

# **Chapter 8**

## **Research Degree Regulations**

## **8. RESEARCH DEGREE REGULATIONS**

### **8.1 Introduction**

- (1) This chapter provides details of the University of Wales Trinity Saint David's (UWTSD) regulatory framework for postgraduate research degrees, and should be read in conjunction with the University's Code of Practice for Research Degrees programmes and related guidance documents. These documents give advice and guidance but are subordinate to the Regulations.
- (2) The Regulations and guidance documents seek to provide a framework which embodies nationally recognised good practice, together with practice derived from policies and/or codes of practice of such bodies as the Quality Assurance Agency, the national funding councils, research councils and organisations such as UK Research and Innovation, Vitae and the Council for Graduate Education.
- (3) It is consistent with the precepts within the UK Quality Code: Advice and Guidance: Research Degrees, the QAA's Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ), and the Credit and Qualifications Framework for Wales (CQFW).
- (4) Chapter 8 of the Academic Quality Handbook and the Code of Practice are applicable to all research degree students, unless, for University of Wales (UW) students, anything in these documents contradicts what is in the UW regulations and Code of Practice.
- (5) The University aims to ensure:
  - that its academic standards are equivalent to those of other UK higher education establishments and consistent with the Credit and Qualification Framework for Wales Level Descriptorsand
  - that the quality of provision gives students a fair and reasonable chance to gain a qualification in an acceptable timeframe.

#### **8.1.1 Research Degrees Covered by the Regulations**

- (1) This chapter includes the academic regulations for the Master by Research, for the Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) research degrees, for Professional Doctorates, and for the Doctor of Philosophy by Published Works:
  - Higher Doctorate (A Doctor of Letters (DLitt) and Doctor of Science (DSc)) (Section 8.11)
  - Doctor of Philosophy by Research, including practice-based PhDs (PhD) (Section 8.12);
  - Doctor of Philosophy (PhD) by Published Works (Sections 8.13)
  - Professional Doctorates (Section 8.14);
  - Master of Philosophy by Research (MPhil), including practice-based MPhils (Section 8.15);
  - Master by Research (MRes) (Section 8.16);
  - Master of Arts by Research (MA) and Master of Science by Research (MSc) (Section 8.17);

### 8.1.2 Credit and Qualification Framework for Wales Level Descriptors, February 2009

**Research Degrees are classified as either Level 7 or 8 in the Credit and Qualifications Framework for Wales. The Level Descriptors can be found: <https://gov.wales/credit-and-qualifications-framework-cqfw>**

### 8.1.3 Definitions

- (1) The **thesis** embodies all the methods and results of the research and contains, for practice-based degrees both the reflective and practical elements, and, for the PhD by Published Works, both the published works and the reflective analysis.
- (2) A **student** is any person enrolled or registered to follow a postgraduate research degree offered by the University.
- (3) A student is considered to be a **member of staff** if the student's primary role is that of lecturer/teaching fellow/tutor/administrative staff. Students whose primary role is that of a student at the point of assessment will not normally be considered as a member of staff.

### 8.1.4 Institutional Arrangements

- (1) The University's policies and procedures for postgraduate research degree programmes are overseen by the Research Degrees Committee (see Section 2.5.2).

### 8.1.5 Honorary Degrees

- (1) The University does not award Research Degrees as honorary degrees.

## 8.2 Entry Requirements for Research Degrees

(1)

<b>Award</b>	<b>Normal Minimum Requirement</b>	<b>Additional Requirement</b>
<b>Higher Doctorates (Section 8.11);</b>	An applicant for such a doctorate should be a graduate or faculty member of the University or an individual with established links to the University.	
<b>Doctor of Philosophy by Research, including practice-based PhDs (PhD) (Section 8.12);</b>	A Master's degree or an upper second class honours degree relevant to the proposed research project awarded by a UK or other recognised University or higher education institution, or by the Council for National Academic Awards (CNAA).	Successful applicants are initially enrolled on the PhD by Research for a probationary period of study
<b>PhD by Published Works (Section 8.13);</b>	A Master's degree or an upper second class honours degree relevant to the proposed research project awarded by a UK or other recognised University or higher education institution, or by the Council for National Academic Awards (CNAA).	A person shall not be eligible to proceed to the degree of PhD by Published Works under these regulations if the person has been previously approved for a PhD of the University.
<b>Professional Doctorates (Section 8.14);</b>	A Master's degree or an upper second class honours degree relevant to the proposed research project awarded by a UK or other recognised University or higher education institution, or by the Council for National Academic Awards (CNAA).	Applicants may be required to have obtained a certain level of professional experience prior to admission. Any such requirements must be approved at validation and be clearly communicated to applicants.
<b>Master of Philosophy by Research (MPhil), including practice-based MPhils (Section 8.15);</b>	A Master's degree or an upper second class honours degree relevant to the proposed research project awarded by a UK or other recognised University or higher education institution, or by the Council for National Academic Awards (CNAA).	
<b>Master by Research (MRes) (Section 8.16);</b>	An upper second class honours degree relevant to the proposed research project awarded by a UK or other recognised University or higher education institution, or by the Council for National Academic Awards (CNAA).	
<b>Master of Arts by Research (MA) and Master of Science by Research (MSc) (Section 8.17);</b>	An upper second class honours degree relevant to the proposed research project awarded by a UK or other recognised University or higher education institution, or by the Council for National Academic Awards (CNAA).	

- (2) All applicants whose native language is not English must provide evidence of competence in English Language sufficient for research study, and after admission to the University may be required to take additional instruction in English Language.
- (3) All applicants are required to comply with the general entry requirements set out in the Code of Practice for Research Degrees.
- (4) A student may seek Recognition of Prior Learning (RPL) either as based on Certificated Learning or Experiential Learning for part or all of Part One of a Professional Doctorate or Master by Research following the University's Recognition of Prior Learning Policy. All requests for Recognition of Prior Learning must be made before a student initially registers. Any restrictions on recognition of prior learning must be approved at validation.

### **8.3 Eligibility and Modes of Study for Research Degrees**

- (1) A student undertaking Research Degree must, to maintain a current enrolment status, pay all applicable fees and pursue an approved research project for the minimum period required for one of the four methods of study permitted in paragraph 8.3.(2) below.
- (2) A student may undertake a Research Degree by one of the following methods of study:
  - A. pursuit of full-time research at the University or a collaborative partner institution;
  - B. pursuit of full-time research externally in circumstances approved by the University;
  - C. pursuit of part-time research at the University or a collaborative partner institution;
  - D. pursuit of part-time research externally in circumstances approved by the University.

### **8.4 Required Periods of Study**

- (1) A student undertaking a Research Degree must pursue a programme of supervised study, as either a full-time or a part-time student.
- (2) The date of commencement of a Research Degree with a Part II is the date of transfer from Part I to Part II. For all other Research Degrees the dates of commencement is the date of first enrolment.
- (3) A student may in some cases apply to or be required by the Research Degrees Committee to change mode of study or programme of study.
- (4) A student is required to submit a thesis by the end of the maximum period of study.
- (5) Where a student fails to submit a thesis by the end of the maximum period of study, the student's candidature will normally be terminated.
- (6) A student may not transfer candidature to another institution after the minimum period of study has been completed at this University.

### **8.5 Suspension, interruption of studies and extension**

- (1) Under exceptional circumstances, a student may be required to undertake a suspension of studies in line with the University's Student Cases Policy Framework (Chapter 13 of the AQH).
- (2) A student may apply for an interruption of study or an extension to the maximum submission date in accordance with the University's Mitigating Circumstances Policy.

## **8.6 Supervision**

- (1) Every student registered on a PhD, Professional Doctorate, MPhil award must have a supervisory team of no fewer than two supervisors.
- (2) Every student registered on a MA/MSc by Research or an MRes must have a supervisory team of no fewer than one supervisor.
- (3) One of the supervisors will be identified as the Director of Studies. The Director of Studies will have primary responsibility for supporting the student on a pastoral level and for the administrative oversight of the supervision and the supervisory team.

## **8.7 Progress, Monitoring and Reports**

- (1) A student's progress will be monitored at least annually to determine whether the student is:
  - (a) still actively engaged on the research project and making satisfactory progress;
  - (b) maintaining regular and frequent contact with the supervisory team;
  - (c) likely to complete successfully by the end of the minimum period of study.
- (2) The process for monitoring of progress is set out in the Code of Practice for Research Degrees.

## **8.8 Employment of Postgraduate Research Students**

- (1) Students who seek employment in addition to studies, either within the University or external to it, must comply with the requirements set out in the Code of Practice for Research Degrees.

## **8.9 Unfair practice**

- (1) An Examiner, who, either in the course of the examining process or subsequently, considers that a student has engaged in academic misconduct, shall immediately report the circumstances in writing to the Chair of the Examining Board concerned, who will report the allegations in line with the University's Academic Misconduct Policy.

## **8.10 Appeals and Complaints**

- (1) Students have the right to appeal against decisions concerning probation, termination of study or against an outcome of the examination process, in accordance with the procedures set out in the Academic Appeal Policy.
- (2) Students have the right to make a complaint about any specific concern about the provision of their programme of study, supervision or academic services, in accordance with the procedures set out in the Student Complaint Policy.

## **8.11 Regulations for Doctor of Letters (DLitt) and Doctor of Science (DSc)**

### **8.11.1 Introduction**

- (1) The Degree of Doctor of Letters or Doctor of Science may be awarded by the University in recognition of an original and sustained contribution of an individual to an area of scholarship or field of study.
- (2) Higher Doctorates are awarded to candidates who have submitted evidence that demonstrates excellence in academic scholarship and is:
  - a. of the absolute highest quality;
  - b. substantial in scale and in the contribution it has made to knowledge;

- c. sustained over time and showing current and continued contribution to scholarship;
- d. authoritative, being able to demonstrate impact on the work of others;
- e. of global reach and international importance within the field; and
- f. of sufficient breadth or covering branches of knowledge appropriate to the field and in line with disciplinary norms and expectations.

### **8.11.2 Application Process**

- (1) A candidate will make an initial application to the University as specified in the information published.
- (2) The initial application will consist of the materials and application fee specified in the information published by the University. Initial applications will be subject to a screening process to establish whether there is a prima facie case for the candidate to be considered for the degree. The nature of the screening process to be followed shall be published alongside the application process.
- (3) Should the screening process conclude that there is not a prima facie case for consideration the candidate will be notified, a proportion of their application fee as specified in information published by the University shall be returned to them and they will not be invited to make a full application.
- (4) There is no right of appeal in relation to a screening decision; unsuccessful candidates may re-apply at the next available opportunity.
- (5) If the screening process concludes that there is a prima facie case for consideration, the candidate will be invited to make a full application.
- (6) The format required of the full application will be as published alongside the application process and will consist of published papers, books or other materials as specified.
- (7) At least one year must have elapsed between the publication of any published paper or book and its submission as evidence in support of an application.
- (8) For work produced in collaboration, a candidate must state in respect of each item the extent of their own contribution. Any work previously submitted for an award of this or any other institution shall be ineligible for consideration in support of an application for a higher doctorate.

### **8.11.3 Assessment**

- (1) Senate shall appoint two assessors to consider the evidence submitted by the candidate. For applications from current or recent members of University staff both assessors shall be external to the University. For other applications, one internal and one external assessor may be appointed, or two external assessors if an internal assessor is not available.
- (2) If Senate is not able to appoint assessors within a reasonable period of time, the University may decline to consider the full application. In this case the candidate shall be refunded the full application fee.
- (3) Each assessor shall submit an independent report for consideration. Should the two assessors diverge in their conclusions as to whether the evidence submitted meets the criteria for the award, Senate shall seek the opinion of a third assessor, who shall be external to the University and whose opinion will be final.

#### **8.11.4 Outcome**

- (1) If Senate approves the evidence as of sufficient merit for the degree, it shall award the appropriate degree (DLitt or DSc). One copy of each of the papers and books submitted as evidence shall remain in the possession of the University for deposit in the Roderic Bowen Library and Archive, unless the Library already possesses a copy. This may be in either in physical or digital format.
- (2) An unsuccessful candidate may appeal against the decision in line with the University's Academic Appeal Policy.
- (3) Unsuccessful candidates may re-apply at the next available opportunity.

#### **8.12 Regulations for Degree of the Doctor of Philosophy (PhD), by Research**

##### **8.12.1 Introduction**

- (1) The Degree of Doctor of Philosophy by Research may be awarded by the University in recognition of the successful completion of a programme of advanced study and research.
- (2) Doctoral degrees are awarded to students who have demonstrated:
  - the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
  - a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
  - the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
  - a detailed understanding of applicable techniques for research and advanced academic enquiry.
- (3) Typically, holders of the qualification will be able to:
  - make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;
  - continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.
- (4) Holders will have:
  - the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.
- (5) In judging the merit of a thesis submitted in candidature for the degree of PhD by Research, the examiners will bear in mind the standard and scope of work which it is reasonable to expect a capable and diligent student to present after a period of 3 years of full-time study or its part-time equivalent.
- (6) These regulations also apply to practice-based research degrees.



### **8.12.2 Probationary Period of Study**

- (1) Students enrolling on the degree of PhD by Research will be registered in the first instance on a probationary period of study.
- (2) The processes for monitoring progress during the probationary period and for assessing whether or not a student has successfully completed the probationary period are set out in the Code of Practice for Research Degrees.
- (3) The probationary period for a student may be extended on one occasion only. Students who are judged not to have successfully completed the required probationary period will normally be required to withdraw from the degree or transfer to another degree where appropriate.
- (4) Students have the right to appeal all decisions relating to the probationary period as set out in the Academic Appeal Policy.

### **8.12.3 Examination of PhD by Research**

- (1) The examination process for students of the degree of PhD by Research consists of two stages:
  - (a) preliminary independent examination of the thesis by the examiners;
  - (b) an oral examination conducted by an Examining Board.
- (2) A student of the degree of PhD by Research must be examined on the work submitted by that student. A student may not amend, add to, or delete from the thesis after it has been submitted and prior to examination save with the consent of the Chair of the Examining Board. A student may withdraw the thesis after it has been submitted and prior to the examination, but once a thesis has been withdrawn by the student it normally cannot be submitted again for examination of the same degree.
- (3) Where the submission includes non-textual artefacts the examination process must allow examiners to have appropriate access to the artefacts. This could take the form of an exhibition, recital, or performance, which must occur before the oral examination in such a way that the examiners are able to reflect on this in their independent reports submitted before the oral examination. The format must be identified prior to submission; the exact arrangements for access must be agreed when the Examining Board is nominated and examination arrangements are finalised.

### **8.12.4 Submission of Thesis**

- (1) A student's research for the PhD by Research must be completed by the presentation of a thesis embodying the methods and results of the research.
- (2) The thesis is to be written in Welsh or English. The use of brief quotations in other languages is permitted.
- (3) To be eligible to submit a thesis, research degrees students must be enrolled on the degree for which submission is intended, and have paid all fees due (including any re-examination fee required).

### **8.12.5 Access to a thesis**

- (1) A thesis submitted for a research degree shall normally be openly available and subject to no security or restriction of access. The Research Degrees Committee may approve that a bar on access to a thesis may be put in place for a specified period of up to 5 years.

- (2) The title and summary of the thesis are normally freely available. Restricting access to these will only be approved in exceptional cases by the Research Degrees Committee.

#### **8.12.6 The Examining Board**

- (1) The function of the Examining Board is to ascertain that the thesis submitted for award is at the appropriate standard, that it is the work of the student who is being examined and that the student displays the attributes expected of holders of the award.
- (2) Normally an Examining Board will comprise the following:
  - Chair;
  - Internal Examiner;
  - External Examiner;
- (3) In the cases including those where:
  - (i) the student is a member of staff of the University or of a collaborative partner institution;
  - (ii) it proves impossible to appoint an internal examiner either from within the University or a collaborative partner institution;
  - (iii) a special case is made to, or by, the Research Degrees Committee;

the Examining Board shall instead comprise:

- Chair;
  - Two External Examiners.
- (4) A member of a supervisory team (or any individual who has been involved in the supervision of the student) must not be appointed as the student's examiner. Such individuals may, with the prior consent of the student, be invited to attend the oral examination.
  - (5) From the point of nomination, students must not communicate about the thesis with any members of the Examining Board other than the Chair either prior to or following the oral examination until such time as the examination process is completed.

#### **8.12.7 Oral examination**

The Examining Board is required to conduct an oral examination of students in all cases. However, the requirement for an oral examination may be waived for a re-submitted thesis at the discretion of the re-submission Examining Board and only where the examiners' preliminary independent reports clearly recommend that the student should be approved for the degree sought.

- (1) A student's supervisors shall have the right to convey to the Chair of the Examining Board any concerns relevant to the student's research project, the resulting thesis or its examination which the supervisors consider the Board should be aware of prior to reaching a decision. The supervisors shall convey these concerns, in writing, both to the Chair and to the student as soon as practicable after the submission of the thesis to allow the student sufficient time prior to the examination of the thesis (including any oral examination) to consider the points made and prepare a response.
- (2) The oral examination may take place either in person or via video.
- (3) Following the oral examination, the Examining Board is required to provide a report on the examination and to make one of the following recommendations to the Research Degrees Committee:

- A. that the student be approved for the degree of PhD by Research;
- B. that the student be approved for the degree of PhD by Research subject to the satisfactory completion of such corrections and amendments as may be required by the Examining Board. The Examining Board may stipulate that the corrections made shall be scrutinised by either or both examiners prior to the award process being initiated. Normally, corrections shall be completed within 6 months from the date of official notification to the student of the outcome of the examination;
- C. that the student be not approved for the degree of PhD by Research at this stage but that the student is allowed to modify the thesis and re-submit it for examination for the degree of PhD by Research on one further occasion. The re-submission is to take place within a period not exceeding 1 year from the date of the official notification to the student of the outcome of the examination (this option is not available in the case of a student who has re-submitted a thesis for examination);
- D. that the student be not approved for the degree of PhD by Research but be approved instead for the degree of MPhil by Research subject where appropriate to the satisfactory completion of such corrections and amendments as may be required by the Examining Board. The Examining Board may stipulate that the corrections made must be scrutinised by either or both examiner(s) prior to the award process being initiated; corrections and amendments must be completed within a period of 6 months from the date of the official notification to the student of the outcome of the examination;
- E. that the student be not approved for the degree of PhD by Research but be allowed to modify the thesis and re-submit it for examination for the degree of MPhil by Research on one further occasion. The re-submission is to take place within a period not exceeding 1 year from the date of the official notification to the student of the outcome of the examination (this option is not available in the case of a student who has re-submitted a thesis for examination);
- F. that the student be not approved for the award of a degree.

Outcomes C and E are not available in the case of a student who has re-submitted a thesis for examination.

- (4) Students awarded the degree of MPhil by Research outcomes D or E, cannot later submit for the degree of PhD by Research without pursuing a new scheme of research.
- (5) Where examiners are unable to agree on a recommended outcome, the examiners must submit separate independent reports and recommendations to the Academic Office within 10 clear working days of the oral examination and the procedures described in the Code of Practice for Research Degrees must be followed.
- (6) If, following the submission of corrections under outcomes B or D, it turns out that a student has not appropriately addressed all the issues raised by the Examining Board, at the discretion of the Research Degrees Committee the student may be allowed one further period of a maximum 4 weeks from the date of official notification to complete successfully all the corrections required.

## **8.13 Regulations for Degree of the Doctor of Philosophy (PhD) by Published Works**

### **8.13.1 Introduction**

- (1) The Degree of Doctor of Philosophy by Published Works may be awarded by the University in recognition of the successful completion of a programme of advanced study and research.
- (2) Doctoral degrees are awarded to students who have demonstrated:
  - the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
  - a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
  - the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
  - a detailed understanding of applicable techniques for research and advanced academic enquiry.
- (3) Typically, holders of the qualification will be able to:
  - make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;
  - continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.
- (4) Holders will have:
  - the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

### **8.13.2 Definition of Published Works**

- (1) For the purpose of these Regulations, 'published works' may be defined as works published in scholarly books and journals. The language of publication shall be either Welsh or English. All work must have been published in such a way as to be generally available for consultation by scholars or other interested persons. All work must have been internationally peer reviewed and must have been published no more than 10 years prior to the date of submission.
- (2) The published works submitted for the degree must constitute a corpus of publication tending towards a coherent thesis, rather than a series of disconnected publications.
- (3) The published works submitted for the degree must be substantially different from any work which may have previously been submitted for any degree at this or any other institution.
- (4) Electronic works may be considered as eligible, but the candidate should provide evidence that the work will continue to be publicly available for the foreseeable future in the present form.
- (5) The published works should be of a standard equivalent to that of a "traditional" PhD in the relevant academic area and should demonstrate the student's original contribution to knowledge.

### 8.13.3 Application Process

- (1) An applicant must submit an application that shall consist of the following:
  - (i) A detailed list of the published works that will be included in the final submission and evidence of the public availability and traceability of the published works;
  - (ii) A statement of no more than 3,000 words which seeks to show the coherence and academic impact of the body of work submitted;
- (2) An applicant, in submitting an application, is also required to (a) declare that none of the published works individually or collectively is substantially the same as any work that has previously been submitted for another qualification at any university or similar institution, (b) declare that, until the outcome of the current application is known, none of the published works individually or collectively will be submitted for any qualification at another university or similar institution.

### 8.13.4 Examination of PhD by Published Works

- (1) Students of the degrees of PhD by Published Works are examined on the submitted published works and the reflective analysis. The examination process for students of the degree of PhD by Published Works consists of two stages:
  - (a) preliminary independent examination of the reflective analysis together with the published works by the examiners, who are approved for the purpose by the University and who shall prepare independent interim reports on the reflective analysis and published works (see the Code of Practice for Research Degrees);
  - (b) an oral examination conducted by an Examining Board.
- (2) A student of the degree of PhD by Published Work must be examined on the work submitted by that student. A student may not amend, add to, or delete from the reflective analysis after it has been submitted and prior to examination save with the consent of the Chair of the Examining Board. A student may withdraw the reflective analysis after it has been submitted and prior to the examination, but once a reflective analysis has been withdrawn by the student it cannot be submitted again for examination of the same degree.

### 8.13.5 Submission

- (1) The volume of published work submitted will depend on both the academic area and the type of published works included in the submission, but the submission should normally comprise of no less than 4 individual published works and no more than 10 individual published works. However, the issue of number is subservient to the question of the quality and impact of the output.
- (2) The submission shall comprise:
  - a) An abstract providing a summary of the published works containing all of the main concepts and conclusions of the published work that shall be no more than 300 words in length;
  - b) A summary sheet listing all of the published works submitted together with a statement of the extent of the student's contribution to any multi-authored work, substantiated by all the co-authors;
  - c) A copy of each published work numbered in accordance with b) above;
  - d) A reflective analysis of no more than 30,000 words putting the total published work submitted into the context of knowledge as it then existed and indicating also the independent, coherent and original contribution to learning in that academic field which in the student's opinion the published work has made.
  - e) Evidence of the status of all the published works submitted.

- (3) The reflective analysis shall contain a critical reflection on the research methodology and methods used. It should also articulate a rationale to prove at least equivalence to the standard normally demonstrated by a successful PhD thesis.
- (4) The reflective analysis is to be written in Welsh or English. The use of brief quotations in other languages is permitted.
- (5) To be eligible to submit a thesis, research degrees students must be enrolled on the degree for which submission is intended, and have paid all fees due (including any re-examination fee required) and satisfied all other financial obligations.

#### **8.13.6 Access to submission**

- (1) Due to the nature of the award, no request for a bar on photocopying and/or access to any part of the PhD by Published Works will be considered.

#### **8.13.7 The Examining Board**

- (1) The function of the Examining Board is to ascertain that the reflective analysis and the published works submitted for award is at the appropriate standard, that it is the work of the student who is being examined and that the student displays the attributes expected of holders of the award.
- (2) Normally an Examining Board will comprise the following only:
  - Chair;
  - Internal Examiner;
  - External Examiner;
- (3) In the cases including those where:
  - (i) the student is a member of staff of the University or of a collaborative partner institution;
  - (ii) it proves impossible to appoint an internal examiner either from within the University or a collaborative partner institution;
  - (iii) a special case is made to, or by, the Research Degrees Committee;

the Examining Board shall instead comprise:

- Chair;
  - Two External Examiners.
- (4) A member of a supervisory team (or any individual who has been involved in the supervision of the student) must not be appointed as the student's examiner. Such individuals may, with the prior consent of the student, be invited to attend the oral examination.
  - (5) For regulations in relation to the selection and appointment of members of the Examining Board and approval of the overall examination board, see the Code of Practice for Research Degrees (Section: Constitution of Examining Board and Examiners).
  - (6) From the point of nomination, students must not communicate about the thesis with any members of the Examining Board other than the Chair either prior to or following the oral examination until such time as the examination process is completed.

### 8.13.8 Oral examination

The Examining Board is required to conduct an oral examination of students in all cases. However, the requirement for an oral examination may be waived for a re-submitted reflective analysis at the discretion of the re-submission Examining Board, and only where the examiners' preliminary independent reports clearly recommend that the student should be approved for the degree sought.

- (1) A student's supervisors shall have the right to convey to the Chair of the Examining Board any concerns relevant to the student's research project, the resulting reflective analysis or its examination which the supervisors consider the Board should be aware of prior to reaching a decision. The supervisors shall convey these concerns, in writing, both to the Chair and to the student as soon as practicable after the submission of the thesis to allow the student sufficient time prior to the examination of the thesis (including any oral examination) to consider the points made and prepare a response.
- (2) The oral examination may take place either in person or via video.
- (3) The Chair should meet the student in private prior to the oral examination to ask the student whether there are any health or other personal circumstances, not previously notified via the supervisor, that might impact on the student's performance in the oral examination.
- (4) Following the oral examination, the Examining Board is required to provide a report on the examination and to make one of the following recommendations to the Research Degrees Committee:
  - A. that the student be approved for the degree of PhD by Published Works;
  - B. that the student be approved for the degree of PhD by Published Works subject to the satisfactory completion of such corrections and amendments to the reflective analysis as may be required by the Examining Board. The Examining Board may stipulate that the corrections made shall be scrutinised by either or both examiners prior to the award process being initiated. Normally, corrections shall be completed within 12 weeks from the date of official notification to the student of the outcome of the examination;
  - C. that the student be not approved for the degree of PhD by Published Works at this stage but that the student is allowed to modify the reflective analysis and re-submit it for examination for the degree of PhD by Published Works on one further occasion. The re-submission is to take place within a period not exceeding 6 months from the date of the official notification to the student of the outcome of the examination (this option is not available in the case of a student who has re-submitted a reflective analysis for examination);
  - D. that the student be not approved for the award of a degree.

Outcome C is not available in the case of a student who has re-submitted a reflective analysis for examination.

- (5) Where examiners are unable to agree on a recommended outcome, the examiners must submit separate independent reports and recommendations to the Academic Office within 10 clear working days of the oral examination and the procedures described in the Code of Practice for Research Degrees must be followed.
- (6) If, following the submission of corrections under outcomes B, it turns out that a student has not appropriately addressed all the issues raised by the Examining Board, at the discretion of the Research Degrees Committee the student may be allowed one further period of a

maximum 4 weeks from the date of official notification to complete successfully all the corrections required.

## **8.14 Regulations for the Degree of Professional Doctorate**

### **8.14.1 Introduction**

- (1) The Degree of Professional Doctorate may be awarded by the University in recognition of the successful completion of an approved programme of directed study (Part One) together with successful completion of a programme of advanced study and research (Part Two).
- (2) The Professional Doctorate consists of two parts. Part One will comprise of 180 credits of taught modules at Level 7; Part Two will be research-focused and completed by the presentation of a thesis and any portfolio of supporting material embodying the methods of the research.
- (3) Doctoral degrees are awarded to students who have demonstrated:
  - the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
  - a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
  - the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
  - a detailed understanding of applicable techniques for research and advanced academic enquiry.
- (4) Typically, holders of the qualification will be able to:
  - make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;
  - continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.
- (5) Holders will have:
  - the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.
- (6) In judging the merit of a thesis submitted in candidature for the degree of Professional Doctorate, the examiners will bear in mind the standard and scope of work which it is reasonable to expect a capable and diligent student to present after a period of 2 years of full-time study or its part-time equivalent.

### **8.14.2 Examination of Professional Doctorate**

#### **8.14.2.1 Examination of Part One**

- (1) Part One shall comprise of modules at Level 7 with a total credit rating of 180 credits. The process for managing the assessment of modules, the awarding of credit and the rules for progression for modules at Level 7 follow the same principles as those outlined in Section 6.6



with the exception that there is no condonement of modules and students must accumulate 180 credits at Level 7 in Part One in order to progress to Part Two.

- (2) The process for setting of tasks for re-assessment follow the same principles as those outlined in Section 7.11.
- (3) Module external examiners will be appointed for all modules which form part of Part One in accordance with Section 7.16. The performance of students on Part One will be considered by Examining Boards in accordance with Section 6.10.

#### **8.14.2.2 Examination of Part Two**

- (1) A student must have successfully completed Part One before being permitted to present the thesis and any portfolio for examination under Part Two.
- (2) The examination process for students of Part Two of the degree of Professional Doctorate consists of two stages:
  - (a) preliminary independent examination of the thesis by the examiners, who are approved for the purpose by the University and who shall prepare independent interim reports on the thesis;
  - (b) an oral examination conducted by an Examining Board.
- (3) A student of the degree of Professional Doctorate must be examined on the work submitted by that student. A student may not amend, add to, or delete from the thesis after it has been submitted and prior to examination save with the consent of the Chair of the Examining Board. A student may withdraw the thesis after it has been submitted and prior to the examination, but once a thesis has been withdrawn by the student it cannot be submitted again for examination of the same degree.
- (4) Where the submission includes non-textual artefacts the examination process must include a protocol to allow examiners to have appropriate access to the artefacts. This could take the form of an exhibition, recital, or performance, which must occur before the oral examination in such a way that the examiners are able to reflect on this in their independent reports submitted before the oral examination. The format must be identified at the full research proposal stage; the exact arrangements for access must be approved by the Research Degrees Committee when the Examining Board is nominated and examination arrangements are finalised.

#### **8.14.3 Submission of Thesis**

- (1) A student's research for the Part Two of the Professional Doctorate must be completed by the presentation of a thesis embodying the methods and results of the research.
- (2) The thesis is to be written in Welsh or English. The use of brief quotations in other languages is permitted.
- (3) To be eligible to submit a thesis, research degrees students must be enrolled on the degree for which submission is intended, and have paid all fees due (including any re-examination fee required) and satisfied all other financial obligations.

#### **8.14.4 Access to a thesis**

- (1) A thesis submitted for a research degree shall normally be openly available and subject to no security or restriction of access. The Research Degrees Committee may approve that a bar on photocopying and/or access to a thesis may be put in place for a specified period of up to 5 years.

- (2) The title and summary of the thesis are normally freely available. Restricting access to these will only be approved in exceptional cases by the Research Degrees Committee.

#### **8.14.5 The Examining Board for Part Two**

- (1) The function of the Examining Board is to ascertain that the thesis submitted for award is at the appropriate standard, that it is the work of the student who is being examined and that the student displays the attributes expected of holders of the award.
- (2) Normally an Examining Board will comprise the following only:
  - Chair;
  - Internal Examiner;
  - External Examiner;
- (3) In the cases including those where:
  - (i) the student is a member of staff of the University or of a collaborative partner institution;
  - (ii) it proves impossible to appoint an internal examiner either from within the University or a collaborative partner institution;
  - (iii) a special case is made to, or by, the Research Degrees Committee;

the Examining Board shall instead comprise:

- Chair;
  - Two External Examiners.
- (4) A member of a supervisory team (or any individual who has been involved in the supervision of the student) must not be appointed as the student's examiner. Such individuals may, with the prior consent of the student, be invited to attend the oral examination.
  - (5) For regulations in relation to the selection and appointment of members of the Examining Board and approval of the overall examination board, see the Code of Practice for Research Degrees.
  - (6) From the point of nomination, students must not communicate about the thesis with any members of the Examining Board other than the Chair either prior to or following the oral examination until such time as the examination process is completed.

#### **8.14.6 Oral examination**

- (1) The Examining Board is required to conduct an oral examination of students in all cases. However, the requirement for an oral examination may be waived for a re-submitted thesis at the discretion of the re-submission Examining Board.
- (2) A student's supervisors shall have the right to convey to the Chair of the Examining Board any concerns relevant to the student's research project, the resulting thesis or its examination which the supervisors consider the Board should be aware of prior to reaching a decision. The supervisors shall convey these concerns, in writing, both to the Chair and to the student as soon as practicable after the submission of the thesis to allow the student sufficient time prior to the examination of the thesis (including any oral examination) to consider the points made and prepare a response.
- (3) The oral examination may take place either in person or via video.

- (4) Following the oral examination, the Examining Board is required to provide a report on the examination and to make one of the following recommendations to the Research Degrees Committee:
- A. that the student be approved for the degree of Professional Doctorate;
  - B. that the student be approved for the degree of Professional Doctorate subject to the satisfactory completion of such corrections and amendments as may be required by the Examining Board. The Examining Board may stipulate that the corrections made shall be scrutinised by either or both examiners prior to the award process being initiated. Normally, corrections shall be completed within 6 months from the date of official notification to the student of the outcome of the examination;
  - C. that the student be not approved for the degree of Professional Doctorate at this stage but that the student is allowed to modify the thesis and re-submit it for examination for the degree of Professional Doctorate on one further occasion. The re-submission is to take place within a period not exceeding 1 year from the date of the official notification to the student of the outcome of the examination (this option is not available in the case of a student who has re-submitted a thesis for examination);
  - D. that the student be not approved for the award of the degree of Professional Doctorate.

Outcome C is not available in the case of a student who has re-submitted a thesis for examination.

- (5) Where examiners are unable to agree on a recommended outcome, the examiners must submit separate independent reports and recommendations to the Academic Office within 10 clear working days of the oral examination and the procedures described in the Code of Practice for Research Degrees must be followed.
- (6) If, following the submission of corrections under outcome B, it turns out that a student has not appropriately addressed all the issues raised by the Examining Board, at the discretion of the Research Degrees Committee the student may be allowed one further period of a maximum 4 weeks from the date of official notification to complete successfully all the corrections required.

#### **8.14.7 Exit Awards for Professional Doctorate**

- (1) If a student fails to satisfy the conditions for progression at the end of Part One or fails to satisfy the conditions for award at the end of Part Two, the student may be eligible for an award of Postgraduate Diploma, Postgraduate Certificate, Master's Degree in accordance with Section 6.6.2.

### **8.15 Regulations for the Degree of Master of Philosophy (MPhil) by Research**

#### **8.15.1 Introduction**

- (1) The Degree of Master of Philosophy by Research may be awarded by the University in recognition of the successful completion of a programme of advanced study and research.
- (2) A Master's degree is awarded to a student who has demonstrated:
  - the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;

- a systematic understanding of knowledge and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice;
  - a comprehensive understanding of techniques applicable to their own research or advanced scholarship;
  - originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;
  - conceptual understanding that enables the student:
    - to evaluate critically current research and advanced scholarship in the discipline;
    - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.
- (3) Typically, holders of the qualification will be able to:
- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences;
  - demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level;
  - continue to advance their knowledge and understanding, and to develop new skills to a high level.
- (4) Holders will have:
- the qualities and transferable skills necessary for employment requiring:
    - the exercise of initiative and personal responsibility;
    - decision making in complex and unpredictable situations;
    - the independent learning ability required for continuing professional development.
- (5) In judging the merit of a thesis submitted in candidature for the degree of MPhil by Research, the examiners will bear in mind the standard and scope of work which it is reasonable to expect a capable and diligent student to present after a period of 2 years of full-time study or its part-time equivalent.

### **8.15.2 Examination of MPhil by Research**

- (1) The examination process for students of the degree of MPhil by Research consists of two stages:
- (a) preliminary independent examination of the thesis by the examiners;
  - (b) an oral examination conducted by an Examining Board.
- (2) A student of the degree of MPhil by Research must be examined on the work submitted by that student. A student may not amend, add to, or delete from the thesis after it has been submitted and prior to examination save with the consent of the Chair of the Examining Board. A student may withdraw the thesis after it has been submitted and prior to the examination, but once a thesis has been withdrawn by the student it cannot be submitted again for examination of the same degree.
- (3) Where the submission includes non-textual artefacts the examination process must include a protocol to allow examiners to have appropriate access to the artefacts. This could take the form of an exhibition, recital, or performance, which must occur before the oral examination in such a way that the examiners are able to reflect on this in their independent reports submitted before the oral examination. The format must be identified at the full research proposal stage;

the exact arrangements for access must be approved by the Research Degrees Committee when the Examining Board is nominated and examination arrangements are finalised.

### **8.15.3 Submission of Thesis**

- (1) A student's research for the MPhil by Research must be completed by the presentation of a thesis embodying the methods and results of the research.
- (2) The thesis is to be written in Welsh or English. The use of brief quotations in other languages is permitted.
- (3) To be eligible to submit a thesis, research degrees students must be enrolled on the degree for which submission is intended, and have paid all fees due (including any re-examination fee required) and satisfied all other financial obligations.

### **8.15.4 Access to a thesis**

- (1) A thesis submitted for a research degree shall normally be openly available and subject to no security or restriction of access. The Research Degrees Committee may approve that a bar on photocopying and/or access to a thesis may be put in place for a specified period of up to 5 years.
- (2) The title and summary of the thesis are normally freely available. Restricting access to these will only be approved in exceptional cases by the Research Degrees Committee.

### **8.15.5 The Examining Board**

- (1) The function of the Examining Board is to ascertain that the thesis submitted for award is at the appropriate standard, that it is the work of the student who is being examined and that the student displays the attributes expected of holders of the award.
- (2) Normally an Examining Board will comprise the following:
  - Chair;
  - Internal Examiner;
  - External Examiner.
- (3) In the cases including those where:
  - (i) the student is a member of staff of the University or of a collaborative partner institution;
  - (ii) it proves impossible to appoint an internal examiner either from within the University or a collaborative partner institution;
  - (iii) a special case is made to, or by, the Research Degrees Committee;

the Examining Board shall instead comprise:

- Chair;
  - Two External Examiners.
- (4) A member of a supervisory team (or any individual who has been involved in the supervision of the student) must not be appointed as the student's examiner. Such individuals may, with the prior consent of the student, be invited to attend the oral examination.

- (5) From the point of nomination, students must not communicate about the thesis with any members of the Examining Board other than the Chair either prior to or following the oral examination until such time as the examination process is completed

#### **8.15.6 Oral examination**

The Examining Board is required to conduct an oral examination of students in all cases. However, the requirement for an oral examination may be waived for a re-submitted thesis at the discretion of the re-submission Examining Board and only where the examiners' preliminary independent reports clearly recommend that the student should be approved for the degree sought.

- (1) A student's supervisors shall have the right to convey to the Chair of the Examining Board any concerns relevant to the student's research project, the resulting thesis or its examination which the supervisors consider the Board should be aware of prior to reaching a decision. The supervisors shall convey these concerns, in writing, both to the Chair and to the student as soon as practicable after the submission of the thesis to allow the student sufficient time prior to the examination of the thesis (including any oral examination) to consider the points made and prepare a response.
- (2) The oral examination may take place either in person or via video.
- (3) Following the oral examination, the Examining Board is required to provide a report on the examination and to make one of the following recommendations to the Research Degrees Committee:
  - A. that the student be approved for the degree of MPhil by Research;
  - B. that the student be approved for the degree of MPhil by Research subject to the satisfactory completion of such corrections and amendments as may be required by the Examining Board. The Examining Board may stipulate that the corrections made shall be scrutinised by either or both examiners prior to the award process being initiated. Normally, corrections shall be completed within 6 months from the date of official notification to the student of the outcome of the examination;
  - C. that the student be not approved for the degree of MPhil by Research at this stage but that the student is allowed to modify the thesis and re-submit it for examination for the degree of MPhil by Research on one further occasion. The re-submission is to take place within a period not exceeding 1 year from the date of the official notification to the student of the outcome of the examination (this option is not available in the case of a student who has re-submitted a thesis for examination);
  - D. that the student be not approved for the award of the degree of MPhil by Research.

Outcome C is not available in the case of a student who has re-submitted a thesis for examination.

- (4) Where examiners are unable to agree on a recommended outcome, the examiners must submit separate independent reports and recommendations to the Academic Office within 10 clear working days of the oral examination and the procedures described in the Code of Practice for Research Degrees must be followed.
- (5) If, following the submission of corrections under outcome B, it turns out that a student has not appropriately addressed all the issues raised by the Examining Board, at the discretion of the Research Degrees Committee the student may be allowed one further period of a maximum 4 weeks from the date of official notification to complete successfully all the corrections required.

## **8.16 Regulations for the Degree of Master by Research (MRes)**

### **8.16.1 Introduction**

- (1) The Degree of Master by Research may be awarded by the University in recognition of the successful completion of an approved programme of directed study (Part One) together with successful completion of a programme of further study and research (Part Two).
- (2) Part One will normally comprise of 60 credits of taught modules at Level 7; Part Two will be research-focused and completed by the presentation of a thesis and any portfolio of supporting material embodying the methods of the research.
- (3) A Master's degree is awarded to a student who has demonstrated:
  - the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
  - a systematic understanding of knowledge and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice;
  - a comprehensive understanding of techniques applicable to their own research or advanced scholarship;
  - originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;
  - conceptual understanding that enables the student:
    - to evaluate critically current research and advanced scholarship in the discipline;
    - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.
- (4) Typically, holders of the qualification will be able to:
  - deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences;
  - demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level;
  - continue to advance their knowledge and understanding, and to develop new skills to a high level.
- (5) Holders will have:
  - the qualities and transferable skills necessary for employment requiring:
    - the exercise of initiative and personal responsibility;
    - decision making in complex and unpredictable situations;
    - the independent learning ability required for continuing professional development.
- (6) In judging the merit of a thesis submitted in candidature for the degree of Master by Research, the examiners will bear in mind the standard and scope of work which it is reasonable to expect a capable and diligent student to present within the specified period of candidature.

## **8.16.2 Examination of Master by Research**

### **8.16.2.1 Examination of Part One**

- (1) Part One shall comprise of modules at Level 7 with a total credit rating of 60 credits. The process for managing the assessment of modules, the awarding of credit and the rules for progression for modules at Level 7 follow the same principles as those outlined in Section 6.6 with the exception that there is no condonement of modules and students must accumulate 60 credits at Level 7 in Part One in order to progress to Part Two.
- (2) The process for setting of tasks for re-assessment follow the same principles as those outlined in Section 7.11.
- (3) Module external examiners will be appointed for all modules which form part of Part One in accordance with Section 7.16. The performance of students on Part One will be considered by Examining Boards in accordance with Section 6.10.

### **8.16.2.2 Examination of Part Two**

- (1) A student must have successfully completed Part One before being permitted to present the thesis and any portfolio for examination under Part Two.
- (2) The examination process for students of Part Two of the degree of Master by Research consists of the independent examination of the thesis by the examiners, who are approved for the purpose by the University.
- (3) In some cases, the examiners may request that an oral examination be conducted by an Examining Board.
- (4) A student of the degree of Master by Research must be examined on the work submitted by that student. A student may not amend, add to, or delete from the thesis after it has been submitted and prior to examination save with the consent of the Chair of the Examining Board. A student may withdraw the thesis after it has been submitted and prior to the examination, but once a thesis has been withdrawn by the student it cannot be submitted again for examination of the same degree.
- (5) Where the submission includes non-textual artefacts the examination process must include a protocol to allow examiners to have appropriate access to the artefacts. This could take the form of an exhibition, recital, or performance, which must occur before the examination in such a way that the examiners are able to reflect on this in their independent reports. The format must be identified at the full research proposal stage; the exact arrangements for access must be approved by the Research Degrees Committee when the Examining Board is nominated and examination arrangements are finalised.

### **8.16.3 Submission of Thesis**

- (1) A student's research for the Part Two of the Master by Research must be completed by the presentation of a thesis embodying the methods and results of the research. A student should submit an intention to submit form at least 3 months prior to the expected date of submission.
- (2) The thesis is to be written in Welsh or English. The use of brief quotations in other languages is permitted.
- (3) On submission of the intention to submit form, the Academic Office and the supervisory team should start the setting up of an Examining Board in order to ensure that timelines for Examining Boards can be met.



- (4) On completion of the minimum period of study and prior to the maximum submission date, students must submit to the University two copies of the temporarily or permanently bound thesis and separate material, as well as an additional loose copy of the abstract transcribed onto the appropriate form. In addition, an electronic copy must be provided.
- (5) To be eligible to submit a thesis, research degrees students must be enrolled on the degree for which submission is intended, and have paid all fees due (including any re-examination fee required) and satisfied all other financial obligations.
- (6) The format and word length of the thesis must comply with the requirements set out in the Code of Practice for Research Degrees (Section: Presentation of Thesis).

#### **8.16.4 Access to a thesis**

- (1) A thesis submitted for a research degree shall normally be openly available and subject to no security or restriction of access. The Research Degrees Committee may approve that a bar on photocopying and/or access to a thesis may be put in place for a specified period of up to 5 years.
- (2) The title and summary of the thesis are normally freely available. Restricting access to these will only be approved in exceptional cases by the Research Degrees Committee.

#### **8.16.5 The Examining Board for Part Two**

- (1) The function of the Examining Board is to ascertain that the thesis submitted for award is at the appropriate standard, that it is the work of the student who is being examined and that the student displays the attributes expected of holders of the award.
- (2) Normally an Examining Board will comprise the following:
  - Chair;
  - Internal Examiner
  - External Examiner
- (3) In the cases including those where:
  - (i) the student is a member of staff of the University or of a collaborative partner institution;
  - (ii) it proves impossible to appoint an internal examiner either from within the University or a collaborative partner institution;
  - (iii) a special case is made to, or by, the Research Degrees Committee;

the Examining Board shall instead comprise:

- Chair;
  - Two External Examiners.
- (4) A supervisor (or any individual who has been involved in the supervision of the student) must not be appointed as the student's examiner. Such individuals may, with the prior consent of the student, be invited to attend an oral examination where this is held.
  - (5) From the point of nomination, Students must not communicate about the thesis with any members of the Examining Board other than the Chair either prior to or following the oral examination until such time as the examination process is completed.

### **8.16.6 Initial examination**

- (1) A student's supervisor shall have the right to convey to the Chair of the Examining Board any concerns relevant to the student's research project, the resulting thesis or its examination which the supervisors consider the Board should be aware of prior to reaching a decision. The supervisors shall convey these concerns, in writing, both to the Chair and to the student as soon as practicable after the submission of the thesis.
- (2) Each examiner is required to provide an independent preliminary report on the thesis and to make one of the following recommendations to the Research Degrees Committee:
  - A. that the student be approved for the degree of Master by Research;
  - B. that the student be approved for the degree of Master by Research subject to the satisfactory completion of such corrections and amendments as may be required by the examiner. Normally, corrections shall be completed within 12 weeks from the date of official notification to the student of the outcome of the examination;
  - C. that an oral examination is required in order to make a recommendation.
- (3) Where one examiner recommends that the student should be approved for the degree (outcome A), while the other examiner recommends that the student should be approved for the degree subject to the satisfactory completion of corrections and amendments (outcome B), then the student must submit corrections to the relevant examiner in the prescribed time frame.
- (4) Where both examiners recommend that the student should be approved for the degree subject to the satisfactory completion of corrections and amendments (outcome B), then the student must submit corrections to the relevant examiner in the prescribed time frame. The Chair of the Examining Board should contact both examiners to determine which examiner will scrutinise the corrections.
- (5) If, following the submission of corrections under outcome B, it turns out that a student has not appropriately addressed all the issues raised by the examiner(s), at the discretion of the Research Degrees Committee the student may be allowed one further period of a maximum 4 weeks from the date of official notification to complete successfully all the corrections required.
- (6) Where one or both examiners recommends that an oral examination is required, then an oral examination shall be arranged (see Section 8.6.7(1)).

### **8.16.7 Oral examination**

- (1) A student's supervisor shall have the right to convey to the Chair of the Examining Board any concerns relevant to the student's research project, the resulting thesis or its examination which the supervisors consider the Board should be aware of prior to reaching a decision. The supervisors shall convey these concerns, in writing, both to the Chair and to the student as soon as practicable after the decision to hold an oral examination to allow the student sufficient time prior to the oral examination to consider the points made and prepare a response.
- (2) The oral examination may take place either in person or via video.
- (3) The Chair should meet the student in private prior to the oral examination to ask the student whether there are any health or other personal circumstances, not previously notified via the supervisor, that might impact on the student's performance in the oral examination.

- (4) Following the oral examination, the Examining Board is required to provide a report on the examination and to make one of the following recommendations to the Research Degrees Committee:
- A. that the student be approved for the degree of Master by Research;
  - B. that the student be approved for the degree of Master by Research subject to the satisfactory completion of such corrections and amendments as may be required by the Examining Board. The Examining Board may stipulate that the corrections made shall be scrutinised by either or both examiners prior to the award process being initiated. Normally, corrections shall be completed within 12 weeks from the date of official notification to the student of the outcome of the examination;
  - C. that the student be not approved for the degree of Master by Research at this stage but that the student is allowed to modify the thesis and re-submit it for examination for the degree of Master by Research on one further occasion. The re-submission is to take place within a period not exceeding 6 months from the date of the official notification to the student of the outcome of the examination (this option is not available in the case of a student who has re-submitted a thesis for examination);
  - D. that the student be not approved for the award of the degree of Master by Research.

Outcome C is not available in the case of a student who has re-submitted a thesis for examination.

- (5) Where examiners are unable to agree on a recommended outcome, the examiners must submit separate independent reports and recommendations to the Academic Office within 10 clear working days of the oral examination and the procedures described in the Code of Practice for Research Degrees must be followed.
- (6) If, following the submission of corrections under outcome B, it turns out that a student has not appropriately addressed all the issues raised by the Examining Board, at the discretion of the Research Degrees Committee the student may be allowed one further period of a maximum 4 weeks from the date of official notification to complete successfully all the corrections required.

### **8.16.8 Exit Awards for Master by Research**

- (1) If a student fails to satisfy the conditions for progression at the end of Part One or fails to satisfy the conditions for award at the end of Part Two, the student may be eligible for an award of Postgraduate Certificate in accordance with Section 6.6.2.

## **8.17 Regulations for the Degree of Master of Arts (MA) by Research and Master of Science (MSc) by Research**

### **8.17.1 Introduction**

- (1) The Degree of Master of Arts by Research / Master of Science by Research may be awarded by the University in recognition of the successful completion of a programme of advanced study and research.
- (2) A Master's degree is awarded to a student who has demonstrated:
- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;

- a systematic understanding of knowledge and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice;
  - a comprehensive understanding of techniques applicable to their own research or advanced scholarship;
  - originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;
  - conceptual understanding that enables the student:
    - to evaluate critically current research and advanced scholarship in the discipline;
    - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.
- (3) Typically, holders of the qualification will be able to:
- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences;
  - demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level;
  - continue to advance their knowledge and understanding, and to develop new skills to a high level.
- (4) Holders will have:
- the qualities and transferable skills necessary for employment requiring:
    - the exercise of initiative and personal responsibility;
    - decision making in complex and unpredictable situations;
    - the independent learning ability required for continuing professional development.
- (5) In judging the merit of a thesis submitted in candidature for the degree of MA by Research / MSc by Research, the examiners will bear in mind the standard and scope of work which it is reasonable to expect a capable and diligent student to present after a period of 1 year of full-time study or its part-time equivalent.

### **8.17.2 Examination of MA by Research / MSc by Research**

- (1) The examination process for students of the degree of MA by Research / MSc by Research consists of the independent examination of the thesis by the examiners, who are approved for the purpose by the University.
- (2) In some cases the examiners may request that an oral examination be conducted by an Examining Board.
- (3) A student of the degree of MA by Research / MSc by Research must be examined on the work submitted by the student. A student may not amend, add to, or delete from the thesis after it has been submitted and prior to examination save with the consent of the Chair of the Examining Board. A student may withdraw the thesis after it has been submitted and prior to the examination, but once a thesis has been withdrawn by the student it cannot be submitted again for examination of the same degree.
- (4) Where the submission includes non-textual artefacts the examination process must include a protocol to allow examiners to have appropriate access to the artefacts. This could take the form of an exhibition, recital, or performance, which must occur before the examination in such a way that the examiners are able to reflect on this in their independent reports. The format must be identified at the full research proposal stage; the exact arrangements for access must

be approved by the Research Degrees Committee when the Examining Board is nominated and examination arrangements are finalised.

### **8.17.3 Submission of Thesis**

- (1) A student's research for the MA by Research / MSc by Research must be completed by the presentation of a thesis embodying the methods and results of the research.
- (2) The thesis is to be written in Welsh or English. The use of brief quotations in other languages is permitted.
- (3) To be eligible to submit a thesis, research degrees students must be enrolled on the degree for which submission is intended, and have paid all fees due (including any re-examination fee required) and satisfied all other financial obligations.

### **8.17.4 Access to a thesis**

- (1) A thesis submitted for a research degree shall normally be openly available and subject to no security or restriction of access. The Research Degrees Committee may approve that a bar on photocopying and/or access to a thesis may be put in place for a specified period of up to 5 years.
- (2) The title and summary of the thesis are normally freely available. Restricting access to these will only be approved in exceptional cases by the Research Degrees Committee.

### **8.17.5 The Examining Board**

- (1) The function of the Examining Board is to ascertain that the thesis submitted for award is at the appropriate standard, that it is the work of the student who is being examined and that the student displays the attributes expected of holders of the award.
- (2) Normally an Examining Board will comprise the following:
  - Chair;
  - Internal Examiner;
  - External Examiner.
- (3) In the cases including those where:
  - (i) the student is a member of staff of the University or of a collaborative partner institution;
  - (ii) it proves impossible to appoint an internal examiner either from within the University or a collaborative partner institution;
  - (iii) a special case is made to, or by, the Research Degrees Committee;

the Examining Board shall instead comprise:

- Chair;
  - Two External Examiners.
- (4) A supervisor (or any individual who has been involved in the supervision of the student) must not be appointed as the student's examiner. Such individuals may, with the prior consent of the student, be invited to attend an oral examination where this is held.
  - (5) From the point of nomination, students must not communicate about the thesis with any members of the Examining Board other than the Chair either prior to or following the oral examination until such time as the examination process is completed.

### **8.17.6 Initial examination**

- (1) A student's supervisor shall have the right to convey to the Chair of the Examining Board any concerns relevant to the student's research project, the resulting thesis or its examination which the supervisors consider the Board should be aware of prior to reaching a decision. The supervisors shall convey these concerns, in writing, both to the Chair and to the student as soon as practicable after the submission of the thesis.
- (2) Each examiner is required to provide an independent preliminary report on the thesis and to make one of the following recommendations to the Research Degrees Committee:
  - A. that the student be approved for the degree of MA by Research / MSc by Research;
  - B. that the student be approved for the degree of MA by Research / MSc by Research subject to the satisfactory completion of such corrections and amendments as may be required by the examiner. Normally, corrections shall be completed within 12 weeks from the date of official notification to the student of the outcome of the examination;
  - C. that an oral examination is required in order to make a recommendation.
- (3) Where one examiner recommends that the student should be approved for the degree (outcome A), while the other examiner recommends that the student should be approved for the degree subject to the satisfactory completion of corrections and amendments (outcome B), then the student must submit corrections to the relevant examiner in the prescribed time frame.
- (4) Where both examiners recommend that the student should be approved for the degree subject to the satisfactory completion of corrections and amendments (outcome B), then the student must submit corrections to the relevant examiner in the prescribed time frame. The Chair of the Examining Board should contact both examiners to determine which examiner will scrutinise the corrections.
- (5) If, following the submission of corrections under outcome B, it turns out that a student has not appropriately addressed all the issues raised by the examiner(s), at the discretion of the Research Degrees Committee the student may be allowed one further period of a maximum 4 weeks from the date of official notification to complete successfully all the corrections required.
- (6) Where one or both examiners recommends that an oral examination is required, then an oral examination shall be arranged.

### **8.17.7 Oral examination**

- (1) A student's supervisor shall have the right to convey to the Chair of the Examining Board any concerns relevant to the student's research project, the resulting thesis or its examination which the supervisors consider the Board should be aware of prior to reaching a decision. The supervisors shall convey these concerns, in writing, both to the Chair and to the student as soon as practicable after the decision to hold an oral examination to allow the student sufficient time prior to the oral examination to consider the points made and prepare a response.
- (2) The oral examination may take place either in person or via video.
- (3) Following the oral examination, the Examining Board is required to provide a report on the examination and to make one of the following recommendations to the Research Degrees Committee:

- A. that the student be approved for the degree of MA by Research / MSc by Research;
- B. that the student be approved for the degree of MA by Research / MSc by Research subject to the satisfactory completion of such corrections and amendments as may be required by the Examining Board. The Examining Board may stipulate that the corrections made shall be scrutinised by either or both examiners prior to the award process being initiated. Normally, corrections shall be completed within 12 weeks from the date of official notification to the student of the outcome of the examination;
- C. that the student be not approved for the degree of MA by Research / MSc by Research at this stage but that the student is allowed to modify the thesis and re-submit it for examination for the degree of MA by Research / MSc by Research on one further occasion. The re-submission is to take place within a period not exceeding 6 months from the date of the official notification to the student of the outcome of the examination (this option is not available in the case of a student who has re-submitted a thesis for examination);
- D. that the student be not approved for the award of the degree of MA by Research / MSc by Research.

Outcome C is not available in the case of a student who has re-submitted a thesis for examination.

- (4) Where examiners are unable to agree on a recommended outcome, the examiners must submit separate independent reports and recommendations to the Academic Office within 10 clear working days of the oral examination and the procedures described in the Code of Practice for research Degree must be followed.
- (5) If, following the submission of corrections under outcome B, it turns out that a student has not appropriately addressed all the issues raised by the Examining Board, at the discretion of the Research Degrees Committee the student may be allowed one further period of a maximum 4 weeks from the date of official notification to complete successfully all the corrections required.