

|  |  |
| --- | --- |
| PhD by Thesis – Standard Route | |
|  | |
| Classification: | Regulation |
| Version Number: | 2 17 |
| Status: | Approved |
| Approved by: | Senate |
| Approval Date: | 20/06/2024 |
| Effective from: | 01/09/2024 |
| Next Review Date: | 2025/26 |
| Document Author: | Doctoral College |
| Document Owner: | Quality Support Service |
| Department/Contact: | Doctoral College |
| Collaborative provision: | Not Applicable |
| Related documents: | Higher Education Credit Framework for England: Advice on Academic Credit Arrangements (May 21). |
| Published location: | Quality and Standards website – Programme Regulations. [Quality and Standards | University of Hull](https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality) |
| All printed or downloaded versions of this document are classified as uncontrolled.  A controlled version is available from the university website. | |
| This document is available in alternative formats from  [policy@hull.ac.uk](mailto:policy@hull.ac.uk) | |

|  |
| --- |
| PhD by Thesis – Standard Route |

Table of Contents

[Introduction 4](#_Toc153539154)

[ADMISSION AND ENROLMENT 4](#_Toc153539155)

[1. Academic year 4](#_Toc153539156)

[2. Admission to a programme 4](#_Toc153539157)

[3. Duration of prescribed period of study 4](#_Toc153539158)

[4. Maximum period of registration 5](#_Toc153539159)

[5. Reduction in period of study 5](#_Toc153539160)

[6. Candidates who are a member of staff of the University 6](#_Toc153539161)

[SUPERVISION AND PROGRESS MONITORING 6](#_Toc153539162)

[7. Supervision 6](#_Toc153539163)

[8. Evidence of satisfactory academic progress 6](#_Toc153539164)

[RESEARCH TRAINING 7](#_Toc153539165)

[9. Postgraduate Training Scheme 7](#_Toc153539166)

[SUSPENSION OF STUDY AND REPEAT PERIODS 7](#_Toc153539167)

[10. Permitted duration for the accumulation of credits 7](#_Toc153539168)

[11. Suspension of study 7](#_Toc153539169)

[12. Suspension of study on grounds of risk 7](#_Toc153539170)

[13. Exceptional circumstances 7](#_Toc153539171)

[ASSESSMENT 8](#_Toc153539172)

[14. Method of examination 8](#_Toc153539173)

[15. Standards and criteria for PhDs by thesis 8](#_Toc153539174)

[16. Submission of the thesis 8](#_Toc153539175)

[17. Thesis extensions 9](#_Toc153539176)

[18. Non submission of the thesis 9](#_Toc153539177)

[19. Continuation fees for the thesis finalisation period 10](#_Toc153539178)

[20. Appointment of examiners 10](#_Toc153539179)

[21. Examiners’ recommendations 11](#_Toc153539180)

[22. Resubmission of the thesis 11](#_Toc153539181)

[23. Resubmission following award of a Masters 12](#_Toc153539182)

[ACADEMIC/PROFESSIONAL DISCIPLINE 12](#_Toc153539183)

[24. Academic Misconduct 12](#_Toc153539184)

[25. Professional standards of conduct (Fitness to Practise) 12](#_Toc153539185)

[RESULTS AND AWARDS 12](#_Toc153539186)

[26. Notifications of results and transcripts 12](#_Toc153539187)

**PhD by Thesis – Standard Route**

# Introduction

The following University regulations apply to all higher degrees classified by the Research Degrees Committee as PhD by Thesis. They include candidates registered on PhD by Thesis programmes which are delivered on a split-site basis.

These regulations include applications for admission to the above degrees both by candidates who are members of staff of the University and those who are not members of staff of the University.

The University Research Degrees Committee is the final arbiter of matters regarding the application and/or interpretation of the Regulations.

University regulations, codes of practice and other key documents referred to in this document are available on the [University of Hull Quality and Standards](https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/quality) webpage.

# ADMISSION AND ENROLMENT

# Academic year

* 1. For the purposes of these regulations the academic year is 12 months in length and is considered to consist of three periods, the first two coinciding broadly with the undergraduate trimesters.

# Admission to a programme

* 1. To be admitted to undertake the degree of Doctor of Philosophy a candidate shall:

1. have been awarded the degree of Bachelor with First or Upper Second Class Honours or the degree of Masters of this University or the corresponding degree in another university approved by the Research Degrees Committee for this purpose or have achieved a comparable qualification as approved by the Research Degrees Committee.
2. have satisfied such additional entry requirements as may be approved by the Research Degrees Committee from time to time.

|  |
| --- |
| *Students who are nearing completion of their Bachelor’s or Master’s programme or the equivalent at another university, but have not yet been awarded the degree may be conditionally accepted on to the PhD programme.*  *PhD scholarship entry requirements may differ to the standard PhD entry requirements.* |

# Duration of prescribed period of study

* 1. The prescribed period of study, training, supervision and thesis finalisation/writing-up shall extend over a period of either:

1. 48 months (comprising 36 months of research and up to 12 months of thesis finalisation/writing-up) as a full-time student in this University, or
2. 96 months (comprising 72 months of research and up to 24 months of thesis finalisation/writing-up) as a part-time student,
3. The prescribed period of study can be set at a greater length, on application to the Research Degrees Committee, in special circumstances (such as in response to the requirements of the Research Councils). This will require the payment of tuition fees at the rate set for that year. Such programmes may be covered by the PhD by Thesis Regulations, Non-Standard Route

# Maximum period of registration

4.1 The maximum period of registration for a full-time PhD candidate is seven years from initial registration, including any periods of suspension and changes to mode of study.

4.2 The maximum period of registration for a part-time PhD candidate is ten years from initial registration, including any periods of suspension and changes to mode of study.

4.3 The University, through RDC, reserves the right to terminate a candidate’s registration if they exceed this maximum period.

4.4 Any period of suspension of study granted in accordance with regulations 10 or 11 shall not count towards the prescribed period of study under 3.1 above.

4.5 A research student who teaches in the University for not more than twelve hours per week shall be considered as a full-time student for the purposes of this regulation.

|  |
| --- |
| * *This regulation governs the ‘prescribed period’ of study, that is the period during which the candidate is entitled to supervision; where the candidate is granted an extension or suspension of study as defined below, there is an absolute upper limit on completing the thesis and training credits of seven years full-time and ten years part-time.* * *3.1c: For example, for full-time students this empowers RDC to extend the actual study period, which would be expected to be between three years to four years but must not exceed four years.* * *Periods of study may be reduced – see reg.5.* |

# 5. Reduction in period of study

5.1 A candidate may be permitted to count towards the period of study and research required by regulation 3 up to one year spent in full-time research at another institution approved by the Research Degrees Committee for this purpose.

5.2 Candidates on a split-site PhD will be required to spend up to 12 months of their prescribed period of study at another institution, however this will not affect their registration at the University of Hull which will remain the principal and the awarding institution.

5.3 A candidate may apply to submit a completed thesis at any time in their final year of the research period and receive a reduction in final year tuition fees calculated on the date of submission, in accordance with the following:

1. 9 to 12 months before the end of the prescribed period of study - full fee rebate.
2. 5 to 8 months before the end of the prescribed period of study - two-thirds fee rebate.
3. 1 to 4 months before the end of the prescribed period of study - one third fee rebate.

5.4 Applications under 5.1 or 5.3 shall be subject to the approval of the Chair of the Research Degrees Committee, or their delegate, on the recommendation of the candidate’s supervisor, Head of Academic Unit and the relevant Graduate Research Director, who is an ex-officio member of Research Degrees Committee.

# 6. Candidates who are a member of staff of the University

6.1 The following apply only to candidates who are members of staff of the University, whether teaching, research or other category unless otherwise stated.

6.2 Full-time members of staff, must be enrolled as part-time students.

6.3 A candidate may be permitted to spend no more than one year of the period of study at another institution approved by the Research Degrees Committee for this purpose.

6.4 A candidate who has enrolled under these regulations and who has subsequently ceased to be a member of staff of this University may submit a thesis for the degree or, in the case of a thesis referred under Regulation 20.1(d), a revised version of the thesis.

# SUPERVISION AND PROGRESS MONITORING

# 7. Supervision

7.1 A principal supervisor and at least one other (second) supervisor shall be appointed for each candidate.

7.2 Supervision of the candidate’s thesis shall be conducted in accordance with any code of practice approved by the Research Degrees Committee for the purpose.

7.3 Supervision entitlement for both part-time and full-time PhD candidates is defined in the Code of Practice Postgraduate Research Students. Entitlement includes the Mid-Year Monitoring (MYM) meeting but excludes the Annual Monitoring and Progression meeting (AMP) which must take place on an annual basis regardless of mode of study.

7.4 In the thesis finalisation period, all PGRs whether full-time or part-time are entitled to one supervisory meeting every other month.

# 8. Evidence of satisfactory academic progress

8.1 A system for monitoring the progress of a candidate shall be in place in accordance with criteria prescribed by the Research Degrees Committee (see Code of Practice Standards and Criteria for Research Degrees).

8.2 A candidate’s prescribed period of study may be terminated on the grounds of unsatisfactory progress as measured against criteria established under 8.1 provided that this is carried out in accordance with the University Code of Practice Research Degrees: Termination of Candidature. The decision to terminate the prescribed period of study shall be made by the Chair of the Research Degrees Committee, or their delegate, on the recommendation of the Head of Academic Unit and relevant Graduate Research Director.

8.3 Where the Academic Unit is satisfied that the candidate is not making satisfactory progress towards achieving a PhD, but may be able to achieve a Masters by Thesis, a recommendation may be made to the Chair of the Research Degrees Committee that the candidate be transferred to the appropriate Masters degree, with an agreed deadline for submission.

# RESEARCH TRAINING

# 9. Postgraduate Training Scheme

9.1 Subject to the Regulations for the Postgraduate Certificate and Diploma in Research Training all candidates shall enroll for and achieve a minimum of 60 credits from modules designated as part of the Postgraduate Training Scheme (PGTS), administered by the Doctoral College, and detailed in the PGTS Handbook.

9.2 The requirement in 9.1 may be in part be satisfied by the accreditation of a maximum of 40 credits achieved by prior learning. Any application for such accreditation shall be subject to the approval of the relevant Graduate Research Director and Research Degrees Committee on the recommendation of the candidate’s supervisor.

# SUSPENSION OF STUDY AND REPEAT PERIODS

# 10. Permitted duration for the accumulation of credits

10.1 A qualification shall not be awarded to a candidate who has not completed training credits and the thesis for examination within seven years of initial enrolment for the full-time PhD, or within ten years for a part-time PhD.

|  |
| --- |
| * *This sets an absolute upper limit for completion of the requirements for the degree, including any periods of extension/suspension of study; this is different to the duration of the ‘prescribed period of study’ defined in reg. 3.* * *There is no provision for ‘interim awards’ under these regulations; where a candidate withdraws without completing the degree, they are entitled to a Research Training award (certificate or diploma) based on the number of research training credits gained at that point; entitlement is governed by the regulations for the Certificate and Diploma in Research Training.* |

# 11. Suspension of study

11.1 During the prescribed period of study as defined in regulation 3, and subject to regulation 9, a candidate may suspend their studies by making a written application using the approved application form to the Research Degrees Committee for periods not exceeding 12 months.

11.2 A suspension of study may be permitted for personal/medical reasons and for other circumstances, for example a candidate wishing to spend a period abroad or in industry, which is not part of the programme of study they are following.

11.3 A suspension of study may be required for students who need a period of suspension to complete outstanding assessments.

# 12. Suspension of study on grounds of risk

For suspension of study on grounds of risk please see the Support for Study policy.

# 13. Exceptional circumstances

13.1 Transfer between full-time and part-time mode

Candidates are permitted one transfer from full-time to part-time mode, or part-time to fulltime mode of study, within the research period. This is not permitted within the last six months of the research period unless in exceptional circumstances and for reasons such as maternity, paternity, caring responsibilities and ill health. Transfer between modes of study is not permitted in the thesis finalisation / writing-up period, nor is it permitted retrospectively, unless in exceptional circumstances at the discretion of the Chair of RDC or their delegate. The remaining duration of the research period is calculated on the basis of full months remaining, at a conversion rate of 1 month full-time= 2 months part-time.

13.2 Repeating a period

A candidate shall not be permitted to enroll for the degree as new other than with the approval of the Research Degrees Committee. Approval shall only be granted where the candidate has demonstrated significant medical or exceptional personal circumstances affecting the period which is sought to be repeated.

In determining whether to grant approval regard shall be had to regulations 11 and 12 above.

# ASSESSMENT

# 14. Method of examination

14.1 A candidate shall be examined by means of:

1. a thesis,
2. an oral examination,
3. an assessment of any additional studies prescribed by the candidate’s Academic Unit and notified in writing at the commencement of the prescribed period of study.

14.2 The thesis shall be on a subject selected by the candidate and approved by the candidate’s supervisors and Research Degrees Committee

14.3 The thesis may not exceed 100,000 words, excluding the Bibliography, but including footnotes and appendices, except with the express permission of the Research Degrees Committee. Applications to exceed the word limit must be made in writing on the correct form and shall be subject to the recommendation of the candidate’s supervisor, the relevant external examiner and the relevant Graduate Research Director. Application shall be made no later than the giving of notice set out in 16.1 below.

# 15. Standards and criteria for PhDs by thesis

15.1 The thesis **must** be the result of original research, show an awareness of the relationship of the research to a wider field of knowledge and reflect such further Standards and Criteria as approved by the Research Degrees Criteria from time to time.

15.2 A candidate may not submit as a thesis, the work for which credits or a qualification of this University or any other institution have been conferred, but shall not be precluded from incorporating such work in a submission which covers a wider, or substantially different field from that of earlier work, provided that the same is indicated clearly in the current submission.

# 16. Submission of the thesis

16.1 A candidate shall give not less than three months’ notice of the expected date of submission of the thesis, and shall, at the same time, confirm the precise title of the thesis.

16.2 The candidate shall be responsible for ensuring that an electronic copy of the thesis is received by the Doctoral College within 48 months of commencing the degree if full-time and within 96 months if undertaken part-time.

16.3 Submission shall be in such format as prescribed, from time to time, by Research Degrees Committee. Following award of the degree the candidate shall submit an electronic copy of the thesis which shall be retained by, and be the property of, the University.

16.4 A candidate shall be barred from submitting the thesis unless the conditions of regulation 9 above have been satisfied.

16.5 In addition to the thesis, the candidate shall submit an electronic copy of a summary of the thesis, which shall not exceed 300 words, and shall be in such format as prescribed, which is subject to change from time to time, by Research Degrees Committee.

# 17. Thesis extensions

17.1 In exceptional circumstances only, those candidates who are unable to submit the thesis within 48 months of commencing the degree if full-time, or within 96 months of commencing the degree if part-time may apply, using the approved application form, to the Research Degrees Committee for an extension either to the research period (granted in exceptional circumstances only) or the thesis finalisation / writing-up period. The period of extension to the thesis finalisation period is limited to one year for full-time and 24 months for part-time students. Applications must be submitted before the expiry of the period of study for which an extension is sought.

17.2 Any grant of extension under shall be made subject to regulation 11 and 12 and any additional criteria published by the Research Degrees Committee.

17.3 Students **must** enroll formally for the ‘extension’ period and pay the continuation fee mentioned in regulation 19.

|  |
| --- |
| *Students on a Student Visa are not permitted to stay in the UK beyond the expiry date stated on their visa. Although an extension to studies may be permitted by the University, it may not be appropriate or legally advisable for the student to remain at the University or in the UK to complete their programme of study. Advice regarding whether or not the University will be able to support a further visa application needs to be sought from the International Engagement and Compliance Team, in advance of the case for granting the extension being heard.* |

# 18. Non submission of the thesis

18.1 *Where a candidate fails to submit the thesis by the deadline stated in regulation 16.1, or any extended deadline arising from a writing-up period or an extension granted in accordance with regulation 17 above, the Chair of RDC shall determine whether to allow the candidate to submit, or make a resubmission, in the case of an examined thesis that has been referred, or requires corrections, or amendments. Where submission or resubmission is not allowed the programme of study shall be deemed terminated without the requirement for examination*

|  |
| --- |
| * *Note that a candidate whose programme is terminated under this regulation would be barred from subsequently enrolling for the same programme under reg. 13.2.* * *A candidate would be entitled to receive any training credits gained at the point of termination and might be eligible for Certificate or Diploma in Research Training based on the number of credits gained; eligibility would be determined in accordance with the Cert/Dip regulations.* |

# 19. Continuation fees for the thesis finalisation period

19.1 Subject to 19.2 a candidate commencing the thesis finalisation/writing-up period or extension period (regulation 17) shall be liable to pay a continuation fee as prescribed by Senate and Council and in force at the time of submission.

19.2 A candidate shall be barred from submitting the thesis unless all fees for the programme of study and any other liabilities have been paid.

# 20. Appointment of examiners

20.1 The examination shall be conducted by one external examiner and one internal examiner, both appointed by the Research Degrees Committee on the recommendation of the Head of the relevant Academic Unit and a Graduate Research Director from the same area. Examination of the thesis shall normally take place within three months of the date of submission.

20.2 Examiners must be nominated following notice of the expected date of submission being received by the Doctoral College (as under 16.1 above). Nominations should be received before submission of the thesis.

* 1. Each examiner shall make an independent report on the published works before the oral examination, shall be present at the oral examination, and shall sign a joint Recommendation of Examiners to record the result of the oral examination.

20.4 Examiners should hold a qualification higher than or equal to that being examined

20.5 The internal examiner shall not be one of the candidate’s supervisors.

20.6 The examination shall be chaired by a member of academic staff appointed by Research Degrees Committee in accordance with the University code of practice governing the chairing of research degree by thesis viva voce examinations.

* 1. Where the candidate is a member of staff, whether temporary or permanent or has held a paid appointment or appointments at the University for a cumulative period of more than six months within the last five years, a second external examiner should also be appointed. In some cases, the appointment of a second external examiner may override the need for an internal examiner, but this is at the discretion of the Chair of RDC, who is the final arbiter of the appointment of examiners.
  2. Examiners should have appropriate levels of expertise and experience in relation to the roles to be performed as part of the assessment.
  3. If a nominee for examiner is no longer employed in an academic role in a research institution, for example is retired or is an Emeritus Professor, the nomination must be able to evidence recent research work relevant to the subject area.
  4. The external examiner should not be a former student of the University, member of staff, or person with Recognised Teacher Status, unless a period of no fewer than five years have elapsed.
  5. Examiners must not have collaborated with the candidate in any previous research endeavours.
  6. Examiners must not be collaborating significantly with the supervision team in any current scholarly activity. Any previous or current collaborations should be declared on the Nomination of Examiners Form.
  7. The supervisors shall be entitled to attend the oral examination with the agreement of the examiners and the candidate, but not participate in the examination.

|  |
| --- |
| *20.1: ‘Normally take place’ – this is dependent on the candidate having given the requisite three months’ notice of submission under regulation 16.1.*  *19.4: University Code of Practice Chairing Research Degree by Thesis Viva Voce Examinations requires that all vivas be independently chaired.* |

# 21. Examiners’ recommendations

21.1 The examiners **must** make one of the following recommendations:

1. that the candidate be awarded the degree of Doctor of Philosophy.
2. that the candidate be awarded the degree of Doctor of Philosophy subject to corrections being made to the thesis to the satisfaction of the internal examiner within three months of the date of being informed of the decision of the examiners. The term corrections refers to typographical errors, occasional stylistic or grammatical flaws, corrections to references etc.
3. that the candidate be awarded the degree of Doctor of Philosophy subject to amendments. The term amendments refers to certain changes of substance in a specific element or elements of the thesis specified by the examiners. These shall not involve a revision of the whole thesis or of a major proportion of it. The changes **must** be made to the thesis to the satisfaction of the internal examiner within six months of the date of being informed of the decision of the examiners.
4. that the thesis be referred subject to such of the following conditions as the examiners may think appropriate:
5. that the candidate be required to attend for a second oral examination
6. that the candidate be permitted to submit, on one occasion only, a revised thesis for a second examination, without further research
7. that the candidate be permitted to submit, on one occasion only, a revised thesis for a second examination, after further research
8. that the thesis is not of the required standard, but the candidate be awarded if the candidate so wishes, the appropriate Masters degree as determined by the examiners.
9. that the thesis is not of the required standard and no award be made to the candidate.

21.2 A candidate whose thesis is not of the required standard at either at first or second attempt shall be entitled to receive a written statement from the examiners of the way in which the work falls short of the requirements to pass.

# 22. Resubmission of the thesis

22.1 Where a candidate is permitted to submit on one further occasion in accordance with 21.1 d) the candidate shall be responsible for ensuring that an electronic copy of the thesis is received by the Doctoral College office no later than twelve months from the date on which the candidate was notified of the result.

22.2 The manner of resubmission shall be as required for first submission except that resubmission shall be subject to the payment of the resubmission fee as prescribed by Senate and Council and in force at the time.

22.3 Where a candidate fails to submit the thesis by the deadline specified in 22.1 the programme of study shall be deemed terminated without the requirement for examination of the thesis.

# 23. Resubmission following award of a Masters

23.1 A candidate who has been awarded a Masters degree under regulations 21.1 e) shall not again submit a thesis for the PhD unless it is on a subject that is significantly different from that of the previous thesis.

23.2 The Research Degrees Committee shall be the final arbiter of whether a thesis is significantly different as required in 23.1 informed by the opinions of the relevant Head of Academic Unit, Graduate Research Director and external examiner(s).

# ACADEMIC/PROFESSIONAL DISCIPLINE

# 24. Academic Misconduct

24.1 Allegations of academic misconduct shall be subject to the Regulations governing Academic Misconduct, and no penalty shall be imposed other than in accordance with the said Regulations.

24.2 Candidates shall also abide by the principles of good research practice as defined in the Code of Practice on Research Misconduct. Allegations of research misconduct shall be investigated in accordance with this Code.

# 25. Professional standards of conduct (Fitness to Practise)

25.1 For information regarding professional standards of conduct (fitness to practise), please refer to the University Regulations Governing the Investigation and Determination of Concerns about Fitness to Practise.

# RESULTS AND AWARDS

# 26. Notifications of results and transcripts

26.1 All candidates shall be entitled to an official transcript on completion provided they are not in debt to the University for the payment of tuition fees.

**Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Author** | **Date approved** | **Relevant sections** |
| 2 17 | David Griffiths | Nov 2023, Senate.  Note: these changes were approved at Senate Nov 2023 for a Sept 2024 implementation.  Senate approved other changes as noted below (v2 15) in June 2024, therefore the approval date on the front page of these regs remains as June 2024. | 3.1 B) Part time length of study changed from 60 months Research period with 20 thesis finalisation period to 72 months Research period with 24 months thesis finalisation period.  16.2 Amendment of period for maximum period for candidate to submit thesis from 80 months to 96 months.  17.1 Change to reference of length of time candidate has to submit thesis from 80 months part time to 96 months. |
| 2 16 | David Griffiths | Housekeeping | 20.2 Removal of sentence ‘*the Doctoral College will only accept nomination of examiners after the submission of the thesis in exceptional circumstances*’, as this no longer reflects current practice. |
| 2 15 | Kirstie Skelton Clarke/ David Griffiths | June 2024 | Title – Replaced ‘*PhD by Thesis*’ with ‘*PhD by thesis - Standard Route*’.  Introduction – Following text added ‘*by Thesis. They include candidates registered on PhD by Thesis programmes which are delivered on a split-site basis*’. Following text removed *‘(whether teaching, research or other category)*’. Added following text ‘*University regulations, codes of practice and other key documents referred to in this document are available on the University of Hull Quality and Standard webpage’*.  1.1 Following text added *’12 months in length and is*’.  Section 2 Following text added ‘*PhD Scholarship entry requirement may differ to the standard PhD entry requirement’* and 2.1 a) following text added ‘*Upper*’.  3.1, 3.1 a) and 3.1 b) Replaced ‘*completion*’ with ‘*finalisation*’. 3.1 c) Following text added ‘*Such programmes may be covered by the PhD by Thesis Regulations, Non-Standard Route’*.  Regulation 4 covering maximum period of registration added. 4.1 – 4.5 clauses renumbered. Replaced ‘*This regulation governs the ‘prescribed period’ of study, that is the period during which the candidate is entitled to supervision; where the candidate is granted an extension or suspension of study as defined below, there is an absolute upper limit on completing the thesis and training credits of seven years. 3.1c: For example, for full-time students this empowers RDC to extend the actual study period, which would be expected to be between three years but not exceeding four years. Periods of study may be reduced – see reg. 4’.* with ‘*This regulation governs the ‘prescribed period’ of study, that is the period during which the candidate is entitled to supervision; where the candidate is granted an extension or suspension of study as defined below, there is an absolute upper limit on completing the thesis and training credits of seven years full-time and ten years part-time. 3.1c: For example, for full-time students this empowers RDC to extend the actual study period, which would be expected to be between three years to four years but must not exceed four years. Periods of study may be reduced – see reg.5’*.  4.5 Increased the maximum number of hours to ‘*twelve*’. Following text removed ‘*not for that reason be debarred from being’*.  Section 5 covering reduction in period of study renumbered.   * 5.1 Replaced ‘*Reg*’ with ‘*regulation*’. * 5.2 new clause added. * 5.3 Replaced ‘*remission*’ with ‘*rebate*’. * Following text added ‘*or their delegate*’ and ‘*who is an ex-officio member of Research Degrees Committee’*.   5.4 clause removed and section 6 covering candidates who are a member of staff of the University and clauses renumbered.   * 6.2 Text ‘*fulltime*’ added and following text removed ‘*other than those who are employed to research’*.   6.3 clause removed section 7 covering Supervision and clauses renumbered. 7.3 and 7.4 new clauses added. Following text removed ‘*University code of practice: postgraduate Research Students details the rights and responsibilities of supervisors and supervisees; supervisors are responsible for advising candidates on their research training needs, including through the annual Training Needs Analysis, to meet the requirement for research training reg 8'*.  7.2 clause removed and section 8 evidence of satisfactory academic progress renumbered.   * 8.1 Following text added *‘(see code of practice Standards and Criteria for Research Degrees)*’. * 8.2 Replaced ‘*7.2*’ with ‘*8.1*’. Following texts removed ‘*the candidate has first been issued with a University Warning by Research Degrees Committee, accompanied by written guidance as to what improvement is required’ and* added ‘*this is carried out’* and ‘or their delegate’.   Section 9 covering postgraduate training scheme renumbered.  Section 11 removed, and regulations covering suspension of study and repeat period renumbered.  11.1 replaced ‘*Reg*’ with ‘*regulation*’.  12 Following text added ‘*For suspension of study on grounds of risk please see the Support for Study policy’.*  13.1 Following text added ‘*thesis finalisation*’ and ‘*unless in exceptional circumstances at the discretion of the Chair of RDC or their delegate’*.  13.2 Replaced ‘*Reg 10’* with ‘*regulations 11 and 12*’.  Regulation covering Assessment renumbered.  14.3 Following text added ‘*must be made in writing on the correct form and*’.  16.1 Following text removed ‘*along with an abbreviated title which shall not exceed six words*’.  17.1 Removed ‘*Full time candidates’* and following text added ‘*those candidates who are’*, ‘*either*’, ‘*research period) granted in exceptional circumstances only) or the thesis finalisation/*’. Replaced ‘*of up to*’ with ‘*The period of extension to the thesis finalisation period is limited to’*. Following text added ‘*Application must be submitted*’ and removed ‘*provided the application is submitted*’. Following text removed ‘*deadline stated in this paragraph*’ and added ‘*period of study for which an extension is sought*’.  17.2 Removed following text ‘*16.1, 16.2 and 16.3’* and added *’11 and 12’*.  17 Replaced ‘*Stier 4*’ with ‘*on a student visa*’. Following text removed ‘*by the Doctoral College’* and replaced ‘*visa*’ with ‘*International Engagement and’.*  18.1 Following text removed ‘  *Where a candidate fails to submit the thesis by the deadline stated in regulation 15.1, or any extended deadline arising from a writing-up period or an extension granted in accordance with 16 above, the Chair of RDC shall determine whether to allow the candidate a resubmission. Where such resubmission is not allowed the programme of study shall be deemed terminated without the requirement for examination of the thesis’*. And following text added ‘*Where a candidate fails to submit the thesis by the deadline stated in regulation 16.1, or any extended deadline arising from a writing-up period or an extension granted in accordance with regulation 17 above, the Chair of RDC shall determine whether to allow the candidate to submit, or make a resubmission, in the case of an examined thesis that has been referred, or requires corrections, or amendments. Where submission or resubmission is not allowed the programme of study shall be deemed terminated without the requirement for examination*’.  19 Following text added ‘*for the thesis finalisation period’*.  19.1 Replaced ‘*completion*’ with ‘*finalisation*’ and replaced ‘*Reg 16’* with ‘*regulation 17’.*  19.2 Replaced ‘*due under 19.1’* with ‘*for the programme of study and any other liabilities*’.  19.1, 19.2 and 19.3 clauses removed and 20.1 – 20.13 new clauses added and renumbered.  Section 21 covering Examiner’ recommendation renumbered.  22.1 Replaced ‘*two copies of the’* with ‘*an electronic copy of the’*.  22.2 Following text removed ‘*by Reg 15 save*’ and added ‘*except*’.  Section 23 covering resubmission following award of a masters renumbered.   * 23.1 Replaced ‘*Regulations 20(e) or (f)*’ with ‘*regulation 21.1’*.   Regulation covering academic/professional discipline renumbered.  24.2 Replaced ‘*the said code*’ with ‘*this code*’.  Regulation covering results and awards renumbered. |
| 2 14 | Lisa Tees, Quality Manager, Quality Support Service | August 2023, Housekeeping | * 10.3 – amendment. Makes clear that a suspension of study may be required for students who need a period of suspension to complete outstanding assessments. * Replaces Registry Services with Academic Services. |
| 2 13 | Doctoral College | Jan 2023 | 15.2, 15.3 and 15.5 amended to remove reference to submission of hard copies and to reflect current e-submission. |
| 2 12 | Doctoral College | Sept 2022 | Regulation 3 covering enrolment for a master degree removed. Regulations and clauses renumbered.   * 3.1 d) Addition of 7-year maximum period for FT registration. * 3.1 e) Addition of 10-year maximum period for PT registration. * 3.1 f) Inserts clause allowing termination of registration for exceeding maximum period. * 9.1 reworded for clarity and removes reference to Masters degree. * Insertion of new subtitle ‘Exceptional Circumstances. Regulations that follow renumbered to account for this. * 12.1 new clause specifying circumstances under which transferring of study permitted during research and writing up periods. * 18 Reworded to remove unnecessary breakdown of continuation fees. |
| 2 11 | Lisa Tees, Quality Manager, Quality Support Service | Nov 2021 | Migrated to new template |
| 2 11 | Lisa Tees, Quality Manager, Quality Support Service | Aug 2021, Housekeeping | * Replaces Student Wellbeing, Learning and Welfare Support with Student Support and Experience (Reg 12). * Reference to University Regulations Governing the Investigation and Determination of Allegations of Professional Unsuitability and Professional Misconduct is replaced with University Regulations governing the Investigation and Determination of Concerns about Fitness to Practise (Reg 25). * Replaces Quality Governance with Quality Support Service. |
| 2 10 | Lisa Tees, Quality Manager, Quality Governance | Sept 2020, Senate | * Simplifies the language used to state that time during a suspension of studies does not count towards the prescribed period of study (reg 4b) * Changes the authority to allow, or disallow, submission of a thesis after the expiry of an agreed extension, to the Chair of RDC, from the Examiners (reg 18). |
| 2 09 | Lisa Tees, Quality Manager, Quality Governance | Sept 2019, Housekeeping | * Replaces School with Academic Unit * Replaces Learning and Teaching Enhancement with Quality Governance. * Replaces Graduate School with Doctoral College. * Replaces Student Progress Committee with Student Case Committee. |
| 2 08 | Lisa Tees, Quality Manager, Learning and Teaching Enhancement | Sept 2017, Housekeeping | Changes to clarify the submission of the thesis, Reg 16. |
| 2 07 | Jane Iddon, Quality Manager, Learning, Enhancement and Academic Practice (LEAP) | April 2016, Senate | * Increases the registered length of the PhD from 3 years to 4 years for students studying full-time and from 5 years to 6 years 8months for those studying part-time. * Makes clear the distinction between ‘research period’ and ‘thesis completion/writing-up period. * Replaces Unfair Means with Academic Misconduct. * Replaces Intercalation with Suspension of Study. * Replaces Head of Department with Head of School. * Replaces Semester with Trimester. |
| 2 06 | Jane Iddon, Quality Manager, Learning, Enhancement and Academic Practice (LEAP) | Sept 2015, Senate | * Reg 16, Thesis submission, this is now aligned to the prescribed period of study, 3 years for full-time and 5 years for part-time study. * Reg 17 Thesis extension now applies from the end of the prescribed period of study and removes the ‘automatic’ writing-up period. Students must be formally enroled during the ‘writing-up’ period. |
| 2 05 | Jane Iddon, Quality Manager, Learning, Enhancement and Academic Practice (LEAP) | Sept 2015, Senate | * Permits the registration of a PhD staff candidate, whose thesis is referred and needs to be resubmitted, and who subsequently resigns their post, to continue (regulation 6e) * Requires a second external examiner to be appointed where the candidate has been a member of staff within the last five years (regulation 20b). |
| 2 04 | Jane Iddon, Quality Manager, Learning, Enhancement and Academic Practice (LEAP) | Sept 2014, Housekeeping | Addition of an explanatory note regarding extensions for students studying with a Tier 4 visa (reg. 17). |
| 2 03 | Jane Iddon, Quality Manager, Learning, Enhancement and Academic Practice (LEAP) | April 2014, Housekeeping | * Replaces “admitted to” with “awarded” (Reg 2a). * Addition of an explanatory note (Reg 2a). |
| 2 02 | Jane Iddon, Quality Manager, Learning, Enhancement and Academic Practice (LEAP) | Sept 2013, Housekeeping | Reg 14c excludes the bibliography from the thesis word count. |
| 2 01 | Jane Iddon, Quality Manager, Learning, Enhancement and Academic Practice (LEAP) | Nov 2012, Senate | * Reduces the maximum permitted time from the anniversary of initial registration for the PhD from nine years to seven for students who register from the 2012/13 session onwards (reg. 10), * Changes the minimum number of supervision meetings for full-time candidates from nine to twelve (reg. 7(c)). |
| 2 00 | Quality Officer | Aug 2011, Senate | * Clarifies the regulations for members of staff who register for the degree. * Clarifies that a principal supervisor and at least one other supervisor shall be appointed for each candidate. * Clarifies that the procedure to be followed for the termination of a candidate’s programme of study is contained in the University Code of Practice, Research Degrees: Termination of Programme, QH:L04. * Introduces Standards and criteria for research degrees, QH:L5. * Introduces Professional Misconduct and Professional Unsuitability. |
| 1 03 | Quality Officer | Sept 2007, Senate | * Introduces the power for RDC to grant a longer prescribed period of study (up to four years full-time) in special circumstances (reg. 3 (a)(iv)). * Replacing reference to Unfair Means code to reference to Regulations (reg. 6(a)). * Revising the evidential requirements following intercalation on grounds of risk (reg. 10(g)). * Requirement for independent chair of vivas as specified in the code of practice – see QH:L6 (reg. 16(d)). * Introduces a new category of pass with amendments as being something between minor corrections and referral (reg. 17(b)(c)(d)). * Permits the examiners to require a further oral examination following resubmission (reg. 17(d)). * Replacing references to Graduate Research Committee with Research Degrees Committee. |
| 1 02 | Quality Officer |  | Version 1 02 corrects a drafting error in version 1 01. |
| 1 01 | Quality Officer | Sept 2006, Senate | Reduced the automatic writing up period for full-time students to 3 months, and for part-time students to six months (but with a five year, rather than four-year, prescribed period of study) – regs. 4(a), 17(a)(b). |
| 1 00 | Quality Officer | Sept 2004, Senate | New. These regulations govern those degrees classified by the Graduate Research Committee as PhD by thesis. They should be distinguished from New Route PhDs which are governed by chapter XI. |