

## **REGULATION 10: REGULATIONS FOR RESEARCH DEGREES:**

**Degree of Doctor of Philosophy**

**Degree of Master of Philosophy**

**The Professional Doctorate**

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## **1 General Provision**

1.1 For the purpose of the Ordinance of the Degree of Doctor of Philosophy, the Degree of Master of Philosophy and the Professional Doctorate:

- i. Full-time candidates for a Research Degree are defined as candidates devoting their whole time to an approved programme of research for the Degree whether or not the programme is undertaken wholly within the University. Full-time study indicates at least 35 hours per week of engagement in studies over a 44 week period in an academic year.
- ii. Part-time candidates are defined as candidates who are following an approved programme of research for the Degree other than on a full-time basis. Part-time study indicates an average of 17.5 hours per week of engagement in studies over a 44 week period in an academic year.

## **2 Admission**

2.1 A candidate for registration for the Degree of Doctor of Philosophy, the Degree of Master of Philosophy or the Professional Doctorate must submit an application for such registration on a University approved form and follow the current guidance for Postgraduate Admissions.

2.2 The Admissions requirements for the degrees of Doctor of Philosophy, the Degree of Master of Philosophy and the Professional Doctorate can be found on the Admissions website available <https://www.bradford.ac.uk/postgraduate/>.

2.3 Admission procedures are required to be transparent to applicants and consistently applied. In considering applications from individuals wishing to undertake a postgraduate research degree, Faculties shall ensure equality of opportunity for all applicants. Faculties shall ensure that clear and comprehensive information is provided about research opportunities and that a consistent and rigorous selection procedure is followed.

## **3 Registration**

3.1 A statement of the proposed field of research and the name of the proposed Supervisors shall be submitted to Admissions via the relevant Faculty approval process when the candidate applies for registration and prior to an offer being made.

3.2 A candidate must apply for registration for the Degree of Doctor of Philosophy or Master of Philosophy before beginning the programme of research except when:

- i. The candidate is or has been registered for a higher degree in the same field of research at another university or at some other degree-awarding body and wishes to withdraw from such registration and register at the University of Bradford in which case the candidate may, with the approval of the Faculty Postgraduate Research Sub-Committee, be registered with effect from the date of such previous registration, provided that he or she shall pursue an approved programme of research in the University of Bradford and

that he or she does in fact withdraw from such previous registration. The total duration of their programme of research, commencing with the date of registration, must be not less than the minimum requirements for the degree as specified in these Regulations.

- a. not less than twenty four months in the case of a full-time doctoral candidate and for not less than thirty six months in the case of a part-time doctoral candidate for the Degree;
  - b. and not less than nine months in the case of a full-time candidate for the degree of Master of Philosophy and for not less than twelve months in the case of a part-time masters candidate;
- ii. The candidate is a member of staff or a matriculated student of the University, in which case the candidate may, with the approval of the Faculty Postgraduate Research Sub-Committee, be registered with effect from a date not earlier than twelve months for doctoral candidates and nine months for masters candidates before the date of application for registration provided that:
- a. they were a member of staff or a matriculated student at that time;
  - b. their Supervisor or the Dean of Faculty certifies that they had in fact begun work at the earlier date in the field of research approved for registration;
  - c. the total duration of their programme of research, commencing with the date of registration, must be not less than the minimum requirements for the degree as specified in these Regulations.
- iii. In the case of candidates for the Degree of Doctor of Philosophy only, that the candidate is already registered for a Degree of Master of Philosophy of the University in the same field of research, in which case the candidate may, with the approval of the Faculty Postgraduate Research Sub-Committee, be re-registered from the date of such previous registration.

3.3 Candidates shall be charged the appropriate fee from the date from which their registration for the degree takes effect.

3.4 Candidates for research degrees will not be permitted to register concurrently for another degree level programme of study at this or another Higher Education Institution, with the exception.

3.5 Staff candidates are required to register as part-time candidates for a research degree. The exception to this is when a staff member is a Research Assistant and the Principal Supervisor is able to confirm that the work undertaken by the member of staff is identical to that which will form the basis of the research thesis. In this instance they can register on a full-time basis.

## **4 Employment of Students whilst undertaking Research Degrees**

4.1 Full-time candidates for the Degree may be permitted by the Dean of Faculty to undertake or continue work at the University, other than that comprised in their programme of research or course of advanced study, if the Dean of Faculty is satisfied that the work will not interfere with their programme of research or course of advanced study. Each case would be assessed on an individual basis and must not exceed the rights outlined in specific students' studentship terms or the visa requirements. All requests for employment at the University of Bradford for students registered on the degrees of Doctor of Philosophy, the Degree of Master of Philosophy and the Professional Doctorate shall be approved via the relevant process prior to the work being undertaken.

## **5 External Study**

5.1 Candidates for Doctor of Philosophy or Master of Philosophy wishing to apply for registration on an external basis and to undertake part or the whole of their programme of research for the degree away from the University must present the following information as part of their application for registration as a candidate for the degree:

- i. A statement by the candidate of about 500 words describing the proposed programme of research.
- ii. A statement by the candidate regarding the physical conditions in which he or she intends to undertake the research together with a statement of the actual facilities available including information on equipment, materials and technical assistance.
- iii. A statement by the candidate regarding the approximate number of hours per week which he or she expects to be able to devote to the research to be undertaken for the Degree.
- iv. A statement by a responsible member of the organisation in whose establishment(s) the research will be pursued that:
  - a. where the research is being undertaken in normal working time or as part of a larger-research project or where the research involves the use of equipment and materials owned by the organisation or the assistance of its technical staff, the organisation supports the application.
  - b. where the research is being undertaken on the organisation's premises the University Supervisor shall, having given reasonable notice, have the right to inspect the equipment, materials and technical assistance used in the research and the physical conditions in which the research is being undertaken, provided that no statement shall be required in the case of a candidate whose proposed research will be pursued in public libraries, record offices, and similar repositories of archival material publicly available, for example, The National Archives, County Record Offices. Where the proposed research will involve the use of documentary material in repositories not normally open to the general public or will involve field-work in environmental studies or the social sciences, the University Supervisor may certify that the candidate will have access to the material and such certificate shall be conclusive.

- v. A statement by the candidate and a responsible member of the organisation that they agree to abide by the University's Regulation and Statement of Principles in respect of Intellectual Property.
- 5.2 Where relevant each statement described in paragraph 5.1 above shall be endorsed by the University Supervisor.
- 5.3 Before approving the registration of any candidate for the Degree of Doctor of Philosophy or the Degree of Master of Philosophy for which the research is to be undertaken with registration as an external student, the Faculty Postgraduate Research Sub-Committee shall be satisfied that the statements described in paragraphs 5.1 and 5.2 above have been supplied and that they constitute an assurance that the research will be carried out in an appropriate environment.
- 5.4 Candidates registered on an external basis shall maintain regular contact with their University Supervisors throughout the year by email/telephone and shall attend the University at least once a year to report on and discuss the progress of the research.. It is expected that they will visit the University for a minimum of two weeks up to a maximum of four weeks in total per year or for such periods as the Faculty Postgraduate Research Sub-Committee shall determine.
- 5.5 Wherever possible in the case of a candidate registered on an external basis, an additional External Supervisor, not a member of the academic staff of the University, shall be appointed by the Faculty Postgraduate Research Sub-Committee who may, in consultation with the University Supervisor, undertake responsibility for the day-to-day detailed supervision of the candidate's research. In particular, the External Supervisor shall be responsible for ensuring that the thesis presented represents the candidate's own personal contribution and that where it does not, the fact is clearly indicated. An External Supervisor shall be appointed only where a person with equivalent research experience to that required of a University Supervisor is available to act in this capacity.
- 5.6 For registration for the degree to be completed, the Faculty Postgraduate Research Sub-Committee shall have approved the candidate's programme of research and the proposed date of his or her registration together with the appointment of a University Supervisor and, if the candidate is undertaking the research on an external basis, the arrangements made to satisfy the requirements of paragraph 5.3 above.
- 5.7 Candidates wishing to undertake part of their study away from the University (excluding fieldwork) may be permitted to do so only where it can be demonstrated that it is to the mutual benefit of the candidate and the University that the research be pursued away from the University.

## **6 Programme Governance**

- 6.1 Postgraduate Research Degree provision in each Faculty is governed by the respective Faculty Postgraduate Research Sub-Committees. The Faculty Postgraduate Research Committees report into the University Learning and Teaching Committee, Research and Knowledge Transfer Strategy Committee and Awards Sub-Committee.

6.2 The Faculty Postgraduate Research Sub-Committee shall consider and make recommendation to the Faculty Research and Knowledge Transfer Committee as appropriate, relating to postgraduate research provision. In addition, the Sub-Committee shall consider matters concerning individuals candidates for research awards, and to make recommendations and report to Faculty Board, External Examiners and External Experts Sub-Committee of Learning and Teaching Committee and the Awards Sub-Committee of Senate.

Each Faculty must appoint a Director of Postgraduate Research who will be responsible for the management of all matters relating to research students in the area concerned. In larger Faculties the role may be shared by two or more members of academic staff. The Director of Postgraduate Research has overall responsibility for admission, induction, ensuring provision for external students is satisfactory, ensuring students are aware of training opportunities within the university, monitoring including Annual Progress Review, maintaining records of progress, supervision arrangements, monitoring submission rates within the four year period, ensuring correct examination procedures are followed, considering proposals for External Examiners, making recommendations to the Faculty Postgraduate Research Sub-Committee, providing opportunity for student feedback and advocating adherence to the University's Equal Opportunities Policy in all matters relating to research degrees.

## **7 Dual Awards**

7.1 The Faculty PGR Sub-Committee may permit a candidate to register for a comparable award at another institution in the instance of a Dual Award, on the basis of a case for support submitted at the time of research programme approval addressing the following issues:

- i Academic benefit arising from the dual award agreement;
- ii Evidence of international standard of the award at the collaborating institution;
- iii Evidence of experience in joint supervision of students with colleagues in other Universities;
- iv A Memorandum of Understanding detailing the commitments made by each University and addressing any issues of conflict arising from the Research Degree Regulations of each University;
- v The research degree registration complies with the University of Bradford Research Degree Regulations in all other respects.

## **8 Appointment of Supervisors**

The University requires each candidate for a research degree to have more than one Supervisor. The supervision may be shared equally between the staff members or one of the Supervisors may be responsible for a greater proportion of the supervision. In all cases, there shall be the appointment of a Principal Supervisor and an Associate Supervisor. The appointment of



Supervisors will take into account the proposed research topic and the academic support and guidance required by the student to complete the work. The supervisory team must include, at least, one staff member who has previously supervised a student to successful completion of a Doctor of Philosophy.

- 8.1 The Faculty are required to ensure continuity of supervision throughout the research programme. Alternative supervision arrangements may be required in the event of sabbatical/study leave, secondment or other leave of absence or the resignation of the staff member from their academic post.
- 8.2 An External Supervisor may be appointed in the case of a University-based internal student working on a programme of research funded by or associated with an outside body. There must also be a Principal Supervisor appointed from within the University and the External Supervisor must have received University training.
- 8.3 All proposed Supervisors of a candidate for the Degree of Doctor of Philosophy, or the proposed Principal Supervisor of a candidate for the Professional Doctorate, are required to be a holder of at least a Degree of Doctor of Philosophy or its equivalent; or have had appropriate experience of supervision at Doctoral level. In the exceptional cases where the proposed supervisor has neither a Degree of Doctor of Philosophy or appropriate experience a list of the proposed Supervisor's publications shall be submitted at the time the candidate's application for registration is made. This will be considered by the Faculty Postgraduate Research Sub-Committee as to whether the proposed supervisor shows evidence of sufficient research experience for the Supervisor to be able to carry out the duties adequately.
- 8.4 No member of staff or other persons who are themselves candidates for a research degree shall be a Supervisor of a candidate for a research degree.

## **9 Supervisor Responsibilities**

- 9.1 The Principal Supervisor is responsible for the overall direction and management of the research programme, its day-by-day supervision and for administrative matters relating to the student's registration. The Associate Supervisor will normally contribute their specific expertise to the development of the research programme and may assist as a supervisor of work in progress, in consultation with the Principal Supervisor.
- 9.2 Student and supervisors must review the ethical implications of the proposed project and conform to the requirements of the University's Research Ethics Committee. Where appropriate, the Principal Supervisor will ensure approval is obtained from the University's Ethics Committee for specific aspects of the research programme.
- 9.3 The Principal Supervisor will ensure, where appropriate, that agreements with external organisations are honoured.
- 9.4 The Principal Supervisor will liaise with the Director of Postgraduate Research with regard to arrangements for Annual Progress Review and examination of the thesis.

- 9.5 The University Supervisors shall be responsible for submitting to the Faculty Postgraduate Research Sub-Committee, through the Director of Postgraduate Research, an annual report on the progress of the candidate. Reports are required for each year of registration including writing up period.
- 9.6 In the event of a Supervisor retiring, transferring to another institution or being absent from the University for an extended period the Faculty should make alternative supervisory arrangements so far as possible in advance in order to ensure continuity of supervision. If a Supervisor is unable to supervise for a period longer than three months it is the responsibility of the Director of Postgraduate Research to appoint a replacement Supervisor until the original Supervisor is able to resume his/her role. The replacement Supervisor will have responsibility for regulatory and administrative aspects of the candidate's registration.
- 9.7 The supervisory team and the student are required to undertake a collaborative responsibility to ensure that the Regulations are adhered to and that the relevant milestones for the programme of study are met.

## **10 Student Responsibilities**

- 10.1 A full-time candidate is required to meet with their supervisory team on a minimum of a monthly basis and a part-time candidate on a bi-monthly basis.
- 10.2 In the case of a candidate registered on an extramural basis the meetings outlined above can also be defined by contact in which detailed feedback on work to date is provided. In this instance a meeting is classed as a dedicated block of time where there is interaction between the supervisor and the student.
- 10.3 Students are required to keep records of meetings with their Supervisors. Faculties are required to monitor and record student attendance at supervisory meetings and send a report which PGR Administration Team each month.
- 10.4 Candidates are required to accept responsibility for their own research activity and candidacy for a degree. They have a duty to keep their Supervisor(s) and Faculty informed of progress and any problems or difficulties encountered while registered for a research degree.
- 10.5 Candidates for the Degree of Doctor of Philosophy are required to attend one of the biannual University-wide Induction Courses in addition to any Induction Programme organised by their own Faculty nearest to the date of enrolment.
- 10.6 Students are required to complete the Annual Progress Report on a yearly basis. Re-enrolment will not be permitted until the Annual Progress Report has been submitted by both student and supervisor. Candidates have a responsibility to ensure that their thesis is submitted within the prescribed time period.
- 10.7 Candidates are required to observe, and adhere to, the Code of Conduct for students.

10.8 Candidates are required to act as a responsible member of the University's academic community.

## **11 Training and Development**

11.1 Training and development will be offered in line with the University commitment to the Research Concordat.

11.2 In addition to expert training being given to candidates by supervisory teams, Candidates must work in partnership with their supervisors to identify any training needs they may require. This training can comprise of internal training or external training, where deemed necessary.

## **12 Confirmation of Registration on Doctoral Degree – Doctoral Candidates only**

12.1 Every candidate must have successfully confirmed registration to Doctor of Philosophy before submission of the thesis for the Degree of Doctor of Philosophy. University policy and transfer procedures set out in this Sections 12.3 to 12.7 of the Regulations must be applied.

12.2 The detailed arrangements for assessment will vary from one academic area to another. However, the following University recommendations are made as the minimum requirement to meet best practice. At twelve months of registration all full time candidates, and twenty four months for part-time candidates, the formal assessment for progression to PhD is normally required to have taken place.

- i. The request to confirm doctoral registration should be considered by a Panel consisting of the Director of Postgraduate Research (or nominee) and one or more members of academic staff.
- ii. Reports are normally made available to the Panel at least two weeks before the review at which the candidate discusses their work and/or makes a formal presentation of their progress to-date.
- iii. The candidate should be given the opportunity to comment on any aspect of their registration in the absence of their Supervisor(s).
- iv. Following the review, the Panel should put forward one of the following recommendations:
  - a. Registration be confirmed at doctoral level
  - b. The candidate be permitted one opportunity to undertake further work before confirmation of doctoral registration can be approved (to be approved by Chairs Action)
  - c. The candidate be permitted one opportunity to undertake further work before confirmation of doctoral registration can be approved. A further review will take place at a future time not more than three months from the date of the Panel review.

- d. Candidate to transfer to MPhil programme.
  - e. The Panel may, at this stage, recommend that the candidate be placed in the Preliminary Stage of the Unsatisfactory Progress Procedures
  - v. One member of the Panel is deputed to write a report on the review which is to be placed on the student's Faculty file and will form the basis of the report to Faculty Postgraduate Research Sub-Committee. A copy of the completed confirmation of PhD registration form is passed to the student.
- 12.3 An explicit recommendation must be forwarded to the Faculty Postgraduate Research Sub-Committee with regard to the outcome of the confirmation meeting.
- 12.4 The candidate must be informed of the recommendation of the Confirmation Review Panel. Where the decision of the Confirmation Review Panel is to defer confirmation the candidate must be informed in writing with regard to the reason(s) for the decision and work required prior to the review by the Chair or the next review meeting.
- 12.5 If, at any point during the candidature, for a degree of Doctor of Philosophy, Master of Philosophy and/or Professional Doctorate the student is not making sufficient progress the supervisory team should commence the Unsatisfactory Progress Procedure.

### **13 Suspension of Registration**

- 13.1 Candidates for Research degrees can apply to their Faculty Director of Postgraduate Research for an interruption to their programme of study for a specific period of time where there are verifiable exceptional circumstances such as ill-health, difficult personal circumstances, maternity/paternity/adoption leave. Candidates are not permitted more than 12 months of interruptions during their candidature.
- 13.2 The duration of an interruption, if approved, does not count towards the candidate's maximum or minimum period of registration. If a candidate fails to reenrol for a period of twelve months, then the candidate will be deemed withdrawn from their programme of study.
- 13.3 In the event of student illness or personal difficulties of a serious nature or maternity leave, the Principal Supervisor may apply on behalf of the candidate for an interruption to their candidature registration for a specific period.
- 13.4 In particular circumstances, for example maternity leave, Academic Skills Advice will still be available during the period of suspension.
- 13.5 Retrospective requests for interruption suspension to a candidature are not normally permitted.
- 13.6 If a student does not complete the annual re-enrolment task, their registration will be suspended by the University. This will not be classed as an approved suspension and the time will count towards the maximum period of registration.

- 13.7 It is expected that, wherever possible, a student applies for a suspension. Extensions of Registration will only be granted in exceptional circumstances

#### **14 Extension of Registration**

- 14.1 A candidate may make an application for extension of the registration period to the Faculty Postgraduate Research Sub-Committee on an exceptional basis where there are verifiable extenuating circumstances to demonstrate that some unforeseen circumstances had arisen which had significantly and adversely affected the candidate's progress and against which precautions could not have been reasonably taken.
- 14.2 Any request for an extension of registration period will only be approved in exceptional circumstances.
- 14.3 Any extension should be requested at the end of the three year period for a full-time candidate, or six years for a part-time candidate, if data collection and analysis has not been completed. Candidates will be liable to pay full fees (calculated pro-rata according to the length of extension agreed). The writing up period is a one year period and applications for extensions will not normally be accepted to this period. Candidates must submit their work at the end of the writing up period. Submissions will not be accepted beyond the agreed end date of a candidate.
- 14.4 No research degree candidate will be granted periods of extension equivalent to more than one calendar year for a full-time candidate or two years for a part-time candidate. In the event that a candidate wishes to extend beyond this period, unless exceptional permission from the Pro-Vice-Chancellor (Research and Knowledge Transfer) has been granted, will be required to withdraw from the research degree candidature.
- 14.5 Only in exceptional circumstances will a full time student be permitted total registration of more than four years and part-time student the upper limit is seven years.
- 14.6 Other circumstances which may result in the termination of a candidate's registration are failure to pay tuition fees, no Annual Review Report recorded on file for the previous academic year, end date passed with no extension applied for or lack of contact with the Supervisor and other University Departments over an extended period and lack of evidence of monthly engagement throughout the PhD programme. Such cases are considered by the Faculty Postgraduate Research Sub-Committee in consultation with the Principal Supervisor and other interested parties.

#### **15 Writing Up Status**

- 15.1 If a candidate does not submit their thesis within the minimum period of registration, three years for full-time doctoral candidate and four to six years for part time doctoral candidate, but has completed the research programme, for example experimentation, data collection, they will be transferred to "writing up status" unless the Faculty makes a request to PGR Administration Team that they be not transferred to writing up status or the candidate requires an extension to their

candidature. Submission pending students still retain full use of the University Library, email and access to internet and networking facilities.

- 15.2 The writing up status period is to be used only to finalise thesis submission, undertake a viva voce and graduate.
- 15.3 It is expected that the “end date” is the absolute final date the University should be in receipt of the thesis. The Faculty must inform the candidate of their policies with regard to Faculty-based facilities. As a minimum the student should expect to receive the equivalent of one hour’s support from at least one of their Supervisors per month.

## **16 Outduction**

- 16.1 At least three months prior to submission each student registered for the awards of Doctor of Philosophy, Master of Philosophy or the Professional Doctorate will have an ‘Outduction meeting’ with their supervisory team. The purpose of the meeting is to ensure that the student is prepared for their submission date, that the appointment of examiners and thesis title have been submitted and approved and to start to make final preparations for the viva voce examination.

## **17 Appointment of Examiners**

- 17.1 A candidate, who is not a member of staff, will be examined by an Internal and External Examiner.
- 17.2 Appointment of Examiners must be proposed by the Supervisors and approved by the relevant Director of Postgraduate Research and then submitted no later than three months prior to submission of the thesis for approval by the Faculty Postgraduate Research Sub-Committee (with Chair’s action as appropriate).
- 17.3 There should be a gap of five years between a member of staff leaving the institution and their appointment as an External Examiner.
- 17.4 Where the proposed Examiner of a candidate for the Degree of Doctor of Philosophy or the Professional Doctorate is not of professorial, reader or Senior Lecturer status, nor are themselves the holder of at least a Degree of Doctor of Philosophy or its equivalent of an approved university, a list of the proposed examiner’s publications shall be submitted for consideration by the Faculty Postgraduate Research Sub-Committee as to whether they show evidence of sufficient research experience for the Examiner to be able to carry out his or her duties adequately.
- 17.5 No member of staff or other persons who are themselves a candidate for the Degree of Doctor of Philosophy, the Degree of Master of Philosophy or the Professional Doctorate shall be permitted to examine a candidate for the Degree of Doctor of Philosophy, the Degree of Master of Philosophy or the Professional Doctorate of this University.
- 17.6 Members of academic staff, who are candidates for a higher degree by research must have two External Examiners. In these circumstances, there is no Internal Examiner however a Link Person shall be appointed to liaise with the External Examiners and the candidate in co-ordinating

arrangements for the oral examination. The Chair is also responsible for chairing the oral examination and ensuring that University Regulations and Codes of Practice are observed in the conduct of the oral examination.

- 17.7 For all oral examinations an Independent Chair shall be appointed to chair the oral examination to ensure that University Regulations and Codes of Practice are observed in the conduct of the oral examination. The Independent Chair shall be a member of the University's academic staff and shall be appointed by the Director of Postgraduate Research for the Faculty (or nominee). r.

## **18 Submission**

### ***Approval of Thesis Title and Sub-title***

- 18.1 The proposed title of the thesis shall be submitted for approval by the Supervisory Team to the PGR Administration Team, not less than three months before the submission of a thesis for a research degree. The sub-title must not be more than 30 words and must include the words in full for any abbreviations used in the title. Candidates are also required to submit up to ten keywords for the purpose of indexing.

### ***The Thesis Length and Content***

- 18.2 The maximum length of the thesis shall be as follows:
- i. The length of a thesis submitted for the degree of Doctor of Philosophy shall normally be no greater than 80,000 words with an absolute maximum of 100,000 words.
  - ii. The length of a thesis submitted for the Professional Doctorate shall be no greater than 50,000 words, unless otherwise specified in individual course regulations.
  - iii. The length of a thesis submitted for the degree of Master of Philosophy shall be no greater than 40,000 words maximum.
  - iv. Additional material contained within the thesis, such as appendices or the bibliography, is excluded from the upper limits.
- 18.3 The maximum word count for the thesis should not be exceeded. If, in exceptional circumstances, the candidate wishes to exceed the relevant maximum word count, they should contact their Primary Supervisor, who will make application for approval by the relevant Director of PGR.
- 18.4 Approval will only be given in exceptional circumstances and if such approval is given it shall be communicated to the Examiners by the PGR Student Administration Team. Criteria for approval of an application to exceed the word count include:
- Extensive primary material
  - Translation of primary material
  - Extensive data.

- 18.5 If a thesis is submitted which exceeds the absolute word count, and no formal approval has been granted, the dispatch of the thesis to the examiners will be delayed whilst formal approval is obtained. Alternately the thesis can be returned to the candidate for the length to be reduced.
- 18.6 Candidates may be permitted to incorporate in their thesis a limited amount of unpublished work undertaken prior to registration for the degree.
- 18.7 Candidates may be permitted to incorporate their own published work in their thesis on condition that where published work is included, the fact is recorded in the thesis, together with the title, place and date of publication.
- 18.8 Candidates shall not be permitted to incorporate in their thesis material which has been submitted in support of a successful application for a degree of this or any other University or any other degree-awarding body except for the purpose of drawing attention, for reference purposes only, to such material, including calculations or the results of experimental work. Where such material is incorporated the fact shall be recorded together with the title of the thesis, the date of the award of the degree and the name of the university or other degree-awarding body making the award.
- 18.9 It is expected that the grammar, syntax, spelling and punctuation in all theses will be at an acceptable level. Exceptionally, a candidate may require language assistance and in such cases the person providing the assistance should not be an expert in the candidate's academic field and should amend only the English and not the content of the thesis. It is the responsibility of the candidate to make arrangements with the University Language Centre or an individual person for such assistance, including any payment involved. The language assistant is required to sign a form confirming their corrections were limited to aspects of the English language and the candidate should acknowledge the assistance in the thesis.

## **19 Submission of the Thesis**

### ***First submission to Student Administration and Support (before the oral examination)***

- 19.1 Candidates are required to submit the following items to PGR Administration Team:
- i. Three bound copies of the thesis (these are normally temporarily bound prior to the oral examination). These will be sent to the two Examiners.
  - ii. Three copies of any other material which is being submitted with the thesis
  - iii. Thesis Submission Form which certifies the work is an original work produced by the candidate  
  
In addition, the candidate is required to submit the following items where applicable:
  - iv. A Declaration of English Language Assistance in Compiling a Thesis
  - v. A Certificate where part or all of the research was undertaken away from University, signed by the External Supervisor or responsible person, that the thesis consists of the



candidate's own work (this is normally done as a statement signed by the appropriate person and is bound within the thesis)

- 19.2 The thesis must be submitted in accordance with the University requirements on style and layout. Details on the style and layout requirements for the thesis can be found in the PGR Code of Practice.

***Submission after the Oral Examination (when the thesis has been finalised)***

- 19.3 Candidates are required to submit the following items to PGR Administration Team:
- i. One permanently bound copy of the thesis with hard cover submitted in accordance with the style and layout requirements detailed in the PGR Code of Practice
  - ii. One electronic copy of the thesis. This electronic version will ultimately be available online unless restrictions apply
  - iii. An Electronic Thesis/Deposit Agreement Form granting the University the right to make the thesis available online
- 19.4 The permanently bound copy of the thesis must be perfect bound (fixed black binding in which the sheets are sewn) with cloth-covered boards in black. Candidates will not be permitted to graduate until the permanently bound copy and final electronic copy have been submitted.

**20 Assessment of the Thesis**

***The Oral Examination (Viva Voce)***

- 20.1 The oral examination should take place within eight weeks of submission of the thesis to PGR Administration Team. In exceptional circumstances the period specified may be extended by the PGR Faculty Sub-Committee.
- 20.2 The oral examination will be organised and administered by the PGR Administration Team.
- 20.3 The Supervisor(s) are permitted to attend the Oral examination on a strictly observational basis. The Supervisor may request permission to clarify a particular point during the course of the oral examination.
- 20.4 The candidate should be consulted by the Internal Examiner prior to the oral examination to confirm whether or not the Supervisor(s) should be present. If the candidate indicates that they would prefer the Supervisor(s) not to attend the oral examination then they will not do so. It is the responsibility of the Internal Examiner to advise the Supervisor(s) accordingly.

***Assessment and Outcomes***

- 20.5 On the occasion of the first assessment of a candidate for the Degree of Doctor of Philosophy, the Degree of Master of Philosophy or the Professional Doctorate the Examiners shall make one of the following recommendations:
- i. That the Degree be awarded.

- ii. That the Degree be awarded, subject to the candidate making minor corrections to his or her thesis to the satisfaction of the Internal Examiner, the corrections to be completed within three months.
- iii. That the Degree be awarded, subject to the candidate making major corrections to his or her thesis to the satisfaction of the Internal and External Examiners, the corrections to be completed within six months (which can be extended to twelve months if the Examiners deem appropriate).
- iv. If the thesis is satisfactory but the candidate has failed to satisfy the Examiners in an examination held in connection therewith, that the candidate be permitted to re-present the same thesis and to submit to re-examination on one occasion within a period not exceeding twelve months, this may or not require a further viva examination.
- v. If the thesis, though unsatisfactory, shall seem of sufficient merit to justify such a recommendation, that the candidate be permitted to re-present his or her thesis in a revised form within twelve months. In the case of the Degree of Doctor of Philosophy, such a re-presentation may be restricted to that for the Degree of Master of Philosophy and in the case of the Professional Doctorate, such re-presentation may be restricted to that for the Degree of Master, in which case the candidate must, likewise, re-present his or her thesis within twelve months
- vi. In the case of the Degree of Doctor of Philosophy, that, exceptionally, the Degree of Master of Philosophy be awarded or in the case of the Professional Doctorate that the Degree of Master be awarded. In either case, the candidate may elect to request that the award be not made and in such a case he or she is permitted to re-present this thesis in a revised form within twelve months
- vii. That no award be made and that the candidate be not permitted to revise and re-present his or her thesis. In the case of the Professional Doctorate, the candidate may be eligible for the award of an alternative degree on the basis of modules completed under previous stages, as laid down in individual course regulations

20.6 In the event of a candidate for the Degree of Doctor of Philosophy, the Degree of Master of Philosophy or the Professional Doctorate undergoing further assessment on the original or revised thesis, the Examiners shall make one of the following recommendations:

- i. That the Degree be awarded.
- ii. That, following resubmission of a revised thesis, the Degree be awarded, subject to the candidate making corrections to his or her thesis to the satisfaction of the Examiners.
- iii. In the case of a candidate for the Degree of Doctor or Philosophy or the Professional Doctorate, that the Degree of Master be awarded. The candidate may request that no award be made.
- iv. That no award be made and that the candidate be not permitted to revise and re-present the thesis. In the case of the Professional Doctorate, the candidate may be eligible for the award of an alternative degree on the basis of modules completed under previous stages, as laid down in individual course regulations.

20.7 If, exceptionally, the Examiners of a candidate for the degree of Doctor of Philosophy, the Degree of Master of Philosophy or the Professional Doctorate are unable to reach a consensus on the recommendation to be made, they are required to submit independent reports on the submission. On receipt of the reports, the Chair of the Faculty Postgraduate Research Sub-Committee will consult with both Examiners and report accordingly to the Committee. If the problem remains unresolved arrangements may be made, in consultation with the Examiners, for the submission to be referred to an External Assessor. In such circumstances, the University shall make available to the External Assessor a copy of the thesis in addition to the reports of the Internal and External Examiners. The Faculty Postgraduate Research Sub-Committee shall make a recommendation to the Senate with regard to the submission, taking into account the comments of the External Assessor in addition to the reports of the Internal and External Examiners.

## **21 Independent Preliminary Reports**

21.1 Examiners are required to prepare Independent Preliminary Reports prior to the oral examination and these will normally form the basis of the Examiners' Report (a joint report on the examination). The Preliminary Reports must be submitted to the PGR Administration Team no later than 7 days prior to the date of the viva.

## **22 Amendments to the Thesis**

### ***Minor Amendments***

22.1 Where the degree of Doctor of Philosophy, Master of Philosophy or the Professional Doctorate is awarded subject to the candidate making minor corrections to the thesis as outlined in Section 17.5 (ii) and 17.6 (ii) above these will normally be minor amendments such as typographical errors or grammatical changes which are undertaken to the satisfaction of the Internal Examiner only.

### ***Major Amendments***

22.2 Where the degree of Doctor of Philosophy, Master of Philosophy or the Professional Doctorate is awarded subject to the candidate making major corrections to the thesis as outlined in Section 17.5 (iii) and 17.6 (iii) above these will normally be undertaken to the satisfaction of both the External and Internal Examiner.

### ***Supervision***

22.3 Supervisors have a duty of care to the candidate in providing advice where the Examiners have recommended that amendments be made to the thesis. This will be equally applicable in the case of a candidate permitted to revise and re-present the thesis and in the case of a candidate required to make minor amendments.

## **23 Revision of the Thesis**

23.1 Where the Examiners have recommended that the candidate be permitted to revise and re-present the thesis, the Internal Examiner will forward to the Principal Supervisor a full statement

describing those areas in which the thesis was found to be unsatisfactory. It is the responsibility of the Principal Supervisor to pass this statement to the candidate and to advise as appropriate.

- 23.2 The Director of Postgraduate Research within each Faculty is responsible for ensuring that appropriate supervision is available to the candidate during the revision stage.
- 23.3 If the candidate is required to undertake additional work, for example, produce or process new data, it is the responsibility of the Faculty and Principal Supervisor to ensure that the student is provided with appropriate facilities.
- 23.4 It is the responsibility of PGR Student Administration Team to resubmit the revised thesis to the Internal and External Examiners on the same basis as the initial submission. No person is permitted to send an unbound copy of the revised thesis directly to the Internal or External Examiner prior to formal resubmission of the work.

## **24 Appeals by Research Students**

- 24.1 An 'academic appeal' is defined as a request for the review of a decision of an academic body charged with decisions on student progression, assessment and awards. The University will not normally permit a student to appeal until a Board of Examiners and/or the Faculty Postgraduate Research Sub-Committee has ratified a decision with regard to their progression, award or assessment, as applicable. For further information students should refer to Regulation 6: Academic Appeal Regulations.

## **25 Complaints**

- 25.1 A 'complaint' is defined as a written expression of concern about the provision of a course or programme of study or a related aspect of service or a facility, which is provided to students enrolled on, or recently graduated from, programmes studied at University of Bradford campuses or at locations directly controlled by the University.
- 25.2 The University Complaints procedures may be viewed in full at <https://www.bradford.ac.uk/student-academic-services/breaches-appeals-complaints/complaints/>

## **26 Breach of Assessment Regulations**

- 26.1 Academic misconduct is a breach of the University's assessment regulations. All instances of academic misconduct brought to the attention of the University will be investigated and the University reserves the right to use any fair and reasonable means to identify instances of academic misconduct.
- 26.2 Academic misconduct means cheating and includes plagiarism, cheating in examinations, fabrication or falsification of results or evidence, identity theft, theft of another student's work, allowing another student to copy an assignment or sections of an assignment or any other deliberate attempt to deceive or to gain unfair advantage over other students.

- 26.3 For further information students should refer to <https://www.bradford.ac.uk/student-academic-services/breaches-appeals-complaints/breaches/s> and additional links provided on the Research Students website.

## **27 Open Access to Data**

- 27.1 All student data will be processed and stored in accordance with the General Data Protection Regulation (GDPR) and the Student Privacy Statement. Further information is available on the University website: <https://www.bradford.ac.uk/data-protection/>.

## **28 Ethics Committee Approval**

- 28.1 Where appropriate, approval must be obtained from the Research Ethics Panel before commencement of a candidate's research project for specific aspects of the work. Approval must be obtained from the University Research Ethics Panel before seeking approval from an external research ethics committee.

## **29 Equal Opportunities**

- 29.1 It is the responsibility of Supervisors to ensure that all candidates, regardless of their gender, ethnic origin, nationality, religion, disability or any other personal characteristic have equal access to University facilities and services.

## **30 Holidays and Absences**

- 30.1 Approval for all absences away from the University must be sought at the time or in advance and this absence must be recorded by the Faculty. Absences other than formal suspension will fall into the following categories:
- 30.2 Full and Part-time students are allowed up to eight weeks (including public holidays and University closure days) each academic year as approved by their supervisor.

### ***Leave to Work Away From the University (including Fieldwork)***

- 30.3 A student may be permitted to spend part of their studies and research outside of University (this includes Fieldwork), if:
- i. It is direct interest to the student's project and training.
  - ii. The proposed location of student or institution is suitable.
  - iii. An agreed work-plan is agreed with the supervisor
  - iv. Adequate supervision and attendance monitoring are in place.
  - v. This type of leave includes all fieldwork trips (whether overseas or based in the UK). It is expected that such trips for full time students are restricted to 6 months

duration (up to a maximum period of one year) during any research project. Any leave to Work Away must be approved by the supervisor in advance. Note that mode of study and fees are not amended during such periods away from the University.

### **31 Specific Programme Requirements: Professional Doctorates**

- 31.1 The Professional Doctorate consists of taught modules to the value of between 120 – 270 credits and a thesis.
- 31.2 For the award of the Professional Doctorate, candidates must study a total of 540 credits with a minimum of 360 credits at level 8 and a maximum of 180 credits at level 7, of which up to 20 credits may be at level 3.
- 31.3 Candidates are required to submit a thesis as laid down in the Regulations for the Submission of Work for Higher Degrees and individual course regulations.
- 31.4 To be eligible for the award of Professional Doctorate, a candidate must comply with the requirements of 31.1 and 31.2 above and may achieve at least 35.0% in individual units amounting to 20 credits but are required to achieve at least 40.0% in the remaining taught course units.
- 31.5 A Board of Examiners shall be held at the end of the taught component to consider the performance of candidates and to determine the supplementary assessment which may be required before progression to the Professional Doctorate.
- 31.6 Candidates who at the initial attempt have failed to attain the requirements in the taught component shall be permitted to undertake Supplementary Assessment, with or without attendance, on one occasion only in those units in which they have failed to attain the minimum marks specified.
- 31.7 Candidates who can evidence good cause that the standard of their performance in the Initial Assessment was impaired may follow the University procedure on applying for Extenuating Circumstances.
- 31.8 The date for Supplementary Assessment in accordance with the provisions of 31.5 and 31.6 above shall normally be not later than the corresponding occasion twelve months from the date of the first attempt.
- 31.9 Candidates who, after undertaking Supplementary Assessment in accordance with 31.6 above, fail to meet the requirements outlined in 31.4 above, shall be required to withdraw from the course of study. They may, however, be eligible for another award as laid down in individual course regulations.
- 31.10 The substitution of units following Supplementary Assessment shall not be permitted.