

# **11.1**

## **RESEARCH DEGREE REGULATIONS**

**[PhD and MPhil]**

# **CARDIFF METROPOLITAN UNIVERSITY**

## **RESEARCH DEGREES REGULATIONS**

### **MPHIL BY RESEARCH AND PHD BY RESEARCH**

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# **CARDIFF METROPOLITAN UNIVERSITY**

## **MPHIL BY RESEARCH AND PHD BY RESEARCH**

### **1. Introduction**

- 1.1 These pages comprise the regulatory framework for the degrees of MPhil by Research and PhD by Research at Cardiff Metropolitan University. A separate framework sets out the regulations for the degree of PhD by Published Works
- 1.2 The regulatory framework seeks to embody nationally recognised good practice as recommended from time to time, and policies and/or codes of practice of the Quality Assurance Agency, funding councils and research councils. The framework is therefore subject to annual review and is amended from time to time in accordance with the requirements of the Academic Board to reflect the Institutions' experience of it.
- 1.3 Candidates for the degrees of MPhil by Research and PhD by Research of Cardiff Metropolitan University are required to undergo a programme of induction and training in research methodology during the period of their research and to maintain a Personal Development Portfolio.
- 1.4 Cardiff Metropolitan University's quality assurance system, of which these regulations form part, is subject to periodic review, and aims to:
  - ensure standards that are comparable with those of other UK higher education establishments and consistent with the Quality Assurance Agency Framework for Higher Education Qualifications
  - and
  - ensure that the quality of provision gives candidates a fair and reasonable chance to gain a qualification in an acceptable timeframe.
- 1.5 Regulations for the format, binding and submission of theses are set out in the appendix hereto.
- 1.6 Candidates are required to familiarise themselves with the contents of the Research Studies Manual and the Cardiff Metropolitan University Code of Practice for Research Degrees, as well as the relevant parts of the Academic Handbook. The Research Studies Manual and the Cardiff Metropolitan University Code of Practice for Research Degrees give further advice and guidance but are subordinate to these regulations. These documents are available from Research and Enterprise Services online at:  
<http://www.cardiffmet.ac.uk/study/newstudents/Pages/research.aspx>

## 2 **Research Degrees covered by these Regulations**

### 2.1 **Master of Philosophy (MPhil) by Research**

The degree of Master of Philosophy by Research may be awarded by Cardiff Metropolitan 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 or an original contribution to learning or knowledge.

In judging the merit of a thesis submitted in candidature for the degree of MPhil by Research, the examiners will bear in mind the standard and scope of work which it is reasonable to expect a capable and diligent student to present after an appropriate period of full-time study or its part-time equivalent.

### 2.2 **Doctor of Philosophy (PhD) by Research**

The degree of Doctor of Philosophy by Research may be awarded by Cardiff Metropolitan University 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 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.

In judging the merit of a thesis submitted in candidature for the degree of PhD by Research, the examiners will bear in mind the standard and scope of work which it is reasonable to expect a capable and diligent student to present after a period of two or three years (as appropriate) of full-time study or its part-time equivalent.

The degrees of Master of Philosophy and of Doctor of Philosophy may not be conferred *honoris causa*.

## 3. **Eligibility and Modes of Study**

3.1 Research students are required to provide evidence of their entry qualifications at the admissions stage, maintain their enrolment, pay all applicable fees and pursue an approved research project for one of the modes of study permitted in paragraph 3.2 of these regulations below.

3.2 A candidate may qualify for an MPhil by Research or PhD by Research from Cardiff Metropolitan University by full or part time mode of study. In exceptional circumstances, a student may be enrolled as external – full details are given in the Code of Practice.

## 4. **Entrance Requirements**

Academic Handbook 2017/18 – Volume 1 - 11.1 - Research Degree Regulations (PhD and MPhil) – approved 15.06.07 – modified 07.11.08, 05.10.09, 19.01.10, 04.04.11, 25.05.11, 04.09.12 – last modified 25.04.13

- 4.1. The normal entrance requirement for applicants for candidature for research degrees offered at Cardiff Metropolitan University is at least an upper second class honours degree relevant to the proposed research project awarded by a British or other recognised university or higher education institution, or by the Council for National Academic Awards (CNAA).
- 4.2 Applicants who do not possess the normal minimum entrance qualifications will be considered for candidature on their merits as follows:
- a) if they hold an honours degree of a British or other recognised university or higher education institute or of the CNAA, at a level below that of an upper second classification;
- alternatively,
- b) if they have a non-graduate qualification or experience which Cardiff Metropolitan University considers to be equivalent to an honours degree.

In either of the above cases the Director of Research or nominee of the relevant School will take whatever steps are deemed necessary, including calling for academic references, to determine the candidate's academic attainment and suitability to undertake research.

- 4.3 In addition to the above entrance requirements, candidates must be capable of satisfying the Director of Research or nominee of the relevant School with regard to their proficiency in English or Welsh at a level necessary to complete the programme of work in the chosen language and to prepare and defend a thesis in that language. Proficiency in English of overseas candidates whose first language is not English is normally evidenced by a minimum IELTS score (or equivalent) of 6.5 at entry with a minimum of 6.5 in the reading and written components. Candidates will be asked to provide such evidence as is deemed sufficient by the relevant School.

## 5. **Enrolment**

- 5.1 A candidate for a research degree is required to complete the Cardiff Metropolitan University enrolment form and produce formal identification documents. Applicable fees must be paid upon enrolment.
- 5.2 As soon as possible after enrolment candidates must attend the Research Student Induction Programme.

## 6. **Transfer of Enrolment from Another Institution**

- 6.1 Where research has been conducted under supervision at another university before the candidate enrolls at Cardiff Metropolitan University, that earlier research may contribute to the work submitted in the thesis.
- 6.2 An application for transfer for consideration by the Research Degrees Committee will normally include:
- (i) a letter of agreement from the previous institution;
  - (ii) a copy of the original approved research project;
  - (iii) a report, normally from the principal supervisor, outlining progress to date and work to be completed;
  - (iv) the date of original enrolment;
  - (v) the title of the research project;
  - (vi) the names and addresses of supervisors.

## 7. **Progress, Monitoring and Reports**

- 7.1 The School's Director of Research will establish at least annually whether the candidate is:
- (i) still actively engaged on the research project and making progress;
  - (ii) maintaining regular and frequent contact with the supervisory team;
  - (iii) likely to complete successfully within the normal permissible timescale

and recommend to the Research Degrees Committee whether progress is satisfactory and whether re-enrolment be permitted.

- 7.2 This process requires that the candidate and the supervisory team submit an annual monitoring report to the School's Director of Research giving details of the progress made with the project, the frequency of formal (and informal) supervisory meetings, and the planned timetable for the successful completion of the project. The annual monitoring report contains sections which are to be completed by the candidate and sections which are to be completed by the supervisory team; although the report is normally submitted as a joint report, either the candidate or the supervisory team may decide that independent reports will be submitted. Annual reports must be submitted to the University's Research Degrees Committee prior to re-enrolment.

The supervisory team must recommend in the report either a further period of enrolment, remedial work to be completed within a specified timescale or the termination of enrolment.

- 7.3 Where the report indicates that factors impeding progress have prevented the achievement of the expected objectives for the year, the School's Director of Research will exercise his or her academic judgement in deciding whether, in the circumstances, progress has been satisfactory and the planned timetable is realistic.
- 7.4 After consideration of the recommendation from the Director of Research of the School, the Research Degrees Committee must either approve the progress report or determine that progress has not been satisfactory
- 7.5 A candidate may only re-enrol after the Research Degrees Committee has approved the progress report. Where the Research Degrees Committee has determined that progress has not been satisfactory, the candidate's enrolment is terminated. The candidate may appeal against this decision.

## 8 **Approval**

- 8.1 Following enrolment candidates for a research degree at Cardiff Metropolitan University must obtain the approval of the University's Research Degrees Committee for the research project as described on the Research Degree Proposal form.
- 8.2 Cardiff Metropolitan University's Research Degrees Committee may approve research degree projects or may withhold approval on academic grounds including inadequate or inappropriate research methodology or facilities and inadequate supervisory capacity.
- 8.3 Normally, candidates are enrolled on "MPhil/PhD". In exceptional circumstances candidates may enrol directly onto PhD – see Code of Practice for details.
- 8.4 It is expected that the transfer of Enrolment from MPhil/PhD to PhD will have been made to the School within an 18 month period after enrolment for full-time candidates, and within 30 months for part-time candidates; approval by the School for the transfer of enrolment (subject to confirmation by RDC) must be complete within 24 months of enrolment for full-time candidates, and within 36 months of enrolment for part-time candidates. Applications for transfer later than 24 months following enrolment for full-time candidates (or 36 months following enrolment for part-time candidates) will not be considered. Transfer must be approved by the University's Research Degrees Committee before and proposed Examination Board can be considered.

9. **Date of Commencement of Research Degree**

9.1 The date of commencement of a research degree is the date of first enrolment.

10. **Required Periods of Study**

10.1 The required periods of study for candidates pursuing research degrees of Cardiff Metropolitan University are given below with reference to the methods of candidature identified in paragraph 3 above. Appropriate adjustments may be considered for candidates who, by application to the Research Degrees Committee, change candidature mode.

(i) **Full-time candidates**

<i>Degree</i>	<i>maximum for thesis submission</i>
MPhil	3 years
PhD	5 years

(ii) **Part-time candidates**

<i>Degree</i>	<i>maximum for thesis submission</i>
MPhil	5 years
PhD	9 years

10.2 The required periods of study do not include periods when study has been suspended in accordance with paragraph 10.4 below.

10.3 Maximum enrolment periods may only be exceeded in exceptional circumstances at the discretion of the Research Degrees Committee on the request of the Director of Studies.

10.4 **Suspension of Studies**

A candidate may apply for the study period to be suspended where exceptional circumstances prevent satisfactory progress. The Research Degrees Committee may approve periods of suspension of up to one year. Where a candidate who has been granted a period of suspension applies for a further period of suspension the Research Degrees Committee will only grant the further period of suspension if it is satisfied that the exceptional circumstances are likely to be sufficiently resolved before the end of the further period of suspension for the candidate to complete the research programme without further application for suspension. Periods of suspension will be until the next



appropriate enrolment point. Periods of suspension do not count in the calculation of maximum periods of study.

## 11. **Appointment of Supervisors and Advisors**

- 11.1 Each candidate must have no fewer than two supervisors approved by the Research Degrees Committee. One of the supervisors must be the Director of Studies who shall have overall responsibility for the work of the supervising team and at least one member of the supervising team must be a member of the academic staff with a contract equivalent to at least 0.4 of a full-time post.
- 11.2 The members of the supervisory team taken together must have experience of supervising at least 2 research degrees to successful completion, at least one at the level of the award sought, as well as such other expertise as is required to complete the supervisory duties of the team.
- 11.3 Individuals with specialist expertise relevant to the research project may be appointed to the team as advisors.

## 12 **Transfer from MPhil/PhD by Research to PhD by Research**

- 12.1 Transfer may take place for all students initially enrolled for MPhil/PhD by Research.
- 12.2 The student must submit a written report to the supervisory team. This report must be 3,000 – 6,000 words long. In all cases the report is to provide a context for the research or literature review, an account of progress to date and a clear proposal for the next stage of study.
- 12.3 The supervisory team, plus one further member of a School's (or equivalent) Research & Enterprise Committee (who will act as independent assessor) must form a panel to interview the student on the basis of the report. The independent assessor shall be appointed by the Director of Studies and Graduate Studies Co-ordinator, and is normally expected to have examined for PhD and/or supervised a PhD to completion. The outcome of the interview process, which will be given to the candidate in writing by the panel chair, will be one of the following:
- (i) that panel members unanimously approve the application for transfer to PhD by Research;
  - (ii) that panel members approve the application subject to clearly specified conditions. In this case, the panel must stipulate what must be addressed in order for the application to be supported and give an indicative timeframe within which this work is to be attempted;

- (iii) that panel members reject the application at this time and recommend an extension to the period allowing the candidate more time to reach the required level. The period for completing the transfer will normally be extended by up to 6 months for a full time student or by up to 12 months for a part time student, but in either case may not exceed the time-limits for transfer set out in these regulations.
- (iv) that panel members reject the application and reaffirm the candidate's enrolment for an MPhil by Research.
- (v) to reject the application and require withdrawal.

12.4 The candidate has the right to appeal in the case of a rejection of the application for transfer under paragraph 12.3 above.

### 13. **Annual Monitoring Reports**

13.1 Candidates and supervisors must submit joint annual reports to the Research Degrees Committee prior to re-enrolment.

Candidates will report on:

- identifying the adequacy of facilities and the supervision received and giving notice of any problems encountered;
- providing a reflection of progress made.

Supervisors will report on:

- notifying achievements such as publications/presentations emanating from the project.

Candidates are encouraged at any time to inform the Research Degrees Committee of issues affecting satisfactory progress by submitting a candidate report form.

### 14. **The Examination Board**

14.1 The function of the Examination Board is to ascertain that the thesis submitted for the award is at the appropriate standard, that it is the work of the candidate who is being examined and that the candidate displays the attributes expected of holders of the award.

14.2 Normally in the case of a candidate who is not a member of staff\* the Examination Board must be comprised as follows:

Chair  
Internal Examiner  
External Examiner

In the case of a candidate who is also a member of staff\* the Examination Board composition must be:

Chair  
External Examiner  
External Examiner

The Chair must be a senior member of staff.

\*The term "Member of Staff" is defined in the Code of Practice.

- 14.3 A candidate's supervisor must not be appointed internal examiner although the supervisor may with the prior consent of the candidate be invited to attend the oral examination.
- 14.4 Where, in exceptional circumstances, it proves impossible to appoint an internal examiner from within Cardiff Metropolitan University Research Degrees Committee may appoint a second external examiner nominated by that Committee in lieu of an internal examiner.
- 14.5 The external examiner must be aware of the nature and purpose of the degree for which the candidate is being examined and must possess specialist knowledge and expertise in the area of the research project as well as experience in examining research degrees.

## 15. **Examinations**

- 15.1 Candidates for the degrees of MPhil by Research and PhD by Research are examined on their theses.
- 15.2 The examination process consists of two stages:
- (i) preliminary independent examination of the thesis by the examiners, who prepare independent interim reports on the thesis, The examiners' interim report on the thesis should be received by the Academic Registry within six weeks of the examiners' receipt of the thesis;
  - (ii) an oral examination conducted by an Examination Board.

### 15.3 **Recommendations Available to Examination Boards**

Following the oral examination the Examination Board is required to provide a report on the examination and to make one of the following recommendations:

- 15.3.1 **In the case of candidates for the degree of MPhil by Research:**

- (i) that the candidate be approved for the degree of MPhil by Research.
- (ii) that the candidate be approved for the degree of MPhil 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 and amendments shall be completed within a period to be decided by the Examination Board, but normally up to twelve working weeks from the date of the official notification to the candidate by the Academic Registry of the outcome of the examination, taking into account the candidate's circumstances.
- (iii) that the candidate be not approved for the degree of MPhil by Research but be allowed to modify the thesis and re-submit it for the degree on one further occasion upon payment of a re-submission fee. The re-submission shall take place within a period not exceeding one year from the date of the official notification to the candidate of the outcome of the examination. (This option is not available in the case of a candidate who has resubmitted a thesis for examination.)
- (iv) that the candidate be not approved for the degree of MPhil by Research.

15.3.2 In the case of a candidate for the degree of PhD by Research:

- (i) that the candidate be approved for the degree of PhD by Research.
- (ii) 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 and amendments shall be completed within a period to be decided by the Examination Board, but normally up to twelve working weeks from the date of the official notification to the candidate by the Academic Registry of the outcome of the examination, taking into account the candidate's circumstances.
- (iii) that the candidate be not approved for the degree of PhD by Research but be allowed to modify the thesis and re-submit it for the degree of PhD by Research on one further occasion, upon payment of a re-submission fee. The re-submission is to take place within a period not exceeding two years from the date of

the official notification to the candidate of the outcome of the examination.

- (iv) that the candidate be not approved for the degree of PhD by Research but be approved instead for the degree of MPhil by Research subject to the satisfactory completion of such minor corrections as may be required by the Examination Board. The Examination Board may stipulate that the corrections made must be scrutinised by either or both examiner(s) prior to the award process being initiated. Corrections must be completed within a period of four working weeks from the date of the official notification to the candidate of the outcome of the examination.
- (v) that the candidate be not approved for the degree of PhD by Research but allowed to modify the thesis and resubmit it for the degree of MPhil by Research on one further occasion upon payment of the examination fee. The re-submission is to take place within a period not exceeding one year from the date of the official notification to the candidate of the outcome of the examination.
- (vi) that the candidate be not approved for the award of a degree.

15.4 A candidate awarded the degree of MPhil by research on the basis of PhD candidature under the provisions of sub-paragraphs (iv) or (v) above cannot later submit for the degree of PhD by research without pursuing a new scheme of research.

## 16. **Appeals Procedures**

Appeals shall be conducted in accordance with the University's Appeals Procedure (Postgraduate Research Degree) All Appeals are to be administered by Cardiff Metropolitan University's Academic Registry.

## Appendix

### Format, Binding and Submission of Theses

#### 1. Format of the Thesis

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

1.2 The thesis shall 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 including footnotes shall 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 scheme 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 should be the structure most appropriate to the subject area. However, Examiners will expect a thesis to be well presented and the system of indexing and referencing to be consistent 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 electronic format. The electronic copy should be in Adobe PDF format (for guidance on file formats and conversion see "E-thesis submission procedure"). 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. Scanned images may be included in the electronic copy. 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 shall 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).

1.10 The thesis may 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. Electronic copies of this additional material should be included alongside the electronic copy of 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 as soon as material information comes to light.

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, photocopying (subject to the law of copyright) and that the title and summary may be available to outside organisations;
- (ii) that the University may electronically store, copy or translate the thesis to any approved medium or format for the purpose of future preservation and accessibility;

that the thesis deposited in the digital repository will be accessible to a wide variety of people and institutions, including automated agents and search engines via the World Wide Web;

that once the thesis is deposited, the item and its metadata may be incorporated into public access catalogues or services, such as national databases of electronic theses.

or

- (iii) 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 are to 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 should 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 the 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 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 University of Wales degrees, the boards shall be black.

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

Pantone 296

**Pantone 296**



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 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 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 candidate shall submit to the Academic Registry:

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

an additional loose copy of the abstract referred to in paragraph 1.9 above transcribed onto the requisite form;

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.

**END**