



## **Regulations for Research Programmes of Study (including new route PhD programmes)**

***Note:** These Regulations are adapted from the general Regulations for Research Programmes of Study for the University of Kent, the primary administering university of the Medway School of Pharmacy from August 2009. These Regulations should be read in conjunction with the University of Kent's Code of Practice for the Quality Assurance for Research Programmes of Study.*

### **1 Scope and Applicability**

- 1.1 Candidates may proceed under these regulations, where such programmes are approved, to:
  - 1.1.1 the degree of Master of Science (by research and thesis), to the degree of Master of Research, and to the degree of Master of Philosophy
  - 1.1.2 the degree of PhD.
  - 1.1.3 the Postgraduate Diploma by Research and Training.
- 1.2 Candidates for the New Route PhD Programmes shall be subject to these regulations except insofar as they are amended or qualified in Annex 1.
- 1.3 Wherever the words "Faculty" or "Board of the Faculty" occur in these regulations they are to be taken to include also such other bodies as may be so designated by Ordinance for this purpose.

### **2 Admission**

- 2.1 Following a review of a candidate's application with one or more members of the department (including potential supervisors), the School's director of Graduate Studies (Research) may approve an applicant as a candidate for the degree of Master (by research and thesis), PhD or Postgraduate Diploma by Research and Training, provided that they have been satisfied:
  - 2.1.1 that the candidate meets the criteria for admission;
    - 2.1.1.1 that the candidate is adequately qualified to pursue the programme of training and research proposed (see Note 1);
    - 2.1.1.2 that the candidate meets the University of Kent's criteria for competence in English;
    - 2.1.1.3 that the candidate's references are of appropriate quality. Candidates should provide the names of two referees as evidence of their ability to undertake research in the field proposed;
  - 2.1.2 that a suitable programme of training and research, which could be completed within the proposed registration period, can be offered;
  - 2.1.3 that an appropriate member of staff of the School is available to act as the candidate's supervisor (see Note 2).

- 2.1.4 that the facilities needed for the proposed programme of training and research can be made available;
- 2.1.5 that the candidate is reasonably assured of financial support.

### **3 Programme of Training and Research**

- 3.1 A student admitted as a candidate for the degree of Master (by research and thesis), PhD or Postgraduate Diploma by Research and Training is required to undertake a programme of training and research approved by the Departmental Director of Graduate Studies (Research) and under the supervision of a member or members of the staff of the school approved by the Faculty of Science.
- 3.2 A candidate is required to maintain frequent consultation with his/her supervisor during the period of registration. Annex H (Supervision) of the University of Kent's Code of Practice for the Quality Assurance for Research Programmes of Study provides further details of the responsibilities of both the supervisor and the candidate during the period of registration.

### **4 Periods of Study**

- 4.1 A candidate may be registered as a full-time or as a part-time student for the degrees of Master by research and thesis, PhD and Postgraduate Diploma by Research and Training.
- 4.2 *Master by Research and Thesis*
  - 4.2.1 Full time candidature
    - 4.2.1.1 The period of registration as a full-time candidate for the degree of Master of Science or Master of Research by research and thesis shall be one year.
    - 4.2.1.2 The period of registration as a full-time candidate for the degree of Master of Philosophy shall be two years.
  - 4.2.2 Part-time candidature
    - 4.2.2.1 The period of registration as a part-time candidate for the degree Master of Science or Master of Research by research and thesis shall be two years.
    - 4.2.2.2 The period of registration as a part-time candidate for the degree of Master of Philosophy shall be three years.
- 4.3 *PhD*
  - 4.3.1 Full-time candidature
    - 4.3.1.1 The period of registration shall normally be three consecutive years except where stated as four years in an approved programme specification. The period of registration may be reduced, where the appropriate Faculty Committee deems it appropriate, by not more than one year (see Note 4).
  - 4.3.2 Part-time candidature
    - 4.3.2.1 The period of registration shall be five consecutive years except where stated as six years in an approved programme specification. In exceptional circumstances only, and only with the approval of the appropriate Faculty Committee, the period of registration may be reduced by not more than one year.
- 4.4 *Postgraduate Diploma by Research and Training*
  - 4.4.1 Full-time candidature

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- 4.4.2 The period of registration for a full-time candidate for the Postgraduate Diploma by Research and Training shall be one year.
- 4.4.3 Part-time candidature
  - 4.4.3.1 The period of registration for a part-time candidate for the Postgraduate Diploma by Research and Training shall be two years.

## **5 Attendance**

### **5.1 Full-time Candidates**

- 5.1.1 The candidate shall reside near the Medway School of Pharmacy and attend the University for the whole period of registration except as provided for in paragraphs 5.1.2 and 5.1.3.
- 5.1.2 A candidate may, with the approval of the Faculty Committee, spend a part of the prescribed period of full-time registration elsewhere, provided that not less than one third is spent in attendance at the School.
- 5.1.3 A candidate may, with the approval of the Board of the Faculty concerned, spend the whole of the prescribed period of registration at an institution recognised by the Senate for this purpose, and subject to such conditions as may be prescribed from time to time by the Senate (see Note 4).

### **5.2 Part-time Candidates**

- 5.2.1 The candidate shall attend the School for consultation with his/her supervisor as frequently as the appropriate Faculty Committee shall decide.

### **5.3 External Candidates**

- 5.3.1 A candidate may, with the approval of the appropriate Faculty Committee, register as an external student of the University (see Note 13). Such candidates may register as either part-time external students or as full-time external students.

## **6 Changes in Terms of Registration**

- 6.1 In cases of illness and other good cause, a candidate may apply to the Board of the Faculty concerned for permission to interrupt the prescribed period of registration for a stated length of time.
- 6.2 A candidate may apply to the Board of the Faculty for permission to transfer registration to another degree or otherwise to vary the conditions attached to his/her registration. In each case the application shall be considered by the Board of the Faculty and, if granted, the Board of the Faculty shall prescribe the period of registration required and any other conditions attached to the registration.
  - 6.2.1 If a candidate for the award considers that an application made in accordance with paragraph 6.1 of these regulations was not properly considered by the Board of the Faculty or wishes to present new and relevant evidence, he/she may appeal under the Standing Orders Governing Research Appeals.

## **7 Progression**

Prior to the examination, candidates will be subject to formal progress reviews during their period of registration including induction, probation, upgrading (if appropriate) and submission review. Annex K (Progression and Examination) of the University of Kent's Code of Practice for the Quality Assurance for Research Programmes of Study provides details of these review stages.

## **8 Examination**

8.1 Each candidate shall be examined by two or more examiners of whom at least one shall be an external examiner. The examiners may, at their discretion and subject to the agreement of the candidate, invite the candidate's supervisor to attend an oral examination as a silent observer and to answer questions put directly to him/her.

8.2 A candidate must present two copies (bound in accordance with the Instructions issued to Candidates) of a thesis. The composition of the thesis must be wholly the candidate's own work and it must embody the results of the candidate's research during the period of registration. A thesis in a language other than English may be presented only if the appropriate Faculty Committee has so agreed before the start of the period of registration (see Note 11).

Where a thesis is based in whole or in part on collaborative research, the extent of this collaboration must be clearly indicated in the thesis.

Any material which the candidate has previously presented and which has been accepted for the award of an academic qualification at this University or elsewhere must be clearly identified in the thesis. Such material will be ignored by the examiners in deciding whether the candidate is worthy of the award of a degree (see Note 12);

### **8.3 Oral Examination**

8.3.1 Candidates for Master by research or thesis must attend an oral examination if the examiners so require.

8.3.2 PhD candidates must attend an oral examination unless specifically exempted from this requirement by the Board of the Faculty concerned.

8.3.3 Candidates for the Postgraduate Diploma by Research and Training must attend an oral examination if the examiners so require.

### **8.4 Assessment Criteria for Research Degrees**

#### **8.4.1 Masters Degrees by Research and Thesis (Master of Science)**

On successful completion of a Masters degree programme candidates will have:

- (i) met the *Framework for Higher Education Qualifications* (FHEQ) level descriptor for a Masters degree (outlined below);
- (ii) met any subject specific assessment criteria outlined in the programme specification (if applicable);
- (iii) shown appropriate ability in the organisation and presentation of their material in the thesis;
- (iv) shown in the thesis ability to conduct an independent study and to understand its relationship to a wider field of knowledge.

**The *Framework for Higher Education Qualifications (FHEQ) in England, Wales and Northern Ireland* states that:**

**Masters degrees are awarded to students who have demonstrated:**

- (i) a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice;
- (ii) a comprehensive understanding of techniques applicable to their own research or advanced scholarship;

- (iii) originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;
- (iv) conceptual understanding that enables the student:
  - to evaluate critically current research and advanced scholarship in the discipline; and
  - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

**Typically, holders of the qualification will be able to:**

- a) deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences;
- b) demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level;
- c) continue to advance their knowledge and understanding, and to develop new skills to a high level;

**and will have:**

- d) the qualities and transferable skills necessary for employment requiring:
  - the exercise of initiative and personal responsibility;
  - decision-making in complex and unpredictable situations; and
  - the independent learning ability required for continuing professional development.

#### **8.4.2 Master of Philosophy**

On successful completion of a Master of Philosophy degree programme candidates will have:

- (i) met the Framework for Higher Education Qualification (FHEQ) level descriptor for a Masters degree (outlined below);
- (ii) met any subject specific assessment criteria outlined in the programme specification (if applicable);
- (iii) shown appropriate ability in the organisation and presentation of their material in the thesis;
- (iv) acquired specialist knowledge in relation to their chosen area of research to a standard sufficient to conduct an original investigation.

**The *Framework for Higher Education Qualifications (FHEQ) in England, Wales and Northern Ireland* states that:**

**Masters degrees are awarded to students who have demonstrated:**

- (i) a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice;
- (ii) a comprehensive understanding of techniques applicable to their own research or advanced scholarship;
- (iii) originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;

- (iv) conceptual understanding that enables the student:
- to evaluate critically current research and advanced scholarship in the discipline; and
  - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

**Typically, holders of the qualification will be able to:**

- a) deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences;
- b) demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level;
- c) continue to advance their knowledge and understanding, and to develop new skills to a high level;

**and will have:**

- d) the qualities and transferable skills necessary for employment requiring:
  - the exercise of initiative and personal responsibility;
  - decision-making in complex and unpredictable situations; and
  - the independent learning ability required for continuing professional development.

#### **8.4.3 Doctor of Philosophy**

On successful completion of a PhD programme candidates will have:

- (i) met the Framework for Higher Education Qualification (FHEQ) level descriptor for a doctorate degree (outlined below).
- (ii) met any subject specific assessment criteria outlined in the programme specification (if applicable).
- (iii) shown appropriate ability in the organisation and presentation of their material in the thesis.

***The Framework for Higher Education Qualifications (FHEQ) in England, Wales and Northern Ireland states that:***

**Doctorates are awarded to students who have demonstrated:**

- (i) the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
- (ii) a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
- (iii) the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
- (iv) a detailed understanding of applicable techniques for research and advanced academic enquiry.

**Typically, holders of the qualification will be able to:**

- a) make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;
- b) continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas, or approaches;

**and will have:**

- c) the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

#### **8.4.4 Postgraduate Diploma by Research and Training**

In order to be eligible for the award of the Postgraduate Diploma by Research and Training a candidate is required to show in the dissertation ability to conduct a programme of research and to show that he/she understands the relationship of this programme of research to a wider field of knowledge. A candidate is also required to show appropriate ability in the organisation and presentation of his/her material in the thesis (see Note 6).

#### **8.5 Presentation of a thesis for examination**

A candidate may not present a thesis for examination earlier than three months before the end of the period of registration prescribed. A candidate shall remain eligible to present a thesis for such further period (see Note 8) after completion of the prescribed period of registration as may be determined by the Board of the Faculty concerned provided that during this period he/she pays such annual fees as may be prescribed and submits such reports on progress as may be required by the Board of the Faculty. Upon completion of this period of eligibility, a candidate may, if for good and sufficient reason the Board of the Faculty concerned so decides, remain eligible to present a thesis for one or more further periods of not more than twelve months on payment of the prescribed fee subject to any limitation on such further periods as may be determined by the Senate.

#### **8.6 Examiners' recommendations**

After examining the thesis presented by a candidate and considering the results of any oral or written examination which they have conducted the examiners, at their discretion, may recommend to the Board of the Faculty:

- 8.6.1 that the degree/diploma for which the candidate is registered be awarded;
- 8.6.2 that the degree/diploma be awarded subject to certain minor corrections to the thesis being carried out to the satisfaction of the internal examiner within three months of the official notification to the candidate of the recommendation of the examiners;

**Note:** *In cases where the examiners have recommended "that the degree/diploma be awarded subject to certain minor corrections to the thesis being carried out to the satisfaction of the internal examiner within three months of the official notification to the candidate of the recommendation of the examiners.", minor corrections include the following: spelling/typing errors, textual errors; reordering of material; correction of literature citations (possibly inclusion of a few additional citations); correction of figures, tables and diagrams (possibly inclusion of one or two additional figures/tables/diagrams); additional paragraphs for clarification or qualification. If a substantial amount of new material is needed, examiners should not use this recommendation.*

- 8.6.3. that the degree/diploma be not awarded at present but that the candidate be permitted to resubmit the thesis in a revised form not later (except in cases of illness or other good cause) than twelve months after the decision to allow resubmission has

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been made by the Board of the Faculty. If at least one of the examiners so wishes, he/she may require the candidate to undergo an oral or written examination or both;

**Note:** *a candidate should only be permitted one opportunity to resubmit except in exceptional circumstances where mitigating circumstances may justify a second resubmission.*

- 8.6.4 that the degree/diploma be not awarded at present but that the candidate be permitted to take a further oral or written examination or both, on one further occasion, normally not later than six months after the decision to allow this has been made by the Board of the Faculty.

**Note:** *This recommendation may only be made in cases where the candidate submits a thesis judged satisfactory for the award by the examiners but fails to satisfy the examiners in the written or oral examination or both.*

- 8.6.5 In the case of candidates for the degree of Master of Philosophy: that the candidate be permitted to resubmit the thesis without alteration and without further scrutiny for the award of the degree of Master of Science;

- 8.6.6 In the case of candidates for the degree of Master by Research and Thesis that the degree be not awarded but that the candidate be awarded a Postgraduate Diploma;

**Note:** *Examiners may so recommend in the case of a candidate who has not shown the necessary ability to conduct an independent study but who has otherwise satisfied the requirements for the degree of Master as set out in paragraph 8.2 of these regulations.*

- 8.6.7 In case of candidates for the degree of Doctor of Philosophy:

- 8.6.7.1 that the degree of PhD be not awarded but that the candidate be permitted formally to resubmit the thesis without alteration and without further scrutiny for the award of Master of Philosophy;

- 8.6.7.2 that the degree of PhD be not awarded but that the candidate be permitted to resubmit the thesis for the award of the degree of Master of Philosophy subject to certain minor corrections being carried out to the satisfaction of the internal examiner within three months of the official notification to the candidate of the recommendation of the examiners.

- 8.6.8 that the degree be not awarded.

- 8.7 The Board of the Faculty, after considering the examiners' reports, may:

- 8.7.1 recommend to Senate that a degree/diploma be awarded or that no degree be awarded and the decision of the Senate shall be final;

- 8.7.2 accept the recommendation of the examiners as set out in one of paragraphs 8.6.2, 8.6.3, 8.6.4, 8.6.5, 8.6.6, 8.6.7 and 8.6.8 above and so inform the candidate;

- 8.7.3 if there is doubt or disagreement between the examiners, recommend to the Senate the appointment of one or more additional examiners.

## **9 Appeals**

- 9.1 A research candidate may appeal under the University of Kent's *Standing Orders Governing Research Appeals*:

- 9.1.1 against the recommendation of the examiners as set out in paragraph 8.6.2, 8.6.3, 8.6.4, 8.6.5, 8.6.6, 8.6.7 and 8.6.8 above.

- 9.1.2 against a recommendation made (i) by an upgrading panel that a research candidate should not be upgraded from the degree of Master by Research and Thesis to the degree of Doctor of Philosophy or (ii) at submission review that a research candidate,



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previously upgraded to the degree of Doctor of Philosophy, should submit for the degree of Master of Philosophy.

- 9.1.3 against the decision to deny a research candidate permission to (i) interrupt the prescribed period of registration for a stated length of time in cases of illness or other good cause or (ii) transfer registration to another degree or otherwise vary the conditions to his/her registration or (iii) to have his/her period of registration extended for a stated period.
- 9.1.4 against the recommendation that a research candidates' registration be terminated in the event of unsatisfactory progress (*see Paragraph 12 of these Regulations*).
- 9.1.5 against the decision that a student is no longer eligible to submit a thesis for examination, as set out in paragraph 8.5 of these Regulations.
- 9.1.6 against a penalty imposed by the School's Disciplinary Committee under Regulation V3 of the University of Kent's General Regulations.
- 9.2 Such an appeal must be made in writing to the relevant Faculty Officer<sup>1</sup> not later than 21 days after the date of the notification to the candidate of the recommended result or decision.
- 9.3 The grounds for such an appeal may include allegations of any of the following:
  - 9.3.1 That there are extenuating circumstances affecting the student's performance of which the relevant examiners or staff members were not, for good reason, aware when their decision was taken.
  - 9.3.2 That there was administrative, procedural or clerical error in the conduct of the procedure of such a nature as to cause reasonable doubt as to whether the same decision would have been reached had this not occurred.
  - 9.3.3 That there is evidence of prejudice or of bias or of inadequate assessment on the part of one or more of the examiners or staff members concerned.
- 9.4 A research candidate may not appeal:
  - 9.4.1 against academic judgement or;
  - 9.4.2 on the grounds of poor or inadequate research supervision. Such a matter would be the subject of an academic complaint, which should have been raised and resolved at the earliest opportunity through the complaints procedure.

## **10 Academic Complaints**

Academic complaints about research programmes of study should be raised in the first instance with the School Director of Graduate Studies (Research) with a view to resolving any problems at the earliest possible opportunity. The academic complaints procedure is outlined in the University of Kent's Student Charter.

## **11 Fees**

- 11.1 The fee for the first examination of a candidate is included in the annual tuition fees.
- 11.2 A candidate who repeats a written or oral examination in whole or in part or resubmits a thesis must pay the fee prescribed in the schedule approved by the Council and in force for the time being.
- 11.3 A candidate who has not presented a thesis by the end of the period of registration must, in order to remain eligible to present it for examination, pay the annual fee prescribed in the schedule approved by the Council and in force for the time being.

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- 11.4 The Finance Committee on the recommendation of the Board of the Faculty may waive or reduce the payment of these fees in special circumstances.

**12 Termination of Registration**

- 12.1 In the event of unsatisfactory progress or attendance during the period of registration the Board of the Faculty concerned may terminate a candidate's registration for the degree having first given the candidate the opportunity to appeal the recommendation under the Standing Orders Governing Research Appeals. If the Faculty decides to terminate the candidate's registration, it may either:
- 12.1.1 require him/her to withdraw from the University; or
- 12.1.2 in the case of a candidate for the degree of Master or PhD, offer him/her registration as a candidate for another degree or postgraduate diploma.
- 12.2 Any student whose registration is terminated under the provisions of paragraph 12.1 will have the right of appeal to the Senate Academic Review Committee which will consider only whether the original appeal was handled properly and fairly by the Faculty.

**13 Procedure and Delegation of Powers**

- 13.1 The operation of these regulations shall be governed by a Standing Order of the Senate, a copy of which may be inspected in the office of the Secretary to the Board for Research and Enterprise.
- 13.2 The Senate, the Boards of the Faculties and Committees of those bodies charged with responsibilities under these regulations may delegate such of their powers as they may from time to time determine.

**14 Powers of Dispensation**

- 14.1 On the recommendation of the Board of the Faculty the Senate may in special circumstances and subject to the Statutes and Ordinances dispense a candidate from any of these regulations.

## **EXPLANATORY NOTES**

*(These notes are provided for the guidance of candidates and do not form a part of the Regulations)*

- 1 The standard of academic attainment normally expected of an applicant for registration as a candidate for research degrees is that of a first class or good second class honours degree of a British University in an appropriate subject. Holders of other qualifications will be considered individually.
- 2 Although it is in no way essential, applicants may find it convenient to consult a potential supervisor in the University informally before submitting an application for registration. Enquiries on this matter may be addressed to the Director of Graduate Studies (Research) of the School.
- 3 The Senate has agreed that students registered for a higher degree by full-time study are permitted, with the consent of their supervisor, to undertake teaching approved by the appropriate Faculty Committee up to a maximum (including preparation and marking) of sixty hours in any one term.
- 4 The provision for the remission of not more than one year of study is intended normally to apply in the case of candidates who have significant experience of advanced work in their intended field of study before the start of the period of registration.
- 5 In cases where a candidate is accepted for registration as a full-time student at an institution recognised by the Senate for this purpose under the terms of paragraph 5.1.3, the Board of the appropriate Faculty must be satisfied that:
  - 5.1 all the conditions set out in Section 2 and Section 3 of the regulations can be fulfilled;
  - 5.2 after appropriate consultation with the institution concerned, satisfactory arrangements can be made for the supervision of the student and, where appropriate, the appointment of a member of staff of the institution to act as the internal supervisor;
  - 5.3 no undue restriction will be imposed in the publication of all or any part of the results of the student's research, subject to the normal safeguards concerning patent rights and copyright;
  - 5.4 the student will be able to attend the University as frequently as the Board deems appropriate.
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  - 6.1 Candidates should note that conciseness of presentation is an essential part of the "appropriate ability in the organisation and presentation" of their material which they are required to demonstrate in accordance with Regulation 8.2. Candidates should not, therefore, regard the maximum length specified as a target length.
  - 6.2 The maximum length permitted for a thesis for each degree and subject will be published in the Instructions for Candidates for Examination for Research Degrees.
  - 6.3 Unless approval has been obtained from the appropriate Faculty Committee, the length of a thesis must not be greater than the specified maximum.
  - 6.4 Examiners are entitled to refuse to examine a thesis where the maximum length specified has been exceeded without permission.
  - 6.5 Candidates are strongly advised to discuss the expected length of their thesis with their supervisor before making detailed arrangements for submission.
- 7 Candidates are required to give two months notice of their intention to submit a thesis for examination. While the University will endeavour to meet the convenience of candidates in the matter of the timing of oral or written examinations, it cannot

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guarantee to do so. Candidates who plan to leave the country at the end of their period of registration are particularly advised to give the maximum possible notice of their wishes.

- 8 If a candidate, in cases of illness or grave and exceptional misfortune, is unable to comply with the requirements of Regulation 6.2.1, he/she may seek an extension in the time permitted for the submission of a thesis in accordance with paragraph 8.5 of the regulations.
- 9 This will normally not be more than one year.
- 10 If a candidate submits an appeal under the terms of paragraph 9 or requests a review of his/her case under the terms of Section 12 of the regulations, a final decision may be delayed until the term following the submission of the request.
- 11 Permission to submit a thesis in a language other than English will be granted only if the appropriate Faculty Committee is satisfied that, by virtue of the subject, the intellectual quality of the thesis would thereby be enhanced and that a qualified supervisor and appropriate examiners can be appointed. The appropriate Faculty Committee, in considering whether such permission should be granted, will take no account of whether the native language of the candidate is English or a language other than English.
- 12 Candidates are advised that they may, if they wish, submit for publication material which is to be included in their thesis before submission of the thesis.
- 13 External candidates are candidates who are unable to visit the University regularly to meet with their supervisor and are exempt from the normal attendance and residence requirements. External candidature will only be permitted where the appropriate Faculty Committee is satisfied that adequate arrangements for supervision can be made and that the candidate will have access to such facilities as may be required to undertake the programme of training and research. External candidates may use University facilities such as the Library and the Computing Laboratory as agreed by the appropriate responsible officer. The University has agreed Guidelines setting out the minimum arrangements which are considered acceptable.

## **Annex 1**

1 Candidates on New Route PhD programmes shall be subject to the Regulations for Research Programmes, except insofar as they are amended or qualified below.

### **2 Programme Structure**

2.1 The first two years of the programme will comprise taught modules in research and professional skills training and subject-specific modules and a research element in each year.

2.2 Years three and four will be devoted to the research project and production of the thesis although candidates will be expected to participate in careers related modules. Years three and four may also include modules that will complement the student's specific research topic to be directed at the discretion of the supervisor and doctoral committee.

### **3 Progression**

3.1 Students will be assessed annually and will be required to successfully complete each year of study (180 credits) before they may progress to the next year.

3.2 The supervisor and the doctoral committee will oversee this process and recommend (or otherwise) that the student be permitted to proceed. Candidates must successfully complete years one and two (360 credits) before they can be confirmed as PhD candidates.

3.3 In accordance with University policy, all students will be registered for the degree of MPhil in the first instance; the decision to transfer a student to PhD candidature will take place at the end of year two and must take into account progress and performance in the first two years and will be made in accordance with Section 6 of the Faculty Code of Practice.

3.4 Subject to approval of the relevant programme specifications, candidates may exit from the programme at different stages and may be eligible for the award of a Postgraduate Certificate (minimum 60 credits), Postgraduate Diploma (minimum 120 credits) or a Master's degree (minimum 180 credits), depending on the satisfactory completion of appropriate modules during the period of their registration that satisfy rubrics set out in programme specifications.

### **4 Assessment**

4.1 Modules are assessed either by coursework, essays, presentations, examinations, a portfolio or a combination of any such methods. Students will be marked on each module and will be required to satisfactorily pass all modules in order to proceed with the programme. In certain circumstances student who fail a module may be permitted either to re-sit the assessment or to re-take the module.

4.2 Students will be assessed on the basis of a thesis that is produced following the rules and procedures laid down in the Regulations for Research Programmes of Study (including new route PhD programmes) and Instructions to Candidates for Examination of Research Degrees (including the Postgraduate Diploma for Research and Training) and is of a length that is in accordance with section 5.2 of the 'Instructions to Candidates for Examination of Research Degrees (including the Postgraduate Diploma for Research and Training)'.