|  |  |
| --- | --- |
| Professional Doctorates | |
|  | |
| Classification: | Regulation |
| Version Number: | 2-07 |
| Status: | Approved |
| Approved by: | Senate |
| Approval Date: | 17/03/2022 |
| Effective from: | 01/09/2022 |
| Next Review Date: | 10/10/2025 |
| Document Author: | Doctoral College/Registry Services |
| Document Owner: | Quality Support Service |
| Department/Contact: | Doctoral College |
| Collaborative provision: | Not Applicable |
| Related documents: | UK Quality Code for Higher Education (QAA), for example The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (Nov 14) and the Higher Education Credit Framework for England: Advice on Academic Credit Arrangements (May 21). University Code of Practice for Assessment Procedures. University Code of Practice for Accreditation of Prior Certificated and Experiential Learning. University Code of Practice for Requests for Extensions and Additional Consideration. University Code of Practice Suspension of Study. |
| 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) | |

****

|  |
| --- |
| Professional Doctorates |

Table of Contents

[Introduction 4](#_Toc109735075)

[MODULES AND CREDITS 4](#_Toc109735076)

[1. Academic Year 4](#_Toc109735077)

[2. Modules 4](#_Toc109735078)

[3. Credit values 4](#_Toc109735079)

[4. Valid Life of Credits 4](#_Toc109735080)

[5. Duplication of Awards 4](#_Toc109735081)

[PROGRAMME STRUCTURES 5](#_Toc109735082)

[6. Composition of a Professional Doctorate 5](#_Toc109735083)

[7. Duration of prescribed period of study 5](#_Toc109735084)

[8. Reduction in prescribed minimum period of study 5](#_Toc109735085)

[9. Postgraduate Training Scheme 6](#_Toc109735086)

[ADMISSION AND ENROLMENT 6](#_Toc109735087)

[10. Admission to the degree 6](#_Toc109735088)

[11. Recognition of Prior Learning 6](#_Toc109735089)

[ENROLMENT FOR PROGRAMMES AND MODULES 6](#_Toc109735090)

[12. Programme of Study Requirements 6](#_Toc109735091)

[13. Candidates who are members of staff of the University 6](#_Toc109735092)

[SUPERVISION AND PROGRESS MONITORING 7](#_Toc109735093)

[14. Supervision 7](#_Toc109735094)

[15. Evidence of satisfactory academic progress 7](#_Toc109735095)

[SUSPENSION OF STUDY AND REPEAT PERIODS 8](#_Toc109735096)

[16. Permitted duration for the accumulation of credits 8](#_Toc109735097)

[17. Suspension of study 8](#_Toc109735098)

[18. Suspension of study on grounds of risk 8](#_Toc109735099)

[19. Repeating a level 9](#_Toc109735100)

[20. Interim awards following withdrawal 9](#_Toc109735101)

[ASSESSMENT– RESEARCH TRAINING CREDITS 10](#_Toc109735102)

[21. Awarding Credits 10](#_Toc109735103)

[22. Written Examination (excluding the thesis) 10](#_Toc109735104)

[23. Module Marks 10](#_Toc109735105)

[24. Late/non submission (excluding the thesis) 10](#_Toc109735106)

[25. Reassessment (excluding the thesis) 10](#_Toc109735107)

[ASSESSMENT– THE THESIS 11](#_Toc109735108)

[26. Method of Examination 11](#_Toc109735109)

[27. Standards and Criteria for Professional Doctorate thesis 11](#_Toc109735110)

[28. Submission of the thesis 11](#_Toc109735111)

[29. Thesis Extensions 11](#_Toc109735112)

[30. Continuation fees 12](#_Toc109735113)

[31. Non submission of the thesis 12](#_Toc109735114)

[32. Appointment of Examiners 12](#_Toc109735115)

[33. Examiners’ Recommendations 13](#_Toc109735116)

[34. Resubmission of the thesis 14](#_Toc109735117)

[35. Resubmission following award of a Masters 14](#_Toc109735118)

[ACADEMIC/PROFESSIONAL DISCIPLINE 14](#_Toc109735119)

[36. Academic Misconduct 14](#_Toc109735120)

[37. Professional Standards of Conduct (Fitness to Practise) 14](#_Toc109735121)

[PROGRESSION TO THE AWARD 14](#_Toc109735122)

[38. Progression to the Award 14](#_Toc109735123)

[RESULTS AND AWARDS 15](#_Toc109735124)

[39. Notifications of Results and Transcripts 15](#_Toc109735125)

****

|  |
| --- |
| Professional Doctorates |

# Introduction

The following University regulations apply to all higher degrees classified by the Research Degrees Committee as Professional Doctorates.

These regulations include applications for admission to the above degrees both by candidates who are members of staff of the University (whether teaching, research or other category) and those who are not members of staff of the University.

Candidates for the award of a qualification of the University **must** satisfy both the University Regulations and the Regulations embodied in the published programme of study.

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

# MODULES AND CREDITS

# Academic Year

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

# Modules

* 1. For the purposes of these regulations a module is defined as being an assessed unit of learning.
  2. A single level is assigned to each module, indicating the academic standard of that module:

Level 7 Master’s level

Level 8 Doctoral level.

# Credit values

* 1. A credit value is assigned to each module indicating the total learning time, including assessment, which a candidate might expect to spend in achieving the learning outcomes/demonstrating the competencies associated with the module.
  2. Learning includes private study, revision and assessment in addition to formal teaching time.

# Valid Life of Credits

* 1. Modules credited to a candidate may not normally be used towards an award after 9 years have elapsed from the end of the candidate's enrolment for the module.

# Duplication of Awards

* 1. The same credits cannot be counted towards two separate qualifications unless one qualification is a level in the normal progression to the other qualification.

# PROGRAMME STRUCTURES

# Composition of a Professional Doctorate

* 1. A programme of study leading to the award of a Professional Doctorate shall comprise 540 credits (FHEQ, 2014) and shall contain a taught element and a research element comprising:

1. Taught element: minimum of 80 and maximum of 180 credits at Level 7 or Level 8 and
2. Research element: minimum of 360 and maximum of 460 credits at Level 8.
   1. The ‘taught’ element in the context of a Professional Doctorate refers to assessed modules which are facilitated by a module leader. The content of these assessed modules might include, but is not limited to:
3. skills in reading and reviewing literature;
4. academic writing skills;
5. research philosophies and methodologies;
6. analytical approaches and skills, including qualitative and quantitative data analysis techniques and tools;
7. developing a research question;
8. writing a research proposal;
9. reflective practice.

*(developed from The Provision of Professional doctorates in English HE institutions, HEFCE, 2016).*

* 1. Programmes not meeting the above criteria shall only be classified as leading to the Professional Doctorate with the approval of the Research Degree Committee.

# Duration of prescribed period of study

* 1. The prescribed period of study, training and supervision shall be:

1. Full-time study: not less than three years and not more than four years;
2. Part-time study: not less than four years and not more than seven years.
   1. Any period of suspension of study granted in accordance with Regulations 17 or 19 shall be disregarded in determining the prescribed period of study under Reg 7.1.
   2. A research student who teaches in the University for not more than six hours per week shall not for that reason be debarred from being considered as a full-time student for the purposes of this Regulation.

# Reduction in prescribed minimum period of study

* 1. A candidate may be permitted to count towards the prescribed minimum period of study and research required by Reg 7 up to one year spent in full-time research at another institution approved by the Research Degrees Committee for this purpose.
  2. A candidate may apply to submit a completed thesis at any time in their final year of the prescribed minimum period of study 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 minimum period of study - full fee remission,
2. 5 to 8 months before the end of the prescribed minimum period of study - two-thirds fee remission,
3. 1 to 4 months before the end of the prescribed minimum period of study - one third fee remission.
   1. Applications under Reg 8.1 or 8.2 shall be subject to the approval of the Chair of the Research Degrees Committee, on the recommendation of the candidate’s supervisor, Head of Academic Unit and the relevant Graduate Research Director

# Postgraduate Training Scheme

* 1. Other than as specified in the Programme of Study, candidates shall be exempt from the requirements of the Postgraduate Training Scheme.

# ADMISSION AND ENROLMENT

# Admission to the degree

* 1. To be admitted to undertake the Professional Doctorate a candidate shall normally hold a good Master’s degree and/or appropriate professional experience.

# Recognition of Prior Learning

* 1. The University will accept credits for general transfer, awarded by other Universities, or awarded by this University, in recognition of prior learning (RPL).
  2. The University will also consider applications for recognition of prior experiential learning.
  3. The acceptance of applications for recognition of prior certificated or experiential learning relating to a specific programme shall be subject to the approval of the dean of the relevant faculty in accordance with the relevant University code of practice.
  4. Reg 11.1 shall be read subject to the requirement that a candidate shall have been awarded at least 60 credits as part of the programme of study by this University.
  5. Professional Doctorate shall not be awarded under these regulations unless the candidate has completed a substantial proportion of the thesis while enrolled with, and supervised at, the University. The Research Degrees Committee is the final arbiter of whether this paragraph has been satisfied.
  6. Note: Credit awarded other than by the University of Hull is not used for the purposes of determining progression. There is therefore no need to record marks awarded or a mark ‘equivalence’ for such credit.

# ENROLMENT FOR PROGRAMMES AND MODULES

# Programme of Study Requirements

* 1. Candidates shall select modules in accordance with the instructions specified in the programme for which they are enrolled.

# Candidates who are members of staff of the University

* 1. The following applies only to candidates who are members of staff of the University, whether teaching, research or other category unless otherwise stated.
  2. Members of staff, other than those who are employed to research, **must** be enrolled as part-time students.
  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.
  4. For the purpose of these regulations members of the research staff who are engaged in teaching in the University for not more than six hours in a week shall be deemed to devote their whole time to research.
  5. 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 Reg 33.2(d), a revised version of the thesis, provided that the candidate has completed, while still a member of staff of this University, the period of study required by these regulations; otherwise the enrolment shall lapse. In either case the candidate may, however, be permitted to count up to one year spent at another institution, after resigning the appointment in this University.

# SUPERVISION AND PROGRESS MONITORING

# Supervision

* 1. A principal supervisor and at least one other (second) supervisor shall be appointed for each candidate.
  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.
  3. In the case of candidates, enrolled full-time meetings with the supervisors shall be no fewer than nine times per academic session.
  4. In the case of candidates enrolled part-time:

1. Meetings with the supervisors shall be no fewer than six times per academic session. It is permissible for meetings to be conducted via Skype or other forms of synchronous communication. Before the candidate begins the prescribed period of study, the academic unit shall be satisfied that the candidate is able to do this and has adequate facilities to pursue the research.
2. The candidate shall be prepared, if required, to attend the University for a specified number of days per academic session (in this case the specified number of days will be approved in accordance with the Code of Practice: Approval of Programmes, and be published in the approved programme specification).
3. Where applicable the supervisors shall have access to the laboratory, or work place, in which the candidate’s research is being pursued in order to examine the candidate’s experimental work and facilities.

# Evidence of satisfactory academic progress

* 1. A system for monitoring the progress of a candidate shall be in place in accordance with criteria prescribed by the Research Degrees Committee.
  2. Academic units may define specific criteria and procedures through which candidates will be required to demonstrate satisfactory progress throughout the prescribed period of study, provided that such criteria and process shall be provided to candidates in writing no later than the commencement of their prescribed period of study. Criteria and procedures shall be subject to the approval of the Research Degrees Committee.
  3. A candidate’s prescribed period of study may be terminated on the grounds of unsatisfactory progress as measured against criteria established under 15.2 provided that 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 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 on the recommendation of the Head of Academic Unit and relevant Graduate Research Director.
  4. Where the academic unit is satisfied that the candidate is not making satisfactory progress towards achieving a Professional Doctorate, but may be able to achieve a Master’s by Thesis, a recommendation may be made to the Chair of the Research Degrees Committee that the candidate be transferred to the appropriate Master’s degree, with an agreed deadline for submission.

# SUSPENSION OF STUDY AND REPEAT PERIODS

# Permitted duration for the accumulation of credits

* 1. A qualification shall not be awarded to a candidate who has not completed the required taught credits and the thesis for examination by the:

1. seventh anniversary of initial enrolment for the Professional Doctorate for those enrolled full-time,
2. ninth anniversary of initial enrolment for the Professional Doctorate for those enrolled part-time.
   1. Completion shall be defined to include re-submission of the thesis where this has been permitted as a result of failure following initial submission.
   2. Any grant of extension under Reg 29, suspension of study under reg 17 and 18, and grant of a repeat period under Reg 19, shall be considered subject to this regulation.

# Suspension of study

* 1. 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. The Committee shall have regard to the requirements of Reg 16 above.
  2. 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.

# Suspension of study on grounds of risk

* 1. A candidate on any University of Hull module or programme, wheresoever located, who is judged, on substantial evidence, to be unfit to study by reason of posing a risk to themselves or others may be required to suspend those studies even in the absence of the candidate’s consent provided the procedures defined below are followed.
  2. Where such evidence is deemed to exist, this shall be reported in writing to the Head of Student Support and Experience, and the candidate shall be required to undertake such ‘risk assessment’ as the Head of Student Support and Experience determines appropriate. Refusal to undertake such assessment shall be deemed justification in itself for the candidate being required to suspend their studies.
  3. The Head of Student Support and Experience shall report their findings of the risk assessment, in writing, to the Student Cases Committee (undergraduate and taught postgraduate students) or the Research Degrees Committee (research students), and the relevant Committee shall determine whether, in the light of the assessment, suspension of study shall be required.
  4. A candidate who is required to suspend studies in accordance with this Regulation shall have the right to appeal in accordance with the University’s Code of Practice: Academic Appeals. The said Code shall be modified to the extent that a member of the University’s Health sub-committee shall be invited to submit such advice or evidence as the parties and/or those involved in determining the appeal deem useful, and attend any hearing on the same basis.
  5. The decision to require suspension of study shall be effective once made, and notified to the candidate in writing by recorded delivery to such addresses as recorded on the University Student Information System at the time, and unless and until any appeal is heard and allowed.
  6. A candidate who is required to suspend studies in accordance with this Regulation shall not be regarded as a student of the University during the period of suspension and shall not be entitled to use University facilities and services or be present on the University campuses.
  7. A candidate who is required to suspend studies in accordance with this Regulation shall not be permitted to resume their studies until they have provided evidence to Student Support and Experience agreed by them to be relevant and appropriate that they are fit to resume their studies. Where a candidate has ongoing support needs these **should** be documented along with an agreement as to who will be responsible for providing this support. This agreement may be made with Student Support and Experience or with external agencies and seen by Student Support and Experience. This evidence **should** be submitted to the candidate’s Head of Academic Unit and forwarded for the chair of the Student Cases Committee or Research Degrees Committee. The chair shall determine whether the candidate is permitted to resume their studies taking such advice as they deem necessary in making the decision.
  8. Any decision to require suspension of study, the outcome of any appeal, and the decision to allow the candidate to resume their studies shall be communicated to the candidate in writing by recorded delivery within three working days of the decision being made.

# Repeating a level

* 1. A candidate shall not be permitted to repeat a level, or enrol for the degree as new other than with the approval of the Research Degrees Committee.
  2. Where a level is permitted all credits gained during the original attempt shall cease to count towards the degree, and the entire level shall be repeated. Any marks awarded during the original attempt shall not appear on the candidate’s official transcript

# Interim awards following withdrawal

* 1. A candidate may withdraw from a programme of study and, subject to reg 20.2 and 20.3 below, shall be awarded:

1. with at least 180 Level 7 credits passed, the appropriate Master’s degree, subject to the approved programme specification;
2. with at least 120 Level 8 credits passed, a Diploma in Doctoral Research;
3. with at least 120 Level 7 credits passed, a Diploma in Research Training (the subject studied);
4. with at least 60 Level 8 credits passed, a Certificate in Doctoral Research (the subject studied);
5. with at least 60 Level 7 credits passed, a Certificate in Research Training (the subject studied);
6. with less than 60 research training credits passed, the credits for all passed modules.
   1. Reg 20.1(a)-(f) is subject to the requirement that the candidate has been awarded no fewer than 60 credits as part of the programme by this University.
   2. Any award under reg 20.1 for professional programmes shall not be awarded in a named subject which implies that the candidate is entitled to practise that profession. The relevant Programme Board of Examiners shall determine the title appropriate for the award.

# ASSESSMENT– RESEARCH TRAINING CREDITS

# Awarding Credits

* 1. To be awarded the credits for a module, a candidate **must** have passed the assessment requirements for that module. The credits for a particular module cannot be awarded to a candidate more than once.

# Written Examination (excluding the thesis)

* 1. The default length for all formal University examinations is 2 hours. The Research Degrees Committee has the authority to permit variations where there are professional body requirements, or where the form of assessment does not require 2 hours, (for example where the examination takes the form of a multiple choice test), or where there are other sound academic reasons.

# Module Marks

* 1. Modules within the Professional Doctorate may be classified as pass/fail, to which no mark shall be awarded.
  2. The relevant academic unit is responsible for ensuring that the module specification clearly defines the criteria by which a pass shall be awarded.

# Late/non submission (excluding the thesis)

* 1. Where a candidate fails to attend an examination, or submit a piece of assessed work without receiving the approval of the Module Board or Research Degrees Committee, a mark of zero **must** be recorded for that examination/piece of assessed work.

# Reassessment (excluding the thesis)

* 1. Students shall always be given the opportunity to undertake reassessment in modules in which they have failed. Reassessment shall be by:

1. resubmission of the same, amended, piece of work (where appropriate);
2. resit of an examination, or
3. submission and assessment of a new piece of work.
   1. Where a student has failed a module, they have the right to reassessment on one occasion only.
   2. Where a student has not achieved the pass mark for the module, reassessment shall be in the failed component(s) only.
   3. Where reassessment is by the submission and assessment of a new piece of work, the reassessment task shall follow the same method of assessment as the original format where possible. Where this is not possible it **must** be made explicit what form the reassessment will take.
   4. Information about reassessment methods **must** be included within the module specification and approved through University approval processes.
   5. The mark recorded for module components passed after reassessment/resubmission and used to calculate the mark for the module **must** be the relevant pass mark for the level of the module.

# ASSESSMENT– THE THESIS

# Method of Examination

* 1. A candidate shall be examined by means of:

1. a thesis,
2. an oral examination,
3. such additional assessment as may be specified in the programme of study and notified in writing at the commencement of the programme.
   1. The thesis shall be on a subject selected by the candidate and approved by the candidate’s supervisors and Research Degrees Committee
   2. The thesis may not exceed 60,000 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 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 28.1.

# Standards and Criteria for Professional Doctorate thesis

* 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.
  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.

# Submission of the thesis

* 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 along with an abbreviated title which shall not exceed six words.
  2. A candidate shall submit two copies (three copies where the candidate is a member of staff) of the thesis, which may be retained by, and be the property of, the University. Both copies shall be soft bound in accordance with any criteria stipulated by the 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.
  3. In addition to the thesis, the candidate shall submit two copies (three copies where the candidate is a member of staff) of a summary of the thesis, which shall not exceed 300 words, and shall be in a form suitable for publication.

# Thesis Extensions

* 1. A candidate who is unable to submit the thesis within 48 months of the start of the prescribed period of study if studying full-time or 80 months if studying part-time may apply, using the approved application form, through the head of academic unit and Graduate Research Director to the Research Degrees Committee for an extension of up to one year, provided the application is submitted before the expiry of the deadline in this paragraph.
  2. Any grant of extension under reg 29.1 shall be made subject to Reg 16 above and any additional criteria published by the Research Degrees Committee.
  3. A candidate who is granted an extension under reg 29.1 shall be liable to pay a submission fee as prescribed by Senate and Council and in force at the time

*Tier 4 students 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 by the Doctoral College, from the Visa Compliance Team, in advance of the case for granting the extension being heard.*

# Continuation fees

* 1. Subject to reg 30.2, a candidate granted an extension under Reg 29 shall be liable to pay:

1. In the case of a candidate commencing the degree prior to September 2004, a submission fee as prescribed by Senate and Council and in force at the time of submission.
2. In the case of a candidate commencing the degree from September 2004 onwards, a continuation fee as prescribed by Senate and Council and in force at the time of submission.
   1. A candidate shall be entitled to a rebate of the continuation fee applicable to the year in which the thesis is submitted according to the following scale:
3. Submission in the first three months – 100%
4. Submission in the fourth-sixth months – 50%
5. Submission in the seventh to ninth months – 25%.
   1. A candidate shall be barred from submitting the thesis unless all fees due under 30.1 above have been paid.

# Non submission of the thesis

* 1. Where a candidate fails to submit the thesis in accordance with deadline specified in Reg 29.1, or any extended deadline granted under that Regulation the Examiners 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.

*Note that a candidate whose programme is terminated under this regulation would be barred from subsequently enroling for the same programme.*

*A candidate would be entitled to receive any taught credits gained at the point of termination.*

# Appointment of Examiners

* 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. Examination of the thesis shall normally take place within three months of the date of submission. Examinations can be conducted using Skype or other forms of synchronous (video) communication.
  2. Where the candidate is a member of staff other than research staff, a second external examiner shall also be appointed.
  3. The internal examiner shall not be one of the candidate’s supervisors, other than where approval has been granted by the Research Degrees Committee following a written application by the relevant Head of Academic Unit. RDC shall grant approval only where it determines that exceptional circumstances have been established, and subject to the condition that a second external examiner be appointed.
  4. The examination shall be chaired by a member of academic staff appointed by the Research Degrees Committee in accordance with the University code of practice governing the chairing of research degree by thesis viva voce examinations.
  5. 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.

# Examiners’ Recommendations

*32.1: ‘Normally take place’ – this is dependent on the candidate having given the requisite three months’ notice of submission under reg. 28.1.*

*32.4: University Code of Practice Chairing Research Degree by Thesis Viva Voce Examinations requires that all vivas be independently chaired.*

* 1. A thesis shall not be examined unless, and until, the candidate has achieved the prescribed minimum number of taught credits as specified in the relevant programme of study.
  2. The examiners **must** make one of the recommendations to the Programme Board of Examiners set out in paragraphs (a)-(f) below:

1. that the thesis be passed.
2. that the thesis be passed 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 correction refers to typographical errors, occasional stylistic or grammatical flaws, corrections to references, etc.
3. that the thesis be passed 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 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, (a combination of (i) or (ii) with (iii) may be 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.
   1. 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.

# Resubmission of the thesis

* 1. Where a candidate is permitted to submit on one further occasion in accordance with reg 33.2d the candidate shall be responsible for ensuring that two copies of the thesis are received by The Doctoral College office no later than twelve months from the date on which the candidate was notified of the result.
  2. The manner of resubmission shall be as required for first submission by Reg 28 save that resubmission shall be subject to the payment of such resubmission fee as prescribed by Senate and Council and in force at the time.
  3. Where a candidate fails to submit the thesis by the deadline specified in 34.1 the programme of study shall be deemed terminated without the requirement for examination of the thesis.

# Resubmission following award of a Masters

* 1. A candidate who has been awarded a Master’s degree under Regulations 33.2(e) or (f) shall not again submit a thesis for a Professional Doctorate unless it is on a subject that is significantly different from that of the previous thesis.
  2. The Research Degrees Committee shall be the final arbiter of whether a thesis is significantly different as required in 35.1 informed by the opinions of the relevant Head of Academic Unit, Graduate Research Director and external examiner(s).

# ACADEMIC/PROFESSIONAL DISCIPLINE

# Academic Misconduct

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

# Professional Standards of Conduct (Fitness to Practise)

* 1. ‘Fitness to practise’ is the ability to meet professional standards; it is about character, professional competence and health. ‘Fitness to practise’ indicates that a student is capable of safe and effective practice without supervision, or can do their job safely and effectively.
  2. 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.

# PROGRESSION TO THE AWARD

# Progression to the Award

* 1. The Programme Board of Examiners shall receive the recommendation of the thesis examiners and the decisions of the relevant Module Boards.
  2. The Professional Doctorate shall be awarded to a candidate who has passed the thesis and been awarded the prescribed a minimum number of credits as specified in the programme of study.

# RESULTS AND AWARDS

# Notifications of Results and Transcripts

* 1. All candidates shall be given access to their own marks after completion of each assessment process and – provided they are not in debt to the University for payment of tuition fees - to a full transcript of all credits awarded and marks obtained on completion of their period of enrolment at the University.
  2. Note that modules attempted during a year subsequently repeated are not included on the transcript.

**Version Control**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Author** | **Date approved** | **Relevant sections** |
| 2 06 | Lisa Tees | NA | Migrated to new template |
| 2 07 | Lisa Tees | 17 March 2022, Senate | * Non regulatory detail removed and included within UoH Academic Framework. * Accreditation of Prior Learning replaced with Recognition of Prior Learning to reflect sector. * Replaces Mitigating Circumstances with Requests for Extensions and Additional Consideration. * Reference to the timeframes for resubmission is removed. |
|  |  |  |  |
|  |  |  |  |