

ACADEMIC AWARD REGULATIONS

**Regulations for the Award of the University's Degrees of Master of
Philosophy and Doctor of Philosophy by Supervised Research**

Name of regulation :	Regulations for the Award of the University's Degrees of Master of Philosophy and Doctor of Philosophy by Supervised Research
Purpose of regulation :	To provide a framework for admission to, study of and conferment of Research Degrees at Staffordshire University
Approval for this regulation given by :	Academic Board
Responsibility for its update :	Dean of Students and Academic Registrar
Regulation applies to :	To all Research Degree candidates at Staffordshire University
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Candidates should also consult the University's Code of Practice for Postgraduate Research Degrees.

General Principles

1. Staffordshire University (hereinafter referred to as 'the University') will award the degrees of Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) to registered candidates who successfully complete approved programmes of supervised research. These awards shall be consistent and comparable in standard with those of other institutions of higher education.
2. Programmes of research may be proposed in any field of study subject to the requirement that the proposed programme is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners. All proposed research programmes shall be considered for research degree registration on their academic merits and without reference to the concerns or interests of any associated funding body.
3. The MPhil will be awarded to a candidate who, having critically investigated and evaluated an approved topic and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis by oral examination to the satisfaction of the examiners. All candidates must successfully complete the University's Postgraduate Certificate in Research Methods or a comparable course before they can be examined for their research degree.
4. The PhD shall be awarded to a candidate who, having critically investigated and evaluated an approved topic resulting in an independent and original contribution to knowledge and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis by oral examination, or approved alternative examination, to the satisfaction of the examiners. All candidates must successfully complete the University's Postgraduate Certificate in Research Methods or a comparable course before they can be examined for their research degree.
5. The University will encourage co-operation with industrial, commercial, professional or research establishments for the purposes of research leading to research degree awards.

Such co-operation will be intended:

- (a) to encourage outward-looking and relevant research;
- (b) to extend the candidate's own experience and perspectives of the work;
- (c) to provide a wider range of experience and expertise to assist in the development of the project;
- (d) to be to the mutual benefit of the University and the co-operating establishment;
- (e) where appropriate, to enable the candidate to become a member of a wider research community.

6. Formal co-operation may be with one or more external bodies, which will be referred to as Collaborating Establishments. Such formal collaboration should normally involve a candidate using facilities and other resources provided jointly by the University and the collaborating establishment(s), and may include joint supervision of the candidate.
7. In such cases a formal letter from the Collaborating Establishment(s) confirming the agreed arrangements should be submitted with the application, except where collaboration is an integral part of the project (as for instance with Research Council awards).
8. The University's Research Degrees Sub-Committee shall on behalf of the University's Academic Board ensure that the University's research degree regulations are complied with in all matters relating to the registration, progress and examination of higher degrees by research.

Admission of Students

9. A person may apply to register as a research degree candidate for the degree of:
 - (a) Master of Philosophy; or
 - (b) Master of Philosophy with possibility of transfer to Doctor of Philosophy; or
 - (c) Doctor of Philosophy.
10. In approving an application the University will satisfy itself that:
 - (a) the candidate is suitably qualified;
 - (b) the candidate is embarking on a viable research programme;
 - (c) the supervision arrangements are appropriate and likely to be sustained; and
 - (d) the University or a Collaborating Establishment is able to provide appropriate facilities for the conduct of scholarly research in the area of the research programme.
 - (e) the candidate has provided evidence of sufficient command of written and spoken English to complete satisfactorily any programme of related studies, and to prepare and defend a thesis in English.*

* University Guidelines for English language proficiency scores for PhD and MPhil students are a minimum of IELTS 6.0 TOEFL 550 (computerised equivalent 213)
11. A candidate may be permitted to register for another course of study concurrently with the research degree registration, provided that either the research degree registration or the other course of study is by part-time study, and that in the opinion of the University, the dual registration will not impede the progress of the research programme.

- 12 An applicant for registration for the degree of MPhil or MPhil with possibility of transfer to PhD will normally hold a honours degree of a University in the UK or of the Council for National Academic Awards or, or a qualification which is regarded by the University's Research Degrees Sub-Committee as equivalent to such an honours degree whether awarded in the UK or overseas.
- 13 An applicant holding qualifications other than those mentioned above will be considered on his/her merits and in relation to the nature and scope of the programme of work proposed. In considering an applicant in this category, the University's Research Degrees Sub-Committee will look for evidence of the candidate's ability and background knowledge in relation to the proposed research. Professional experience, publications, written reports or other appropriate evidence of accomplishment shall be taken into consideration. An applicant wishing to be considered under this regulation will include in the application the names of two suitable persons whom the University may consult concerning the candidate's academic attainment and fitness for research.
- 14 Direct registration for the degree of PhD may be permitted to an applicant who holds a Master's degree awarded by the University, or the Council for National Academic Awards, or a UK university or an overseas Master's degree of equivalent standard, provided that the Master's degree is in a discipline which is appropriate to the proposed research and that the Master's degree included training in research and the execution of a research project. The University's Research Degrees Sub-Committee may also register for PhD direct a candidate who, although lacking a Master's degree, has a good honours degree (or equivalent) in an appropriate discipline and has had appropriate research or professional experience at postgraduate level, which has resulted in published work, written reports or other appropriate evidence of accomplishment.
- 15 If the proposed programme of work is to be part of a group project, the programme of research to be undertaken by the applicant for registration should, in itself, be distinguishable for the purposes of assessment and be appropriate for the category of registration and level of award being sought.
- 16 A candidate may undertake a programme of research in which the candidate's own creative work forms, as a point of origin or reference, a significant part of the intellectual enquiry. Such creative work may be in any field (for instance, fine art, design, engineering and technology, creative writing, film), but will have been undertaken as part of the registered research programme. The application for registration will set out the form of the candidate's intended submission and of the proposed methods of assessment. The final submission will be accompanied by some permanent record of the creative work.
- 17 A candidate may undertake a programme of research in which the principal focus is the preparation of a scholarly edition of a text or texts, or other original artefacts. The final submission will include a copy of the edited

text(s) or collection of artefact(s), appropriate textual and explanatory annotations, and a substantial introduction and critical commentary, which set the text in the relevant historical, theoretical or critical context.

18. Where a research degree project is part of a piece of funded research, the University's Research Degrees Sub-Committee will establish to its satisfaction that the terms on which the research is funded does not detract from the fulfillment of the objectives and requirements of the candidate's research degree.
19. The University's Research Degrees Sub-Committee may approve an application from a person proposing to work mainly outside the UK, provided that the suggested arrangement conforms to the University's Framework for Overseas Off-Campus Provision.
20. Once a candidate's research project has been discussed by the appropriate Faculty/School, and a preliminary supervisory team established, he/she must enrol. From the date of enrolment a full-time candidate must normally submit a research proposal for registration within six months (form RDC1). A part-time candidate must normally submit a research proposal for registration within twelve months of enrolment.

Registration

21. The minimum and maximum periods of registration are as follows:

	<u>Minimum</u>	<u>Maximum</u>
MPhil		
Full-time	18 months	36 months
Part-time	24 months	48 months

PhD [via transfer from MPhil registration and including that period of MPhil registration]

Full-time	30 months	48 months
Part-time	42 months	72 months

PhD [direct]

Full-time	24 months	48 months
Part-time	36 months	72 months

22. Where a candidate changes from full-time to part-time study or vice versa, the minimum and maximum registration periods shall be calculated as if s/he were a part-time candidate.

23. Candidates may request that their period of registration be backdated by up to six months, on the RDC1. The University's Research Degrees Sub-Committee will normally only consider a maximum backdating period of registration of 6 months, from the date of receipt of the RDC1 application to register for a research degree. Candidates may request longer periods of backdating up to six months from the date of enrolment at the University, which may be permitted exceptionally at the discretion of the Committee. Backdating to a date before the candidate enrolled as a postgraduate student of the University will not normally be allowed.
24. Where a candidate has previously undertaken research as a registered candidate for a research degree, the University's Research Degrees Sub-Committee may approve a shorter than usual registration period which takes account of all or part of the time already spent by the candidate on such research.
25. A candidate may register on a full-time or a part-time basis.
26. At least once a year the University's Research Degrees Sub-Committee will establish whether the candidate is still actively engaged on the research programme is maintaining regular and frequent contact with the supervisors and is making satisfactory progress. The Committee will take appropriate action, which may include the recommendation that the candidate's registration is withdrawn; if the supervisors and the Faculty/School indicate that there has been a lack of academic progress. Unless the candidate can provide satisfactory evidence to the Committee to justify the continuation or extension of the registration, the Vice-Chancellor, or nominee will formally require him, to withdraw on the grounds of lack of academic progress.
27. Where the candidate is prevented, by ill health or other cause, from making progress with the research, the registration may be suspended by the University's Research Degrees Sub-Committee, normally for not more than one year at a time.
28. A candidate will submit the thesis to the Research Awards Team before the expiry of the maximum period of registration. The University's Research Degrees Sub-Committee may extend a candidate's period of registration, normally for not more than one year at a time. A candidate seeking such an extension should apply to the Committee before the maximum period of registration has expired.
29. Where a candidate has discontinued the research, the withdrawal of registration shall be notified to the University's Research Degrees Sub-Committee.
30. A candidate will pay such fees as may be determined by the University. Non-payment of fees will result in the candidate's registration being withdrawn.

- 31 A candidate must enrol with the University as a research degree student each academic year. Failure to enrol with the University each academic year will be viewed as evidence that a candidate has discontinued his or her programme of research

Supervision

- 32 A candidate registered for a research degree would normally have a supervision team consisting of a Principal Supervisor who can offer expertise in the proposed field of study, and one or more additional supervisors.
- 33 Principal Supervisors must be an employee of the University and have either previously supervised to the successful completion of a minimum of one postgraduate research degree (at least at the level they are intending to supervise), or have successfully completed the University's Research Degrees Supervision Module, and be actively engaged in research and/or consultancy at an appropriate level for the supervision of the award.
- 34 In addition to the supervisors, an adviser or advisers may be proposed to contribute some specialised knowledge or a link with an external organisation.
- 35 A member of the University's staff who is registered for a postgraduate research degree shall be eligible to supervise another research degree candidate, providing that s/he can satisfy the University's Research Degrees Sub-Committee that no conflict of interest will arise between the proposed supervisor's body of work and the programme of research put forward by the candidate for registration. It will not be possible for them to be the Principal Supervisor.
- 36 If the Principal Supervisor, or other academic supervisor, leaves the University's employment or is unable to continue in that role, then the University will use all reasonable endeavours to identify another member of staff to take over as Principal Supervisor. However, there may be cases in which there is no-one within the University who has the relevant subject expertise. In such circumstances, the Chair of the appropriate Faculty/School RDC will discuss with the student all the possible options, which may include arranging for a supervisor who has left to continue as an additional supervisor, or facilitating the student's transfer to the supervisor's new institution or another institution if appropriate.
- 37 Any change proposed to a candidate's supervision arrangements should be made to the University's Research Degrees Sub-Committee.

Transfer of Registration from MPhil to PhD

- 38 Applications for transfer should normally be submitted twelve months after approval of form RDC1 for full-time candidates and twenty four months for part-time candidates.
- 39 Before the University's Research Degrees Sub-Committee can consider an application for transfer of registration, the candidate must submit a transfer application form (form RDC2) and a progress report to the Faculty/School Administrator (Research Awards) and attend an interview, arranged by the Faculty/School, at which the progress and development of the programme of work will be discussed and evaluated.

The progress report should be written in an appropriate format and should normally be a maximum of 6,000 words in length and include:

- (a) a brief review and discussion of the work already undertaken; and
- (b) a statement of the intended further work, including details of the original contribution to knowledge, which is likely to emerge.)

- 40 The interview will be conducted by one independent person with knowledge of the subject area and will be chaired by a member of the University's Research Degrees Sub-Committee. A supervisor may be present but only participate in discussion if specifically asked to do so.
- 41 A report of the transfer interview, together with a copy of the application for transfer of registration, will be referred to the University's Research Degrees Sub-Committee for approval.
- 42 Before approving transfer from MPhil to PhD the University's Research Degrees Sub-Committee shall be satisfied that the candidate has made sufficient progress and that the proposed programme provides a suitable basis for work at PhD standard which the candidate is capable of pursuing to completion.
- 43 A candidate registered for the degree of MPhil only, may apply to transfer the registration to PhD and will be subject to regulation 39 above. In such cases the candidate's full progress report shall be submitted to the University's Research Degrees Sub-Committee, together with a separate statement from the principal supervisor that should be attached to the application for transfer, explaining the circumstances that have prompted the request to upgrade the candidate's registration.
- 44 Normally all transfer interviews will take place on one of the University's campuses.

Transfer of Registration from PhD to MPhil

- 45 A candidate who is registered for the degree of PhD and who is unable to complete the approved programme of work may, at any time prior to the submission of the thesis for examination, apply to the University's Research Degrees Sub-Committee for the registration to revert to that for MPhil. This must be completed within the regulations for the award of MPhil.
- 46 Candidate to withdraw from the PhD by submitting form RDC8 to the University's Research Degrees Sub-Committee.
- 47 Candidate to submit new RDC1 to the University's Research Degrees Sub-Committee to register for the award of MPhil to establish the new registration timeframe, with the condition that the MPhil is completed within the existing PhD registration period, or the MPhil registration period, whichever is the shorter.

Examination Arrangements

- 48 The Faculty/School Administrative Officer (Research Awards) shall make known to the candidate the procedure to be followed for the submission of the thesis (including the number of copies to be submitted for examination) and any conditions to be satisfied before the candidate may be considered eligible for examination.
- 49 The Principal Supervisor shall nominate on the appropriate form (RDC4) the examiners whom it is proposed shall conduct the examination. The form must be submitted to the University's Research Degrees Sub-Committee for approval. The examination must not take place until the examination arrangements have been approved. In special circumstances the University's Research Degrees Sub-Committee may act directly to appoint examiners and arrange the examination of a candidate.
- 50 An application for approval of research degree examination arrangements shall be approved for a period of two years. If an examination has not taken place within two years of the date of approval of the application, then an application for renewal of the examination arrangements shall be submitted to the University's Research Degrees Sub-Committee.
- 51 The examination for the MPhil and PhD will have two stages: firstly the submission and preliminary assessment of the thesis and secondly its defence by oral or approved alternative examination. Following submission of the thesis, the examiners may require the candidate to display or demonstrate the supporting material that is the product of the programme of research and referred to in the thesis. Equally, candidates may request the opportunity to display or demonstrate the supporting material. The second stage shall not take place until the preliminary reports of the examiners have been submitted to the Research Awards Team.

- 52 An Independent Chair selected from the Research Degrees Sub Committee membership must attend each MPhil and PhD viva examination to ensure examinations are conducted, and recommendations of the examiners presented, wholly in accordance with the University's regulations. In any instance where the University's Research Degrees Sub-Committee is made aware of a failure to comply with all the procedures of the examination process, it may declare the examination null and void and appoint new examiners.
- 53 A candidate will normally be examined orally on the programme of work and on the field of study in which the programme lies. Where for reasons of sickness, disability or comparable valid cause the University's Research Degrees Sub-Committee is satisfied that a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved. Such approval will not be given on the grounds that the candidate's knowledge of the language in which the thesis is presented is inadequate.
- 54 The oral examination will normally be held at the University.
- 55 A Supervisor may, with the consent of the candidate, attend the oral examination but cannot participate in the discussion unless specifically asked to do so. They must withdraw prior to the deliberations of the examiners on the outcome of the examination.
- 56 The University's Research Degrees Sub-Committee will make a decision on the reports and recommendation(s) of the examiners in respect of the candidate. The power to confer the degree will rest with the University in the case of the PhD and MPhil; this power is delegated to the University's Research Degrees Sub-Committee.
- 57 The degree of MPhil or PhD may be awarded posthumously on the basis of a thesis completed by a candidate, which is ready for submission for examination. In such cases the University's Research Degrees Sub-Committee will seek evidence that the candidate would have been likely to have been successful had the oral examination taken place.
- 58 Where evidence of cheating or plagiarism in the preparation of the thesis or other irregularities in the conduct of the examination come to light subsequent to the recommendation of the examiners, the University's Research Degrees Sub-Committee will consider the matter, if necessary in consultation with the examiners, and take appropriate action in accordance with the University's Academic Award Regulations.
- 59 The Faculty/School Administrative Officer (Research Awards) shall make known to the candidate the procedure to be followed for the submission of the thesis (including the number of copies to be submitted for examination) and any conditions to be satisfied before the candidate may be considered eligible for examination.

- 60 The University Administrative Officer (Research Awards) shall send a copy of the thesis to each examiner, together with the examiner's preliminary report form (RDC12) and the University's regulations, notes of guidance to examiners and shall ensure that the examiners are properly briefed as to their duties.
- 61 The University Administrative Officer (Research Awards) shall ensure that all the examiners have completed and returned the preliminary reports to the University before the oral examination takes place.
- 62 The Faculty/School Administrative Officer (Research Awards) shall notify the examiners, candidate, and the Principal Supervisor of the date, time and location of the oral examination.

Examiners

- 63 A candidate will be examined by at least two and normally not more than three examiners, of whom at least one will be an external examiner.

An internal examiner will be defined as an examiner who is:

- (a) a member of staff of the University; or
- (b) a member of staff of the candidate's Collaborating Establishment.

External examiners shall:

- a) be independent of the University and of the collaborating establishment
 - b) not normally have acted previously as the candidate's supervisor or adviser
 - c) not normally be an examiner for a taught course in the candidate's Faculty/School
 - d) shall not have published previously with any of the candidate's supervisors
- 64 An external examiner should normally hold, or have recently held, an academic appointment in a recognized University. In certain circumstances, however, it may be appropriate to appoint from outside the higher education system e.g. industry or the professions.
- 65 The candidate's supervisors or advisers cannot be appointed as examiners.
- 66 Former members of staff of the University will normally not be approved as external examiners until three years after the termination of their employment with the University.
- 67 Where the candidate is also a member of the permanent staff of the same establishment, a second external examiner will be appointed. A candidate who is on a fixed short-term employment contract (for instance, a research assistant) will be exempt from the requirements of this regulation.
- 68 Examiners will be experienced in research in the general area of the candidate's thesis and, where practicable, have experience as a specialist

in the topic(s) to be examined. The examination team should have a minimum of 3 previous examinations at the level to be examined.

- 69 The University's Research Degrees Sub-Committee will ensure that the same external examiner is not approved so frequently that his/her familiarity with the department might prejudice objective judgement.
- 70 Once the examination team has been appointed by the University's Research Degrees Sub-Committee the supervisors and the candidate must not have any contact with the examiners regarding the examination.
- 71 The University will determine the fees and expenses of the examiners.

The Candidate's Responsibilities in the Examination Process

- 72 The candidate will ensure that the thesis is submitted to the Secretary of the University's Research Degrees Sub-Committee before the expiry of the registration period.
- 73 The submission of the thesis for examination will be at the sole discretion of the candidate. While a candidate would be unwise to submit the thesis for examination against the advice of the supervisors, it is his/her right to do so. Equally, candidates should not assume that a Supervisor's agreement to the submission of a thesis guarantees the award of the degree.
- 74 The candidate will satisfy any conditions of eligibility for examination required by the University's Research Degrees Sub-Committee.
- 75 The candidate will take no part in the arrangement of the examination and will have no formal contact with the examiners.
- 76 The candidate will confirm that the thesis has not been submitted for a comparable academic award. The candidate will not be precluded from incorporating in the thesis work, which has already been submitted for a degree or comparable award, provided that it is indicated, on the declaration in the thesis which work has been incorporated.

The Thesis

- 77 It is the candidate's responsibility to ensure that the thesis format is in accordance with the requirements of the University's Regulations. Where a candidate wishes to submit in a form, which deviates from the University's Regulations, this will require the express permission of the University's Research Degrees Sub-Committee.
- 78 All higher degrees by research must reach an appropriate satisfactory standard of written English and academic communication appropriate for

the topic and the level of award, and examiners will be asked to approve this element of the candidate's work.

- 79 Except with the specific permission of the University's Research Degrees Sub-Committee the thesis will be presented in English. Where a thesis is presented in another language, a summary in English of 1,000 words will be included in the thesis.
- 80 There shall be an abstract of approximately 300 words bound into the thesis, which will provide a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject treated.
- 81 The thesis will include a statement of the candidate's objectives and will acknowledge published or other sources of material consulted and any assistance received.
- 82 Where a candidate's research programme is part of a collaborative group project, the thesis will indicate clearly the candidate's individual contribution and the extent of the collaboration.
- 83 The candidate will be free to publish material in advance of the thesis but reference will be made in the thesis to any such work. Copies of published material should either be bound in with the thesis or placed in an adequately secured pocket at the end of the thesis.
- 84 The text of the thesis should not exceed the following length (excluding ancillary data in appendices, tables, etc):
- | | |
|--------------|--------------|
| For a PhD | 80,000 words |
| For an MPhil | 40,000 words |

Candidates should appreciate that the word limits shown above are maxima and that a well-written thesis may contain fewer words than the maxima, particularly when the thesis is supported by other material not in a written form.

- 85 Where the thesis is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, a written thesis should normally be included.
- 86 Where a candidate or the University wishes the thesis to remain confidential for a period of time after completion of the work, application for approval will normally be made to the University's Research Degrees Sub-Committee at the time of registration or transfer. In cases where the need for confidentiality emerges at a subsequent stage, a special application for the thesis to remain confidential after submission will be made immediately to the University's Research Degrees Sub-Committee. The period approved will normally not exceed two years from the date of the oral examination.

- 87 Where the University's Research Degrees Sub-Committee has agreed that the confidential nature of the candidate's work is such as to preclude the thesis being made freely available in the library of the University (and Collaborating Establishment, if any) and, in the case of a PhD, the British Library, the thesis will, immediately on completion of the programme of work, be retained by the University on restricted access and, for a time not exceeding the approved period, will only be made available to those who were directly involved in the project.
- 88 The University's Research Degrees Sub-Committee will normally only approve an application for confidentiality in order to enable a patent application to be lodged or to protect commercially or politically sensitive material. A thesis will not be restricted in this way in order to protect research leads. While the normal maximum period of confidentiality is two years, in exceptional circumstances the University's Research Degrees Sub-Committee may approve a longer period. Where a shorter period would be adequate the University's Research Degrees Sub-Committee will not automatically grant confidentiality for two years.
- 89 The copies of the thesis submitted for examination will remain the property of the University but the copyright in the thesis will be vested in the candidate.
- 90 Following the award of the degree the candidate must submit one hardbound copy of the thesis to the Research Awards Team. The Research Awards Team will:
- (a) send a title page, contents and abstract for each PhD thesis conferred to the British Library; and
 - (b) lodge one permanently bound copy of the thesis in the library of the University and in the library of any collaborating establishment.

The following requirements shall be adhered to in the format of the submitted thesis. Where a candidate desires fuller guidance, reference may be made to the British Standards Institution specification BS 4821 (1990). Where the University's regulations differ from BS 4821 in points of detail, a candidate may follow either.

- a Theses shall normally be in A4 format; the University's Research Degrees Sub-Committee may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format; a candidate using a format larger than A4 should note that the production of microfiche copies and full-size enlargements may not be feasible;
- b copies of the thesis shall be presented in a permanent and legible form either in typescript or print; where copies are produced by photocopying processes, these shall be of a permanent nature; where word processor and printing devices are used, the printer shall be capable of producing text of a satisfactory quality; the size of character used in the main text, including displayed matter and

notes, shall not be less than 2.0 mm for capitals and 1.5 mm for x-height (that is, the height of lower-case x);

- c the thesis shall be printed on the recto side of the page only; the paper shall be white and within the range 70 g/m² to 100 g/m²;
- d the margin at the left-hand binding edge of the page shall not be less than 40 mm; other margins shall not be less than 15 mm;
- e double or one-and-a-half line spacing shall be used in the typescript except for indented quotations or footnotes where single spacing may be used;
- f pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
- g the title page shall give the following information:
 - 1 the full title of the thesis;
 - 2 the full name of the author;
 - 3 that the degree is awarded by the University;
 - 4 the award for which the degree is submitted in partial fulfilment of its requirements;
 - 5 the Collaborating Establishment(s), if any; and
 - 6 the month and year of submission.

91 The University Library copy shall be bound as follows:

- a the binding shall be of a fixed type so that leaves cannot be removed or replaced; the front and rear boards shall have sufficient rigidity to support the weight of the work when standing upright; and
- b in at least 24 pt type the outside front board shall bear the title of the work, the name and initials of the candidate, the qualification, and the year of submission; the same information (excluding the title of the work) shall be shown on the spine of the work, reading downwards.

The Examination

92 Each examiner will read and examine the thesis and submit, on the appropriate form, an independent preliminary report on it to the Secretary of the University's Research Degrees Sub-Committee before any oral or alternative form of examination is held. In completing the preliminary report, each examiner will consider whether the thesis provisionally satisfies the requirements of the degree and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.

- 93 All higher degrees by research must reach an appropriate satisfactory standard of written English and academic communication appropriate for the topic and the level of award, and examiners will be asked to approve this element of the candidate's work.
- 94 The oral examination of the research thesis normally involves one or two external examiner(s), an internal examiner and will be chaired by a member of the University's Research Degrees Sub-Committee.
- 95 Following the oral examination the examiners will, where they are in agreement, submit, on the appropriate form, a joint report and recommendation relating to the award of the degree to the Secretary of the University's Research Degrees Sub-Committee. The preliminary reports and joint recommendation of the examiners will together provide sufficiently detailed comments on the scope and quality of the work to enable the University's Research Degrees Sub-Committee to satisfy itself that the recommendation chosen in is correct. Where the examiners are not in agreement, separate reports and recommendations will be submitted. The recommendations will be made on the appropriate form.
- 96 Following the completion of the examination for a PhD the examiners may recommend to the University's Research Degrees Sub-Committee that:

Direct award

- i. The candidate should be awarded the degree of PhD.

Minor revisions – normally to be completed within 6 months of the examination

- ii. The candidate should be awarded the degree of PhD subject to minor amendments and corrections being made to the thesis to the satisfaction of the internal examiner.
- iii. The candidate should be awarded the degree of PhD subject to minor amendments and corrections being made to the thesis to the satisfaction of the external examiner.
- iv. The candidate should be awarded the degree of PhD subject to minor amendments and corrections being made to the thesis to the satisfaction of both of examiners.

Resubmission – normally to be completed within 12 months of the examination

- v. The candidate should be permitted to re-submit a revised thesis and be exempt from further examination, oral or otherwise.

- vi. The candidate should be permitted to re-submit a revised thesis and if deemed satisfactory by the Examiners, the candidate will be exempt from further examination, oral or otherwise.
- vii. The candidate should be permitted to re-submit a revised thesis and must undergo a further oral or alternative examination
- viii. The thesis is satisfactory, but the candidate must undergo a further oral or alternative examination;

Change of registration

- ix. The candidate may re-register for the award of MPhil and be examined according to the MPhil regulations. The revised thesis to be submitted within twelve months of formal notification of the decision of the examiners.

No award

- x. The candidate should **NOT** be granted the degree of PhD and should NOT be permitted to be re-examined.

97 Following the completion of the examination for an MPhil the examiners may recommend to the University's Research Degrees Sub-Committee that

Direct award

- i. The candidate should be awarded the degree of MPhil.

Minor revisions – normally to be completed within 6 months of the examination

- ii. The candidate should be awarded the degree of MPhil subject to minor amendments and corrections being made to the thesis to the satisfaction of the internal examiner.
- iii. The candidate should be awarded the degree of MPhil subject to minor amendments and corrections being made to the thesis to the satisfaction of the external examiner.
- iv. The candidate should be awarded the degree of MPhil subject to minor amendments and corrections being made to the thesis to the satisfaction of both of examiners.

Resubmission – normally to be completed within 12 months of the examination

- v. The candidate should be permitted to re-submit a revised thesis and be exempt from further examination, oral or otherwise.
- vi. The candidate should be permitted to re-submit a revised thesis and if deemed satisfactory by the Examiners, the candidate will be exempt from further examination, oral or otherwise.
- vii. The candidate should be permitted to re-submit a revised thesis and must undergo a further oral or alternative examination
- viii. The thesis is satisfactory, but the candidate must undergo a further oral or alternative examination;

No award

- ix. The candidate should **NOT** be granted the degree of MPhil and should NOT be permitted to be re-examined.

- 98 Examiners may indicate informally their recommendation on the result of the examination to the candidate but they will make it clear, through the Chair, that the final decision rests with the University's Research Degrees Sub-Committee.
- 99 Where the examiners' recommendations are not unanimous, the University's Research Degrees Sub-Committee may:
- (a) accept a majority recommendation (provided that the majority recommendation; includes at least one external examiner);
 - (b) accept the recommendation of the external examiner; or
 - (c) require the appointment of an additional external examiner.
- 100 A further examination in addition to the oral examination may be requested by the examiners. In such cases the approval of the University's Research Degrees Sub-Committee will be sought without delay. Where such an examination is arranged following an oral examination, it will normally be held within two calendar months of the oral examination unless the University's Research Degrees Sub-Committee permits otherwise. Any such examination will be deemed to be part of the candidate's first examination.
- 101 Where the examiners are of the opinion that the thesis is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the University's Research Degrees Sub-Committee dispense with the oral examination and refer the thesis for further work. In such cases the examiners will provide the University's

Research Degrees Sub-Committee with written guidance for the candidate concerning the deficiencies of the thesis. The examiners will not recommend that a candidate fail outright without holding an oral examination or other alternative examination.

- 102 Where the University's Research Degrees Sub-Committee decides that the degree should not be awarded and that no re-examination be permitted, the examiners will prepare an agreed statement of the deficiencies of the thesis and the reason for their recommendation, which will be forwarded to the candidate by the Secretary of the University's Research Degrees Sub-Committee.

Re-examination

- 103 One re-examination may be permitted, subject to the following requirements:
- a a candidate who fails to satisfy the examiners at the first examination, including where appropriate the oral or approved alternative examination or any further examination required may, on the recommendation of the examiners and with the approval of the University's Research Degrees Sub-Committee, be permitted to revise the thesis and be re-examined.
 - b the examiners shall provide the candidate with written guidance on the deficiencies of the first submission.
 - c the candidate shall submit for re-examination within the period of one calendar year from the date of the examiners' recommendation; where the University's Research Degrees Sub-Committee has dispensed with the oral examination the re-examination shall take place within one calendar year of the date of this dispensation. The University's Research Degrees Sub-Committee may, where there are good reasons, approve an extension of this period.
- 104 The University's Research Degrees Sub-Committee may require that an alternative external examiner(s) be appointed for the re-examination.
- 105 There are five forms of re-examination:
- a where the candidate's performance in the first oral or approved alternative examination or further examination was satisfactory but the thesis was unsatisfactory and the examiners on re-examination certify that the thesis as revised is satisfactory, the University's Research Degrees Sub-Committee may exempt the candidate from further examination, oral or otherwise;
 - b where the candidate's performance in the first oral or approved alternative examination or further examination was unsatisfactory

and the thesis was also unsatisfactory, any re-examination shall include a re-examination of the thesis and an oral or approved alternative examination;

- c where on the first examination the candidate's thesis was so unsatisfactory that the oral examination was dispensed with, any re-examination shall include a re-examination of the thesis and an oral or approved alternative examination;
- d where on the first examination the candidate's thesis was satisfactory but the performance in the oral and/or other examination(s) was not satisfactory the candidate shall be re-examined in the oral examination or approved alternative examinations, subject to the time limits prescribed in sub-paragraph 99c, without being requested to revise and re-submit the thesis;
- e where on the first examination the thesis was satisfactory but the candidate's performance in relation to the other requirements for the award of the degree was not satisfactory, the examiners may propose instead a different form of re-examination to test the candidate's abilities; such examination may take place only with the approval of the University's Research Degrees Sub-Committee.

106 In the case of a re-examination under sub-paragraphs 101a, b or c, each examiner shall read and examine the thesis and submit, on the appropriate form, an independent preliminary report on it to the University Administrative Officer (Research Awards) before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the thesis satisfies the requirements of the degree and make an appropriate provisional recommendation.

107 Following the re-examination of the thesis under sub-paragraph 101a or following an oral or approved alternative examination under 101b, c, or d or other examination under 101e, the examiners shall, where they are in agreement, submit, on the appropriate form, a joint report and recommendation relating to the award of the degree to the University Administrative Officer (Research Awards). The preliminary reports and joint recommendation of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work to enable the University's Research Degrees Sub-Committee to satisfy itself that the recommendation chosen in paragraph 104 is well founded.

Where the examiners are not in agreement, separate reports and recommendation shall be submitted.

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

- a the candidate be awarded the degree;

- b the candidate be awarded the degree subject to minor amendments being made to the thesis (see paragraph 105);
 - c the candidate not awarded the degree and be not permitted to be re-examined (see paragraphs 109 and 110); or
 - d in the case of a PhD examination, the candidate be awarded the degree of MPhil subject to the presentation of the thesis amended to the satisfaction of the examiners.
- 109 Where the examiners are satisfied that the candidate had in general reached the standard required for the degree, but consider that the candidate's thesis requires some minor amendments and corrections not so substantial as to call for the submission of a revised thesis, and recommend that the degree be awarded subject to the candidate amending the thesis to the satisfaction of the internal and/or the external examiner(s) (see 104b), they shall indicate to the candidate in writing what amendments and corrections are required.
- 110 Where the examiners' recommendation are not unanimous, the University's Research Degrees Sub-Committee will after consideration of the examiners' reports decide either to:
- a accept a majority recommendation (provided that the majority recommendation includes at least one external examiner), or
 - b accept the recommendation of the external examiner; or
 - c appoints an additional external examiner.
- 111 Where an additional external examiner is appointed under 106c, he/she shall prepare an independent preliminary report on the basis of the thesis and, if considered necessary, may conduct a further oral examination. On receipt of the report from the additional examiner, the examination shall be conducted as set out in these regulations.
- 112 The examiners may request a further examination in addition to the oral examination. In such cases the approval of the University's Research Degrees Sub-Committee shall be sought without delay. Where such an examination is arranged following an oral examination, it shall normally be held within two calendar months of the oral examination unless the University's Research Degrees Sub-Committee permits otherwise.
- 113 In the case of a re-examination under sub-paragraph 101b, where the examiners are of the opinion that the thesis is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the oral examination shall be dispensed with and not award the degree under 104c (see also paragraph 110).
- 114 Where it is decided that the degree be not awarded, the examiners shall prepare an agreed statement of the deficiencies of the thesis and the reason for their recommendation, which shall be forwarded to the candidate by the University Administrative Officer (Research Awards).

REVIEW OF DECISIONS MADE BY EXAMINERS AFTER THE EXAMINATION

General Principles

- 115 The University recognises that following the final oral examination research degrees candidates shall have the right to request a review of the examiners' recommendation. Given the existence of procedures to resolve complaints and grievances during the period of study, alleged inadequacy of supervisory or other arrangements before the submission of the thesis is not admissible grounds for requesting a review of the examination decision.
- 116 Requests for a review are therefore permitted **only** on the following grounds:
- a) That there were medical or other circumstances affecting the candidate's performance of which the examiners were not aware at the time of the oral examination.
 - b) That there is evidence of procedural irregularity in the conduct of the examination (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had the irregularity not occurred.
 - c) That there is evidence of unfair or improper assessment on the part of one or more of the examiners.

DISAGREEMENT WITH THE ACADEMIC JUDGEMENT OF THE EXAMINERS IN ASSESSING A STUDENT'S PERFORMANCE CANNOT IN ITSELF CONSTITUTE GROUNDS FOR A REQUEST FOR RECONSIDERATION BY THE CANDIDATE.

- 117 In the case of medical circumstances, a medical certificate will not be sufficient. A full medical report is required, the costs of which must be borne by the candidate. The report should include, where possible, the precise dates of illness and comment on the effect of the illness on the candidate on the date of and immediately prior to the examination.
- 118 In the case of procedural irregularity or of unfair or improper assessment, claims must be substantiated with evidence of the allegations made.

PROCEDURES FOR CONSIDERING REQUESTS FOR A REVIEW

- 119 Candidates must give notice of their request for a review normally within one month from the date of notification of the result, against which the case is to be lodged, and must submit the case for review within a further three months from the date of giving notice. A request for a review submitted after one month from the date of notification of the result must include an explanation for the late submission. The Dean of Students and Academic Registrar, in consultation with the Chair of the University's Research

Degrees Sub-Committee (or nominee), shall determine whether late submissions will be considered.

- 120 Notice of a request for a review should be submitted in writing to the Dean of Students and Academic Registrar. The request must include:
- a) The candidate's full name, Faculty/School and the title of the thesis.
 - b) Details of the examination decision, which has prompted the request for a review.
 - c) The names of the candidate's supervisors.
 - d) Full details of the grounds for the request with supporting evidence.
 - e) If these grounds relate to illness or other extenuating factors, full and valid reasons as to why this information was not made known to the examiners prior to the examination.
- 121 The Dean of Students and Academic Registrar shall acknowledge receipt of a request for a review of the decision of the examiners within seven working days.
- 122 The Dean of Students and Academic Registrar (or nominee), together with the Chair of the University's Research Degrees Sub-Committee, shall make an assessment of the case to ascertain initially whether the request is based upon approved grounds as outlined in paragraphs 112 (a), (b) and (c). If the Chair of the University's Research Degrees Sub-Committee was involved in the supervision or examination of the candidate, the Dean of Students and Academic Registrar shall nominate another member of the University's Research Degrees Sub-Committee who has not been previously connected with the supervision or examination of the candidate. In making that assessment, the Dean of Students and Academic Registrar (or nominee) and the Chair of the University's Research Degrees Sub-Committee (or nominee) may consult the examiners, the candidate's supervisors or other persons as appropriate and may request a copy of the examiner's preliminary and final reports, together with the thesis submitted by the candidate for examination.
- 123 Should the Dean of Students and Academic Registrar (or nominee) and the Chair of the University's Research Degrees Sub-Committee (or nominee) establish that the request for a review is based upon approved grounds; the case must be dealt with according to the procedure in the following 3 sections. At this stage the Dean of Students and Academic Registrar shall inform the examiners that a request for a review has been made and told that it may be necessary to approach them on issues raised by the candidate. This procedure may involve reference to a Research Degrees Review Panel (paragraph 150).

124 If the Dean of Students and Academic Registrar (or nominee) and the Chair of the University's Research Degrees Sub-Committee (or nominee) establish that the request for a review is not based upon approved grounds, then the candidate should receive a written explanation from the Dean of Students and Academic Registrar, which describes the reason or reasons why the request has been disallowed.

A) PROCEDURE FOR DEALING WITH CASES BY CANDIDATES WHOSE PERFORMANCE WAS ALLEGEDLY AFFECTED BY ILLNESS OR OTHER CIRCUMSTANCES

125 In a case where the candidate claims that his/her performance was adversely affected by illness or other circumstances, and, in the opinion of the Dean of Students and Academic Registrar (or nominee) and the Chair of the University's Research Degrees Sub-Committee (or nominee), there appears to be no prima facie case for the decision of the examiners to be reviewed, the Dean of Students and Academic Registrar shall write to the candidate giving reasons why the request is not supported.

126 Nevertheless, if the candidate wishes to pursue the matter further he/she may do so by informing the Dean of Students and Academic Registrar, in writing, within five working days of the date of the letter to him/her. The Dean of Students and Academic Registrar (or nominee) shall then convene a meeting of the Research Degrees Review Panel.

127 In cases where the candidate claims that his/her performance was adversely affected by illness or other circumstances, and, in the opinion of the Dean of Students and Academic Registrar in consultation with the Chair of the University's Research Degrees Sub-Committee (or nominee), there appears to be a prima facie case for the decision of the examiners to be reviewed, the Dean of Students and Academic Registrar will advise the examiners that there are grounds to review their decision and will ask them to re-convene in order to review their decision. It will not be necessary for the Research Degrees Review Panel to meet.

128 The Dean of Students and Academic Registrar shall inform the candidate that the examiners have agreed to review their decision. The examiners, after considering the information presented to them, shall agree either to amend or to confirm their original decision.

129 Where the examiners agree to amend their decision, but are uncertain as to the most appropriate alternative recommendation, they may seek additional evidence of the candidate's performance through a further oral examination.

130 Where the examiners agree to confirm their decision, this will end the matter in cases based solely on medical circumstances.

B) PROCEDURES FOR DEALING WITH CASES WHERE THERE IS EVIDENCE OF PROCEDURAL IRREGULARITY IN THE CONDUCT OF THE EXAMINATION

- 131 The Research Degrees Review Panel will hear all such cases. Cases will be heard normally no longer than 3 months after a request for a review has been submitted by the candidate. The Dean of Students and Academic Registrar (or nominee) will arrange the meeting.
- 132 The Dean of Students and Academic Registrar shall provide the Research Degrees Review Panel with:
- a) The application for review with any supporting documentary evidence.
 - b) The examiners' final report.
 - c) The preliminary reports of the examiners.
 - d) The regulations concerning the award of Research Degrees.
 - e) Copies of any other written information considered relevant by the Dean of Students and Academic Registrar.

A copy of the candidate's thesis shall be made available to members of the Panel before and during the meeting of the Review Panel.

- 133 The candidate shall be invited to attend the meeting of the Research Degrees Review Panel and shall be informed of his/her right to be accompanied by a person of his/her choosing who can speak on his/her behalf. Should the candidate opt to be represented, the name, address and brief biographical details of the representative must be submitted in writing to the Dean of Students and Academic Registrar not less than seven days before the appointed date of the Review Panel.
- 134 The proceedings of the Review Panel shall remain confidential to members of the Panel and the University's Research Degrees Sub-Committee.
- a) The candidate (or his/her representative) shall be asked to put his/her case in the presence of the Review Panel and to call such witnesses as s/he wishes.
 - b) The Review Panel will interview or receive a written response from at least one examiner with respect to the request for review.
 - c) The Review Panel shall have the authority to require the internal and external members of the supervision team and any member of the University staff connected with the candidate's programme of research to present an oral or written report on the case under review.

- d) The Review Panel shall have the opportunity to ask questions of each witness called by the candidate. The candidate may agree to answer questions put by the Review Panel as s/he wishes.
- e) The candidate (or his/her representative) shall have an opportunity to respond to any statement or report made by the examiners, supervisors or members of the University staff.
- f) The candidate (or his/her representative) shall have the opportunity to sum up their case if s/he so wishes.

135 The Review Panel may recommend:

- a) That no grounds for a review of the examiners' decision have been established in which case the application shall be rejected.
- b) That grounds for review have been established, in which case the examiners shall be instructed by the University's Research Degrees Sub-Committee to reconsider their decision in accordance with approved regulations and procedures.

136 The examiners shall normally review their original decision as soon as possible after the meeting of the Research Degrees Review Panel, and normally not longer than 3 months after the meeting. The Dean of Students and Academic Registrar shall inform the candidate that the examiners have been asked to review their original decision. The examiners, after duly considering the information made available to them, shall agree either to amend or confirm their original decision.

137 Where the examiners agree to amend their decision, but are uncertain as to the most appropriate alternative recommendation, they may seek additional evidence of the candidate's performance through a second oral examination.

138 The examiner's decision will be final and there shall be no further right of a request for a review by the candidate.

C) PROCEDURE FOR DEALING WITH CASES WHERE THERE IS EVIDENCE OF UNFAIR OR IMPROPER ASSESSMENT ON THE PART OF ONE OR MORE EXAMINERS

139 The Research Degrees Review Panel will hear all such cases. Cases will be heard normally no longer than 3 months after a request for a review has been submitted by the candidate. The Dean of Students and Academic Registrar (or nominee) will arrange the meeting.

140 The Dean of Students and Academic Registrar shall provide the Research Degrees Review Panel with:

- a) The application for review with any supporting documentary evidence.
- b) The examiners' final report.
- c) The preliminary reports of the examiners.
- d) The regulations concerning the award of Research Degrees.
- e) Copies of any other written information considered relevant by the Dean of Students and Academic Registrar.

A copy of the candidate's thesis shall be made available to members of the Panel before and during the meeting of the Review Panel.

141 The candidate shall be invited to attend the meeting of the Research Degrees Review Panel and shall be informed of his/her right to be accompanied by a person of his/her choosing who can speak on his/her behalf. Should the candidate opt to be represented, the name, address and brief biographical details of the representative must be submitted in writing to the Dean of Students and Academic Registrar not less than seven days before the appointed date of the Review Panel.

142 The proceedings of the Review Panel shall remain confidential to members of the Panel and the University's Research Degrees Sub-Committee.

- a) The candidate (or his/her representative) shall be asked to put his/her case in the presence of the Review Panel and to call such witnesses as he/she wishes.
- b) The Review Panel will interview or receive a written response from at least one examiner with respect to the request for review.
- c) The Review Panel shall have the authority to require the internal and external members of the supervision team and any member of the University staff connected with the candidate's programme of research to present an oral or written report on the case under review.
- d) The Review Panel shall have the opportunity to ask questions of each witness called by the candidate. The candidate may agree to answer questions put by the Review Panel if he/she wishes.
- e) The candidate (or his/her representative) shall have an opportunity to respond to any statement or report made by the examiners, supervisors or members of the University staff.
- f) The candidate (or his/her representative) shall have the opportunity to sum up their case if he/she so wishes.

- 143 The Review Panel may recommend:
- a) That no grounds for a review of the examiners' decision have been established in which case the application shall be rejected.
 - b) That grounds for review have been established, in which case the examiners shall be instructed by the University's Research Degrees Sub-Committee to reconsider their decision in accordance with approved regulations and procedures.
- 144 The examiners shall normally review their original decision as soon as possible after the meeting of the Research Degrees Review Panel, and normally not longer than 3 months after the meeting. The Dean of Students and Academic Registrar shall inform the candidate that the examiners have been asked to review their original decision. The examiners, after duly considering the information made available to them, shall agree either to amend or confirm their original decision.
- 145 Where the examiners agree to amend their decision, but are uncertain as to the most appropriate alternative recommendation, they may seek additional evidence of the candidate's performance through a second oral examination. The examiners' decision at the end of the process is final.
- 146 Where the examiners reaffirm their original decision, the Review Panel shall re-convene.
- 147 The Research Degrees Review Panel shall normally re-convene as soon as possible after the meeting of the examiners.
- 148 The Review Panel's decision shall be either:
- a) to confirm the decision of the examiners.
 - b) advise the University's Research Degrees Sub-Committee that the candidate be re-examined by different examiners on the thesis as originally submitted.
- 149 The Review Panel shall not have the authority to recommend the award of the degree.
- 150 The Secretary of the Review Panel shall communicate to the candidate the recommendation of the Review Panel in writing, with reasons, within seven working days of the conclusion of the hearing.
- 151 The recommendation of the review Panel shall be received by the University's Research Degrees Sub-Committee.
- 152 The recommendation of the Review Panel on the request for a review shall be final and there shall be no further right of review or appeal by the candidate.

MEMBERSHIP OF THE RESEARCH DEGREES REVIEW PANEL

- 153 The membership of the Research Degrees Review Panel shall be nominated by the Chair of the Academic Board and shall comprise:
- a) A Pro Vice-Chancellor (without responsibility for the Faculty/School in which the programme of research was undertaken).
 - b) The Chair of the University's Research Degrees Sub-Committee (or nominee).
 - c) An appropriate external person.
 - d) The Dean of the Faculty/School in which the programme of research is being conducted. If the Dean is involved in the supervision or examination of the candidate, he/she should nominate a member of the Faculty/School who has not been previously connected with the supervision or the examination of the candidate.
 - e) Two members of the University's Research Degrees Sub-Committee with experience of supervising candidates to the successful completion of a research degree and examining research degrees candidates and who have had no previous involvement in the review, or with the supervision or the examination of the candidate.
 - g) The Dean of Students and Academic Registrar.

The University Administrative Officer (Research Awards) or nominated representative shall act as Secretary at the Panel.

Candidates should also consult the University's Code of Practice for Postgraduate Research Degrees.

Disabled students

If, due to a disability, you need us to make adjustments in order that you can attend an interview or hearing, please let us know in advance and we will aim to meet your individual requirements. This could mean us relocating the hearing to a more accessible venue and/or making arrangements for a communicator or advocate to be present at the hearing. To enable us to do this, please ensure that your contact the Research Awards Team, Tel no. 01785 353846 or email l.c.eyre@staffs.ac.uk at least 7 working days before the date of the hearing.

Staffordshire University's commitment to equality and diversity means that this policy has been screened in relation to the use of gender-neutral language, jargon-free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. This document is available in alternative formats on request. If you think we can improve the fairness of this policy, please contact the individual who has responsibility for its update.
