

# Regulation 16: Doctoral and Research Degrees

## Contents

### Regulation 16: Doctoral and Research Degrees

#### *General*

- 16.1 Doctoral and Research Awards of the University

#### *Admissions Requirements, Minimum/Maximum Periods of Registration*

- 16.2 Accuracy of information
- 16.3 English language requirements
- 16.4 Qualifications and additional requirements
- 16.5 Admission of Members of Staff (Method A)
- 16.6 Minimum and Maximum Periods of Registration

#### *Registration and Study*

- 16.7 Programme of Study
- 16.8 Programme of Research and Professional Development
- 16.9 Academic Integrity
- 16.10 Research Integrity
- 16.11 Supervision
- 16.12 Progress Monitoring
- 16.13 Holiday Entitlement
- 16.14 Attendance Requirements
- 16.15 Changes in Academic Details
- 16.16 Change of Mode of Study from full-time to part-time or vice versa
- 16.17 Transfer between Programmes
- 16.18 Change of supervisory arrangements
- 16.19 Change of thesis/portfolio title
- 16.20 Transfer to Submission Pending Status
- 16.21 Suspension of Registration
- 16.22 Extension of Registration
- 16.23 Re-Registration
- 16.24 Termination of Registration

#### *Assessment, Examination and Awards*

- 16.25 Confirmation of PhD candidature
- 16.26 Presentation and Submission of the Thesis/Portfolio
- 16.27 Boards of Examiners
- 16.28 Viva Voce Examination
- 16.29 Award of Degrees
- 16.30 Reviews/Appeals

16.31 *Provisions for the Degree of Doctor of Engineering*

16.32 *Provisions for the Degrees of Doctor of Medicine and Master of Surgery*

16.33 *Provisions for the Award of Doctoral Degrees to Members of Staff (Method B)*

16.34 *Provisions for the Degree of Doctor of Science and Doctor of Letters*

## General

### 16.1 Doctoral and Research Awards of the University

The university makes the following doctoral and research awards:

#### 16.1.1 Level 8 Doctoral Awards:

- Doctor of Business Administration (DBA)
- Doctor of Clinical Psychology (DClinPsy)
- Doctor of Education (EdD)
- Doctor of Engineering (EngD) (in teach-out)
- Doctor of Health (DHealth)
- Doctor of Medicine (MD)
- Doctor of Philosophy (PhD)
- Doctor of Policy Research and Practice (DPRP)
- Master of Surgery (MS)
- Higher Doctorates:
  - Doctor of Letters (DLitt)
  - Doctor of Science (DSc)

#### 16.1.2 Level 7 Research Awards:

- Master of Philosophy (MPhil)

16.1.3 The University offers Integrated Doctor of Philosophy (IPhD) programmes, which may include the award of a postgraduate taught degree in addition to the award of the PhD. Where this is the case, the taught award will normally be awarded upon completion or exit from the programme, although it may be confirmed by the relevant Board of Studies at the end of the taught phase.

16.1.4 Where an integrated PhD is offered as part of a Doctoral Training Entity (DTE), including Centres for Doctoral Training (CDTs) and Doctoral Training Partnerships (DTPs), the taught award may be awarded by another institution if the DTE is delivered in partnership with other degree awarding bodies.

## Admissions Requirements, Minimum/Maximum Periods of Registration

### 16.2 Accuracy of information

16.2.1 Applicants must provide full and accurate information in relation to all the qualifications and personal information contained on a University application form. The University may withdraw the applications of applicants failing to do this.

16.2.2 Applicants must accurately inform the University of any relevant criminal convictions as directed during the application process and comply with the University's requirements in relation to the further scrutiny of any criminal convictions and complete the application process for any checks and/or Disclosures required by the University from the Disclosure and Barring Service.

### 16.3 English language requirements

16.3.1 No applicant shall be admitted to a programme leading to a doctoral degree in the University, unless they have provided the University with satisfactory evidence of their standard of English language ability.

16.3.2 Applicants will normally be expected to evidence their standard of English language ability through a recognised test. The minimum threshold for admission will be 6.5 IELTS (with a minimum of 6.0 in each component) or equivalent.

16.3.3 Departments and Schools may stipulate higher English language requirements for individual doctoral programmes. Full information on English language entry requirements as well as recognised tests will be published on the University website.

16.3.4 Applicants who have been awarded a Bachelor's or higher degree (or equivalent) from a recognised higher education institution in which English is the medium of instruction will normally be deemed to have satisfied these minimum requirements provided they have not subsequently spent a significant period of time away from an English-speaking environment, normally no more than two years.<sup>1</sup>

16.3.5 Applicants attending and achieving appropriate outcomes on a pre-sessional English language programme at the University of Bath will be deemed to have satisfied these minimum requirements.

### 16.4 Qualifications and additional requirements

16.4.1 No applicant shall be admitted to a programme leading to a doctoral degree of the University unless

- a. they hold a first or upper second-class honours degree (or equivalent) from a recognised higher education institution<sup>2</sup>;
- b. they fulfil any additional admission requirements, including relevant professional experience, as detailed in the programme specifications for Professional Doctorates and IPhDs (including those developed for DTEs);

---

<sup>1</sup> For a small number of countries, this period may be three to five years. Advice should be sought from the Doctoral College Admissions team or the University's Student Immigration Service.

<sup>2</sup> Recognised higher education institutions will be those recognised by ECCTIS ([ecctis.com](http://ecctis.com)), operating recognition services on behalf of the UK Government

- c. they fulfil any other entry requirements specified by individual Departments/Schools for each doctoral programme;
- d. they fulfil all relevant legal requirements, including but not limited to obtaining an Academic Technology Approval Scheme (ATAS) certificate if required.

16.4.2 Where an applicant does not hold a first or upper second-class honours degree, but holds a Master's degree from a recognised higher education institution, they may be eligible for admission to a doctoral degree of the University.

16.4.3 The full list of entry requirements for each doctoral degree will be published on the University website.

16.4.4 The Board of Studies (Doctoral) may, upon recommendation of the Director of Studies, admit an applicant who does not meet all programme entry requirements, provided the subject of the research enquiry and the fitness of the applicant to undertake it are satisfactory.

## 16.5 Admission of Members of Staff (Method A)

16.5.1 The Board of Studies (Doctoral) may admit a member of staff (as defined below) as a student on one of the degrees listed below, provided that the staff applicant is a graduate of a recognised University or holds another approved qualification:

- Doctor of Business Administration
- Doctor of Education
- Doctor of Health
- Doctor of Philosophy
- Doctor of Policy Research and Practice

16.5.2 Such a staff applicant may in exceptional cases apply to the Board of Studies for a reduction in the minimum period of registration by six months. A reduction of more than six months will require Senate approval.

16.5.3 A staff applicant admitted for a doctoral degree under this provision shall be otherwise bound by the regulations applying to the degree for which they are registered.

16.5.4 For the purposes of staff applications for postgraduate and doctoral qualifications the following are defined as members of staff:

- a. at the discretion of the Director of Student Recruitment and Admissions, members of the staff of the University of Bath who are employed by the University on at least a half-time basis;

- b. at the discretion of the Director of Student Recruitment and Admissions, members of staff of partner organisations associated with the University of Bath who teach on a programme leading to a University of Bath award.

## 16.6 Minimum and Maximum Periods of Registration

16.6.1 The minimum and maximum periods of registration for each doctoral degree are detailed in the table below.

16.6.2 Students must complete the minimum period of registration before submitting the final thesis/ portfolio for examination, unless otherwise specified in the programme specification.

16.6.3 Students are expected to make satisfactory progress towards a thesis submission deadline before reaching their maximum period of registration. Part time students are expected to make progress at an adjusted pace.

<b>Programme/Degree</b>	<b>Minimum Period of Registration</b>	<b>Maximum Period of Registration</b>
<b>Doctor of Business Administration (DBA)</b>		
Part-time	36 calendar months	96 calendar months
<b>Doctor of Clinical Psychology (DClinPsy)</b>		
Full-time	36 calendar months	48 calendar months
<b>Doctor of Education (EdD)</b>		
Part-time	36 calendar months	96 calendar months
<b>Doctor of Engineering (EngD)</b>		
	24 calendar months	60 calendar months
<b>Doctor of Health (DHealth)</b>		
Part-time	36 calendar months	96 calendar months
<b>Doctor of Medicine (MD) Master of Surgery (MS)</b>		
	6 calendar months	60 calendar months from confirmation of candidature
<b>Doctor of Philosophy</b>	16.6.4	
Full-time	24 calendar months	48 calendar months
Part-time	48 calendar months	96 calendar months

<b>Doctor of Policy Research and Practice (DPRP)</b>		
Part-time	48 calendar months	96 calendar months
<b>Integrated PhD (with additional taught award)</b>		
Full time	Normally 36 months (combining the minimum for taught award (12 months) and the minimum for the PhD (24 months))	Maximum for taught programme (as specified in programme specification or applicable regulations) plus 48 months for the PhD
Part-time	As detailed in the programme specification	As detailed in the programme specification
<b>Integrated PhD (without taught award)</b>		
Full-time	Dependent on programme design but not less than 24 months	Dependent on programme design but not less than 48 calendar months
Part-time	Dependent on programme design but not less than 48 calendar months	Dependent on programme design but not less than 96 calendar months
<b>MPhil</b>		
Full-time	12 calendar months	36 calendar months
Part-time	24 calendar months	72 calendar months

16.6.5 When a doctoral student transfers into the University to continue work started in another institution, the Board of Studies (Doctoral) may agree to reduce the minimum period of registration to take into account previous study. In such cases, the minimum period of registration will be no fewer than 12-months (full-time) or 24 months (part-time) and the maximum remaining study period will be adjusted accordingly. Any progression milestones to be completed on the new programme will be specified.

## Registration and Study

### 16.7 Programme of Study

16.7.1 The programmes of Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) consist of supervised research leading to the submission of a thesis.

16.7.2 Professional Doctorates consist of a programme of taught units as set out in the programme specification for each degree, as well as supervised research leading to the submission of a thesis or portfolio. The Doctor of Clinical Psychology (DClinPsy) programme also includes clinical placements.

- 16.7.3 Integrated PhDs consist of a programme of taught units as set out in the programme specification, normally equivalent in academic credit to a Master's degree, as well as supervised research leading to the submission of a thesis. The programme of taught units may lead to a taught postgraduate award and will be subject to all regulations applicable to taught postgraduate study at the University.
- 16.7.4 Doctoral programmes delivered as part of a Doctoral Training Entity (DTE) consist of taught units and mandatory skills training as set out in the programme specification, as well as supervised research leading to the submission of a thesis. The programme of taught units may lead to a taught postgraduate award, which may be awarded by another degree awarding body.
- 16.7.5 The Doctor of Medicine (MD) and Master of Surgery (MS) programmes consists of a period of supervised writing whilst a portfolio of prior work or a thesis is prepared for examination.

## 16.8 Programme of Research and Professional Development

- 16.8.1 At the start of a programme, or at the transition to the research phase, the doctoral student and the lead supervisor discuss and agree the research topic and thesis/portfolio title, the supervisory arrangements, the programme of work, and any professional development or training needs.
- 16.8.2 These details will be confirmed at approval of candidature.
- 16.8.3 In the case of the Doctor of Clinical Psychology (DClinPsy) programme, the research project details are developed as detailed in the Programme Specification.
- 16.8.4 Registration as a student for a doctoral degree in itself does not imply approval of a proposed programme of research.
- 16.8.5 Students must secure appropriate ethical approvals for their research project in line with section 10 (Research Integrity) below.
- 16.8.6 A student who wishes to change their registered research topic must seek permission of the Board of Studies (Doctoral). The suitability of the proposed new programme of research, and the availability of supervisors will be considered anew and if directed by the Board of Studies (Doctoral) it may be necessary to request to re-register for the degree.
- 16.8.7 Doctoral students are expected to engage in professional development activities alongside their studies, to participate in ten skills development activities per year (pro rata for part-time students) and to maintain a skills training record.

## 16.9 Academic Integrity

- 16.9.1 All doctoral students are required to undertake mandatory academic integrity training and pass a test of understanding within a defined period. Where students have completed the test as part of previous study at the University, they will be required to repeat it as part of their doctoral degree.
- 16.9.2 PhD students should complete the training and test before submitting their request for approval of candidature.
- 16.9.3 Students on Professional Doctorate programmes, students on integrated PhDs or students on a DTE programme which includes taught elements should complete the training and test as soon as possible before submitting their first assessment on a taught unit. They must complete the training and test before progression from the taught to the research phase.
- 16.9.4 Doctoral students who fail to pass the test will not be permitted to progress to the next stage of their programme of study or research or to receive an award.

## 16.10 Research Integrity

- 16.10.1 Doctoral students are expected to comply with the Code of Good Practice in Research Integrity in addition to meeting the requirements for academic integrity.
- 16.10.2 Doctoral students who registered on a doctoral degree on or after 1 August 2016 are required, by a suitable progression point in their programme, to have:
  - a. completed the University's online course on research integrity;
  - b. completed a data management plan;
  - c. secured appropriate ethical approvals for their research project.
- 16.10.3A suitable progression point will be dependent on the programme and mode of study but will normally be 12 months (24 months for part-time students) after the start of the research phase of their programme. This point will therefore be:
  - a. at Confirmation of candidature where this is a requirement of the programme, or
  - b. as defined within the Programme Specification, where Confirmation does not apply,  
or
  - c. if neither of the preceding provisions is applicable, as determined by the student's lead supervisor.



## 16.11 Supervision

16.11.1 The Board of Studies (Doctoral) shall assign a team of supervisors to each doctoral student at approval of candidature or at the point identified in the programme specification.

### 16.11.2 The team

- a. will normally consist of at least two University of Bath based supervisors of appropriate academic standing (which may include research staff and visiting professors/fellows), one of whom will be designated lead supervisor
- b. must include at least one supervisor currently engaged in research in the relevant discipline(s) to ensure the direction of the project and monitoring of progress is informed by relevant subject knowledge and research developments
- c. must include at least one member who has experience of supervising doctoral students to successful completion
- d. will include an additional (external) supervisor in the case of industrially/externally-based doctoral students, as well as students on the DHealth, MS or MD programmes (normally a clinician).
- e. may include an additional practice-based or subject-expert external supervisor for professional doctorate students, distance learning students, and other doctoral students where necessary e.g. undertaking work outside the University, pursuing research which involves collaboration with an external body, or part of a Doctoral Training Entity.
- f. May by exception include an emeritus professor or honorary professor/ reader / lecturer as an additional (i.e. 3rd) supervisor on an annual basis.
- g. Must include at least one member of university academic staff who holds a doctorate.

### 16.11.3 The lead supervisor

- a. will report on the work and progress of the student as and when required by the Board of Studies.
- b. must have appropriately detailed knowledge in the doctoral student's area of research and must normally be a member of the University's academic staff.
- c. may by exception be a visiting professor or visiting fellow, provided that the Department/ School can demonstrate that they are properly trained and supported, and all other supervisory roles are fulfilled.
- d. must be able to make available to the doctoral student sufficient time and resource (including having access to appropriate equipment) to support the student's work.

- e. must not assume responsibility for an inappropriately large number of students; Heads of Department/School are responsible for ensuring supervisory loads are reasonable.
- f. may be employed on a part-time basis by the University, if other members of the supervisory team are available to offer the required support to the doctoral student.
- g. may still be under probation, if another member of the supervisory team is a member of University academic staff who is not under probation.

16.11.3 In the case of the Doctor of Clinical Psychology (DClinPsy) programme the supervisory team will be as specified in the programme specification.

16.11.4 Members of the supervisory team are expected to declare any potential conflicts of interest, for example personal or financial relationships with the doctoral student or another member of the supervisory team, at the earliest possible opportunity.

16.11.5 If a student or a member of the supervisory team has concerns that there may be a conflict of interest, it is their responsibility to inform the Director of Studies, Head of Department/School or Dean of the existence of that conflict.

## 16.12 Progress Monitoring

16.12.1 A formal report on the student's progress must be completed by the student and the lead supervisor and submitted to the Board of Studies (Doctoral) six months after the date of first registration (or six months after the date of commencement of the research phase of the programme).

16.12.2 For students studying as part of a Doctoral Training Entity (DTE), progress monitoring should include monitoring of completion of any taught elements of the programme where these are not delivered as part of a separate taught phase.

16.12.3 Where the report contributors express different opinions, or the Board of Studies (Doctoral) has concerns about progress, the case should be referred to the Director of Studies for resolution.

16.12.4 Subsequent reviews of progress will then normally take place every six months.

## 16.13 Holiday Entitlement

16.13.1 Doctoral students may take 25 working days' leave (pro rata for part-time students) in any 12-month period, in addition to the public holidays and discretionary days on which the University is closed.

16.13.2 The scheduling of periods of leave must be negotiated with the lead supervisor.

16.13.3 Students on doctoral programmes that include a formally assessed taught element should not take leave during residential or other periods where core material is being delivered.

## 16.14 Attendance Requirements

16.14.1 The attendance requirements for doctoral students will be specified:

- a. at approval of candidature where this is a requirement of the programme, or
- b. as defined within the Programme Specification, where candidature does not apply, or
- c. if neither of the preceding provisions is applicable, as determined by the student's lead supervisor.

16.14.2 Attendance requirements may include attendance at residential, mandatory placements, or supervisory meetings.

16.14.3 Where required, attendance arrangements will be agreed in line with UKVI requirements for visa holders.

## 16.15 Changes in Academic Details

16.15.1 Any changes proposed to the academic details of the registration are subject to approval by the Board of Studies (Doctoral). 'Academic details' include the following:

- A change of mode of study from full-time to part-time or vice versa
- Transfer from one programme of study to another
- Any change of supervisory arrangements
- A change of thesis/portfolio title
- Transfer to submission pending status
- Suspension of registration
- Extension of registration
- Termination of registration

## 16.16 Change of Mode of Study from full-time to part-time or vice versa

16.16.1 A student's mode of study will be either full-time or part-time (0.5 FTE) and will be specified at candidature for PhD and integrated PhD students and be in accordance with the programme specification for professional doctorates.

- 16.16.2 Students can change their mode of study, subject to approval by the Board of Studies (Doctoral). The scope for such changes of mode of study will be outlined in the programme specification for doctoral degrees with taught elements. Changing to part-time attendance (or vice versa) will affect the registration period, and the Board of Studies will specify both the minimum period of study required and the maximum remaining registration time.
- 16.16.3 Students will normally be permitted to seek a change from full-time to part-time registration or vice-versa on only one occasion during their registration, and such a change will not normally be permitted during the final six months of registration of the normal maximum registration period of any degree programme.
- 16.16.4 Students will not be permitted to change from full time to part time registration for health reasons unless medical evidence indicates that part-time study is feasible.

### 16.17 Transfer between Programmes

- 16.17.1 If a student wishes to transfer registration from one doctoral programme to another, they must first apply to study the new programme through the standard admissions process. Provided they meet the specific entry requirements, and the Directors of Studies for both programmes support the change, the transfer may be requested from the Board of Studies (Doctoral).
- 16.17.2 The Board of Studies (Doctoral) will consider progress at the time of the transfer request and determine the minimum/maximum remaining study period and any progression milestones to be completed on the new programme.
- 16.17.3 The student will then be withdrawn from the original programme and an exit award for any completed taught units may be considered.

### 16.18 Change of supervisory arrangements

- 16.18.1 Every doctoral student will be assigned to a supervisory team by the Board of Studies (Doctoral), and any change to the supervisory arrangements is subject to approval by the Board of Studies (Doctoral).
- 16.18.2 When an original supervisor leaves the employ of the University or is on leave of absence or study leave, the Board of Studies (Doctoral) will appoint a replacement supervisor from nominees put forward by the Director of Studies.

### 16.19 Change of thesis/portfolio title

- 16.19.1 Any substantive changes to the thesis/portfolio title are subject to approval by the Board of Studies (Doctoral), where in addition to academic considerations, any funder, VISA or ATAS implications of the proposed change can be assessed. A significant

change in thesis/portfolio title may require re-registration and new approval of candidature.

## 16.20 Transfer to Submission Pending Status<sup>3</sup>

16.20.1 After completing the minimum registration period for their programme, doctoral students who are in the final stages of preparing their thesis for submission may request the Board of Studies (Doctoral) to adjust their registration status to 'submission pending', subject to approval by the Board of Studies (Doctoral). In determining whether the status should be adjusted, the Board of Studies will consider a number of factors, including but not limited to:

- Whether any active research is complete
- Whether data collection is complete (incl. use of laboratories)
- Whether the student's workplan supports their case that they are in the final stages of preparing for submission of their thesis/portfolio

16.20.2 In recognition that they no longer require access to university facilities at former levels, these students will be charged a reduced tuition fee. Students will need to submit a workplan to accompany their request, including a detailed timeline to submission, which will need to be supported by both supervisor and Director of Studies (DoS) to provide assurance that the application is appropriate and timescale realistic.

16.20.3 Students granted 'submission-pending' status will continue to receive supervision and submit progress reports, retain access to Library resources, remain registered, and their university email remains active.

16.20.4 In exceptional circumstances, during AY2024/25 only the Board of Studies (Doctoral) may consider requests to transfer to 'writing up (administration)' status from students who can make a satisfactory case that they no longer require supervision nor access to University facilities, except their email account. Because of the lack of supervisory contact and progress reporting, this status is not suitable to visa holders who wish to remain in the UK under the University's sponsorship.

16.20.5 After 1 September 2025, 'writing up (administration)' status will no longer be offered.

## 16.21 Suspension of Registration

16.21.1 A student may request to suspend their studies for a specified period if circumstances temporarily prevent them from continuing with their programme of study. This will

---

<sup>3</sup> previously known as 'Writing-Up with Continuation' fee

be subject to approval by the Board of Studies (Doctoral) and will constitute a suspension of the student's registration with the University.

16.21.2 The Board of Studies (Doctoral) will normally only grant a suspension of registration where a student's ability to study has been interrupted by:

- ill health: Appropriate corroborating evidence (such as a medical certificate) will normally be required in support of such requests for suspension
- significant disruption of personal life
- pressure from other business/employment (part-time students only)

16.21.3 Suspension of registration will not normally be approved for more than 12 months in total and will not normally be approved retrospectively. Equally, suspension of registration will not normally be approved in cases where an extension of registration is more appropriate.

16.21.4 No fees shall be charged during a period of approved suspension of studies, and neither (where applicable) will stipend/maintenance payments be paid. It is expected that active study and fee-paying status will resume at the end of the agreed suspension period.

16.21.5 The effect of a suspension of registration will be to postpone the earliest date for the submission of the research thesis/portfolio and the expiry date of the registration by the length of the agreed suspension period.

16.21.6 Additional periods of suspension which do not count towards the 12-month limit may be requested in the following circumstances:

- Parental leave, in line with the relevant University policy
- To attend a work placement or internship for career development purposes (normally no more than 6 months duration)
- Election as a Students' Union Officer.

## 16.22 Extension of Registration

16.22.1 If a student is unable to submit on time due to unforeseeable circumstances, they may request an extension of registration, subject to approval by the Board of Studies (Doctoral). Unforeseeable circumstances may include, but are not limited to:

- significant data loss
- unforeseeable difficulties with data gathering
- difficulties in conducting fieldwork

- equipment failure

16.22.2 The following will not normally be acceptable as grounds for permitting an extension of registration:

- Conduct of research, such as fieldwork, away from the University
- To prepare research papers for publication
- Any decision to change the format of the thesis
- Lack of progress or attendance on the part of the student, especially where this is due to circumstances which would be more appropriately addressed via a suspension of studies or change of mode of studies to part-time.

16.22.3 Students and supervisors are expected to plan and manage research projects to completion within the maximum period of registration for the programme. Requests for extension received later than 3 months prior to the expiry of registration will not normally be approved.

16.22.4 Full-time students may extend their registration up to a maximum of 12 months in total. Part-time students may extend their registration up to a maximum of 24 months in total.

16.22.5 Extension requests may be approved in periods of up to 12 months at one time. Part-time students requesting extensions beyond 12 months will be asked to provide an update on their workplan before approval of additional time can be granted.

16.22.6 Extensions should be of the shortest duration necessary to complete the work before submission and should be supported with a workplan to completion. More than one extension request may be submitted if further unavoidable delays to the workplan are encountered, providing the periods of extension do not exceed a total of 12 months.

## 16.23 Re-Registration

16.23.1 Where a student requires additional time, this should be addressed initially through the provisions for extension of registration.

16.23.2 Doctoral students may only apply to the Board of Studies (Doctoral) to re-register on a doctoral programme on the grounds outlined below. Any re-registration requests must have the support of the supervisory team and include a workplan to completion.

16.23.3 A doctoral student who wishes to change their registered research topic, if directed to do so by the Board of Studies (Doctoral), must seek permission to re-register for the degree. The Board of Studies (Doctoral) will consider previous periods of study and progress at the time of the request and specify the minimum period of study required on the new registration, the maximum remaining period of registration, and any progression milestones to be completed.

16.23.4 Where a doctoral student has reached the maximum registration time on their programme or any permitted extension of that registration period, requests to re-register for the sole purpose of submitting their thesis/portfolio may be granted by the Board of Studies (Doctoral) for a maximum of two months.

16.23.5 A doctoral student whose registration has lapsed through non-payment of fees, must seek permission from the Board of Studies (Doctoral) if they wish to re-register for the degree. The Board of Studies will determine the maximum remaining period of registration.

16.23.6 Requests to re-register received later than three months prior to the expiry of registration will only be approved in exceptional circumstances.

16.23.7 During the academic year 2024/25, the Board of Studies (Doctoral) may consider request to re-register on other grounds than those mentioned above, but only in exceptional circumstances.

## 16.24 Termination of Registration

16.24.1 Regulations 2 and 3 set out the University's requirements regarding the timely payment of tuition fees, and of attendance and progress, and the provisions under which registration may be terminated if these are deemed unsatisfactory.

16.24.2 In addition, a doctoral student's registration may be terminated by the Board of Studies (Doctoral) on one or more of the following grounds:

- A student requests to withdraw from the programme.
- A student's failure to make progress considered by the Board of Studies (Doctoral) to be satisfactory, where the cause of the failure is beyond the University's control.
- A PhD student's failure to pass confirmation or to achieve a standard of work considered by the Progression Board of Examiners to be sufficient to enable them to continue with an MPhil registration.
- A student's failure to meet the requirements of the taught phase or to meet the requirement to progress to the research phase of a professional doctorate or integrated PhD programme.

## Assessment, Examination and Awards

### 16.25 Confirmation of PhD candidature

16.25.1 Doctoral students on the following programmes are required to undergo confirmation of their candidature:

- a. Doctor of Philosophy (PhD)



- b. Integrated PhDs and PhDs delivered as part of a Doctoral Training Entity (DTE)
- 16.25.2 The Progression Board of Examiners must comprise at least two internal examiners appointed by the Board of Studies (Doctoral) from the academic staff of the University.
- 16.25.3 The supervisor or supervisors of doctoral students will not be members of the Progression Board of Examiners. They should, however, be available for consultation with the examiners at the time of the confirmation examination.
- 16.25.4 A non-examining independent chairperson may be appointed to attend the confirmation. The independent chairperson should not be involved in the supervision of the doctoral student nor have any other specific interest in the outcome of the decision. The independent chairperson will be experienced in examining at the University of Bath and will therefore be familiar with the Quality Assurance Code of Practice and Policies of the University. The role of the independent chairperson is to assist in ensuring that the examination is fair and conducted in accordance with the University's Regulations. They are not required to be a subject specialist, nor to have read the confirmation report under examination.
- 16.25.5 An independent chairperson will be appointed whenever a member of the Progression Board of Examiners is undertaking their first examining role at the University of Bath, or at other times when the Director of Studies or Board of Studies (Doctoral) considers that the presence of an experienced academic would be of assistance.
- 16.25.6 To be confirmed as a candidate for one of these doctoral degrees a doctoral student must
- a. submit a satisfactory report on their research to date
  - b. pass an oral examination conducted by a Progression Board of Examiners
  - c. have completed relevant skills training in line with that specified during candidature approval or within their Doctoral Training Entity (DTE) programme
  - d. and have been the subject of a satisfactory progress report by their supervisor.
- 16.25.7 For PhD students, confirmation should normally take place after 12 months study for full time students and no later than 24 months for part-time students.
- 16.25.8 For students on Integrated PhD programmes and PhD programmes delivered as part of a Doctoral Training Entity (DTE) which contain taught elements, these timescales will apply from the beginning of the research phase.
- 16.25.9 Students are permitted a maximum of two attempts to seek confirmation of their PhD status. The deadline for their first attempt must be specified as part of their candidature approval. Failure to submit work by this deadline will normally be deemed as failure of the first attempt. A deadline for the second attempt must be set by the Progression Board of Examiners and will normally be within six months for full-time students or

twelve months for part-time students. Failure to submit work by the second deadline will normally be deemed as failure of the second attempt.

16.25.10 The Progression Board of Examiners may recommend to the Board of Studies (Doctoral) that:

- a. the student's registration for the Degree of Doctor of Philosophy be confirmed; or
- b. the student be permitted to make a second submission for confirmation within a timescale to be determined by the Progression Board of Examiners; or
- c. the student's registration be transferred to the Degree of Master of Philosophy (MPhil); or
- d. the student, having failed to achieve the standard required for continuation as a candidate for the degree of Master of Philosophy, be required to withdraw.

16.25.11 Recommendations (c) and (d) must only be made either:

- i. following a student's first attempt for confirmation where no second attempt is permitted because the academic judgement of the Progression Board of Examiners is that the student has failed to demonstrate sufficient potential to achieve the required standard at a second attempt; or
- ii. following a student's second attempt for confirmation.

16.25.12 Students on Integrated PhD programmes who fail Confirmation (outcome d) may be referred to the relevant Board of Examiners for Courses for consideration of a potential taught exit award as detailed in the programme specification.

## 16.26 Presentation and Submission of the Thesis/Portfolio

16.26.1 The thesis/portfolio for a doctoral degree of the University must be the result of work done mainly whilst the student was registered for the degree at this University. Students must sign a certificate to confirm this when presenting the thesis/portfolio.

16.26.2 This does not apply to students on the EdD who submit a portfolio of four papers which have recently been published or accepted for publication in accredited refereed national or international journals and which embody the results of sustained personal research in the field of Education. In such cases, the papers submitted need not have been produced whilst the student has been registered at the University.

16.26.3 Students must submit a thesis or portfolio prior to the end of their maximum period of registration as detailed below:

MPhil	Thesis
PhD	Thesis
DHealth	Thesis
DPRP	Thesis

DBA	Thesis
EdD	Thesis or Portfolio of published papers
DClinPsy	Portfolio of research and practice-based learning
EngD	Thesis or Portfolio
MS/MD	Thesis or published work
DSc/DLitt	New or published work

- 16.26.4 Theses/portfolios may be submitted as traditional monographs or include academic papers in accordance with the alternative format or portfolio with papers format specified in the Specification for Higher Degree Theses and Portfolios<sup>4</sup>.
- 16.26.5 The thesis/portfolio must be written in English, unless approval has been given by the Faculty Board of Studies to a student in the Department of Politics, Languages, and International Studies for the thesis to be written in another language. In such cases, a summary of the thesis must be provided in English.
- 16.26.6 Where the thesis/portfolio or any part of the thesis/portfolio such as a published paper, has been produced by a student jointly with others, the thesis/portfolio shall indicate that a substantial part is the original work of the student.
- 16.26.7 Where the thesis incorporates material already submitted for another degree, the thesis/portfolio shall indicate the extent of that material and the degree, if any, obtained.
- 16.26.8 Students should give two months' notice of their intention to submit their thesis/portfolio to the Doctoral College and include the full title of the thesis/portfolio.
- 16.26.9 Students must submit an electronic copy of their thesis/portfolio to the Doctoral College and should keep an identical copy for their reference before and during the examination process.
- 16.26.10 All thesis/portfolio submissions will undergo electronic plagiarism checks.
- 16.26.11 Following a successful examination, the Board of Studies (Doctoral) must receive confirmation from the Board of Examiners that any corrections or revisions have satisfactorily been completed, and confirmation from the student that an electronic copy of the final version of the thesis/portfolio has been uploaded to the University's Research Information System (Pure) before making an award.
- 16.26.12 Access to a thesis/portfolio will be unrestricted unless the Board of Studies (Doctoral) has approved a temporary restriction. If the proposed restriction is for longer than three years, the Board of Studies' decision must be reported to Senate.

---

<sup>4</sup> Annex 6 of Quality Assurance Code of Practice Statement QA7 Research Degrees

## 16.27 Boards of Examiners

- 16.27.1 A Board of Examiners will be appointed for each student once the student has indicated their intention to submit a thesis/portfolio.
- 16.27.2 Boards of Examiners for doctoral degrees of the University must comprise at least one internal examiner and one external examiner. In exceptional cases where no suitable internal examiner is available, a second external examiner will be appointed.
- 16.27.3 Where a student on the Doctor of Education (EdD) programme submits a portfolio of published papers in place of a thesis, the Board of Examiners must always include two external examiners, at least one of whom must be a recognised authority in the field of the student's work.
- 16.27.4 For the degree of Doctor of Clinical Psychology (DCLinPsy), all examiners must be Health & Care Professions Council (HCPC) registered Practitioner Clinical Psychologists. For the viva voce examination, the external examiners may be joined by specialist examiners for specific research topics who must also be HCP registered.
- 16.27.5 The supervisor(s) of doctoral students must not be members of the Board of Examiners. They should, however, be available for consultation with the examiners at the time of the viva voce examination.
- 16.27.6 The Director of Studies is responsible for recommending internal and external examiners to be approved by the Board of Studies (Doctoral). The final thesis title must be confirmed when seeking approval for the appointment of the Board of Examiners.

### Appointment Criteria

- 16.27.7 Internal examiners are appointed by the Board of Studies (Doctoral) from the Academic staff of the university.
- 16.27.8 To be appointed to the Board of Examiners, each examiner should normally fulfil at least two of the following criteria. Together they must fulfil all three. Examiners should:
- a. hold the degree for which they are examining or equivalent
  - b. have recent experience of successfully supervising doctoral students to graduation
  - c. have recent experience of examining doctoral students in the relevant subject area.
- 16.27.9 Appointments for external examiners cannot be made in the following circumstances:
- a. if the proposed examiner has been retired for more than three years

- b. if the proposed examiner has worked or studied at the University of Bath in the five years before being appointed as an Examiner;
- c. if the proposed examiner has any existing, or prior, connection with the University or doctoral student that would call into question their ability to exercise objective, impartial and independent judgements.

16.27.10 In exceptional circumstances, the Board of Studies may appoint an external examiner who does not meet the relevant appointment criteria, provided it has received sufficient evidence to demonstrate the nominee's suitability for the position.

16.27.11 A member of staff who has taken any part in supervising the doctoral student's research cannot later be appointed as an examiner.

16.27.12 A non-examining independent chairperson may be appointed to attend the final viva voce examination. The independent chairperson should not be involved in the supervision of the doctoral student nor have any other specific interest in the outcome of the decision. The independent chairperson will be experienced in examining at the University of Bath and will therefore be familiar with the Quality Assurance Code of Practice and Policies of the University. The role of the independent chairperson is to assist in ensuring that the examination is fair and conducted in accordance with the University's Regulations. They are not required to be a subject specialist, nor to have read the thesis/portfolio under examination.

16.27.13 An independent chairperson will be appointed whenever an internal examiner is undertaking their first examining role at the University of Bath, or at other times when the Director of Studies or Board of Studies (Doctoral) considers that the presence of an experienced academic would be of assistance.

## 16.28 Viva Voce Examination

16.28.1 The Board of Examiners is responsible for examining the thesis/portfolio and for conducting a viva voce examination. The Board of Examiners then makes recommendations to the Board of Studies (Doctoral) on the outcome of the examination.

16.28.2 Prior to the viva voce examination, a pre-viva report on the thesis/portfolio must be submitted by each examiner independently. After the examination, a report must be submitted jointly by the examiners to the Board of Studies (Doctoral).

16.28.3 If the Board of Examiners cannot agree on an outcome, the Board of Examiners must report this disagreement to the Board of Studies who may recommend to Senate that a new Board of Examiners be appointed, without prejudice to the candidate.

16.28.4 For the degree of Doctor of Clinical Psychology (DClinPsy), the Board of Examiner recommendations as detailed below will be conditional on candidates completing all outstanding taught units following the viva voce.

16.28.5 The following viva voce outcomes can be recommended by the Board of Examiners:

- a. Pass
- b. Pass with minor corrections (3 months)
- c. Pass with major corrections (6 months)
- d. Fail viva but pass thesis/portfolio element (possibly with minor or major corrections), and require repeat of the viva voce for overall pass
- e. Fail with permission to resubmit thesis/portfolio (within 12 months). A second viva voce may be held at the discretion of the Board of Examiners.
- f. Fail, but recommendation to award Master of Philosophy (MPhil) with minor or major corrections
- g. Fail

16.28.6 For outcome (b) or (c) where the Board of Examiners recommends minor or major corrections to the thesis/portfolio, candidates must complete these to the satisfaction of one of the examiners (normally the internal examiner). Corrections must be completed within three or six months of the date of the Board of Studies meeting where the examiners' recommendations were approved.

16.28.7 The responsible examiner must confirm that they are satisfied with the corrections undertaken by the candidate before the degree can be awarded. If they are not, they may ask the candidate to undertake further work to bring the thesis/portfolio up to the required standard. This may require an extension to the time limit for corrections (up to four weeks). If, following such an extension, changes made are still not to the examiners' satisfaction, the examiner will inform the Board of Studies who may decide that the candidate has failed to reach the required standard, and will now be required to withdraw.

16.28.8 For outcome (d), Research Engineers on the Doctorate of Engineering (EngD) are normally required to undertake a second viva voce examination within six months of the first attempt.

16.28.9 For outcome (d) candidates on the DBA, DHealth, DPRP, EdD and IPhD programmes who fail their second attempt examination will be referred to the relevant Board of Examiners for Courses for consideration of potential taught exit awards.

16.28.10 Within outcome (e), the Board of Examiners have the option to offer the candidate the degree of Master of Philosophy (MPhil) with minor corrections (3 months) as an alternative exit route rather than undertake longer revisions to the doctoral thesis. This option is not available for candidates on the Doctorate of Clinical Psychology

(DClinPsy), the Doctorate of Engineering (EngD), the Master of Surgery (MS) or the Doctorate of Medicine (MD).

16.28.11 Similarly, outcome (f) is not available for candidates on the Doctorate of Clinical Psychology (DClinPsy), the Master of Surgery (MS) or the Doctorate of Medicine (MD).

16.28.12 For outcome (g) candidates on the DBA, DHealth, DPRP, EdD and IPhD programmes who fail their viva voce will be referred to the relevant Board of Examiners for Courses for consideration of potential taught exit awards.

16.28.13 For outcome (e) where the Board of Examiners recommends resubmission of the thesis/portfolio, candidates must resubmit within 12 months of the date of the Board of Studies meeting where the examiners' recommendations were approved. Examiners should confirm whether a second viva should take place after they have received the resubmitted thesis/portfolio. If no second viva is recommended, both examiners will be responsible for re-examining the thesis/portfolio and providing a joint report on their recommendation to the Board of Studies.

16.28.14 Following resubmission, the Board of Examiners can recommend the following outcomes:

- a. Pass
- b. Pass with minor corrections (3 months)
- c. Fail, but recommendation to award Master of Philosophy (MPhil) with minor corrections (3 months)
- d. Fail

16.28.15 Outcome (c) is not available for candidates on the Doctorate of Clinical Psychology (DClinPsy), the Master of Surgery (MS) or the Doctorate of Medicine (MD).

16.28.16 If the Board of Examiners recommend no doctoral award, no further attempt to resubmit will be permitted.

16.28.17 Candidates for the Doctor of Clinical Psychology (DClinPsy) who have failed one of the clinical units on the programme, may not be awarded a doctoral award but may be awarded the degree of Master of Philosophy (MPhil) subject to any minor or major corrections to the portfolio.

## 16.29 Award of Degrees

16.29.1 Candidates for the degrees of PhD, DBA, DClinPsy, DHealth, DPRP, EdD and EngD, will be awarded the relevant doctoral degree if they have:

- i. pursued a programme of study and/or research as prescribed for the relevant degree and have successfully completed all required taught units;
- ii. been confirmed under the provision of section 25 above (for candidates for PhDs and integrated PhDs);
- iii. presented a thesis/portfolio on their advanced study and research which satisfies the Board of Examiners as:
  - a. making an original and significant contribution to knowledge
  - b. giving evidence of originality of mind and critical judgement in a particular subject
  - c. containing material worthy of peer-reviewed publication
  - d. being satisfactory in its literary and/or technical presentation and structure with a full bibliography and references
  - e. demonstrating an understanding of the context of the research: this must include, as appropriate for the subject of the thesis, the scientific, engineering, professional, commercial and social contexts, and
- iv. passed a viva voce examination conducted by the Board of Examiners on the broader aspects of the field of research in addition to the subject of the thesis/portfolio. A viva voce examination is mandatory once a candidate has submitted a thesis/portfolio.

16.29.2 It is the candidate's responsibility to bring forward, at the earliest opportunity, details of any reasonable adjustments they may require to enable them to participate fully in a viva voce examination and. The Disability Service provides advice about reasonable adjustments and will generate a Disability Action Plan to record them. The University is responsible for ensuring that appropriate facilities are made available in such circumstances.

16.29.3 Candidates on an integrated PhD programme or those studying as part of a Doctoral Training Entity (DTE) may be eligible for a taught award in addition to their doctoral degree as detailed in the programme specification for the individual degree. Such awards will be subject to the relevant assessment regulations for taught postgraduate provision, which may be those of another institution where DTE programmes are delivered in partnership with another degree awarding body.

16.29.4 Candidates for the degree of Master of Philosophy (MPhil) will be awarded this degree if they have:

- a. pursued a programme of supervised research;
- b. have satisfied the Board of Examiners by presenting a thesis evidencing originality of mind and critical judgement in a particular subject, and, if required by the Board of Examiners,



- c. by passing a viva voce examination.

## 16.30 Reviews/Appeals

- 16.30.1 Regulation 17 sets out the policy and procedure for students who want to appeal against a decision made by a Board of Studies relating to their academic progression, the award of a degree or the classification of an award.

## 16.31 Provisions for the Degree of Doctor of Engineering

### 16.31.1 Applicable Regulations

Students registered on the degree of Doctor of Engineering before 1 September 2024 will be subject to the general regulations for doctoral degrees outlined in this regulation unless otherwise specified below.

### 16.31.2 Programme of Study

The Programme of Study for the degree of Doctor of Engineering shall be one of supervised study following an approved Scheme of Studies of taught units offered by universities participating in the programme, followed by submission of a thesis or portfolio of work as set out in the Scheme of Studies. Candidates shall be registered initially for the degree of Doctor of Engineering (EngD). However, depending upon the quantity and nature of the work already undertaken and subject both to the criteria set out in the Scheme of Studies and to the approval of the Board of Studies, Research Engineers may be permitted to transfer their registration to one of the qualifications of Postgraduate Certificate, Postgraduate Diploma, Master of Science or Master of Philosophy. The Board of Studies (Doctoral) shall specify the quantity and nature of any further work that is required to meet the requirements for the award of any of these qualifications.

### 16.31.3 Mid-term Review and Confirmation of EngD Registration

Where specified by the Scheme of Studies, candidature for the degree of Doctor of Engineering will only be confirmed after submission of a satisfactory major report of 8,000-10,000 words and successful completion of an oral examination conducted by a Progression Board of Examiners (established for this purpose by the Board of Studies (Doctoral)). The supervisors may attend the oral examination by invitation of the candidate or the panel (by permission of the candidate). The Director and/or Assistant Director of the Centre for Digital Entertainment reserve the right to attend such examinations.

Candidates shall be permitted to seek confirmation of the EngD status on a maximum of two occasions. No third attempt will be permitted. The first submission of the Mid-term Review report must take place not more than twenty-four months after the Research Engineer's first registration for the degree of EngD. A candidate who fails to submit the work by the deadline will normally be deemed to have failed their first attempt. Where the candidate fails either to meet the deadline or to achieve the required standard for confirmation for EngD candidature, submission of work for the second attempt must take place on or before a further deadline specified by the Board of Examiners, normally within six months of the first attempt. A candidate who fails to submit the work by this deadline will normally be deemed to have failed their second attempt.

The Progression Board of Examiners may recommend to the Board of Studies that:

- a. the candidate's registration for the Degree of Doctor of Engineering be confirmed;
- or

- b. the candidate be permitted to make a second submission for confirmation within a timescale to be determined by the Progression Board of Examiners; or
- c. the candidate be awarded either a Postgraduate Diploma or the Degree of Master; or
- d. the candidate, having failed both to achieve the standard required for continuation on the programme and the standard required for the award of Postgraduate Diploma or the Degree of Master, be required to withdraw.

Regulation 17 sets out the procedures to be followed in cases where a review of a progression decision is required.

As an outcome of the Mid-term Review recommendations (c) and (d) shall only be made either:

- a. following a candidate's first attempt to seek confirmation of EngD registration where no second attempt is permitted because the academic judgement of the Progression Board of Examiners is that the candidate has failed to demonstrate sufficient potential to achieve the required standard at a second attempt; or
- b. following a candidate's second attempt.

#### 16.31.4 Period of Study

The period of study for full-time industrially-based candidates shall be no less than twenty-four calendar months.

A full-time industrially-based candidate shall present for examination within sixty months of the date of registration for the degree. A candidate unable to do so may, before the end of the fifth year, seek an extension of registration for a period not exceeding twelve months and the Board of Studies (Doctoral) may grant such an extension on one occasion only.

#### 16.31.5 Attendance Requirements

As specified in the Scheme of Studies.

#### 16.31.6 Supervision

Every candidate shall be assigned to a supervisory team containing at least one academic supervisor and one industrial supervisor. The academic supervisor shall be responsible for reporting on the work of the candidate as and when required by the Board of Studies.

## 16.32 Provisions for the Degrees of Doctor of Medicine and Master of Surgery

### 16.32.1 Applicable Regulations

Students registered on the degree of Doctor of Medicine (MD) or Master of Surgery (MS) will be subject to the general regulations for doctoral degrees outlined in this regulation unless otherwise specified below.

### 16.32.2 Admissions requirements

Graduates holding a qualification which is recognised for registration by the General Medical Council of the UK may be admitted as candidates for the degrees of Doctor of Medicine (MD) or Master of Surgery (MS) provided that they have satisfied the Board of Studies (Doctoral) as to their chosen subject of research and their fitness to undertake it and that they:

- a. hold the qualification recognised by the General Medical Council of the UK referred to above at the time of admission (candidates wishing to submit work in accordance with Option A below)
- b. have satisfied any other University requirements, including relevant English language requirements.

And that by the time they submit work for examination they

- a. will have held the qualification recognised by the General Medical Council of the UK referred to above for at least three years (candidates wishing to submit work in accordance with Option A below)
- b. will have been engaged for at least two years in appropriate clinical or scientific work in one or more hospitals or institutions approved by the Board of Studies and have completed the majority of the work for the degree during that employment.

### 16.32.3 Minimum and Maximum periods of registration

The nature of the work to be submitted determines the minimum registration period for this programme. Either

Option A. A candidate wishing to submit published work may give notice of this upon application and will be registered for at least six months.

or

Option B. A candidate wishing to submit a thesis may do so after a minimum of 12 months' supervised registration.

If a thesis or other submission is not submitted within five years of the approval of candidature, the candidature will normally lapse. A candidate unable to submit for examination may before the end of the fifth year seek an extension of registration for a period not exceeding twelve months and the Board of Studies may grant two such twelve-months extensions only.

#### 16.32.4 Candidature

Applicants shall contact the Head of the appropriate Department, providing an outline of the proposed research (including the nature of the work to be submitted) and their qualifications. The Head of Department shall forward this to the Board of Studies (Doctoral) for its consideration of the chosen subject of research and the applicant's fitness to undertake it.

If the candidature and the proposed research are approved, the Board shall appoint supervisors (both internal and external as required), at least one of whom normally shall be a clinician.

#### 16.32.5 Progression

The supervisors shall, in due course, report to the Board of Studies (Doctoral) to nominate examiners, confirming that the candidate has:

- a. completed the University's online course on research integrity,
- b. completed a data management plan,
- c. secured appropriate University of Bath ethical approvals for their research project,
- d. prepared a submission that is worthy of examination.

The candidate's name, qualifications and the nature of the work to be submitted shall be put before the Board of Studies (Doctoral) to confirm the details of the candidature at the time of submission, and a Board of Examiners will be appointed.

#### 16.32.6 Board of Examiners

The Board of Studies (Doctoral) shall appoint a Board of Examiners to examine the work submitted and to conduct a viva voce examination.

The Board of Examiners shall consist of one internal and two external examiners, at least one of whom must be a recognised authority in the field of the candidate's work.

The Board of Examiners shall make a recommendation to the Board of Studies (Doctoral) as to whether a doctoral degree should be awarded.

#### 16.32.7 Presentation And Submission of The Thesis or Other Work

The thesis or other work submitted for a doctorate in Medicine must be the result of work done mainly whilst the candidate was engaged in appropriate clinical or scientific work in one or more hospitals or institutions approved by the Board of Studies over a period of at least two years.

Candidates are expected to seek consultation with their supervisory team at an early date to plan the submission as this dictates the minimum registration on the programme before submission may be permitted. The work shall be submitted in electronic format to the Doctoral

College in accordance with option A or B below. In either case the work shall be presented in accordance with the Specifications for Higher Degree Theses and Portfolios<sup>5</sup>.

A candidate for the degree of Doctor of Medicine or the degree of Master of Surgery may submit a substantial body of published work or works embodying the results of personal observations or research in some aspect of Medicine or Surgery. There should be an accompanying account of the candidate's role in initiating and carrying out the research which should normally be the result of sustained work in a single field to which it makes an original contribution (option A)

or

A candidate for the degree of Doctor of Medicine or the degree of Master of Surgery may submit a thesis embodying the results of work done mainly while the candidate was employed in appropriate clinical or scientific work in one or more of the hospitals or institutions as approved by the Board of Studies (Doctoral). A certificate to this effect shall be signed by the candidate when presenting the thesis. The certificate should indicate, where the thesis or other submission has been produced by a candidate jointly with others, that a substantial part is the original work of the candidate (option B).

---

<sup>5</sup> Annex 6 of Quality Assurance Code of Practice Statement QA7 Research Degrees

### 16.32.8 Award of the Degrees of Doctor of Medicine or Master of Surgery

The degrees of Doctor of Medicine or Master of Surgery may be awarded by the Board of Studies (Doctoral) either if:

- a. the candidate has submitted a thesis which satisfies the Board of Examiners as containing original work worthy of publication, having been supervised for a minimum of twelve months;  
or
- b. the candidate has submitted published work.  
and if
- c. the candidate has passed a viva voce examination conducted by the Board of Examiners on the broader aspects of the field of research in addition to the subject of the submitted work. A viva voce examination is mandatory once a Doctor of Medicine or Master of Surgery candidate has submitted a thesis or other work as detailed above.

Regarding the submitted work, the Board of Examiners must be satisfied that the submitted work:

- i. makes an original and significant contribution to knowledge in a particular subject of Medicine or Surgery
- ii. gives evidence of originality of mind and critical judgement in a particular subject of Medicine or Surgery
- iii. contains material worthy of peer-reviewed publication
- iv. is satisfactory in its literary and/or technical presentation and structure with a full bibliography and references; and
- v. demonstrates an understanding of the context of the research: this must include, as appropriate for the subject of the thesis, the scientific, engineering, professional, commercial and social contexts.

### 16.33 Provisions for the Award of Doctoral Degrees to Members of Staff (Method B)

The Board of Studies (Doctoral) may admit a member of staff (as defined in Section 16.5.4 in the main regulations above) as a candidate for the degree of Doctor of Philosophy provided that the candidate is a graduate of a recognised University or holds another approved qualification.

#### 16.33.1 Applicable Regulations

The candidature of members of staff of the University for the degree of Doctor of Philosophy shall be subject to the general regulations for doctoral degrees outlined in this regulation unless otherwise specified below.

#### 16.33.2 Admission and Approval of Candidature

A candidate for a doctoral degree under this provision:

- a) shall not be required to attend a prescribed programme of study
- b) shall have been engaged in research during the period of employment at the University, and shall have been employed at the University for at least three years
- c) shall submit either:
  - (i) a thesis consisting solely of work written specifically for submission for consideration for the higher degree within a field of work included in the studies of the University;
  - (ii) a collection of published work consisting of books and/or published papers within a field of work included in the studies of the University; or
  - (iii) a combination of specifically composed work and previously published work within a field of work included in the studies of the University. Where previously published work forms all or part of the submission, the candidate shall also submit a commentary on the published work to demonstrate its contribution to the field of study.

A candidate wishing to present for examination under this provision shall give at least six months' notice of their intention to submit to the Director of Academic Registry and shall specify the nature of the work to be submitted.

The Director of Academic Registry shall submit the application to the Board of Studies (Doctoral), which shall appoint a member or members of the academic staff of the University to advise the candidate on whether the work presented is worthy of examination and, if so, on its presentation.

The candidate is required to satisfy the Board of Studies (Doctoral) both as to their chosen subject of research and to their fitness to undertake it by putting their qualifications and the nature of the work to be submitted before the Board for approval of the candidature.



A member of staff who leaves the employment of the University having already been admitted as a staff candidate shall, subject to the approval of the Board of Studies (Doctoral), be permitted to submit for the doctoral degree as a part-time student with such reduction of the minimum qualifying period as the Board of Studies (Doctoral) agrees; provided that the reduction is not greater than the period of employment of the member of staff in the University.

#### 16.33.3 Presentation and Submission of Thesis/Portfolio

The work submitted by staff candidates under this provision shall be accompanied by a declaration signed by the candidate stating:

- a) that the candidate is the author of the thesis, or the author or co-author of the published or other works submitted, and
- b) that the work described therein has been carried out by the candidate, or, if the candidate is a co-author, which specific parts of the work have been done by others, and
- c) those parts of the work which have previously been submitted for a degree, the University to which they were submitted and the degree, if any, awarded. Those parts shall not be taken into account by the examiners except as supporting evidence in determining whether the candidate is worthy of a degree of the University.

The work shall otherwise be presented in accordance with the provisions in Section 26 above.

#### 16.33.4 Board of Examiners

If the candidate is approved, they shall submit the work to the Director of Academic Registry and the Board of Studies (Doctoral) shall nominate a Board of Examiners consisting of one internal and two external examiners, at least one of whom must be a recognised authority in the field of the candidate's work.

The Board of Examiners shall examine the candidate by viva voce examination and may, if it thinks fit, also examine the candidate by written or practical examination or both.

The Board of Examiners shall report to the Board of Studies (Doctoral) whether the candidate has presented a body of work on their advanced study and research which satisfies the Board of Examiners as

- a) giving evidence of originality of mind and critical judgement in a particular subject, and
- b) in the case of work submitted for the degree of Doctor of Philosophy, containing material worthy of publication (all or part of the submitted work).

#### 16.33.5 Award of the Degree

The Board of Studies (Doctoral), if satisfied by the report of the Board of Examiners, shall award the Degree.

## 16.34 Provisions for the Degree of Doctor of Science and Doctor of Letters

### 16.34.1 The Degrees of Doctor of Science and Doctor of Letters

The Senate may award the degree of Doctor of Science (DSc) or Doctor of Letters (DLitt) to graduates of the University or members of staff in recognition of and to honour a specially composed or published work or body of work which is deemed to be an original and substantial contribution to knowledge.

### 16.34.2 Applicable Regulations

Candidates for the degree of Doctor of Science (DSc) and Doctor of Letters (DLitt) will be subject to the specific regulations for higher doctorate degrees outlined below and only those general regulations for doctoral degrees as specified below.

### 16.34.3 Eligibility

The following persons may make application to the Senate to be admitted as a candidate for the degree of Doctor of Science or Doctor of Letters:

A graduate of the University or of one of the former institutions from which the University has developed, after the expiry of at least eight years from the date of first graduation,

A member of academic staff of the University, after the expiry of four years from the date of appointment and not less than eight years from the date of first graduation.

### 16.34.4 Application

The initial application must include:

- A curriculum vitae;
- A list of published works;
- A submission title;
- The names of two academic referees who shall not be members of the University.

The appropriate Head of Department or, exceptionally Dean of Faculty/School, shall decide on the basis of the information described in 4.1 above whether there is a prima facie case for the award of the degree.

If the Head of Department or Dean of Faculty/School decides that a prima facie case exists, the applicant shall be invited to submit for examination.

### 16.34.5 Presentation and Submission of the Thesis or Publication

A candidate for the degree of Doctor of Science and Doctor of Letters shall submit specially composed or published work, or a series of published papers within a field of work, or any combination of these.

The work submitted shall be in English, except where it relates to the study of another language.

An electronic copy of the work shall be submitted to the Director of Academic Registry. If a degree is awarded to the candidate, the work shall be retained in the University Library.

The work submitted shall be accompanied by a declaration signed by the candidate stating:

- a) that the candidate is the author of the thesis or publication submitted, and
- b) that the work described therein has been carried out by the candidate personally, or those parts of the work which have been done by others, and
- c) those parts of the work which have previously been submitted for a higher degree, the University to which they were submitted and the degree, if any, awarded.

#### 16.34.6 Boards of Examiners

The Senate, upon receipt of the application and if satisfied that the specifications in 3 and 4 above have been met, will submit the work to a Board of Examiners consisting of two internal and two external examiners, one of whom must be a recognised authority in the field of the candidate's work.

Examiners will be required to declare any conflicts of interest in relation to the candidate and will not be appointed where a conflict of interest exists, which may affect their ability to exercise objective, impartial and independent judgements.

#### 16.34.7 Examination

The Board of Examiners shall certify to the Senate that:

- a) the candidate's work constitutes an original and substantial contribution to knowledge.
- b) The candidate is a leading authority in the field of study.

If the Board of Examiners cannot certify the points in 7.1, any further application for the degrees of DSc or DLitt would require a new application and a substantially different submission.

#### 16.34.8 Award of Degree

The Senate, if satisfied by the report of the Board of Examiners, shall award the Degree<sup>6</sup>.

*Amendments to these Regulations are approved by Senate.*

*Date of Last Update: 30 August 2024*

---

<sup>6</sup> Senate has delegated its functions under this section to the Vice-Chancellor, except for the award of the degree by Senate on the Vice-Chancellor's recommendation. The names of candidates or examiners will not be disclosed unless an award is recommended.