



Cardiff
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University

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11.1C DOCTORAL DEGREE REGULATIONS

POLICY COVERSHEET

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<i>2</i>	<i>March 2023</i>	<i>Updated to include all research degrees 2.5 Reference to posthumous award 3.12 Amended title of transferring study to Cardiff Met document 4.3 / 7.12 Clarified that IPA does not need to be present at the 1 month launchpad meeting 5.1 Amended supervisory meeting requirements from a minimum of 2 being face-to-face to either in person or remotely to provide flexibility for international students</i>

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		<i>6.1 Included candidature length for Taught Doctorates 7.17 / 7.25 / 7.28 Added requirement to discuss how work may have an 'impact' 9 Signposting to the new Examintaion Centre and Examination section on Journey Maps (on Doctoral Academy) 10.7 Change of requirement to submit two hard copies to submitting an e-copy only (unless specifically requested) 10.8 Change of requirement for Report to be reviewed at RDG to expedite process.</i>
3	<i>May 2025</i>	<i>Updated to include all research degrees</i>



Doctoral Degree Regulations

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1. INTRODUCTION

- 1.1 This document sets out the regulatory framework for the following Research Degree awards offered by Cardiff Metropolitan University (hereafter referred to as the University):

Master of Philosophy (MPhil)

Master's by Research (MRes)

Master of Philosophy to Doctor of Philosophy (MPhil to PhD)

Doctor of Philosophy (PhD)

PhD by Published Works

Professional Doctorate through one of the following pathways:

Doctor of Professional Practice [DProf];

Doctor of Business Administration [DBA];

Doctor of Education [EdD];

Doctor of Sustainable Built Environment [DSBE];

Doctor of Engineering [DEng]

Doctor of Applied Health [DAH]

Doctor of Design [DDM].

Doctor of Education (Wales) (EdD)

Taught Doctorate through one of the following pathways:

Doctor of Sports Coaching [DSC];

Doctor of Management [DMan];

Doctor of Applied Forensic Psychology [D.Foren.Psych]

- 1.2 Supplementary regulations exist for the Professional Doctorate, Taught Doctorate and PhD by Published Works programmes that should be read in conjunction with this document.
- 1.3 This document seeks to reflect nationally recognised good practice as stated in the QAA UK Quality Code for Higher Education and other relevant policies and codes of practice issued by the UK higher education funding councils and UK Research and Innovation (UKRI).
- 1.4 These regulations are subject to annual review via the University Research Degrees Group (RDG). A list of amendments made at each annual review will be made available alongside these regulations. Doctoral Researchers will normally be subject to the version of these regulations which was extant at the time of their initial enrolment. However, when changes are made to these regulations, Doctoral Researchers will be informed of the changes and invited to be subject to new regulations.
- 1.5 In addition to the annual review, these regulations are subject to periodic review, as part of the University's quality assurance system. Such review aims to ensure that standards are comparable with those in place across the UK HE sector and consistent with QAA requirements and to ensure that the quality of provision provides Doctoral Researchers with a fair and reasonable expectation to achieve their award within an acceptable timeframe.

- 1.6 Doctoral Researchers should ensure they are familiar with the contents of this document and any supplementary regulations relevant to their Degree (e.g., the Professional and Taught Doctorate Regulations). They should also ensure familiarity with the Code of Practice for All Research Degree Programmes and the Doctoral Researcher Handbook, which provide further advice and guidance.
- 1.7 All documents are available on the Doctoral Academy Portal.

2. SCOPE OF THIS DOCUMENT

2.1 This document sets out the regulatory framework for the following Cardiff Met awards:

- 2.1.1 Master of Philosophy (MPhil) by Research: This award will be bestowed by the University in recognition of the completion of a programme of study and research, the results of which are judged to constitute a critical evaluation and analysis of a body of knowledge or an original contribution to learning or knowledge.
- 2.1.2 Master of Research (MRes) in Management: This award will be bestowed by the University in recognition of the completion of a programme of study and research, the results of which are judged to constitute a critical evaluation and analysis of a body of knowledge or an original contribution to learning or knowledge.
- 2.1.3 Doctor of Philosophy (PhD) by Research: This award will be bestowed by the University in recognition of the successful completion of a programme of study and research, the results of which are judged to constitute an original contribution to learning or knowledge 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.
- 2.1.4 Doctor of Philosophy (PhD) by Research [Integrated]: Including a first year of intensive research training, this award will be bestowed by the University in recognition of the successful completion of a programme of study and research, the results of which are judged to constitute an original contribution to learning or knowledge 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.
- 2.1.5 Professional Doctorate: This award will be bestowed by the University in recognition of the successful completion of a programme of study and research, the results of which are judged to constitute a critical understanding of the relevant knowledge base, the development of an applied project for new knowledge, an interpretation of findings to the contextual and relevant academic literature, and critical reflections on the impact of the applied project on practice and the Doctoral Researcher's development over the programme.
- 2.1.6 Taught Doctorate: This award will be bestowed in recognition of the successful completion of an approved programme of directed study, together with successful completion of further study and research, the results of which are judged to constitute an original contribution to learning and to give evidence of:
 - The creation and interpretation of new knowledge, through original research, 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.
 - An ability to relate the results of such study to the general body of knowledge in the discipline.

- The general ability to conceptualise, design and implement a project for the generation of new knowledge, application 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.

- 2.2 Doctoral Researchers can pursue the award of MRes, MPhil, MPhil to PhD, PhD or Taught Doctorate via either full time or part time study.
- 2.3 Doctoral Researchers can only pursue the Professional Doctorate Doctorate in Forensic Psychology programme on a part time basis.
- 2.4 Doctoral awards can be conferred on an honorary basis. See process for the awarding of Honorary Research Degrees.
- 2.5 Doctoral awards can also be awarded posthumously. See regulations for posthumous awards.

3. ADMISSION AND ENROLMENT

- 3.1 The normal minimum entry requirement for research degrees offered by the University is an upper second-class honours undergraduate degree relevant to the proposed programme of study and research (or International Equivalent). The award must have been made by a recognised university or higher education institution, or by the Council for National Academic Awards (CNAA). Applicants are required to provide evidence of their qualifications as part of the application process. Entry requirements for the Professional Doctorate, Taught Doctorate, Doctorate in Applied Forensic Psychology and PhD by Published Works Programmes differ. More information is provided in the relevant supplementary regulations.
- 3.2 Applicants who do not possess the normal minimum qualification will be considered on a case-by-case basis. In such cases, the relevant School will take action to determine the applicant's academic attainment and suitability to undertake the programme of study and research. Prior experiential learning may be recognised as part of this process.
- 3.3 Where it is considered that an applicant may not have sufficient prior experience to immediately enrol for a research degree, they may be required to complete research related modules (through attendance and, where required, assessment) available within the relevant school.
- 3.4 In addition to the above entry requirements, applicants must be capable of satisfying the University regarding their proficiency in the English or Welsh language (whichever they have chosen to pursue the award in) at a level necessary to complete the programme of work and to prepare and defend a thesis in that language.
- 3.5 In order to establish proficiency in the English language, overseas applicants whose first language is not English will normally be required to provide evidence of a minimum IELTS score (or equivalent) of 6.5 at application with a minimum of 6.5 in the reading and written components, or of a Master's Level qualification, gained through the medium of English from a recognised institution. Doctoral Researchers will be required to provide such evidence as part of the admissions process.
- 3.6 Once in receipt of an offer letter from the University, applicants are required to confirm acceptance of the offer and to subsequently enrol via the University's online enrolment system.
- 3.7 For the MPhil, MRes, PhDs, Professional Doctorate and Applied Forensic Psychology programmes the University offers three official enrolment points each academic year, normally in September, January and April. The PhD by Publication enrolment points are September and April.
- 3.8 The Doctors of Sports Coaching and Doctor of Management programmes offer one enrolment point in September and October, respectively.
- 3.9 For all our Research Degrees, should an applicant enrol at another point in the year, their official start date will be the closest official enrolment point.
- 3.10 The initial enrolment date will be considered the date of commencement of the research degree and begins the period of candidature.

- 3.11 Applicants will be advised of the fees applicable to their programme of study during the application process. All applicable fees must be paid upon enrolment or the applicant will be subject to the University's Debtor Policy.
- 3.12 The University will consider applications from individuals who have commenced a research degree programme at another institution. Applications to transfer into the University will be considered by the School's RDG and will follow the process set out in the document entitled *Transferring Doctoral Study to Cardiff Metropolitan University*.
- 3.13 Where such applications are successful, the research conducted at the former institution may contribute to the thesis. The period of time spent studying for the award at the former institution will, therefore, be deducted from the applicable Cardiff Met maximum candidature period.

4. APPOINTMENT OF SUPERVISORS AND INDEPENDENT PROGRESSION ADVISOR

- 4.1 Each Doctoral Researcher will have at least two supervisors and a maximum of three, with any proposal for additional supervisors to be presented to the School's RDG for review. One of the supervisors will be appointed as a Director of Studies (DoS) and will have overall responsibility for the development and work of the Doctoral Researcher, the work of the supervisory team and for the progression and exam arrangements. Alternatively, a team of two supervisors will be supported by a Supervisory Team Coordinator (STC) who will have responsibility for mentoring the Supervisory Team in their specific responsibilities. To be approved as part of the team, all supervisors must appear on the RDG List of Approved Supervisors and the proposed DoS or STC must appear on the RDG List of Approved DoS / STC.
- 4.2 A DoS / STC must be a member of the University's academic staff with a contract equivalent to at least 0.2 of a full time position.
- 4.3 Each Doctoral Researcher will also be assigned an Independent Progression Advisor (IPA) who will be part of the review process for Doctoral Researchers at all progression points, from and including the 6 month progression point (there is no requirement for the IPA to be present at the Launchpad Meeting). Specifically, the role of the IPA will be to determine whether there is evidence of adequate progress, whether the Doctoral Researcher is engaging in appropriate skills development, whether there is an adequate plan for on-time completion of the thesis, and whether there are adequate resources available to the Doctoral Researcher to support timely completion.

5. SUPERVISORY TEAM MEETINGS

- 5.1 Each Doctoral Researcher is expected to keep in regular contact with their supervisory team, with at least six formal meetings per academic year (including the progression reviews), that must be face-to-face (either in person or remotely). Remaining meetings can also be remote using a secure communications platform, advocated by the University.
- 5.2 Should concerns be raised by the supervisory team, the Doctoral Researcher and/or the School's RDG about the progress of the Doctoral Researcher, the School's RDG can insist on more regular meetings to be scheduled. Failure to adhere to the frequency of meetings directed by the School's RDG will result in the Doctoral Researcher being withdrawn from their studies.
- 5.3 All supervisory team meetings are the responsibility of the Doctoral Researcher to arrange and should ideally include all supervisory team members (except for the IPA who should only attend the Progression Reviews from Month 6 onwards). All supervisory team meetings, except the progress reviews, must be recorded through the *Student Meeting Record* option on *Doctoral Research Manager (DR Manager)* and include (in bullet points): *what was discussed; what the agreed actions for the supervisee are by the next meeting; what the agreed actions for the supervisors are by the next meeting; and when the next meeting will take place.*
- 5.4 Doctoral researchers are recommended to organise the Supervisor Team meetings with an agenda. The following may act as a guide of what could be covered: 1) *review of current progress against objectives set in previous meeting (and any current or future concerns affecting performance); 2) key discussion point(s) of the meeting; 3) set targets to be achieved by next meeting; 4) professional development/training; 5) Doctoral Researcher well-being; and, 6) key administration requirements (e.g., preparation for next formal progress review).*
- 5.5 Failure to record these meetings on *DR Manager* will result in progress being denied and the candidature being withdrawn at the next progress review, due to an evidenced lack of an engagement.
- 5.6 From the start of the second academic year onwards (i.e., from the start of month 13), should a Doctoral Researcher fail to record any formal meetings on *DR Manager* over a 6 month period, the DoS will be sent an email through *DR Manager* to complete a brief review of the Doctoral Researcher's progress. If little progress has been confirmed by the DoS, or the Doctoral Researcher has been reported to have not been in communication with the supervisory team over that period, then the School's Graduate Studies Lead (or equivalent) will write formally to the Doctoral Researcher to request an update in relation to the objectives set at the previous milestone within a one-month timeline (from the date the letter is received). No response to this formal approach will result in the Doctoral Researcher being withdrawn.
- 5.7 A member of the supervisory team may also upload comments about the progress of their Doctoral Researcher outside of the Progression Review process, through the Supervisor Meeting Record on *DR Manager*. These comments must be reviewed and commented upon and/or approved by the Doctoral Researcher within 14 days of the supervisor uploading the comments.

6. PERIODS OF STUDY, STUDY BREAK AND MITIGATION

- 6.1 Maximum candidature related to full time and part time study are provided below. Doctoral Researchers will be required to submit their thesis within these timescales.

	MRes / MPhil	PhD	Professional Doctorate	Taught Doctorates	Doctorate in Applied Forensic Psychology	PhD by Published Works
Full Time	2 years (24 months)	4 years (48 months)	N/A	4 years (48 months)*	N/A	1 year (12 months)
Part Time	4 years (48 months)	8 years (96 months)	6 years (72 months)	8 years (96 months)*	4 years (48 months)	N/A

*The length of Taught Doctorates may change in cases where an applicant has successfully applied to be exempt from undertaking a specified number of credits (as a result of previous completion of Recognition of Prior Learning).

- 6.2 Minimum candidature related to full time and part time study are provided below. Doctoral Researchers will not be permitted to submit their thesis prior to their minimum candidature date.

	MRes	MPhil	PhD	Professional Doctorate	Taught Doctorates	Doctorate in Applied Forensic Psychology	PhD by Published Works
Full Time	2 years (24 months)	1.5 years (18 months)	3 years (36 months)	N/A	3 years (36 months)*	N/A	0.5 years (6 months)
Part Time	4 years (48 months)	3 years (36 months)	6 years (72 months)	4.5 years (54 months)	6 years (72 months)*	1.5 years (18 months)	N/A

- 6.3 **Study Breaks.** In instances where a Doctoral Researcher's progress has been or is likely to be impeded thereby preventing satisfactory progress, they may apply for a break in their period of study (i.e., a Study Break). Study Break requests will be made by the Doctoral Researcher and their supervisory team through the Change Request function on *DR Manager* to the School RDG and will be supported by appropriate independent documentary evidence. All applications are considered by the School RDG but may be escalated to the University RDG for further consideration.

- 6.4 During the candidature period (i.e. from enrolment to completion), a formal Study Break period may not exceed twelve months for Doctoral Researchers enrolled on either a full time or a part time basis, unless the proposed Study Break includes a retrospective period. During the Study Break period, Doctoral Researchers will not have access to any Cardiff Met staff or resources.
- 6.5 **Mitigating Circumstances (Professional and Taught Doctorate Researchers only).** Mitigating Circumstances, often called exceptional personal circumstances, are significant changes in the Doctoral Researcher's circumstances during their studies, which are acute, unexpected and outside the control of the Doctoral Researcher, for example, a short illness, family emergency or accident. The Doctoral Researcher believes such circumstances will adversely affect their ability to engage with their studies to the extent that they may be unable to complete work to a high standard by the required deadline.
- 6.6 If granted mitigation, the Doctoral Researcher will be given an extended deadline and will still have access to Cardiff Met staff and resources.
- 6.7 Longer-term or ongoing difficulties which are likely to prevent the student from engaging with their studies for a period of weeks or months will likely require a student to apply for a Study Break (see paragraphs 6.3 to 6.4).
- 6.8 All applications for mitigation must be made by the Doctoral Researcher and their supervisory team through the Change Request function on DR Manager to the School RDG and will be supported by appropriate independent documentary evidence.
- 6.9 **Resumption of Studies.** When a study break period ends, Doctoral Researchers will be reminded of their resumption of studies through an email generated from *DR Manager* two weeks prior to the end of the study break date. If a Doctoral Researcher wishes to extend the candidature period, they (or a supervisory team member) must apply for this extension through the Change Request function on *DR Manager* prior to the end of the initial study break period.
- 6.10 As DRs in a Study Break period have access to their student account revoked; the process for resumption is as follows:
- The Doctoral Researcher meets with their Supervisory team and all parties must be in agreement that the resumption is the best course of action for the DR;
 - The Supervisory team confirm a temporary access period for the Doctoral Researcher and inform the Graduate Studies team via email (graduatestudies@cardiffmet.ac.uk);
 - A member of the Graduate Studies team liaises with the IT team to arrange the temporary access period;
 - The Doctoral Researcher accesses their DR Manager account to complete the resumption form;
 - The temporary access is revoked at the end of the agreed period and the form is reviewed by the supervisory team, School Research Degrees Group and University Research Degrees Group.

- 6.11 Maximum periods of candidature listed in 6.1 above do not include periods of study break, but do include periods where mitigation has been approved. Any approved study break period will be added to the maximum candidature period upon resumption of studies.
- 6.12 Maximum periods of candidature may only be exceeded in exceptional circumstances and following formal approval through an Extension Request application reviewed at Cardiff Met's RDG. Applications to extend candidature will normally be made by the DoS (or Lead Supervisor) in conjunction with the candidate and other members of the supervisory team through the Change Request option on *DR Manager*.
- 6.13 Should a Doctoral Researcher fail to submit their thesis without any approved study break or mitigation by the end of their maximum candidature length, the Doctoral Researcher will be confirmed as exited from the programme without completion and informed via email and letter

7. THE MILESTONES: PROGRESSION REVIEWS

- 7.1 All Doctoral Researchers must fulfil the requirements of each Milestone within the specified time period to progress and continue to be enrolled on the relevant programme of study.
- 7.2 The Milestones progression points are at Month 1 (i.e., the Launchpad), Month 6, Month 12, Month 24, and Month 36. They will also be at Month 48, 60 and 72 for part time Doctoral Researchers.
- 7.3 The requirements at the Month 12 Milestone will differ for Doctoral Researchers enrolled on Professional Doctorate and Taught Doctorate pathways. These differences are specified on 7.27.
- 7.4 Doctoral Researchers, the supervisory team and the IPA will be sent an email reminder of each milestone, excluding the Month 1: Launchpad, via *DR Manager* two months prior to the deadline. The reminder will include a link to a booking system for Doctoral Researchers to book a slot during a 'Progress Month'. If a slot has not been booked by one-month prior to the Progression Review month, a reminder will be sent to the Doctoral Researcher, supervisory team and IPA.
- 7.5 Each Doctoral Researcher will have three attempts to progress any Milestone successfully. Should a Doctoral Researcher fail the first two attempts, they will be provided with specific feedback to help them understand the submission requirements, the level of work required for Level 8 doctoral study and the work they must address to continue to progress towards the completion of a product suitable for doctoral assessment.
- 7.6 **Failure to complete first attempt.** For all milestones, failure to complete the meeting, presentation (and any other requirement for that specific milestone) and record the relevant information on *DR Manager* without mitigation by the given deadline will result in the Doctoral Researcher being sent the first formal warning (via *DR Manager*) to complete the requirements within a one-month period.
- 7.7 **Failure to complete second attempt.** For all milestones, failure to complete this second attempt without mitigation will result in a final formal warning (via *DR Manager*) to complete the requirements within a further one-month period.
- 7.8 **Failure to complete the third and final attempt.** For all milestones, failure to complete the requirements within the further one-month period without mitigation will result in the Doctoral Researcher being withdrawn from the programme of work.
- 7.9 **Doctoral Researchers with a Study Break or Mitigation.** . Where a Study Break or Mitigation period is undertaken over a Progress Review Month, the Supervisory Team will be required to work with the Doctoral Researcher to complete the Progression Review as soon as possible after the Doctoral Researcher has resumed study. The objectives from the previous Progression Review should be revised and aligned to the length of Study Break / period of Mitigation, while the objectives and plan of work for the following academic year should also be considered with respect for the length of time remaining to the next Progression Review. As an exemplar, if a DR undertook a 6-month study break, with 3 months in one academic year and 3 months in the next academic year, then the Progression Review for the first year should be aligned to 9 months of study – and the objectives and plan of work for the following academic year should also be aligned to 9 months of study.

- 7.10 However, if the Study Break or Mitigation period does not occur during a 'Progress Review Month', then the Doctoral Researcher should still complete the Progression Review during that month, but focus on the work completed over the period of time that they were actively studying. It is, therefore, expected that the Doctoral Researcher would not have addressed all the objectives set in the Progression Review meeting. As an exemplar, if a DR undertook a 3-month study break over an academic year, the objectives should be aligned to a 9-month period of study.
- 7.11 **Assessing each attempt.** At each Milestone, each Doctoral Researcher will be assessed against the completion of specified requirements for the Milestone being completed, the quality of the work completed against Level 8 doctoral criteria, and their progress from the previous milestone.
- 7.12 A Doctoral Researcher may appeal against the decision of the University's RDG in accordance with Section 1 of The University's Appeals Procedure (Postgraduate Research Degrees).

Month 1: The launchpad

- 7.13 All Doctoral Researchers will be required to meet formally with supervisory team members one-month post enrolment, either face-to-face or remotely through Microsoft Teams, to discuss with them, and confirm, the potential objective(s) for the next 5 months and assess training needs to support the achievement of the identified objective(s). **The IPA is not required to be present at this meeting.**
- 7.14 After the meeting, the Doctoral Researcher must record the objective(s) and training needs on *DR Manager*.
- 7.15 **Failure to complete first attempt.** Doctoral Researchers and the supervisory team will be sent an email reminder of this requirement via *DR Manager* two weeks prior to the deadline. Failure to complete the meeting, presentation and record the relevant information on *DR Manager* without mitigation by the given deadline will result in the Doctoral Researcher being sent a first warning (via *DR Manager*) to complete the requirements within a further two-week period.
- 7.16 **Failure to complete second attempt.** Failure to complete the requirements within the further two-week period without mitigation (including the uploading of relevant information to *DR Manager*) will result in the Doctoral Researcher being sent a final warning (via *DR Manager*) to complete the requirements within a final two-week period.
- 7.17 **Failure to complete the third and final attempt.** Failure to complete the requirements within the final two-week period without mitigation will result in the Doctoral Researcher being withdrawn from the programme.

Month 6: The first Progression Review

- 7.18 All Doctoral Researchers will be required to meet formally with supervisory team members and their Independent Progression Advisor six months post enrolment, either face-to-face or remotely through Microsoft Teams, to present to them, and then discuss, the following:
- i. Their work against the objectives set during the 'Launchpad';
 - ii. The development of programme of work towards addressing Level 8 criteria;
 - iii. How the programme of work may have an *impact* on society, culture, the economy, the environment, health and wellbeing, behaviour, policy and/or technology;
 - iv. The potential objective(s) for the remainder of the programme and those that will be addressed in the next 6 months. **For PhD Researchers, it is important to note the written requirements for the Month 12 Milestone, that must be considered here. For Professional Doctorate and Taught Doctorate Researchers, the requirements should be related to the respective assessments within each programme;**
 - v. A justified and detailed plan of work to address the objectives, with deadlines provided against each identified step;
 - vi. The training requirements to support appropriate progress;
 - vii. Ethical considerations, mitigations and a deadline for ethical approval application.
- 7.19 For part time PhD Researchers, the written requirement should be an objective set at month 12, to be completed at month 24.
- 7.20 After the meeting, the Doctoral Researcher must record all the presented and agreed upon detail in the relevant sections on *DR Manager*.

Month 12: First Annual Progression Review

- 7.21 All Doctoral Researchers will be required to meet formally with supervisory team members and their IPA on the first anniversary of enrolment, either face-to-face or remotely through Microsoft Teams, to present to them, and then discuss, the following:
- i. A paper or other related research outcome for that may be suitable for peer review (5000 words equivalent) and that could be a chapter(s) for the submitted thesis. The paper could be: i) a critical literature review with a concluding summary, rationale, aim and objectives for the remaining programme of work; ii) a systematic review informed by PRISMA guidelines; or; iii) an empirical paper prepared for peer review;
 - ii. A review of their work against the objectives set during the 'Month 6' Milestone;
 - iii. A brief critique of development of programme of work towards addressing Level 8 criteria;
 - iv. How the programme of work may have an *impact* on society, culture, the economy, the environment, health and wellbeing, behaviour, policy and/or technology;

- v. The justification for potential objective(s) for the remainder of the programme and those that will be addressed in the next 12 months;
- vi. A justified and detailed plan of work to address the objectives, with deadlines provided against each identified step;
- vii. The training requirements to support appropriate progress;
- viii. Ethical considerations, mitigations and a deadline for ethical approval application.

7.22 For part time Doctoral Researchers, Professional Doctorate and Taught Doctorate Researchers, all the above requirements must be completed except for requirement (i).

7.23 After the meeting, the Doctoral Researcher must record all the presented and agreed upon detail in the relevant sections on *DR Manager*.

Month 24 and 36 (48, 60 and 72 for PT also): Annual Progression Reviews

7.24 All Doctoral Researchers will be required to meet formally with supervisory team members and their Independent Progression Advisor on each anniversary of their enrolment, either face-to-face or remotely through Microsoft Teams, to present to them, and then discuss, the following:

- A review of their work against the objectives set at the previous Milestone;
- A brief critique of the development of their programme of work towards addressing Level 8 criteria;
- How the programme of work may have an *impact* on society, culture, the economy, the environment, health and wellbeing, behaviour, policy and/or technology;
- The justification for potential objective(s) for the remainder of the programme and those that will be addressed in the next 12 months;
- A justified and detailed plan of work to address the objectives, with deadlines provided against each identified step;
- The training requirements to support appropriate progress;
- Any ethical considerations that may still be pending, mitigations and a deadline for ethical approval application.

7.25 After the meeting, the Doctoral Researcher must record all the presented and agreed upon detail in the relevant sections on *DR Manager*.

8. ETHICS APPROVAL

- 8.1 Most research projects conducted by Doctoral Researchers will require ethics approval before any work on those projects can be commenced. Ethics approval must, therefore, be discussed with the supervisory team on a regular basis to ensure that applications for ethics approval are part of the planning process. All relevant forms and guidance are available on the [University's Ethics page](#).
- 8.2 Applications for ethics approval of a research project are considered by the Ethics Committee of the School where the lead applicant is based. Specific queries regarding the ethics approval process should, therefore, be directed to the appropriate School contact in the first instance.

9. PROPOSING EXAMINATION PANELS

- 9.1 **Eight months before** a Doctoral Researcher intends to submit the final product (e.g., a thesis [PhD / Taught Doctorate] or final project report and reflective essay [Prof Doc]), the Doctoral Researcher must start to discuss their examination arrangements with the supervisory team - with the Director of Studies being tasked with contacting the potential examination panel on the Doctoral Researcher's behalf. Details can be found in the Examination Centre and on the Examination Section of the Journey Maps on the [Doctoral Academy](#).
- 9.2 **Six months before** a Doctoral Researcher intends to submit the final product, the Doctoral Researcher's DoS must submit those examination arrangements for review and approval, to allow time for them to be approved and for examination arrangements to then be expedited on submission *or* where arrangements are not approved, for sufficient replacements to be considered.
- 9.3 The composition of the Examination Panel will be determined by the nature of the Doctoral Researcher's relationship with the University. Where the Doctoral Researcher is either not employed by the University or holds an HPL contract for six hours or less per week (averaged across the academic year), their Examination Panel will consist of a Chair, one internal examiner and one external examiner. Where the Doctoral Researcher holds an employment contract with the University, including an HPL contract for more than six hours per week (averaged across the academic year), their Examination Panel will consist of a Chair and two external examiners. Details can be found in the [Examination Centre](#) and on the Examination Section of the [Journey Maps](#) on the Doctoral Academy.
- 9.4 If it should prove impossible to appoint an internal examiner, a second external examiner may be appointed.
- 9.5 In all instances, the Chair will be a member of staff of the University who has undertaken the appropriate University's Chair Training, and who is normally from the same School (or equivalent) as the Doctoral Researcher. The Chair will be reviewed and approved by the University's RDG.
- 9.6 One supervisor can also be proposed to be present at the examination, with this requirement being presented at this proposal stage.
- 9.7 When proposing each examiner (not Chair) on *DR Manager*, a brief, but sufficient, narrative on why each examiner is suitable is required. In addition, a short CV to complement this narrative is also needed. A document to support Examination Panel proposals is included on the Doctoral Academy in the Examination Centre and on the Examination Section of the Journey Maps (See: [Before the Examination](#))).
- 9.8 The University's RDG will approve the appointment of an examiner only in instances where it is satisfied that they are sufficiently familiar with the nature and purpose of the degree for which the Doctoral Researcher is being examined and that they possess sufficient knowledge and expertise in the subject area of the research project. Any rejected proposed exam panel application must be addressed within four weeks of receipt of outcome.

- 9.9 **You must not submit your final product until your examination arrangements have been approved** - unless you are approaching the end of your candidature. If you are approaching the end of candidature date, then please submit. Please note that the Viva Voce process **WILL NOT** progress until your examination arrangements are approved.

10. PRESENTATION AND SUBMISSION OF THE THESIS: PHD ONLY

- 10.1 Full details of the requirements of the University regarding the presentation of a thesis are provided in the Doctoral Researcher Handbook, available on the Doctoral Academy Portal.
- 10.2 The thesis, including footnotes, must not exceed 100,000 words for the award of PhD or 60,000 words for the award of MPhil. The word count would not include tables, figures, reference list and appendices. Doctoral Researchers who submit a thesis which is longer in length will have their thesis returned to them to address the word count – with a deadline of one-month (two months for part time Doctoral Researchers) provided to address the word count. Failure to achieve this new deadline without mitigation will result in the Doctoral Researcher exiting without an award.
- 10.3 Doctoral Researchers undertaking an award in the creative and performance arts are permitted to make a submission which includes the following:
- (i) a thesis not exceeding 30,000 words for the award of PhD or 15,000 words for the award of MPhil.
 - (ii) work in one of the following formats: artefact, score, portfolio of original works, performance or exhibition.
 - (iii) a written commentary, normally of 5,000 – 6,000 words, placing the work submitted under (ii) in its academic context as part of the thesis. The word count of the written commentary will count as part of the total word count of the thesis as outlined in (i) above.
- 10.4 Professional and Taught Doctorate Researchers must adhere to the requirements specified on the relevant supplementary regulations.
- 10.5 In all cases, the thesis must contain an abstract not exceeding 300 words and a Declaration Form (which can be found here [Final Thesis & Graduation \(sharepoint.com\)](#)), signed by the Doctoral Researcher which includes:
- (i) a statement showing to what extent the work submitted is the result of the Doctoral Researcher's own investigation.
 - (ii) a declaration certifying that the work has not already been accepted in substance for any degree and is not being concurrently submitted in candidature for any other degree.
 - (iii) a declaration of which work / chapter(s) that is included in the thesis that has been through a peer review process and published in a recognised journal outlet.
 - (iv) a statement regarding the availability of the thesis.
- 10.6 A submitted thesis will be made openly available and will not normally be subject to any security or restriction of access. In cases where this is not appropriate, a Doctoral Researcher's Director of Studies will make an application to the University RDG to prohibit copying and/or access to the thesis for a specified period. Such embargo applications should be made as soon as any issues

relating to confidentiality arise. In such cases the title and summary of the thesis will normally be made freely available.

- 10.7 Doctoral Researchers are required to submit an electronic copy of the thesis and any additional material via *DR Manager*. Hard copies of the thesis may be required if expressly stipulated by the examiners. If required, this will be communicated to the School by the Research Degree Examination Administrator and the cost of the printing, binding and postage will be covered by the Doctoral Researcher's School. Further details can be found on the Doctoral Academy: [Preparing Your Submission \(sharepoint.com\)](#)
- 10.8 The electronic submission will be uploaded to Turnitin, the plagiarism detection platform, to generate an originality report with a 'similarity index'. The report will be reviewed by members of the Exam Board Report and Turnitin Review Group (a sub-committee of the University Research Degrees Group). Any submission whose academic integrity is deemed to be of concern will be forwarded to the University's Registry Services to be formally considered under the Unfair Practice procedures.
- 10.9 Once the thesis has been submitted the Doctoral Researcher is not permitted to make any amendments, additions or deletions to it prior to examination, except where consent has been explicitly granted by the University RDG.

11. PRESENTATION AND SUBMISSION OF THE THESIS: ALL OTHER DOCTORAL PROGRAMMES

- 11.1 Please refer to the respective Programme Handbooks that are available on the Doctoral Academy Portal, with hyperlinks below:

[Professional Doctorate](#)

[Taught Doctorate](#)

[Doctorate in Applied Forensic Psychology](#)

[PhD by Published Works](#)

12.THE EXAMINATION

12.1 The examination process for all Doctoral Researchers consists of two stages:

STAGE ONE: preliminary independent assessment of the thesis by the examiners, who will each prepare a pre-viva report on the thesis (or equivalent) and submit to DR Manager no later than 5 working days prior to the Viva Examination date.

STAGE TWO: an oral examination (the *viva voce*) conducted by the Examination Panel.

13.EXAMINATION OUTCOMES: PHD

13.1 For *Viva Voce* examinations for PhD Researchers only, the recommendations available to panel members are:

A: The Doctoral Researcher fulfils the criteria for the award on which they are enrolled. Examiners may recommend that the award be made:

- i) Without further correction or amendment to the thesis.
- ii) Subject to correction of presentational or typographical errors within the thesis within a maximum of 2 weeks (full time Doctoral Researchers) or 4 weeks (part time Doctoral Researchers).

Corrections will be approved by one or both examiners.

- iii) Subject to minor amendment of the thesis as indicated by the examiners which can reasonably be completed within a maximum of 12 weeks (full time Doctoral Researchers) or 24 weeks (part time Doctoral Researchers).

Amendments will be approved by one or both examiners.

- iv) Subject to major amendment of the thesis which could include addressing deficiencies in terms of content, analysis and/or presentation in areas indicated by the examiners and which can reasonably be completed within a maximum of 6 months (full time Doctoral Researchers) or 12 months (part time Doctoral Researchers).

Amendments will be approved by both examiners although no re-examination will be required.

This option is not available to examiners when considering a resubmitted thesis from a Doctoral Researcher whose outcome was Bi in the first examination.

B: The Doctoral Researcher does not currently fulfil the criteria for the award on which they are enrolled. Examiners may recommend that one of the following courses of action are taken:

- i) *Referred for resubmission:* The Doctoral Researcher does not currently fulfil the criteria of the award for which they are enrolled due to significant deficiencies of content and/or presentation as indicated by the examiners. The Doctoral Researcher is permitted to revise and resubmit the thesis for the same award and be re-examined on one further occasion, with or without a viva voce. Required revisions should be completed within a maximum of 12 months (full time Doctoral Researchers) or 24 months (part time Doctoral Researchers).

All examiners will conduct the re-examination.

This option is not available to examiners when considering a resubmitted thesis from a Doctoral Researcher whose outcome was Bi in the first examination.

- ii) *Recommend MPhil following amendments:* The Doctoral Researcher does not fulfil the criteria for a doctoral award but does meet the criteria for MPhil subject to amendments as indicated by the examiners. Amendments should be completed within a maximum of 4 weeks (full time Doctoral Researchers) or 8 weeks (part time Doctoral Researchers) and will be approved by one or both examiners.

This option is also available to examiners when considering a first resubmission of a thesis.

- iii) *Resubmission for MPhil*: The Doctoral Researcher does not fulfil the criteria for a doctoral award but has the potential to meet the criteria for MPhil subject to major amendments as indicated by the examiners. Revisions should be completed within a maximum of 6 months (full time Doctoral Researchers) or 12 months (part time Doctoral Researchers). Both examiners will conduct the re-examination.
This option is also available to examiners when considering a first resubmission of a thesis.

C: The Doctoral Researcher is not awarded the degree and is not permitted to be re-examined either for the award for which they are enrolled or an alternative award.

- 13.2 In cases where the examiners cannot agree on an examination outcome, the exam Chair will try to mediate discussions between the examiners in the first instance. If agreement is not possible through this discussion, an arbitrating external examiner may be sought following the procedures set out in the Examination Guide.
- 13.3 A Doctoral Researcher may appeal against the decision of the Examination Panel in accordance with Section 1 of The University's Appeals Procedure (Postgraduate Research Degrees).
- 13.4 The University will only consider appeals on one or more of the grounds outlined in Section 1 of the Appeals Procedure (Postgraduate Research Degrees). Appeals which question the academic judgement of the examiners will not be admissible.
- 13.6 Doctoral Researchers will only have two attempts at addressing corrections, which constitutes three submissions in total and Doctoral Researchers cannot receive the same outcome as the previous submission (See Figure 1 for a flow chart of options against submission number).
- 13.7 Any Doctoral Researcher who receives a Bi outcome in the first instance, cannot receive an Aiv for the second or final submission. If the Doctoral Researcher fails to achieve at least a pass with minor amendments (Aiii) on resubmission, following a Bi outcome, then they will receive a Bii or Biii outcome (dependent on the exam panel's appraisal).

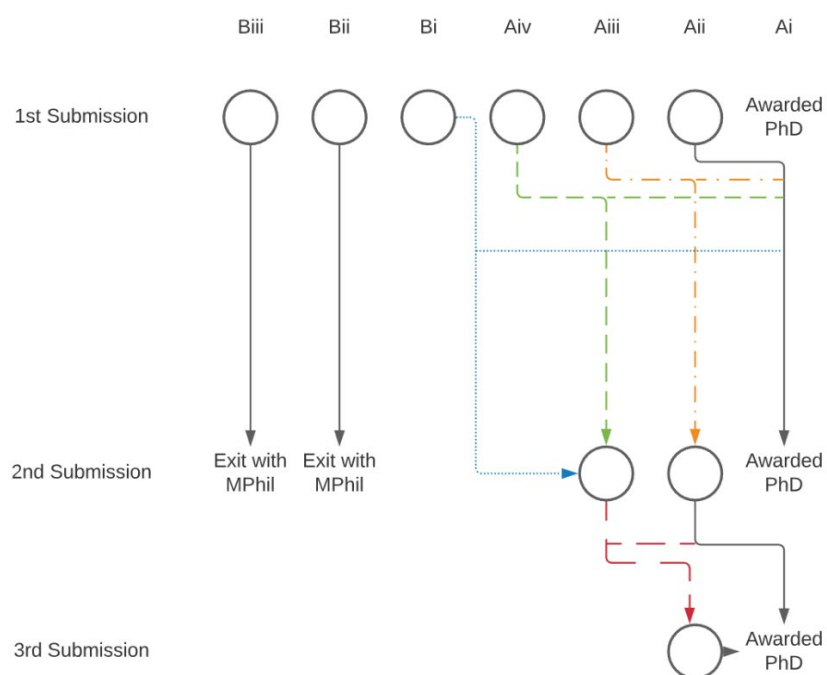


Figure 1. PhD Exam outcome options against submission stage

14.EXAMINATION OUTCOMES: PROFESSIONAL DOCTORATE

14.1 For *Viva Voce* examinations for Professional Doctorate Researchers only, the recommendations available to panel members are:

- A: The Doctoral Researcher fulfils the criteria for the award on which they are enrolled. Examiners may recommend that the award be made:
- i) Without further correction or amendment to the final project report and reflective essay;
 - ii) Subject to correction of presentational or typographical errors within the final project report and reflective essay within a maximum of 4 weeks. Corrections will be approved by one or both examiners;
 - iii) Subject to minor amendment of the final project report and reflective essay as indicated by the examiners which can reasonably be completed within a maximum of 24 weeks. Amendments will be approved by one or both examiners;
 - iv) Subject to major amendment of the final project report and reflective essay which could include addressing deficiencies in terms of content, analysis and/or presentation in areas indicated by the examiners and which can reasonably be completed within a maximum of 12 months. Amendments will be approved by both examiners although no re-examination will be required.
- B: The Doctoral Researcher does not currently fulfil the criteria for the award on which they are enrolled. Examiners may recommend that one of the following courses of action are taken:
- i) Referred for resubmission*: The Doctoral Researcher does not currently fulfil the criteria of the award for which they are enrolled due to significant deficiencies of content and/or presentation as indicated by the examiners. The Doctoral Researcher is permitted to revise and resubmit the final project report and reflective essay for the same award and be re-examined on one further occasion, with or without a viva voce. Required revisions should be completed within a maximum of 24 months. All examiners will conduct the re-examination. This option will not be available to examiners when considering a resubmitted thesis;
 - ii) that the Doctoral Researcher be not approved for the award of a Doctorate Level degree. The Doctoral Researcher will exit with the MProf.
- *Option (Bi) is not applicable when a re-submitted final project report and reflective essay is being examined.

14.2 Doctoral Researchers will only have two attempts at addressing corrections, which constitutes three submissions in total and Doctoral Researchers cannot receive the same outcome as the previous submission.

15.EXAMINATION OUTCOMES: TAUGHT DOCTORATE

15.1 After the Viva Voce Examination of the Research Thesis, the examiners can make one of the following decisions as appropriate:

- A: The Doctoral Researcher fulfils the criteria for the award on which they are enrolled. Examiners may recommend that the award be made:
- i) Without further correction or amendment to the Research Thesis;
 - ii) Subject to correction of presentational or typographical errors within the Research Thesis within a maximum of 2 weeks for a full-time Doctoral Researcher or 4 weeks for a part-time Doctoral Researcher. Corrections will be approved by one or both examiners;
 - iii) Subject to minor amendment of the Research Thesis as indicated by the examiners which can reasonably be completed within a maximum of 12 weeks for a full-time Doctoral Researcher or 24 weeks for a part-time Doctoral Researcher. Amendments will be approved by one or both examiners;
 - iv) Subject to major amendment of the Research Thesis which could include addressing deficiencies in terms of content, analysis and/or presentation in areas indicated by the examiners and which can reasonably be completed within a maximum of 6 months for a full-time Doctoral Researcher or 12 months for a part-time Doctoral Researcher. Amendments will be approved by both examiners although no re-examination will be required. This option is not available to examiners when considering a resubmitted thesis from a Doctoral Researcher who was awarded a Bi in the first submission.
- B: The Doctoral Researcher does not currently fulfil the criteria for the award on which they are enrolled. Examiners may recommend that one of the following courses of action are taken:
- i) Referred for resubmission. The Doctoral Researcher does not currently fulfil the criteria of the award for which they are enrolled due to significant deficiencies of content and/or presentation as indicated by the examiners. The Doctoral Researcher is permitted to revise and resubmit the Research Thesis for the same award and be re-examined on one further occasion, with or without a viva voce. Required revisions should be completed within a maximum of 12 months (full time Doctoral Researchers) or 24 months (part time Doctoral Researchers). All examiners will conduct the re-examination. This option will not be available to examiners when considering a resubmitted thesis.
 - ii) Not approved for the doctoral degree sought but be approved instead for the award of MRes, provided that the submitted work fulfils the requirements for the degree, subject to completion of such minor corrections as may be required by the Examining Board. Corrections should be completed within a period of 4 working weeks.
 - iii) Not approved for the doctoral degree sought, but be allowed to modify the Research Thesis and re-submit it for the award of MRes. A Doctoral Researcher may be allowed a single opportunity to re-submit the work. The re-submission should take place within a period not exceeding 12 months.
- C: The Doctoral Researcher be not approved for the award of a degree.

- 15.2 In compiling the final report after the *viva voce* examination, the examiners should give clear, detailed guidelines as to the work that is required of the Doctoral Researcher to meet the minimum requirements for the award being sought.
- 15.3 For outcome (Aiii), minor corrections and amendments may consist of the addition of new material or the removal of incorrect and/or misleading material but should not require an extension of the substance of the research.
- 15.4 For outcome (Bi), should the examiners be agreed that the research design and execution of the Research Thesis is flawed and/or the Research Thesis requires substantial re-working, they may permit the Doctoral Researcher to re-submit the Research Thesis within a maximum of 12 months (full time Doctoral Researchers) or 24 months (part time Doctoral Researchers). The examiners should be satisfied that there is evidence that the Doctoral Researcher knows what s/he is doing, that the work substantially addresses the problems or issues posed but that its execution in the Research Thesis requires modification of a scale capable of being accomplished by the author within the period. ***The Examination Board must confirm whether another viva voce Examination is required for the resubmission.***
- All recommendations from the Examination Board are subject to approval by the University RDG.
- 15.5 Doctoral Researchers will only have two attempts at addressing corrections, which constitutes three submissions in total and Doctoral Researchers cannot receive the same outcome as the previous submission.

16. EXAMINATION OUTCOMES: DOCTORATE IN APPLIED FORENSIC PSYCHOLOGY

16.1 Following the Viva Voce examination, recommendations available to panel members are:

- A: The candidate fulfils the criteria for the award on which they are enrolled. Examiners may recommend that the award be made:
 - i) Without further correction or amendment to the thesis.
 - ii) Subject to correction of presentational or typographical errors in the thesis within a maximum of 4 weeks. Corrections will be approved by one or both examiners.
 - iii) Subject to minor amendment of the thesis as indicated by the examiners which can reasonably be completed within a maximum of 24 weeks. Amendments will be approved by one or both examiners.
 - iv) Subject to major amendment of the thesis which could include addressing deficiencies in terms of content, analysis and/or presentation in areas indicated by the examiners and which can reasonably be completed within a maximum of 12 months. Amendments will be approved by both examiners although no re-examination will be required. This option is not available to examiners when considering a resubmitted thesis from a candidate whose outcome was Bi in the first examination.
- B: The candidate does not currently fulfil the criteria for the award on which they are enrolled. Examiners may recommend that one of the following courses of action are taken:
 - i) Referred for resubmission: The candidate does not currently fulfil the criteria of the award for which they are enrolled due to significant deficiencies of content and/or presentation as indicated by the examiners. The candidate is permitted to revise and resubmit the thesis for the same award and be re-examined on one further occasion, with or without a Viva Voce. Required revisions should be completed within a maximum of 24 months. Both examiners will conduct the re-examination. This option is not available to examiners when considering a resubmitted thesis from a candidate whose outcome was Bi in the first examination.
- C: The candidate is not awarded the degree and is not permitted to be re-examined either for the award for which they are enrolled or an alternative award.

17. EXAMINATION OUTCOMES: PHD BY PUBLISHED WORKS

17.1 Following the Viva Voce examination, recommendations available to panel members are:

A: The candidate fulfils the criteria for the award on which they are enrolled. Examiners may recommend that the award be made:

- i) Without further correction or amendment to the thesis.
- ii) Subject to correction of presentational or typographical errors in the thesis within a maximum of 2 weeks. Corrections will be approved by one or both examiners.
- iii) Subject to minor amendment of the thesis as indicated by the examiners which can reasonably be completed within a maximum of 12 weeks. Amendments will be approved by one or both examiners.
- iv) Subject to major amendment of the thesis which could include addressing deficiencies in terms of content, analysis and/or presentation in areas indicated by the examiners and which can reasonably be completed within a maximum of 6 months. Amendments will be approved by both examiners although no re-examination will be required. This option is not available to examiners although no re-examination will be required.

B: The candidate is not awarded the degree and is not permitted to be re-examined either for the award for which they are enrolled or an alternative award.