

25.	The Postgraduate Research Examination Board	20
26.	The assessment procedure	22
27.	Re-submission and re-examination	24
28.	Failure at examination	25
29.	Examiners not in agreement.....	25
30.	Awards and outcomes.....	26
31.	Appeals.....	26
32.	Regulations specific to the award of Professional Doctorates	26
	Definition of award.....	26
	Entry requirements	26
	Supervision	27
	Directed Studies and Research Study	27
	Progression Points	27
	Final Assessment.....	28
33.	Regulations specific to the award of Professional Doctorates	28

Document record

Document title	Academic Regulations Section 4: Regulations for Research Degrees
Document owner	University Registrar/Secretary
Document reference number	UOBAR128
Document currency	Academic Year 2023/24
Document history	<p>< Correction in definitions to remove the precise detail about PEP fee and replace with only the principals of PEP.</p> <p>< Addition of Scrutiny Panel in the definitions section</p> <p>< Section 8 addition of new regulations to define studies not based on campus as agreed by March 2023 RDC.</p> <p>< Replacing RDC with Scrutiny Panel where a standard student case decision is being made.</p> <p>< 11.3 Removal of sentence forbidding staff on contract to be DS or 2nd supervisors as this contradicted the following regulation 11.4</p> <p>< Removal of 11.12 as Training Needs Analysis forms should not be regulatory</p> <p>< In the absence of the Director of Studies, 2nd sup taking over</p> <p>< Section 12 additional of defined minimum sup meeting requirements</p> <p>< Section 15 replicating the regulations so that MiPP and PP2 were also confirmed by Scrutiny not just PP1.</p> <p>< 20.1 clarified that the Scrutiny panel approval interruption requests.</p> <p>< 21 withdrawals updated to match local process of student confirming their decision in writing. There is no need to make a PGR student seek SEAM advice before withdrawal.</p> <p>< 23.3 Adapted regulation on submitting data alongside thesis to reflect current practice</p> <p>< 25.2 and 33.16 addition of new regulation to confirm examination panel to be demonstrably independent and approved by Scrutiny panel</p> <p>< equivalent</p> <p>< 25.10 and 33.18 removal of the detail about examiners as this is covered in the Examiner Protocol.</p> <p>< 26.4 and 26.5 simplified the types of viva that can be offered as most are now online.</p> <p>< 26.13 replicated regulation about downgrades to MPhil needing approval by Scrutiny Panel or RDC so it appears after the first viva and again under the fail section. This allows the same process to be followed in case a student is downgraded at first viva or second.</p> <p>< Adding Scrutiny Panel OR RDC on student cases that traditionally have been decided by RDC such as downgrades/fails, misconduct</p>

	<p>κ</p> <p>33.4 Allowing scrutiny panel to consider and approve staff applications for PhD by published works instead of needing full RDC approval.</p>
--	---

<p><u>Quality Assurance Agency for Higher Education</u></p>	<p>QAA</p>	<p>The Quality Assurance Agency for Higher Education (QAA) is an independent charity working to benefit students and higher education, and one of quality assurance. We are trusted by higher education providers and regulatory bodies to maintain and enhance quality and standards. We work with governments, agencies and institutions globally to benefit UK higher education and its international reputation.</p>
<p>Research Degrees Committee</p>	<p>RDC</p>	<p>The Research Degrees Committee has oversight of research governance matters across the University, to promote best practice and encourage consistency in matters of research governance across the University, monitor compliance with University policies and procedures relating to research governance and external regulatory requirements, to oversee the development of policies and procedures relating to research governance, to ensure that the University continues to comply with relevant regulatory requirements</p>

Research Graduate School RGS

The Research Graduate
School offers the
operational advice and
regulatory framework
for PGf

Training Needs Analysis	TNA	The Training Needs Analysis is the UoB systematic approach for identifying what training needs to take place for PGR students.
Scrutiny Panel	SP	The monthly meetings which consider and make decisions on all standard student related business including mitigation, examiner approval, changes of supervisory team, awarding. The Scrutiny Panel operates under the Research Degree Committee.
UK Visas and Immigration	UKVI	UK Visas and Immigration is responsible for making millions of decisions every year about who has the right to visit or stay in the country

Defining phases of Research Degrees

The following table identifies the typical phases of research degrees programmes. The table in [Award Framework](#) defines the minimum, normal and maximum periods of registration for different research degree programmes.

	Full-time	Part-time
Part 1	Year 1	Years 1 & 2
Part 2	Year 2, if applicable	Years 3 & 4, if applicable
Part 3	Year 3, if applicable	Years 5 & 6, if applicable
Pre-approved extension period	Period between end of normal period of registration and maximum period of registration. This is a maximum of one year for both full time and part time study.	
Examination period	Period between the Research Graduate School (RGS) accepting the submission of a thesis and the Scrutiny Panel confirming the final outcome.	

1. General regulations for research degrees Compliance

- 1.1 All stakeholders are required to comply with the Academic Regulations, Appendices and associated Academic Policies
- 1.2 The University establishes academic awards under its degree awarding powers. The arrangements for the establishment of awards and their approval are detailed in the

of registration.

Degree programme	Abbreviation	Minimum period of registration	Normal period of registration	Maximum period of registration	Maximum word length of thesis
Doctor of Philosophy (via transfer from Master of Philosophy, including the period of MPhil registration)	PhD	33 months full-time 45 months part-time	36 months full-time 72 months part-time	48 months full-time 84 months part-time	80,000 words excluding appendices and reference lists
Doctor of Philosophy (direct registration)	PhD	24 months full-time 36 months part-time	36 months full-time 72 months part-time	48 months full-time 84 months part-time	80,000 words excluding appendices and reference lists
Doctor of Philosophy (by published work)	PhD	N/A	N/A	18 months	10,000 words (excluding appendices and bibliography) plus published work

Master of Philosophy	MPhil	18 months full-time 30 months part-time	24 months full-time 36 months part-time	36 months full-time 48 months part-time	35,000 words excluding appendices and reference lists
Master of Arts by Research	MA (Res)	10 months full-time 18 months part-time	12 months full-time 24 months part-time	15 months full-time 30 months part-time	30,000 words excluding appendices and reference lists
Master of Science by Research	MSc				

4.5 If you apply for research degrees in certain disciplines or certain research degree

from another institution has moved to the University. In order to be considered for direct entry, the use of any previous research completed elsewhere will be reviewed as part of the admissions process to establish the further period of research required.

- 5.6 If your work forms part of a larger group project you may register for an MPhil/PhD. Each individually registered project must be distinguishable for the purposes of assessment and be appropriate for the award sought. The

11. Supervision and associated record-keeping

- 11.1 The Research Institute Director or their designated nominee will appoint the supervisory team for you when an offer is made on the basis of the requirements set out in this section and in consultation with the Head(s) of School or line manager(s) of the staff concerned.
- 11.2 You will have at least two supervisors who are members of the academic staff. You should not normally have more than three supervisors.
- 11.3 In case of a member of the supervisory team (Director of Studies or second supervisor) leaving the University, and in agreement with you, he/she may be appointed as an additional supervisor to provide continuity to supervision.
- 11.4 Directors of Study must hold the minimum of a fractional appointment of 0.2

12. Research integrity and Ethics

12.1 You must conduct your research degree studies in line with the [Ethics policy](#).

12.2 Ethics approval for the research study must be obtained before data collection commences and if the approved research study is refined or changed it must be re-screened by the Director of Studies to determine whether it requires additional scrutiny. If there are substantive changes, the research proposal must be resubmitted for further ethical approval.

work takes place at the University of Bedfordshire. Full-time students may engage in limited number of hours of paid work. This constitutes up to 20 hours a week of non-teaching activity OR an average of 4 hours of teaching a week (equivalent to 0.2 FTE) within a 12-week rolling period.

- 14.8 If you are a part-time student, whether or not University staff, who undertake paid work for the University or a Partner Institution you must consult the Policy

17. Application to transfer from MPhil only to PhD registration

- 17.1 Exceptionally, with the support of the supervisory team and the Director of the Research Institute or their designated nominee, as a student initially registered for the degree of MPhil only, you may apply to transfer your registration to PhD. For full-time students, such an application should be made no less than 12 months after the date of initial registration and no more than 18 months after the same date. For part-time students the application may be made between 18 and 27 months following the date of the initial registration.
- 17.2 The process of approving such a transfer enables you to progress to Part 2 of your studies.

18. Student progress monitoring

- 18.1 An annual monitoring process will be used to review the progress of each research student.
- 18.2 Academic Progress Panels (APPs) may be undertaken at the request of the supervisory team, the student, or the RGS, in line with agreed University Policy.

19. Programme of related studies

- 19.1 You may be required to follow a programme of related studies, as determined through the training needs analysis, for the attainment of competence in research methods or of knowledge related to the subject of the thesis or portfolio.
- 19.2 You and the supervisory team must identify how the programme of related studies will be achieved and record this in the supervision record. Monitoring of progress through to completion must also be recorded in the supervision record.
- 19.3 The University may exceptionally permit you to register for another course concurrently with the research degree, provided that either the research degree or the other course is by part-time mode of study and that, and the same work is not being counted towards different awards.

20. Interruptions and extension of studies

- 20.1 An Interruption of Studies (IoS) is when you are formally permitted by the Scrutiny Panel following support from your Research Institute, Director of Studies (and funder, where appropriate) to interrupt your studies for an agreed period.
- 20.2 An interruption may be requested in the case of mitigating circumstances. The reasons could include: illness, paternal/adoption leave, personal and family reasons, financial hardship, internships not directly related to the research project, and major restructuring of a department or research group. It should be noted that these reasons are not exhaustive, and Scrutiny Panel may grant

21. Withdrawal from studies

21.1 If you wish to withdraw you should discuss this with your supervisory team and then confirm your withdrawal in writing to the Research Graduate School.

22. Termination of registration

22.1 Your registration can be terminated where:
i. academic progress is

23.6 Where you wish to submit a thesis in excess of 100,000 words (40,000 MA by Research or MSc by Research) this must be agreed by the Scrutiny Panel.

24. Stages of assessment of the thesis or portfolio and oral defence

24.1 To qualify for the research

does not receive a copy of the thesis. For each examination the Chair and the examiners are constituted as the Postgraduate Research Examination Board.

- 25.8 If the examiners note cases of plagiarism or other research misconduct in the thesis they must alert the RGS before the oral examination is due to take place to ensure that the correct research misconduct process is followed and that the oral examination does not take place.
- 25.9 Examiners have the right to make comments in confidence to the university in a separate report. Such comments should not be concerned with your performance as a student but may cover, for example, matters which they wish to draw to the attention of the RDC or RGS.

by the examiners. Otherwise the oral examination shall be held in private.

- 26.8 Only a member of your supervisory team may attend the viva. If none of the supervisory team members can attend the viva a substitution may be made with prior approval by the Head of Research Development or Chair of RDC. Care must be taken to avoid potential conflicts of interest.
- 26.9 We have a duty to make Reasonable Adjustments. The University will take into consideration its duties under the Equality Act 2010 and make reasonable adjustments for disabled students under these regulations. This

- 26.13 Where appropriate the Chair initiates the collation of the list of corrections/amendments and liaises with the examiners to ensure that they agree on the content. If there is not a Chair the examiners will liaise with each other to ensure the amendments have been mutually agreed.
- 26.14 Once corrections and amendments have been completed to the satisfaction of the examining team then a recommendation to award will be made.
- 26.15 Following ratification by the Scrutiny Panel the examiner Joint Report and the list of required amendments (if applicable) will be released to you by the RGS.
- 26.16 The examiners are expected to provide their report or verdict on the completed corrections and amendments no later than within one calendar month of the submission of the corrected thesis.
- 26.17 If you do not submit your corrections and amendments by the deadline, subject to approved and confirmed extensions or interruptions of study, the examiners

separate (preliminary and post oral examination) reports and recommendations, and may:

- accept a majority recommendation (provided that the majority recommendation concurs with at least one external examiner)
- accept the decision of the external examiner (where there is only one on the examination team)
- appoint an additional external examiner who meets all relevant criteria for appointment.

29.2 Where an additional external examiner is appointed, they will prepare an independent preliminary report on the basis of the thesis and may decide to conduct a further oral examination. This additional examination will be considered part of the initial examination and should b7.38 Tm0 g0 G -0.138 Tc[at]TJETQq0.000088

Entry requirements

32.4 As an applicant, you may be admitted to an approved professional doctorate programme if:

- a) You meet the general University entry requirements for doctoral degrees as per Section 4;
- b) You meet any programme-specific entry requirements (detailed in the programme approval documents);
- c) for ~~an~~ appropriate supervision team is available

a taught stage units these are graded on a pass/fail basis only. You must submit their assignments as specified in the assignment brief. Failure to submit by the published deadline will be classed as a non-submission. If you

be addressed through the RGS.

Stages of assessment of the portfolio and oral defence

33.19 Assessment will consist of two stages:

- a) the submission to, and assessment of, the portfolio by the examiners; and
- b) your defence of the portfolio by oral examination.

33.20 In examining the student, the Postgraduate Research Examination Board must determine whether the

- a) work submitted demonstrates that you have completed research at least comparable in scope and depth to that required to prepare a PhD thesis in the field concerned;
- b) portfolio demonstrates that you have personally made a systematic study (in a single field or closely related fields);
- c) you have shown originality by the exercise of independent critical power and have made a distinct contribution to knowledge; and
- d) you meet the same learning outcomes as those for a standard PhD.

Assessment outcomes

33.21 Following the oral examination, the Postgraduate Research

Awards

34.2 The University may confer an award of Doctor of Laws (LLD), Doctor of Letters (DLitt) or Doctor of Science (DSc) upon a candidate who is adjudged to have distinguished themselves through published contributions to a field of study. You must demonstrate:

- a) Contributions of originality and merit in the field;
- b) Sustained and substantial contributions to the advancement of knowledge, over a number of years;
- c) Seminal publications which have led to extensions or the development of knowledge by others; and
- d) Authoritative standing in the field of study.

Eligibility

34.3 As an applicant, you should be either:

- a) a graduate of the University of not less than six years standing; or
- b) a member of the Faculty of Science who has completed a minimum of three full-time service; or
- c) a member of staff of a recognised collaborative partner for taught or research provision where the partnership has been in operation for five years and the applicant has at least three full or part-time service.

34.4 Normally, you must have a minimum of ten years research experience at post-

d) A statement of the authorship (including contributions to joint authorship) of the submitted publications, and the extent of your contribution to the work underpinning the submitted publications.

e)

Chair and the assessors are constituted as a Postgraduate Research Examination Board.

34.21 Once the assessors have been appointed there must not, for the duration of the assessment process, be any direct contact between you and the examiners on matters relating to the portfolio or the assessment. Any questions relating to the portfolio or the assessment must be addressed through the RGS.

34.22