UWS UNIVERSITY OF THE WEST of SCOTLAND

University Senate

Regulatory Framework 2019/2020

2019/20

REGULATORY FRAMEWORK

Regulatory Framework for Academic Programmes and Awards

2019/20 Edition

Chapter 1 – Programmes and Awards

Chapter 1

Programmes and Awards

Introduction to the Regulatory Framework

1.1 The Regulatory Framework is intended to allow the flexibility necessary to enable the University to respond to the changing demands of industry, commerce, the professions and society in general, and to the needs of students, whilst ensuring that appropriate criteria, requirements and procedures for the setting and maintenance of quality and academic standards are established and maintained.

1.2 The main elements of the Regulatory Framework are:

- The Powers of the University which give authority for the award of degrees and other academic awards; and;
- The Regulations which set out the University's overall requirements for programmes of study leading to its academic awards and other distinctions.

1.3 The University's Regulatory Framework covers all aspects of the provision of programmes of study, including the admission, progression and assessment of students. These regulations apply to all students on programmes of study leading to the University's academic credit and awards. They set out the requirements and expectations for the University's programmes and awards. They should be read together with a number of supplementary documents, which outline students' rights and responsibilities:

https://www.uws.ac.uk/current-students/supporting-your-studies/your-rights-responsibilities/

1.4 Where these regulations make reference to policy or procedure in other documents, these shall be adhered to as if they were part of the Regulatory Framework. These include the **Quality Handbook**, **University Committees**, the **Assessment Handbook** and the **Recognition of Prior Learning Handbook**. Where there is a conflict between the programme regulations noted in a Student Handbook or other published material such as programme specifications and modules descriptors, and those defined in the Regulatory Framework, the University Regulations should take precedence.

Impact Assessment

1.5 The Regulatory Framework has been found to pose a **low risk** of negative impact on the groups protected under equality legislation. The most recent Equality Impact Assessment was undertaken in 2018.

Implementation of Regulations

1.6 The University undertakes an annual review of the Regulatory Framework and approves any proposed changes at Senate. Careful consideration is given to the impact on students of changes to regulations. The drivers for changes are to improve clarity, new relevant legislation and where changes are made to University policies and structures.

1.7 Students will be bound by the regulations currently approved by Senate for implementation during the academic year in which the student is enrolled. The University publishes its Regulations with a summary of all changes each August. By enrolling on an annual basis, students confirm their acceptance of them. Programme handbooks are provided annually and will draw attention to any specific programme regulations.

Use of "Normally" in the Regulatory Framework

1.8 Where the word "normally" has been used, it is expected that the Regulation to which it pertains is followed unless a full and convincing case has been made, accepted by the relevant parent committee and discussed with the University Secretary.

Eligibility to Study in the UK

1.9 The University reserves the right to decline, defer or withdraw enrolment where a candidate has not met the conditions of offer or where they cannot provide evidence that they have the appropriate immigration status to enable them to enrol as a student. Similarly, students may be withdrawn by the University where they are determined to be ineligible under Home Office regulations to remain in the UK.

Powers

1.10 The power to award certificates, diplomas, degrees and other academic distinctions is vested in the University by the Privy Council under the provisions of the University of the West of Scotland Order of Council 2015, Article 8, Schedule 1B (2)[1].

1.11 The Powers are vested in the University's Court by the authority of the Statutory Instrument approved by the Scottish Parliament. Any changes to the Powers shall be subject to the approval of the Scottish Ministers and/or the Privy Council of the United Kingdom, as required by Statute

Academic Powers

1.12 The Powers described below relate specifically to the provision of programmes of study and do not include all the Powers which may relate to the University's academic work.

[1] To be replaced with new Order of Council 2019, article 5, Schedule 1 from 1st October 2019

1.13 The University's Court has the power:

- To admit students, and to prescribe the conditions for their admission, to all programmes and programme elements whether or not leading to the award of a degree or other academic distinction;
- To grant all such degrees, diplomas, certificates and such other academic awards or distinctions as may be granted under the provisions of the University of the West of Scotland Order of Council 2015, Article 8, Schedule 1B (2);
- Subject to consultation with the Senate, to award honorary degrees and such other honorary academic distinctions as it deems appropriate to such persons as fulfil the conditions which it may prescribe for the receipt of such awards;
- Subject to consultation with the Senate, in exceptional circumstances to revoke a degree, diploma, or academic distinction, honorary award, honorary academic distinction or any other award previously conferred by the institution;
- To frame such codes of discipline and regulations as are necessary or desirable for maintaining good order in the institution;
- To frame such regulations as are necessary or desirable to maintain the academic freedom of staff and students in the institution;
- To form relationships, associations or affiliations with other educational institutions, and such other bodies both public and private as may be for the benefit of the University or necessary or desirable to carry out the objects of the institution.

1.14 The Powers enable the University:

- To determine the requirements for the enrolment and admission of persons to the University or to any particular programme, module or programme component or programme of supervised research in the University or delivered in any affiliated or associated institution, and to establish Regulations relating thereto;
- To grant and confer degrees, diplomas, certificates and other academic awards and distinctions on persons who have pursued programmes or programmes of supervised research approved by the University and have passed such examinations and other assessments as the University stipulates;
- To provide lectures, tutorials and other forms of instruction in such branches of learning and scholarship as the Court, on the recommendation of the Senate, shall approve and to make provision for research, scholarship and the advancement and dissemination of knowledge in such manner as the University deems appropriate;

- To provide such lectures and other forms of instruction to any persons as the Court on the recommendation of the Senate shall approve and to grant degrees, diplomas, certificates and other academic distinctions to such persons;

- On the recommendation of the Senate, to validate, approve, monitor and review programmes, modules, programme components, programmes of study and programmes of supervised research, whether or not they lead to the conferment of the University's degrees, diplomas, certificates or other academic distinctions; and to stipulate any conditions pertaining thereto;

- On the recommendation of the Senate, to accept in partial fulfilment of the study and assessment requirements for awards of the University such periods of learning and such assessments as the University recognises and have been successfully completed by persons otherwise than on programmes validated, approved and reviewed in accordance with the above.

Conferment of Awards

1.15 Academic awards shall be granted by the School Board of Examiners[2], with the authority of Senate when a student has satisfied the requirements for an award. An award is conferred when the student is capped at Graduation or graduates in absentia. (See 1.33-1.36 for intermediate awards)

1.16 The University's Research and Doctoral Degrees shall be granted with the authority of Senate by the Doctoral College Board following confirmation from a Doctoral College Review Board that a candidate has satisfied the requirements for an award. An award is conferred when the student is capped at Graduation or graduates in absentia. (See Chapter 4).

1.17 The University's Higher Doctorates shall be granted with the authority of Senate by the Research & Enterprise Advisory Committee following confirmation that a candidate has met the requirements for an award. An award is conferred when the student is capped at Graduation or graduates in absentia. (See Chapter 4)

Scottish Credit and Qualifications Framework

1.18 The University of the West of Scotland takes cognisance of the **Scottish Credit and Qualifications Framework** (SCQF) in these regulations. University awards will be designed and structured with regard to the expectations of the SCQF and the characteristic generic outcomes.

Approval of Programmes which Lead to Academic Awards

1.19 The University Senate through the Education Advisory Committee has established approval processes for the approval, monitoring and review of the University's awards. These are located in the **Quality Handbook**.

[2] Degree Assessment Board (DAB) for TNE and collaborative provision – see Quality Handbook for details

Awards of the University

1.20 All awards of the University are offered subject to approval and review in accordance with the procedures outlined in the University's **Quality Handbook.**

1.21 The University offers the following programmes and awards. The awards are rated for general credit against the Scottish Credit and Qualifications Framework (SCQF).

International Foundation Programme
120 credits at SCQF level 6

Certificate of Higher Education (CertHE)
120 credit points at SCQF level 7 or above

Diploma of Higher Education DipHE
240 credit points of which a minimum of 90 are at SCQF level 8 or above

Scottish Bachelor's Degree
360 credit points of which a minimum of 90 are at SCQF level 9 or above

Scottish Bachelor's Degree with Honours
480 credit points of which a minimum of 90 are at SCQF level 10 or above

Graduate Certificate (Grad Cert)
60 credit points at SCQF level 9 or above

Graduate Diploma (Grad Dip)
120 credit points at SCQF level 9 or above

Professional Graduate Diploma (PGDE)
120 credit points at SCQF level 10 or above

Postgraduate Certificate (PgC)
60 credit points of which a minimum of 40 are at SCQF 11 and none less than SCQF level 10

Postgraduate Diploma (PgD)
120 credit points of which a minimum of 90 are at SCQF 11 and none less than SCQF level 10

Masters
At least 180 credit points of which a minimum of 150 at SCQF 11 and none less that SCQF level 10

Integrated Masters
600 credit points of which a minimum of 120 are at SCQF level 11

Professional Doctorate
At least 540 credit points of which a minimum of 420 credit points at SCQF level 12 with a maximum of 120 credit points at SCQF level 11 and no credit lower than SCQF level 11.

Programme Specification

1.22 All programmes leading to an award of the University must have a Programme Specification, set out on the approved University template.

1.23 The Programme Specification is a concise description of a programme, including details of the programme structure, the entry requirements, learning outcomes, curriculum structure, learning and teaching approaches, progression and award requirements including PSRB requirements where applicable, intermediate, exit and combined studies awards available. (see Regs. 1.48-1.52) More information on the design of a programme can be found in the University's **Quality Handbook.**

Award Titles

1.24 The title of the award defines a coherent programme in which the modules reflect the subject content. The title should be expressed simply and in as few words as possible.

1.25 Where two or more subjects are reflected in the title there should be an appropriate balance of credit from each subject area. For instance, equal balance for a joint title and two thirds to one third for major/minor titles.

1.26 The validation or review panel will confirm the appropriateness of the title.

Honours Degrees

1.27 An approved Honours award should include a dissertation element (or equivalent evidence of substantial independent work) which should be equivalent to at least 30 credit points at SCQF level 10. For guidelines on Honours and Masters Dissertations see the **UWS Assessment Handbook**.

1.28 Each copy of the Honours dissertation should remain the property of the University, but the copyright of the thesis should be vested in the candidate.

Masters Degrees

1.29 An approved taught Masters programme must include a substantial dissertation (or equivalent evidence of sustained independent work) which should normally calibrate to at least 60 SCQF level 11 credit points. Further guidance on what constitutes 'sustained independent work' can be found in the **UWS Assessment Handbook**.

1.30 Each copy of the Masters Dissertation or project should remain the property of the University, but the copyright should be vested in the candidate.

Integrated Masters

1.31 An integrated Masters is an undergraduate degree followed by an additional year of study at Masters level, with a minimum of 120 credits at SCQF level 11.

1.32 The award is granted at the end of study as a full Masters – intermediate awards will be outlined in the programme specification.

Intermediate Awards

1.33 A non- continuing student who has accumulated the necessary number of credits and satisfied any other specific requirements may be granted an award intermediate to the final award for which they are registered, so long as this is within 5 years since last registered on the programme.

1.34 Programme specifications should clearly specify the learning outcomes required for each qualification. A student can receive only one award from any programme.

1.35 Normally no intermediate award will be granted to a student who has met the requirement for a final award, or to a student who immediately proceeds to the next level of the award.

1.36 The University may grant an intermediate award to a student who has met the requirements for that award but is no longer registered on the programme of study leading to a higher level qualification. See also Regulation 1.61 for Combined Studies exit award.

Sandwich Awards

1.37 A Degree or Honours Degree programme of study **'with sandwich'** should include not less than thirty-six weeks of supervised work experience in addition to the period required for the requirements for full-time study leading to the award.

1.38 The period of learning that constitutes the work placement or work experience should form a compulsory element in the programme of study. Its learning outcomes should be specified and related to the objectives of the whole programme. The performance of each student should be appropriately assessed. Satisfactory completion of, and performance in, the period of supervised work experience should be a requirement for the University's '**with sandwich'** award.

1.39 Distinct learning outcomes are required for an award '**with sandwich'** which distinguishes it from the full-time award. See paragraphs 1.68 onwards for regulations for work-based and placement learning.

Professional Accreditation of University Awards

1.40 University Regulations should apply to all programmes of study unless an explicit condition of professional accreditation requires a deviation.

1.41 In the case of any seeming conflict between the University Regulatory Framework and those of any external institution or body which accredits the programme, the School Board may seek approval from the Education Advisory Committee for the regulations of that institution or body to take precedence.

Joint Award

1.42 A joint award (collaborative arrangement) involves the granting of a single award by UWS with one or more collaborating awarding bodies for the successful completion of one programme of study. UWS is responsible for the standard of the award as one of the conferring institutions.

Dual Award

1.43 A dual award (collaborative arrangement) involves the granting of separate awards by both UWS and a collaborative partner, for a single programme of study.

1.44 The two awards will be based on the same assessed student work and can only be granted when the objectives of the programme have been achieved at the same point in time. Responsibility for each award and its academic standard will remain with the body awarding it.

Validated Award

1.45 A validated award (collaborative arrangement) involves the granting of an award by UWS to be delivered by non-degree awarding bodies. This can be undertaken in areas where the University is confident the partner has the resources and expertise to run its own UWS-validated award, and where the programme is not in direct competition with any award offered by the University on one of its own campuses.

1.46 The responsibility for the standard of the UWS award will remain with the University. A Joint Programme Panel (JPP), with representation from both UWS and the partner institution, will be established to manage the collaborative arrangements and to provide a focus for operational issues to be discussed. The Degree Assessment Board (DAB) is responsible for managing assessment processing. (The remit of the DAB is included in **Collaborative section of the Quality Handbook**).

1.47 Any validated award proposals will be subject to due diligence, initial scrutiny and approval in line with the requirements outlined in the **Collaborative section of the Quality Handbook**.

Programmes of Study

1.48 The Programme Specification specifies the core modules and learning outcomes required at each level and for each qualification, including intermediate awards and should specify the period within which a student

should normally complete the programme and the associated assessments (including any resits).

1.49 Where a programme is offered on more than one campus or through blended learning, the core modules as defined in the programme specification must be the same at the different locations.

1.50 Where the outcomes of the programme are such that attendance is compulsory for specific elements, the Programme Specification must give details of the attendance requirements to be met by students.

1.51 Any specific requirements including elements that must be passed or have a higher threshold pass than University Regulations in order to qualify for professional accreditation must be identified in the programme specification.

1.52 Any modifications to a programme specification must be approved by the relevant School Board or the body assigned by the School Board to approve programme modications.

Modules

1.53 A module is a formally structured learning experience with a coherent content and an explicit set of learning outcomes and assessment criteria. The credit value, content, learning outcomes and assessment details will be documented in an approved Module Descriptor.

1.54 The number of credits assigned to a module is based on the estimated student learning hours, i.e. the number of hours which it is expected that a learner will spend, on average, to achieve the specified learning outcomes at that level. Students are expected to undertake 10 hours of study for each SCQF point ascribed to a module.

1.55 The credit rating shall be confirmed at validation or approval. Students are awarded academic credit in respect of their achievement as demonstrated through meeting the learning outcomes for a module.

Study Abroad

1.56 Students taking a period of study abroad, or at another UK institution, as part of an exchange programme will require to have the modules they are taking at the other institution, approved and signed off by the Programme Leader, as meeting the required level and outcomes for the University's award.

1.57 In addition, there needs to be a translation of the partner institution's grading system as part of the exchange agreement to enable candidates to have the exchange credit count towards any award with distinction or Honours classification. This should be completed by the Programme Leader prior to the student attending the partner institution. The procedures for **Approval of Study Abroad** should be followed to enable the credit to contribute towards the award of the University.

Change of Module or Programme of Study

1.58 A student may seek approval for a change to their selection of modules. Any new module selection must be consistent with the programme specification for their programme of study and be approved by the relevant Programme Leader.

1.59 A student may seek approval for a change to their programme of study. Any such change is subject to the approval of their existing Programme Leader and the Programme Leader for the programme they wish to transfer to.

Lack of Academic Progress on a Programme

1.60 A student will be required to reapply for a programme of study if the School Board of Examiners has not assigned credit to the student for a period of two calendar years. The student will be treated as a new applicant and will go through the University's **Recognition of Prior Learning** (RPL) process to check on the currency of their learning. They will then be offered the most appropriate level of entry based on that learning or may be required to transfer to a different award if the title no longer exists in the University portfolio of awards.

Combined Studies Award

1.61 A School Board of Examiners is empowered to make an exit award of CertHE/DipHE or BA/BSc in Combined Studies where the student has met the credit requirements for an award in line with SCQF credit minima (see Regulation 1.21), but cannot continue on the named award.

Authorised Interruption of Study

1.62 A student registered for an award may be allowed a period of **Authorised Interruption of Study**, approved by the relevant Dean of School and may be re-admitted thereafter to complete the requirements for a degree. See also procedures for **Students with Parental Responsibilities**

1.63 A period of Authorised Interruption of Study will not normally exceed one academic session, and the total period of Authorised Interruption of Study, which may be granted throughout the programme of study, will not normally exceed two academic sessions.

Academic Engagement and Attendance

1.64 Students will take cognisance of the University's requirements for **Academic Engagement and Attendance**.

1.65 The programme specification may stipulate additional or specific attendance requirements, particularly where these are relevant to programmes with professional body accreditation.

1.66 Where a student has failed to engage in a programme, the Dean of School or nominee may convene a School Panel to consider withdrawal of the student on the grounds of non-attendance.

1.67 A student may appeal against the decision of withdrawal on the basis of failing to meet engagement requirements. (Refer to **Chapter 6**)

Work-Based and Placement Learning

1.68 The University recognises a range of learning which may be derived from a work environment or work related activities that may be credit rated. Modules may be approved that are entirely work-based learning or placement learning or practice based. The requirements for 'Sandwich' awards are outlined in paragraphs 1.37-1.39.

1.69 Further details and definitions are contained within **Work Based and Placement Learning Handbook.**

1.70 All Work-based and Placement Learning (sometimes known as practice learning) should be credit rated, whether as part of credit counting towards a University award or as placement credit in addition to the credit for the award. As noted above there are specific requirements for awards 'with sandwich'.

1.71 The University is responsible for the academic standards of its awards and the quality of the provision leading to them. The University will therefore put in place policies and procedures to ensure its responsibilities and those of providers of Work Based and Placement Learning opportunities are clearly identified and met.

1.72 Where Work Based/Placement Learning is part of a programme of study its learning outcomes will be clearly identified, contribute to the overall aims of the programme and will be assessed appropriately.

1.73 Where a Work Based/Placement Learning route and University route are available within the same programme, the programme learning outcomes for each route should be the same.

1.74 Up to 120 points at any SCQF level may be available via Work Based or Placement Learning. If Work Based or Placement Learning is in place for the full honours year, the normal University regulation for Honours dissertations should apply (See Regulation 3.20-3.24).

1.75 The design of the assessment of Work Based or Placement Learning for the award of academic credit remains the responsibility of University staff and may not be devolved to partner employers. The employer may be involved in assessment of Work Based or Placement Learning where appropriate and this should be specified in the module descriptor and learning agreement. However, the award of a grade will be the responsibility of the academic member of staff of the University.

1.76 Credit can only be awarded when a tripartite learning agreement has been agreed with the employer, University and student prior to the commencement of the WBL/PL experience that defines the intended learning outcomes, methods of assessment and arrangements for reassessment.

1.77 The impact of failure or non-completion of any WBL/PL on student progression within the overall programme, and the provision of reassessment opportunities must be made clear in the assessment strategy and student handbook and approved at the approval event.

1.78 Where, for professional body or other reasons accepted by the Education Advisory Committee, it is determined that credit for WBL/PL cannot be integrated into the credit required for the award, general placement credit will be awarded and recorded on the student's transcript.

1.79 Where there is no professional body reason preventing it, there should be use of the full spectrum of assessment marks for the assessment of Work-based Learning (i.e. not pass/fail).

Chapter 2 –Admissions and Recognition of Prior Learning

Chapter 2

Admissions and Recognition of Prior Learning

Introduction

2.1 This regulation governs the admission of students to all programmes of study leading to the University's academic credit and awards, except for Research Degrees and Doctoral Programmes, which are covered in Chapter 4.

Principles of Admission

2.2 There shall be a reasonable expectation that any person admitted to a programme of study will be able to fulfil the educational aims and learning outcomes of the programme and achieve the standard required for the award.

2.3 In considering each application for admission to a programme of study, evidence shall be sought of personal, professional and educational qualifications and/or experiences that provide indications of an applicant's capacity to successfully complete the programme.

2.4 To support the admission of students from wide and diverse backgrounds, UWS considers a range of additional contextual indicators as a means of assessing candidates' suitability for entry to programmes. For example, applicants who have care experience; applicants that live in priority postcode such as SIMD 20/40; applicants that are progressing from Schools for Higher Education or similar; and applicants that have successfully completed access and participation programmes. **(See Admissions procedure)**

2.5 An applicant whose qualifications do not conform to the general entrance requirements but who presents other evidence which indicates an interest in personal educational advancement and an aptitude for academic study at the level concerned may be admitted to a programme of study at the discretion of the University. (See RPL below).

General Entry Requirements

2.6 All applicants shall be expected to provide evidence of proficiency in Mathematics and the English language, normally at least one of which subjects shall be at Higher Grade or equivalent.

2.7 The University's general entry requirement for admission to a programme of study at degree level shall be passes in the Scottish national Qualifications in five subjects including three at H level or other academic, vocational or professional qualifications deemed to be equivalent.

2.8 The University's general entry requirement for admission to a taught postgraduate programme is an undergraduate degree. Some Masters programmes require at least an Upper Second Class (2:1) degree and some may specifiy the relevant subject required.

2.9 The University's general entry requirement for admission to CertHE/DipHE and Graduate Certificates and Diplomas will be considered in accordance with the qualification descriptors and equivalencies in the Scottish Credit and Qualifications Framework.

2.10 In addition to the above, programme documentation will set out appropriate requirements for specific prior qualifications and/or experience, and any competitive entry requirements. The University's equality and diversity policies apply, and equivalent qualifications and/or experience will be accepted in place of those specified. Programmes which provide entry into specific professions may be obliged to meet particular requirements on admissions set by Professional, Statutory and Regulatory Bodies (PSRBs) for entry, for example for Protection of Vulnerable Groups.

2.11 School Admissions Officers, Central Admissions Staff or Education Guidance Advisors will assess potential entry qualifications and their suitability for individual programmes of study. Guidance on qualifications can be found in UCAS publications on UK and International Qualifications. Students may be offered a programme of study that includes pre-sessional English language training in addition to their formal academic programme. The University also subscribes to the National Academic Recognition Information Centre (NARIC) which provides definitive information on the equivalence of international qualifications in relation to those of the UK. (See RPL below)

English Language Requirements

2.12 For all programmes of the University, except for International Foundation, research and doctoral programmes a minimum IELTS comparable score of 6.0 or above (with a minimum of 5.5 in each component) is acceptable as evidence of proficiency in English. The programme specification will outline the English language requirements for the International Foundation Programme. Chapter 4 sets out the requirements for English Language for Research Degree and Doctoral programmes.

Recognition of Prior Learning (RPL)

2.13 Appropriate learning, wherever acquired, provided that it has been subject to reliable and valid methods of assessment may be accepted for the purpose of gaining academic credit by a person towards an award of the University.

This may take the form of:

- Accreditation of Prior Learning (APL)

  APL refers to certificated learning for which there is an agreed, general credit rating or recommendation and may also be given for parts of academic qualifications completed successfully.

- Accreditation of Prior Experiential Learning (APEL)

  APEL is defined as learning which has its source in experience, for example at work or in the community.

2.14 The assessment of APEL shall normally be undertaken by the academic staff of the University.

2.15 All claims for APEL shall be double marked.

2.16 APEL assessments shall be open to external examination and confirmation by School Assessment Boards (see Regulation 3.44) on the same basis as the formal assessment and examination of students.

2.17 Detailed information on the University's APL arrangements and procedures is available in the University's **RPL Handbook**.

Recognition for Credit

2.18 Recognition for credit is defined as the process whereby a judgement about the extent to which qualifications or experience may be accepted in partial fulfilment of the University's requirements for a given academic award

2.19 Students are expected to build on or broaden prior learning. Recognition for credit up to the maxima stated in Regulation 2.22 can only be transferred into a programme where that programme broadens or develops the learning that the student has already acquired. This includes prior learning gained through successful completion of UWS programmes and modules.

2.20 Students may not normally use the same credit towards more than one qualification as this would constitute double counting of credit.

2.21 Where credit has been achieved at UWS a current or former student may transfer credit into a programme greater than that allowed in paragraph 2.22 below, to allow completion, providing the learning is current, they are continuing on the programme previously studied or, where this is not possible, there is a direct 'fit' between prior and current study.

2.22 Where credit has been achieved external to UWS a maximum of half the credit points required at the level at which the applicant wishes to complete the programme of study with an academic award may be

awarded through RPL. Imported specific credit should be directly relevant to the student's proposed programme of study.

2.23 As RPL is not graded it cannot be imported into a programme at Honours level.

2.24 Normally the following maxima for importing credit to postgraduate awards will apply:

- Postgraduate Certificate 30 points at SCQF level 11
- Postgraduate Diploma 60 points at SCQF level 11
- Masters Award 120 points at SCQF level 11
- Doctor of Business Administration 120 points at SCQF level 11
- Professional Doctorate 120 points at SCQF level 12

2.25 Prior to an admission direct to the dissertation stage of a Masters or MBA programme, the relevant Admissions Officer must give consideration to the following:

- the appropriate research underpinning to undertake the dissertation;
- the equivalence of core modules or learning outcomes;
- the need to consult with relevant subject experts to establish if appropriate underpinning is in place and academic guidance on what additional modules might need to be taken;
- consideration of the title of the UWS award in relation to the prior study taken at another institution;
- the availability of resources for dissertation supervision;

Admission with Prior Learning

2.26 An applicant who has successfully completed a programme of certificated learning at a recognised UK awarding institution shall be considered for admission with specific credit, at an appropriate point on the programme of study for which entry is being sought.

2.27 An offer for direct entry to SCQF level 8 of a programme will normally be on condition that the applicant holds 120 credit points at SCQF level 7. Applicants holding an HNC of 96 credit points will be admitted with advanced standing.

2.28 Where there is an agreement to admit to SCQF level 8 of a programme (and all stipulated grading requirements have been met) an HNC, three Advanced Highers or A Levels will be deemed to be equivalent to SCQF level 7 of a programme and 120 points at SCQF level 7 will be entered as prior learning into the student's academic transcript.

2.29 Qualifications such as Scottish Baccalaureate; International Baccalaureate; European Baccalaureate; DUT or qualifications considered comparable vary in volume and the level of credit and may fall short of the 120 credit points normally required for entry directly to level 8. Therefore, where there is an agreement to admit to SCQF level 8 of a programme, *Next Steps to University* (or equivalent module) may be recommended in order to prepare students for study at SCQF level 8.

2.30 Specific credit awarded for RPL towards a programme of study will be entered onto the student's record.

2.31 An offer for direct entry to level 9 of a programme will normally be on condition that the applicant holds 240 points, at least 100 points of which are at SCQF level 8 or above.

2.32 The maximum specific credit awarded for a first degree towards a subsequent non related degree is 120 points at level 7 plus 60 points at SCQF level 8.

2.33 It is not normally permitted to count credit from a first degree towards a lower level qualification, e.g. DipHE.

2.34 Specific prior credit when incorporated into a programme of study does not carry a grade or mark. Therefore, award with distinction cannot be granted for awards where credit is transferred in at SCQF level 9 or level 11. This must be made clear to applicants by the School/Programme Admissions Officer or Education Guidance Advisors (see Regulation 3.26).

2.35 Where students have been admitted with prior learning, minor differences in credit points (see Regulation 1.21) will be tolerated (up to 5 credit points) and added to the transcript at the point of admission.

2.36 Credit from a partially completed postgraduate programme of study may be imported in line with the maxima allowed (see Regulation 2.24). Imported credit should be directly relevant to the student's proposed undergraduate programme.

Re-admission on Completion of Awards

2.37 Students who have been deemed eligible for the award from the School Board of Examiners will not be considered for re-admission to the same award at that level with a view to improving their marks, the eligibility for the award of distinction or the classification of honours.

Chapter 3 – Assessment

Chapter 3

Assessment

Academic Standards

3.1 Assessment that contributes to the award of academic credit and/or to the award of the degrees, diplomas, certificates and other academic distinctions of the University will relate the achievement of each candidate to the stated academic standards of the University.

3.2 The academic standards of the University will be as stated in the intended learning outcomes of modules and programmes of study, as set out in the relevant module descriptors and programme specifications.

Equity of Assessment

3.3 All students registered for a module will be subject to the application of the same academic standards, rules and procedures with respect to assessment and re-assessment, irrespective of the programme of study or mode of delivery on which they are enrolled.

Anonymous Marking

3.4 Procedures for anonymous marking as outlined in the **Assessment Handbook**, and approved by Senate will be used in all assessments that contribute to the award of academic credit and/or to the award of the degrees, diplomas, certificates and other academic distinctions of the University except where the nature of the assessment itself renders anonymity impossible to achieve, for example, in placement observations, presentations or practical assessment.

Module Descriptors

3.5 The Module Descriptor for each module shall specify the intended learning outcomes for the module, the range and type of components of assessment and a mechanism of assessment for deciding whether a student should be awarded a pass in the module.

Programme Specification

3.6 The Programme Specification for each programme shall specify the aims of the programme, a mechanism for deciding how the associated qualification(s) should be awarded, and the requirements for progression from one level of the programme to the next (see also 1.23).

3.7 Programme Specifications shall specify what modules are core or optional, in order to meet programme requirements for progression or award.

3.8 A core module is compulsory in order to meet the requirements for progression and award (except for Combined Studies exit award - see Regulation 1.61).

Module Pass

3.9 A pass is achieved in a module, and the student gains the associated credits, when the School Assessment Board has awarded

- In levels SCQF 7-10, a grade of C or above, and an aggregate mark of at least 40%, with no component of assessment less than 30%
- In levels SCQF11-12, a grade of B2 or above, or an aggregate mark of at least 50%, with no component of assessment less than 40%.

(See paragraph 3.18 for marking and grading)

3.10 Where specifically validated, some modules may not have marks or grades. In such cases the student's attainment will be recorded as 'pass' or 'fail', having met or not met the threshold standard in accordance with the assessment criteria within the approved module descriptor. (See also Regulation 3.22)

3.11 Where a professional or accrediting body explicitly requires it (see Regulation 1.40) other criteria may be used for a pass in one or more modules. Full details of these criteria and the reasons for them must be included in the programme specification and confirmed at validation and cross referenced to any relevant module descriptors.

3.12 A pass in one trimester should not be specified as a prerequisite for starting a module in the following trimester. (See Regulation 3.13 below)

Progression

3.13 Progression is the transition from one level of a programme to the next. For SCQF levels 7-9, a student who has not gained passes in some modules may be allowed to progress to the next level of study ("progression with deficit") provided:

- they have gained at least 80 credits in the current level; and
- they undertake the re-assessment (or choose to retake the module while studying at the next level); and
- they meet all prerequisites for core modules in the next level of study; and
- they have undertaken the full set of modules as identified in the programme specification at their current level

3.14 Progression with credit deficit from SCQF level 9 to level 10 is not normally permitted.

Award

3.15 A School Board of Examiners will grant an award for a student who has satisfied the requirements for the award as outlined in the Programme Specification (see Reg 1.15).

3.16 No award can be granted without the approval of the External Examiner appointed to the School Board of Examiners. (See Reg 3.47)

Formal Examination

3.17 Where a formal examination is specified in the approved module descriptor as a final summative assessment for a module, this will take the form of a single paper of either 2 or 3 hours duration.

Marking and Grading

3.18 All student work that contributes to a module mark and grade is assessed according to the following standard marking and grading scheme. Grade points are then allocated automatically as follows:

Grade	Numerical Range	Grade Points
A1	90-100	4.0
A2	80-89	3.5
A3	70-79	3.0
B1	60-69	2.5
B2	50-59	2.0
C	40-49	1.5
D	30-39	1.0
E	1-29	0.5
N	0	0

3.19 The **UWS Marking and Grading Scheme** provides grade descriptors at undergraduate and postgraduate levels.

Classification of Honours Degrees

3.20 The minimum criterion for the award of an Honours degree is a grade C or above in each of the modules studied at SCQF level 10 or in the final year stage of the programme (none less than SCQF level 9) according to the programme specification. Where modules lower than SCQF level 10 are taken as part of the Honours year stage, then grades for such modules will count towards the Honours classification as if these modules were at SCQF level 10

3.21 The rules governing the award of Honours classification are as follows, where modules are weighted according to their credit value:

Classification of Honours Degrees

First class	Mean mark of 70% or above	OR Mean mark of at least 67% and a majority of the credits in the final year stage at grade A
Upper second class	Mean mark of 60% or above	OR Mean mark of at least 57% and a majority of the credits in the final year stage at grade B1 or better
Lower second class	Mean mark of 50% or above	OR Mean mark of at least 47% and a majority of the credits in the final year stage at grade B2 or better
Third class	Mean mark of 40% or above	

3.22 Where core modules in the Honours year of study are assessed using the Pass/Fail grades, then these modules will be excluded in the calculation of the Honours classification. Modules assessed using the Pass/Fail grades will not be permitted as optional modules within the Honours year of study.

3.23 Modules used for the calculation of Honours must be SCQF level 9 or above, with a minimum of 90 credits at SCQF level 10.

3.24 Where a student has undertaken a resit in one or more modules at SCQF level 10 or in the final year stage of the programme, then the resit mark will stand on the student's transcript but a mark of 40% and grade C for those modules will be used in the calculation of the classification of the Honours award.

Award of Distinction

3.25 Except for PgCert, Grad Cert, Honours, and Foundation programmes, awards shall be made *with Distinction* to candidates who meet the following criteria:

- A mean mark of 70% or above at their first attempt at the assessments comprising the award level (i.e. 120 credits or, for MSc, 180 credits), weighted according to credit value;
- The 120 credits must comprise UWS credit;
- Pass/Fail grades in the final year stage (up to 40 credits) are excluded from the calculation.

3.26 Imported credit cannot be used for the calculation of distinction unless it derives from a student exchange or study abroad programme in which a translation of the relevant grading system has been completed as part of the exchange agreement. (See Regulation 2.34).

Intermediate Awards

3.27 See Regulation 1.33 and 1.61 for intermediate awards.

Aegrotat Awards

3.28 Where the School Board of Examiners is satisfied that the candidate has demonstrated achievement in over half of the credit for the final stage and, but for illness or other valid cause would have successfully completed their programme, it may exceptionally grant an Aegrotat Award. Such an award is made without classification or distinction and only at the candidate's request.

Posthumous Awards

3.29 Any of the above awards (3.27 - 3.28) may be made posthumously.

Joint and Dual Awards (collaboration)

3.30 The University of the West of Scotland will participate fully in the decision making process with regard to assessment arrangements for joint awards.

3.31 School Assessment Boards and School Board of Examiners will take place at the University of the West of Scotland under normal University conditions.

3.32 Students enrolled on the programme will be subject to the progression and award criteria that apply to the programme, and their assessments will be considered at the appropriate point in each academic session.

3.33 A collaboration agreement may specify a dual award for the same set of assessments.

3.34 Further details and guidance on Joint and Dual awards is provided in the **Quality Handbook**.

Compensation for Failure in Modules

3.35 School Board of Examiners cannot apply compensation for failure in any module for any student.

Fit to Sit and Extenuating Circumstances

3.36 In submitting each piece of coursework or completing an examination or class-test, a student is confirming that they are 'fit to sit' the assessment and wish that any mark achieved for that coursework, examination or class-test should stand.

3.37 If a student feels that their academic performance has been affected by extenuating circumstances and they are not in a position to complete assessment requirements, they should complete an on-line Extenuating Circumstances (EC) Statement with details of assessment not being completed.

3.38 A student who has undertaken an assessment may withdraw the assessment submission within 48 hours but must submit an extenuating circumstances statement.

Re-assessment

3.39 If a module has not been passed at the first attempt, a student may normally undertake re-assessment for the module. The forms of re-assessment should normally be the same as for the first attempt; but components that were passed at the first attempt cannot be re-assessed, and will be carried forward. If a module has been passed there is no right to re-assessment for the purposes of improving a module grade.

3.40 All assessments and re-assessments for a module must occur within two years of first taking the module.

3.41 Some programmes and modules do not permit re-assessment as a result of requirements by professional, statutory or regulatory bodies.

3.42 The maximum number of attempts at assessment for a module shall be three for undergraduate (SCQF levels 7-10) and two for postgraduate (SCQF level 11-12). A period of authorised interruption shall be discounted from the two year assessment period (see 3.40).

Re-attend

3.43 Where a student is offered the opportunity to re-attend a module, the student will have the entitlement to the same number of attempts at

assessment as if taking the module for the first time. A student may only re-attend a module once.

School Assessment Boards

3.44 School Assessment Boards consider the performance of students registered for modules assigned to the Board by the Dean of School, and decide upon the confirmed marks and grades for each student on each module. The membership and terms of reference of School Assessment Boards are located in the **Committee Handbook**.

School Board of Examiners

3.45 School Board of Examiners decide the eligibility of each candidate for progression between levels of study, and for awards of the University. The membership and terms of reference of the School Board of Examiners are located in the **Committee Handbook.**

3.46 Each student on a named programme of study will be assigned to a specified School Board of Examiners.

3.47 A decision of the School Board of Examiners that a candidate is eligible for an award of the University will require the written consent of the relevant School Board of Examiners External Examiner.

3.48 External examiners are appointed in accordance with the criteria and procedures outlined in the **Quality Handbook.**

Cheating

3.49 Cheating is defined by the University as the attempt to gain an unfair advantage in an assessment by gaining credit for work of another person or by accessing unauthorised material relating to assessment.

This includes the following:

- communication with or copying from another student during an examination or assessment (except in so far as assessment regulations specifically permit communication, for instance for group assessments);
- knowingly introducing any unauthorised materials (written, printed or blank) on or near an examination desk unless expressly permitted by the assessment regulations;
- knowingly introducing any electronically stored information into an examination hall unless expressly permitted by the assessment regulations;
- obtaining a copy of an 'unseen' written examination paper prior to the date and time of its authorised release;
- gaining access to unauthorised material relating to an assessment during or before the assessment;

- colluding with another person by submitting work done with another person as entirely one's own work;
- collaborating with another student in the completion of work which is intended to be submitted as that other student's own work;
- knowingly allowing another student to copy one's own work to be submitted as that student's own work;
- falsifying data by presenting data of laboratory reports, projects or other assessments as one's own when these data are based on experimental work conducted by another party or obtained by unfair means;
- assuming the identity of another person with intent to deceive or to gain unfair advantage;
- allowing another person to assume one's own identity with the intention of deceiving or gaining unfair advantage to oneself;
- the use of any other form of dishonest practice not identified above.

3.50 Cheating may be regarded as a substantial academic irregularity under the **Code of Discipline for Students (Chapter 5)** and all instances are liable to be investigated and to be given due consideration under the terms of that Code.

Plagiarism

3.51 As Plagiarism is a type of cheating it is also defined by the University as the attempt to gain an unfair advantage in an assessment by gaining credit for work of another person or by accessing unauthorised material relating to assessment.

3.52 For Plagiarism this includes the use of the work of other students, past or present, or substantial and unacknowledged use of published material presented as the student's own work. It includes the following:

- the extensive use of another person's material without reference or acknowledgement;
- the summarising of another person's material by changing a few words or altering the order of presentation without reference or acknowledgement;
- the substantial and unauthorised use of the ideas of another person without acknowledgement;
- copying the work of another student with or without the student's knowledge or agreement;
- deliberate use of commissioned material which is presented as one's own, including the use of essay writing services;
- the unacknowledged quotation of phrases from another's work.

3.53 All written coursework assignments must be submitted in electronic format via the University's plagiarism detection software. This should be used in conjunction with other means of detection to analyse assessment submissions in all modules where text based plagiarism may be an issue.

3.54 Any suspected case of plagiarism will be referred in the first instance by the member of academic staff concerned to the Chair of a Plagiarism Panel constituted in the relevant academic School. (See **Plagiarism Procedure**).

3.55 Marks which have been capped as a result of a decision by a Plagiarism Panel will be carried forward in subsequent attempts and will appear on the student transcript.

Re-admission

3.56 Students who have been deemed eligible for an award by the School Board of Examiners will not be considered for re-admission to the same award at that level with a view to improving their marks, the eligibility for the award of distinction or the classification of Honours.

3.57 A student shall be required to re-apply for a programme of study if the School Board of Examiners has not assigned credit to the student for a period of two calendar years. The student will be treated as a new applicant and will go through the University's procedures for **Recognition of Prior Learning** to check on the currency of their learning. They will then be offered the most appropriate level of entry based on that learning.

Chapter 4 – Research Degrees

Chapter 4

Research Degrees

General Requirements

Research Degrees

4.1 The degrees of Master of Research (MRes), Master of Philosophy (MPhil), Doctor of Business Administration (DBA), Professional Doctorate (DProf), Engineering Doctorate (EngD) and Doctor of Philosophy (PhD) shall be granted to registered research degree candidates who successfully complete an approved programme of supervised research.

The Doctoral College

4.2 The Doctoral College has been established by Senate to manage all matters relating to the registration, administration, supervision, assessment and progression of research and professional doctorate degree candidates, except as where otherwise provided for in the University's Regulations.

4.3 All matters relating to all doctoral candidates shall be dealt with in accordance with the procedures and notes of guidance issued periodically by the Doctoral College. The terms of reference and membership of the Doctoral College Board is included in the **Committee Handbook**.

Programmes of Study

4.4 Programmes of supervised research may be proposed in any field of study subject to the requirement that the proposed programme is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners.

4.5 Each proposed programme of supervised research will be considered on its merits and without reference to the concerns or interests of any associated funding body (see Regulation 4.9).

4.6 In considering whether to approve an application for registration as a research degree or professional doctorate candidate, the Chair of the Doctoral College Board will require to be satisfied about the following:

- the suitability of the applicant concerned to undertake research, including the applicant's qualifications;
- the viability of the proposed programme of research;
- the adequacy of the proposed supervision arrangements and their sustainability (see Regulation 4.56-4.66);
- the adequacy and appropriateness of the facilities and resources available to support the proposed research;

Creative Work

4.7 Where an applicant for registration proposes to undertake a programme of work in which the person's own creative work will form, as a point of origin or reference, a significant part of the intellectual inquiry, the application for registration must set out the intended form of the final submission and of the final assessments. An applicant for registration may propose to undertake a programme of research leading to a research degree in which the principal focus will be the preparation of a scholarly edition of a text or texts, musical or choreographic work, or other original artefacts.

Group and Funded Projects

4.8 Where it is proposed that the work should form part of a larger group project, each application must clearly state how the proposed work shall in itself be distinguishable from the larger group project for the purposes of assessment and how it will be appropriate for the award being sought. The applicant must indicate clearly the specific contribution to be made and its relationship to the group project.

4.9 Where a proposed programme of supervised research forms part of a funded project, the terms of the funding must not work against the fulfilment of the objectives of the programme or the University's requirements for the award concerned (MRes, MPhil, DBA, DProf, EngD or PhD).

Concurrent Studies

4.10 A person registered for a research degree may be permitted to register for another programme of study concurrently, provided that either the research degree registration or the other programme of study is in the part-time mode and that the dual registration will not inhibit the student's undertaking the programme of supervised research.

University Code of Ethics and Guidelines for Ethical Practice in Research and Scholarship

4.11 All staff and students involved in research are required to comply with the University's Code of Ethics and Guidelines for Ethical Practice in Research and Scholarship.

Application and Registration

Categories of Registration

4.12 A person may apply for one of the following categories of registration:

- the degree of MRes only;
- the degree of MRes with the intention to transfer to PhD (MRes/PhD);
- the degree of MPhil only;
- the degree of MPhil with the intention of transfer to PhD (MPhil/PhD);

- exceptionally the degree of PhD direct where the candidate is considered to have appropriate research experience;
- the degree of PhD by publication;
- the degree of DBA only
- the degree of DProf only
- the degree of EngD only

4.13 The minimum requirements for an applicant for registration for the degree of MRes or MPhil or for the degree of MRes/MPhil with the intention of transfer to PhD shall be a first or second class honours degree of a university in the United Kingdom, or of an equivalent qualification.

4.14 Applications for registration from persons holding qualifications other than those specified in (Regulation 4.13) (above) shall be considered on their merits and in relation to the nature and scope of the programme of work proposed. Any person submitting an application in accordance with this regulation shall include in the application the names of two suitable persons whom the University may consult concerning the applicant's attainment and fitness to undertake research.

4.15 An applicant who does not hold the normally expected qualifications (see Regulation 4.13) must provide verifiable evidence of ability and background knowledge in relation to the proposed programme of supervised research. Details of professional experience, publications, written reports or other appropriate evidence of accomplishment should be submitted with the application.

4.16 Direct registration for the degree of PhD may also be approved, at the discretion of the University of a person who holds an MRes/MPhil degree of a United Kingdom University, or an MRes/MPhil degree of equivalent standard of a non-UK University, provided that the MRes/MPhil degree is in a subject area which is appropriate to the proposed programme of work.

4.17 Exceptionally, direct registration for the degree of PhD may also be approved, at the discretion of the University of a person who, although not the holder of an MRes/MPhil degree, is the holder of an exceptionally high quality honours degree or taught master's degree (or equivalent) in an appropriate discipline, AND who has appropriate research experience at postgraduate level which has resulted in significant peer-reviewed publications, and where verifiable evidence of accomplishment is supplied.

4.18 Direct registration for the degree of DBA, EngD or DProf is subject to the approval at the discretion of the University of a person who holds an appropriate Master's degree or equivalent from a UK University and is in appropriate professional employment or has verifiably granted access to an appropriate professional setting.

Research Degrees by Publication/Portfolio - Eligibility

4.19 The University provides two routes to the award of PhD by Research Publication/Portfolio; candidates may either submit a portfolio of **retrospective** work, or may work **prospectively** towards a PhD award by pursuing a publication strategy instead of a traditional thesis-based submission.

4.20 Candidates pursuing the retrospective route must be members of academic staff who have completed any probationary period, or alumni of the University of the West of Scotland. Staff from UWS partner[1] organisations at the date of application for registration is eligible to apply.

4.21 For the retrospective route candidates should be active researchers in their field of expertise and they should submit material published not more than ten years prior to the date when they are given permission to register for the degree.

4.22 For the prospective route candidates are registered for PhD by publication or MPhil/PhD and are expected to follow the standard application process. During their studies candidates are expected to publish several significant peer-reviewed research outputs along with the submission of an extended narrative (see Regulations 4.25 and 4.26), which draws together the published work into a single thesis.

4.23 Candidates will be allowed to register for the degree only with the approval of the Chair of the Doctoral College Board to which all applications must be made.

4.24 Permission to register will not normally be granted to candidates who already possess a PhD.

Application for PhD by Publication (Retrospective)

4.25 The application should consist of:

a) a list of the published outputs to be considered (minimum of 4) on which the proposal is based;
b) a preliminary statement giving details of where and when the work was carried out;
c) an outline of not more than 3,000 words of the contribution of the published output to the advancement of knowledge in the field of study;
d) a statement making clear the contribution of the candidate to the outputs included where the application is based on jointly published work.

1[1] A partner organisation will be one which has a formal agreement with the University as recorded in the Register of Collaborative Activities and Stakeholder Agreements.

Application for PhD by Publication (Prospective)

4.26 The application should consist of an outline of the proposed schedule of research publications contextualised by a coherent narrative. Where the application is based on work that will be jointly published a statement should be included making clear the contribution of the candidate to the outputs included.

Language Requirements

4.27 Where English is not the first language, applicants for a higher degree by research (all degrees listed in Regulation 4.12) must be able to satisfy the University of their competence in English with an overall IELTS comparable score of 6.5 or above with a minimum of 6.0 in each component.

4.28 All theses submitted in partial fulfilment of the University's requirements for the award of an MRes or MPhil or PhD, DBA, DProf, EngD and the oral examination, must be written, defended and conducted in English.

4.29 Exceptionally, permission may be given for a thesis to be presented in a language other than English and only when the subject matter of the research involves languages and related studies. In such cases this will be made clear on the student's transcript. The abstract must be in English.

4.30 Permission to present a thesis in a language other than English shall be sought at the same time as the application for registration.

Modes of Study

4.31 Candidates for degrees as set out in Regulation 4.12 may be registered on a full-time or on a part-time basis.

4.32 Students may apply to move between full-time and part-time modes of registration within the normal period of registration but may not be permitted to change status during the final year of the normal period of registration. Proposed changes will be implemented at the beginning of the next year of study. The expected end date will be calculated on a pro-rata basis.

Registration by Distance Mode

4.33 A person proposing to undertake a programme of supervised research outwith the University may be registered as a research degree student on a Distance mode if:

- there is satisfactory evidence that the facilities available to the applicant within and outwith the University will meet the University's requirements; and
- the arrangements for supervision enable frequent and substantial contact between the student and the supervisor(s) based in the University;

4.34 By enrolment, the student or the student's sponsor or host institution accepts responsibility for:

- the cost of any programme of related studies;
- the cost of any English language courses required;
- the cost of facilities such as email and computing;
- all costs associated with the visit/s to the University and of the Viva examination;
- the cost of any visit approved as necessary by the University of the West of Scotland to the host institution or workplace by the Lead Supervisor.

Periods of Registration

4.35 The normal and maximum periods of registration of research degree students shall be:

Degree		***normal***	***maximum***
MRes	Full Time Part Time	12 months 24 months	24 months 36 months
MPhil	Full Time Part Time	24 months 48 months	36 months 60 months
MRes/PhD, MPhil/PhD inc PhD Direct and PhD by prospective publication	Full Time Part Time	36 months 72 months	48 months 84 months
PhD by retrospective publication	Full Time Part Time	12 months	24 months
DBA	Full Time Part Time	36months 48 months	48 months 60 months
DProf/EngD	Part time	48 months	72 months

4.36 It may be possible to complete a programme of study within a shorter time than the normal duration (listed in Regulation 4.35). The minimum duration of studies will be 2/3 of the normal period of registration, subject to the fees being paid to cover the normal duration.

4.37 A student may apply for an extension to the normal duration, justifying their request on academic grounds, but may not be registered for longer than the maximum period of registration. Students will be able to apply for a single 12 month full-time or part-time extension.

4.38 A student that exceeds the maximum period of registration and has their registration exceptionally extended shall be subject to an annual Completion Fee, as set and published annually in the Fee Schedule.

4.39 Periods of authorised interruption of studies will not be included in the period of registration (see Regulation 4.85).

4.40 Where an applicant has previously undertaken research as a registered research degree student, a shorter period of registration than that required

by Regulation 4.35, which takes account of all or part of the time already spent by the applicant on that research, may be approved.

4.41 Subject to a request supported with verifiable evidence, the chair of the Doctoral College may approve a 6-months extension to the maximum period of registration where a student, having completed a transfer to PhD, subsequently decides to submit their thesis to be examined for an MPhil qualification and has exceeded the maximum period of registration as listed in Regulation 4.35.

Changes in Registration

4.42 Where there is evidence that a programme of supervised research is proceeding exceptionally well, the period of registration may be shortened from that required by Regulation 4.35.

4.43 Where a research degree student is prevented, by verifiable medical reasons and other reasons outside of their control, from making progress with the programme of supervised research, the registration may be interrupted (See Regulation 4.85).

4.44 Any change in the programme of supervised research being undertaken by a registered research degree student must be notified to the Chair of the Doctoral College Board. Approval must be obtained before the change is implemented for any substantial changes, including mode of study, interruptions, extensions, change of scope and change of supervisory arrangements.

4.45 Where a research degree student discontinues the programme of supervised research, the withdrawal of registration must be reported to the Chair of the Doctoral College Board.

4.46 Where the Chair of the Doctoral College Board considers that progress has been inadequate and that the research programme is unlikely to lead to a successful outcome within a reasonable time, registration may be terminated. See Regulation 4.83.

Confidentiality at Application Stage

4.47 Where, because of the nature of the programme of supervised research or for other good cause, there is a need for a programme of research or thesis to remain confidential, approval for confidentiality should normally be sought at same time as the submission of the application for registration.

4.48 When the need for confidentiality emerges at a subsequent stage, a special application for the thesis to remain confidential after submission shall be made to the Chair of the Doctoral College Board immediately.

4.49 The period for which a thesis may remain confidential shall be agreed at the time of application.

Grounds for Confidentiality

4.50 An application for a thesis to remain confidential (see also Regulation 4.174) should only be made when the confidential nature of the candidate's programme of supervised research is such as to preclude the thesis being made freely available in the libraries of the University and of any collaborating establishment(s) and, in the case of a DBA, EngD, DProf or PhD thesis, the British Library.

4.51 The Chair of the Doctoral College Board in consultation with the Head of Enterprise and Employer Engagement will only approve an application for confidentiality in order to enable protection of sensitive material and for the purpose of protecting intellectual property rights. The University will not approve confidentiality in order to protect research leads.

4.52 Approval will be given for the thesis to remain confidential for a maximum of two years, but exceptionally, the Chair of the Doctoral College Board may approve a longer period of confidentiality. Conversely, where a shorter period would be adequate, the Chair of the Doctoral College Board shall not automatically approve a two-year period.

External Collaboration

4.53 A programme of supervised research leading to the award of a research degree of the University may be undertaken in collaboration with an appropriate external industrial, commercial, professional or research establishment.

4.54 Formal collaboration may involve the research degree student's use of facilities and other resources in the collaborating establishment, as well as the University.

4.55 The name of any proposed collaborating establishment(s) accompanied by a letter of support shall be submitted with the application for registration, from each collaborating establishment, except where collaboration is to be an integral part of the project concerned.

Supervision

4.56 Each registered research degree student shall normally have at least two but not more than three supervisors.

4.57 One Supervisor shall be designated as the Lead Supervisor with the responsibility for supervising the student on a regular and frequent basis. There will be a statement of an agreement at confirmation of registration between the Lead Supervisor and the student as to an appropriate specified frequency of contact.

4.58 For students studying on a distance-learning basis one member of the supervisory team or a designated adviser will normally be based in the student's local area.

Composition of the Supervisory Team[2]

4.59 The supervisory team shall include members with:

- a research degree equivalent to, or exceeding, the degree being supervised;
- experience of supervision of at least one postgraduate research student to successful completion at a UK University;
- experience of the Research Degree Regulations and procedures of the University of the West of Scotland.

4.60 At least one member of the supervisory team shall be experienced in research in the general area of the candidate's thesis and have experience as a specialist in the topic(s) to be investigated.

4.61 For research degrees by publication (retrospective) an adviser (corresponding to the 'Lead Supervisor' in the conventional PhD programme) from within the University will be appointed at registration to advise the candidate on the selection, coherence and quality of the portfolio of research work to be submitted and on the nature of the accompanying abstract and critical review. The research adviser will be an active researcher with PhD examining experience.

Appointment and Eligibility of Supervisors

4.62 It is the responsibility of the Dean of School or nominee to allocate a Lead Supervisor and other Supervisors and the proposed supervision arrangements must be submitted for approval with the application for registration. See Regulation 4.6.

4.63 Emeritus Professors who are still active in research in the field of study, recognised supervisors of the University and appropriate staff in partner organisations (see Regulation 4.59 footnote) as outlined in the collaborative/supervision agreement may be appointed to the supervisory team in line with the criteria in Regulation 4.59 above.

4.64 For Doctorate programmes that include a taught component, arrangements for supervision should be made in conjunction with the programme leader.

Advisers

4.65 In addition to the supervisors, an adviser or advisers may be appointed to contribute particular specialist knowledge or a link with an external organisation.

2 Not all supervisors have to meet all the criteria, but the team as a whole needs to cover the criteria in 4.59

Changes in Supervision Arrangements

4.66 Approval must be obtained from the Chair of the Doctoral College Board for any changes in the supervision arrangements.

Progress and Transfer

General Requirements

4.67 The Doctoral College Board monitors progress and applications for transfer of registration via regular progress reports.

Engagement with Studies

4.68 A full-time research degree candidate shall normally be required to devote, on average, at least 35 hours per week to the programme of supervised research.

4.69 A part-time research degree candidate shall normally be required to devote, on average, at least 20 hours per week to the programme of supervised research.

4.70 Any person registered on a distance mode in accordance with this regulation shall be expected to engage in appropriate training, evaluation and progression events and to confirm the frequency and mode of contact with their Lead Supervisor. As part of the delivery of the research programme, distance students are expected to visit the University at least once a year for a period of intensive supervision.

Internal Assessor

4.71 Each research degree candidate shall be appointed an independent, Internal Assessor at the outset of the research component. The Internal Assessor will be appointed for the duration of the research programme and will assess student progress reports and the transfer of registration from MRes or MPhil to PhD at the review stage.

4.72 The Internal Assessor shall not be any member of the candidate's approved supervisory team and shall not be the Internal Examiner for the candidate. Recognised Supervisors of the University may be appointed as Internal Assessors.

4.73 The Internal Assessor is responsible for considering the submitted progression reports and discussing the candidate's progress at an annual panel review arranged by the Lead Supervisor.

4.74 The Internal Assessor will report to the Chair of the Doctoral College Board on the candidate's progress and continued registration.

Progress Reports

4.75 Students are required to submit progress reports in conjunction with their Lead Supervisor and to attend an annual progress panel interview which will be formally assessed.

4.76 Progress reports shall include:

- a review and discussion of the work already undertaken; and
- a statement of the intended further work, including details of the original contribution to knowledge which is likely to emerge.
- comment on issues of ethical approval, attendance monitoring, skills training and personal development plans.
- where the progress report includes an application for the transfer of registration by a student registered for MPhil only, the progress report shall be more substantial stating clearly the grounds for seeking the transfer of registration.

Assessment of Progress and Potential

4.77 Before approving the transfer of registration of an MPhil/PhD research degree student, or the progress of a DProf/DBA/EngD student, the Chair of the Doctoral College Board will need to be satisfied that:

a) the student has made sufficient progress;
b) that the proposed future programme of research will provide a suitable basis for work at doctoral level; and
c) that the student is capable of pursuing the proposed future programme of research to completion.

4.78 In addition to considering the student's progress report (see Regulation 4.75), the transfer of registration includes an oral assessment as part of the evaluation of the case for a transfer. This oral assessment is conducted by an Internal Assessor. The Dean of School or nominee may also attend.

4.79 Where a student fails to satisfy the Chair of the Doctoral College Board of either progression and/or potential of the project, the student will have their registration confirmed to be MPhil or appropriate exit award. The student will receive feedback relating to the performance of the Transfer or Progress Event and will be given the opportunity to represent at a second Event within a maximum of 3 months.

4.80 If the Chair of the Doctoral College Board deems the progress and the potential of the project at the Transfer Event as satisfactory, the student will have their registration confirmed to be PhD.

4.81 Where, the Chair of the Doctoral College Board is dissatisfied with student progress, they may take such action as deemed necessary including, after investigation and consultation with the Dean or nominee of the relevant School, the withdrawal of the student's registration.

Transfer Event

4.82 Students who are registered as MRes/PhD or MPhil/PhD should transfer registration to PhD between 12 and 18 months for full time students and 24-36 months for part time students.

Outcomes of Transfer Event

4.83 The transfer event will include consideration of the progress report and an oral examination. Following the transfer event the Internal Assessor's report shall recommend:

- transfer of registration to PhD
- continued registration for MPhil with submission within 6 months
- a further and final transfer event within 3 months (this outcome will not be available after a second and final transfer event)
- termination of registration (see Regulation 4.46)

See Regulation 4.71 for role of Internal Assessor in relation to transfer events.

Progression from Taught to Research Component (DProf)

4.84 The Chair of the Doctoral College Board will approve progression of candidates from the taught to research component after consideration of module performance.

Authorised Interruption of Study

4.85 A student registered in accordance with these regulations may be allowed a period of Authorised Interruption of Study of up to a maximum of 12 months, approved by the Lead Supervisor or a member of the supervisory team, relevant Dean of School or nominee and the Chair of the Doctoral College Board or nominee and may be re-admitted thereafter to complete the requirements for the award. (See Regulations 4.39 and 4.86).

Home Office Monitoring

4.86 The University may be required to use data collected to report to the Home Office on international students' attendance.

Submission of the Thesis/Portfolio

The Candidate's Responsibilities

4.87 It is the responsibility of the candidate to ensure that the thesis/portfolio is submitted in accordance with the procedures established by the Senate before the expiry of the period of registration. (See Regulation 4.35)

4.88 The submission of the thesis/portfolio for examination shall be at the sole discretion of the research degree candidate concerned. (See also Regulation 4.110).

4.89 Each candidate shall confirm, through a declaration incorporated in the thesis, that the thesis has not been submitted for a DBA, DProf, EngD or PhD or comparable academic award. Notwithstanding, a candidate shall not be precluded from incorporating in a thesis, covering a wider field, work which has already been submitted for a research degree, provided that it is clearly indicated, in the thesis, which work has been so incorporated and the extent of this work.

4.90 In cases where creative work forms part of the submission, it shall be clearly presented in relation to the argument of the written thesis and set in its relevant theoretical, historical, critical or design context. The thesis itself shall conform to the University's requirements. (See Reg 4.92)

4.91 The student's final submission shall be accompanied by some permanent record of the creative work incorporated, where practicable, with the thesis.

The Thesis/Portfolio

4.92 The candidate shall submit the thesis for examination via the University's plagiarism detection software along with two soft bound copies to the Doctoral College. See Appendix 1 for further guidance on the format of the thesis.

4.93 An abstract of approximately 300 words shall be included in the thesis, providing a synopsis of the thesis stating the nature and scope of the work undertaken and, in the case of a thesis submitted in partial fulfilment of the University's requirements for the degree of PhD, DBA or DProf or EngD of the original contribution to knowledge of the particular subject.

4.94 The thesis shall include a statement of the candidate's objectives and shall acknowledge published and/or other sources of material consulted (including an appropriate bibliography) and any assistance received.

4.95 The thesis shall include a declaration by the candidate that it has not been submitted for another comparable academic award (See Regulation 4.89).

4.96 Where the candidate's programme of supervised research has been part of a collaborative group project (see Regulation 4.8), the thesis shall indicate

clearly the candidate's individual contribution and the extent of the collaboration.

4.97 Any material published by the candidate in advance of the submission of the thesis must be referred to in the thesis and copies of all such published material must be included, either securely bound into the thesis or placed in a secure pocket at the end of the thesis.

Length of Thesis

4.98 The text of a thesis in Science, Technology, Engineering and Mathematics should, excluding any ancillary data, should be of the following length:

- for the degree of MRes 15,000 words
- for the degree of MPhil 20,000 words
- for the degree of PhD 40,000 words

4.99 The text of a thesis in the all other disciplines should, excluding any ancillary data, should be of the following length:

- for the degree of MRes 20,000 words
- for the degree of MPhil 40,000 words
- for the degree of PhD 80,000 words
- for the degree of DBA 60,000 words

4.100 Where the thesis is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition (see Regulations 4.7) the written thesis may be reduced by an appropriate proportion but should not be less than 40,000 words.

4.101 The DProf and EngD shall comprise of a thesis not exceeding 50,000 words or a report and portfolio. The report will normally be between 10,000 and 20,000 words and will demonstrate advanced and systematic knowledge and skills in the candidate's chosen area. The report must show how the portfolio submitted forms a contribution to the creation and interpretation of new knowledge and must be set in the context of current understanding in the field.

4.102 For the PhD by publication/portfolio, the portfolio of published work should be no more than 100,000 words (see Regulations 4.105 and 4.106).

Research Degrees by Publication/Portfolio

4.103 Candidates following the retrospective route shall submit within twelve months of the date of registration.

4.104 Candidates following the prospective publication route will adhere to the general requirements for registration as outlined in Regulation 4.12.

4.105 The submitted portfolio must add up to a substantial and coherent body of work which would have taken a diligent student the equivalent of three years of full-time study to accomplish, which makes a significant and original contribution to knowledge in, or understanding of, the candidate's field of study, and which is of a scholarly standard expected of a candidate who submits and is granted a PhD.

4.106 The submitted portfolio must consist of:

a) all items of work on which the application is based,
b) an introductory section of 10,000 words (see separate Guidance on the format of the portfolio of works),
c) where jointly authored works are included a declaration must be attached indicating the role of the candidate and where possible this statement should be endorsed by co-authors,
d) an abstract of approximately 300 words.

The total submission, including the introductory section should not normally exceed 100,000 words.

Amendment of a Thesis/Portfolio

4.107 Following the submission of a thesis/portfolio for assessment and examination, the thesis/portfolio (including a change of title) shall only be amended as required or agreed by the examiners.

4.108 Any candidate who makes any unauthorised amendment, addition or deletion in a thesis/portfolio either before or after the candidate's oral examination may, at the discretion of the University, be deemed to have rendered the assessment and examination null and void and, where applicable, shall not be granted the degree recommended by the examiners.

4.109 It shall be the responsibility of a candidate's Lead Supervisor to ensure that no unauthorised changes have been made in the thesis/portfolio following its final submission and before it is deposited in the University's permanent archive.

Submission of thesis/portfolio against the advice of supervisors

4.110 It is the candidate's right to proceed with the submission even against the advice of the supervisors. Conversely, a candidate should not assume that the supervisors' agreement to the submission of the thesis guarantees the award of the degree for which it is submitted (see Regulation 4.88).

Examination Procedures

General Requirements

4.111 The examination of a candidate shall be in two stages:

- the examination of the thesis/portfolio;

- the candidate's defence of the thesis/portfolio by an oral or approved alternative examination.

For MRes and where MRes/PhD transfer does not apply, the examination shall be by thesis only (see Regulation 4.148 for exceptional use of a viva /oral examination for MRes).

4.112 All candidates will be offered the opportunity to participate in a mock viva, in preparation for their formal examination.

Examination Procedures

4.113 No examination of a research degree candidate shall be held until the arrangements, including the appointment of examiners and Chairperson, have been approved in accordance with these Regulations.

4.114 Each candidate shall be informed of the procedure to be followed for the submission of the thesis and of any conditions to be satisfied before the candidate may be presented for examination.

4.115 It is the responsibility of the Lead Supervisor to propose to the relevant Dean of School the arrangements, including nominating the examiners, for the examination of a research degree candidate for recommendation to the Chair of the Doctoral College Board for approval at least three months before the expected date of the examination.

4.116 The Chair of the Doctoral College Board or nominee shall confirm to the candidate and the examiners the date of the oral examination (see Regulation 4.117) and shall send to each examiner a copy of the thesis and of the University's Regulations and procedures, and shall ensure that all the examiners are fully briefed on their duties and responsibilities. (See Regulation 4.134).

Oral Examination/Viva

4.117 The oral examination of a research degree candidate shall normally be held on campus (including those candidates registered on distance mode).

4.118 Exceptionally, approval may be given for the oral examination to be held elsewhere. Approval may also be given for the use of technology during the oral examination to allow an appropriate examiner to access the event remotely provided the quality and rigour of the examination can be maintained.

4.119 At the candidate's request one supervisor may attend the oral examination in the role of an observer and will withdraw prior to the deliberations of the examiners on the outcome of the examination and their recommendation to the University.

4.120 Where for reasons of sickness, disability or comparable valid cause the University is satisfied that a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved. Such approval shall not be given on the grounds that a candidate's knowledge of the language in which the thesis is presented is inadequate.

4.121 By attending the oral examination/viva, the candidate is confirming that they are 'fit to sit' the examination, and that the outcome of the examination should stand.

4.122 If a candidate feels that their academic performance has been affected by extenuating circumstances and they are not in a position to attend the oral examination they should complete an on-line extenuating circumstances statement for PGR students prior to the start of the planned examination. An extenuating circumstances statement cannot be submitted after the examination.

4.123 The Chair of the Doctoral College Board must declare the examination null and void, appoint new examiners and arrange a new assessment and examination if the independent chair report determines that due to misconduct of examiners and/or a student, an assessment and examination process has not complied with University regulations (see Reg 4.153). In any such case, the joint examiners report and/or outcomes of any student appeal is taken as additional evidence to support the decision.

4.124 A candidate for a research degree shall take no part in the arrangement of the examination and shall have no formal contact with the external examiner(s) between their appointment and the holding of the oral examination.

Examiners

4.125 Each research degree or doctoral candidate shall be examined by at least two, but normally not more than three, examiners (subject to the requirements of Regulations 4.137-4.138 and 4.160) of whom at least one shall be an external examiner. Recognised Teachers (RTUs) and Recognised Supervisors (RSUs) of the University may not be appointed as external examiners.

4.126 An internal examiner shall not be any member of the candidate's approved supervisory team and shall not be the candidate's Internal Assessor (see Regulation 4.72). The internal examiner must be a member of staff or a Recognised Supervisor of the University and experienced in examination of research degrees.

4.127 Where the candidate to be examined and the internal examiner are members of the permanent staff of this University, a second external examiner should be appointed. Any person who is employed by the University on a short fixed term contract, such as a research assistant, shall

be exempt from the requirement that a second external examiner be appointed.

4.128 The examination team should be selected to ensure that the whole breadth of experience, knowledge and skills required is represented. In relation to practice-based studies, at least one of the examining team must demonstrate a track record of examining such studies.

Chairperson

4.129 A non-examining Chairperson shall be appointed by the School and approved by the Chair of the Doctoral College Board to convene the oral examination and to report on the agreed recommendations of the examiners to the Doctoral College Board. The Chairperson will be responsible for the following:

- Conducting the whole examination and ensuring that it is conducted in a fair manner and is of a reasonable duration;
- Assisting the examiners to reach a consensus; and
- Arranging for the joint examiner report stating the recommendation of the examiners and submitting this along with the preliminary examiners' reports and the Chair's report on the conduct of the viva to Doctoral College immediately after the viva.

4.130 The Chairperson will be an academic member of staff (including Emeritus Professors) or a Recognised Supervisor of the University or a Recognised Teacher of the University with knowledge of the University's Research Degree Regulations. The Chairperson shall:

- be an active researcher with experience of examining research students;
- be independent of the student's work.

4.131 If none of the examiners is a member of UWS academic staff, the non-examining chair of must be a current member of academic staff of the University.

Eligibility and Criteria for Appointment of Examiners for Research Degrees

4.132 The University's normal requirements for the appointment of examiners for Research Degrees are as follows:

The examiner should be experienced in research in the general area of the candidate's thesis and, where practicable, have experience as a specialist in the topic(s) to be examined. Where the external examiner is inexperienced in the examination of postgraduate research students, an additional external examiner with knowledge of standards expected for a higher degree by research in the UK shall be appointed.

To ensure the independence of external examiners each external examiner shall:

- be independent of the University and of any establishment(s) who hold formal partnership agreement with the University and shall not have acted previously as the candidate's supervisor or adviser;
- not be either a supervisor of another candidate or an external examiner on a taught programme in the same School of the University during the academic year of the examination;
- not have been a member of staff of the University during the past three years;
- not have acted as an external examiner of research degree candidates in the relevant School within the previous 12 months.

For taught doctoral programmes, an external examiner will normally be appointed for 24 months and undertake a maximum of sixteen examinations within this period. There should be a 12 month break between each 24 month appointment.

The University's **Quality Handbook** provides further reference points in relation to impartiality and avoidance of conflict of interest in the appointment of external examiners.

4.133 Examiners and independent Chairperson will have experience of DBA, DProf or PhD study, including their own completion of a DBA, DProf, EngD or PhD or supervision of PhD or doctoral students.

Examinations and Recommendations for Award

Examination of the Thesis

4.134 Each examiner shall assess the thesis in advance of the oral examination and submit an independent report to the independent Chairperson at the completion of Viva Voce examination (see also Regulation 4.120).

4.135 Every candidate submitting a thesis for examination shall have a right to defend the submitted work in the oral examination.

4.136 Submission of the thesis will be considered as a submission for examination and following Viva Voce examination the Joint Examiners' Report will make one of the recommendations under Regulation 4.137.

Recommendations Following Examination

4.137 Following the completion of the assessment and examination of a research degree or doctoral candidate, the examiners may recommend:

- **Unconditional pass -** the candidate be granted the degree for which examined;

- **Pass with minor corrections** - the candidate be granted the degree for which examined, subject to minor amendments being made to the thesis or portfolio within 3 months (see Regulation 4.138 below);
- **Pass with major corrections -** the candidate be granted the degree for which examined, subject to major amendments being made to the thesis or portfolio within 6 months (see Regulation 4.138 below);
- **Re-examination oral only** - the thesis is satisfactory but the candidate must undergo a further oral examination (see Regulations 4.159-4.167) within 2 months. This shall be deemed to be part of the first examination of the candidate;
- **Re-submit thesis, no oral examination -** the candidate be permitted to re-submit for the degree and be re-examined, without an oral examination (see Regulation 4.154-4.162) within 12 months;
- **Re-submit thesis with oral examination** the candidate be permitted to be re-examined, with an oral examination (see Regulation 4.154-4.162) within 12 months;
- **Fail** - the candidate not be granted the degree for which examined and be not permitted to be re-examined (see Regulations 4.141-4.142);
- **Change of award** in the case of an examination for the degree of PhD, the candidate be granted the degree of MPhil subject to the presentation of the thesis being amended to the satisfaction of the examiners. Minor corrections to be submitted within 3 months and major corrections within 6 months.

4.138 The examiners should indicate informally to the candidate at the completion of Viva Voce examination the recommendations they propose to make on the result of the examination (see above) but they shall make it clear to the candidate that the final decision rests with the University.

4.139 Where the examiners are not unanimous in their recommendations, the University may:

- accept a majority recommendation provided that the majority recommendation is made by at least one external examiner;
- accept the recommendation of the external examiner(s);
- appoint an additional external examiner.

4.140 An additional external examiner appointed in accordance with Regulation 4.139 above shall prepare an independent report on the basis of the thesis and, if considered necessary, may conduct a further oral examination. That examiner shall not be informed of the recommendations of the other examiners.

4.141 The examiners shall not recommend that a candidate fail outright at first attempt (see Regulation 4.137 (**Fail**)) without oral re-examination or re-

submission of thesis without oral examination or re-submission of thesis with oral examination (see Regulation 4.137).

4.142 Following oral re-examination or re-submission of thesis without oral examination or re-submission of thesis with oral examination, where the University determines that the degree be not granted (see Regulation 4.137 (**Fail**)), the examiners shall prepare an agreed statement of the identified deficiencies and the reason for their recommendation to be forwarded to the candidate.

Examiners' Recommendations and Reports

4.143 Following the oral examination, the examiners shall submit a joint report and recommendation relating to the award of the degree to the Chairperson for the attention of the Chair of the Doctoral College Board within two weeks of the Viva.

4.144 Where they are not in agreement, submit separate reports and recommendations to the Chairperson for the attention of the Chair of the Doctoral College Board.

4.145 The decision as to whether to accept the reports and recommendations of the examiners of a research degree candidate and to forward those recommendations concerning the award of the degree of MRes, MPhil, DProf, DBA, EngD or PhD, as appropriate, to the Senate shall rest with the Chair of the Doctoral College Board.

4.146 All formal communications by the examiners at each stage of the assessment and examination process must be sent to the Doctoral College.

4.147 The joint recommendation made by the examiners submitted following the oral examination should provide sufficiently detailed comments on the scope and quality of the programme of supervised research undertaken by the candidate to enable the Doctoral College Board to satisfy itself of the basis of the recommendations (see Regulation 4.137).

Assessment for an MRes

4.148 Exceptionally and where MRes/PhD transfer does not apply, examiners for the award of the degree of MRes may recommend that a viva or oral examination is held. (See Regulation 4.111). The nominated internal examiner shall inform the University of the recommendation to hold a viva and the reasons for this recommendation. Following approval of the recommendation by the Chair of the Doctoral College Board, the procedures outlined in Regulations 4.134-4.142 shall apply.

Research Degrees by Publication

4.149 Each candidate will be examined by at least two examiners external to the University appointed according to the Regulations (4.132-4.133) pertaining

to the conventional PhD route, an internal examiner may also be appointed. Co-authors, advisers or supervisors may not act as examiners.

4.150 The grounds for the award of PhD by research publications are the submission of a portfolio of published work judged satisfactory by the examiners and a satisfactory performance at an oral examination.

4.151 At the conclusion of the examination the examiners may recommend to the Chair of the Doctoral College Board that:

- the degree of PhD be granted;
- the degree of PhD be granted subject to amendments to the final report;
- the degree be not granted.

Posthumous Awards

4.152 The degree of MRes, MPhil, DBA, DProf, EngD or PhD may be granted posthumously on the basis of a thesis completed by a candidate which is ready for submission and where there is evidence that the candidate would have been likely to have been successful had the oral examination been held.

Procedural and other Irregularities

4.153 Where there is evidence of procedural or other irregularity in the conduct of the assessment, the Chair of the Doctoral College Board may declare the examination null and void with the appointment of new examiners, if necessary.

Re-examination

General Requirements

4.154 One re-examination may be permitted, subject to the following requirements:

- a candidate who fails to satisfy the examiners at the first examination including the oral or approved alternative examination (see Regulation 4.120), shall be permitted to be re-examined according to Regulation 4.141;
- the joint examiners report from the first attempt shall provide the candidate, in accordance with the procedures established by the Senate, with written guidance on the deficiencies of the first submission; and
- the candidate shall follow requirements for re-examination in accordance with the Regulation 4.137.

4.155 At its discretion, the University may appoint an additional external examiner for the re-examination.

Form of Re-examination and Recommendations

4.156 The form of re-examination shall be that approved by the University on the recommendation of the examiners at the first examination (see Regulation 4.137).

4.157 The examiners shall make one of the following recommendations provided for under Regulation 4.137:

- Unconditional pass
- Pass with minor corrections
- Fail; or
- Change of award

4.158 The form of re-examination shall be essentially that required for a first examination, with the proviso that the examiners may not recommend a further examination be held (see Regulation 4.157). It should be noted that the Chair of the Doctoral College Board may require an additional external examiner to be appointed (see Regulation 4.153).

4.159 The detailed requirements for the form of the re-examination of a candidate must accord with Regulation 4.137.

4.160 Following completion of the re-examination of the candidate, the examiners may recommend:

- the candidate be granted the degree for which examined;
- the candidate not be granted the degree for which examined;
- In the case of an examination for the degree of PhD, the candidate be granted the degree of MPhil subject to the presentation of the thesis being amended to the satisfaction of the examiners.

4.161 The examiners may agree jointly, after examination of the resubmitted thesis, that the thesis is so deficient to render a second oral examination redundant, and may advise the Chair of the Doctoral College Board that they do not wish to proceed with the oral component of the re-examination. This will only occur when the thesis is so deficient that it cannot be corrected within the bounds of Regulation 4.137 **minor corrections**). The examiners shall detail the deficiencies in Joint Examiners' Final Report.

4.162 No re-examination in whatever form, shall be held without the approval of the Chair of the Doctoral College Board.

Appeals, Plagiarism, Complaints and Copyright

Academic Appeals

4.163 An academic appeal is defined as a request to review a decision of an academic body charged with decisions on student assessment, progression and awards.

4.164 Refer to Chapter 6 of the Regulatory Framework for further information on Appeals procedures.

Cheating and Plagiarism

4.165 Cheating and plagiarism are defined by the University as the attempt to gain an unfair advantage in an assessment by gaining credit for work of another person or by accessing unauthorised material relating to assessment.

4.166 Refer to Regulation Chapter 3 of the Regulatory Framework (Regulations 3.49- 3.55) further definitions and procedures.

Complaints Procedure

4.167 All research students should consult the University's Complaints Handling procedure if they wish to raise a complaint regarding dissatisfaction within the standard of service, action or lack of action by or on behalf of the University. A copy of the University's Complaints Handling procedure can be accessed via the Academic Services website, Student Link on all campuses and the Students' Association.

Copies of the Thesis/Portfolio and Copyright

4.168 Following the award of the degree of MRes, DBA, DProf, EngD, MPhil or PhD:

- one electronic copy of the thesis shall be submitted to the Doctoral College and the University's online repository;
- in the case of a thesis submitted for the degree of DBA, DProf, EngD or PhD, an electronic copy shall be deposited in the British Library's Electronic Theses repository (EThOS).

4.169 Where, because of the nature of the research, approval has been given for the thesis to be treated as confidential (see Regulation 4.47-4.49), the thesis shall be deposited only with the Doctoral College with access restricted to those directly involved in the research until the expiry of the period of confidentiality.

4.170 Each copy of the thesis shall remain the property of the University, but the copyright of the thesis will remain with the candidate.

Regulations for Higher Doctorates

Awards

4.171 The University may award the following Higher Doctorates:

- Doctor of Letters (DLitt)
- Doctor of Music (DMus)
- Doctor of Science (DSc)
- Doctor of Technology (DTech)

Applicants – Criteria

4.172 The applicant must have undertaken work of the absolute highest distinction which evidences:

a) substantial, original and outstanding contribution in scale and time to the advancement of knowledge or to the application of knowledge or to both;
b) that the applicant is demonstrably an internationally leading authority in the field(s) of study concerned; and
c) authoritative impact on the work of others, global reach and significance.

4.173 The contents of the submission must be in the English language unless specific permission to the contrary has been given by the University.

Eligibility

4.174 Current member of staff or graduates of the University are eligible to apply.

Preliminary Application

4.175 An applicant for a Higher Doctorate must make a preliminary application to Research Services.

4.176 An initial application must consist of:

a) completed application form.
b) proof of payment of the application fee.
c) a pdf copy of the applicant's Curriculum Vitae.
d) a pdf copy of the list of representative publications for consideration.
e) an pdf supporting document of 5,000 words (minimum 11pt, single spaced), stating and demonstrating how the applicant meets the criteria for the award, including a signed full statement of the extent of the applicant's contribution to any of the work submitted which involves joint authorship or any other collaboration.

Preliminary Consideration

4.177 On receipt of a preliminary application for a Higher Doctorate, Vice Principal Academic (VPA) as a Chair of the Research and Enterprise Advisory

Committee (REAC) will convene a Higher Doctorates Review Panel (HDP) to consider whether a *prima facie* case for proceeding to a formal examination of the submission has been established, taking whatever advice it shall deem to be appropriate.

4.178 Should HDP conclude that a *prima facie* case is not established, the applicant will be notified by the Research Services. In any such case, the University will retain 10% of the fee and the remainder will be returned to the applicant. There is no right of appeal in relation to the HDP decision.

4.179 If satisfied that a *prima facie* case has been established, HDP will nominate two External Assessors for current members of staff, or one External and one Internal Assessor for all other applicants. Each External and Internal Assessor will be required to make an independent report to the University. In the event of any disagreement between the Assessors, the University may appoint an additional External Assessor (see Regulation 4.187).

4.180 All appointed External Assessors shall be wholly independent of the University, have no declared conflict of interest with the applicant and their identities will not be disclosed to the applicant at any time.

Full Application

4.181 The applicant will be invited by Research Services to make a full application only if *prima facie* case has been established and once all the Assessors are appointed.

4.182 Following the invitation, the applicant will provide Research Services with two copies of the publications listed on the list of representative publications for consideration, preferably electronically or as e-links, or exceptionally as hard copies (see Regulation 4.176).

4.183 All submitted information during the Preliminary Application (see Regulation 4.176) will be submitted to the appointed Assessors at this stage for the purpose of producing Independent Assessor's Reports with their individual recommendations on the merits of the applicant's submission.

4.184 The Independent Assessor's Reports will be received and considered by the Research and Enterprise Advisory Committee (REAC).

4.185 One copy of the submission shall remain the property of the University and shall be deposited in the Library unless the application is unsuccessful (see Regulation 4.190) in which case the copy of the submission shall be retained by Research Services only.

Outcome

4.186 If the appointed Assessors unanimously decide that the applicant's submission merits the award of a Higher Doctorate, as evidenced in the

Independent Assessor's Reports, and this is endorsed by REAC at the next regular meeting, then Chair of REAC shall forward the respective recommendation of the Assessors to the Principal and Vice Chancellor (as the Chair of Senate and the Chief Executive of the University), and inform HDP.

4.187 If the appointed Assessors cannot reach a unanimous decision on the applicant's submission, as evidenced in the Independent Assessor's Reports, and this is endorsed by REAC at the next regular meeting, then Chair of REAC advises HDP to seek an additional External Assessor in order to arrive at a majority decision by the Assessors whether the applicant's submission merits the award of a Higher Doctorate or not. If, following this appointment, the majority decision is that the applicant's submission merits the award of a Higher Doctorate and this is endorsed by REAC at the next regular meeting, then Chair of REAC shall forward the respective recommendation of the Assessors to the Principal and Vice Chancellor (as the Chair of Senate and the Chief Executive of the University), and inform HDP.

4.188 The Chair of REAC shall also ensure that each confirmation of the recommendation to award a Higher Doctorate of the University shall be reported to the Senate.

4.189 Regardless of the outcome all applicants shall receive anonymised copies of the Assessors reports for feedback.

Reapplication

4.190 Unsuccessful applicants at the preliminary and full application stages may re-apply in the following academic year, demonstrating how they took into consideration any feedback that they received during the application process.

Appeals

4.191 Unsuccessful applicants at the full application stage may appeal against the decision of REAC on the grounds of procedural irregularity only. The Vice-Principal Academic will nominate two members of academic staff who have not been involved in either the prima facie or assessment stages to conduct a review.

Confidentiality

4.192 All applications shall be treated in strict confidence.

4.193 Any canvassing by, or on behalf of, an applicant shall automatically disqualify the applicant concerned.

Honorary Doctorates

4.194 The conferment of Honorary Doctorates by the University shall not be subject to these regulations governing the requirements for the award of the University's Higher Doctorates. The University Court reserves the right to award and revoke Honorary Doctorates under Regulation 1.13.

Appendix 1

Guidance on the Format of the Thesis

The format of a thesis submitted in partial fulfilment of the University's requirements for the award of the degree of MRes, DBA, DProf, EngD, MPhil or PhD shall conform with the following, with reference to the British Standards Institution's Specification BS 4821 (1990):

- the thesis shall normally be in A4 format; approval may be given for a thesis to be submitted in another format where it is established that the contents will be better accommodated in that format;
- the electronic copy of the thesis shall be submitted as one complete file, including any appendices and supplementary material in PDF format;
- all margins shall not be less than 15 mm;
- double or x 1½ spacing shall be used in the formatting except for indented quotations or footnotes where single spacing may be used;
- pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
- the title page shall give the following information, presented as specified by the University:
    - the full title of the thesis;
    - the full name of the author;
    - the degree for which the thesis is submitted in partial fulfilment of its requirements;
    - that the degree is granted by the University;
    - the name(s) of any collaborating establishment(s); and
    - the month and year of first submission to the Doctoral College, unless there is a substantial delay before the final submission (more than twelve months) when the date of the final submission shall be the accepted date.

A specimen title page is appended to these Regulations.

[Specimen thesis title page]

A POLITICAL-ECONOMY OF SAFETY AND HEALTH IN THE BRITISH CONSTRUCTION INDUSTRY WITH SPECIAL REFERENCE TO FATAL INJURIES IN THE WEST OF SCOTLAND

ERIK WILLIAM HUGH SUTHERLAND

Thesis submitted in partial fulfilment of the requirements
of the University of the West of Scotland
for the award of Doctor of Philosophy

Chapter 5

Code of Discipline for Students

5.1 The University is committed to creating an excellent student experience and enhancing opportunities for students to achieve success. Every student is a representative of the University and so is expected to behave in a way that enhances our reputation and allows us to meet this commitment to student success.

5.2 All students of the University are expected to:

- conduct themselves in an appropriate manner, at all times, in their day-to-day activities including in relation to their dealings with staff, other students and visitors to the University, both on and off the University campus,
- co-operate with all members of staff, including those responsible for the safety and security of the University community;
- comply with the expectations and commitments expressed in the *Student Success Policy Statement.*

5.3 The University's Procedures for Student Discipline or Fitness to Practise outline the procedures the University will follow to deal with incidents where a student's behaviour is unacceptable and will be applied in all instances of student misconduct.

5.4 Appendix A provides examples of what might constitute misconduct. The list is intended to provide examples only and will not prevent other acts or behaviour from being considered as misconduct.

5.5 When applying the University's Procedures for Student Discipline or Fitness to Practise the University commits to:

- Dealing with all allegations of misconduct in a fair and consistent manner;
- Dealing with student disciplinary issues in a proportionate and transparent way, as soon as issues become apparent;
- Respecting the need for confidentiality in relation to disciplinary or Fitness to Practise issues;
- Giving students the opportunity, both orally and in writing, to respond to any charge or charges laid against him or her and to present evidence on his or her behalf;
- Making sure students have their case heard impartially by a Disciplinary or Fitness to Practise Committee the members of which

have no previous involvement in the matters forming the basis for the charge or charges; and

- Allowing students a right of appeal against any decision of the Disciplinary or Fitness to Practise Committee (within the limits set out in the University Procedures for Student Discipline or Fitness to Practise) to the Senate Appeals Committee.

Appendix A - Examples of misconduct

The University recognises two categories of misconduct - Academic and Non-academic misconduct.

Academic Misconduct

Academic misconduct is any type of cheating in any assessment, for example:

a) Cheating – as defined in Regulation 3.49

b) Plagiarism - as defined in Regulation 3.51

c) Misrepresentation of the results of experimental work or the presentation of fictitious results.

d) Collusion – an unauthorised and unattributed collaboration of students in a piece of assessed work.

e) Bribery – paying or offering cash or gifts as an inducement for information or to obtain an advantage in an assessment.

Non-Academic Misconduct

Non- academic misconduct may involve conduct relating to the following:

a) Bringing the University into disrepute including bringing an associated professional, statutory and/or regulatory body, into disrepute.

b) The intentional or reckless damage or defacement of University property, the property of other members of the University community, or the property of a third party when engaged in University activities. This will also include the unauthorised occupation of University land or premises.

c) Inappropriate Conduct such as:

- Conduct that endangers the safety or well-being of others.
- Assault of or threatening behaviour towards any student, member of staff or visitor to the University.
- Violent, indecent, disorderly, threatening or offensive behaviour or language (whether spoken or in writing, including electronically) whilst on University premises or engaged in any University activity, including the use of University IT systems while off campus.
- Obstruction of, or improper interference with, the functions or activities of the University or any student, member of staff or any visitor to the University.
- Misappropriation or misuse of University funds or assets.

- Any misconduct which falls within the 'Unacceptable Use of IT' as noted in the University's IT Acceptable Use Statement.
- Distributing or publishing material, electronically or otherwise, which is offensive, intimidating, threatening, indecent or illegal.
- Failure to disclose any criminal charges or convictions.
- Possession, use or sale of controlled substances.
- Conduct which constitutes a criminal misconduct where that conduct:
  - took place on University premises, or
  - affected or concerned other members of the University community, or
  - damages the good name of the University, or
  - itself constitutes misconduct within the terms of this Code, or
  - is a misconduct of dishonesty, where the student holds an office of responsibility in the University, or
  - where that conduct brings into question issues of professional practice.
- Failure to comply with a previously-imposed penalty under this Code.

Chapter 6

Student Appeals

Principles of Academic Appeals

6.1 An academic appeal is defined as a request to review a decision of an academic body charged with decisions on student engagement, assessment, progression, awards, withdrawal from programme and student disciplinary cases.

6.2 This covers an academic appeal made by a student against a decision of:

- The Senate Disciplinary Committee
- A Fitness to Practise Committee
- Research examiners
- A School Assessment Board (SAB)
- A School Board of Examiners (SBE)
- A School panel (for engagement/attendance)
- A Plagiarism Panel
- Any other Committee, Board or Panel or the University which is empowered to make decisions on the matters listed in 6.1 above.

6.3 An academic appeal may be made only by the individual directly affected; it may NOT be lodged by a third party such as a parent or other representative. The only exception to this would be regarding a student with permanent or temporary disabilities which prevents them from submitting the appeal independently.

6.4 The privacy and confidentiality of a student will be respected at all stages of the appeals process. The circulation of personal or medical evidence provided by a student submitting an appeal will be restricted to staff directly involved in the appeal decision process.

6.5 Where an academic appeal also contains within it a complaint and vice versa, it is possible for the appeal or complaint to be reclassified either by the student or the University (at whatever stage they may have reached) and processed under the most relevant regulation or procedure if this is likely to lead to a more appropriate outcome for the person(s) appealing or complaining.

6.6 An academic appeal may not be lodged after the conferment/receipt of a University award.

6.7 Appeals will only be considered if they meet the grounds for appeal as detailed in the **Student Appeals procedure.**

The Senate Appeals Committee

6.8 The Senate Appeals Committee will have the constitution, terms of reference and standing orders set out in the University **Committee Handbook**.

6.9 Where an appeal has been referred to the Senate Appeals Committee the **Student Appeals procedure** will be followed.

Status of a Student during an Academic Appeal

6.10 If a student submits an academic appeal part way through the level or year, they may be permitted to continue provisionally until such time as a decision has been reached. This is to ensure that the student is not academically disadvantaged, if the appeal is subsequently upheld. Continued attendance on placements will be at the discretion of the relevant School.

6.11 If a student submits an academic appeal at the end of a level or year of study:

- The student may be permitted to enrol on the next level but only on a conditional basis. If their appeal is subsequently upheld, the student's enrolment would be confirmed. If their academic appeal is not upheld the student's enrolment may be terminated immediately.

- The only exception to this is where a student is progressing from Level 9 to Level 10 (Honours), where progression with credit deficit is not normally permitted. In these cases, the assessment regulation specifying progression to Level 10 will take precedence over the appeal regulation.

- If under these circumstances a student continues with their studies they will be informed that, pending the outcome of any appeal, they may be required to withdraw from their programme or from the University.

6.12 If a student is deemed to be eligible for an award and they subsequently submit an appeal they will be permitted to graduate and to receive the award agreed by the appropriate School Board of Examiners. If the student's appeal is successful and results in achieving a different award, they will be required to return any degree parchment before the new award is sent to them.

6.13 Once an award is conferred, either in person or in absentia, the student may not appeal against the award.

APPENDIX A

SUMMARY OF CHANGES TO REGULATORY FRAMEWORK FOR SESSION 2019/20 – APPROVED BY SENATE 4TH JUNE 2019

Background to main changes

As a result of the implementation of the HE Governance Scotland Act 2016, a revised Order of Council 2019 will provide the University's powers to award degrees and other academic distinctions from 1st October 2019.

Where relevant, these changes have been incorporated in the updated Regulatory Framework for 2019/20.

Revisions have also been made throughout in relation to revisions to Committees organisational structures, in particular changes to *Subject Panels* and *Progression and Awards Boards*, which will become ***School Assessment Boards*** and ***School Board of Examiners*** respectively.

The Doctoral College has recommended a number of changes to Chapter 4 on Research Degrees. The main changes are outlined below.

Regulation	**Amendment**
Chapter 1 **Programmes and Awards**	
1.10	Powers Reference to 2015 Order of Council – add footnote to state that new Order of Council 2019 will apply from 1st October 2019
1.15-1.17	Conferment of Awards Minor changes to terminology regarding *granting* and *conferment* of awards, taking cognisance of School Boards of Assessment and delegated authority from Senate to grant awards. Similar terminology and proposals in relation to taught, research and higher awards Clarification of and consistency of language throughout the Regulations in reference to ***granting*** of awards.
1.21	Professional Doctorate – delete word 'taught' in relation to maximum amount of credit at SCQF level 11.
1.23	Programme Specifications Delete – *assessment at each level* – this is in module descriptor. Add reference to PSRB requirements Add intermediate, exit and combined awards Add cross reference to Programmes of Study – 1.48-1.52
1.32	Integrated Masters Change *conferred* to *granted*
1.33	Intermediate awards Change …..*has the right to claim* any intermediate award…… within 5 years….. to ….*may be granted*.

1.35	Change *made* to *granted* Change *obtained* to *met the requirements for*
1.36	Change *make* to *grant*
1.51	Programmes of Study Add clarification re PSRB requirements – in italics Any *specific requirements including* elements that must be passed *or have a higher threshold pass than University Regulations* in order to qualify for professional accreditation must be identified in the programme specification.
1.52	Added in italics Any modifications to a programme specification must be approved by the relevant School Board *or the body assigned by the School Board to approve programme modifications*.
Chapter 2 **Admissions and Recognition of Prior Learning**	
2.8	Revised and simplified wording regarding postgraduate taught entry: REVISED -The University's general entry requirement for admission to a taught postgraduate programme is an undergraduate degree. *Some Masters programmes require at least an Upper Second Class (2:1) degree and some may specify the relevant subject required.* Previously:- The University's general entry requirement for admission to a taught postgraduate programme is an undergraduate degree. *For a particular programme the subject range of acceptable degrees may be specified including for instance an Honours degree in a named subject. Direct entry to a Masters programme (as distinct from progression to a Masters on the basis of PgD performance) should require that the entrant holds an honours degree or an accepted equivalent.*
Chapter 3 **Assessment**	
3.6	Programme Specification – replace *whether* …with *how….* Add cross reference to 1.23
3.15	Award Change *conferment* to *grant*
3.24	Change *academic record* to *transcript* Add *'for those modules'* after *'grade C'* Add *'calculation of the'* in advance of *'classification of Honours'*
3.39	Add clarification that there is no right to re-assessment to improve a grade if the module has been passed.
Chapter 4 **Research Degrees**	
4.1	Change *awarded* to *granted*
4.2	Change *direction* to *supervision*
4.13	Add *MRes*/MPhil
4.15	Add *verifiable*

4.16	Add *MRes/*MPhil Change *an international* to *non-UK*
4.17	Add *exceptionally* in relation to high quality Honours degree Add *peer-reviewed* Add *verifiable*
4.18	Change *shall normally be approved* to *is subject to approval* Delete *it would normally be expected that candidates should be* and replace with *and is* Add *or equivalent* Replace *have* with *has verifiably granted*
4.19	Add */Portfolio* to title
4.20	Replace *for* with *pursuing* Replace *award* with *route* Add *who have completed any probationary period*
4.21	Delete normally
4.22	Delete *of identifying an area of research interest and submitting a research proposal* Add *peer- reviewed* Replace *papers* with *outputs* *Add cross reference to 4.25 and 4.26*
4.25	Replace *public* with *published* Delete *approximately 6* to replace with *a minimum of 4* Delete *together with* Delete *discussion*
4.29	Delete *normally*
4.30	Delete *normally*
4.31	Replace *a research degree or professional doctorate candidate* with *candidates for degrees as set out in Regulation 4.12*
4.35	Add *MRes/PhD*
4.38	Add *exceptionally*
4.40	Delete *normally*
4.41	Add *Subject to a request supported with verifiable evidence, the Chair of the Doctoral College may approve a 6 month extension to the maximum period of registration* Delete *registered on a PhD or on an MPhil/PhD*
4.42	Delete *normally*
4.43	Replace *ill health or other good cause* with *verifiable medical reasons and other reasons outwith their control* Delete *The authorised interruption shall not exceed any single period exceeding one year*
4.44	Add *including mode of study, interruptions, extensions, change of scope or change of supervisory arrangements*

4.51	Deleted normally Replace *a patent application to be lodged or to protect material which is commercially or for some other good reason, sensitive* with *protection of sensitive material and for the purpose of protecting intellectual property rights*
4.52	Delete *normally*
4.54	Delete *shall normally* and replace with *may*
4.63	Replace teachers with supervisors
4.64	Delete *Professional* Add *that include a taught component*
4.67	Streamlined wording regarding progress monitoring.
4.70	Replace *agree* with *confirm* Delete *this will normally equate to not less than 6 weeks contact per year at locations appropriate to the programme of study*
4.71	Add *MRes or*
4.72	Replace *teachers* with *supervisors*
4.76	Delete *normally*
4.78	Revised wording re oral assessment Delete *normally*
4.79	Delete *detailed*
4.81	Delete *shall consult with the supervisory team*
4.82	Add *MRes/PhD or* Delete *normally*
4.85	Clarification of arrangements to approve authorised interruption
4.90	Delete *normal scholarly and other*
4.98	Delete *normally* Delete *not exceed*
4.99	Delete *normally* Delete *not exceed*
4.100	Delete *normally*
4.102	Add */portfolio*
4.103	Delete *normally*
4.105	Delete *of published research* Delete *normally* Replace *awarded* with *granted*
4.106	Add *submitted* Delete *of published work* Delete *public* Delete *a critical review* Delete *to 25,000* Delete *critical review*
4.107-4.111	Deleted *Guidance on the format of the Portfolio for the PhD by Publication*
All regulations renumbered from here onwards. Original regulation number in (brackets)	
(4.112) 4.107	Delete *for the degree of MRes, DBA, DProf, EngD, MPhil or PhD*
(4.113) 4.108	Replace *awarded* with *granted*
(4.115) 4.110	Revised wording regarding right to proceed with submission against advice of supervisors
(4.116) 4.111	MRes by viva now exception rather than normal

(4.120) 4.115	Add *relevant*
(4.121) 4.116	Add *or nominee*
(4.128) 4.123	Revised wording re declaration of examination as null and void
(4.130) 4.125	Replace *RTU* with *RSU*
(4.131) 4.126	Replace *should* with *must* Replace *teacher* with *supervisor*
(4.133) 4.128	Replace *have the capacity to examine creative outputs* with *demonstrate a track record of examining such studies*
(4.134) 4.129	Replace *in conjunction with the School* with *appointed by the School and approved by Chair of DCB* Add *along with preliminary examiners' reports and Chair's report … immediately after viva*
(4.135) 4.130	Add *Recognised Supervisor*
(4.137) 4.132	Delete *normally* Replace *collaborating with who hold formal partnership arrangement with the University* Delete *normally* Add *during the academic year of examination* Add *relevant* Add period of appointment and maximum number of examinations for doctoral programme external examiners
(4.138) 4.133	Add *independent* Delete *normally*
(4.139) 4.134	Clarification regarding timing and submission of independent examiners reports
(4.140) 4.135	Deleted *even if examiners are of the opinion that the thesis is unsatisfactory. In any such case, the examiners shall provide the University with written guidance for the candidate concerning the deficiencies of the thesis.*
(4.141) 4.136	Clarification of 'submission'
(4.142) 4.137	**Recommendations Following Examination** Change *'awarded'* to '*granted*'
(4.143) 4.138	Add *at the completion of the viva voce examination*
(4.146) 4.141	Clarification regarding not receiving a fail decision after 1st attempt
(4.147) 4.142	Clarified wording for re-examination Deleted *in accordance with procedures established by Senate*
(4.148) 4.143	Add *to the Chairperson for the attention of the Chair of the Doctoral College Board within two weeks of the Viva*
(4.149) 4.144	Add *Chair of the*
(4.153) 4.148	MRes – viva by exception only
(4.156) 4.151	**Research Degrees by Publication** Change *'awarded'* to *'granted'*
(4.157) 4.152	**Posthumous Awards** Change '*awarded'* to '*granted*'
(4.158) 4.153	Replace *examination may be declared null and void* with *Chair of the Doctoral College Board may declare the examination*
(4.159) 4.154	**Re-examination General Requirements** Refreshed wording Delete *as applicable* Add *the joint examiners report from the first attempt*

(4.165) 4.160	Change *'awarded'* to *'granted'* Delete *and not be permitted to be re-examined*
(4.176) 4.171	**Higher Doctorates** Add Doctor of Music
(4.177- 4.195) 4.172-4.191	Revised criteria, application and assessment arrangements for **Higher Doctorates**
Chapter 5 **Code of Discipline for Students** **Chapter 6** **Student Appeals** No changes	