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11.12 Regulations for Taught Doctorates

POLICY COVERSHEET

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VERSION	DATE	REASON FOR CHANGE
2	March 2023	1.1 Amended to include all Taught Doctorate programmes 1.2 Emphasise that this regulatory framework is supplementary to the Research Degree Regulations 3.1 - 3.4 Clarification on structures of Taught Doctorates 4.3 Clarity on entrance requirements equivalent to Professional Doctorate 4.4 Reference to Transferring in document 5.3 Clarity on candidature length

		<i>5.4 / 6.1 suspension is replaced with study break to align to Research Degree Regulations</i> <i>8.3 Confirmation of assessment requirements</i> <i>9.1 Reference to requirements of AMR / Progression Review processes</i> <i>10.1 - 10.5 Updated guidance on preparation and submission of the thesis</i> <i>11.1 - 11.2 Reference to details on proposing examination boards</i> <i>13.1 - 13.6 Revised process for managing disagreement between examiners</i> <i>14.1 Reference to Appeal procedure</i>
3	May 2025	<i>1.1 / 3.4 / 5.4 / 10.3 Removal of Doctor of Applied Forensic Psychology as it's not a Taught Doctorate</i> <i>5.7 Addition of minimum candidature to reflect change in regulations</i>



REGULATIONS FOR TAUGHT DOCTORATES

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FORMAT, BINDING AND SUBMISSION OF THESIS

1. INTRODUCTION

- 1.1 This document sets out the regulatory framework for Taught Doctorate awards offered by Cardiff Metropolitan University (hereafter referred to as the University). Currently, these include:
- Doctor of Management [DMan]
 - Doctor of Sports Coaching [DSC]
- 1.2 This regulatory framework supplements the main regulatory framework for all Doctorate Programmes (i.e., the Doctoral Degree Regulations). This is available on the Doctoral Academy portal and must be read in conjunction with these Taught Doctorate regulations.

2. CRITERIA FOR THE AWARD

- 2.1 The degree of Doctor may be awarded 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:
- (i) 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;
 - (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) an ability to relate the results of such study to the general body of knowledge in the discipline;
 - (iv) 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;
 - (v) a detailed understanding of applicable techniques for research and advanced academic enquiry.
- 2.2 In judging the merit of a Thesis submitted in candidature for the relevant Taught Doctorate Award, 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 the period of registered study.

- 2.3 The degree of Doctor may not be conferred *honoris causa* under these regulations.

3. STRUCTURE OF THE PROGRAMMES

- 3.1 A Taught Doctorate programme comprises of 540 credits. A maximum of 120 credits may be allocated to Level 7 study.
- 3.2 The structure of a Taught Doctorate may vary across programmes, dependent on the proposed subject content covered.
- 3.3 As an example, the structure adopted for the Doctor of Management is as follows:
- (i) Taught Phase: 120 credits at Level 7; and
 - (ii) Taught Phase: 120 credits at Level 8 (3 x 20 credit modules and 1 x 60 credit module); and
 - (iii) Research Phase: Thesis (300 credits at level 8).

4. ADMISSION AND ENROLMENT

- 4.1 For detailed regulatory information on entrance requirements and enrolment, refer to Section 3 of the Doctoral Degree Regulations.
- 4.2 Some Taught Doctorates may be designed to support a practitioner currently undertaking a level of professional activity. Consequently, where this is applicable, an additional entry requirement for Taught Doctorate applications **will be for the applicant to evidence an engagement in a level of professional activity that provides them with a current and relevant professional context necessary for completion of the programme.**
- 4.3 Where the structure of the Taught Doctorate permits, applicants in possession of a relevant Master's degree from an approved University obtained by research or advanced study, which included a 20 credit research methods module, may be granted exemption from 120 credits at level 7.
- 4.4 Applicants may apply for exemption of Level 8 credits based on work started in another Higher Education Institution. In this case, the applicant must adhere to the requirements specified on the 'Transferring Doctoral Study to Cardiff Metropolitan University' regulations.

5. MODES AND PERIODS OF STUDY

- 5.1 A Doctoral Researcher may qualify for a Taught Doctorate degree from the University by full-time or part-time modes of study.
- 5.2 The required periods of study for Doctoral Researchers pursuing Taught Doctorate degrees of the University are given below with reference to the mode of candidature identified in 5.1. Appropriate adjustments may be considered for Doctoral Researchers who, by application to the School's Research Degrees Group (SRDG), change candidature mode.

<i>Mode of Study</i>	<i>Maximum Candidature Length</i>
Full-time	4 years
Part-time	8 years

- 5.3 Where a Doctoral Researcher in possession of a relevant Master's degree is exempt from the 120 credits at Level 7, the 'maximum candidature length' may be reduced by 1 year (full-time mode) or by 2 years (part-time mode). This is dependent on the requirements and design of the Doctoral programme.
- 5.5 The required periods of study do not include periods of study breaks (e.g., when study has been suspended due to personal concerns).
- 5.6 Maximum candidature lengths may only be exceeded in exceptional circumstances through applications for extension made to the School's Research Degrees Group via the 'Change Request' function on Doctoral Research Manager.
- 5.7 There is a minimum candidature length for all Taught Doctorate Programmes. Please refer to the Regulations for Research Degrees for further detail.

6 STUDY BREAK

- 6.1 A Doctoral Researcher may apply for a break in their period of study (previously termed suspended) where exceptional circumstances prevent satisfactory progress. Applications are made through the 'Change Request' function and more information can be found on Section 6 of the Doctoral Degree Regulations.

7. PROGRAMME DIRECTOR AND SUPERVISORS

- 7.1 Each Taught Doctorate programme shall be overseen by a Programme Director who has an appropriate level of qualification and expertise in the relevant subject area.
- 7.2 During the Taught Phase of each Programme, the Programme Director will be responsible for monitoring the progress of each enrolled Doctoral Researcher, including the reporting on assessment performance at designated Taught Examining Boards.
- 7.3 Each Doctoral Researcher will be assigned a supervisory team. For more information on the potential composition of the supervisory team and guidance on supervisory team meetings, please refer to Sections 4 and 5 of the Doctoral Degree Regulations.

8. ASSESSMENT

- 8.1 A Doctoral Researcher for a Taught Doctorate degree shall follow a programme of directed study including, if appropriate, periods of approved professional and/or clinical practice and training, together with a programme of research for the duration prescribed, and subsequently will be required to present themselves for examination.
- 8.2 **TAUGHT PHASE.** The assessment of the programme of directed study within the taught phase will comprise assessments of an advanced character in fields of study prescribed within the relevant Programme Handbook and Module Guides. These assessments may, if appropriate, include evaluation of the professional/clinical practice and training and may take the form of unseen written examination papers or set projects, or other forms of course assessment.
- 8.3 The pass mark for assessed work will be 50% and all components of assessment for all modules must be passed. Enrolled Doctoral Researchers will not be compensated across assessments or modules.
- 8.4 Assessment outcomes for all enrolled Doctoral Researchers will be presented at Examining Boards scheduled, normally, near the end of the academic year.
- 8.5 Enrolled Doctoral Researchers will, at the discretion of the Examining Board, have a maximum of two re-assessment attempts at each mode of assessment. The deadline for the re-assessment will be provided by the Examining Board and will, normally, be two months from receipt of feedback from the previous attempt. The reassessment will be a revision of the original work or, at the

discretion of the Examining Board, a new piece of work on different topics from those which originally failed to satisfy the examiners.

- 8.6 **RESEARCH PHASE:** The examination of the programme of research shall take the form of a Thesis, embodying a literature review, methods, results and discussion of a research project and submitted in accordance with the provisions described in Section 10, below.
- 8.7 The Thesis shall be examined in accordance with the provisions described in Section 12 and 15 of the Doctoral Research Regulations.
- 8.8 The assessments within the Taught and Research phases must be passed to qualify for the award of a Taught Doctorate. **A Doctoral Researcher may not submit the research component of the award unless and until the taught component has been completed successfully.**

9. PROGRESSION REVIEWS

- 9.1 All enrolled Doctoral Researchers must fulfil the requirements of the Annual Monitoring Report (those enrolled prior to September 2020) or each Progression Review (those enrolled from September 2020), also termed 'The Milestones'. For detailed regulatory information regarding the Milestones, please refer to Section 7 on the Doctoral Degree Regulations. It is imperative that this information is read prior to the start of your Doctoral Programme, due to the requirement of the first Milestone, the Launchpad, being completed within 1 month of initial enrolment.

10. PRESENTATION AND SUBMISSION OF A THESIS

- 10.1 The final piece of work submitted for examination will be a Thesis that embodies a programme of work that would normally include an abstract, literature review (including a rationale for study, aim and objectives), methods, results of the research and a critical discussion. Within these sections, it is important to signpost where the criteria for that award is being addressed.
- 10.2 The Thesis must include a signed declaration by the Doctoral Researcher to certify that the work submitted has not been accepted in substance for any degree or award, and is not being submitted concurrently in candidature for any degree or other award.

- 10.3 The maximum word count for the Thesis will be articulated within the respective Programme Handbook, dictated by the structure of the programme. For our current programmes, the word counts for the thesis are:

Doctor of Sports Coaching	30,000 words
Doctor of Management	50,000 words + 5,000 word reflective report

- 10.4 Doctoral Researchers are required to submit an electronic copy of the Thesis and any additional material via the Examination section on Doctoral Research Manager. No hard copy is required, unless requested by one of the Examiners. As a guide, if the inclusion of Appendices results in a large word document file, please consider submitting the main Thesis (including references) and the appendices as two separate Word documents.
- 10.5 Prior to formal submission, Doctoral Researchers may wish to submit their Thesis to Turnitin (via email to researchdegreeexam@cardiffmet.ac.uk), the plagiarism detection platform, to review the 'similarity' of their work against other submissions and, where necessary, make amendments to address issues with similarity. This is only available to Doctoral Researchers that have sufficient candidature remaining to submit, review, make amendments and resubmit. This is also only available on one occasion prior to formal submission.
- 10.6 Once the Thesis has been formally submitted for examination, 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 members of the University Research Degrees Group (RDG).

11. PROPOSING EXAMINATION PANELS

- 11.1 Detailed regulatory information on proposing Examination Panels for the Thesis can be found on Section 9 of the Doctoral Degree Regulations.
- 11.2 Importantly, when selecting the Examination Panel, it is important that the proposed Chair is familiar with the programme that is being assessed. In addition to the requirements specified on Section 9 of the Doctoral Degree Regulations, it is also important that the Examiners are made aware of the nature and purpose of the degree for which the Doctoral Researcher is being examined.

12. EXAMINATION OF THE THESIS AND OUTCOMES

- 12.1 Detailed regulatory information on the examination of the Thesis and outcomes can be found on Section 12 and Section 15 of the Doctoral Degree Regulations.

13. DISAGREEMENT BETWEEN EXAMINERS

- 13.1 It is desirable that the Examiners strive to resolve any potential differences before the end of the Examination. However, in instances where this is not possible, the Chair will ask the Examiners to reflect on their position in relation to: 1) how close the presented Thesis (or equivalent) is to being a pass at Level 8 and what requirements are actually needed to get the work to that level; and, 2) the perceived capabilities of the Doctoral Researcher to address the requirements, with consideration of any presented mitigating factors.
- 13.2 Should the Examiners still be at an impasse, the Chair of the Examination will record this outcome in the Post-Viva Report uploaded to Doctoral Research Manager and report this fact to the Deputy Director of Research, and no recommendation for any, or no, award will be made. In these circumstances, the Deputy Director of Research will work with colleagues in Research and Innovation Services (R&IS) to identify an Arbitrating External Examiner. A proposed Examiner will then be circulated to members of the University RDG for review.
- 13.3 Should an Arbitrating External Examiner be required, the Chair must discuss the process and potential outcomes to the Doctoral Researcher, as specified below.
- 13.4 Upon appointment, an Arbitrating External Examiner will be given a copy of the Doctoral Researcher's work together with the reports of the original Examiners and the 'Post-Viva Report' from the Examination, and 'Notes for Arbitrating External Examiners' which R&IS will provide.
- 13.5 When considering the Doctoral Researcher's work, an Arbitrating External Examiner may choose whether to refer to the reports of the original Examiners (and if so, when they might do so). They may also choose to conduct a further oral Examination and, if so, whether the original Examiners may be invited to attend.
- 13.6 When the Arbitrating External Examiner has concluded the consideration of the work, the outcome should be communicated to the Chair of the Examination, 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 R&IS. The form will be uploaded to the Doctoral Researcher's

Examination folder on Doctoral Research Manager and the Doctoral Researcher will be informed of the outcome.

14. APPEALS PROCEDURE

- 14.1 A Doctoral Researcher may appeal against the decision of the Examination Panel in accordance with the University's [Appeals Procedure](#) (Postgraduate Research Degrees).

Appendix

Format, Binding and Submission of Theses

1. Format of the Thesis

- 1.1 A Doctoral Researcher's research for a Taught Doctorate 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 Doctoral Researcher 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 Taught Doctorate Thesis (which does not include the assessments from the taught modules) must be appropriate to the subject area covered, as specified on section 10.3.
- 1.4 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.
- 1.5 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.
- 1.6 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 Doctoral Researchers 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.
- 1.7 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.

1.8 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 Doctoral Researcher, showing to what extent the work submitted is the result of the Doctoral Researcher's own investigation;
- (iii) a declaration, signed by the Doctoral Researcher, 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 1.11 below).

1.9 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 Programme Director and 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.

1.10 Doctoral Researchers may submit material not bound with the Thesis or a portfolio of other work 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. In addition, the portfolio may include the Doctoral Researcher's Professional Development Portfolio and materials from other advanced modules completed.

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 2.3 below), so placed as to be readily legible when the container is in its stored position.

- 1.11 A Thesis submitted for a research degree shall normally be openly available and subject to no security or restriction of access. The University Research Degree Group 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 Doctoral Researcher's Programme Director is to make an application regarding photocopying and/or access to the Thesis to the University Research Degrees Committee before or at the time of enrolment of the Doctoral Researcher's research project.

On submission of the Thesis, a Doctoral Researcher 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 Doctoral Researcher submitting a Research Degrees Thesis for examination must submit the Thesis digitally.
- 2.2 Digital submission will enable the Doctoral Researcher to complete any corrections required by examiners without having to unbind and then rebuild the Thesis.
- 2.3 Following a successful examination and/or the satisfactory completion of revisions to the Thesis, a digital copy of the Thesis must be submitted to the University's chosen online repository. Subsequently an optional physical, permanently bound copy can be created and submitted to the National Library of Wales. Permanent binding requires that the Thesis is sewn with thread and bound in a fixed binding of boards with cloth, or in full cloth, in the manner of a hardback book. The boards shall have sufficient rigidity to support the weight of the work when it is standing upon a shelf.

For Cardiff Metropolitan University degrees, the boards shall be in the corporate colour below:

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In the case of all works which are to be deposited in libraries, the permanently bound volumes shall bear on the spine the surname and initials of the Doctoral Researcher, 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 shall 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 shall also bear the number of each volume.

The same information shall appear on the front cover of the Thesis.

Lettering on the spine and front cover shall be embossed and in gold.

3. Submission of the Thesis

- 3.1 Within the enrolment period the Doctoral Researcher must submit digitally to Doctoral Research Manager (DR Manager):
 - the Thesis and any separate material.
- 3.2 A Doctoral Researcher may not amend, add to, or delete from the Thesis after it has been submitted and prior to examination save, in exceptional circumstances, with the consent of the University Research Degrees Group.