

REGULATION 24: PROFESSIONAL DOCTORATES AND EXIT AWARDS

General

1. This Regulation applies to the **Doctor of Education** and to the **Doctor of Social Work**.
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. A student may be admitted to the degree of Doctor of Education or Doctor of Social Work who has complied with the Regulations and has pursued, as a part-time student for not less than four years, a course of graduate study approved by the University.
7. The power to interpret these Regulations shall be vested in Senate.
8. The facilities available to full-time and part-time students shall be prescribed by Doctoral School Committee and by Strategy Committee.
9. 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.
10. A student will be subject to the University's Policy on Exploitation and Commercialisation of Intellectual Property.
11. 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.

Admission and Registration

12. Every application for admission shall be submitted on the designated form.
13. The entrance requirements for a course shall be determined by the Doctoral School Committee.
14. A student will be registered in the School of Education and Social Work.

Simultaneous Registration

15. 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 Director of Doctoral Studies of the School of Education and Social Work.

Exemption from part of a course

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

A student shall not be permitted to register simultaneously for more than one award of the University without permission of the Director of Doctoral Studies of the School of Education and Social Work.

Admission to a course

17. 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.
18. The Director of Doctoral Studies of the School of Education and Social Work (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 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

19. 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

20. 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

21. 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

22. 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 University tuition fees 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 II 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

23. 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 period of registration

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

Award	Mode of Study	Minimum period of registration	Maximum period of registration
Doctor of Education	part-time	four years*	six years
Doctor of Social Work	part-time	four years	six years

* In the case of students registered on the international EdD course (whose mode of study is by distant registration) the thesis component may be submitted after three years rather than four, subject to the approval of the Director of Doctoral Studies.

Independent Distant Students

25. 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.

Attendance and Study

26. No person may attend any course, including receiving supervision, unless registered for that course of study.
27. 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 School Committee. A student shall be required to be in attendance unless permission to the contrary has been obtained under procedures approved by Doctoral School Committee.
28. 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 Doctoral Studies of the School of Education and Social Work.

Exemption from part of study

29. Where the Director of Doctoral Studies in the School of Education and Social Work 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.

Withdrawal from the University

30. 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 School of Education and Social Work. 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 this regulation.

Temporary Withdrawal

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

Requirement to Withdraw

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

Course Structure

33. A student shall pursue a course of taught coursework, supervised study and research in a subject approved by the Doctoral School Committee.

Fieldwork

34. The Director of Doctoral Studies in the School of Education and Social Work 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.

Supervision

35. A student shall have a main and additional supervisor appointed by the Director of Doctoral Studies. The responsibilities and duties of both the student and those involved in the student's supervision shall be prescribed by Doctoral School Committee.
36. The main supervisor shall report on the work and progress of a student as and when required by Doctoral School Committee.

Academic Progress

Coursework

37. A student shall be required to satisfy the examiners in any form of assessment prescribed by Doctoral School Committee before proceeding to the submission of the thesis.

Research

38. A student will be required to prepare, in accordance with procedures approved by Doctoral School Committee, an outline of the research project for consideration during their first year of research study.
39. 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 in the School of

Education and Social Work by the deadline published within the Graduate Centre of the School of Education and Social Work. Any subsequent changes in the title or research topic shall be valid only when approved by the Director of Doctoral Studies of the School of Education and Social Work on the recommendation of the supervisor.

40. The academic progress of a student shall be reviewed annually under procedures approved by the Doctoral School 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 School 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.

Examination of coursework

41. A Professional Doctorate Examination Board shall have the discretion to award such marks as it thinks appropriate in respect of a student who has failed to submit work required for assessment, whether through absence or through failure to observe prescribed submission dates or who has failed to comply with any relevant procedures prescribed by the examiners, provided that such marks will apply to the element or elements of the course of studies in respect of which the failure has occurred.
42. A student who has failed to satisfy the examiners may, with the permission of a Professional Doctorate Examination Board and on the recommendation of the examiners, retake the relevant assessment to be held at a time prescribed by a Professional Doctorate Examination Board during the 12-month period immediately following the first attempt. A student may be required to pursue a further course of study for a specific period not exceeding one year and must pay all appropriate fees arising from such further study. A student who fails to satisfy the examiners at the second attempt shall be required to withdraw from the University.
43. A student shall have the right to appeal against a decision of the Professional Doctorate Examination Board that they be required to withdraw from the University on academic grounds (see paragraphs 72 to 83 below, relating to coursework appeals).

Collusion, Plagiarism and Misconduct

44. It shall be an offence for any student to be guilty of, or party to, attempting to commit or committing collusion, plagiarism or any other misconduct in an examination or work which is submitted for assessment. An examiner who has reason to believe that there may have been collusion, plagiarism or any other misconduct shall report the circumstances to the Chair of the Professional Doctorate Examination Board, who shall as soon as possible investigate the matter in such manner as may be appropriate, subject to any rules or procedures which may have been prescribed by Doctoral School Committee, provided always that the student shall be given reasonable opportunity to make representations.
45. The Chair of the Professional Doctorate Examination Board, if they have adequate reason to suspect that collusion, plagiarism or any other misconduct has occurred, shall constitute a *viva* panel to investigate the matter.

46. Under procedures prescribed by Doctoral School Committee, the *viva* panel shall make a recommendation to the Professional Doctorate Examination Board which may include disqualification from eligibility for the award or some other penalty. A student shall be informed of the recommendation as soon as is practicable. A student shall have the right to appeal.

Submission of Thesis

47. A thesis may be submitted only by a registered student.
48. Doctoral School Committee shall determine the maximum time allowed, while registered, for a student to be eligible for an award. A student may submit the 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 in the School of Education and Social Work.

Award	Mode of Study	Minimum period of registration	Maximum date for submission of thesis after minimum period of registration
Doctor of Education	part-time	four years	two years
Doctor of Social Work	part-time	four years	two years

49. 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.
50. A student shall submit three copies of the thesis, including a summary which shall be liable to examination, in the form prescribed by Doctoral School Committee. Any variation to the length of the thesis must be approved by the Director of Doctoral Studies in the School of Education and Social Work. The form prescribed by Doctoral School Committee is as follows:

Award Title	Award	Word Length	Summary Word Length
Doctor of Education	EdD	50,000 words	600 words
Doctor of Social Work	DSW	50,000 words	600 words

Written declaration

51. 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 (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.

52. 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

53. 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 and other conditions shall apply at the discretion of the Director of Doctoral Studies in the School of Education and Social Work who may permit the inclusion of materials not freely available for publication.

Incorporation of a student's published work

54. 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. Publications by a student relating to work described in the thesis may be submitted as supporting material.

Examination and Award

55. 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 a Professional Doctorate Examination Board.
56. 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

57. The title of awards and courses shall be determined by the Doctoral School Committee.

Submission of work for assessment

58. Work submitted for assessment shall:

- (a) be written in English unless otherwise approved by Doctoral School 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.

Requirements for an award

59. A student shall be required to satisfy the examiners in one of the following:
- (a) Master of Philosophy

For the award of the degree of Master of Philosophy, that the thesis makes an adequate original contribution to knowledge or understanding or is a valuable presentational interpretation of material put together in an original manner.
 - (b) Doctor of Education or Doctor of Social Work

For the award of the degree of Doctor of Education or Doctor of Social work, that the thesis makes a substantial original contribution to knowledge or understanding.
60. The examiners shall make a recommendation through the Professional Doctorate Examination Board to the Chair of the Doctoral School Committee, for approval on behalf of Senate, in respect of each student being recommended for an award.
61. 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.
62. The examiners shall recommend, for the award of the degree of **Doctor of Education** or **Doctor of Social Work**, either:
- (a) that the Doctor of Education or Doctor of Social Work 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 Education or Doctor of Social Work 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 Education or Doctor of Social Work should fail the award 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 Education or Doctor of Social Work should fail the award 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 the Doctor of Education or Doctor of Social Work should fail the award, 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 Education or Doctor of Social Work or the Master of Philosophy;
 - (f) that a student should fail and should not be permitted to revise and resubmit the thesis for examination.
63. A student awarded the Doctor of Education, Doctor of Social Work or Master of Philosophy subject to corrections shall normally be permitted a maximum of six months in which to do so to the approval of the internal examiner.
64. A student permitted to revise and resubmit the thesis for examination for a second time shall normally be required to do so within a further year.
65. 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 Education or Doctor of Social Work, either:
- (a) that the Doctor of Education or Doctor of Social Work be awarded, unconditionally or subject to corrections being made to the thesis;
 - (b) that a student should fail the Doctor of Education or Doctor of Social Work 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 resubmit the thesis for further examination.
66. The examiners shall recommend, for a student permitted to revise and submit 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 resubmit the thesis for further examination.
67. Once a student has submitted the thesis for re-examination, the student will not be able to revert to the original offer made by the Professional Doctorate Examination Board after the examination.

68. 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 School Committee.
69. No thesis shall be examined more than twice under this Regulation except as may be determined by the Research Degree and Professional Doctorate Appeals Board.

Withholding of award

70. 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.

Exit Awards for those who complete the taught component only

71. The Professional Doctorate Examination Board shall have authority to recommend the following awards to candidates who withdraw from a professional doctorate course having successfully completed Phase 1, or Phases 1 and 2:
- (a) those who successfully complete Phase 1, having been awarded the required number of credits (100 Level 8 credits), shall qualify for the award of **Postgraduate Certificate in Educational Research and Evaluation** or **Postgraduate Certificate in Social Work Research and Evaluation**.
 - (b) those who successfully complete Phases 1 and 2, having been awarded the required number of credits (200 Level 8 credits), shall qualify for the award of **Master of Arts in Educational Research and Evaluation** or **Master of Arts in Social Work Research and Evaluation**.

Coursework Appeals

72. There is no right of appeal in the University against the academic judgement of the duly appointed examiners.
73. A student shall have the right to appeal against a decision of the relevant Examination Board, on one of the grounds described below, in relation to the conduct of assessments affecting:
- (a) failure of the course – i.e. a decision that no award be made;
 - (b) the recommended category of award;
 - (c) a decision that a student be required to withdraw from the University, having failed to satisfy the prescribed requirements for academic progress;
 - (d) a decision that a student be required to resit one or more assessment units, having failed to satisfy the prescribed requirements for academic progress;
 - (e) a decision that a student be required to repeat a year or stage, having failed to satisfy the prescribed requirements for academic progress;
 - (f) an individual assessment result in relation to a particular module (or modules) or a particular item (or items) of assessment.

74. The grounds for an admissible appeal against a decision of the Examination Board shall be one or more of the following:
- (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 was a procedural irregularity (including administrative error) or other inadequacy in the conduct of the examinations, or processing of marks or grades, or the categorisation of an award of such a nature as to cause doubt as to whether the result might have been different had there not been such an irregularity;
 - (c) that there exists evidence of prejudice or of bias on the part of an examiner.
75. Senate shall appoint an Appeals Board and procedures governing the conduct of appeals shall be set down by the Appeals Board. The composition of the Appeals Board shall be determined by Senate and published annually in the *Organisation of the University* document for the current year. The functions of the Appeals Board shall be:
- (a) to oversee matters of policy and procedure relating to appeals which are lodged by students on taught courses;
 - (b) to receive an annual report on the conduct of taught course appeals;
 - (c) to report on, and make recommendations in respect of appeals matters to Senate, via Teaching and Learning Committee.
76. Members of the Appeals Board shall form themselves into Appeals Panels for the purpose of examining appeals under paragraph 73. An Appeals Panel shall normally consist of four members of the Appeals Board, and be composed of: a Chair, two academic faculty members and one student member. The role of Chair and student member shall be restricted to members of the Appeals Board designated as candidates for these roles in the *Organisation of the University* document. The normal quorum for an Appeals Panel shall be: a Chair, one academic and one student member; but exceptionally may be a Chair and two academic faculty members of the Appeals Board. Decisions of Appeals Panels shall be reached by a simple majority vote of those members present and voting, with the Chair having a second and casting vote if necessary.
77. Nominees of the Chief Operating Officer shall act as Secretaries of the Appeals Board and the Appeals Panels and shall attend their meetings.
78. 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.
79. A decision on whether an appeal is admissible will be made by the Chair of the Appeals Board, acting on the basis of evidence and advice from relevant officers, in terms of being:

- (a) received in time (or, if received out of time, whether mitigating circumstances exist which justify waiving the normal time-limit);
 - (b) that the grounds of the appeal are admissible according to paragraphs 73 and 74 above, and
 - (c) that the remedy sought is one that is compatible with the University's rules on examination and assessment.
80. 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 an Appeals Board may reach a decision without the need for a hearing;
 - (b) otherwise, the appeal will be examined at a hearing, at which the appellant shall have the right (though not the obligation) to attend, and the Appeals Panel shall be entitled to ask (but not require) the student to attend, to provide further information.
81. 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 accordance with the Academic Appeals Procedures. If the appellant wishes to be so accompanied or represented, they shall inform the Secretary to the Appeals Board accordingly at least two working days in advance of the time of the hearing and shall at that time also supply the name of that person. A student who is anticipating bringing a legal representative is required to give at least five working days' notice of this to the University.
82. After the Appeals Panel hearing has been presented with the evidence in the case, the appellant (and the person accompanying him or her) shall withdraw while the Panel considers its decision in private. The Appeals Panel will normally invite the appellant (and the person accompanying him or her) to return to hear its decision. However, Appeals Panels reserve 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 Appeals Panel at the time of the hearing, in which case a specific reason for needing the additional time will be given to the appellant.
83. The Appeals Panel, whose decision shall be final, shall either:
- (a) arrange for the appellant and the relevant Examination Board to be informed that the appeal is not upheld and that the decision of the Board should not be altered; or
 - (b) uphold the appeal and determine a remedy appropriate in the circumstances in accordance with the Academic Appeals Procedures, and inform the appellant and the Examination Board accordingly.

Research Appeals

84. There is no right of appeal in the University against the academic judgement of the duly appointed examiners.

85. A student may appeal against any of the decisions under paragraphs 61(b), 61(c), 62(b), 62(c), 62(d), 62(e), 62(f), 65(b), 65(c), 66(b).
86. Procedures for complaint and redress during the study period shall be set out in a statement approved by Doctoral School 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.
87. A student who has been refused permission to re-register or to change registration from Master of Philosophy to Doctor of Education or Doctor of Social Work or vice versa and considers that the decision was based on inadequate evidence or taken in an appropriate 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.
88. 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.
89. 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.
90. 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:
- (a) received in time (or, if received out of time, whether mitigating circumstances exist which justify waiving the normal time-limit);
 - (b) that the grounds of the appeal are admissible according to paragraphs 85-88 above, and
 - (c) that the remedy sought is one that is compatible with the University's rules on examination and assessment.

91. 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 Doctorates 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.
92. 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.
93. 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;
94. 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.
95. 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.

Deposit of Thesis

96. 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 School 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.
97. 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

98. 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.
99. Fitness to Study procedures also apply to students wishing to study abroad and to those going on placements.

Right of Appeal

100. 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.
101. 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:

102. 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

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