

# REGULATIONS FOR RESEARCH DEGREES:

Degree of Doctor of Philosophy

Degree of Master of Philosophy

The Professional Doctorate

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## TABLE OF CONTENTS

1	GENERAL PROVISION .....	1
2	ADMISSION .....	1
3	REGISTRATION.....	2
4	EXTERNAL STUDY .....	3
5	PROGRAMME GOVERNANCE .....	5
6	APPOINTMENT OF SUPERVISORS .....	5
7	SUPERVISOR RESPONSIBILITIES .....	6
8	STUDENT RESPONSIBILITIES.....	8
9	THE CAPABILITY PROCEDURE.....	9
	Informal Procedure .....	9
	Formal Procedure .....	10
10	TERMINATION OF REGISTRATION .....	11
11	TRANSFER OF MPhil TO PHD.....	11
12	SUSPENSION AND EXTENSION OF REGISTRATION.....	13
	Suspension of Registration .....	13
	Extension of Registration.....	13
	Research Councils.....	13
13	SUBMISSION PENDING STATUS.....	13
14	SUBMISSION .....	14
	Approval of Thesis Title and Sub-title .....	14
	The Thesis Length and Content .....	14
	Style and Layout Requirements .....	15
	Front pages within the thesis .....	15
	Additional material and appendices .....	16
	Submission of the thesis.....	16
	<i>First submission to Student Administration and Support (before the oral examination)</i> 16	
	<i>Submission after the Oral Examination (when the thesis has been finalised)</i> .....	17
	<i>Front cover and spine</i> .....	17
	<i>Electronic version of the thesis on disk</i> .....	18

15	<b>ASSESSMENT OF THE THESIS .....</b>	<b>18</b>
	The Oral Examination (Viva Voce).....	18
	Appointment of Examiners .....	18
	Assessment and Outcomes.....	19
	Independent Preliminary Reports .....	20
16	<b>AMENDMENTS TO THE THESIS .....</b>	<b>21</b>
	Minor Amendments.....	21
	Supervision.....	21
	Revision of the Thesis .....	21
17	<b>APPEALS BY RESEARCH STUDENTS .....</b>	<b>22</b>
18	<b>COMPLAINTS .....</b>	<b>22</b>
19	<b>BREACH OF ASSESSMENT REGULATIONS .....</b>	<b>23</b>
20	<b>OPEN ACCESS TO DATA .....</b>	<b>23</b>
21	<b>ETHICS COMMITTEE APPROVAL.....</b>	<b>23</b>
22	<b>EQUAL OPPORTUNITIES .....</b>	<b>24</b>
23	<b>HOLIDAYS AND ABSENCES.....</b>	<b>24</b>
24	<b>SPECIFIC PROGRAMME REQUIREMENTS: PROFESSIONAL DOCTORATES .....</b>	<b>24</b>

## 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. Full-time candidates for the Degree may be permitted by the Dean of School to undertake or continue work other than that comprised in their programme of research or course of advanced study, if the Dean of School is satisfied that the work will not interfere with their programme of research or course of advanced study and provided that the total demand made on students' time, including any preparation, does not exceed ninety hours per semester.
  - 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 20 hours per week of engagement in studies over a 44 week period in an academic year.

## 2 Admission

- 2.1 A candidate for registration for the Degree of Doctor of Philosophy, the Degree of Master of Philosophy or the Professional Doctorate must submit an application for such registration on a University approved form and follow the current guidance for Postgraduate Admissions.
- 2.2 All candidates are required to show evidence of English language ability in accordance with University admission policy. The minimum requirements for admission are normally GCSE Grade C or equivalent for candidates from a native English language speaking country or IELTSs 6.0 for candidates from non-native English language countries. For candidates who are native English speakers, a degree which they have studied in an English speaking country can be accepted in lieu of GCSE Grade C. However, IELTSs 6.0 requirement can only be waived for non-native English speakers if they have studied a taught course in English for a minimum of 2 years and within the last 3 years. If the IELTSs requirement is waived on this basis the candidate will also be required to sit the English language diagnostic test on arrival at the University and dependent on their score may have to attend compulsory English language classes. Candidates are advised that for research degrees some Schools/Departments set a higher entry level at 6.5 or 7.0 IELTS.
- 2.3 Admission procedures should be transparent to applicants and consistently applied. In considering applications from individuals wishing to undertake a postgraduate research degree, Schools/Departments should ensure equality of opportunity for all applicants. Schools/Departments are required to ensure that clear and comprehensive information is provided about research opportunities and that a consistent and rigorous selection procedure is followed.

- 2.4 At least two members of academic staff are required to be involved in the decision as to whether an applicant is to be offered admission to a research degree programme. Normally, this may be the Director of Postgraduate Research or Associate Dean Research together with the proposed Supervisor.
- 2.5 Schools/Departments are required to ensure that records are kept regarding the reason for the decision to accept or decline an applicant for a research degree and, so far as practicable, to provide constructive feedback for unsuccessful candidates.
- 2.6 Decisions on applications should normally be taken within two months of receipt of a detailed application from a candidate applying from the UK, and within three months in the case of a candidate applying from outside the UK.

### **3 Registration**

- 3.1 Candidates for the Degree of Doctor of Philosophy, the Degree of Master of Philosophy and the Professional Doctorate shall be registered from the first day of October, January, April or July.
- 3.2 A statement of the proposed field of research and the name of the proposed Supervisor(s) shall be submitted to the Dean of School (or Deans nominee) for approval when the candidate applies for registration.
- 3.3 A candidate must apply for registration for the Degree or Doctor of Philosophy or Master of Philosophy before beginning the programme of research except when:
  - i. The candidate is or has been registered for a higher degree in the same field of research at another university or at some other degree-awarding body and wishes to withdraw from such registration and register at the University of Bradford in which case the candidate may, with the approval of the Research Degrees 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:
    - a. for 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 for not less than nine months in the case of a full-time masters candidate and for not less than twelve months in the case of a part-time masters candidateand 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.
  - ii. The candidate is a member of staff or a matriculated student of the University, in which case the candidate may, with the approval of the Research Degrees 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. and that their Supervisor or the Dean of School 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 the University in the same field of research, in which case the candidate may, with the approval of the Research Degrees Committee, be re-registered from the date of such previous registration.
- 3.4 Candidates shall be charged the appropriate fee from the date from which their registration for the degree takes effect.
- 3.5 In cases where an applicant is required to pass a qualifying assessment, such an assessment may consist of two or more three-hour written papers, or the submission of a dissertation, or both or such other assessment as may be approved by the Research Degrees Committee.
- 3.6 A qualifying assessment shall be set and marked by a Board of Examiners composed of the Dean of School and at least two other members of the School.
- 3.7 Staff candidates normally register as part-time candidates for a research degree unless the 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.

## 4 External Study

- 4.1 Candidates for Doctor of Philosophy or Master of Philosophy wishing to apply for registration on an external basis and to undertake part or the whole of their programme of research for the degree away from the University must present the following information as part of their application for registration as a candidate for the degree:
  - i. A statement by the candidate of about 500 words describing the proposed programme of research.
  - ii. A statement by the candidate regarding the physical conditions in which he or she intends to undertake the research together with a statement of the actual facilities available including information on equipment, materials and technical assistance.
  - iii. A statement by the candidate regarding the approximate number of hours per week which he or she expects to be able to devote to the research to be undertaken for the Degree.
  - iv. A statement by a responsible member of the organisation in whose establishment(s) the research will be pursued that:
    - a. where the research is being undertaken in normal working time or as part of a larger-research project or where the research involves the use of equipment and materials owned by the organisation or the assistance of its technical staff, the organisation supports the application.

- b. where the research is being undertaken on the organisation's premises the University Supervisor shall, having given reasonable notice, have the right to inspect the equipment, materials and technical assistance used in the research and the physical conditions in which the research is being undertaken, provided that no statement shall be required in the case of a candidate whose proposed research will be pursued in public libraries, record offices, and similar repositories of archival material publicly available, for example, The National Archives, County Record Offices. Where the proposed research will involve the use of documentary material in repositories not normally open to the general public or will involve field-work in environmental studies or the social sciences, the University Supervisor may certify that the candidate will have access to the material and such certificate shall be conclusive.
  - v. A statement by the candidate and a responsible member of the organisation that they agree to abide by the University's Regulation and Statement of Principles in respect of Intellectual Property.
- 4.2 Where relevant each statement described in paragraph 4.1 above shall be endorsed by the University Supervisor.
- 4.3 Before approving the registration of any candidate for the Degree of Doctor of Philosophy or the Degree of Master of Philosophy for which the research is to be undertaken with registration as an external student, the Research Degrees Committee shall be satisfied that the statements described in paragraphs 4.1 and 4.2 above have been supplied and that they constitute an assurance that the research will be carried out in an appropriate environment.
- 4.4 Candidates registered on an external basis shall maintain regular contact with their University Supervisors throughout the year by email/telephone and shall attend the University at least once a year to report on and discuss the progress of the research.. It is expected that they will visit the University normally for a minimum of two weeks up to a maximum of four weeks in total per year or at such times as the Research Degrees Committee shall determine. (NB. international students travelling to the UK on a tourist visa are allowed to remain in the country for a maximum of four weeks per annum. Students resident in the UK may visit the University for more than four weeks if deemed appropriate by themselves and their Supervisors)
- 4.5 Wherever possible in the case of a candidate registered on an external basis an additional External Supervisor, not a member of the academic staff of the University, shall be appointed by the Research Degrees 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.
- 4.6 For registration for the degree to be completed, the Research Degrees Committee shall have approved the candidate's programme of research and the proposed

date of his or her registration together with the appointment of a University Supervisor and, if the candidate is undertaking the research on an external basis, the arrangements made to satisfy the requirements of paragraph 4.3 above.

- 4.7 Candidates wishing to undertake part of their study away from the University (excluding fieldwork) may be permitted to do so only where it can be demonstrated that their registration would be such that it is to the mutual benefit of the candidate and the University that the research be pursued away from the University.

## **5 Programme Governance**

- 5.1 Each School/Department must appoint a Director of Postgraduate Research who will be responsible for the management of all matters relating to the acceptance, progress and assessment of research students in the area concerned. In larger Schools/Departments the role may be shared by two or more members of academic staff.
- 5.2 The Director of Postgraduate Research has overall responsibility for admission, induction, ensuring provision for external students are satisfactory, and ensuring students are aware of training opportunities within the university, monitoring including Annual Progress Review, maintaining records of progress, supervision arrangements, monitoring submission rates within the four year period, ensuring correct examination procedures are followed, considering proposals for External Examiners, making recommendations to Research Degrees Committee, providing opportunity for student feedback and advocating adherence to the University's Equal Opportunities Policy in all matters relating to research degrees.
- 5.3 The Director of Postgraduate Research shall provide an independent route for students wishing to seek advice on any difficulty relating to the supervisory process or students in need of pastoral care. Alternative arrangements should be made for students whose supervisor is the Director of Postgraduate Research. The Director of Postgraduate Research should ensure students are given the opportunity to provide feedback on academic provision and support facilities.
- 5.4 Clear guidance on supervision arrangements, progress monitoring and review mechanisms, and examination procedures must be made available to all students. Schools/Departments have a responsibility to clearly state in information available to students prior to registration what resources and facilities will be available to them throughout their research programme.

## **6 Appointment of Supervisors**

- 6.1 The University requires each candidate for a research degree to have more than one Supervisor. The supervision may be shared equally between the staff members or one of the Supervisors may be responsible for a greater proportion of the supervision. In all cases, there shall be the appointment of a Principal Supervisor and an Associate Supervisor. The appointment of Supervisors will take into account the proposed research topic and the academic support and guidance required by the student to complete the work.

- 6.2 The Department/School 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.
- 6.3 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.
- 6.4 Where a proposed Supervisor of a candidate for the Degree of Doctor of Philosophy or the proposed Principal Supervisor of a candidate for the Professional Doctorate neither is the holder of at least a Degree of Doctor of Philosophy or its equivalent of an approved university nor has had appropriate experience of supervision at Doctoral level, a list of the proposed Supervisor's publications shall be submitted at the time the candidate's application for registration is made, for consideration by the Research Degrees Committee as to whether they show evidence of sufficient research experience for the Supervisor to be able to carry out the duties adequately.
- 6.5 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.
- 6.6 Subsequent to the candidate's registration for a Research Degree, the University Supervisor shall be responsible for submitting, for the approval of the Research Degrees Committee, any matter connected with the candidate's thesis, other than the thesis itself which must be submitted by the candidate him or herself. Matters relating to the appointment of Examiners shall be submitted by the University supervisors, for the approval of the Research Degrees Committee, through the Director of Postgraduate Research.
- 6.7 In order to avoid a potential conflict of interest, in the event of a candidate for a research degree being offered and accepting any contract, either full-time or part-time, to undertake research or research-related work for a member of academic staff at the University then that member of staff shall not be the candidate's Principal Supervisor for the period of the contract. In the interests of the student it is deemed not compatible for a member of staff to be both line manager and Principal Supervisor. In such situations, an alternative Principal Supervisor must be appointed for the duration of the contract and it may be appropriate for the Principal Supervisor and Associate Supervisor to exchange roles in order to facilitate this requirement. If the Associate Supervisor has insufficient experience of supervision then another member of staff must be found to take on the role of Principal Supervisor for the period of the research contract.

## **7 Supervisor Responsibilities**

- 7.1 The Principal Supervisor is responsible for the overall direction and management of the research programme and 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.
- 7.2 The University Supervisors are accountable to the Research Degrees Committee for the satisfactory progress of the research project and for putting forward proposals to the Research Degrees Committee for any variations to the candidate's conditions for research registration which may include the suspension or extension of a candidate's registration.
  - 7.3 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.
  - 7.4 The Principal Supervisor will ensure, where appropriate, that agreements with external organisations are honoured.
  - 7.5 The Principal Supervisor will liaise with the Director of Postgraduate Research with regard to arrangements for Annual Progress Review and examination of the thesis.
  - 7.6 The University Supervisors shall be responsible for submitting to the Research Degrees Committee, through the Director of Postgraduate Research, an annual report on the progress of the candidate. The report is to be provided on the standard Annual Progress Report form available at <http://www.brad.ac.uk/hub/ResearchStudents/Forms/>. The form contains a section which is to be completed by the candidate. The candidate should be given a copy of the completed form. Reports are required for each year of registration including submission pending phase.
  - 7.7 As a result of the Annual Progress Review, a report of unsatisfactory progress may be made in which case the University's "Capability Procedure" must be instigated (See Section 10 below). The aim of this procedure is to give full and sympathetic consideration and support to the candidate with a view to achieving a satisfactory standard of performance. In exceptional cases, where this does not arise, a recommendation for termination of registration may be made in accordance with the procedures determined by the Senate at any time after the candidate has completed a period of six months registration.
  - 7.8 As part of the Annual Progress Review candidates should be given the opportunity to comment, in the absence of their Supervisor(s), to the Director of Postgraduate Research on any aspect of their registration for a higher degree by research.
  - 7.9 The need for skills development must be identified through discussion between the candidate and Supervisors and appropriate training provided.
  - 7.10 Supervisors must explain the implications of Intellectual Property Rights to the candidate.
  - 7.11 In the event of a Supervisor retiring, transferring to another institution and being absent from the University for an extended period the School/Department should make alternative supervisory arrangements so far as possible in advance in order to ensure continuity of supervision. If the Principal 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 Principal Supervisor until the original Principal Supervisor is able to resume his/her role. The

replacement Supervisor will have full responsibility for regulatory and administrative aspects of the candidate's registration.

## **8 Student Responsibilities**

- 8.1 A candidate for the Degree of Master/Doctor of Philosophy shall be required to work under the supervision of two members of academic staff of the University, approved by the Research Degrees Committee. Supervisory meetings are, normally, required to be held a minimum of six times per academic year in the case of a full-time internal candidate and a minimum of four times per year in the case of a part-time internal candidate.
- 8.2 In the case of a candidate registered on an extramural basis the meetings outlined above can also be defined by contact via telephone/email/video conferencing in which detailed feedback on work to date is provided.
- 8.3 Students are required to keep records of meetings with their Supervisors. Schools/Departments are required to monitor and record student attendance at supervisory meetings and only inform Student Administration and Support (Research) where students persistently fail to attend planned supervisory meetings or where they consider there to be an attendance problem that is adversely affecting the student's progression or performance on their degree programme.
- 8.4 Candidates are expected to accept responsibility for their own research activity and candidacy for a degree. They have a duty to keep their Supervisor(s) and School/Department informed of progress and any problems or difficulties encountered while registered for a research degree.
- 8.5 Candidates for research degrees are required, as a minimum, to make reasonable efforts to maintain satisfactory progress with respect to their research and programme of work agreed with their Supervisor(s).
- 8.6 Candidates for the Degree of Doctor of Philosophy are required to attend one of the biannual University-wide Induction Courses provided by the Graduate School in addition to any Induction Programme organised by their own School/Department.
- 8.7 With effect from 2005-06 academic session, all first-year candidates not registered for the modular Social Sciences Research Training Programme are required to participate in a programme of research-related courses which may be delivered by their School/Department, the Graduate School or an external agency. A first-year candidate should receive a minimum of 35 hours research related training.
- 8.8 Full-time candidates in most departments in the School of Social and International Studies, the School of Management, the School of Health Studies and elsewhere are normally required to complete satisfactorily a modular programme of training in the Graduate School or their own School, accredited by the Economic and Social Research Council (ESRC) as a condition of their registration for a higher degree by research.
- 8.9 Candidates are required to prepare periodic progress reports on their research as required by their School/Department and/or external agencies. Furthermore, students are required to complete the Annual Progress Report and doctoral candidates are required to complete the documentation required by the School/Department for transfer from MPhil to PhD.

- 8.10 Candidates have a responsibility to ensure that their thesis is submitted within the prescribed time period.
- 8.11 Candidates are required to observe the University's policy on Intellectual Property Rights.
- 8.12 Candidates are required to maintain high standards of academic conduct and, in particular, to avoid conduct amounting to plagiarism or any other unfair practice.
- 8.13 Candidates are required to observe the University's policy on health and safety as set out in the General Health and Safety Manual available on the University web page.
- 8.14 Candidates are required to act as a responsible member of the University's academic community.

## **9 The Capability Procedure**

- 9.1 The University Supervisors and Director of Postgraduate Research are responsible for ensuring that the candidate is made aware of any unsatisfactory progress or standard of work, and arranging supportive action as necessary.
- 9.2 If at any stage during the period of study the University Supervisors and Director of Postgraduate Research consider the progress of the candidate to be unsatisfactory or that the standard of work is generally below that expected, the candidate should be made aware of the situation and informed that the Capability Procedure is to be instigated. It is expected that the Informal Procedure will be implemented first before, if necessary, invoking the Formal Procedure.
- 9.3 At any meeting regarding unsatisfactory progress between the candidate and their Principal Supervisor and/or the Director of Postgraduate Research, whether at the Informal or Formal stage, the candidate has the right to be accompanied by a second person who can act as their friend.

### **Informal Procedure**

- 9.4 The Principal Supervisor will conduct an informal discussion with the candidate at the earliest opportunity. The discussion will include, where appropriate, the student's other Supervisor(s). The student should be advised of the purpose of the meeting in advance. At the meeting the Principal Supervisor will:
  - i. Bring to the candidate's attention those aspects of their performance which are considered to be unsatisfactory
  - ii. Seek agreement from the candidate regarding the nature of the problem
  - iii. Listen to and consider any explanation or statement made by the candidate
  - iv. Inform the candidate of the standard of performance that is expected and what support will be given to assist in achieving the required standard
  - v. Draw up a programme of support to assist the candidate to achieve the expected standard. This programme may include any or all of the following forms of assistance:
    - a. further training
    - b. the guidance of one or more additional supervisors
    - c. support from the Director of Postgraduate Research

- vi. Inform the student of the arrangements to be made to monitor and record the student's performance at agreed intervals
- vii. Define a timescale within which the expected standard of performance should be achieved

The Principal Supervisor should record the outcome of the discussion including details of the support programme to be provided and, in particular, the timescale within which the expected standard of performance is to be achieved. This record should be agreed with the student and a copy then forwarded to the student and also kept on the student's file.

## Formal Procedure

- 9.5 Where the Principal Supervisor is not satisfied that the candidate has achieved the expected level of performance within the agreed timescale through the Informal Procedure, the Formal Procedure will be followed. Similarly, where the candidate declines the opportunity to co-operate with the informal arrangement proposed, the Formal Procedure should be followed.
- 9.6 In such circumstances the Director of Postgraduate Research will invite the Director of Postgraduate Research from another School to that in which the candidate is registered to co-ordinate arrangements for the Formal Procedure.
- 9.7 The external Director of Postgraduate Research will hold a meeting with the student, the Principal Supervisor and the Director of Postgraduate Research of that School. The Associate Supervisor(s) may also be present at the meeting. As in the case of the Informal Procedure the student should be informed with regard to the purpose of the meeting, advised that Formal Procedures are now being invoked, and that a second person may accompany them as their "friend".
- 9.8 At the meeting the external Director of Postgraduate Research will:
  - i. Explore further those aspects of the candidate's performance which are considered to be unsatisfactory. This will be in relation to the standard of performance expected which was outlined at the informal stage
  - ii. Seek agreement from the candidate regarding the nature of the problem
  - iii. Listen to and consider any explanation or statement made by the candidate
  - iv. Reiterate to the candidate the standard of performance that is expected and what support will be given to assist in achieving the required standard
  - v. Review the programme of support which was agreed at the Informal Stage, draw up as appropriate a further programme of support to assist the candidate to achieve the expected standard. This programme may include any or all of the following forms of assistance:
    - a. further training
    - b. the guidance of one or more additional Supervisors
    - c. support from the Director of Postgraduate Research
  - vi. Define a timescale within which the expected standard of performance should be achieved.
- 9.9 The external Director of Postgraduate Research should record the outcome of the discussion including details of any further support programme to be provided and, in particular, the timescale within which the expected standard of performance is to

be achieved. This record should be agreed with the candidate and a copy then forwarded to the candidate and also kept on the candidate's file.

- 9.10 Where considered appropriate the Director of Postgraduate Research of the School, with the concurrence of the external Director of Postgraduate Research, may issue a formal warning to the candidate that, in the absence of any improvement in performance by a specified date, a recommendation will be made for the candidate to withdraw from the University. The warning should be made verbally at the meeting held with the candidate and also confirmed in writing. The warning should be referred to in the record of the above meeting.

## **10 Termination of Registration**

- 10.1 Following on from the Formal Capability Procedure, if, after the issue of a formal warning, the student has failed to make the necessary improvement in their performance within the timescale specified, a recommendation may be put forward by the Director of Postgraduate Research to the Research Degrees Committee that the candidate's registration be terminated. It will be necessary for full details to be provided with regard to the background to the recommendation and also for evidence to be produced confirming that the Capability Procedures, described in Section 9 above, have been followed by the Principal Supervisor and the Director of Postgraduate Research of the School. The Research Degrees Committee may, as necessary, request further information on the background to the case. The termination of a candidate's registration is ultimately a matter for decision by Senate.
- 10.2 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 past with no extension applied for or lack of contact with the Supervisor and other University Departments over an extended period. Such cases are considered by the Research Degrees Committee in consultation with the Principal Supervisor and other interested parties.

## **11 Transfer of MPhil to PhD**

- 11.1 Every candidate must have successfully transferred registration from Master of Philosophy to Doctor of Philosophy before submission of the thesis for the Degree of Doctor of Philosophy. University policy and transfer procedures set out in this Section of the Regulations must be applied, as follows:
- 11.2 The detailed arrangements for assessment will vary from one academic area to another. However, the following University recommendations are made as the minimum requirement to meet best practice:
- i. The recommendation to transfer can form part of the Annual Progress Review procedures. The transfer is however a separate process which needs to take place prior to being reported in the Annual Progress Review.
  - ii. The candidate should submit a full written report on the project to-date and a detailed timetable for further work. A summary of the candidate's report

- should be attached to the Annual Progress Form submitted to the Research Degrees Committee.
- iii. The Supervisors are also required to provide a written report on the progress made by the candidate.
  - iv. The request to transfer should be considered by a Panel consisting of the Director of Postgraduate Research (or nominee) and one or more members of academic staff.
  - v. Reports are normally made available to the Panel at least two weeks before the review at which the candidate discusses their work and/or makes a formal presentation of their progress to-date.
  - vi. The candidate should be given the opportunity to comment on any aspect of their registration in the absence of their Supervisor(s).
  - vii. Following the review, the Panel should put forward one of the following recommendations:
    - a. Registration be transferred from MPhil to PhD
    - b. Further work is required by the candidate before transfer is approved (to be approved by Chairs Action)
    - c. Further work is required by the candidate before transfer is approved. A further review will take place at a future time.
    - d. Capability procedure to be initiated (either formal or informal).
  - viii. One member of the Panel is deputed to write a report on the review which is to be placed on the student's School/Departmental file and will form the basis of the report to Research Degrees Committee. A copy of the completed Transfer to PhD Form is passed to the student.
  - ix. Candidates required to attend research training modules provided by the Graduate School and/or their School/Department will normally be expected to have met the stipulated standards and have achieved a pass in any assessed modules of the programme.
- 11.3 An explicit recommendation must be forwarded to the Research Degrees Committee in regards to the outcome of the transfer meeting.
  - 11.4 The candidate must be informed of the recommendation of the Transfer Review Panel. Where the decision of the Transfer Review Panel is to defer transfer the candidate must be informed in writing with regard to the reason(s) for the decision and work required prior to the next review meeting.
  - 11.5 The Director of Postgraduate Research may decide that the candidate may not be considered for transfer of registration from Master of Philosophy to Doctor of Philosophy. In such instances, the University Capability Procedure must be followed. The candidate must be informed in writing of the reasons for the decision.
  - 11.6 A candidate who is not permitted to transfer to PhD registration may Appeal against the decision.
  - 11.7 The transfer of registration from Master of Philosophy to Doctor of Philosophy must take place within two calendar years from initial registration for a full-time candidate and within three calendar years from initial registration for a part-time candidate. The Chair of the Research Degrees Committee and the relevant Dean

of Postgraduate Research may approve an extension of these periods where there are extenuating circumstances.

## **12 Suspension and Extension of Registration**

### **Suspension of Registration**

- 12.1 In the event of student illness or personal difficulties of a serious nature or maternity leave, the Principal Supervisor may apply on behalf of the candidate to suspend registration for a specific period. If approved, the time involved does not count towards the student's maximum or minimum period of registration. Suspensions are normally not for a period of less than two months. In particular circumstances, for example maternity leave, Learner Support Services will still be available during the period of suspension. Retrospective suspensions are not normally permitted.

### **Extension of Registration**

- 12.2 The Principal Supervisor may make an application for extension of the registration period to the Research Degrees Committee and would normally be expected to show 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. Any request for an extension of registration period will be treated by the University as a very serious matter and it is essential that any application is made before the end of the standard period of registration.
- 12.3 Note only in exceptional circumstances will a full time student be permitted total registration of more than six years and part-time student the upper limit is nine years.

### **Research Councils**

- 12.4 Where a candidate is funded by a Research Council, any request for extension must be made at the time that the difficulties are experienced and not after the student has passed the deadline for submission. Student Administration will make such requests only after the extension has been approved by Research Degrees Committee. Normally requests are granted only in the case of illness, accident, maternity leave or for exceptional personal circumstances.

## **13 Submission Pending Status**

- 13.1 If a candidate does not submit their thesis within the minimum period of registration, three years from full-time doctoral candidate and four to six years for part time doctoral candidate, but has completed the research programme, for example experimentation, data collection, they will be transferred to "submission pending status" unless the Department/School makes a request to Student Administration and Support (Research) that they be not transferred to submission pending status. Submission pending students still retain full use of the University Library, email and

access to internet and networking facilities. The submission pending status period should be used to finalise thesis submission, undertake a viva voce and graduate.

- 13.2 It is expected that the “end date” is the absolute final date the University should be in receipt of the thesis. The School/Department must inform the candidate of their policies with regard to School-based facilities. Supervision levels are generally lower during the submission pending status phase but as a minimum the student should expect to receive the equivalent of one hour’s support from at least one of their Supervisors per month.

## **14 Submission**

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

- 14.1 The proposed title of the thesis shall be submitted for approval by the Director of Postgraduate Research to the Research Degrees Committee, not less than three months before the submission of a thesis for a research degree. The sub-title must be not 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**

- 14.2 The maximum length of the thesis shall be as follows:
- i. The length of a thesis submitted for the degree of Doctor of Philosophy shall normally be no greater than 80,000 words with an absolute maximum of 100,000 words.
  - ii. The length of a thesis submitted for the Professional Doctorate shall normally be no greater than 50,000 words, unless otherwise specified in individual course regulations.
  - iii. The length of a thesis submitted for the degree of Master of Philosophy shall normally be no greater than 40,000 words maximum.
  - iv. Additional material contained within the thesis, such as appendices or the bibliography, is excluded from the upper limits.
- 14.3 Candidates may be permitted to incorporate in their theses a limited amount of unpublished work undertaken prior to registration for the degree.
- 14.4 Candidates may be permitted to incorporate their own published work in their theses on condition that where published work is included, the fact is recorded in the thesis, together with the title, place and date of publication.
- 14.5 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.

- 14.6 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.

## Style and Layout Requirements

- 14.7 The style and layout requirements of the thesis are as follows:
- |      |                   |   |
|------|-------------------|---|
| i.   | Font:             | 12 point Sans Serif font (Arial recommended).   |
| ii.  | Line spacing:     | Minimum 1.5 up to double line spacing.  |
| iii. | Paper:            | Good quality A4 printed on one side only (paper should be 100 gsm weight and the thesis should be printed and not photocopied). |
| iv.  | Left-hand margin: | 40 mm (this is essential to allow for binding).   |
| v.   | Other margins:    | Recommended minimum 20 mm but may be more.  |
| vi.  | Pagination:       | Pages must be numbered.   |
| vii. | Contents:         | A paginated list of contents must be included at the front.   |

## Front pages within the thesis

- 14.8 The first page of the thesis or dissertation shall contain an approved statement reminding the reader of the restrictions imposed by copyright law on reproducing any part of the thesis or dissertation. The statement shall be inserted by the University Library in the copies of the work after the degree has been awarded.

- 14.9 The order and format of the various front pages within the thesis shall be as follows:

- i. Title page

The title page must give the following information in the order listed:

- The approved title of the thesis.
- The approved sub-title of the thesis.
- The total number of volumes if more than one, and the number of the particular volume.
- The full name of the candidate, followed, if desired, by any qualifications and distinctions. It is important that forenames (in full) should be in lower-case letters and the surname or family name only in capital letters.
- The degree for which the thesis is submitted.
- The full name of the Departments/School in which the candidate is registered followed by 'University of Bradford'.
- The year of submission.

For the University's Professional Doctorates the following should also appear on the title sheet: Thesis submitted in partial Fulfilment of the

Requirements for the Degree of Doctor Business Administration/Degree of Doctor of Pharmacy which ever is applicable).

ii. Abstract:

The abstract should be placed immediately after the title page. It should not exceed 250 words, summarising the contents. It should be headed with the candidate's name, the title of the thesis and up to ten subject keywords. After the degree has been awarded, the University may publish the title and abstract of the thesis and authorize others to do so.

iii. Acknowledgement and dedications:

If the candidate wishes to include an acknowledgement and/or dedication these should be included in the thesis after the abstract.

iv. If the work was done in co-operation with others, the candidate's contribution must be certified in a statement by the candidate and Supervisor(s) as to the share which the candidate has personally taken in the work (this is normally done as a statement signed by the student and is bound within the thesis). If there is disagreement between the candidate and Supervisor(s) on this matter, it shall be referred to the Department/School Publications Adjudication Panel which will give advice or adjudication on matters of authorship.

### **Additional material and appendices**

14.10 Where applicable, diagrams, maps and similar documents may be submitted in a portfolio of any size but must bear the particulars as shown on the thesis cover and spine. Where it is necessary to include a substantial amount of support material within a thesis such information may be contained in an appendix which depending on the size, can form a second volume. Alternatively, or in addition, material may be held in non-paper format and stored in a pocket attached to the inside back cover of the thesis. This is subject to Examiners being able to view the content as part of the assessment should they wish to do so. It should be stated in the thesis, at the appropriate point, what software has been used. The electronic version of the thesis must include supporting material which has been submitted with the thesis.

### **Submission of the thesis**

14.11 Candidates who wish to receive their degree at the congregation in July shall submit three copies of their thesis to Student Administration and Support (Research) not later than 1 May. Candidates who wish to receive their degree at the congregation in December shall submit three copies of their thesis to Student Administration and Support (Research) not later than 1 October.

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

14.12 Candidates are required to submit the following items to Student Administration and Support (Research):

- i. Three bound copies of the thesis (these are normally temporarily bound prior to the oral examination). These will be sent to the two Examiners and the Principal Supervisor
- ii. Three copies of any other material which is being submitted with the thesis
- iii. Thesis Submission Form which certifies the work is an original work produced by the candidate

In addition, the candidate is required to submit the following items where applicable:

- iv. A Declaration of English Language Assistance in Compiling a Thesis
  - v. A Certificate where part or all of the research was undertaken away from University, signed by the External Supervisor or responsible person, that the thesis consists of the candidate's own work (this is normally done as a statement signed by the appropriate person and is bound within the thesis)
- 14.13 Staff candidates with two External Examiners may wish to consider providing the internal independent chair (Link Person) with a temporary bound copy of the thesis. Providing this extra copy is optional. This copy can be given direct to the member of staff concerned. If the candidate decides not to give a temporary bound copy of the thesis to the Link Person they should as a minimum provide the Link Person with an Abstract of the Thesis and a Table of Contents. Candidates must bring along to their oral examination an additional copy of the thesis, paged in exactly the same way as the three copies submitted to Student Administration and Support (this is for their own reference during the oral examination).

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

- 14.14 Candidates are required to submit the following items to Student Administration and Support (Research):
- i. Two permanently bound copies of the thesis with hard covers as described in 14.16
  - ii. One electronic copy of the thesis on a disk (please make sure your full name, thesis title and School is written on the cover or case for the disk and your name is written on the disk itself). This electronic version will ultimately be available online unless restrictions apply
  - iii. An Electronic Thesis/Deposit Agreement Form granting the University the right to make the thesis available online
- 14.15 The permanently bound copies of the thesis must be perfect bound (fixed black binding in which the sheets are sewn) with cloth-covered boards in black. Candidates will not be permitted to graduate until the permanently bound copies and final electronic copy have been submitted.

### ***Front cover and spine***

- 14.16 The permanently bound thesis shall have the following information in gold lettering:  
On the front cover:
- i. the full name of the candidate

- ii. the title of the thesis
- iii. the name of the degree for which the thesis is submitted
- iv. the year of submission

On the spine there must be the following information printed downwards so that it can be read when the book lays flat, face upwards:

- v. the name of the candidate (surname or family name and initials)
- vi. the name of the degree
- vii. the year of submission

The approved sub-title must appear on the title page underneath the title, but not on the cover of the thesis

### ***Electronic version of the thesis on disk***

- 14.17 The thesis must be submitted as one or more Word files. Appendices will be accepted in alternative formats where appropriate. The physical media of submission required is CD-ROM or DVD. On the disk there should be a separate Word file containing the abstract, keywords and Principal and Associate Supervisors' names

## **15 Assessment of the Thesis**

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

- 15.1 The oral examination should take place within 8 weeks of submission of the thesis to Student Administration and Support (Research). In exceptional circumstances the period specified may be extended by the Research Degrees Committee.
- 15.2 The Supervisor(s) are permitted to attend the Oral examination and may be invited by the Examiners to offer comments at any appropriate point during the examination process. The Supervisor may request permission to clarify a particular point during the course of the oral examination.
- 15.3 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.

### **Appointment of Examiners**

- 15.4 Appointment of Examiners must be proposed by the Supervisors and approved by the relevant Director of Postgraduate Research and then submitted no later than two months prior to submission of the thesis for approval by the Research Degrees Committee (with Chair's action as appropriate).
- 15.5 For all oral examinations of non-staff candidates 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 Dean of Graduate Studies (or nominee). The role of the Internal Examiner shall remain unchanged except for the chairing of the oral examination which shall be undertaken by the Independent Chair who is not an examiner.

- 15.6 Where the proposed Examiner of a candidate for the Degree of Doctor of Philosophy or the Professional Doctorate is not of professorial or reader 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 Research Degrees 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.
- 15.7 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. There should be a gap of five years between a member of staff leaving the institution and their appointment as an External Examiner.
- 15.8 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 Link Person 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.
- 15.9 Members of staff who are Research Assistants are not regarded as academic staff and therefore do not require two External Examiners and normal arrangements with regards to appointment of Examiners will apply.

## **Assessment and Outcomes**

- 15.10 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 corrections to his or her thesis to the satisfaction of the Examiners, the corrections to be completed within a period not exceeding three months
  - iii. If the thesis is satisfactory but the candidate has failed to satisfy the Examiners in an examination held in connection therewith, that the candidate be permitted to re-present the same thesis and to submit to re-examination on one occasion within a period not exceeding twelve months
  - iv. If the thesis, though unsatisfactory, shall seem of sufficient merit to justify such a recommendation, that the candidate be permitted to re-present his or her thesis in a revised form within twelve months. In the case of the Degree of

Doctor of Philosophy, such a re-presentation may be restricted to that for the Degree of Master of Philosophy and in the case of the Professional Doctorate, such re-presentation may be restricted to that for the Degree of Master, in which case the candidate must, likewise, re-present his or her thesis within twelve months

- v. In the case of the Degree of Doctor of Philosophy, that, exceptionally, the Degree of Master of Philosophy be awarded or in the case of the Professional Doctorate that the Degree of Master be awarded. In either case, the candidate may elect to request that the award be not made and in such a case he or she is permitted to re-present this thesis in a revised form within twelve months
- vi. 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

In the exceptional circumstances the periods specified in 15.10 (ii) - (v) for completion of minor corrections or re-examination /re-presentation of the thesis may be extended by the Research Degree Committee.

- 15.11 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 the Degree be awarded, subject to the candidate making corrections to his or her thesis to the satisfaction of the Examiners.
  - iii. In the case of a candidate for the Degree of Doctor of 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.

### **Independent Preliminary Reports**

- 15.12 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 Internal Examiner is responsible for ensuring that copies of the Independent Preliminary Reports are attached to the Examiners' Report Form. The Independent Preliminary Reports will only be made available to the candidates, after the examination, in the event of a written request to Student Administration and Support (Research) in accordance with the Data Protection Act 1998. The Independent Preliminary Reports may be referred to in the event of a candidate making an Appeal under Regulations approved by Senate.
- 15.13 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 Research Degrees 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 Research Degrees 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.

## **16 Amendments to the Thesis**

### **Minor Amendments**

- 16.1 Where the degree of Doctor of Philosophy, Master of Philosophy or the Professional Doctorate is awarded subject to the candidate making corrections to the thesis as outlined in Section 15.10 (ii) and 15.11 (ii) above these will normally be minor amendments which are undertaken to the satisfaction of the Internal Examiner only. However, on the specific recommendation of the Examiners, the category may include more extensive editorial changes to the thesis which would, likewise, not require re-examination by the External Examiner.

### **Supervision**

- 16.2 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.

### **Revision of the Thesis**

- 16.3 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.
- 16.4 The Director of Postgraduate Research within each School/Department is responsible for ensuring that appropriate supervision is available to the candidate during the revision stage.
- 16.5 If the candidate is required to undertake additional work, for example, produce or process new data, it is the responsibility of the School/Department and Principal Supervisor to ensure that the student is provided with appropriate facilities.
- 16.6 It is the responsibility of Student Administration and Support to resubmit the revised thesis to the Internal and External Examiners on the same basis as the initial submission. No person is permitted to send an unbound copy of the revised

thesis directly to the Internal or External Examiner prior to formal resubmission of the work.

## 17 Appeals by Research Students

- 17.1 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 Research Degrees Committee has ratified a decision with regard to their progression, award or assessment, as applicable. Research candidates may however, appeal against a provisional mark for a module delivered by the Graduate School prior to that mark being formally ratified by a Board of Examiners or by the Research Degrees Committee.
- 17.2 Each student's appeal is considered on a case by case basis and will be managed in a secure and confidential manner. Wherever possible, in the first instance, an appeal should be resolved locally and informally at School level. If a candidate is unsatisfied with the outcome of the informal stage they have the right to make an appeal to the University. A request to invoke the University level appeals procedure must be sent to the Complaints and Appeals Manager within 10 working days of the date of receipt of the School Completion of Procedures letter. For further information students should refer to Regulations Governing an Appeal by Students against an Aspect of their Academic Assessment.

## 18 Complaints

- 18.1 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. Grounds for a complaint might include:
- i. Dissatisfaction with standards of academic provision, for example, insufficient or badly maintained resources and facilities, arrangements for assessment, academic feedback, or information provided, or not provided, about a course.
  - ii. Dissatisfaction with the quality or frequency of supervision or tuition.
  - iii. Deficiencies in standards of service, for example, support facilities such as accommodation or central or School based administrative services.
  - iv. Misinformation about an academic programme.
  - v. Dissatisfaction with the level and availability of pastoral support.
  - vi. Other deficiencies in the quality of the learning experience.
  - vii. The behaviour of a member of staff.
- 18.2 Where possible the University aims to resolve complaints quickly and at the local, School level. Other than in exceptional and fully documented circumstances, a student who wishes to make a complaint should invoke the Informal Stage of the procedure within one calendar month of the incident which is the cause of the complaint.
- 18.3 If a student feels that they have not received a satisfactory outcome through the informal channels, or if the complaint is deemed to be of a nature which makes

informal solution unsuitable, they are entitled to place a formal complaint in writing to the Assistant Registrar (Complaints & Appeals) within two months of the incident which is cause of the complaint. The University Complaints procedures may be viewed in full at <http://www.brad.ac.uk/admin/student-engagement/complaints/>

Note: The complaints procedure does not apply to the following matters which are covered by separate university procedures: academic appeals (as referred to above), disciplinary issues (students and staff), personal harassment and bullying and issues in relation to fitness to practice.

## **19 Breach of Assessment Regulations**

- 19.1 Academic misconduct is a breach of the University's assessment regulations. All instances of academic misconduct brought to the attention of the University will be investigated and the University reserves the right to use any fair and reasonable means to identify instances of academic misconduct.
- 19.2 Academic misconduct basically 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.
- 19.3 It is not acceptable for a student to claim that they do not know what academic misconduct is because they have never read any of the guidance. It is the student's responsibility to ensure that they have looked at information provided by their School/Department in handbooks and on Blackboard and other University-wide guidance that is available on the University website.
- 19.4 There are no mitigating circumstances which can excuse plagiarism. The University provides clear guidance to all students about what plagiarism is and how to avoid it; the University will therefore not accept a plea of ignorance if a student is subsequently found answerable for a case of plagiarism. For further information students should refer to Procedures to be followed in the event of a suspected breach of Assessment Regulations and additional links provided on the Research Students website.

## **20 Open Access to Data**

- 20.1 Under Data Protection legislation a candidate may request access to material held on them by the University. This requirement covers data held on manual files as well as that on computerised systems. Any request to see files should be made to Student Administration and Support. An administration charge will apply. As part of a general policy of open access to data, students automatically receive a copy of their Annual Progress Report and the Final Examiners' Report.

## **21 Ethics Committee Approval**

- 21.1 Where appropriate, approval must be obtained from the Research Ethics Panel before commencement of a candidate's research project for specific aspects of the

work. Approval must be obtained from the University Research Ethics Panel before seeking approval from an external research ethics committee.

## **22 Equal Opportunities**

- 22.1 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.

## **23 Holidays and Absences**

23. 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 School. Absences other than formal suspension will fall into the following categories:

23.1 Holidays

Full and Part-time students are allowed up to eight weeks (including public holidays and University closure days) each academic year as approved by their supervisor.

23.2 Leave to Work Away From the University (including Fieldwork)

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.

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 normally 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.

23.3 Notified Absences

Temporary or short term absence (for up to one month only) from the University should be applied for at the time or in advance of the absences and remains subject to approval by the Supervisor. Reasons of absence include short-term illness, caring responsibilities and attending conferences. Documentary evidence must be included (for example, Medical Note or booked travel) in any request.

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

- 24.1 The Professional Doctorate consists of taught modules to the value of between 120 – 270 credits and a thesis.
- 24.2 For the award of the Professional Doctorate, candidates must study a total of 540 credits with a minimum of 360 credits at level D and a maximum of 180 credits at level M, of which up to 20 credits may be at level 3.

- 24.3 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.
- 24.4 To be eligible for the award of Professional Doctorate, a candidate must comply with the requirements of 24.1 and 24.2 above and may achieve at least 35.0% in individual units amounting to 20 credits but are required to achieve at least 40.0% in the remaining taught course units.
- 24.5 A Board of Examiners shall be held at the end of the taught component to consider the performance of candidates and to determine the supplementary assessment which may be required before progression to the Professional Doctorate.
- 24.6 Candidates who at the initial attempt have failed to attain the requirements in the taught component shall be permitted to undertake Supplementary Assessment, with or without attendance, on one occasion only in those units in which they have failed to attain the minimum marks specified.
- 24.7 Candidates on whose behalf evidence acceptable to the Senate is presented attesting that for good cause the standard of their performance in the Initial Assessment was impaired may apply to the Senate, through the School Board concerned, for special permission to undertake Supplementary Assessment, with or without attendance. Where such special permission is granted, the more successful performance, whether on the first or the second occasion, shall stand. Candidates who have failed on both such occasions shall be permitted one further attempt at Supplementary Assessment, with or without attendance, in accordance with the provisions of 24.6 above.
- 24.8 At the discretion of the Board of Examiners, a student undertaking Supplementary Assessment who has already fulfilled satisfactorily any requirement for part of a unit in which the student has not attained the minimum overall mark may, on the occasion of the Supplementary Assessment, be excused from further assessment in that part of the unit.
- 24.9 The date for Supplementary Assessment in accordance with the provisions of 24.5 and 24.6 above shall normally be not later than the corresponding occasion twelve months from the date of the first attempt.
- 24.10 Candidates who, after undertaking Supplementary Assessment in accordance with 24.6 above, fail to meet the requirements outlined in 24.4 above, shall be required to withdraw from the course of study. They may, however, be eligible for another award as laid down in individual course regulations.
- 24.11 The substitution of units following Supplementary Assessment shall not be permitted.