



**Senate**

<b>Paper Title</b>	<b>Academic Regulations for Research Degree Programmes: proposed changes for 2020-21</b>
<b>Outcome requested</b>	<p>Senate is <b>asked to approve</b> the proposed changes to the Academic Regulations for Research Degree Programmes.</p> <p>Senate also is asked to delegate to the Chair of the Research Degrees Programmes and Examinations Board (RDPEB) the authority to approve any final minor revisions to the text of the Academic Regulations for Research Degree Programmes.</p>
<b>Points for Senate members to note and further information</b>	<p>The attached paper summarises the proposed changes.</p> <p>The recommendations in this paper were approved by the Research Degrees Programmes and Examinations Board at its meeting on 20 May 2020.</p>
<b>Questions for Senate to consider</b>	<p>The Research Degrees Programmes and Examinations Board recommends the following changes to the Academic Regulations for Research Degree Programmes for 2020-21 for approval by the Senate (section references are to the following paper):</p> <ul style="list-style-type: none"> <li>• (section 1) new award title of Doctor of Engineering (EngD) – identifies changes to the Regulations to provide for the new award;</li> <li>• (section 2) Examiner decisions – enlarges on the action to be taken if the examiners decide not to make a recommendation on the examination.</li> </ul>
<b>Regulatory/statutory reference points</b>	<ul style="list-style-type: none"> <li>• Queen Mary Strategy 2030</li> <li>• Queen Mary Academic Regulations</li> <li>• Queen Mary Code of Practice for Research Degrees Programmes</li> <li>• UK Quality Code for Higher Education</li> </ul>
<b>Strategy and risk</b>	Compliance with the UK Quality Code is assessed by the UK Quality Assurance Agency on behalf of OfS.
<b>Reporting/consideration route for the paper</b>	<p>Draft paper considered by the Education Quality and Standards Board (EQSB) and the Doctoral College Management Group.</p> <p>Considered and recommended for approval by RDPEB 20 May 2020. Senate to approve.</p>

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# Academic Regulations for Research Degree Programmes

## Changes for 2020-21

### Introduction

This paper summarises the proposed changes to the Academic Regulations for Research Degree Programmes for 2020-21 on the recommendation of the Research Degrees Programmes and Examinations Board.

Key:

Regulations – the Academic Regulations for Research Degree Programmes – regulation numbers are those in the 2019-20 Regulations

Code – the Code of Practice for Research Degree Programmes

Board – the Research Degrees Programmes and Examinations Board

RDO – Research Degrees Office

### 1. New award of Doctor of Engineering (EngD)

The new award title of Doctor of Engineering (EngD), requested by the Faculty of Science and Engineering, has been approved by Senate.

The new award of Doctor of Engineering (EngD) is to be added to the following Regulations:

- the lists of research degree awards - Regulation 8.7 and 8.12
- standard minimum registration period - Regulation 8.35 & 8.36
- standard maximum registration period - Regulation 8.39, 8.40 & 8.41
- timing of approval of thesis title - Regulation 8.54
- standard progression requirements to apply to the EngD - Regulation 8.62 & 8.64
- thesis requirements – word counts - Regulation 8.86
- panel of examiners as for PhD - Regulation 8.88
- examination requirements - Regulation 8.90  
“The examination for EngD is by submission of a thesis or a research portfolio and oral examination”
- examination outcomes – add EngD to heading before Regulation 8.101
- examination outcomes options where awards are named - Regulation 8.102 iv, vi and vii
- assessment offences – Regulation 8.119
- Appendix 1 Degree requirements
  - (i) EngD to be inserted in the list of awards
  - (ii) New section 6 concerning the thesis.  
“6. Assessment for the award of EngD shall be either by submission of a thesis as for the PhD or by submission of a research portfolio and an oral examination, which shall be conducted in English. The research portfolio shall consist of a coherent set of up to four linked research projects with one or more external (industry, public-sector or third-sector) partners based on the student’s projects/placements during the programme. The scope of the thesis shall be what might reasonably be expected after three or at most four years of

full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 100,000 words.”

- Appendix 2 Declaration on the availability of the thesis

## 2. Examination outcomes

The Academic Regulations set out in Reg.8.105 the action to be taken if the examiners are unable to reach agreement on the examination outcome. In light of recent cases it is proposed to clarify the coverage here to include cases where the examiners decide not to make a decision.

8.105 If the examiners are unable to reach agreement or decide that they cannot make a recommendation on the examination outcome, their reports shall be referred to the Chair of the Research Degree Programmes and Examination Board, who shall determine the action to be taken. Action may include the appointment of an independent assessor to review the thesis and submit a report to the Chair to inform their decision; the candidate may be permitted to submit the thesis for examination on a subsequent occasion; and other action at the Chair’s discretion. In the event that the Chair of the Research Degree Programmes and Examination Board was involved in the student’s supervision or examination, the case is determined by a Deputy Dean for Research not in the candidate’s faculty.

Mary Childs RDO, ARCS

**DRAFT**

## **8. Regulations for Postgraduate Research Programmes**

### **Scope**

- 8.1 These regulations take effect from August 2020 and apply to all research studies programmes and all students registered for a research studies programme at Queen Mary. A student who enters for examination is examined in accordance with the regulations in place at the time of examination entry or re-entry.
- 8.2 The [Academic Regulations, Part 2 – General Regulations](#) apply to students registered for a research studies programme at Queen Mary. The regulations for taught programmes of study apply to research degree students who are required to undertake an element of taught study as a part of their research studies programme.
- 8.3 The Queen Mary [Code of Practice for Research Degree Programmes](#) applies to all research studies programmes and all students registered for a research studies programme at Queen Mary. Compliance with the Code of Practice is mandatory. In any issues of interpretation of the Code, the Academic Regulations take precedence.
- 8.4 Research degrees awarded by Queen Mary University of London are awards of the University of London or of Queen Mary University of London.
- 8.5 In 2013/14, Queen Mary implemented its independent degree awarding powers. New and continuing students in 2013/14 were given the option of receiving either a Queen Mary award or a University of London award, where appropriate. Students were required to make their selections before the published deadline in 2013/14 and in accordance with the stated procedure. New students who enrolled from 2014/15 shall be awarded Queen Mary awards where the requirements are met.
- 8.6 These regulations also apply to students registered as an associate student of Queen Mary undertaking study that is part of a research studies programme.
- 8.7 The awards covered by these regulations are:
- | <a href="#">University of London Awards</a> | <a href="#">Queen Mary awards</a>            |
|---|--|
| Master of Philosophy (MPhil)                | Master of Philosophy (MPhil)                 |
| Doctor of Philosophy (PhD)                  | Doctor of Philosophy (PhD)                   |
| Doctor of Medicine (Research) (MD(Res))     | Doctor of Medicine (Research) (MD(Res))      |
| Doctor in Professional Studies (DrPS)       | Doctor in Professional Studies (DrPS)        |
| Doctor in Clinical Dentistry (DClinDent)    | Doctor in Clinical Dentistry (DClinDent)     |
|   | Doctor of Psychiatry ( DPsych)               |
|   | <a href="#">Doctor of Engineering (EngD)</a> |
- 8.8 All references to ‘Academic Regulations’ include ‘research studies programme regulations’.
- 8.9 Queen Mary reserves the right to amend the Academic Regulations as it considers appropriate.

## Registration and enrolment

### General

- 8.10 A student is required to [enrol](#) with Queen Mary at the start of their research degree programme and register for the research studies programme. The period of registration will date from the point of initial enrolment.
- 8.11 Students are required to re-enrol each academic year for the duration of the programme of studies (including during the period of writing-up of the thesis and examination) regardless of the mode of attendance. Re-enrolment takes place in August each year. Failure to re-enrol results in termination of registration.
- 8.12 A student registers for a programme of research study from the point of initial enrolment leading to the award of:
- ❖ Doctor of Philosophy (PhD)
  - ❖ Master of Philosophy (MPhil)
  - ❖ Doctor of Medicine (Research) (MD(Res))
  - ❖ Doctor in Professional Studies (DrPS)
  - ❖ Doctor of Psychiatry ( DPsych)
  - ❖ Doctor in Clinical Dentistry (DClinDent)
  - ❖ [Doctor of Engineering \(EngD\)](#)

### Associate students

- 8.13 A student may be permitted to enrol as an associate student and undertake a period of guided study and/or research that does not lead to an award of Queen Mary or the University of London. An associate student enrolls with Queen Mary normally for a period of up to six months and a maximum of 12 months. This period does not count towards the [minimum registration period](#) required for award. The student is normally required to terminate their studies at the end of the period of registration as an associate student.
- 8.14 An associate student may enrol with Queen Mary for a longer period of registration in cases where:
- i a student is undertaking research studies at Queen Mary as part of a formal collaboration between Queen Mary and another institution, governed by a written agreement or contract; or,
  - ii a student has their primary registration at another institution and a member of Queen Mary academic staff is a formal member of the student's supervisory team, usually the second supervisor.

Such students may enrol as associate students with Queen Mary for the duration of their programme of study at the primary institution with the permission of Senate or its delegated authority.

## Transfer from another institution

- 8.15 A candidate registered for a research degree at another institution may transfer their registration at the discretion of Senate or its delegated authority and be exempted from part of the research studies programme at Queen Mary. Where this occurs, the period of registration at Queen Mary must be at least 12 months full-time or 24 months part-time. Queen Mary will determine the appropriate point of entry to the programme.
- 8.16 On transfer of registration, the registration for the original degree will lapse.

## Concurrent study

- 8.17 A person currently registered for a qualification of Queen Mary may not concurrently be registered for a degree, diploma, or certificate at any other institution, except with the express permission of Senate, or its delegated authority. Similarly, a student registered on a research studies programme may not be simultaneously registered for more than one Queen Mary programme, except with the express permission of Senate, or its delegated authority.

## Mode of attendance

- 8.18 The following modes of attendance are available to students:
- i full-time.
  - ii part-time (50% of the workload of a full-time student per year).
- 8.19 A student is expected to continue in the same mode of study for which they originally registered. Transfer between full-time and part-time study may be permitted by Senate or its delegated authority. In such cases, the minimum and maximum registration periods will be adjusted according to the length of registration spent in each mode.

## Writing up status

- 8.20 A student may transfer to 'writing up' status with the approval of Senate or its delegated authority provided that they have completed the minimum registration period and not exceeded the maximum registration period. In order to transfer to writing up status, a student is normally required to have completed all experimental work or collection of material related to their thesis, to have passed annual progression in the second year of study (fourth year of study for part-time students) and, in the judgement of the primary supervisor, be in a position to submit the thesis within 12 months. A student registered for MPhil/PhD can only be transferred to writing up status if they have completed the transfer process from MPhil to PhD where transfer is a requirement of their research studies programme.
- 8.21 A student must [enrol](#) during the period of writing up and pay any fee applicable during this period.
- 8.22 The maximum period for 'writing up' is normally one calendar year regardless of the mode of attendance of the student, unless the terms of a studentship stipulate that a longer period of writing-up is permitted. If a student does not submit their thesis by the date agreed in the transfer to writing-up application, they must agree a new thesis submission deadline with their school/institute. A school / institute may apply a charge if the writing up status is extended beyond one calendar year where it has not been extended for a specific cause.

- 8.23 In exceptional circumstances, Senate or its delegated authority may permit an extension of the writing up period for students who have writing up status. A student with writing up status may be permitted to extend their writing up period by up to twelve months or for a maximum period prescribed by the terms of their studentship. A charge may be applied if the student has not submitted their thesis by the end of the period of extension. Extensions will not be granted retrospectively.
- 8.24 The period of extension counts as part of the overall period of registration.

### Examination status

- 8.25 A student who submits their thesis for examination shall be transferred to 'examination' status with effect from the date of submission of their thesis.

### Interruption

- 8.26 A student may be permitted to [interrupt](#) a research studies programme for a maximum period of two years in total throughout their period of registration or for a maximum period prescribed by the terms of any studentship, on the grounds of illness or other good cause with the permission of Senate or its delegated authority.
- 8.27 A student may interrupt their registration on the grounds of primary carer leave for up to one year per child. This may cover pregnancy and related illnesses, and/or caring responsibilities. Periods of interruption for primary carer leave shall not count towards the maximum of two years permitted for interruption, but in all other respects the standard interruption procedures shall apply. Secondary carers wishing to take an extended period of leave shall do so under the standard interruption procedures.
- 8.28 Research students may interrupt and return to studies within the same academic year but can only interrupt for whole months at a time.
- 8.29 The period of interruption does not count towards the minimum or maximum registration period for the research studies programme, in accordance with the [Interruption Policy](#).
- 8.30 A student is not required to pay fees during the period of interruption.

### Minimum and maximum registration periods<sup>1</sup>

- 8.31 A student must not be registered for a programme of study for a period longer than the normal duration for the programme of study plus one year. Periods of interruption shall not count towards the maximum permitted duration of study. In exceptional circumstances, Senate (or its delegated authority) may approve an extension to the maximum permitted duration.
- 8.32 The registration period starts on the date of a student's initial enrolment and registration with Queen Mary for the research studies programme.
- 8.33 The registration period ends on the date of award or termination of registration.
- 8.34 Queen Mary [terminates the registration](#) of any student who exceeds the maximum registration period.

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<sup>1</sup> Previously known as 'period of study'



#### Minimum registration period

- 8.35 The minimum period of full-time study for the awards of MPhil, PhD, MD(Res), EngD and DrPS is two calendar years. The minimum period of full-time study for the award of DCLinDent and DPsych is three calendar years.
- 8.36 The minimum period of part-time study for the awards of MPhil, PhD, MD(Res), EngD and DrPS is four calendar years. The minimum period of part-time study for the award of DCLinDent and DPsych is six calendar years.
- 8.37 The minimum registration period for a student who has transferred from another institution/programme under regulation 8.15 above is as specified in the regulation.

#### Maximum registration period

- 8.38 The maximum registration period includes any period where the student is registered as writing up.
- 8.39 For MPhil, PhD, ~~and~~ MD(Res), and EngD degrees the maximum period of registration begins on the date of initial enrolment on the research studies programme and ends on the deadline for submission of the thesis for examination. On submission of the thesis for examination a student is transferred to examination status and remains registered on their programme of study until either the award of the degree or termination of studies. A student who has not submitted their thesis for examination by the end of the maximum period of registration must apply to extend their period of registration for up to twelve months or for a maximum period prescribed by the terms of their studentship.
- 8.40 The maximum period of full-time study for the awards of MPhil, PhD, MD(Res), EngD, DrPS, DPsych and DCLinDent is 4 calendar years (including any writing up period).
- 8.41 The maximum period of part-time study for the awards of MPhil, PhD, MD(Res), EngD, DrPS, DPsych and DCLinDent is 7 calendar years (including any writing up period).

#### Exceptions to the maximum and minimum registration periods

- 8.42 Exceptionally, Senate or its delegated authority may permit a student to submit the thesis for examination either before the minimum registration period, or after the maximum registration period, or to extend the writing up period and/or period of registration for a maximum of 12 months.
- 8.43 In exceptional circumstances, Senate (or its delegated authority) may approve an extension to the maximum permitted duration of study for a longer period than 12 months.
- 8.44 Exceptions to the minimum and maximum periods of study for research studies programmes are set out in programme handbooks.

## Attendance

#### Attendance requirements

- 8.45 In addition to the general attendance requirements, attendance refers to Queen Mary's expectations with regard to the way in which students engage with their research studies programme. The specific nature of attendance requirements varies depending on the nature of the research studies programme. General expectations are that a student meets regularly with their primary supervisor and undertakes training and other specified activities that may also include the completion of taught modules. There should be a minimum of ten supervisory meetings per academic year for full-time students (pro rata for part-time students) held at regular intervals up to submission of the thesis for examination. Supervision meetings may be held with any member of the supervisory team.

- 8.46 Students may exceptionally be permitted to undertake the majority of their studies at a research organisation external to Queen Mary as part of a formal agreement or contract with joint supervision provided by staff at Queen Mary and the partner research organisation. Schools and Institutes must assess that the supervision and research facilities and resources to be provided by the research organisation are satisfactory. The agreement with the research partner may be subject to approval by Partnerships Board in accordance with its terms of reference. Exceptions to the standard model of research studies may require the approval of the Research Degrees Programmes and Examinations Board. The Queen Mary requirements for supervision apply.
- 8.47 A full-time student is not permitted to undertake other duties or work (apart from limited demonstrating or tutorial duties) without the approval of their primary supervisor(s) unless provided for in the terms of any studentship.

### Termination of registration

- 8.48 Senate or its delegated authority may [terminate the registration](#) of a student who fails to meet the progression requirements for the research study programme or where their general attendance or submission of work and/or completion of required activities fails to meet the stated requirements.
- 8.49 Termination of registration may also take place as a result of non-attendance/participation in any aspect of the research studies programme in accordance with the [general regulations on attendance](#).
- 8.50 Termination of registration means that enrolment is also terminated and the individual is no longer a student of Queen Mary in accordance with the [general regulations](#).
- 8.51 A student for whom registration is terminated may appeal against this decision under the [Appeal Policy](#).

### Studentships and scholarships

- 8.52 Studentships or scholarships may include additional, and/or specific requirements and conditions. These requirements and conditions apply in addition to these Regulations to those students in receipt of the studentship or scholarship.

### Research integrity

- 8.53 All students must familiarise themselves with the Queen Mary policies relating to research integrity, research ethics, and intellectual property rights and other associated research policies and procedures. It is the student's responsibility to check if their research requires formal ethical review of the research project, and to ensure that their research conforms to it.

### Title of thesis

#### [MPhil, and PhD and EngD](#)

- 8.54 Upon registration, a student identifies the topic of their research and the research studies programme to be followed. Senate or its delegated authority approves the title of the thesis at the point of notifying entry for examination.

#### [MD\(Res\)](#)

8.55 Senate or its delegated authority approves the title of the thesis prior to registration for the research studies programme.

#### DrPS, DPsych and DClinDent

8.56 Senate or its delegated authority approves the subject and title of the thesis and/or research portfolio after the equivalent of one year's full-time study on the research studies programme.

#### Change of title

8.57 In all cases, Senate or its delegated authority approves any change to the title of the thesis in accordance with the required procedure.

### Supervision

8.58 The Queen Mary Code of Practice for Postgraduate Research Programmes sets out the requirements for supervision.

8.59 Supervisors are appointed to the role by Senate or its delegated authority and meet the approved criteria, which may include relevant training requirements being met.

### Progress monitoring

8.60 Progress monitoring is a formal review process that takes place at least once per academic year in accordance with the requirements approved by Senate, or its delegated authority. Progress monitoring informs progression.

### Progression

8.61 Progression is a formal process that permits a student to continue to the next stage/period of their research studies programme.

8.62 Senate or its delegated authority approves progression requirements for research studies programmes. The normal minimum progression points for a full-time student on a PhD, MPhil, ~~or~~ MD(Res) or EngD programme occur between 6 to 9 months after registration on the research studies programme, between 18 and 24 months after registration, and at 36 months where submission of the thesis for examination has not occurred. For a part-time student on a PhD, MPhil, ~~or~~ MD(Res) or EngD programme the normal progression points occur between 12 to 18 months after registration on the research studies programme, between 36 and 48 months after registration, and 72 months where submission of the thesis for examination has not occurred. Progression for students on DrPS, DPsych and DClinDent programmes is assessed as outlined in the appropriate research studies programme regulations, approved by Senate or its delegated authority.

8.63 Progression decisions are made in accordance with procedures established by Senate or its delegated authority.

8.64 The 6 to 9 month (Year 1) progression point (12 to 18 months for part-time students) is undertaken in accordance with the approved requirements for the PhD, MPhil, ~~or~~ MD(Res) or EngD research studies programme and may include the submission of written work and an oral examination. Year 1 progression decisions are made by the Director of Graduate Studies following a panel's review of the student's progress. Any panel recommending a decision about a student's progression or registration on a research studies programme must comprise at least two people, at least one of whom must be independent of the student's supervisory team. External members may be appointed to the panel. In such cases, one member of the panel must be a member of Queen Mary staff who is independent of the student's supervisory team. The independent members of the panel have the casting vote regarding the recommended outcome.

8.65 Progression decisions in subsequent years of study (18-24 months and 30-36 months for full-time students, and 36-48 months and 60-72 months for part-time students) are made in accordance with procedures outlined in the relevant research studies programme regulations, approved by Senate or its delegated authority. Progression decisions are made by the Director of Graduate Studies. It is recommended that part-time students should complete an annual review in the intervening years.

8.66 The possible outcomes of progression are:

- i Progress – the student may progress to the next stage of the research studies programme
- ii Referred – the student must undertake further specified work and be reconsidered for progression again within 3 months

8.67 At the end of the referral period, the outcomes are:

- i Progress – the student may progress to the next stage of the research studies programme
- ii Fail to progress – the student may transfer registration to MPhil or other appropriate programme
- iii Fail to progress – the student's registration is to be terminated

8.68 The process of assessment for progression must always include a meeting with the student if the recommendation is referral for a second assessment or fail to progress.

8.69 Senate or its delegated authority terminates the registration of a student who fails to meet the progression requirements for their research studies programme. A student may appeal against the termination of registration under the [Appeal Policy](#).

## Transfer of registration from MPhil and MD(Res) to PhD

### Students registered for a research studies programme before 1 September 2010

8.70 A student registered before 1st September 2010 for a research studies programme leading to the award of MPhil/PhD or MD(Res) may transfer their registration to PhD.

8.71 The regulations for the transfer process for the year of entry to the research studies programme shall apply.

### Students registered for a research studies programme after 1 September 2010

8.72 A student registered for a research studies programme leading to the award of MPhil or MD(Res) after 1 September 2010 may transfer their registration to PhD.

- 8.73 The transfer process normally takes place between 12 to 24 months for a full-time student and 24 to 48 months for a part-time student. The transfer process is undertaken in accordance with the approved requirements for the research studies programme which include the submission of written work and an oral examination. The oral examination is conducted by a panel of examiners that comprises at least two members. The examiners for transfer from MPhil to PhD may include the supervisor and must include at least one examiner, knowledgeable in the field, who is not connected with the student's research.
- 8.74 Where a student is successful and transfers their registration, the date of initial registration for the research studies programme continues to apply for the purpose of determining maximum and minimum registration periods.
- 8.75 Where a student is unsuccessful in the transfer examination, the examiners may recommend that they may remain registered on the MPhil programme and be examined for that award, or that the student should be permitted to submit for transfer on one further occasion. If a student is unsuccessful at the second attempt at transfer, the examiners may recommend that they may remain registered on the MPhil programme and be examined for that award, or may recommend that their registration should be terminated.
- 8.76 A student may appeal against the decision of the examiners for transfer under the [Appeal Policy](#).

## Examination entry

- 8.77 Examination entry is the formal process by which a student notifies Queen Mary of their intention to submit the thesis and be examined for the degree for which they are registered. Examination entry is also the process by which the title of the thesis is notified and approved. The procedure for examination entry is approved by Senate or its delegated authority.
- 8.78 A student intending to enter for examination is required to complete the relevant forms for examination entry. The forms should be submitted to the designated body at least three months before the proposed submission of the thesis. The submission of the thesis must take place up to twelve months after examination entry. After twelve months, if the thesis has not been submitted, a new entry form is required and a re-entry fee may be required.
- 8.79 For a student to be entered for examination, Queen Mary must confirm that they have completed the research degree programme in accordance with the relevant regulations.
- 8.80 Examination entry cannot occur more than twelve months prior to completion of the minimum registration period.

## Submission of thesis

- 8.81 A student is required to submit their thesis in a form that meets the requirements for a thesis. A student is required to submit two printed copies of their thesis in the approved format and a digital (PDF) file which is an exact electronic copy of the submitted thesis. A third copy of the thesis may be required where a third examiner is appointed.
- 8.82 The student is required to bring to the oral examination a copy of their thesis paginated in the same way as the copies submitted to Queen Mary.

8.83 In submitting a thesis for examination or re-examination a student accepts responsibility for its contents and quality. Students are required to conform to Queen Mary's policy on editorial assistance and to include in their thesis a statement of originality detailing any work undertaken in collaboration with others.

## Requirements for a thesis

8.84 The thesis must meet the specific requirements for a thesis provided in Appendix 1 of these regulations.

## Requirements for DrPS, DPsych and DClintDent

8.85 In addition to the thesis, the professional doctorates of DrPS, DPsych and DClintDent are examined through a broader range of methods than thesis and oral examination. The requirements for the awards of DrPS, DPsych and DClintDent are those approved by Senate or its delegated authority.

## Word limits

8.86 The thesis must not exceed the following word limits:

- i PhD [and EngD](#) – 100,000 words
- ii MPhil – 60,000 words
- iii MD(Res) – 50,000 words
- iv For the degrees of DrPS, DPsych and DClintDent the minimum length of the thesis shall be no less than 25,000 words.

The bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which the examiners are not required to read in order to examine the thesis but to which they may refer if they wish.

8.87 Senate or its delegated authority may approve lower word counts for specific research studies programmes.

## Panel of examiners

8.88 A Panel of Examiners is established for each individual examination of an MPhil, PhD, MD(Res), [EngD](#) and for the DrPS, DPsych and DClintDent as appropriate.

8.89 The Panel of Examiners comprises a minimum of two examiners appointed by Senate or its delegated authority. The Code of Practice for Research Degree Programmes specifies the membership of the panel of examiners and the criteria for the appointment of examiners

## Examination requirements

8.90 The examination for MPhil, PhD, ~~and~~ MD(Res) [and EngD](#) is by submission of thesis and oral examination of the thesis. [The examination for EngD is by submission of a thesis or a research portfolio and oral examination.](#) The examination for DrPS, DPsych and DClintDent is by submission of thesis and/or research portfolio, other required assessments and oral examination. At their discretion, the examiners may also examine the candidate by practical or written examination.

- 8.91 The examination process is held in private, and is not a public examination. Normally, the oral examination is held at Queen Mary with the candidate and both examiners present. If agreed by the candidate, Senate or its delegated authority may under exceptional circumstances permit one of the examiners to attend the examination by video-link. In such cases an independent chair must be appointed.
- 8.92 If requested by the candidate, Senate or its delegated authority may under exceptional circumstances permit the candidate to attend the examination by video link. Both examiners must be present in person at Queen Mary. The candidate must attend the examination from an approved location in a recognised University or other approved body, such as the British Council, and a member of that organisation's academic or professional staff must act as invigilator and be present in the room with the candidate for the duration of the examination.
- 8.93 All matters related to the examination are confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in the student's thesis until such time as the thesis is made available or any restrictions on access to the thesis are removed.
- 8.94 The examination is conducted in English (unless the Senate or its delegated authority has given permission for it to be conducted in another language). The candidate must attend the examination at the place and time specified by Queen Mary and must bring with them an additional copy of the thesis that is paginated in the same way as that submitted for examination.
- 8.95 Each examiner prepares an independent report on the thesis in advance of the oral examination. The examiners exchange reports before the oral examination.
- 8.96 The examiners may reject a thesis which they consider to be incomplete or unacceptable without conducting an examination. Such cases will be reported to the Chair of the Research Degree Programmes and Examinations Board to determine the action to be taken. The candidate may be permitted to submit the thesis for examination on a subsequent occasion.
- 8.97 The examiners have a right to make comments in confidence to the Principal of Queen Mary in a separate report.
- 8.98 The examiners submit to the Academic Registrar's nominee copies of their preliminary reports and a joint final report that details their judgement of the candidate's performance and reasons for the decision they have reached. The joint report will be available to the candidate for their personal information, and the supervisor(s) and School/Institute Director of Graduate Studies. The preliminary reports are made available to the candidate at the discretion of the examiners. Examiners should normally submit their independent preliminary reports and joint report on the examination with the examination outcome form to the Research Degrees Office within two weeks of the date of the oral examination of the candidate.
- 8.99 Where the supervisor is in attendance at the oral examination they must not participate in the examination but may make comments if asked to do so by the examiners. The examiners may, at their discretion, consult the supervisor before completing their report, particularly if they have doubts relating to the appropriate decision to be made.
- 8.100 If a candidate becomes unwell in advance of an oral examination, they should notify the supervisor who will make reasonable efforts to change the date of the examination. In attending an oral examination, candidates declare themselves 'fit to sit'. Any subsequent claim for extenuating circumstances shall not normally be considered.

## Decisions of the Panel of Examiners

### Outcomes for PhD, MPhil, ~~and MD(Res)~~ and EngD

8.101 Except as provided in paragraph 8.96 the examiners, after reading the thesis, examine the student orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on relevant subjects.

8.102 The options open to examiners in determining the result of an examination are as follows:

- i if the thesis fulfils the criteria (set out in Appendix 1) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree and recommend a Pass;
- ii if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make minor amendments as specified by them in full and in writing, in or with their joint report, within three months. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory;
- iii if the thesis otherwise fulfils the criteria but requires major amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make major amendments as specified by them in full and in writing, in or with their joint report, within six or nine months (as specified by the examiners). The amended thesis shall be submitted to both the examiners for confirmation that the amendments are satisfactory;
- iv if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-submit their thesis in a revised form within 18 months for the PhD, MD(Res), EngD, DrPS, DPsych and DCLinDent degrees, or within 12 months for the MPhil degree. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination following the re-submission of the thesis. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- v if the thesis satisfies the criteria but the candidate fails to satisfy the examiners at the practical or written examination held in conjunction, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 18 months. The examiners may at their discretion exempt the candidate from taking a further oral examination. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- vi if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present him/herself for a further oral examination within a period specified by them and not exceeding 18 months for the PhD, MD(Res), EngD, DrPS, DPsych or DCLinDent degree or 12 months for the MPhil degree. This outcome may not be recommended for candidates undertaking a second (re-) examination;



- vii the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies), nor, for the PhD or EngD degree, before considering whether the candidate does or might be able to satisfy the requirements for the award of the MPhil degree. If they so decide, the examiners shall submit a report which demonstrates either (a) how the criteria for the MPhil degree are satisfied, or (b) what action would need to be taken in order for these criteria to be satisfied.

If the examiners recommend that the criteria for the MPhil degree are or may be satisfied, the candidate will be informed that they have been unsuccessful in the examination for the PhD or EngD degree, but that their examiners have indicated that they have either reached the standard or subject to minor amendments will reach the standard required for the award of the MPhil degree. The candidate will be given three months to indicate whether they wish to be so considered (to run concurrently with any period for minor corrections as required).

If they do not wish to be considered for the MPhil degree, or does not confirm that they wish to be so considered within the specified period, then they will be informed that they have failed to satisfy the examiners for the PhD or EngD degree and that they may no longer be considered for the award of the MPhil degree.

If they wish to be considered for the award of MPhil under this regulation, the candidate will not be required to re-submit the thesis or undergo an oral examination but will be required to fulfil the requirements for the MPhil examination in all other respects. Any minor amendments required shall be made within three months of the date of notification of the examination outcome and the amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.

In a case where the thesis, though inadequate, shall seem of sufficient merit to justify such an action, the examiners may determine that the candidate be permitted to enter the examination for the MPhil degree and re-submit their thesis in a revised form within 12 months. The examiners may at their discretion exempt the candidate from a further oral examination on re-submission of their thesis. This outcome may not be recommended for candidates undertaking a second (re-) examination.

- viii the examiners may determine that the candidate has not satisfied them in the examination and recommend that the candidate has failed with no re-entry permitted. The examiners shall not, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies).

### Outcomes for DrPS, DPsych and DClinDent

8.103 Except as provided in paragraph 8.96 the examiners, after reading the thesis and/or research portfolio, examine the student orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on relevant subjects.

8.104 The options open to examiners in determining the result of an examination are as follows:

- i if the thesis fulfils the criteria (set out in Appendix 1) and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree and recommend a Pass;
- ii if the thesis otherwise fulfils the criteria but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make minor amendments as specified by them in full and in writing, in or with their joint report, within three months. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory;
- iii if the thesis otherwise fulfils the criteria but requires major amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make major amendments as specified by them in full and in writing, in or with their joint report, within six or nine months (as specified by the examiners). The amended thesis shall be submitted to both the examiners for confirmation that the amendments are satisfactory;
- iv if the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-submit their thesis in a revised form within 12 months. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination following the re-submission of the thesis. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- v if the thesis satisfies the criteria but the candidate fails to satisfy the examiners at the practical or written examination held in conjunction, the examiners may determine that the candidate be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 12 months. The examiners may at their discretion exempt the candidate from taking a further oral examination. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- vi if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present him/herself for a further oral examination within a period specified by them and not exceeding 12 months. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- vii the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies). Where the examiners recommend this decision, they shall also consider whether a candidate may meet the requirements for a relevant Level 7 (masters) programme and, if appropriate, recommend that they be considered for the award of that degree by the relevant Subject Examination Board;
- viii the examiners may determine that the candidate has not satisfied them in the examination and recommend that the candidate has failed with no re-entry permitted. The examiners shall not, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies).

## Points applicable to all degrees

- 8.105 If the examiners are unable to reach agreement or decide that they cannot make a recommendation on the examination outcome, their reports shall be referred to the Chair of the Research Degree Programmes and Examination Board, who shall determine the action to be taken. Action may include the appointment of an independent assessor to review the thesis and submit a report to the Chair to inform their decision; the candidate may be permitted to submit the thesis for examination on a subsequent occasion; and other action at the Chair's discretion. In the event that the Chair of the Research Degree Programmes and Examination Board was involved in the student's supervision or examination, the case is determined by a Deputy Dean for Research not in the candidate's faculty.
- 8.106 In submitting a revised thesis incorporating amendments after an examination, a student accepts responsibility for the contents and quality of the revised version. A student who fails to complete the required amendments to the examiners' satisfaction and/or within the required timeframe shall be deemed to have failed to satisfy the examiners and not to have passed the examination. In such cases, examiners have the discretion to recommend the award of MPhil in the case of candidates who had been examined for a PhD.
- 8.107 A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination. If the examiners' decision is to fail the candidate outright and to reject all other examination outcomes, they should indicate the reasons for their decision in the joint report.

## Re-examination

- 8.108 Where the examiners have decided that the criteria for award are satisfied in part, in some or all of the elements for examination [thesis, oral, practical etc.] but the criteria for award are not met, the student may be re-examined. This applies to all research studies programmes and awards. Queen Mary may charge a fee for re-entry. When the re-examination takes place, the regulations and procedures in force at the time of re-entry apply. The same examiners will normally undertake the re-examination. The outcomes of re-examination are those that are specified for the award in question.
- 8.109 On re-examination, only options (i), (ii), (iii) and (vii) are available to the examiners. Queen Mary charges a fee for re-examination.
- 8.110 A student who does not re-enter within the prescribed time frame will be deemed not to have satisfied the examiners in the examination, and will have their registration terminated.
- 8.111 Where the student has failed to satisfy the examiners (i.e. failed), there is no right of re-examination.

## Award of the degree

- 8.112 Senate or its delegated authority awards the degree. For University of London awards, Senate or its delegated authority awards the degree under delegated authority from the University of London.
- 8.113 The award of the degree does not occur until the student has submitted a digital copy of the final thesis.
- 8.114 Senate or its delegated authority may award a research degree posthumously in accordance with the approved policy.

## Availability of theses

- 8.115 It is a requirement for the award of the degree that one digital copy of a successful thesis be stored in the electronic repository of the Queen Mary Library. Students are required to sign a declaration relating to the availability of the thesis (the detailed declaration is given in Appendix 2).
- 8.116 A candidate may apply to Queen Mary for restriction of access, for a period not normally exceeding 12-months, to their thesis and/or the abstract of the thesis on the grounds of commercial exploitation or patenting or other specified exceptional circumstances and in accordance with the procedure adopted by Queen Mary for consideration of such applications. Restricted access may also be agreed by Queen Mary with the candidate's sponsoring organisation. This period may be extended beyond 12-months in exceptional circumstances and with the approval of Senate or its delegated authority.

## Examination offences and academic misconduct

- 8.117 Academic misconduct during the course of a research studies programme and examination offences, including plagiarism, will be investigated under the [Academic Misconduct Policy](#).
- 8.118 All assessment that is submitted for progress review, transfer, or examination is subject to the [Academic Misconduct Policy](#). Work that is submitted for review by the supervisor during the course of the research preparation is not considered to be a formal submission of assessment and is not subject to the Academic Misconduct Policy.
- 8.119 A research student who is found to have committed an assessment offence may also incur the following penalties:
- i change of registration from PhD or EngD to MPhil;
  - ii termination of studies.
- 8.120 Where plagiarism or fraud is established after an award has been made, the award may be revoked.
- 8.121 Research students are also subject to the Queen Mary policies relating to research integrity and other associated research policies and procedures, including the procedure for dealing with allegations of research misconduct.

## Appeals

- 8.122 A student may appeal against a progression decision or a decision of a panel of examiners using the [Appeal Policy](#).

## Collaborative arrangements

- 8.123 Collaborative arrangements for the supervision and award of research degree programmes are approved in accordance with the policy and procedures established by Senate, or its delegated authority, for that purpose. Such arrangements may lead to the award of a single Queen Mary degree, two degrees from both Queen Mary and the partner institution(s) or a single degree awarded jointly by Queen Mary and the partner institution(s).
- 8.124 In all cases, where a research studies programme leads to a dual or double award, the award of one institution cannot be made where the requirements for the award of the other awarding institution(s) are not met.

## Revocation of award

8.125 Queen Mary may revoke an award made under these regulations, in accordance with the relevant procedures of Queen Mary or the University. Such cases shall be considered on a case-by-case basis by Senate, or its delegated authority.

## Additional award requirements for European Doctorate

8.126 A PhD may be designated 'European Doctorate' where the approved research studies programme permits. As a minimum, a European Doctorate is required to fulfil the criteria approved by Senate or its delegated authority.

## Appendix 1: Degree requirements MPhil, PhD, MD(Res), EngD, DrPS, DPsych, DClinDent

### Master of Philosophy

1. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.
2. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 60,000 words.
3. The thesis shall:
  - a. consist of the candidate's own account of their investigations;  
[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]
  - b. be either a record of original work or an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;
  - c. be an integrated whole and present a coherent argument;  
[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]
  - d. give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings; and
  - e. be written in English and the literary presentation shall be satisfactory, although Queen Mary may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis.

In certain specified fields other forms of material may be required to be submitted for assessment within or in addition to the thesis:

#### [Drama, Theatre and Performance Studies](#)

In the field of Drama, Theatre and Performance Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice (the balance between the written and practical components is determined by the needs of the project).

#### [English](#)

In the field of English, a candidate may undertake research leading to the submission of a written thesis, or a combination of a written thesis and practice in the form of a creative element (original novel, novella, collection of short stories, work of creative nonfiction including memoir and other forms of life-writing such as biography and autobiography, collection of poetry, full-length stage play, screenplay, or teleplay). In the case of a doctorate with a creative element, it will usually constitute the largest proportion of the submitted work and the critical thesis the balance thereof, the latter taking the form either of an exegesis reflecting on the candidate's creative practice and the work produced, or a critical project on a topic whose analysis informs, or is related to, the creative component. The balance between the creative and critical elements shall be agreed between the student and supervisor(s). The critical commentary component shall be a minimum of 20,000 words.

#### [Film Studies](#)

In the field of Film Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of original film, video, or new media (the balance between the written and practical components is determined by the needs of the project).

#### [Modern Languages](#)

In the field of Modern Languages, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of a translation into English of a literary text. The critical commentary shall be a minimum of 30,000 words. The balance between the written and practical components is determined by the needs of the project.

In such cases the submission is examined in relation to the criteria for the degree outlined above. Students who submit a combination of a written thesis and practice do so on the understanding that the material is submitted concurrently and examined as an integrated whole. Practice must be submitted using a form of retainable documentation agreed in consultation with the supervisor and Director of Graduate Studies, and approved by the faculty Deputy Dean for Research (Research Degrees), or nominee.

- f. Requests for the thesis to be submitted in alternative formats may be approved by the faculty Deputy Dean for Research (Research Degrees) where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.

### [Doctor of Philosophy and Doctor of Engineering](#)

4. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.

5. Assessment for the award of PhD shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 100,000 words.

5-6. Assessment for the award of EngD shall be either by submission of a thesis as for the PhD or by submission of a research portfolio and an oral examination, which shall be conducted in English. The research portfolio shall consist of a coherent set of up to four linked research projects with one or more external (industry, public-sector or third-sector) partners based on the student's projects/placements during the programme. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 100,000 words.

6.7. The thesis shall:

- a. consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree; [The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]
- b. form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
- c. be an integrated whole and present a coherent argument; [A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]
- d. give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field;
- e. be written in English and the literary presentation shall be satisfactory, although Queen Mary may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis;
- f. demonstrate research skills relevant to the thesis being presented;
- g. be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

- h. In certain specified fields other forms of material may be required to be submitted within or in addition to the thesis:

#### Drama, Theatre and Performance Studies

In the field of Drama, Theatre and Performance Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice (the balance between the written and practical components is determined by the needs of the project).

#### Film Studies

In the field of Film Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of original film, video, or new media (the balance between the written and practical components is determined by the needs of the project).

#### English

In the field of English, a candidate may undertake research leading to the submission of a written thesis, or a combination of a written thesis and practice in the form of a creative element (original novel, novella, collection of short stories, work of creative nonfiction including memoir and other forms of life-writing such as biography and autobiography, collection of poetry, full-length stage play, screenplay, or teleplay). In the case of a doctorate with a creative element, it will usually constitute the largest proportion of the submitted work and the critical thesis the balance thereof, the latter taking the form either of an exegesis reflecting on the candidate's creative practice and the work produced, or a critical project on a topic whose analysis informs, or is related to, the creative component. The balance between the creative and critical elements shall be agreed between the student and supervisor(s). The critical commentary component shall be a minimum of 20,000 words.

#### Modern Languages

In the field of Modern Languages, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of a translation into English of a literary text. The critical commentary shall be a minimum of 30,000 words. The balance between the written and practical components is determined by the needs of the project.

In such cases the submission is examined in relation to the criteria for the degree outlined above. Students who submit a combination of a written thesis and practice do so on the understanding that the material is submitted concurrently and examined as an integrated whole. Practice must be submitted using a form of retainable documentation agreed in consultation with the supervisor and Director of Graduate Studies, and approved by the faculty Deputy Dean for Research (Research Degrees), or nominee.

- i. Requests for the thesis to be submitted in alternative formats may be approved by the faculty Deputy Dean for Research (Research Degrees) where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.

#### Professional Doctorates (DrPS, DPsych and DCLinDent)

~~7.8.~~ A programme of study and examination for the degree of Doctor in/of ----- shall satisfy the following requirements:



- a. the aims and objectives of the programme shall be such that it will provide an education at an intellectual level equivalent to that required for the PhD;
- b. the programme of study shall extend over a period of at least three years' full-time study or the part-time equivalent;
- c. the programme shall include a substantial research component which is of a nature appropriate to the discipline concerned on which the final examination contributing to the award of the degree will be based (see also 7[d] and 7[g] below);
- d. the results of the research shall be presented in the form of a thesis and/or research portfolio which makes a distinct contribution to the knowledge of the subject or its professional practice and affords evidence of originality shown by the discovery of new facts, the exercise of independent critical power, and/or innovation in practice. The minimum length of the thesis and/or portfolio shall be not less than 25,000 words and be appropriate to the subject concerned, having regard to the other formally assessed elements for the degree;
- e. the programme shall, in addition to the thesis and/or research portfolio, include elements of a practical/work-related/professional nature and formally taught elements appropriate to support its academic objectives;
- f. the elements listed at 7[e] shall be assessed by methods and at an intellectual level and at a time appropriate to the programme, and approved by Senate or its delegated authority. Such assessment shall normally involve at least one examiner external to the University;
- g. the final examination contributing to the award of the degree shall be designed (i) to test the thesis against the stated requirements (see 7[d] above) and (ii) to test the candidate's conceptual understanding of the integration of all elements of the course and their related assessment;
- h. the final examination shall include an oral examination of each candidate conducted by at least two examiners, one of whom shall be external to Queen Mary in accordance with the normal requirements for examiners for research degree programmes.

### Progression

~~8.9.~~ A student must meet any programme or pathway requirements, and pass all taught / directed study modules for the current developmental year. Such modules are graded pass/fail for the purposes of the doctoral degree. Directed study assessment results including module marks, and progression decisions, will be considered at the relevant postgraduate Subject Examination Board.

~~9.10.~~ The provisions of Section 5 of the Academic Regulations concerning postgraduate programme modules shall apply to professional doctorate programmes, in particular the regulations specifying the “Marks and grades for student performance in individual modules” and the “Requirements to pass a module”.

~~10.11.~~ Students shall also be required to undertake a formal assessment in each developmental year of research-based study to confirm progression to the following year. The format of such assessments shall be outlined in the programme specification for each professional doctorate programme.

11.12. Where a student misses a taught / directed study module assessment due to an approved certified absence or fails to meet the progression requirements for the current developmental year, the examination board may apply its discretion and, if it deems it appropriate, permit the student to progress.

#### Eligibility for award

12.13. To be eligible for award a student must pass all taught / directed study modules and satisfy the requirements for the examination of the research elements of the professional doctorate programme.

#### Academic credit requirements for award

13.14. To be eligible for the award a student must:

- a. take modules and research assessments to the value of 540 credits;
- b. the research element of the programme will be worth a minimum of 270 credits;
- c. the directed study element of the programme will be for a maximum of 270 credits;
- d. modules may be assessed and awarded at level 7, up to a maximum of 180 credits at level 7 in total;
- e. a minimum of 360 credits must be assessed at level 8.

#### Failure to meet requirements for award

14.15. A student who does not meet the requirements for award but is entitled to resits or retakes may elect to exit with the award of Postgraduate Diploma, Postgraduate Certificate or appropriate master's award, where the requirements for those awards are met. The student shall then be ineligible to resit or retake the failed modules to meet the requirements for the professional doctorate programme.

15.16. A student who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of Postgraduate Diploma, Postgraduate Certificate or appropriate master's award shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award. In such cases the progression and award regulations for the Postgraduate Diploma, the Postgraduate Certificate and the master's award shall apply as specified in Section 5 of the Academic Regulations concerning postgraduate programmes.

#### Doctor of Medicine (Research) (MD(Res))

16.17. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.

17.18. The emphasis of the programme of study will be on the development in the individual student of:

- a. the ability to recognise and validate problems;
- b. original, independent and critical thinking and the ability to develop theoretical concepts;
- c. a knowledge of recent advances within the field in related areas;
- d. an understanding of research methodologies and techniques and their appropriate application within the research field;
- e. the ability to analyse critically and evaluate the research findings and those of others; and

- f. an ability to summarise, document, report and reflect on progress.
- g. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 50,000 words.

18.19. The thesis shall:

- a. consist of the candidate's own account of their investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree; [The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]
- b. form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;
- c. be an integrated whole and present a coherent argument; [A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]
- d. give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field;
- e. be written in English and the literary presentation shall be satisfactory;
- f. demonstrate research skills relevant to the thesis being presented;
- g. be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals);
- h. requests for the thesis to be submitted in alternative formats may be approved by the faculty Deputy Dean for Research (Research Degrees) where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.

## Appendix 2: Declaration on the availability of the thesis

Subject to paragraph 8.115 above, candidates for the degrees of MPhil, PhD, MD(Res), [EngD](#), DrPS, DPpsych and DClinDent will at the time of entry to the examination be required to sign a declaration in the following terms:

## Declaration

1. I authorise that the thesis I present for examination for the degree shall, if a degree is awarded, be deposited in the electronic institutional repository of the library of Queen Mary University of London and that, subject to the conditions set out below, it may be made available for public reference, inter-library loan and copying.
2. I authorise Queen Mary or University authorities as appropriate to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.
3. I understand that before my thesis is made available for public reference, inter-library loan and copying, the following statement will have been included at the beginning of my thesis or clearly associated with any electronic version: The copyright of this thesis rests with the author.
4. I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.
5. I understand that if my thesis is not approved by the examiners, this declaration will become void.

## Delegations of the Senate

'Delegated authority' refers to where the authority invested in an individual or body is delegated to another individual or body for a specified purpose. This section details cases in which the Senate of Queen Mary delegates its authority to other individuals or groups within the context of the Academic Regulations.

### Regulation Delegation

- 8.14 Authority to extend the enrolment of an associate research student beyond 12-months is delegated to the Deputy Dean for Research (Research Degrees) on the advice of the Director of Graduate Studies. Requests will be raised through the admissions process or on the request of a school/institute.
- 8.15 Authority to permit the transfer of research student's registration from another institution to Queen Mary is delegated to the Director of Graduate Studies. Requests will be raised through the admissions process, in accordance with the specified time limits.
- 8.17 Authority to permit concurrent study elsewhere or at Queen Mary for research students is delegated to the Head(s) of School(s)/Institute(s) and the Director of Graduate Studies for the School/Institute where the student is registered. Consideration will be on a case-by-case basis, coordinated by the Research Degrees Office.
- 8.19 Authority to permit transfer between full- and part-time study for research students is delegated to the relevant Director of Graduate Studies, on the advice of the primary supervisor. Consideration will follow a request from the student supported by the primary supervisor and taking account of any limitations arising from any studentship.
- 8.20 and 8.23 Authority to permit transfer to 'writing up' status is delegated to the Deputy Dean for Research (Research Degrees) on the advice of the Director of Graduate Studies. The primary supervisor must confirm that the student is expected to complete within one year.
- 8.26 Authority to permit interruption of a research studies programme for up to two years (or for a maximum period as prescribed by the terms of any studentship) is delegated to the Research Degrees Programmes and Examination Board. Requests should be made on the appropriate form and submitted to the Research Degrees Office.
- 8.26 Authority to permit interruption of a research studies programme for a period of more than two years is delegated to the Academic Registrar. Requests should be made on the appropriate form and submitted to the Research Degrees Office.
- 8.31 and 8.42 Authority to allow a research student to submit either before the minimum registration period or after the maximum registration period, or to extend the writing up period and/or period of registration is delegated to the Research Degrees Programmes and Examinations Board. Requests should be made on the appropriate form and submitted to the Research Degrees Office.
- 8.43 Authority to extend a research student's maximum permitted duration of study for a period greater than 12-months is delegated to the Academic Registrar. Requests should be discussed with the Research Degrees Office in the first instance, which will seek approval from the Research Degrees Programmes and Examinations Board before seeking the Academic Registrar's approval.

## Regulation Delegation

- 8.48 Authority to terminate the registration of a research student who fails to meet the requirements for progression is delegated to the Director of Graduate Studies following formal progression processes.
- 8.48 Authority to terminate the registration of a research student who fails to meet the minimum stated requirements for attendance or submission of work and/or completion of required activities fails to meet the stated requirements is delegated to the Director of Graduate Studies and the Deputy Dean for Research (Research Degrees), on the recommendation of the primary supervisor following progress monitoring.
- 8.54 Approval of an MPhil, ~~or~~ PhD or EngD thesis title at the point of notifying entry for examination is delegated to the Director of Graduate Studies, as part of the examination entry process.
- 8.57 Approval of any change to the title of the thesis is delegated to the Director of Graduate Studies, with a written notification to the Research Degrees Office.
- 8.59 Responsibility for the appointment of supervisors and for ensuring that supervisors have had appropriate training is delegated to the Head of School/Institute, in accordance with the requirements of the Code of Practice for Research Degree Programmes.
- 8.60 Responsibility for the annual progress monitoring of research students is delegated to the Director of Graduate Studies, in accordance with the established requirements for progress monitoring that informs progression.
- 8.62, 8.63, and 8.65 Authority for the approval of progression requirements and procedures for research studies programmes is delegated to the Research Degrees Programmes and Examinations Board.
- 8.62 Authority to approve members of progression panels for research programmes is delegated to the Director of Graduate Studies, on the recommendation of the primary supervisor.
- 8.69 Authority to approve the deregistration of a research student who fails to meet their progression requirements is delegated to the Director of Graduate Studies, on the recommendation of the progression panel.
- 8.77 Approval of the examination entry procedure for research studies programmes is delegated to the Research Degrees Programmes and Examinations Board, and is coordinated by the Research Degrees Office.
- 8.85 Authority to approve DrPS, DPsych, and DClinDent award requirements is delegated to the Research Degrees Programmes and Examinations Board.
- 8.87 Authority to approve lower word counts for specific research studies programmes is delegated to the Research Degrees Programmes and Examinations Board.
- 8.89 Authority to approve examiners for research programmes is delegated to the Research Degrees Programmes and Examinations Board, following nomination under the examination entry process.
- 8.91 Authority to approve one examiner's attendance at a viva by video link is delegated to the Research Degrees Programmes and Examinations Board, following an individual application to the Board setting out the reasons for the request.

## Regulation Delegation

- 8.92 Authority to approve the candidate's attendance at a viva by video link is delegated to the Research Degrees Programmes and Examinations Board, following an individual application to the Board setting out the reasons for the request.
- 8.94 Authority to approve the conduct of a research studies examination in a language other than English is delegated to the Research Degrees Programmes and Examinations Board, following an individual application to the Board setting out the reasons for the request.
- 8.112 Authority to award a research degree is delegated to the Research Degrees Programmes and Examinations Board, following review of the panel of examiners' reports and confirmation of their recommendation for award (coordinated by the Research Degrees Office).
- 8.114 Authority to posthumously award a research degree is delegated to the Research Degrees Programmes and Examinations Board, in accordance with the stated procedure.
- 8.116 Authority to approve the extension of the 12-month restricted access period for a thesis is delegated to the Deputy Dean for Research (Research Degrees), following an individual application setting out reasons for the request and why the circumstances are exceptional.
- 8.123 Authority to approve the arrangements for collaborative research degrees is delegated to the Research Degrees Programmes and Examinations Board, in accordance with the approved policy and procedures.
- 8.125 Authority to revoke a research award is delegated to the Principal, on the recommendation of the Academic Registrar.
- 8.126 Authority to approve the requirements for a European Doctorate award is delegated to the Research Degrees Programmes and Examinations Board, in accordance with the approved policy and procedures.