

UNIVERSITY OF THE  
WEST of SCOTLAND

**UWS**



DOCTORAL COLLEGE  
**INFORMATION FOR**  
**DBA STUDENTS**

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# 1. Enrolment/Fees

All students are required to re-enrol in September each year.

If you are not at a payment point you will be able to enrol without payment, however, you will then be invoiced at the anniversary of your start date. If you started in September you will be required to pay your fees in full at this time.

Year 1 fees are paid at the start of the course and all subsequent fees are due at the anniversary of the start date of your DBA programme. You should ensure that you have these funds available to pay your fees as soon as they are due.

Please refer to Appendix 1 for further information on how much your fees will be. Students have 2 weeks from the date of the invoice to make full payment of fees.

If payment is not made within 2 weeks, a reminder will be sent by Finance, giving one further week to pay.

Following this if you fail to pay the next step will be to put you on a forced interruption, until payment is received.

If you have not made payment of fees within 60 days of the forced interruption, you will be withdrawn from the DBA programme.

Please remember that enrolment is a necessary condition to be a registered student of the UWS. If you do not enrol, you will not be entitled to use School or University facilities and you will not be eligible to submit your thesis.

**Failure to enrol within the agreed timescales may result in you being withdrawn from the DBA programme. UKVI regulations state that all International students must be enrolled.**



# 2. Extensions

If you are not able to complete your studies within the original 3 years of the programme you can apply for a 4th year extension. This will only be granted providing you are making sufficient progress in your research, evidenced by MyPGR/SkillsForge Records and that you are in good financial standing with UWS.

If your extension is for 3 months or less, there will be no fee for this.

If your total extension is between 4-12 months there will be a further fee for Year 4, relevant to your cohort. This fee will be pro-rata depending on the length of your extension as follows:

3 months – no charge

4-6 months – half of the annual fee

7-12 months – full annual fee

Please refer to Appendix 2 for the timeline on requesting an extension. You are advised to submit your thesis in sufficient time to allow you to undertake your Viva and any corrections within the 4th year, to avoid any further fees.

If you submit your thesis at the end of your 4th year you will be liable for any Year 5 fees once the outcome of your Viva is known. If you require 6 months additional time you will be due £2,500 in fees, and if you require 12 months you will have £5,000 in fees to pay for Year 5.

No student will be permitted to enter a 5th year unless they have submitted their thesis for examination.

Your period of registration and associated fees are determined by the maximum period of time you require to complete. If you choose to submit before this date, you will not be eligible for a pro rata refund on fees.

# 3. Engagement

The UWS Progression Monitoring System is currently MyPGR but is due to be replaced by SkillsForge in Academic Year 20/21.

Doctorate level students use MyPGR/SkillsForge online system to support student progress and to record meetings with their supervisor. The system aims to ensure that any potential issues or specific needs a student may have, are highlighted at an early stage. It encourages students to reflect on their progress and to meet their targets, leading to successful completion.

It is the student's responsibility to complete the reports on MyPGR/SkillsForge and arrange for their supervisor to approve these. If you are a Tier 4 student you are required to complete a monthly report with your supervisor and this is uploaded onto MyPGR/SkillsForge.

These reports will be used to determine progress and engagement.

It is essential that you work closely and maintain regular contact with your supervisory team.

They will support your development and the progress of your research.





# 4. Viva

You should submit your thesis with sufficient time to undertake your viva and corrections before your end date. Students should submit 2 hard copies of their thesis. This does not need to be in a permanently bound format but it must be spiral bound so that pages cannot become disordered or removed.

An electronic version of the thesis must be uploaded to Turnitin on the Doctoral College Moodle page and the Turnitin report must be submitted with the thesis.

**Note:** During Covid-19 restrictions, students should submit a PDF copy of the thesis and fully completed and signed RTS form to [PGR@uws.ac.uk](mailto:PGR@uws.ac.uk) instead of the hard copies.

A signed Research Thesis Submission (RTS) form must be submitted to the Doctoral College with your thesis, the Doctoral College will not accept your submission without a completed RTS form.

Once you have submitted your thesis, a copy will be given to the internal examiner and the external examiner for their review. Your thesis will only be given to your examiners once a Thesis Title and Examiners Approval (TEA) Form is approved by the School of Business and Creative Industries and the Doctoral College. **Your lead supervisor should submit your TEA form at least 10 weeks before you submit your thesis.**

The viva can take place at least 8 weeks after submission.

Please refer to Appendix 3 for the timeline on the viva process.

Please refer to Appendix 4 for a blank RTS Form.

Please refer to Appendix 5 for a blank TEA Form.

Please refer to [Section 6 of the Doctoral College Code of Practice](#) for more detailed information on Thesis and Examination.

Find additional information on [submission/viva information](#).

## What happens if you cannot undertake your viva?

Extract from University's Regulatory framework:

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 their academic performance has been affected by extenuating circumstances and they are not in a position to attend the oral examination they should email an extenuating circumstances statement to [PGR@uws.ac.uk](mailto:PGR@uws.ac.uk) prior to the start of the planned examination. An extenuating circumstances statement cannot be submitted after the examination.

The full University [Regulatory Framework](#).



## Post-Viva Corrections

If you have corrections following your Viva and you have sufficient time left on your period of registration (either Year 3 or Year 4) to complete the required corrections, there will be no additional charge for this time. Thereafter, if you require more than 3 months additional time there will be a fee of £2,500-£5,000 to be paid. This fee covers the cost of your continued supervision and access to UWS facilities.

3-6 months additional time - £2,500 fee.

6-12 months additional time £5,000 fee.

Your fee is based on the maximum time that you have to submit your thesis. Should you choose to submit before that deadline you will not be eligible for any pro rata refund.

For example – if you are awarded 12 months and submit within 6 months you will still be charged the 12 month fee.

## Amending and submitting the thesis after examination:

Minor Corrections – University regulations state that minor corrections are submitted within 3 months of the Viva.

Major Corrections – where more significant changes or revisions are required to the thesis, these have to be made within 6 months, as specified by the examiners at the time of the oral examination.

Resubmission – where a resubmission is required the maximum time allowable is 12 months from the date of the examination. Resubmission of the thesis may be with or without oral examination, as specified by the examiners at the time of the first oral examination.

The deadline for submission of corrections applied by the examination panel is final and cannot be changed.

Following the Viva we will invoice for the maximum period of registration (6 or 12 months) as per the examinational panel decision. We recommend that students use the time they have been awarded to complete their corrections and achieve the best possible outcome. As such, no refunds will be given for early submission.



# 5. Interruption to Studies

Students can take up to 1 year of Interrupted Study and resume their studies on their return without loss of time.

You are required to complete a Modification to Registration Form on MyPGR/SkillsForge and this must be submitted and authorised by your supervisor, the School PGR Lead and the

Head of the Doctoral College. Only once these authorisations are complete is your Interruption approved.

If you are a Tier 4 student, we will notify UKVI that we are not sponsoring you during your period of Interruption. You cannot remain in the UK during this period of Interruption as the Home Office will curtail (shorten and cancel) your Tier 4 visa. Once you are ready to resume your studies, you will need to apply for a new CAS and visa.

If there are issues that cause you delay during your studies and you do not interrupt your studies, you cannot then use this at a later date to gain more time.

Students are also eligible for 6 weeks annual leave, subject to approval from the Lead Supervisor. This should be requested through a Change of Circumstances Form and approved by your supervisor. If you are a Tier 4 student and you intend to leave the UK during your annual leave the Change of Circumstances must always be completed and approved by your Lead Supervisor before you leave the country.

More information on this can be found at: <https://www.uws.ac.uk/media/3790/interruption-guidance.pdf> and <https://www.uws.ac.uk/media/4370/uws-authorized-interruption-guidance-notes.pdf>

## Complaints

UWS is committed to providing the highest level of service for its students and members of the public who may have contact with the University. However, the University recognises that, on occasion, issues or concerns can be raised by students or members of the public.

If you have an issue, concern or problem you are encouraged to raise it with the School or Support Department in which the issue arose. The purpose of this frontline resolution is to attempt to resolve your problem as quickly as possible. However if after trying to resolve the problem you are still not satisfied, then you can submit a complaint.

If you would like to make a [complaint/find out about the procedure](#) please refer to the website for details.

## Appeals

A **student appeal** is defined as a request to review a decision of an academic body charged with making decisions on student engagement, assessment, progression, awards and student disciplinary cases.

You must submit your appeal in writing on the relevant form within 10 working days from the publication date which informed you of the decision against which you are appealing. Your appeal will not normally be considered if not received within this timescale.



# Appendix 1 – Fees

Academic Year	Year 1	Year 2	Year 3	Year 4	Year 5	Cohorts
2015/16	£9,950	£5,000	£5,000	£5,000	£5,000	1-5
2016/17	£9,950	£5,000	£5,000	£5,000	£5,000	6-12
2017/18	£9,950	£5,000	£5,000	£5,000	£5,000	13-18
2018/19	£10,400	£5,230	£5,230	£5,000	£5,000	19-21
2019/20	£10,750	£5,400	£5,400	£5,400	£5,400	22

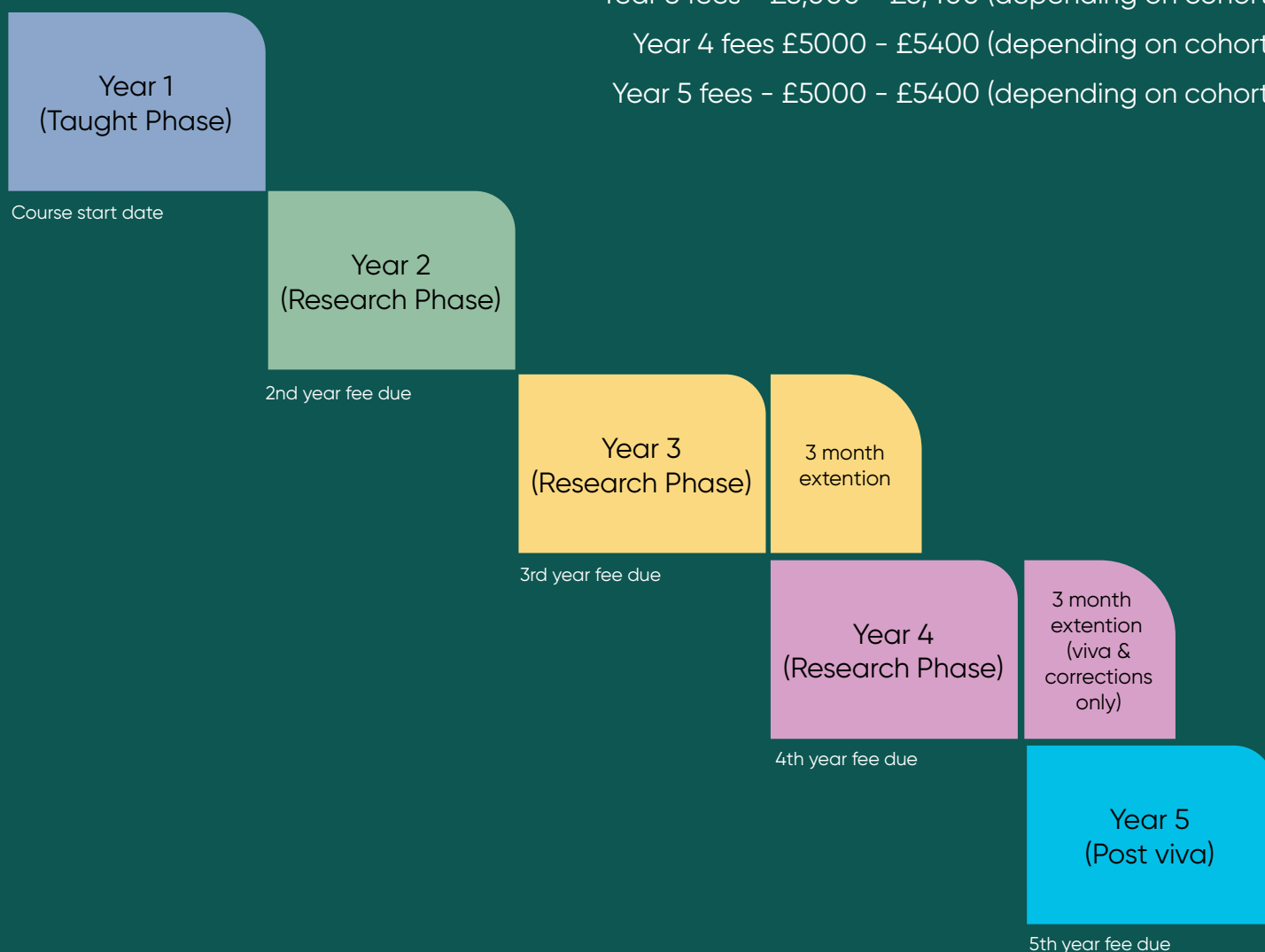
Year 1 fees – £9,950 – £10,750 (depending on cohort)

Year 2 fees – £5,000 – 5,400 (depending on cohort)

Year 3 fees – £5,000 – £5,400 (depending on cohort)

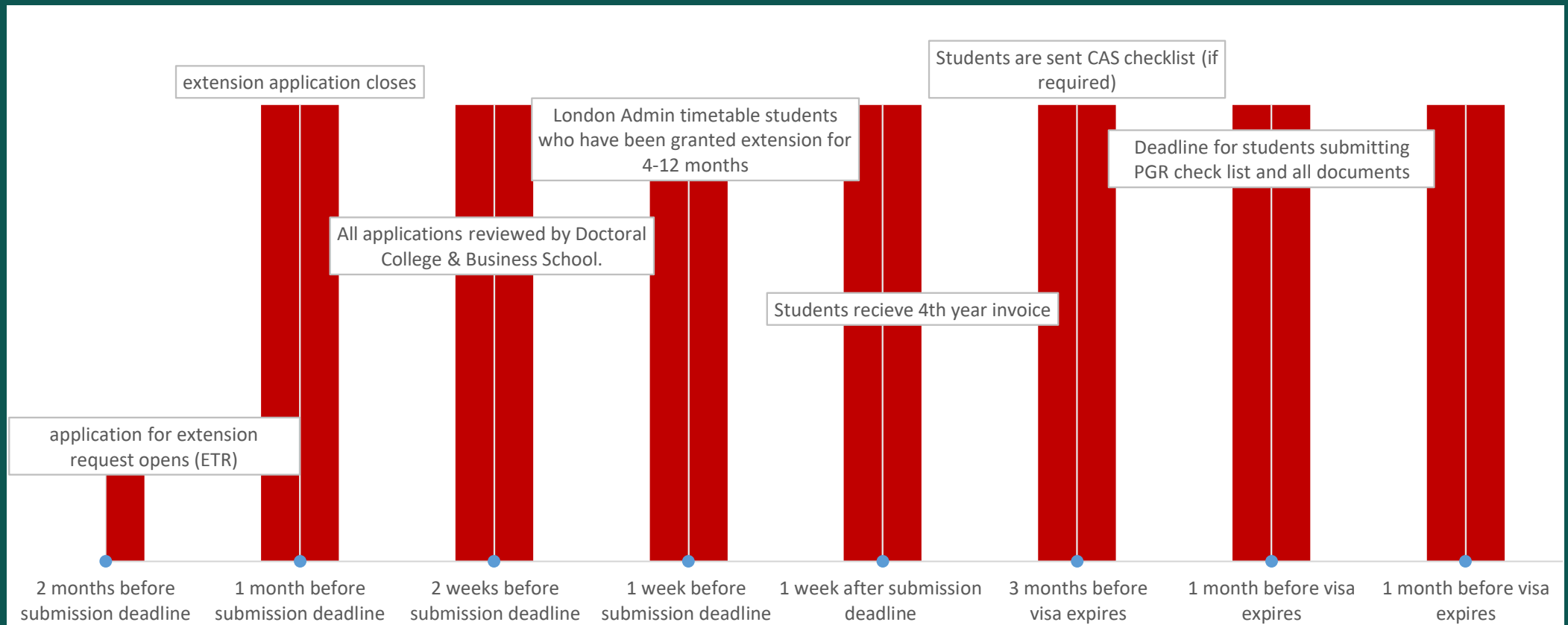
Year 4 fees £5000 – £5400 (depending on cohort)

Year 5 fees – £5000 – £5400 (depending on cohort)



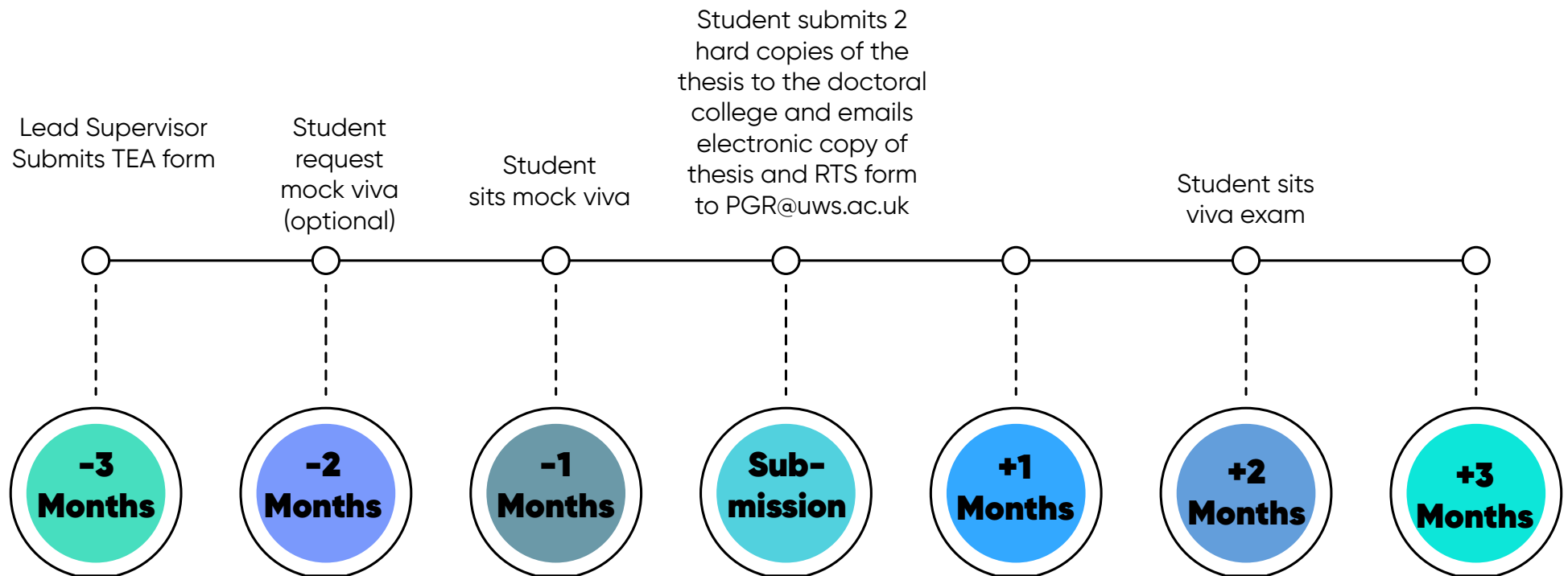
# Appendix 2

## Student Extension Request Timeline



# Appendix 3

## Mock Viva & Viva timeline



### Important note:

This timeline is notional, mock vivas and vivas will be scheduled based on the availability of the examiners/chairs.

Vivas dates can only be confirmed once the TEA form is approved by the School of Business and Creative Industries and the Doctoral College. This can take up to 2 months.



# Appendix 4

## Postgraduate Research Degree Research Thesis Submission (RTS) Form

**IMPORTANT NOTES: (1)** The form **must** be completed and signed electronically before submitting to [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk).  
**(2)** Soft-bind a hard copy of the completed and signed form into the thesis before submitting it to the Doctoral College. The confirmation of submitted thesis will be acknowledged by email and this form will be signed/dated on receiving the thesis.

PART 1: CANDIDATE AND THESIS – Completed by Candidate					
School	Please select.	Campus	Please select.	Degree	Please select.
Title of thesis – as proposed on TEA form (Sentence case)					
Title of submitted thesis – if different (Sentence case)					
Candidate's full name				Banner ID	
Candidate's signature				Date	Please enter a date

PART 2: CANDIDATE DECLARATION – By signing this form above I declare that: (Please read carefully and ensure Part 1 is completed correctly)		
The thesis is my own work, with other work adequately referenced.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other work has been adequately referenced.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The thesis is the correct version for submission and is the same version as any electronic versions submitted (IMPORTANT NOTE: it is the responsibility of the candidate to ensure that the correct version of the thesis is submitted)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The above stated name is as it appears in the thesis, passport and as it will appear on the official award certificate and record. (IMPORTANT NOTE: it is the responsibility of the candidate to ensure that the correct name is submitted)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The above stated title of the submitted thesis is as it appears in the thesis and as it will appear on the official award certificate and record. (IMPORTANT NOTE: it is the responsibility of the candidate to ensure that the correct title of the thesis is submitted)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
As the student of the University of the West of Scotland I maintain a high standard of personal conduct, co-operate with all members of staff and agree to abide by the University's Regulations.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My thesis as detailed above should be made available via the institutional repository, subject to such conditions as the Librarian may require.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I confirm that plagiarism has been considered and excluded using Turnitin (the University approved software).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I confirm that I have followed the University style and standard of presentation of the thesis.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART 3: SUBMISSION OF THESIS – Completed by Individual submitting the Candidate's thesis			
Submitted by (name)			
Signature of individual submitting		Date submitted	Please enter a date

PART 4: CONFIRMATION OF SUBMITTED THESIS – Completed by Doctoral College			
Received by Doctoral College (name)			
Submission method (e.g. handed in, posted internally, posted externally)		E-thesis submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature		Date received	Please enter a date

# Appendix 5

## Postgraduate Research Degree Research Thesis Title and Examiners Approval (TEA) Form

**IMPORTANT NOTE:** Complete as instructed and Lead Supervisor (LS) to submit this document electronically for C-DCB approval. Candidate should also attach the hard copy of the submitted document with the bound thesis.

### PART 1a: CANDIDATE AND THESIS – Completed by Candidate

Candidate's name			Banner ID	
School	Please select.	Campus	Please select.	Degree
Lead Supervisor's name		Expected submission date		Please enter a date.
Provide an accurate title of the thesis to be submitted – proposed title (Sentence case only).				
Title of thesis				

### PART 1b: CANDIDATE AND LEAD SUPERVISOR CONFIRMATION – Completed by Student and Lead Supervisor

Candidate signature <sup>(i)</sup>	Date	Please enter a date.
Lead Supervisor signature	Date	Click to enter a date.

(i) I confirm that I have consulted my Lead Supervisor about the intended submission and that: (1) I have provided accurate and complete information, (2) I have obtained any required ethical approval for my research and (3) I understand the University does not guarantee that the degree will be granted in time for attendance at the next Graduation Ceremony.

### PART 2a: Internal Examiners (at least one examiner to have previous relevant examination experience)

Internal Examiner 1	Title/Position	Name		
School	Please select.	Previous UK Postgraduate Research Degree examination experience?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Internal Examiner 2 <sup>(ii)</sup>	Title/Position	Name		
School	Please select.	Previous UK Postgraduate Research Degree examination experience?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

(ii) Internal Examiner 2 with no UK Postgraduate Research Degree examination experience to be accompanied by an experienced Internal Examiner 1.

### PART 2b: External Examiners (Please note that external examiner CVs must be attached)

External Examiner 1	Title/Position	Name		
Postal address	Eligible to work in the UK?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Email address	Previous UK Postgraduate Research Degree examination experience?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
External Examiner 2 <sup>(iii)</sup>	Title/Position	Name		
Postal address	Eligible to work in the UK?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Email address	Previous UK Postgraduate Research Degree examination experience?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

(iii) Two external examiners are required for candidates who are full-time academic staff of the University of the West of Scotland.

### PART 2c: SCHOOL AUTHORISATION – Parts 2a - 2c to be completed by Lead Supervisor and authorised by relevant Schools

I confirm correctness and completeness of the above information and authorise the examination arrangements.			
PGR Coordinator (Name)		School	Please select.
Dean 1 or nominee (Name)		Candidate's School	Please select.
Dean 2 or nominee (Name) <sup>(iv)</sup>	(if different)	Internal Examiner's School	Please select. (if different)
PGR Coordinator (Signature)		Dean 1 or nominee (signature)	
Schools authorisation date(s) (completed by PGR Coordinator)		Dean 2 or nominee (signature)	

(iv) If different, authorisations to be obtained from Dean or nominee of the Internal Examiner's School as well as Candidate's School Dean.

### PART 3: LEAD SUPERVISOR SUBMITS FOR FINAL APPROVAL BY CHAIR OF DOCTORAL COLLEGE BOARD (C-DCB)

C-DCB Name	Signature	Date:
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**INSTRUCTIONS:** Lead Supervisor to submit completed and signed form to PGR Coordinator for school authorisation before submitting a scan of the authorised hard copy (PDF or JPEG) for final DCB approval to [pgr@uws.ac.uk](mailto:pgr@uws.ac.uk).

COMPLETE AND SIGN BEFORE TO SUBMISSION

LEAD SUPERVISOR RECOMMENDS EXAMINERS WITHIN 5-8 WEEKS TO SUBMISSION

AUTHORISE NO LESS THAN 4 WEEKS TO SUBMISSION

# Contacts

International Advice – **[internationaladvice@uws.ac.uk](mailto:internationaladvice@uws.ac.uk)**

For queries regarding immigration matters, general welfare or travel during their studies.

Finance – **[ar@uws.ac.uk](mailto:ar@uws.ac.uk)**

For queries regarding fees and invoices

Doctoral College – **[pgr@uws.ac.uk](mailto:pgr@uws.ac.uk)**

