

## **11.7.1**

# **GUIDANCE FOR EXAMINERS (PhD BY RESEARCH)**



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

## **Notes for External and Internal Examiners and for Convenors and Chairs of Examination Boards (PhD)**

The following 'Notes...' should be read in conjunction with the Cardiff Metropolitan Unit Research Degrees Regulations and the Code of Practice for Research Degrees.

### 1. Examination Arrangements:

An appointed Convenor and Secretary shall be responsible for ensuring that the correct administrative procedures for the submission and examination of the thesis are carried out. The Dean of the School concerned shall act as Convenor & Secretary or shall delegate these functions to a senior member of the academic staff of the School. (Please see the note to paragraph 5.4, below.)

#### 1.1 Time-table for the examination:

External Examiners are asked to report upon the work as soon as possible; unless a date for the oral examination has been agreed beforehand, members of Boards of Examiners are expected to complete the examination of the candidate and submit their report as soon as reasonably possible (*normally no later than six working weeks from receipt of the thesis*). If this proves to be impossible, examiners are asked to notify the Chair of the Board of the reasons for the delay. Cardiff Metropolitan University is, however, concerned to avoid candidates facing lengthy delays during the examination process.

### 2. Duties of the Examiners:

Examiners are required to conduct an oral examination of candidates who have submitted a thesis for the Degree of PhD. Where an examination of a re-submitted thesis is being conducted, this requirement may be waived, at the discretion of the Examination Board.

During the examination process, the Examiners shall:

- consider the thesis and abstract(s) submitted by the candidate. Any part of the thesis which has already been accepted, or is being concurrently submitted, for any other degree or qualification in Cardiff Metropolitan University or elsewhere shall be excluded from the examination.

- report on the scope, character and quality of the work submitted (see below);
- satisfy themselves by examination, oral or written, or both, whether the candidate possesses a good general knowledge of the particular field of learning within which the thesis falls.

### 3. Criteria for the Award of the Degree of PhD:

#### 3.1 Examiners are asked to bear in mind the Cardiff Metropolitan University's criteria for the award of the degree of PhD (reproduced below from Research Degrees Regulations):

The degree of Doctor of Philosophy may be awarded in recognition of the successful completion of a scheme of further study and research, the results of which are judged to constitute an original contribution to learning and to give evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject.

#### 3.2 In judging the merit of a thesis submitted in candidature for the degree of PhD, the examiners shall 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 two to three years (as appropriate) of full-time study, or its part-time equivalent. In addition, the examiners should consider the attributes and achievements of the candidate, as displayed in the examination, in relation to the criteria laid down in the FHEQ for Doctoral awards (see appendix 2).

### 4. Presentation of Theses:

Section 7 of these 'Notes...' details the procedure for the examination of theses which have been submitted in a temporary binding; for ease of reference, Cardiff Metropolitan University's Regulations for the Presentation of Theses and Dissertations are also appended. Members of the Examination Board are asked to bear in mind the content of these documents when assessing the work concerned.

### 5. The Oral Examination:

#### 5.1 The oral examination will normally be conducted at Cardiff Metropolitan University, in accordance with the Regulations for the award of the degree. At the discretion of the Vice-Chancellor, however, the oral examination may be conducted at another place.

#### 5.2 In the case of a candidate resident at the time of submission elsewhere than in the UK, the oral examination may be deferred until the candidate returns to the UK, in line with the requirements for the deferral of examination stipulated in the Regulations for the Degree of PhD. The

examination may not be deferred for a period in excess of twelve months from the date of submission of the thesis.

5.3 The following must be present at the oral examination:

- the Chair;
- the External Examiner;
- the Internal Examiner<sup>1</sup>.

*Note:* The Chair of the Board shall normally be the Dean of the School concerned, except where the Dean chooses to delegate this function to a senior member of the academic staff, unless the Dean is also the candidate's supervisor in which case the role of Chair of the Board must be delegated to a senior member of the academic staff.

5.4 The members of the Board shall be appointed in accordance with the Regulations and Code of Practice. The candidate's supervisor shall not be appointed internal examiner, although he/she may be invited to attend the oral examination should the candidate agree. If in attendance, a supervisor shall only speak at the examination if invited to do so by the Chair of the Examination Board. The Chair of the Board shall be responsible to the Vice-Chancellor for the conduct of the examination.

5.5 The purpose of the oral examination is three-fold :

- to enable the examiners to assure themselves that the thesis is the candidate's own work;
- to give the candidate the opportunity to defend the thesis and to clarify any obscurities in it;
- to enable the examiners to assess the candidate's general knowledge in his or her particular field of learning.

5.6 In exceptional cases, Cardiff Metropolitan University may – given sufficient notice – consider giving permission for oral examinations to be conducted by electronic means.

5.7 At the oral examination, care should be taken to ensure that the candidate is encouraged to feel at ease so that he/she can display his/her knowledge and abilities to best effect, and the strengths as well as the weaknesses of the thesis should be acknowledged and explored. At an early stage in the proceedings, the candidate should be given an opportunity to explain precisely what the thesis is intended to achieve and what he or she believes to be its significance as a contribution to knowledge. If there appears to be a major discrepancy between the candidate's aims and the content of the actual thesis, the reasons for this

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<sup>1</sup> Where members of staff are submitting for a degree, the Examination Board shall consist of two External Examiners, in addition to the Chair.

should be explored. Likewise candidates should be asked to explain their choice of title when there appears to be an imperfect correspondence with the contents of the thesis. Candidates should also be given the opportunity to explain any apparent failure to use important materials, whether primary or secondary, or neglect of relevant approaches or methodologies.

- 5.8 It is important that, where a thesis reveals significant deficiencies which might lead to a report which is not unequivocally favourable, a representative sample of these should be drawn to the candidate's attention, and time for explanation and defence allowed for within the examination.
- 5.9 A candidate should be approved for the award of the degree of PhD after a satisfactory oral examination without the requirement for changes to the thesis (other than corrections or amendments), when the criteria for the award have been met. In these circumstances, if the examiners consider that it would be possible to improve the thesis further by additional work this should be pointed out to the candidate rather than being made a requirement for the award.

#### 5.10 The written reports

Prior to the oral examination, examiners are required to forward to Cardiff Metropolitan University's Academic Registry an independent written appraisal of the thesis using the Examiners' Thesis Report. **In formulating the report, examiners should bear in mind that, under Cardiff Metropolitan University's rules, a candidate may see a copy of the examiners' reports after the oral examination (see paragraph 6.5 below).** An Examiner should not communicate directly with the other Examiner prior to both Examiners' independent reports being received by Cardiff Metropolitan University Registry.

- 5.11 If an Examiner has a concern about the thesis before the submission of the independent reports it should be discussed only with the Chair of the Examination Board. In addition, prior to the submission of the report, an Examiner should not see the report on the thesis from another Examiner.
- 5.12 A candidate's Director of Studies has the right to convey to the Chair of the Examination Board any concerns relevant to a candidate's research project, the resulting thesis or its examination which the Board should take into account prior to reaching its decision. The Director of Studies should convey these concerns, in writing, both to the Chair and to the candidate as soon as practicable after the presentation of the thesis. In any event, early enough to allow the candidate sufficient time prior to the examination of the thesis (including any oral examination) to consider the points made and prepare a response.
- 5.13 When the Examination Board assembles on the day of the examination, the independent written reports of each Examiner should be available to

all members of the Board, and to the Director of Studies. The Examination Board should agree, at a preliminary meeting before the oral examination, on the structure of the questioning. The preliminary meeting will confirm the initial opinion of the internal and external examiners and will decide on the main points to be raised during the oral examination to include any concerns previously raised in writing by the supervisor. The supervisor may be present at this meeting only at the invitation of the examiners.

- 5.14 The oral examination should cover all aspects of the thesis, in particular the points selected by the examiners at their preliminary meeting. The candidate should be given an opportunity to comment on any adverse points and on any amendments of substance that examiners are intending to recommend. The Examiners are required to satisfy themselves at the oral examination that the thesis is the candidate's own original work.
- 5.15 At the start of the examination, the Chair should ensure that the candidate is introduced to the Examiners, and that the atmosphere is reasonably relaxed so that the candidate is not intimidated by the event. Examiners may sometimes wish to indicate their initial opinion of the thesis at the beginning of the oral examination, so that the candidate has the opportunity to challenge it; however no indication should be given that the oral examination is a formality.
- 5.16 At the end of the oral examination, the candidate, observers and any members of the supervisory team are required to withdraw. The Chair will inform the candidate of the approximate time when the announcement of the outcome is expected.
- 5.17 Although it is desirable that the examiners strive to resolve their differences before the end of the examination; should it prove impossible for them to do so, the Chair of the Board should report this fact to the Academic Registry, and no recommendation for any, or no, award should be made. In these circumstances recourse to an additional, Arbitrating External Examiner may be had, as detailed in paragraph 6.8, below.

6. Guidance on the Completion of the Examiners' Report and Notification of Formal Outcome of Examination Forms :

***[If not attached to the front of these 'Notes...' these forms are available from the Academic Registry upon request.]***

*Prior to the Oral Examination:*

- 6.1 The Examiner's Report and Notification of Outcome of Examination Forms are intended as instruments for the reports of the external and of the internal examiners, and are for use by the whole Examination Board (external examiner, internal examiner and Chair) when making a formal recommendation to Cardiff Metropolitan University on the outcome of the

examination process. **Examiners are advised that under the terms of the 1998 Data Protection Act and the subsequent Freedom of Information Act, candidates have the right to request access to any comments made about them in these reports.**

- 6.2 The external examiner should complete Section 1.1 of the form ('Report on Thesis') and take the whole form to the Institution for the oral examination. The Chair of the Examination Board should arrange for the internal examiner's report to be typed in, or otherwise attached to, Section 2 ('Internal Examiner's Report on Thesis').
- 6.3 The form and content of the examiners' reports should be sufficiently detailed to allow members of Cardiff Metropolitan University's staff to assess the scope and significance of the thesis and to appreciate its strengths and weaknesses. Reports should, as far as possible, be expressed in terms that may be understood by those who are not specialists in the particular field of the thesis. Ideally the report should include, near to its beginning, a statement of what the thesis purports to do, and an account of what it actually covers. Evaluative comments should be as full as possible and should include an indication of strengths as well as weaknesses, limitations and lacunae.

*Following the Oral Examination:*

- 6.4 The external examiner should complete Section 1.2 *Report on the Oral Examination*, and, if appropriate, 1.3 *Matters of General Concern and Interest [...]*. The external should then, together with the internal examiner, complete Section 3 ('Joint Report by External and Internal Examiners').
- 6.5 The examiners should then arrange with the Chair of the Examination Board for the completion and signature of the final form *Examiners' Formal Recommendation on the Outcome of the Examination*. The appropriate outcome option should be indicated by means of ticking the relevant box (see 6.6, immediately below for notes on the various options). The form should then be signed by the examiners and by the Chair of the Board, who should also enter the date. Examiners are again asked to be aware that under the terms of the 1998 Data Protection Act and the subsequent Freedom of Information Act, candidates have the right to request access to any comments made about them in these reports.
- 6.6 **In addition, Cardiff Metropolitan University will automatically make all reports available to candidates after the viva voce examination.**
- 6.7 Members of Examination Boards may wish to note the following comments on the various options open to them under Cardiff Metropolitan University's Research Degrees Regulations: section **14.4 Recommendations Available to Examination Boards**

- (a) **that the candidate be approved for the degree of PhD by Research.**
- (b) **that the candidate be approved for the degree of PhD by Research subject to the satisfactory completion of such minor corrections and amendments** as may be required by the Examination Board. The Examination Board may stipulate that the corrections made shall be scrutinised by either or both examiners prior to the award process being initiated. Corrections shall be completed within a period to be decided by the Examination Board, but normally within 12 working weeks from the date of official notification to the candidate of the outcome of the examination.

A thesis may be passed subject to the correction of minor or typographical errors prior to the work's deposit in the libraries. Such errors might consist, for example, of poor punctuation, mis-spellings, sentences which lack total clarity, badly-labelled graphs, figures or photographs, which do not detract from the view of the examiners that a sound piece of work has been presented.

The Examination Board may stipulate that the corrections made shall be scrutinised by either/both examiner(s) prior to the award process being initiated. Where appropriate, the examiners should indicate which of their number should be responsible for agreeing that corrections have been made satisfactorily.

Corrections should be capable of being completed within a period of four working weeks from the date of the official notification to the candidate of the outcome of the examination by the Academic Registry.

- (c) **that the candidate be not approved for the degree of PhD but be allowed to modify the thesis and re-submit it for the degree of PhD on payment of a re-submission fee.** A candidate may be allowed a single opportunity to re-submit the work. The re-submission should take place within a period not exceeding two years.

Should the examiners be agreed that the research design and execution are flawed and/or the thesis itself requires substantial re-working either on intellectual or presentational grounds, they may - provided that they can see some evidence that the candidate is capable of the modifications required (which may take months, as opposed to weeks, of concentrated work) - permit the candidate to re-submit the work. Defects might, for example, consist of illegible or poorly-argued passages, sub-standard figures, graphs or photographs, or misinterpretation of some data. The examiners should be satisfied that there is evidence that the candidate knows what he/she is doing, that the work substantially addresses the problems or issues posed but that its execution in thesis form requires



modification of a scale capable of being accomplished by the author in a period of concentrated, uninterrupted work.

If the research design and execution are flawed and/or the thesis itself requires substantial re-working either on intellectual or presentational grounds, the examiner may - provided that they can see some evidence that the candidate is capable of the modifications required (which may take months, as opposed to weeks, of concentrated work) - permit the candidate to re-submit the work within two years.

- (d) **that the candidate be not approved for the degree of PhD but be approved instead for the degree of MPhil, subject to completion of such minor corrections as may be required by the Examination Board.** Corrections should be completed within a period of four working weeks. The Board may stipulate that the corrections shall be scrutinised by either/both examiner(s) prior to the award process being initiated.

A thesis may be deemed, on the grounds of scope, approach, execution, originality etc, to fail to meet the standard required for the award of the degree of *PhD*, but nevertheless to satisfy the requirements for the award of an *MPhil*. The award of the Degree of MPhil should only be made to candidates who have submitted work which is equal to that completed on an extended Masters course and involves a substantial element of research or equivalent enquiry. When deciding whether to recommend that a candidate be awarded an MPhil, the examiners must be satisfied that Cardiff Metropolitan University's criteria for the award of the Degree of MPhil (reproduced below) have been met in full.

#### Criteria for the award of the MPhil

The degree of Master of Philosophy may be awarded by the University in recognition of the successful completion of a course of further study and research, the results of which are judged to constitute a critical evaluation and analysis of a body of knowledge and/or an original contribution to knowledge.

Provided that the academic requirements are met, the MPhil may be awarded subject to the correction of minor or typographical errors prior to the work's deposit in the libraries. Such errors might consist, for example, of poor punctuation, mis-spellings, sentences which lack total clarity, badly-labelled graphs, figures or photographs, which do not detract from the view of the examiners that a sound piece of work has been presented.

The Examination Board may stipulate that the corrections made shall be scrutinised by either/both examiner(s) prior to the award process being initiated. Where appropriate, the examiners should indicate

which of their number should be responsible for agreeing that corrections have been made satisfactorily.

Corrections should be capable of being completed within a period of four working weeks from the date of the official notification to the candidate of the outcome of the examination by the Institution Registry.

- (e) † **that the candidate be not approved for the degree of PhD, but be allowed to modify the thesis and re-submit it for the degree of MPhil on payment of the examination fee.** A candidate may be allowed a single opportunity to re-submit the work. The re-submission should take place within a period not exceeding one year.

A thesis should be deemed to fail to meet the standard required for the award of the degree of *PhD*, but the candidate be allowed to modify and resubmit for the degree of *MPhil* upon payment of the full fee, if the research, design and execution are flawed and/or the thesis itself requires substantial re-working either on intellectual or presentational grounds - provided that the examiners can see some evidence that the candidate is capable of the modifications required (which may take months, as opposed to weeks, of concentrated work).]

If the research design and execution are flawed and/or the thesis itself requires substantial re-working either on intellectual or presentational grounds, the examiner may - provided that they can see some evidence that the candidate is capable of the modifications required (which may take months, as opposed to weeks, of concentrated work) - permit the candidate to re-submit the work within one year.

A thesis should be deemed to fail, with no provision for re-submission, if the research design and execution and /or the thesis itself is flawed to such a fundamental extent that there are insufficient grounds for the examiners to believe that the candidate can salvage it.

\* This option may not be applied in respect of a re-submitted work.

- (f) **that the candidate be not approved for the award of a degree.**

A thesis may be deemed to have been failed, with no provision for re-submission for either of the degrees of PhD or MPhil, where the research design and execution and/or the thesis itself are flawed to such a fundamental extent that there are insufficient grounds for the examiners to believe that the candidate might salvage it.

† options (c) and (e) are not applicable when a re-submitted work is being examined.

## 6.8 Arbitrating Examiners

- i When a dispute arises between the external examiner and internal examiner(s) the usual Report and Result Form should be marked by the Examiners and Chair so as to indicate that the Board had been unable to agree upon a recommendation. The Chair should notify the Cardiff Metropolitan University's Academic Registry, which will issue guidance and report forms for use by arbitrating external examiners.
- ii In such a case it is within the power of the Vice-Chancellor to resort to another external examiner who shall be asked to arbitrate.
- iii When selecting an Arbitrating External Examiner the Vice-Chancellor may take into account any written reports submitted by the members of the Examination Board and may also take into account – but need not be bound by – any nomination made by the original Board.
- iv Upon appointment by the Vice-Chancellor, an Arbitrating External Examiner shall be given by the Convenor & Secretary a copy of the candidate's work together with the reports of the original examiners and the 'Report and Result Form' and 'Notes for Arbitrating External Examiners' which the Academic Registry shall provide.
- v When considering the candidate's work, an Arbitrating External Examiner may choose whether or not to refer to the reports of the original examiners (and if so, when he/she might do so). He/she may also choose to conduct a further oral examination and, if so, whether or not the original examiners may be invited to attend.
- vi When the Arbitrating External Examiner has concluded the consideration of the work, the outcome should be communicated to the Chair of the Examination Board, in the first instance. The Chair shall arrange for the Arbitrating External Examiner's 'Report and Result Form' to be completed, signed and returned to the Academic Registry.

6.9 Candidates who are not recommended by the Examination Board for the award of the degree in respect of which they submitted their thesis may appeal against the decision reached. The appeals procedure is described in the Research Degree Regulations and copies are available from Cardiff Metropolitan University's Registry.

7. Special Provisions for the Examination of Theses Submitted for Examination in Temporary Binding:
- 7.1 Candidates may submit PhD theses for examination in temporary binding. Where such a submission has been made the nature of the binding is irrelevant, as far as evaluating the work is concerned, and there need be no shift in examiners' tolerance of the minor or other errors, or, accordingly, in the decision reached.
- 7.2 The type of binding is significant, however, in determining certain of the administrative arrangements which follow a successful examination. Appendix I to these Notes deals with arrangements surrounding theses which have been submitted in a temporary binding.
- 7.3 Sub-paragraph 2.3 of Appendix I details the procedure which should be followed in the case of successful theses which have been submitted and examined in temporary bindings.
8. Other requirements regarding the submission of theses for examination remain unaltered. Whether permanently or temporarily bound, submission deadlines must be met and the theses themselves must conform to the requirements of the regulations regarding size of characters, size of paper, space between lines etc. All pages should be appropriately numbered. In short, the facility - with the department's approval - to submit a thesis for examination in temporary binding is not an invitation to candidates to submit work in draft form for examination.
- 9 Submission in temporary binding has no effect on the regulations which state that - except in order that minor/typographical errors in a *successful* thesis may be carried out prior to its deposit in the libraries - a candidate may not amend, add to or delete from the thesis after it has been submitted for examination without the permission of Research Degrees Committee. Submitted theses may not, therefore, be returned to candidates for improvement prior to the completion of the Examination Board's deliberations and formal recommendation. A work which cannot be passed as submitted, should be failed and subsequently re-submitted formally in modified form for re-examination.

The Convenor/Secretary disposes of the bound copies of successful theses as follows:

- 1 copy direct to the National Library of Wales, Aberystwyth, Ceredigion, SY23 3BU.
- 1 copy to Cardiff Metropolitan University's Library.

Any notes or marginal comments made by examiners in theses must be erased prior to their deposit in Libraries.

External examiners are requested to (a) notify the Academic Registry immediately if they receive draft theses for comment and return prior to commencement of the formal examining process and (b) decline firmly any suggestion that a thesis should be returned to a candidate for improvement and re-consideration prior to completion of the Examination Board's formal deliberations.

- 10 Both copies of unsuccessful theses should be returned to the candidate. Any notes or marginal comments made by the examiners in theses must be erased prior to their return to the candidate.

- 11 Payment of Fees and Expenses Claims:

All queries or concerns concerning payment of fees/expenses should be addressed directly to the Academic Registry of Cardiff Metropolitan University.

## Appendix 1

### **Format, Binding and Submission of These**

#### 1. Format of the Thesis

1.1 A candidate's research for MPhil or PhD is to be completed by the presentation of a thesis embodying the methods and results of the research.

1.2 The thesis is to be written in English, except where the candidate has been given permission at enrolment to submit the thesis in the Welsh language, in which case the thesis may be written in Welsh. Brief quotations in foreign languages are permitted.

1.3 The length of the thesis must be appropriate to the subject area covered and is not exceed:

PhD                      100,000 words

MPhil                    60,000 words

A thesis of greater length than provided above may be submitted only with the approval of the Research Degrees Committee. A request to exceed the specified maximum must be made to the Research Degrees Committee well in advance of the notification of submission of the thesis.

1.4 In the case of a candidate following an approved research degree project which falls within the subject area of Creative and Performance Arts, the submission may take one or more of the following forms: artefact, score, portfolio of original works, performance or exhibition. The submission shall be accompanied by a written commentary (normally of 5,000–6,000 words) placing it in its academic context as part of the total body of written material supporting the submission, up to a total maximum of 30,000 words (PhD) or 15,000 (MPhil).

1.5 There is no specification for the internal format of the thesis, but the structure should be discussed with the supervisors and is to be the structure most appropriate to the subject area. Examiners will expect a thesis to be well presented with a consistent system of indexing and referencing throughout the work.

1.6 All copies of theses, whether for the purpose of examination or for deposit in libraries, must be presented in permanent and legible form in typescript or print and the characters employed in the main text (but not necessarily in illustrations, maps etc) shall be not less than 12pt; characters employed in all other texts, notes, footnotes, etc, shall be not less than 10pt. Typing must be capable of photographic reproduction and of even quality with clear black characters. Double or one-and-a-half spacing is to be used in the main text and single spacing is to be used in the summary and in any indented quotations and footnotes.

1.7 Drawings and sketches must be in black ink; unnecessary details are to be omitted and the scale is to be such that the minimum space between lines is not less than 1mm. Colour graphics for charts, diagrams etc and colour photographs may be used, but candidates must in all cases ensure that material is capable of being photocopied and microfilmed. Copies produced by xerographic or comparable permanent processes are acceptable. Theses are to be produced on A4 paper (297mm x 210mm) of good quality and sufficient opacity for normal reading?

1.8 The minimum widths of margins are to be:

Inside margin	40mm
Top and outside margin	15mm
Bottom margin	20mm

Pages are to be numbered consecutively. A contents list and table of illustrations (if any) must be provided.

1.9 The thesis must contain within its binding:

- (i) an abstract not exceeding three hundred words to be located at the front of the thesis;
- (ii) a statement, signed by the candidate, showing to what extent the work submitted is the result of the candidate's own investigation;
- (iii) a declaration, signed by the candidate, certifying that the work has not already been accepted in substance for any degree and is not being concurrently submitted in candidature for any degree;
- (iv) a signed statement regarding the availability of the thesis (see paragraph 1.12 below).

1.10 The thesis must carry on its title page:

- (i) the author's full name and degrees;
- (ii) the title;
- (iii) the degree for which it is offered and the name of the Awarding Body;
- (iv) the discipline or disciplines to which it pertains;
- (v) the date of submission;
- (vi) the names of the Director of Studies and Second Supervisor(s);
- (vii) the name(s) of any collaborating establishment;
- (viii) a statement that the research was undertaken under the auspices of Cardiff Metropolitan University.

1.11 Candidates may submit material not bound with the thesis if such material constitutes the most appropriate method of presenting the information concerned. Such material could include diagrams, maps and similar documents, or other material such as audio or video recordings, slides, films, etc. A list of such separate items is to be provided in the thesis.

Any material of this type is to be enclosed in a container suitable for storage on a library shelf and bearing the same information as that

required on the spine of the thesis (see paragraph 2.2 below), so placed as to be readily legible when the container is in its stored position.

- 1.12 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, however, may place a bar on photocopying and/or access to a thesis for a specified period of up to five years. Wherever applicable, the candidate's Director of Studies is to make an application regarding photocopying and/or access to the thesis to the Research Degrees Committee before or at the time of enrolment of the candidate's research project.

On submission of the thesis, a candidate is to be required to sign a statement indicating:

- (i) that the thesis, if successful, may be made available for inter-library loan or photocopying (subject to the law of copyright), and that the title and summary may be available to outside organisations;  
or
- (ii) that the thesis, if successful, may be made so available after the expiry of a bar on photocopying and /or access.

The title and summary of the thesis are normally freely available (?)

## 2. Binding of the Thesis

- 2.1 A candidate submitting a higher degrees thesis for examination may submit the thesis in temporary binding. After examination all copies of the thesis for library storage must be permanently bound.
- 2.2 Temporary binding will enable the candidate to complete any corrections required by examiners without having to unbind and then rebuild the thesis. For examination, all copies must have the leaves securely fixed within a folder or binder or by a spine (i.e. fixed so that the pages remain secure in the covers when the volume is opened fully). Folders that release the pages when opened or loose pages submitted in a wallet folder are not acceptable.

A thesis that is temporarily bound must be sufficiently secure to withstand transit. It must bear on the spine, in a form that cannot easily be erased or detached, the candidate's name, the name of Cardiff Metropolitan University and the degree for which he/she is a candidate.

- 2.3 Following a successful examination and/or the satisfactory completion of revisions to the thesis, the thesis must be permanently bound for library deposition. Permanent binding requires that the thesis is sewn with thread and bound in a fixed binding of black boards with cloth, or in full cloth, in the manner of a hardback book. The boards are to have sufficient rigidity to support the weight of the work when it is standing upon a shelf.



In the case of all works which are to be deposited in libraries, the permanently bound volumes must bear on the spine the surname and initials of the candidate, the full or abbreviated title of the work, the name of the degree for which it was submitted and the date of submission. This information must be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume the spine must also bear the number of each volume.

The same information is to appear on the front cover of the thesis.

Lettering on the spine and front cover must be in gold.

### 3. Submission of the Thesis

#### 3.1 Within the enrolment period the candidate must submit to the Academic Registry:

three copies of the thesis, whether in temporary or permanent binding, and any separate material;

four copies of the abstract referred to in paragraph 1.9 above transcribed onto the requisite form; candidates should seek advice from the Academic Registry on the precise number of copies of the thesis, separate material and abstract required;

a signed statement regarding the availability of the thesis;

two completed 'Notice of Candidature' forms, copies of which are available from the Academic Registry;

a certificate provided by Cardiff Metropolitan University to show that all obligations including payment of all fees and monies due have been paid;

#### 3.2 A candidate 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 Research Degrees Committee.

## APPENDIX: 2 (FROM) **Framework for Higher Education Qualifications**

### **Descriptor for a qualification at Masters (M) level: Masters degree**

#### **Masters degrees are awarded to students who have demonstrated:**

**i** 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;

**ii** a comprehensive understanding of techniques applicable to their own research or advanced scholarship;

**iii** 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;

**iv** conceptual understanding that enables the student:

- to evaluate critically current research and advanced scholarship in the discipline; and
- to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

#### **Typically, holders of the qualification will be able to:**

**a** 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;

**b** demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level;

**c** continue to advance their knowledge and understanding, and to develop new skills to a high level;

#### **and will have:**

**d** the qualities and transferable skills necessary for employment requiring:

- the exercise of initiative and personal responsibility;
- decision-making in complex and unpredictable situations; and
- the independent learning ability required for continuing professional development.

## **Descriptor for qualifications at Doctoral (D) level: Doctoral degree**

### **Doctorates are awarded to students who have demonstrated:**

**i** 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;

**ii** 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;

**iii** 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;

**iv** a detailed understanding of applicable techniques for research and advanced academic enquiry.

### **Typically, holders of the qualification will be able to:**

**a.** 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;

**b.** 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;

### **and will have:**

**c.** 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.