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## BISHOP GROSSETESTE UNIVERSITY COLLEGE LINCOLN

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### REGULATIONS GOVERNING RESEARCH DEGREES

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#### **PART 1: GENERAL REGULATIONS FOR RESEARCH DEGREES**

These Regulations apply to students reading for the degrees of Master of Philosophy (M.Phil.), Doctor of Philosophy (Ph.D.) and Doctor of Education (Ed.D.). Students who infringe these regulations or other regulations which may from time to time be made and published may be liable to a fine or to suspension or to the termination of their course. Students should note that there are other regulations (e.g. for the use of the Library), infringement of which may carry other penalties.

#### **1. Registration**

1.1 All students are required to register in accordance with the instructions issued to them by the Academic Registry of Bishop Grosseteste University College (hereinafter referred to as BG or the University College). Following registration each student will receive a card of membership of the University College. This card must be carried at all times and produced on request for inspection by any member of the University College staff or any official of the Students' Union. If it is lost a replacement, for which a charge will be made, may be obtained through the IT Department. Details of students enrolled on research degrees will be communicated to the University of Leicester (hereinafter referred to as the University).

#### **2. Medium of Instruction**

2.1 Other than for the purposes of teaching foreign languages, the medium of instruction at the University College is English. All forms of University College examinations and assessment are conducted in English unless they are designed to test written or spoken aptitude in a foreign language.

#### **3. Residence and Dispensation from Residence**

3.1 Full-time students undertaking a research degree are required to remain in residence for the full period of their registration<sup>1</sup>. Full-time students may be granted dispensation from this requirement by the BG Research Committee for such periods as the Research Committee may decide.

#### **4. Personal Conduct**

4.1 The University College expects students to conduct themselves with propriety, both in and around the University College buildings and also in public places. Students are expected to show consideration for the feelings and sensibilities of others, and to play their part in maintaining a harmonious atmosphere. Students should note that the University College deplores all forms of intolerance, harassment and discrimination, especially those which demonstrate prejudice with regard to race, gender, sexual orientation, disability, age, class or religion and will take appropriate action under the *Student Disciplinary Procedures* against

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<sup>1</sup> For the purposes of the Regulations "residence" shall be understood to mean within daily travelling distance of the University College.

students who fail to abide by the provisions of the *Diversity and Equality Policy* and *Race Equality Policy* and *Harassment Policy*.

## 5. Complaints Procedure

- 5.1 The University College is committed to providing the highest quality of education possible within the limits imposed by the resources available to it, and it strives to ensure that its students gain maximum benefit from the academic, social and cultural experiences it offers. Where students feel that their legitimate expectations are not being met, or where misunderstandings about the nature of the University College's provision occur, the University College expects that problems will be speedily and effectively dealt with at local level. Its complaints mechanism is based on the assumption that staff will at all times deal thoughtfully and sympathetically with students' problems, so as to minimise the extent to which formal procedures need to be followed.
- 5.2 If matters cannot be resolved informally, students should follow the process set out in the *Student Complaints Procedure*. Students who remain dissatisfied with the treatment of their complaint by the University College have on the completion of the internal procedures the right to have recourse to the complaints procedures of the University.

## 6. Statement on Health and Safety

- 6.1 The attention of all students is drawn to the provision of the University College's Health and Safety Policy.
- 6.2 In the view of the Health and Safety Executive the reciprocal duty for the student is covered by Section 8 of the Health and Safety at Work Act ("No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".) Students receiving honoraria as demonstrators, etc., would be treated as employees in respect of these duties.
- 6.3 Students should be made aware of their responsibilities to co-operate in safe working procedures. Teaching at both undergraduate and postgraduate level should convey to students an understanding of basic safety requirements in particular areas.
- 6.4 With reference to postgraduate students intending to register for a Higher Degree based on research carried out in laboratories/workshops, the Head of Research and supervisor shall jointly
- (i) ensure that postgraduate students can read safety regulations, operating instructions for instruments and protocols for experiments in English;
  - (ii) ensure that postgraduate students have the necessary background experience and training in relation to experimental techniques and benchwork;
  - (iii) ensure that postgraduate students are made aware of the new skills and techniques in the planned experimental work together with details of the materials/substances likely to be used in the research;
  - (iv) require postgraduate students to demonstrate understanding of the procedures involved in planning experiments, when such experiments involve the use of substances hazardous to health (as defined in the Control of Substances Hazardous to Health (COSHH) Regulations);
  - (v) record that students have undergone health surveillance if required.

- 6.5 Where a student lacks the necessary skill, the student must seek training in English. Where applicable, the Head of Research must be satisfied that postgraduate students have the necessary skills in English to undertake experimental research.
- 6.6 Where experience and skill is lacking, this should be recorded on the registration form. The necessary training should then be given, in order to rectify those deficiencies which would affect the planned research.
- 6.7 The course of any student who wilfully ignores rules and procedures for safety which have been agreed by the University College will be subject to termination.

## **7. Suspension of Registration**

- 7.1 The Research Committee may, upon application by the candidate and supervisor, and in exceptional circumstances, grant a suspension of registration of up to one calendar year in the first instance. Such periods of suspension shall not be included in the periods of registration. All suspensions of registration will be reported to the Senate of the University of Leicester.

## **8. Illness**

- 8.1 A student who is absent through illness for more than three days must inform the Research Administrator and, if the absence is likely to extend beyond a week, must forward a medical certificate to the Research Centre.
- 8.2 Students who suffer a minor illness for a period of less than five working days are required to report this to the Research Administrator:
- (i) if the illness leads to absence from classes at which attendance is compulsory;
  - (ii) where it might be a contributory factor in a failure to meet course deadlines or to perform up to expectations in any academic assignment.
- 8.3 Students must self-certify their illness using a standard form available from the Research Administrator, and must report the illness as soon as they are fit to do so.
- 8.4 Where the illness is of more than five days' duration or is of a non-minor nature, medical advice should be sought and a medical certificate submitted to the Research Administrator.
- 8.5 It is the responsibility of students who are required to produce medical evidence of fitness to continue or resume study to acquire such evidence by the date specified to them by the Research Office.

## **9. Withdrawal**

- 9.1 Students who wish to withdraw from the University College, either temporarily or permanently, are strongly advised to consult their supervisor in the first instance. They must then notify the BG Academic Registry in writing of their intention to do withdraw, using a form which is available from the Academic Registry for this purpose.

## 10. Dual Registration

- 10.1 Normally no student registered on a postgraduate course at the University College may be registered concurrently on any other course at the University College or another institution.

## 11. Attendance at Examinations

- 11.1 All students must present themselves for the appropriate examinations in accordance with the Regulations of the University College and the University of Leicester. Students who are prevented by illness from taking a prescribed examination must follow the procedures for relating to extenuating circumstances set out in the *Code of Practice for the Assessment of Students*.

## 12. Non-payment of Fees and Accounts

- 12.1 No person shall be admitted to a Degree or granted a Degree or Postgraduate Diploma or Certificate unless he or she has paid the fees prescribed and any other sums due to the University College. This regulation may be enforced in respect of the non-payment of approved fees, fines imposed in accordance with library or other regulations, and any other sums due to the University College.

## 13. Neglect of Academic Obligations

- 13.1 The responsibilities of students registered as Advanced Postgraduates or for named research degrees are detailed in the *Code of Practice for Research Degrees*. If the supervisors or thesis committees have concerns about whether students are meeting their academic obligations or have serious doubts about students' progress or ability to achieve the degree for which they are registered, the Head of the Research Centre should be notified immediately. The Head of the Research Centre, in consultation with the Postgraduate Tutor (if not the Head of the Research Centre) and Thesis Committee, will decide on the most appropriate course of action. The Head of the Research Centre should ensure that students fully understand their responsibilities and the reasons why their progress is considered to be unsatisfactory. Initial measures taken will usually be supportive; for example, suspension of studies if there are personal or medical difficulties, reformulation of topic or transfer to a lower degree. If, following such action, a student's progress or attendance remain unsatisfactory, or the student is unable to demonstrate the ability to perform at the required level, the Head of the Research Centre will report the matter to the Research Committee. The student should be advised of the decision to do so in writing.
- 13.2 The Head of the Research Centre should submit a report to the Chair of the Research Committee detailing his or her recommendation with supporting evidence. A copy of the report should be sent to the Academic Registrar who will advise the student of its receipt and invite him or her to make a written response to the Committee. The report from the Head of the Research Centre and the student's statement will be considered by the Research Committee or by a sub-group comprising at least three members of the Committee, as appropriate, which will determine one of the following:
- (i) that no further action is taken; or
  - (ii) that a formal warning be issued to the students that, if their progress remains unsatisfactory or they continue to neglect their academic obligations, their registration may or will be terminated; or
  - (iii) that the student's registration be terminated.

13.3 The Academic Registrar will inform the student in writing of the outcome. If the decision is to terminate the student's registration, the Academic Registrar will notify the Graduate Office of the University and advise the student of his or her right of appeal to the University. For further details of the appeals process see Part 2, Section 17 below.

#### **14. Academic Dishonesty**

14.1 The University College's primary functions of teaching and research involve a search for knowledge and the truthful recording of the findings of that search. Any action knowingly taken by a student which involves misrepresentation of the truth is an offence which the University College believes should merit the application of very severe penalties. Offences in this category include, but are not confined to, cheating in written examinations, copying work from another person, making work available to another person for copying, copying from published authorities, including the Internet without acknowledgement, pretending ownership of another's ideas, and falsifying results.

14.2 Plagiarism is used as a general term to describe taking and using another's thoughts and writings as one's own. Plagiarism can occur not only in essays and dissertations, but also in scientific experimentation, diagrams, maps, fieldwork, computer programmes, and all other forms of study where students are expected to work independently and produce original material. Any student who knowingly allows any of his or her academic work to be acquired by another person for presentation as if it were that person's own work is party to plagiarism. Where plagiarism is identified, the process and penalties set out in the University College's *Code of Practice for Academic Misconduct* will be followed.

14.3 Penalties applied in relation to plagiarism or cheating in written examinations will be recorded on the student's official transcript, and a record of the offence will be held in the Academic Registry. Cases of academic dishonesty may where relevant be reported to professional bodies.

#### **15. Address and Accommodation**

15.1 All students must register their term-time address with the Academic Registry, and all students must notify the Academic Registry immediately of any change of address; failure to do so will be regarded as a serious offence. Research students who are resident in University College accommodation will be subject to the terms of the accommodation policy currently in force.

#### **16. Personal Property**

16.1 The University College does not accept responsibility for the personal belongings, books and equipment of students whilst on its premises.

#### **17. Academic Dress**

17.1 Full academic dress must be worn when students are presented at Degree Congregations. The official robe makers to the University, Ede and Ravenscroft Limited, Unit A, Denny Industrial Centre, Waterbeach, Cambridge CB5 9PB, are the only authorised suppliers of the University's gowns, hoods and caps.

## **PART 2: REGULATIONS APPLYING TO STUDENTS REGISTERED FOR HIGHER DEGREES BY INDIVIDUALLY SUPERVISED STUDY**

The term 'Individually Supervised Study' applies to students who are not registered on advanced courses of instruction.

### **1. Admission and Matriculation Requirements**

1.1 To be registered for a higher degree by research a candidate shall have a first degree with a minimum of Upper Second Class Honours of a university of the United Kingdom or of the Council for National Academic Awards, or a qualification recognised by Senate of the University of Leicester as equivalent thereto, excepting that in special cases Senate may waive the requirement that a candidate shall have obtained the qualification stipulated above. However, a candidate without such qualification shall be required to satisfy the examiners in a qualifying examination or otherwise be able to satisfy the Senate of the University of Leicester that he or she is, by virtue of previous training and experience or published work, qualified to pursue postgraduate work. A qualifying examination shall consist of at least two written papers of final honours degree examination standard.

### **2. Supervision**

2.1 Supervisors for candidates for higher degrees by individually supervised study shall be appointed by Senate of the University of Leicester on the recommendation of the Research Committee of the University College.

2.2 Students shall be required to consult their supervisors regularly, in accordance with the requirements of the *Code of Practice for Research Degrees*.

2.3 A person who is not a member of the staff of either the University College or of the University but is deemed suitable by Senate may be accorded the status of "associate supervisor". The position of associate supervisor is an official appointment approved by the relevant Faculty Board of the University. The associate supervisor is not eligible for appointment as the examiner of any student whom he or she supervises. The associate supervisor assists the supervisor in overseeing the work of the student and, in appropriate circumstances, undertakes direct personal supervision. Final responsibility for ensuring the provision of adequate supervision rests with the supervisor. Responsibilities of the supervisor are set out in the *Code of Practice for Research Degrees*.

### **3. Field of Study**

3.1 The field of study of each individually supervised student shall be approved by Senate of the University.

### **4. Probationary Period of Study**

4.1 Candidates who wish to read for the degree of M.Phil. or Ph.D. shall normally register as advanced postgraduate students and be given a period of twelve months full-time or twenty-four months part-time before the expiry of which they shall be required to register for a specific degree. Such candidates shall, for the duration of their registration as advanced postgraduate students, be regarded as undergoing the requisite period of probationary study for the degree to which they aspire, and the period of probation shall terminate on registration for a specific degree. A candidate who in exceptional circumstances is registered initially for a specific degree shall be required to submit himself/herself to a

probationary period of study of up to six months from the date of registration. Upon special request from a candidate's supervisor, this period may be extended by a further three months. The transfer of students from advanced postgraduate status to a named degree will receive initial consideration by the Research Committee of the University College. The Research Committee will make a recommendation to the Board of Graduate Studies of the University.

## 5. Period of Registration

5.1 The prescribed minimum and maximum periods of registration shall be calculated by reference to the date of a candidate's original registration, either as an advanced postgraduate student or as a student reading for a specific degree.

5.2 Candidates for higher degrees by individually supervised study shall maintain registration for at least the period set out below before submitting a thesis or dissertation for the degree for which they are registered or presenting themselves for written examination for the degree.

Ph.D. - if full-time: 2 years  
if part-time or distance learning: 3 years

Master's Degree - if full-time: 1 year  
if part-time: 2 years

5.3 Candidates for higher degrees by individually supervised study shall not, other than with the approval of the Senate of the University of Leicester, maintain their registration beyond the following maximum periods:

Ph.D. - if full-time: 4 years  
if part-time or distance learning: 6 years

Master's Degree - if full-time: 2 years  
if part-time: 4 years

## 6. Writing up

6.1 Students who have completed the minimum period of registration for a research degree, and have concluded active pursuit of their research, may, with the support of their supervisor, apply to the Research Committee to transfer to writing up status. The Research Committee of the University College will report the outcome of its decision to the Board of Graduate Studies of the University of Leicester.

6.2 Writing up students may have access to appropriate word processing/computing facilities with the approval of the Head of the Research Centre and may also be permitted appropriate use of Library facilities. Writing up students will also continue to have appropriate support from their supervisors.

6.3 The maximum period of registration as a writing up student is one year, and this period is counted as part of the maximum registration periods given above.

## 7. Submission of Theses

7.1 Candidates must submit a notification of intention to submit form to the University College Research Centre at least three months before they intend to present their thesis for examination. The Head of the Research Centre will then notify the Graduate Office of the University. The date of submission must fall

within the maximum period of registration for the degree for which the candidate is registered and he or she must be a registered student at the time of submission. Candidates are required to give a provisional title for their thesis at the time they give notice.

- 7.2 Candidates should submit two perfect bound copies of their thesis along with two copies of the abstract of the work. The thesis must be in English unless special permission has been given, prior to submission, for it to be in another language.
- 7.3 The thesis must be accompanied by a statement signed by the candidate certifying that it is the result of work done mainly during the period of registration and that, in the case of conjoint work, a substantial part is the original work of the candidate. Where the thesis incorporates material submitted for another degree explicit details must be given about the extent of the material and the degree, if any, awarded.
- 7.4 Doctoral theses must be accompanied by a statement signed by the candidate giving consent to its being included in the British Thesis Service operated by the British Library. Candidates may withhold their consent to its being included in the British Thesis Service for a period of up to three years. The thesis is required to be made available for consultation within the University Library unless the express permission of the Board of Graduate Studies is obtained by the author to restrict access to it. Such permission must be obtained before the thesis is submitted.

## **8. Length of Theses**

- 8.1 The length of dissertation and theses (including appendices and footnotes) should not normally exceed the following limits:

M Phil	50,000 words
PhD	80,000 words
EdD	55,000 words.

Candidates must state the approximate number of words in their thesis when submitting it for examination.

## **9. Format and Binding**

- 9.1 Theses should be presented on A4 paper, single-sided, normally with 12 point font typescript, with double spacing and good quality printing. There should be a margin of at least 3.5 cm on the left side of the page, both for typescript and diagrams to allow for binding. Other margins should be at least 2.5 cm.
- 9.2 Explanatory notes should stand at the foot of the relevant pages and the bibliography should follow the text and any appendices.
- 9.3 The first page of the thesis should be a title page to include the following: the full title of the thesis, the degree for which the thesis is submitted, the year of submission and the candidate's full name.
- 9.4 The title page should be followed in this order by: the abstract page, acknowledgement page, list of contents and main body of the thesis.
- 9.5 If there are any addenda to the thesis these should be securely housed in a pocket attached to the back cover of the thesis and individually labelled with the name of the author, the degree and the date awarded.

## 10. Abstracts

- 10.1 Abstracts of theses and dissertations are deemed to be an integral part of the work to be examined, and must be produced in strict accordance with the following requirements. A copy of the abstract should be bound into each copy of the thesis and two loose copies of the abstract should be submitted at the same time as the thesis or dissertation; the abstract must not exceed 300 words, must be produced with single-spacing on one side of A4 paper and must be suitable for photographic reproduction; the abstract must show the author and title of the thesis in the form of a heading.

## 11. Examination and Assessment

- 11.1 To be admitted to the degree of Master of Philosophy a candidate shall have satisfied the examiners by means of a thesis and an oral examination. A candidate may submit in support of the thesis any published work in the general field of the approved study.
- 11.2 To be admitted to the degree of Doctor of Philosophy a candidate shall have presented a thesis on the advanced study and research which has satisfied the examiners and in addition shall have satisfied the examiners in an oral examination. The thesis shall contain original work and material which is deemed worthy of publication. A candidate may submit in support of the thesis any published work in the general field of the approved study.
- 11.3 To be admitted to the degree of Doctor of Education a candidate shall have successfully completed the assessments associated with the taught elements of the programme as specified in the regulations, have presented a thesis which has satisfied the examiners and in addition have satisfied the examiners in an oral examination. The thesis shall contain original work and material which is deemed worthy of publication. A candidate may submit in support of the thesis any published work in the general field of the approved study.

## 12. Results

- 12.1 Doctor of Philosophy. The examiners may recommend that a candidate shall pass either for the degree of Doctor of Philosophy or, for that of Master of Philosophy or, shall fail, or shall be referred with a view to resubmission for the degree of Doctor of Philosophy or Master of Philosophy. In recommending the award of a Master's degree the examiners may take the wishes of the candidate into account.
- 12.2 Master of Philosophy. The examiners may recommend that a candidate shall pass, or shall fail, or shall be referred with a view to resubmission and/or re-examination as appropriate. The examiners may recommend the award of the degree with distinction in cases of exceptional merit.

## 13. Final Submission of Thesis

- 13.1 Following the recommendation that a candidate be awarded a degree one hard-bound and one perfect-bound thesis should be submitted to the Graduate Office of the University. The cover of the hard-bound thesis must be standard Green (Aberlave Library Bukram No. 563).
- 13.2 In addition, an electronic copy of the thesis should be submitted for deposit in the Leicester Research Archive in accordance with the University's Guidance and Specifications for submitting the electronic copy of your thesis.

13.3 Candidates may withhold their consent to the electronic thesis being included in the Leicester Research Archive for a period of up to three years.

#### **14. Referral**

14.1 A candidate shall be referred if the thesis or other submitted materials, although satisfactory in other respects, do not reach the approved standard in such matters as methodical exposition and demonstration, relevance and coherence of argument and effectiveness of style.

14.2 The period of referral recommended shall be not less than six months and not more than one year.

14.3 The oral examination on a resubmitted thesis or on other re-submitted materials may be omitted at the examiners' discretion.

14.4 Students who are referred for resubmission will be required to pay a re-examination fee. If they require access to Library and computing facilities they will be required to re-register and pay a registration fee for the period of their referral.

#### **15. Faculty Board Procedure**

15.1 The appropriate Faculty Board of the University will normally accept the report of the examiners. If there is a recommendation that a candidate should fail the Board will normally decide that the student's course be terminated.

15.2 If the Board does not accept the report of the examiners with a recommendation other than that a candidate should fail it will, in the first instance, refer the report back for consideration, together with any new evidence that it thinks relevant. Such reconsideration may or shall, as stipulated by the Board, include a second oral examination. If after such reconsideration by the examiners the Board is unable to accept their report:

- (i) In the case *only* of a candidate for the degree of Ph.D. whom the examiners either have recommended for a Master's degree or have recommended for referral with a view to resubmission for a master's degree, the Board may decide that the candidate should be referred with a view to resubmission for the degree of Ph.D.
- (ii) In *all* cases, the Board may in exceptional circumstances decide to appoint new examiners.

15.3 If the Board does not accept the report of the examiners with a recommendation that the candidate should fail it will, in the first instance, refer the report back for reconsideration, together with any new evidence that it thinks relevant. Such reconsideration may, or shall, as stipulated by the Board, include a second oral examination. If after such reconsideration by the examiners the Board is unable to accept their report, the Board may decide that the candidate be referred in any manner that the examiners had the power to recommend. In exceptional circumstances the Board may decide to appoint new examiners.

#### **16. Review of Decision to Terminate Studies following the Recommendation that a Candidate for a Research Degree should fail**

- 16.1 If, following examination for the degree of M.Phil or Ph.D., the Faculty Board of the University accepts the recommendation that the candidate should fail, the student's studies will normally be terminated. The student will be notified in writing of this recommendation by the Head of the Graduate Office and of their right of appeal.
- 16.2 Students will also be advised that they may seek the help of the University College's Student Support Service or Student Union in deciding whether they wish to appeal and in formulating their submission.
- 16.3 A student's appeal should be made on the appropriate Appeal Form which should be submitted, with supporting evidence, to the Graduate Office of the University within two months of the decision to terminate studies being confirmed in writing to the student. The official notification will state the deadline for submitting an appeal. Only the following grounds for appeal will be considered:
- (i) a student is in possession of evidence about the reasons for his or her academic performance which, for good reason, was not available previously;
  - (ii) there appears to have been a procedural irregularity in the conduct of examining or assessment process (including conduct of the viva voce examination);
  - (iii) there appears to be evidence of prejudice or bias in the conduct of the assessment process (including the viva voce examination).

Appeals that simply challenge the academic judgement of the examiners will not be considered.

- 16.4 On receipt, the Head of the Graduate Office at the University will determine whether the student has demonstrated grounds for appeal, in consultation with the Graduate Dean where appropriate, and submitted evidence to support their appeal. Where no eligible grounds have been given or where no evidence is submitted to substantiate claims, the student will be advised accordingly and the appeal will either be turned down or the student will be offered the opportunity to submit additional documentary evidence. Where the grounds for appeal are valid and the necessary evidence has been submitted, a report on the student's work and progress will be requested from the University College Research Centre. This information, along with the student's appeal form, supporting evidence and copies of the examiners' reports, will be considered by the next available Postgraduate Appeals Panel.
- 16.5 An appeals panel will comprise three members of the Board of Graduate Studies of the University, none of whom will have been directly involved with the student and excluding the Sub-Dean (Graduate Studies) of the Faculty in which the student was associated. A representative of the University College, who has not been directly involved with the student, may be included on the panel in addition to the University members or in place of one of them. Panels will normally be chaired by the Graduate Dean as Chair of the Board of Graduate Studies but, where appropriate, panels may be chaired by one of the Sub-Deans (Graduate Studies).

- 16.6 The student and the Head of the University College Research Centre will be notified of the date and time of the appeal and will be invited to attend. The student will be offered the opportunity to be accompanied to the meeting by a member of the University College as defined in Section 2 of the Statutes. The student and the Head of the Research Centre will be notified in advance of the format of the meeting, which will offer the opportunity for both the student and the Head of the Research Centre to make a case to the panel and to answer any questions. If appropriate, the Head of the Research Centre may be represented by another member of the Research Committee. If the student chooses to be accompanied to the meeting, his or her companion will be offered the opportunity to make a statement on the student's behalf but will take no other part in the proceedings unless requested to do so by the Chair.
- 16.7 At the end of the meeting, the Panel will reach its conclusion in private and a formal report of its recommendations will be submitted to the appropriate Faculty Board. The Panel may make one of the following recommendations:
- (i) confirm the decision of the examiners;
  - (ii) recommend that the candidate be permitted to resubmit for the degree for which he/she was registered;
  - (iii) recommend that the candidate be permitted to resubmit for a master's degree.
- 16.8 The Panel may recommend the appointment of new examiners where appropriate.
- 16.9 The student will be notified in writing of the Panel's recommendation and will also be issued with a completion of procedures letter and details of the Office of the Independent Adjudicator.
- 17. Review of Decision to Terminate a Student's studies on the grounds of neglect of academic obligations or unsatisfactory progress**
- 17.1 If, on the recommendation of the University College Research Committee, the Board of Graduate Studies of the University agrees that a student's registration should be terminated on the grounds of unsatisfactory progress or neglect of academic obligations, the Secretary of the Board of Graduate Studies will notify the student of this recommendation in writing and of their right of appeal.
- 17.2 A student's appeal should be made on the appropriate Appeal Form which should be submitted, with supporting evidence, to the Head of the Graduate Office at the University within two months of the decision to terminate studies being confirmed in writing to the student. The official notification will state the deadline for submitting an appeal. Clear grounds for appeal should be cited by the student and may include mitigating circumstances which, for whatever reason, had not been made known the supervisor, thesis committee or the Head of the Research Centre previously or a procedural irregularity relating to supervision or the assessment procedure relating to APG upgrade.
- 17.3 The review of the decision will be conducted by a committee chaired by a Pro-Vice-Chancellor who will have had no previous involvement with the student and two Deans from faculties other than that in which the student was associated. A representative from the University College who has had no previous involvement with the student may join the panel in addition to the University representatives or in place of one of them. The student and the Head of the University College Research Centre will be notified of the date and time of the appeal and will be

invited to attend. The student will be offered the opportunity to be accompanied to the meeting by a member of the University College as defined in Section 2 of the Statutes. The student and Head of the Research Centre will be notified in advance of the format of the meeting which will offer the opportunity for both the student and Head of the Research Centre to make a case to the panel and to answer any questions. If appropriate, the Head of the Research Centre may be represented by another member of the Research Committee. If the student chooses to be accompanied to the meeting, their companion will be offered the opportunity to make a statement on the student's behalf but will take no other part in the proceedings unless requested to do so by the Chair.

- 17.4 At the end of the meeting, the Panel will reach its conclusion in private and a formal report of its recommendations will be submitted to the Board of Graduate Studies. The student will be notified in writing of the Panel's recommendation by the Secretary and will also be issued with a completion of procedures letter and details of the Office of the Independent Adjudicator.
- 17.5 If a student is unable or chooses not to attend a panel meeting, having been invited and given due notice, the panel will consider all the written evidence and make its recommendation on the basis of this information.
- 18. Review of a Decision to either refer a candidate registered for a doctoral degree for a master's degree or to award a master's degree to such a candidate**
- 18.1 If, following examination for a doctoral degree, the Faculty Board of the University accepts the recommendation that a candidate should either be referred for a master's degree or be awarded a master's degree, the student will be advised of the decision in writing by the Head of the Graduate Office and of his or her right of appeal.
- 18.2 Students will also be advised that they may seek the help of the University College's Student Support Service or Student Union in deciding whether they wish to appeal and in formulating their submission.
- 18.3 A student's appeal should be made on the appropriate Appeal Form which should be submitted, with supporting evidence, to the Head of the Graduate Office at the University within two months of the decision to offer the master's award being confirmed in writing to the student. The official notification will state the deadline for submitting an appeal. Only the following grounds for appeal will be considered:
- (i) a student is in possession of evidence about the reasons for his or her academic performance which, for good reason, was not available previously;
  - (ii) there appears to have been a procedural irregularity in the conduct of examining or assessment process (including conduct of the viva voce examination);
  - (iii) there appears to be evidence of prejudice or bias in the conduct of the assessment process (including the viva voce examination).

Appeals that simply challenge the academic judgement of the examiners will not be considered.

- 18.4 On receipt of an appeal, the Head of the Graduate Office will determine whether the student has demonstrated grounds for appeal in consultation with the Graduate Dean, where appropriate, and submitted evidence to support their appeal. Where no eligible grounds have been given or where no evidence is submitted to substantiate claims, the student will be advised accordingly and the appeal will either be turned down or the student will be offered the opportunity to submit additional documentary evidence. Where the grounds for appeal are valid and the necessary evidence has been submitted, a report on the student's work and progress will be requested from the University College Research Centre. This information, along with the student's appeal form and evidence, will be considered by the next available Postgraduate Appeals Panel.
- 18.5 An appeals panel will comprise three members of the Board of Graduate Studies, none of whom will have been directly involved with the student and excluding the Sub-Dean (Graduate Studies) of the Faculty in which the student was associated. A representative from the University College who has had no previous involvement with the student may join the panel in addition to the University representatives or in place of one of them. Panels will normally be chaired by the Graduate Dean as Chair of the Board of Graduate Studies but, where appropriate, panels may be chaired by one of the Sub-Deans (Graduate Studies).
- 18.6 The student and the Head of the University College Research Centre will be notified of the date and time of the appeal and will be invited to attend. The student will be offered the opportunity to be accompanied to the meeting by a member of the University College as defined in Section 2 of the Statutes. The student and the Head of the Research Centre will be notified in advance of the format of the meeting which will offer the opportunity for both the student the Head of the Research Centre to make a case to the panel and to answer any questions. If appropriate the Head of the Research Centre may be represented by another member of the University College Research Committee. If the student chooses to be accompanied to the meeting, their companion will be offered the opportunity to make a statement on the student's behalf but will take no other part in the proceedings unless requested to do so by the Chair.
- 18.7 At the end of the meeting, the Panel will reach its conclusion in private and a formal report of its recommendations will be submitted to the appropriate Faculty Board. The Panel may make one of the following recommendations:
- (i) confirm the decision of the examiners;
  - (ii) recommend that the candidate be permitted to resubmit for the degree for which he/she was registered;
  - (iii) recommend that the candidate be permitted to resubmit for a master's degree.
- The Panel may recommend the appointment of new examiners where appropriate.
- 18.8 The student will be notified in writing of the Panel's recommendation and will also be issued with a completion of procedures letter and details of the Office of the Independent Adjudicator.
- 18.9 If a student is unable or chooses not to attend a panel meeting, having been invited and given due notice, the panel will consider all the written evidence and make its recommendation on the basis of this information.

**PART 3: ADDITIONAL REGULATIONS FOR STUDENTS REGISTERED FOR THE DEGREE OF DOCTOR OF EDUCATION**

**1. Period of Registration**

- 1.1 Minimum two years full-time or three years part-time.  
Maximum three years full-time or five years part-time.

**2. Entry Requirements**

- 2.1 Candidates will normally have a master's degree in Education from a British university or its equivalent in a discipline related to their subject specialist strand. Candidates are also required to have a minimum of three years' professional experience at an appropriate level.