form.
16. The entrance requirements for a course shall be determined by the Doctoral Studies Committee.
17. A student shall be registered in a School (or equivalent body) of the University.
18. The Doctoral Studies Committee shall prescribe that each course and module is available to full-time students, to part-time students or to both.

Simultaneous Registration

19. No person shall be eligible for admission who would thereby be registered simultaneously for an award in more than one institution, except:
 - (a) under the terms of an agreement between the University and that institution; or
 - (b) with the permission of the Head of the relevant School.
20. A student shall not be permitted to register simultaneously for more than one award of the University without permission of the relevant Head of School of Studies.

Exemption from part of a course

21. A student may be exempted, under procedures approved by Doctoral Studies Committee, from part of a prescribed course on the basis of previous education or relevant experience.

Admission to a course

22. A student shall not be admitted to a course unless they have:
 - (a) satisfied, or have been properly exempted from, the entrance requirements for the course;
 - (b) agreed to comply with the *Charter and Statutes*, and *Regulations* of the University.

23. The relevant Director of Doctoral Studies (or nominee) shall have the authority to admit applicants meeting the normal entrance requirements, in conjunction with the Chief Operating Officer (or nominee). Admission of applicants not meeting the normal entrance requirements must be approved personally by the relevant Director of Doctoral Studies, in conjunction with the Chief Operating Officer (or nominee). In all cases, the Chief Operating Officer's decision shall be final.

Completion of Registration

24. On completion of registration a student shall be entitled to receive a registration card which may be required at any time (including examinations) to be produced for the purpose of identification.

Late Registration fee

25. A late registration fee may be charged where a student does not register within four weeks of the start of the relevant term.

Renewal of Registration

26. Registration shall be renewed at the beginning of each University year, or at such time as is otherwise set by Regulation.

The Withholding or Withdrawal of Registration

27. The University shall have the right to withhold or withdraw registration which may involve *inter alia* (among other things), exclusion from sit or resit assessment from a student who:
- (a) is in arrears with the payment of tuition fees due to the University or to an affiliated institution; or
 - (b) has failed to meet the academic requirements to continue on the course of studies concerned; or
 - (c) has temporarily withdrawn from the University and has failed to meet the conditions laid down for the resumption of study; or
 - (d) has been disciplined under Regulation 2 in so far as the disciplinary action taken by the University relates to registration or re-registration; or
 - (e) has been found guilty of misconduct in research; or
 - (f) has provided materially inaccurate information in support of their application; or
 - (g) has acquired a criminal conviction of sufficient seriousness or has failed to declare a criminal conviction occurring during the course of their studies; or
 - (h) has a visa status which is in conflict with the terms of the University's licence as a visa-sponsoring organisation.

Change in registration particulars

28. A student must notify the Chief Operating Officer of any changes occurring in the particulars supplied by the student for registration purposes. Where such changes are such that initial admission and registration would not have been permitted had the changed circumstances applied at that time, the University may require the student to de-register from the University and to leave their course of study.

Minimum and Maximum periods of Registration

29. The minimum and maximum periods of registration shall be determined by Doctoral Studies Committee. The minimum and maximum periods of registration are:

Award	Mode of Study	Minimum period of registration	Maximum period of registration
Master of Philosophy	full-time part-time	one year two years	three years four years
Doctor of Philosophy	full-time part-time	two years three years	four years six years
Doctor of Philosophy by Published Works	full-time part-time	six months six months	twelve months twelve months

30. A student required by the Director of Doctoral Studies of the relevant School to undertake coursework shall normally have the minimum and maximum periods of registration extended by a corresponding period.
31. A student who changes registration status from full-time to part-time, or vice versa, before reaching the minimum period of registration shall have the minimum and maximum periods of registration recalculated in proportions approved by the Doctoral Studies Committee.

Transfer of Registration between Master and Doctor of Philosophy

32. A student registered for either the degree of Master of Philosophy or the degree of Doctor of Philosophy may apply to be registered for the other degree and, with the consent of the Director of Doctoral Studies of the relevant School, may cancel that registration and register instead for the other degree at any time before giving notice as required under paragraph 51.

Collaborative Distant Students

33. Senate may approve an institutional collaborative arrangement with another institution in order to enable a student to register, as a Collaborative Distant Student, on a course of study leading to an award of the University, while carrying out their research work within another institution.

Independent Distant Students

34. The Director of Doctoral Studies of the relevant School may approve an arrangement whereby a student resident overseas (including elsewhere in the European Union) may register on a course of study and research as an Independent Distant Student leading to an award of the University. An Independent Distant Student shall be required to attend for a minimum period of one term at the University during the period although the Director of Doctoral Studies of the relevant School may specify a longer period of attendance, depending on the requirements of the research course. The Director of

Doctoral Studies of the relevant School shall approve a provisional timetable for

completion of the required period of attendance. For the purpose of the minimum and maximum periods of registration permitted, an Independent Distant student shall be regarded as equivalent to a full-time student.

Attendance and Study

35. No person may attend any course, including receiving supervision, unless registered for that course as a student.
36. A student shall be required to attend such academic and practical work and to perform such academic engagements as may be prescribed for the course concerned, except when permission to be absent or not to complete the work has been obtained under procedures approved by Doctoral Studies Committee. A student shall be required to be in attendance unless permission to the contrary has been obtained under procedures approved by the Doctoral Studies Committee.
37. A student, unable by reason of illness, incapacitation or other emergency, to fulfil the attendance requirements, shall arrange to inform the main supervisor. In the event of a student suffering illness lasting more than six days, a medical certificate must be obtained and sent to the Director of Student Experience.

Exemption from part of study

38. Where the Director of Doctoral Studies of the relevant School has exempted a student from part of a course of study, the minimum duration of the course of study at the University shall be not less than one half of the minimum period of registration required.

Fieldwork

39. The Director of Doctoral Studies of the relevant School may permit a student to carry out fieldwork elsewhere as part of the course, provided that any such fieldwork elsewhere is in the interests of a student's academic work and that a student shall have spent at least half the minimum prescribed period of registration as a research student at the University.

Withdrawal from the University

40. A student who wishes to withdraw from the University before the completion of the course must give notice in writing to the Chief Operating Officer, after consulting the Director of Doctoral Studies of the relevant School. Fees already paid will not normally be refunded and any fees due will be charged notwithstanding the withdrawal. Any subsequent application for admission shall be determined *ab initio* (from the beginning) in accordance with these regulations, under procedures determined by the Doctoral Studies Committee.

Temporary Withdrawal

41. A student may be permitted to withdraw temporarily from the University for a specified period under procedures determined by the Doctoral Studies Committee. Conditions may be set for resuming registration as a student.

Requirement to Withdraw

42. Registration may be withheld or withdrawn from a student whose academic progress is considered to be unsatisfactory under procedures determined by the Doctoral Studies Committee.

Course Structure

43. A student shall pursue a course of supervised study approved by the Doctoral Studies Committee.

Coursework

44. A student may be required to undertake coursework, the content of which shall be prescribed by the Director of Doctoral Studies of the relevant School.

Supervision

45. A student shall have a main and additional supervisor appointed by the Director of Doctoral Studies (or, in the case of a Joint Research Degree Student, two joint supervisors, one appointed from the University of Sussex and one from the other institution). The responsibilities and duties of both the student and of those involved in the student's supervision shall be prescribed by the Doctoral Studies Committee.

Academic Progress

46. A student will be required to prepare, in accordance with procedures approved by Doctoral Studies Committee, an outline of the research project for consideration during their first year of study.
47. A certificate to confirm the content and title of the student's thesis and research outline shall be submitted to the Director of Doctoral Studies of the relevant School by the published deadline within the first year of the student's registration for a degree. Any subsequent changes in the title or research topic shall be valid only when approved by the Director of Doctoral Studies of the relevant School on the recommendation of the supervisor(s).
48. The academic progress of a student shall be reviewed annually under procedures approved by the Doctoral Studies Committee. In accordance with those procedures, a student shall be required to submit a report on research progress during each academic year. The Director of Doctoral Studies shall be responsible, within framework guidance set down by the Doctoral Studies Committee, for ensuring the existence and effective operation of arrangements within the School for proper review of the progress of each student. The Director of Doctoral Studies shall, on the outcome of the review, decide that a student should either be permitted to proceed with the research and be re-registered or not be permitted to re-register.

Submission of Thesis

49. A thesis may be submitted only by a registered student.
50. A student may submit a thesis at any time after the completion of the minimum period of registration but shall not be permitted to submit it after the period listed below without the consent of the Director of Doctoral Studies of the relevant School:

Award	Mode of Study	Minimum period of registration	Maximum permitted time for submission of thesis after minimum period of registration
Master of Philosophy	full-time part-time	one year two years	two years two years
Doctor of Philosophy	full-time part-time	two years three years	two years three years
Doctor of Philosophy by Published Works	full-time part-time	six months six months	twelve months twelve months

51. A student shall give at least two months' notice of the submission of the thesis by completing the prescribed form stating the full title of the thesis.

52. Theses must be submitted online. Candidates should upload their theses to a limited permission Box files set up by the Assessment and Examination office, in the form prescribed by Doctoral Studies Committee. Any variation to the length of the thesis must be approved by the Director of Doctoral Studies of the relevant School. The form prescribed by Doctoral Studies Committee is as follows:

- (a) Word length limits for theses: the maximum word length for PhD theses shall be 80,000 words, and for MPhil theses shall be 40,000 words except in the following subjects, where no such limits are specified:

Biochemistry
Biology
Chemistry
Engineering & Information Technology
Environmental Science
Informatics
Mathematics
Physics & Astronomy
SPRU: Science & Technology Policy Research

- (b) Summary word length: the maximum word length for the summary section for both PhD and MPhil theses shall be 300 words except for theses in the subjects of Education, Creative Writing and Media Practice where the limit shall be 600 words.

- (c) Musical Composition

In the case of the MPhil taken by musical composition the thesis shall consist of a portfolio of compositions and a discursive or written component. The portfolio shall contain at least one substantial composition and one or more related shorter compositions. The substantial composition should consist of either: a written score to be scored either for larger forces or for smaller forces in which case it should exceed 15 minutes in duration; or an equivalent-scale musical, sonic or audio-visual work for digital media; or an equivalent-scale musical performance of original work, which must be documented on DVD and submitted with the critical commentary. The written component [associated

commentary] shall be between 8000-10,000 words in length. In the case of the Phd taken by musical composition the portfolio of compositions shall normally contain at least one large-scale work and a number of related smaller compositions. The large-scale work should consist of either: a written score for large forces or for smaller forces in which case it should exceed 30 minutes in duration; an equivalent-scale musical, sonic or audio-visual work for digital media; an equivalent-scale musical performance of original work, which must be documented on DVD and submitted with the critical commentary. The written component [associated commentary] shall be between 20,000-40,000 words in length.

(d) Music-Theatre Performance

The thesis will consist of either a substantial performance work, or a performance work with a portfolio of compositions or other creative work, and a discursive and critical written component. The performance may involve any media or disciplines in combination with music, and may or may not involve the student him or herself. The performance work must be documented on DVD, which must be submitted with the critical commentary. The performance and portfolio (where relevant) must be accompanied by a written critical and theoretical commentary. For the MPhil (PhD) the discursive or critical written component of the thesis will be between 10,000 (20,000) and 20,000 (40,000) words in length. The summary for both the MPhil and the PhD shall not exceed 600 words.

(e) Drama, Theatre and Performance Studies

The thesis can either be submitted as a written thesis or through a combination of thesis and performance work. Where the thesis does not include a practice-based component it should follow the standard thesis format and guidelines (80,000 words for a PhD, 40,000 words for an MPhil). Thesis and practice: the submission should consist of either a substantial practice-based work, such as a performance, a series of workshops, an installation or a durational work, or a portfolio of works. The work must be documented in relevant and retainable form such as video/digital recording, scores or scripts, photographic evidence or a combination of these, agreed and approved by the supervisor(s). The work may or may not involve the student as performer but must be entirely her/his work. The practice-based component must be accompanied by a discursive, critical written component of between 10,000 and 20,000 words (MPhil) and between 20,000 and 40,000 words (PhD). The summary for both the MPhil and the PhD must not exceed 600 words.

(f) Creative Writing

The thesis will be an original piece of creative writing and research. The MPhil shall be no more than 40,000 words in length and the PhD no more than 80,000 words. Many creative writing theses will consists of a creative component, in any recognised genre of creative writing, together with a related critical study, with the critical component occupying no less than 20% and no more than 80% of the total word length. Where poetry is the chosen genre, the creative component will be a book length manuscript and the critical component will be no less than 25,000 words (MPhil) or 50,000 words (PhD). However, the thesis may also be presented in such a way that the creative and critical components are interwoven to create a distinctive whole. In this instance, the creative and critical components may be seen, for example, as two different but interdependent responses to the same topic; or the creative component may arise out of the critical component (or vice versa) and be a vehicle for exploring it further. In

either case, the summary for both the MPhil and the PhD shall not exceed 600 words.

(g) Media Practice

The thesis will consist of a substantial creative work, or a portfolio of creative work, in either video or digital imaging or photography or interactive media or sound or any other digital media or combination of media, and a discursive and critical written component. The work may incorporate live performance and installation in which case these elements must be documented in retainable forms, such as videos, scripts and plans, that are approved by the supervisor(s). The creative work must be accompanied by a discursive or critical written component. For the MPhil (PhD) the discursive or critical written component of the thesis will be between 10,000 (20,000) and 20,000 (40,000) words in length. The summary for both the MPhil and the PhD shall not exceed 600 words

(h) PhD by Published Works

The portfolio will consist of an abstract of the submission, including a list of the items of published work; the items of published work (the research for which will not have been undertaken during registration for the PhD), and a 10,000 word supporting paper, submitted following a period of registration and supervision not to exceed two years, that:

- i. summarises each published work to be submitted (may be added as appendices and not included in word limit)
- ii. provides a commentary on the status of the publishing outlets (may be added as appendices and not included in word limit)
- iii. describes the interrelationship of the published works to be submitted
- iv. gives a critical review of the current state of knowledge and research in the relevant field
- v. reports on the reception of the published works as indicated by citations and reviews (may be added as appendices and not included in word limit)
- vi. demonstrates how the published works to be submitted have made a significant contribution to knowledge in a particular field.

(i) The use of alternative modes for other courses

The modes listed in paragraphs 52 (c-f) for Musical Composition, Music- Theatre Performance, Creative Writing and Media Practice may also be available for use on other courses, with suitable variation, subject to the approval of the Director of Doctoral Studies within the relevant school.

Written declaration

53. A student may not be awarded more than one degree for the same research thesis, or for a thesis containing significantly overlapping material. Students shall be required to make a written declaration:

- (a) stating the extent to which the material in the thesis has already been submitted as part of formal assessment at this or any other University, and the award, if any, obtained as a result; and in such a case may be required to produce that original material;
- (b) providing an assurance that the thesis has not been, and will not be, submitted in

whole or in part to another University for any other degree, except as declared under paragraph (a) above, or in terms of re-submission at the University of Sussex.

Notwithstanding the declaration, the University may investigate to verify the statement should it deem this to be necessary. Should the University be dissatisfied with the outcome of any such investigation, it may decide to terminate the examination. The University reserves the right for Senate to rescind the award of a degree if it is proven that a student has submitted the same thesis, or a thesis which significantly overlaps in content, to another University for the award of a degree, subsequent to the award of the Sussex degree.

54. A student shall state, in a preface to the thesis, the sources from which the information has been derived and, if any part of the thesis results from joint work with other persons, the extent to which the thesis has drawn on the work of those others and the portion of the thesis which a student claims to be their own original work.

Incorporation of published work

55. Only material which is freely available for publication may be incorporated into work submitted for assessment. For work permitted to incorporate material not freely available for publication an embargo on consultation or restriction of access may be implemented by the Library for a specific duration with the approval of the Director of Doctoral Studies of the relevant School and other conditions shall apply at the discretion of the Director of Doctoral Studies of the relevant School who may permit the inclusion of materials not freely available for publication.

Incorporation of a student's published work ('papers-style' thesis)

56. A student may incorporate, as an integral part of their thesis, any of their work published before submission of the thesis, provided that the greater proportion of the work for the thesis has been carried out after registration for the degree and under supervision. Candidates submitting a 'papers-style' thesis are required to include a declaration confirming their contribution to each paper, especially in cases where the co-author is a supervisor. Examiners will be asked to pay particular attention to consistency or otherwise in the quality of those parts of the thesis which have not been submitted for publication (the linking chapters). Publications by a student relating to work described in the thesis may be submitted as supporting material.

Examination and Award

57. The thesis shall be assessed by at least one internal examiner and at least one external examiner, appointed by the Chair or Vice-Chair of the Research Degree Examination Board on the recommendation of the Director of Doctoral Studies.

58. A *viva voce* examination, a practical examination or a combination of both shall normally be an integral part of the examination.

Title of awards and courses

59. The title of awards and courses shall be determined by the Doctoral Studies Committee.

Submission of work for assessment

60. Work submitted for assessment shall:

- (a) be written in English unless otherwise approved by Doctoral Studies Committee;
- (b) be the student's own work except where other authors are acknowledged by a method acceptable to the examiners;
- (c) become the property of the University which may deposit it in the University's Institutional Repository or elsewhere and shall have the right to take copies of it and circulate those copies as it shall think fit.

Collusion, Plagiarism and Misconduct

61. All research undertaken by research degree students, is subject to the University's *Code of Practice for Research* and the *Procedure for the Investigation of Allegations of Misconduct in Research* (the Procedure).

62. It shall be an offence for any student to be guilty of or party to, attempts to commit collusion, plagiarism or any other misconduct in research as defined in the Procedure.

63. Main supervisors will ensure that the students that they supervise are aware of the professional and ethical standards that are set out in the *Code of Practice for Research* by, if necessary, requiring that they undertake appropriate training.

64. An examiner who has reason to believe that there may have been collusion, plagiarism or any other misconduct in a thesis submitted for examination shall report the circumstances to the Chair of the Research Degree Examination Board, who shall, as soon as possible invoke the Procedure under the guidance of the Chief Operating Officer.

65. All other allegations of misconduct in research undertaken by research students throughout all stages of their candidature shall be reported to the Chief Operating Officer for consideration under the Procedure.

66. The outcomes of allegations that have been upheld through the Procedure will be considered by the Chief Operating Officer who shall, with advice from the Academic

Registrar, decide what actions need to be taken under the University's relevant disciplinary procedure and/or otherwise.

Requirements for an award

67. A student shall be required to satisfy the examiners in one of the following:

(a) Master of Philosophy

for the award of the **Master of Philosophy**, that the thesis makes an adequate original contribution to knowledge or understanding or is a valuable presentation or interpretation of material put together in an original manner;

for the award of the **Master of Philosophy** taken by musical composition, that the portfolio of musical compositions makes an adequate original contribution to the field of composition and that the associated discursive or critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the compositions and relevant practices in the field within which they are located (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory;

for the award of the **Master of Philosophy** taken by music-theatre performance, that the work makes an adequate original contribution to the field of music theatre practice and that the associated discursive or critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the performance work and relevant practices in the field (c) an exploration of ways in which the performance responds to or explores specific issues in contemporary critical theory.

for the award of the **Master of Philosophy** taken by Media Practice that the work makes an adequate original contribution to the field of media practice, and that the associated discursive and critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the practical work and relevant practices in the field (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory.

for the award of the **Master of Philosophy** taken by creative writing, that the work demonstrates adequate levels of creativity, originality, scholarly competence and knowledge of the field within which it is located. The critical component should comprise at least one of: (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the literary composition and contemporary or traditional achievements in the genre (c) an exploration of ways in which the writing responds to or explores specific issues in contemporary literary and critical theory (d) a research-based consideration of the creative writing process in relation to issues in the field of personal development. If the creative and critical components are interwoven, examiners will take particular account of the way these components enhance each other and form a coherent whole.

(b) Doctor of Philosophy

for the award of the **Doctor of Philosophy**, that the thesis makes a substantial original contribution to knowledge or understanding;

for the award of the **Doctor of Philosophy** taken by musical composition, that the portfolio of musical compositions makes a substantial original contribution to the field of composition and that the associated discursive or critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the compositions and relevant practices in the field within which they are located (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory;

for the award of the **Doctor of Philosophy** taken by music-theatre performance, that the work makes a substantial original contribution to the field of music theatre practice, and that the associated discursive or critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the performance work and relevant practices in the field (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory;

for the award of **Doctor of Philosophy** taken by Media Practice, that the work makes a substantial original contribution to the field of media practice, and that the associated discursive and critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the practical work and relevant practices in the field (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory;

for the award of the **Doctor of Philosophy** taken by creative writing, that the work demonstrates substantial levels of creativity, originality, scholarly competence and knowledge of the field within which it is located. The critical component should comprise at least one of: (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the literary composition and contemporary or traditional achievements in the genre (c) an exploration of ways in which the writing responds to or explores specific issues in contemporary literary and critical theory (d) a research-based consideration of the creative writing process in relation to issues in the field of personal development. If the creative and critical components are interwoven, examiners will take particular account of the way these components enhance each other and form a coherent whole.

for the award of **Doctor of Philosophy** taken by published works, that the published work makes a significant contribution to knowledge in a particular field. The published work must also provide evidence of the capacity of the candidate to pursue further research. It should represent a coherent contribution to research in a given field and demonstrate a depth of scholarship and originality comparable with that required in a traditional PhD thesis. The material submitted shall be sufficiently extensive as to provide convincing evidence that the research constitutes a substantial contribution to knowledge or scholarship.

68. The examiners shall make a recommendation through the Research Degree Examination Board to the Chair of the Doctoral School Board, for approval on behalf of Senate, in respect of each student being recommended for an award.
69. The examiners shall recommend, for the award of the degree of **Master of Philosophy**, one of the following:

- (a) that the Master of Philosophy be awarded unconditionally, or subject to corrections being made to the thesis;
 - (b) that the thesis be referred for major revision but the student be permitted to revise and resubmit the thesis for examination for Master of Philosophy a second time;
 - (c) that a student should fail and should not be permitted to revise and resubmit the thesis for examination.
70. The examiners shall recommend, for the award of the degree of **Doctor of Philosophy**, either:
- (a) that the Doctor of Philosophy be awarded unconditionally, or subject to corrections being made to the thesis;
 - (b) that the thesis be referred for major revision, the student to have the choice, to be exercised within twenty-eight days of the formal communication of the result of the examination to a student, between (a) the opportunity to revise and resubmit the thesis for examination for the Doctor of Philosophy degree or (b) to accept the award of the Master of Philosophy, either unconditionally or subject to corrections being made to the thesis;
 - (c) that a student registered for the Doctor of Philosophy should fail the Doctor of Philosophy but be awarded the Master of Philosophy, unconditionally or subject to corrections being made to the thesis;
 - (d) that a student registered for the Doctor of Philosophy should fail the Doctor of Philosophy but be permitted to revise and resubmit the thesis for examination for a second time, this time for the Master of Philosophy;
 - (e) that a student registered for a Doctor of Philosophy should fail the Doctor of Philosophy, but should have the choice, in exceptional circumstances only, to be exercised within twenty eight days of the formal communication of the result to a student, to choose to revise and resubmit the thesis for examination for a second time for either the Doctor of Philosophy or the Master of Philosophy;
 - (f) that a student should fail and should not be permitted to revise and resubmit the thesis for examination.
71. A student awarded the degree of Doctor of Philosophy or Master of Philosophy subject to corrections shall normally be permitted a maximum of six months in which to so do the corrections to the approval of the internal examiner.
72. A student permitted to revise and resubmit a thesis for examination for a second time shall normally be required to do so within a further year.
73. The examiners shall recommend, for a student permitted to revise and resubmit the thesis for a second examination for the award of the Master of Philosophy, either:
- (a) that the Master of Philosophy be awarded, unconditionally or subject to corrections being made to the thesis;
 - (b) that a student should fail and should not be permitted to revise and to re-submit

the thesis for further examination.

74. Once a student has resubmitted their thesis for re-examination, s/he will not be able to revert to the original offer made by the Research Degree Examination Board after their examination.
75. The examiners shall recommend, for a student permitted to revise and resubmit the thesis for a second examination for the award of the Doctor of Philosophy, either:
- (a) that the Doctor of Philosophy be awarded, unconditionally or subject to corrections being made to the thesis;
 - (b) that a student should fail the Doctor of Philosophy but be awarded the Master of Philosophy, unconditionally or subject to corrections being made to the thesis;
 - (c) that a student should fail and should not be permitted to revise and to re-submit the thesis for further examination.
76. The procedure to be followed in the event of failure by the examiners to reach a joint recommendation as to the result of the examination shall be determined by Doctoral Studies Committee.
77. No thesis shall be examined more than twice under this Regulations except as may be determined by the Research Degree and Professional Doctorate Appeals Board.

Withholding of award

78. Where a student is in arrears with the payment of tuition fees due to the University or to an affiliated institution, the University reserves the right to withhold an award and to withhold any recommendation for an award or recognition of study by any accrediting or validating body.

Appeals

79. There is no right of appeal in the University against the academic judgement of the duly appointed examiners.
80. A student may appeal against any of the decisions under paragraphs 66(b), 66(c), 67(b), 67(c), 67(d), 67(e), 67(f), 70(b), 72(b), 72(c).
81. Procedures for complaint and redress during the study period shall be set out in a statement approved by Doctoral Studies Committee. The alleged inadequacy of supervisory or other arrangements during the period of registration shall not constitute grounds for an appeal unless there are exceptional reasons for the information not having come to the attention of the examiners until after the examination.
82. A student who has been refused permission to re-register or to change registration from Master of Philosophy to Doctor of Philosophy or vice versa and considers that the decision was based on inadequate evidence or taken in an improper manner, or whose registration has been withdrawn, shall have the right to appeal against that decision by writing to the Secretary of the Appeals Board within twenty-one days of the notification of the decision. It shall be the responsibility of the student to ensure that all relevant evidence is available to the appropriate authority before the decision on re-registration or change of registration is made. Evidence produced later will be taken into account

only when there are good reasons for it not having been presented in good time.

83. The grounds for an admissible appeal shall be one or more of the following allegations:
- (a) that there existed circumstances affecting the student's performance of which the examiners were not aware when their decision was taken, and which could not reasonably have been presented to the examiners;
 - (b) that there were procedural irregularities in the conduct of the examination (including administrative error) of such a nature as to cause reasonable doubt whether the examiners would have reached the same conclusion had they not occurred;
 - (c) that there is evidence of prejudice or of bias on the part of one or more of the examiners.
84. To lodge an appeal, the student must complete the relevant pro-forma as specified in the Academic Appeals Procedures and ensure this is submitted to, and received by, the Secretary of the Appeals Board within twenty-one days of the publication of the decision against which the appeal is made.

85. A decision on whether an appeal is admissible will be made by the Chair of the Research Degrees and Professional Doctorates Appeals Board, acting on the basis of the evidence and advice from relevant officers, in terms of being:
- (i) received in time (or, if received out of time, whether mitigating circumstances exist which justify waiving the normal time-limit);
 - (ii) that the grounds of the appeal are admissible according to sections 76 to 80 above;
 - (iii) that the remedy sought is one that is compatible with the University's rules on examination and assessment.
86. Where an appeal is determined to be admissible, it shall be considered in one of these ways:
- (a) where the appeal appears to be readily decidable in favour of the appellant on the basis of the evidence available, the Chair of the Research Degree and Professional Doctorate Appeals Board may reach a decision without the need for a hearing;
 - (b) otherwise, the appeal will be examined at a hearing of an Appeals Panel drawn from the membership of the Research Degree and Professional Doctorates Appeals Board.
87. In the event that a hearing of an Appeals Panel is held, the appellant shall have the right (though not an obligation) to attend. The Supervisor shall have the right to attend. The Appeals Panel shall be entitled to ask (but not require) the appellant to attend to provide further information. The Panel shall have the right to require the supervisor to attend the meeting. The appellant shall have the right to request that the supervisor may or may not attend the hearing jointly with the appellant. The Appeals Panel shall have the right to invite any other person to attend.
88. An appellant who attends an Appeals Panel hearing shall be entitled to be accompanied by a person of their choice, who may represent him or her in addition to the supervisor. If the appellant wishes to be so accompanied or represented, they shall inform the Secretary of the Appeals Board accordingly at least five working days in advance of the time of the hearing and shall at that time also supply the name of that person. If the appellant wishes the supervisor to be present with the appellant, they shall inform the Secretary of the Appeals Board at least five working days in advance of the time of the hearing.
89. After the Appeals Panel has been presented with the evidence in the case, all persons other than the Panel members and its officers shall withdraw while the Panel considers its decision in private. The Panel will normally invite the appellant (and the person accompanying him or her) to return to hear its decision. However, an Appeals Panel reserves the right to defer immediate decision and instead to provide a later written decision. In such cases, the normal time-limit (for reaching a decision, formulating it in writing and despatching it to the appellant) shall be seven working days unless otherwise specified by the Panel at the time of the hearing, in which case a specific reason for needing the additional time will be given to the appellant.
90. The Appeals Panel shall determine whether the case presented constitutes grounds for reconsideration and, if so, institute such steps as it considers appropriate in the circumstances'.
91. There is no right of appeal against a decision of the Research Degree and Professional Doctorate Appeals Board or against the outcome of any process of reconsideration instituted by that Board.

Deposit of Thesis

92. A student awarded a degree shall:
- (a) deposit two copies of the approved thesis with the University. One copy shall be bound in the style approved by Doctoral Studies Committee. The other shall be submitted in electronic format as prescribed by the Student Progress and Assessment Office. Both copies shall become the property of the University. Subject to any embargo or restriction of access to published work, the copy in electronic format shall be deposited in the University's Institutional Repository and made available for wider public access by appropriate means. Graduation will be subject to the receipt of one bound and one electronic copy of the thesis;
 - (b) duly complete all necessary authorisations required by the British Library to lend, photocopy and sell copies of the thesis without further reference to the author.
93. In the case of a student not awarded a degree the University shall retain one copy of the thesis which shall become the property of the University.

Fitness to Study

94. Fitness to study is defined as fit to: benefit from the programme of study or research; participate and function largely independently in the university environment including in academic, residential, social, community activities. A student may be considered not fit to study if they cannot make academic progress without frequently disrupting the academic, social or normal business of the University, its staff and other students. This regulation also applies where continued attendance is likely to be detrimental to the health of the student. Under procedures approved by Senate, where a Fitness to Study Panel believes that a student is not fit to study, the Director or Deputy Director for the Student Experience (or nominee) may recommend to the Pro Vice Chancellor for Education and Students that the student be required to temporarily or permanently withdraw or that an applicant may be required to withdraw or defer admission.
95. Fitness to Study procedures also apply to students wishing to study abroad and to those going on placements.

Right of Appeal

96. A student who is required to withdraw/temporarily withdraw (or an applicant whose place is withdrawn/deferred) on fitness to study grounds shall have the right to appeal to the Deputy Vice Chancellor in writing within 7 working days of the decision being communicated to the student's address, including their email address, as recorded on their student record. The grounds for appeal must be that there has been procedural irregularity or other inadequacy in the process by which the withdrawal/temporary withdrawal has been required.
97. Where a student or applicant lodges an appeal, they must not attend between the date of the notice in writing that they must withdraw, or temporarily withdraw, and the outcome of the appeal.

Return from temporary withdrawal or deferral of admission on health grounds:

98. A student preparing to return from temporary withdrawal (on health grounds) must satisfy the Fitness to Study Panel that their health has improved sufficiently to [re]commence studies or research.