UNIVERSITY of BRADFORD

REGULATION 10: REGULATIONS FOR RESEARCH DEGREES

Degree of Doctor of Philosophy, Degree of Master of Philosophy, The Professional Doctorate

UNIVERSITY of BRADFORD

Table of Contents

1 General Provision 1
2 Admission 1
3 Registration 2
4 Employment of Students Whilst Undertaking Research Degrees 3
5 Industrial Partnership Route 4
6 Programme Governance 5
7 Dual Awards 6
8 Appointment of Supervisors 6
9 Supervisor Responsibilities 7
10 Postgraduate Researcher Responsibilities 8
11 Training and Development 9
12 Postgraduate Research Progression, Monitoring and Reporting- Doctoral Candidates only 9
13 Formal Recovery Plan and Unsatisfactory Progress Procedure 11
14 Suspension of Registration 11
15 Extension of Registration 12
16 Writing Up Status 12
17 Outduction 13
18 Appointment of Examiners 13
19 Submission 14
Early Submission 14
Approval of Thesis Title and Sub-title 14
The Thesis Length and Content 14
20 Submission of the Thesis 16
First submission (before the oral examination) 16
Submission after the Oral Examination (when the thesis has been finalised) 16
21 Assessment of the Thesis 16
The Oral Examination (Viva Voce) 17
Assessment and Outcomes 17
22 Independent Preliminary Reports 19

23 Amendments for Thesis 19
Minor Amendments 19
Major Amendments 19
Supervision 19
25 Revision of the Thesis 19
26 Appeals by Research Students 20
27 Complaints 20
28 Academic Misconduct 20
29 Open Access to Data 21
30 Ethics Committee Approval 21
31 Equal Opportunities 21
32 Holidays and Absences 21
Leave to Work Away From the University (including Fieldwork) 22
33 Specific Programme Requirements: Professional Doctorates 22

Current Version 2025/6: Updated July 2025 and August 2023, August 2021, June 2020, August 2017 and November 2015 (previously September 2014)

UNIVERSITY of BRADFORD

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.

III. Distance Learning candidates for the Degree of Doctor of Philosophy, both part-time and full-time, devote the same hours of engagement to their programme of research as candidates who attend campus.

IV. Distance Learning Doctor of Philosophy or Master of Philosophy candidates are expected to attend University campus for three, two-week periods over the course of the registration period, initially during induction and then annually each year prior to writing up. Visits outside of these periods would be permitted, but induction sessions would be limited.

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 Postgraduate research degrees - Postgraduate - University of Bradford

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.

UNIVERSITY of BRADFORD

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 admissions process when the candidate applies for registration and prior to an offer being made.

3.2 The maximum registration period for a full-time candidate registered for Degree of Doctor of Philosophy is 48-months. The expected minimum period of registration for a full-time candidate is

3.3 36-months. A candidate who does not complete within the expected period will be required to enrol as "writing up", when permitted, for a period no longer than 12 months.

3.4 The maximum registration period permitted for a part-time candidate registered for Degree of Doctor of Philosophy is 84-months. The expected minimum period of registration for a part-time candidate is 48 to 72-months. A part-time candidate who does not complete within the expected period will be required to enrol as "writing-up", when permitted, up to the maximum registration period of 84-months.

3.5 The maximum registration period for a full-time candidate registered for Master of Philosophy is 24 months. The expected minimum period of registration is 12 months. A part-time candidate who does not complete within the expected period will be required to enrol as "writing-up", when permitted, up to the maximum registration period of 24-months.

3.6 The maximum registration period for a part-time candidate registered for Master of Philosophy is 36 months. The expected minimum period of registration is 24 months. A part-time candidate who does not complete within the expected period will be required to enrol as "writing-up", when permitted, up to the maximum registration period of 36-months.

3.7 A candidate must apply for registration periods for the Degree of Doctor of Philosophy or Master of Philosophy outlined in 3.2, 3.3, 3.4 and 3.5.

3.8 Any application for shortened registration must be made at admissions stage, before the candidate enrols, and can be considered in the following circumstances:

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 at 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.

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

3.10 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 of collaborative provision (i.e. dual awards).

3.11 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, or nominated representative, to undertake or continue work at the University, other than that comprised in their programme of research or course of advanced study if they are 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 Industrial Partnership Route

5.1 Candidates for Doctor of Philosophy or Master of Philosophy, who wish to apply for registration via the Industrial Partnership Route to undertake part or the whole of their programme of research for the degree away from the University, at another institution or facility, 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 they intend 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 they expect 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 fieldwork 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 Industrial Partnership Route for the Degree of Doctor of Philosophy or the Degree of Master of Philosophy, the relevant Faculty Dean or nominated representative 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 Industrial Partnership Route shall maintain regular contact with their University Supervisors throughout the year by video conference/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 candidates registered on an Industrial partnership Route follow Postgraduate Research Progression, Monitoring and Reporting requirements in section 12. 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 Industrial Partnership Route, 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 Candidates wishing to undertake part of their study away from the University on an Industrial Partnership Route (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 Research Degrees Sub-Committee. Research Degrees Sub-Committee reports to both Research and Innovation Committee.

6.2 The Faculty Postgraduate Research Sub-Committee shall consider and make recommendations on academic matters relating to a Postgraduate Researcher's registration. These recommendations may require further approval at Research Degrees Sub-Committee or the Awards Sub-Committee of Senate

6.3 The Research Degrees Sub-Committee shall consider and make recommendations on

academic matters relating to a Postgraduate Researcher's registration. In addition, it provides University wide oversight of practice in relation to Postgraduate Research students. The Research Degrees Sub-Committee will approve research degree awards and report these to the Senate via their parent committee.

6.4 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 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 Policies, e.g. Equality and Diversity 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

8.1 The University requires each candidate for a research degree to have more than one Supervisor, at least two must be staff members. 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. Normally, supervisors will not have a weighting of less than 30 percent. In all cases, there shall be the appointment of a Principal Supervisor and an Associate Supervisor. The appointment of Supervisors will consider 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.

8.2 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.

8.3 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.

8.4 All proposed Supervisors of a candidate for a research degree, are required to hold current supervisor training, 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.

8.5 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. Supervisor capacity should not normally exceed that listed in the academic workload plan.

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 The supervisor(s) are required to meet with their full-time supervisee a minimum of once a month or part-time supervisee every alternate month and engage in recording these meetings.

9.3 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.

9.4 The Principal Supervisor will ensure, where appropriate, that agreements with external organisations are honoured in accordance with any agreed schedule.

9.5 For candidates of Doctor of Philosophy, the Principal Supervisor will liaise with the Director of Postgraduate Research about arrangements for Progression events and examination of the thesis.

9.6 For candidates of all other Research Degrees not Doctor of Philosophy, the Principal Supervisor will liaise with the Director of Postgraduate Research about arrangements for the Annual Progress Reports. Annual progress Reports are required for each year of registration including writing up period.

9.7 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 their role. The replacement Supervisor will have responsibility for regulatory and administrative aspects of the candidate's registration.

9.8 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 progression milestones for the programme of study are met.

10 Postgraduate Researcher 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 and engage in recording these meetings.

10.2 In the case of a candidate registered on an industrial partnership route (previously 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 provide evidence to the PGR Administration Team each month (bi-monthly for part-time candidates).

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 University-wide Induction sessions in addition to any Induction Programme organised by their own Faculty, nearest to the date of enrolment. They are also required to enrol at the start of their

programme and re-enrol at every anniversary or following any approved break in study.

10.6 Candidates for the Degree of Doctor of Philosophy will submit regular progression reports as outlined in section 12. Re- enrolment will be temporary until the progression point has been confirmed.

10.7 Candidates have a responsibility to ensure that their thesis is submitted within the prescribed time period.

10.8 Candidates are required to observe, and adhere to, the Code of Conduct for students.

10.9 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 Researcher Development Concordat. Candidates are entitled to a minimum of 10 days a year pro rata for professional development. Development opportunities on professional, transferrable and research skills will be provided across the institution and be available to all candidates.

11.2 Candidates must work in partnership with their supervisors to identify any training and development needs and engage with professional development planning at least once a year.

11.3 Candidates are required to engage with mandatory training and are expected to engage in training and development throughout the degree.

11.4 Supervisors are required to receive supervision training and are expected to provide expert guidance and training to support the candidate.

11.5 Internal examiners and chairs are required to have up to date training on examination

12 Postgraduate Research Progression, Monitoring and Reporting- Doctoral Candidates only

12.1 Every candidate must have successfully confirmed all progression events before submission of the thesis for the Degree of Doctor of Philosophy.

12.2 The detailed arrangements for assessment may vary from one academic area to another. However, the following University progression events are a minimum requirement. Progress reports will be assessed by a Doctoral Thesis Advisory Panel (DTAP) at regular intervals throughout the research award and will normally be scheduled as follows:

I. A 3-month report will be submitted by the candidate for assessment by the DTAP to evaluate a meaningful start to the PhD study

II. A 9-month report will be submitted by the candidate for assessment, followed by a meeting with the DTAP

III. A 21-month report will be submitted by the candidate for assessment, followed by a meeting with the DTAP

IV. A 33-month report will be submitted by the candidate for assessment, followed by a meeting with the DTAP

V. A 39-month report will be submitted by the candidate for assessment by the DTAP (with a report every 3-months thereafter up to thesis submission)

12.3 The Doctoral Thesis Advisory Panel (DTAP) will be established and confirmed at enrolment.

12.4 Plagiarism software will normally be used on any formal submission associated with the submissions for assessment outlined in 12.2.

12.5 If the DTAP deem progress as unsatisfactory at 9, 21, 33 or 39-months, the Faculty Postgraduate Progress Panel will be informed and convene a meeting with the Postgraduate Researcher, their supervisors and their independent assessors where necessary. The Faculty Postgraduate Progress panel will arrive at one of three recommendations:

I. PhD candidate and supervisors agree a recovery plan and revisions to the submission will normally be made within 1 month.

II. Transfer to MPhil and produce a revised workplan to submission, including details of any revised submission deadlines.

III. Withdraw

12.6 Progression events will only be re-arranged in exceptional circumstances.

12.7 In addition to the progression events listed in 12.2, Postgraduate Researchers are required to also demonstrate progression by engaging in the following:

I. The candidate must participate in a University/Faculty/School Research Conference Presentation prior to the start of their third year.

12.8 Failure to meet the minimum requirements outlined in 12.2 and 12.7 may result in a Postgraduate Research student being unable to continue, and their enrolment at the University may be terminated, or where appropriate transferred to another programme.

13 Formal Recovery Plan and Unsatisfactory Progress Procedure

13.1 If at any stage during the period of research the Principal Supervisor (following consultation with the wider supervisory team) and Director of Postgraduate Research consider the progress of the researcher to be unsatisfactory or that the standard of work is generally below that expected, the Postgraduate Researcher should be made aware of the situation and informed that the Formal Recovery Plan and Unsatisfactory Progress Procedure (UPP) is to be started.

13.2 If a PGR does not meet requirements of the formal recovery planning or formal Unsatisfactory Progress Procedure (UPP), a recommendation to withdraw may be made.

14 Suspension of Registration

14.1 Candidates for Research degrees can apply to their Faculty Postgraduate Research Sub-Committee for an interruption to their programme of study for a specific period of time where there are verifiable exceptional circumstances such as ill-health and difficult personal circumstances. Candidates are not permitted more than 12 months of interruptions during their candidature. The exception is where the suspension is requested in relation to maternity/paternity/adoption leave, which will not affect the 12-month limit of permitted interruptions.

14.2 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.

14.3 In exceptional circumstances (e.g. where the candidate is unable to take action but the Principal Supervisor is aware of their circumstances), the Principal Supervisor may apply on behalf of the candidate for an interruption to their candidature registration for a specific period.

14.4 In particular circumstances, for example maternity leave, student support (e.g. Academic Skills Advice, Counselling Services) will still be available during the period of suspension.

14.5 Retrospective requests for suspensions to a candidature are not normally permitted.

14.6 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. If a candidate fails to reenrol for a period of twelve months, then the candidate will be deemed withdrawn from their programme of study.

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

15 Extension of Registration

15.1 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, for example suspending studies when needed. Following recommendation at Faculty Postgraduate Research Sub-Committee, the request will be considered for approval by the Research Degrees Sub- Committee.

15.2 Any request for an extension of registration period will only be approved in exceptional circumstances.

15.3 Any extension to registration should be applied for at least 3-months prior to the candidates registration end date. An extension will normally be limited to six months, unless a compelling case is made for a longer period, please see 15.4.

15.4 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. If a candidate wishes to extend beyond this period, unless exceptional permission from the Research Degrees Sub- Committee has been granted, they will be required to withdraw from the research degree candidature.

15.5 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.

15.6 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. Following recommendation at Faculty Postgraduate Research Sub-Committee, final approval will be considered by the Research Degrees Sub-Committee.

16 Writing Up Status

16.1 If a candidate does not expect to submit their thesis within the expected period of study, 36-months for full-time doctoral candidates and 48 to 72-months for part-time doctoral candidates, but has completed the research programme, for example experimentation, data collection, they will be required to submit a 33-month report for assessment, followed by a meeting with the DTAP. They will be transferred to "writing up status" not before the end of their minimum registration period and only once the 33-month progression assessment is completed and passed. PGRs in writing up status still

retain full use of the University Library, email and access to internet and networking facilities.

16.2 The writing up status period should be used only to finalise formal thesis submission and undertake the viva voce examination.

16.3 It is expected that the "end date" of the PGR is the absolute final date the University should be in receipt of formal thesis submission. The Faculty must inform the candidate of their policies about Faculty-based facilities. The PGR should expect to receive continued supervision throughout the writing up period and will be required to submit monthly supervision forms during this period.

17 Outduction

17.1 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.

18 Appointment of Examiners

18.1 A candidate, who is not a member of staff, will be examined by an Internal and External Examiner.

18.2 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 recommendation by the Faculty Postgraduate Research Sub-Committee (with Chair's action as appropriate). Following recommendation at Faculty Postgraduate Research Sub-Committee, the request will be considered for approval by the Research Degrees Sub- Committee.

18.3 There should be a gap of five years between a member of staff leaving the institution and their appointment as an External Examiner.

18.4 Where the proposed Examiner of a candidate for the Degree of Doctor of Philosophy or the Professional Doctorate is not of Professor, Reader, Senior Lecturer or Assistant Professor 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.

18.5 A person who is not a member of staff, but who holds an honorary University of Bradford title may be appointed as an internal, but not external examiner. i.e. Emeritus Professor.

18.6 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.

18.7 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.

18.8 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). The independent chair will be appointed when the proposed examining team is presented to the Faculty Postgraduate Research Sub-Committee for recommendation.

19 Submission

Early Submission

A PGR who wishes to submit a thesis before the end of the minimum period of enrolment may only do so with the approval of the Research Degrees Sub-Committee. In such circumstances the PGR will still be required to pay fees for the minimum registration period applied to at point of admission.

Approval of Thesis Title and Sub-title

19.1 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

19.2 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 reater than 80,000 words with an absolute maximum of 100,000 words.

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.

II. The length of a thesis submitted for the degree of Master of Philosophy shall be no greater than 40,000 words maximum.

III. Additional material contained within the thesis, such as appendices or the bibliography, is excluded from the upper limits.

19.3 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.

19.4 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.

19.5 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.

19.6 Candidates may be permitted to incorporate in their thesis a limited amount of unpublished work undertaken prior to registration for the degree.

19.7 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.

19.8 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.

19.9 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.

20 Submission of the Thesis

First submission (before the oral examination)

20.1 Candidates are required to submit the following items to PGR Administration Team:

I. One electronic copy of the thesis which will be submitted to a designated online submission area. This will be sent to the two Examiners.
II. One electronic copy 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 the 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)

20.2 The thesis must be submitted in accordance with the University requirements on style and layout.

20.3 Plagiarism software will be used on the formal thesis submission.

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

20.4 Candidates are required to submit the following items to PGR Administration Team:

I. One electronic copy of the final thesis in accordance with the style and layout requirements. This electronic version will ultimately be available online unless restrictions apply.
II. An Electronic Thesis/Deposit Agreement Form granting the University the right to make the thesis available online.

20.5 Candidates will not be permitted to graduate until the final electronic copy of the thesis has been submitted.

21 Assessment of the Thesis

The Oral Examination (Viva Voce)

21.1 The oral examination should take place within eight weeks of submission of the thesis to PGR Administration Team. Detailed procedures can be found in the Guidance for Internal and External Examiners of Candidates for Research Degrees. In exceptional circumstances the period specified may be extended by the PGR Faculty Sub-Committee.

21.2 The oral examination will be administered by the PGR Administration Team.

21.3 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.

21.4 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

21.5 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 their 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 their 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 the oral examination, the candidate will be permitted to re-present the same thesis, within a period not exceeding twelve months, for further oral examination.

V. In the case of the Degree of Doctor of Philosophy, if the thesis, though unsatisfactory, shall seem of sufficient merit to justify such a recommendation, that the candidate be permitted to re-present their thesis in a revised form within twelve months for re-examination. Following the first oral examination the Examiners will determine if a second oral examination is required or may reserve the right to request this upon receipt of the re-submission.

VI. In the case of the Degree of Doctor of Philosophy, if the thesis, though unsatisfactory, shall seem of sufficient merit to justify such a recommendation, that the candidate be permitted to re-present their thesis in a revised form within twelve months for re-examination restricted to that for the Degree of Master of Philosophy only.

VII. In the case of the Degrees of Master of Philosophy, if the thesis, though unsatisfactory, shall seem of sufficient merit to justify such a recommendation, that the candidate be permitted to re-present their thesis in a revised form within twelve months for re-examination. Following the first oral examination the Examiners will determine if a second oral examination is required or may reserve the right to request this upon receipt of the re-submission.

VIII. 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, dependant on the programme specification, that a fall-back award can be awarded. In either case, the candidate may elect to request that the award be not made and in such a case they be permitted to represent this thesis in a revised form within twelve months

XI. 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

21.6 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 minor corrections to their thesis to the satisfaction of the Internal Examiner, the corrections to be completed within three months.

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.

21.7 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.

22 Independent Preliminary Reports

22.1 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.

23 Amendments for Thesis

Minor Amendments

23.1 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 21.5 (II.) and 21.6 (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

23.2 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 21.5 (III.) above these will normally be undertaken to the satisfaction of both the External and Internal Examiner.

Supervision

23.3 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.

24 Revision of the Thesis

24.1 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.

24.2 The Director of Postgraduate Research within each Faculty is responsible for ensuring that appropriate supervision is available to the candidate during the revision stage.

24.3 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.

24.4 It is the responsibility of PGR 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 the revised thesis directly to the Internal or External Examiner prior to formal resubmission of the work.

25 Appeals by Research Students

25.1 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.

26 Complaints

26.1 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.

26.2 The University Complaints procedures may be viewed in full on the complaints section of the University website.

27 Academic Misconduct

27.1 The University is committed to developing high standards of academic practice among its students and to safeguarding the standards of its academic awards. It regards any form of academic misconduct as an extremely serious matter and 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. This may include any academic

misconduct identified as a result of the use of plagiarism software.

27.2 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.

27.3 For further information students should refer to the Academic Misconduct section of the University website, Academic Misconduct Regulations and additional links provided on the Research Students website.

28 Open Access to Data

28.1 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 Data Protection section of the University website.

29 Ethics Committee Approval

29.1 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.

30 Equal Opportunities

30.1 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.

31 Holidays and Absences

31.1 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 Postgraduate Research Administration Team. Absences other than formal suspension will fall into the following categories:

I. Annual Leave
II. Leave of absence, e.g. jury service

31.2 Designated study periods incorporate the full academic year, excluding bank holidays and University closure days. Full-time and Part-time students are allowed 27 days annual leave in any given

academic year. Any annual leave must be approved by their supervisor.

Leave to Work Away From the University (including Fieldwork)

31.3 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.

32 Specific Programme Requirements: Professional Doctorates

32.1 The Professional Doctorate consists of taught modules and a thesis.

32.2 For the award of the Professional Doctorate, candidates must meet the award learning outcomes outlined in the programme specification, which is available on the University website.

32.3 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.

32.4 To be eligible for the award of Professional Doctorate, a candidate must comply with the requirements of 32.1 and 32.2 above.

32.5 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 research project and thesis stage.

32.6 Progression in the research project and thesis stage will be monitored at regular intervals until submission of the thesis for examination.