

**ACADEMIC REGULATIONS FOR
POSTGRADUATE RESEARCH
PROGRAMMES
2017-18**



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Summary: This document defines the Academic Regulations for all Postgraduate Research Programmes awarded by the University of Winchester, including research degrees and professional doctorates.	

ACADEMIC REGULATIONS FOR POSTGRADUATE RESEARCH PROGRAMMES

TABLE OF CONTENTS

SECTION A	INTRODUCTION	2
Section A1	Scope of the Regulations	2
Section A2	Exemptions from and Suspension of the Regulations	2
SECTION B	ENROLMENT, CONTRACTUAL OBLIGATIONS AND ATTENDANCE	2
Section B1	Enrolment	2
Section B2	Contractual Obligations	3
Section B3	Attendance	3
Section B4	Full-Time and Part-Time Modes of Attendance	4
SECTION C	REGISTRATION PERIODS, INTERRUPTION AND REPEAT STUDY	4
Section C1	Registration Periods	4
Section C2	Interruption	5
Section C3	Applications to Repeat Modules	7
SECTION D	PROGRAMME STRUCTURE AND CREDITS	7
SECTION E	PROGRESSION	8
Section E1	Annual Progress Review	8
Section E2	Upgrade from MPhil to PhD	9
Section E3	Transition from Taught Modules to the Thesis Module for a Professional Doctorate	10
SECTION F	ASSESSMENT	11
SECTION G	THESIS REQUIREMENTS AND EXAMINATION	11
Section G1	Supervision	11
Section G2	Notice of Intention to Submit a Thesis	11
Section G3	Thesis Word Lengths	11
Section G4	Submission of Thesis	12
Section G5	Thesis Examination	12
SECTION H	AWARDS	14
Section H1	Conferment of Awards	14
Section H2	Posthumous Awards	14
SECTION I	AVAILABILITY OF THESES	14
SECTION J	ACADEMIC MISCONDUCT	14
SECTION K	REVOCAION OF AWARD	14
SECTION L	APPEALS AND COMPLAINTS	14
APPENDIX 1	DEFINITIONS AND TERMINOLOGY	15
APPENDIX 2	ACADEMIC YEAR AND START DATE OF REGISTRATION	17
APPENDIX 3	ENTRY REQUIREMENTS, READMISSIONS, ADVANCED STANDING AND TRANSFERS	18
3.1	Entry Requirements	18
3.2	Re-Admission following termination of registration or exclusion	18
3.3	Entry with Advanced Standing via RPL and Transfers	18
APPENDIX 4	QUALIFICATION AND GRADE DESCRIPTORS	19
4.1	Descriptor for a Higher Education Qualification at Level 8	19
4.2	Descriptor for a Higher Education Qualification at Level 7	19
4.3	Grade Descriptors for Marks achieved at Level 7	20
4.4	Grade Descriptors for Level 8	21
APPENDIX 5	LIST OF DEGREE TITLES AND THEIR ABBREVIATIONS	22

SECTION A INTRODUCTION

These Regulations are intended to be used as a primary source of information. Alongside the Regulations, the University operates a wide range of institutional policies and procedures. Key aspects of these policies and procedures are incorporated within the Regulations and reference is made there to the full policy or procedures, which can be found on the University's website under *Freedom of information*.

Section A1 Scope of the Regulations

- A1.1 The *Academic Regulations for Postgraduate Research Programmes*, referred to here as the 'Regulations', apply to all postgraduate research provision of the University of Winchester and to all students undertaking that provision unless specifically exempted by Senate or disallowed under accreditation agreements with Professional, Statutory and Regulatory Bodies. A full list of all postgraduate research awards, together with Honorary degree awards, is contained in Appendix 5.
- A1.2 The University reserves the right to withdraw programmes and to make changes in regulations, programmes, modules, fees etc, at any time before or after an applicant's admission. Admission to the University is subject to compliance with the University's registration and enrolment procedures and its Regulations.
- A1.3 The Regulations for each year shall be approved annually by Senate Academic Development Committee and Senate during the previous year.
- A1.4 The Regulations in force at any time shall be those for that academic year unless specified otherwise. When a student registers at the start of an academic year for a year of study or part way through an academic year, the student shall sign up for the Regulations for that academic year.
- A1.5 When a student resumes study after an interruption, the student shall undertake to abide by the Regulations and, where appropriate, the programme and module specifications in force at the time of resumption.
- A1.6 The Academic Regulations may be amended, through Senate Academic Development Committee, by authority of Senate.

Section A2 Exemptions from and Suspension of the Regulations

- A2.1 In exceptional circumstances, a programme or Faculty may seek an exemption from one or more of the Regulations, normally at the time of validation or review. Application to do so shall follow appropriate consultation with other programmes and subjects as required, and must be made explicit at the time of validation or review and must be explicitly approved by Academic Regulations, Policies and Procedures Committee. Where approval is secured, this must be made explicit in the Programme Specification or Programme Outline, as appropriate, and added to the list of Exemptions held by the Quality Office on the University Intranet.
- A2.2 In exceptional circumstances, and following appropriate consultation, a programme or Faculty may seek to obtain formal approval through Academic Regulations, Policies and Procedures Committee to suspend temporarily one or more of the Regulations. Where approval is secured, students shall be explicitly notified before implementation. (An example of this might occur where a programme is running out or an external event prevents the normal procedures to apply.)

SECTION B ENROLMENT, CONTRACTUAL OBLIGATIONS AND ATTENDANCE

Section B1 Enrolment

- B1.1 All students shall enrol annually in accordance with procedures established by the Academic Registrar. Failure to re-enrol shall result in termination of registration.
- B1.2 Students starting an MPhil/PhD, DProf by Contribution to Practice or the Postgraduate Certificate in Research Skills must enrol and register within 20 working days of the first Monday of October or the

first Monday of April (or Tuesday, where Monday falls on Easter Monday). If they miss this date, they must defer starting their studies until the next registration date.

- B1.3 Professional Doctorate students, who are taking taught modules and fail to enrol and register by the day on which the module starts, must defer starting their studies until the next intake for the module/programme.
- B1.4 A student shall not be permitted to enrol on more than one taught programme leading to a qualification at one time except with the special permission of the Academic Registrar. This includes registration at another higher education provider. Failure to disclose any information relevant to this regulation may result in disciplinary action being taken and termination of registration, particularly in cases involving fraud or academic misconduct

Section B2 Contractual Obligations

- B2.1 All students undertake to abide by the Regulations of the University and the programme for which they have registered, as a condition of enrolment, and to be subject to the University's discipline while registered at the University.
- B2.2 The University is responsible for providing students with a functioning University email account and providing adequate support. All formal email communication between the University and students shall proceed through this account. Students shall, therefore, undertake to monitor communications at least once a week. (Students who wish to retain and use their personal email account for University communications shall be responsible for ensuring there is an effective link between their personal account and the Unimail account and they shall be responsible for maintaining this link.)
- B2.3 Should a student transfer to another programme and/or to another mode of study at the University, or withdraw temporarily or permanently from a programme, they shall obtain written approval in accordance with the University's procedures.
- B2.4 A student remains enrolled unless:
- a) they have advised the University of their withdrawal by completing the approved *Withdrawal Form* and submitting it to Registry; or
 - b) the University has terminated their registration.
- B2.5 A student shall ensure that their personal records, held by the University, always have the up to date residential address(es) and contact number(s), both permanent and local/term-time.

Section B3 Attendance

- B3.1 Attendance refers to the University's expectations with regard to the way in which students engage with their research programme. The specific nature of attendance requirements varies depending on the nature of the programme but general expectations are that students complete modules (where required), undertake training and other specified activities and when working on their thesis, meet regularly with their Director of Studies/Supervisory Team.
- B3.2 A student is admitted to a Professional Doctorate or Professional Masters programme on the basis of being actively engaged in a profession relevant to the award being sought.
- a) Part-time students are normally required to remain actively engaged in their professional practice during their studies and any change in their practice should be reported to the University. A change may, at the discretion of the Programme Leader (where students are taking taught modules) or the Research Degrees Quality Committee (where students are completing the Thesis), lead to a requirement that studies interrupt their studies for a maximum of 12 months, depending on the circumstances of the change (see also Section C2: Interruption).

- b) Full-time students may be permitted to take a break from active engagement in the profession during part or all of their period of registration.

Section B4 Full-Time and Part-Time Modes of Attendance

B4.1 The following modes of attendance are available to students:

- a) Full-time
- b) Part-time (normally an average of 17 hours per week)

B4.2 A student is expected to continue in the same mode of study for which they originally registered. Students who wish to apply for to transfer between full-time and part-time study must complete *Form Q: Changes to Mode of Study*. If approved the minimum and maximum registration periods shall be adjusted according to paragraphs C1.2 and C1.9 below.

B4.3 Full-time students are permitted to undertake a certain amount of paid teaching or demonstrating work subject to the following conditions:

- a) the total demand on their time, including contact time and a reasonable allowance for preparation and marking, does not exceed 180 hours in any one year;
- b) the total demand on their time shall not normally exceed six hours in any week;
- c) the work is compatible with their programme of doctoral study;
- d) the approval of their Director of Studies.

(Further details may be found in the Employment of Full-Time PGR Students as Graduate Tutors: Approved Procedures)

B4.4 Research Assistants shall be registered part-time except that in special circumstances the Research Degrees Quality Committee, on the recommendation of the Faculty Head of Research and Knowledge Exchange, may approve full-time registration.

SECTION C REGISTRATION PERIODS, INTERRUPTION AND REPEAT STUDY

Section C1 Registration Periods

C1.1 The period of registration shall date from the point of initial enrolment. The period of registration during which a student shall normally complete the requirements for an award from the University is as follows:

C1.2 Full time

<i>Award</i>	<i>Minimum</i>	<i>Maximum</i>
MProf	2 years	4 years
Prof Doc	3 years	5 years
MPhil	1 year	4 years
MPhil/PhD	2 years	4 years

Part time

<i>Award</i>	<i>Minimum</i>	<i>Maximum</i>
MProf	3 years	5 years
Prof Doc	3 years	7 years
MPhil	2 years	7 years
MPhil/PhD	3 years	7 years

C1.3 MPhil/PhD students are expected to submit their thesis no later than one year prior to the maximum period of registration in order to allow sufficient time for the examination to be held and any corrections to the thesis required by the examiners to be 'completed' in accordance with paragraph

C1.6 below, with the exception of students submitting for an MPhil/PhD by Works in the Public Domain, who must submit their thesis within 12 months of registration and enrolment and students submitting an MProf/DProf by Contribution to Practice¹, who must submit their thesis within 24 months of registration and enrolment.

C1.4 In exceptional circumstances, and for academic reasons only, a student may be permitted to submit a thesis earlier than the specified minimum period of candidature. In such a case, the request must be made by the Director of Studies to Research Degrees Quality Committee for approval.

C1.5 The maximum period of registration defines the period within which a student shall complete the requirements for the award. This shall not include any periods of interrupted study. A student does not have a right to remain registered until the end of the maximum period of registration, unless specifically approved by Research Degrees Quality Committee.

The University may terminate the registration of a student where a progress report indicates that a student has been inactive (ie has submitted no work for assessment and/or been unavailable for supervision) for an academic year following (re)enrolment. If such a decision is made, an exit award may be conferred.

C1.6 An MPhil or PhD student whose thesis is not 'completed' by the end of the maximum period of registration shall be deemed to have failed and their registration shall be terminated. Where appropriate, an exit award may be conferred. 'Completion' is defined as the thesis having been examined, corrections made and approved, and the pass list having been signed by the Vice-Chancellor.

C1.7 A student for the degree of MPhil/PhD may be permitted to transfer to the degree of MPhil only at any time prior to submission of the thesis. The period of registration spent up to the point of transfer shall be counted towards the period of registration required for the degree to which the transfer is made.

C1.8 Students who wish to apply for an extension on their period of registration shall complete *Form T: Extension to Period of Registration*. The maximum period that may be applied for, at any one time, is one year and students may apply for a maximum of two years in total.

C1.9 When a student's mode of study changes from full-time to part-time, the maximum period of registration shall normally be amended to allow two further years of study for each full-year of study still outstanding. This process shall operate in reverse for students transferring from part-time to full-time.²

C1.10 Where students change their programme, the number of years outstanding shall be amended according to the maximum permitted for the new programme.

Section C2 Interruption

C2.1 Students who are unable to continue their programme due to extenuating circumstances may apply to interrupt their studies. Students who wish to interrupt study but do not have extenuating circumstances may apply to do so but any incomplete modules, which need to be repeated, shall normally be capped at the minimum pass mark.

C2.2 The period of the break in studies shall normally be up to one year and exceptionally up to a maximum of two years. Interruption for maternity leave shall not normally be included in the maximum period of interruption.

C2.3 Students who are completing the taught modules for a Professional Doctoral programme shall complete the Interruption Form, available from Registry. The form shall be submitted with evidence

¹ Previously known as the DProf by Contribution to Public Work. See Appendix 5 for further details.

² Care needs to be taken when a student transfers between full-time and part-time or vice versa. Approval may only be granted if Registry has confirmed that the student will not exceed the full-time equivalent (FTE).

of the extenuating circumstances³, where appropriate. The appropriate Extenuating Circumstances Officer shall determine whether the extenuating circumstances are valid. The form (without the evidence) shall be passed to the Programme Leader who may then approve an application to interrupt study for a maximum period of up to one year, in the first instance. If a further break in study is requested or the initial request is for more than one year, the approval of the Head of Academic Department shall be sought. Where appropriate, the Programme Leader shall confirm details about how to manage any incomplete modules and any conditions for their return to study. Where the extenuating circumstances are deemed valid by the Extenuating Circumstances Officer, outstanding results may be graded as 'L' or 'M' grades, as appropriate, pending completion of the module after the student returns to study or the student may be permitted to repeat the entire module for substantive marks.

- C2.4 Students who are studying for their Thesis and who wish to interrupt study shall complete and submit *Form R: Request for Interruption in Study* to the RKE Centre. MPhil/PhD students who are required to complete modules towards the PgCert in Research Skills shall include evidence of the extenuating circumstances⁴, where appropriate. The Faculty PGR Co-ordinator shall determine whether the extenuating circumstances are valid. The form (without the evidence) shall be passed to the Chair of RDQC who may then approve an application to interrupt study for a maximum period of up to one year, in the first instance, and where appropriate, confirm details about how to manage any incomplete modules and any conditions for their return to study. Where the extenuating circumstances are deemed valid by the Extenuating Circumstances Officer, outstanding results may be graded as 'L' or 'M' grades, as appropriate, pending completion of the module after the student returns to study or the student may be permitted to repeat the entire module for substantive marks.
- C2.5 Once approved, the form and the evidence shall be forwarded to Registry or the RKE Centre, as appropriate) in order for the details to be processed. Until the form has been received by Registry or the RKE Centre, a student shall remain enrolled for their current programme.
- C2.6 Interruption of studies shall normally include interruption of supervision, access to IT and Library services etc. However, a student may apply to continue to receive these services when applying to interrupt their studies.
- C2.7 Shortly before the students is due to return to their studies, Registry or RKE staff shall contact them to confirm the date of return and any details, relating to their studies, that needs to be confirmed, eg re-registering for or choosing modules.
- C2.8 Where the reasons for interrupting study relate to medical or health issues, the University may require specific evidence to demonstrate that the issues have been addressed before permitting the student to resume their studies. Such evidence shall normally be detailed at the point of interruption. (Refer to the *Supported Study Approved Procedures* for further details.)
- C2.9 Students recommencing study following interruption shall re-enrol on the programme, before they are permitted to continue. When students resume study, they shall sign up for the Regulations and the programme, subject and module specifications in force at the time of resumption.
- C2.10 Students, who are permitted to interrupt their studies and subsequently find they are unable to resume their studies, must complete the University's official Withdrawal Form (available from Registry).
- C2.11 Students who fail to contact the University to either arrange their return to study or discuss other options to retain their registration no later than 20 working days after their expected return date shall be deemed to have unofficially withdrawn and their registration shall normally be terminated with effect from their expected return date.

³ Students who wish to keep the extenuating circumstances confidential may apply to Student Services to provide written support.

⁴ Students who wish to keep the extenuating circumstances confidential may apply to Student Services to provide written support.

Section C3 Applications to Repeat Modules

- C3.1 Students who have failed one or more modules, excluding the Thesis module taken by Professional Doctorate students, and are either ineligible to proceed to the next academic year of study or ineligible to graduate may apply to repeat the failed module(s).
- C3.2 Students may apply to repeat up to a maximum of one third of the credit for their programme, excluding the Thesis module taken by Professional Doctorate students. An exception may be made for students with valid extenuating circumstances. (See paragraph C3.7 below for details about how to apply for an exception.)
- C3.3 Students who wish to repeat study shall complete and submit the appropriate application form to Registry in accordance with University procedures.
- C3.4 The decision to accept or reject applications to repeat study, regardless of whether the student has valid extenuating circumstances or not, is at the discretion of the relevant Programme Leader and subject to PSRB and programme requirements. Programme Leaders also have discretion to set conditions on students returning to study, (eg restriction to an exit award, regular progress reviews) and may require students to withdraw at any point if conditions are not met.
- C3.5 Students shall not normally be offered the opportunity to retake modules that have already been passed. The only exception would be where students have valid extenuating circumstances and where the modules concerned would affect their final award. (See paragraph 3.7 below for details about how to apply for an exception.) Where a Programme Leader permits a student to retake a module, which has already been passed, or take a new module to replace a module that has already been passed, the original result would be set aside and the result for the repeated or replacement module would stand, even if the result were lower than the result for the original module.
- C3.6 Results for repeated modules or modules taken to replace failed modules shall normally be capped at the minimum pass mark unless the student has valid extenuating circumstances or the student is required to take additional modules to meet the requirements for a new programme, pathway or subject. (See paragraph 3.7 below for details about how to apply for an exception.)
- C3.7 If a student has extenuating circumstances that they wish to be taken into account, with regard to paragraphs C3.2, C3.5 or C3.6 above, they shall submit valid evidence of extenuating circumstances together with their Repeat Study Application Form. The Extenuating Circumstances Officer or the relevant Faculty PGR Co-ordinator shall then advise the Programme Leader or Chair of RDQC, as appropriate, whether or not extenuating circumstances apply. The Programme Leader or Chair of RDQC may then consider this when deciding whether to accept the student's application to repeat study as detailed in C3.4 above.

SECTION D PROGRAMME STRUCTURE AND CREDITS

Full details of programme requirements may be found in the individual Programme Specifications for Professional Doctorates and Postgraduate Certificate in Research Skills and the Programme Outlines for MPhil/PhD, PhD by Works in the Public Domain and MProf/DProf by Contribution to Practice.

- D1 All aspects relating to a Postgraduate Research Programme shall normally be conducted in English, including interviews, upgrades and vivas.
- D2 The MPhil and PhD consist of research training and supervision sessions leading to the production of a thesis in English which, depending on the nature of the discipline, may include the production of creative work or performance.
- D3 The MProf consists of research and generic skills training and taught and supported self-directed modules, which accrue credit.

- D4 The DProf consists of research and generic skills training, taught and supported self-directed modules, which accrue credit, and an extended period of supervised study leading to the production of a thesis which, depending on the nature of the discipline, may include the production of creative work or performance.
- D5 The PhD by Works in the Public Domain and DProf by Contribution to Practice consist of a period of supervised study in which the student prepares a context statement for one or more works completed prior to registration which, depending on the nature of the discipline, may include the production of one or more creative works or performances. The context statement and the works together make up the Thesis.
- D6 Every student shall take part in an individualised assessment of their research training and personal and professional developmental needs with their supervisor(s) at the start of their programme. Training needs shall be monitored and re-assessed on an annual basis as part of the annual progress reporting process.
- D7 MPhil/PhD students shall also be required to take and pass the Postgraduate Certificate in Research Skills prior to submitting their thesis, unless they can provide evidence and/or documentation of equivalent experience and qualifications through the RPL process.
- D8 PhD students are normally required to register initially for the degree of MPhil. (Refer to paragraph E2 below for details of the process for upgrading to a PhD).
- D9 In addition to meeting the Qualification Descriptors defined in *Appendix 4* of these Regulations, students are required to meet the following requirements for their intended award:

MProf = 240 credits
120 credits at level 8; and
120 credits at level 7/8.

DProf * = 540 credits
360 credits at level 8 *; and
180 credits at level 7/8.

* a minimum of 240 credits must be within a Professional Research Module (ie a thesis), which must be presented and defended at a viva voce

MPhil/PhD A thesis which must be presented and defended at a viva voce

**MProf/DProf by Contribution to Practice and
MPhil/PhD by Works in the Public Domain**

A thesis consisting of a Context Statement and a copy or portfolio of the work contributing to a professional and/or public area, which must be presented and defended at a viva voce.

- D10 Students who exit a Professional Doctorate without completing a thesis may be considered for a Professional Masters award.
- D11 Students who exit a Professional Masters without completing the normal credit requirements may be considered for a Postgraduate Diploma or Postgraduate Certificate (refer to Section E of the *Academic Regulations for Taught Programmes* for further details).

SECTION E PROGRESSION

Section E1 Annual Progress Review

- E1.1 Progress shall be reviewed annually for all students.
- E1.2 Progression for students undertaking taught or supported self-study modules shall be determined by a Faculty Exam Board, which shall meet at least one a year to confirm module results, progression and exit awards, as appropriate.

- E1.3 A student shall normally pass all modules for which they were registered in an academic year before being permitted to progress from one year to the subsequent year of study except in the case of modules which cross academic years. This includes MPhil/PhD students who are required to take and pass the Postgraduate Certificate in Research Skills modules.
- E1.4 A Professional Doctorate student shall normally pass all taught modules and satisfactorily complete their research proposal and pass their Thesis Progression Viva before being permitted to undertake the writing of the thesis.
- E1.5 Students working on their MPhil/PhD/Professional Doctorate thesis shall be required to submit an *Annual Progress Report (Form D)* including an Action Plan, together with their Supervisory Team, on the last working day of May each year with the following exceptions:
- a) students registered for the DProf by Contribution to Practice shall be required to submit an *Annual Progress Report (Form D)* including an Action Plan, together with their Supervisory Team, on the last working day of May, during their first year of study only. In their second year of study, they shall be formally reviewed when they complete *Form J – Intention to Submit and Exam Arrangements*, at least 4 months before the final submission of the Thesis;
 - b) students registered for the PhD by Works in the Public Domain shall be formally reviewed when they complete *Form J – Intention to Submit and Exam Arrangements*, at least 4 months before the final submission of the Thesis.
- E1.6 Extension to this deadline may be granted for good cause. Students who wish to apply for an extension shall do so using the application for *Extenuating Circumstances Form* and submit it to the RKE Office, together with written concessionary evidence of extenuating circumstances, supported by a disinterested person of demonstrable professional standing in relation to the type of evidence. Refer to the University's *Extenuating Circumstances Policy* for further details.
- E1.7 A Supervisory Team, which has concerns about a student's progress at any time, may request that a one-off review is undertaken and considered by the Research Degrees Quality Committee.
- E1.8 Where a student fails to meet attendance requirements for their research programme and/or demonstrates unsatisfactory progress (for example non-submission of the *Annual Progress Report Form* and Action Plan or failure in a module from the Postgraduate Certificate in Research Skills), the Research Degrees Quality Committee or the Faculty Exam Board (as appropriate) may require the student to:
- a) continue their studies for a defined period under the terms of an agreed action plan pending a further review; and/or
 - b) transfer their registration to an alternative programme; or
 - c) withdraw from the programme.
- E1.9 Students shall not normally be permitted to progress to the next academic year of their programme, nor will they receive any academic award, unless they have paid at least 80% of their tuition fees and have an agreed payment plan in place for the balance (in accordance with the *Student Finance Regulations*).
- E1.10 Any student required to withdraw under paragraph E1.8 above shall have the normal rights of appeal in accordance with the *Academic Appeals Regulations*.

Section E2 Upgrade from MPhil to PhD

- E2.1 Students wishing to upgrade from an MPhil to PhD shall submit *Form G: Upgrade Arrangements* to the Research Degrees Quality Committee and have taken and passed the relevant modules from the Postgraduate Certificate in Research Skills. Once the Committee has approved the arrangements, the student shall:
- a) complete a written submission;
 - b) attend an Upgrade Viva at which they must successfully defend their research proposal.

- E2.2 The Upgrade Viva shall be conducted by a Panel consisting of two appropriately qualified members of academic staff:
- a) an Independent Chair, who shall be appointed by the Director of Studies and drawn from a list of staff who have received appropriate training;
 - b) an External Assessor, who may be a member of staff at the University or external to the University but is not directly associated with the student's work. The External Assessor shall have a high level of subject knowledge, sufficient to impart a critical independent expert evaluation and, ideally, previous experience of postgraduate research examinations (as Chair or Examiner of at least two upgrades or vivas). In exceptional cases where the proposed External Assessor does not have the necessary experience, a second External Assessor may be appointed who does possess sufficient experience to ensure that, between them, the two Assessors shall meet the level of examining experience required.
- E2.3 All members of the Supervisory Team are normally required to attend.
- E2.4 Following the viva voce, the External Assessor(s) shall recommend one of the following courses of action:
- a) upgrade is recommended;
 - b) upgrade is deferred pending submission of a revised written submission;
 - c) the student be required to attend for a further Upgrade viva examination only;
 - d) the student be required to submit a revised written submission and attend a further Upgrade viva;
 - e) the Upgrade is not recommended and no further submissions shall be accepted.
(This decision shall normally only be given following a second submission and/or viva.)
- E2.5 Where a student is successful and transfers their registration, the date of initial registration for the postgraduate research programme continues to apply for the purposes of determining minimum and maximum registration periods.
- E2.6 Students are normally only permitted two attempts to apply to upgrade their research proposal to a PhD.
- E2.7 The student has a right to appeal against the decision of the Panel in accordance with the *Academic Appeals Regulations*.

For further details of the upgrade process and documentation, please refer to the *PGR Student and Supervisors Handbook*.

Section E3 Progression from Taught Modules to the Thesis Module for a Professional Doctorate

- E3.1 Students wishing to continue their DProf after completing the taught modules shall submit *Form C Prof (Registration of Thesis Title)* to the Research Degrees Quality Committee. Once the Committee has approved the arrangements, the student shall:
- a) complete a written submission;
 - b) attend a Thesis Progression Viva at which they must successfully defend their research proposal.
- E3.2 The Thesis Progression Viva shall be conducted by a Panel of Assessors consisting of an External Assessor (normally a Faculty Head of RKE, who is not directly associated with the student's work), who will chair the viva, the Director of Studies and normally the proposed second supervisor.
- E3.3 Following the Thesis Progression Viva, the Assessors shall recommend one of the following courses of action:
- a) progression to supervised study is recommended;
 - b) progression is deferred pending submission of a revised written submission only;

- c) the student be required to attend a further Thesis Progression Viva only;
- d) the student be required to submit a revised written submission and attend a further Thesis Progression Viva;
- e) the progression to supervised study is not recommended and no further submissions shall be accepted.

(This decision shall normally only be given following a second submission and/or viva.)

E3.4 Where a student is successful in making the progression to supervised study, the date of initial registration for the postgraduate research programme continues to apply for the purposes of determining minimum and maximum registration periods.

E3.5 Students are normally only permitted two attempts to apply to make the progression to supervised study.

E3.6 The student has a right to appeal against the decision of the Panel in accordance with the *Academic Appeals Regulations*.

For further details of the progression process and documentation, please refer to the *PGR Student and Supervisors Handbook*.

SECTION F ASSESSMENT

The regulations governing assessment for the taught modules in the pre-Thesis stage of Professional Doctoral programmes and for the Postgraduate Certificate in Research Skills are contained in the *Assessment Regulations*.

SECTION G THESIS REQUIREMENTS AND EXAMINATION

This section applies to students studying for an MPhil or Doctoral award only.

Section G1 Supervision

All students studying for an MPhil or Doctoral award shall be allocated a supervisor or Supervisory Team. Supervisors are appointed by the Research Degrees Quality Committee according to approved criteria. Refer to the University's *PGR Student and Supervisors Handbook* for further details.

Section G2 Notice of Intention to Submit a Thesis

A student who is about to submit a thesis shall complete and submit *Form J: Intention to Submit and Exam Arrangements* at least four months' prior to submission and shall have completed and passed the Postgraduate Certificate in Research Skills.

Section G3 Thesis Word Lengths

G3.1 The word length may vary in accordance to the subject of study but the following ranges and maxima are offered as a guide:

Professional Doctorate	Thesis: between 40,000 - 80,000 words *
Master of Philosophy	Thesis: maximum of 50,000 words
Doctor of Philosophy	Thesis: between 75,000 - 100,000 words excluding appendices
Doctor of Philosophy by Works in the Public Domain	Context statement: normally between 10,000 - 20,000 words
Professional Doctorate by Contribution to Practice	Context statement: normally between 10,000 - 30,000 words

Where students submit original, creative or practical work in part fulfilment of the award requirements, the relative weighting of practical work and written thesis is variable and shall depend on the nature of the individual research project. The weighting shall be agreed between the supervisory team and the student at the research proposal stage (for MProf/DProf programmes) or

the upgrade viva (for PhD programmes). For the PhD by Works in the Public Domain and the DProf by Contribution to Practice, the Interview Panel shall give initial guidance about the weighting between the Work(s) and the Context Statement in the Thesis. This will be developed with the Supervisory Team and the final weighting agreed between the student and the Director of Studies prior to submission.

* *Refer to the Programme Specification for further guidance.*

G3.2 Permission to exceed the maximum word lengths listed above may only be approved by Research Degree Quality Committee on the recommendation of the Director of Studies. Students who exceed the stated limit without Research Degree Quality Committee permission shall be required by the examiners to resubmit their thesis within the stipulated length.

Section G4 Submission of Thesis

G4.1 Following completion of the necessary period of study, a thesis shall be submitted for examination in accordance with the *Guidelines for the Presentation of the Thesis for Postgraduate Research Programmes*. The responsibility for the decision to submit is the student's and submission does not imply the endorsement of the Supervisory Team. If the student has submitted against the advice of the Supervisory Team, a letter to that effect written by the Director of Studies and signed by the team shall be placed in the student's file, but not notified to the Examiners or Chair prior to the viva.

G4.2 The submission of a thesis shall be made no later than the expected end date of the maximum period of registration, as defined in Section C above.

G4.3 Students who wish to apply for an extension to the deadline for submission of the thesis or performance of a practical assessment associated with the thesis must complete and submit *Form T: Extension to Period of Registration*. Such requests shall be submitted to the Research Degrees Quality Committee.

Section G5 Thesis Examination

G5.1 For each student, normally one internal and one external examiner shall be appointed to examine the thesis; in exceptional cases and in the case of students submitting for a DProf by Contribution to Practice, one additional external examiner shall be appointed. In the case of Professional Doctorates: at least one of these two examiners shall have relevant professional experience. All University staff in receipt of a fee waiver shall normally have two external examiners appointed to examine the thesis, but no internal examiner.

Members of the supervisory team, and other researchers who have had a substantial involvement in the student's work such that there would be a conflict of interest or a potential lack of objectivity may not be appointed as internal examiners.

G5.2 Students shall normally be required to attend a viva voce examination. In conducting the viva voce examination, arrangements shall be made to accommodate the requirements of students with special communication needs, where necessary. The length of the viva voce examination shall normally not exceed two hours, not including attendance at a practical element, where required.

G5.3 Normally, a suitably qualified academic member of staff from the University, with no connection to the project under examination, shall chair the viva voce examination.

G5.4 The viva voce shall be minuted by a nominee of the RKE.

G5.5 The student has the right to require the presence of one or more members of the Supervisory Team at the viva voce.

G5.6 Following the viva voce, the examiners shall recommend one of the following courses of action:

- a) that the degree for which the student has submitted a thesis be awarded (ie there are no corrections to be made to the thesis);

- b) that the degree for which the student has submitted a thesis be awarded subject to minor amendments to the thesis normally within 1 month after the formal notification to the student;
- c) that the degree for which the student has submitted a thesis be awarded, subject to the correction of modest errors or omissions of substance being made, normally within 6 months after the formal notification to the student;
- d) that the student be required to attend for a further *viva voce* examination;
- e) that the student be permitted to submit a revised thesis for the same degree for re-examination on one subsequent occasion, normally within 12 months after the formal notification to the student;
- f) that, in the case only of a PhD student who has failed to satisfy the examiners, the student may be awarded an MPhil, subject to minor amendments to the thesis being made, normally within 20 working days after the formal notification to the student. In such circumstances, the work shall meet the normal criteria for the award of the MPhil degree apart from the normal word count;
- g) that the degree be not awarded and that resubmission of the thesis be not permitted.⁵

Minor amendments may include minor errors, typographical errors, occasional stylistic or grammatical flaws, corrections to references, addition or modification of one or two figures, and minor changes to layout and require no new research or revision.

Modest amendments may include omissions of substance and/or require limited further analysis or development but shall not affect the originality of the central thesis. They shall be of a scale to require certification by both the internal and external examiners, though normally not so extensive that a *viva voce* is required.

G5.7 The student has a right to appeal against the decision of the Examiners in accordance with the *Academic Appeals Regulations*.

G5.8 Where the examiners cannot reach agreement on the recommendation, a new *viva voce* shall normally be arranged with new examiners.

G5.9 Failure to attend a *viva voce* or practical assessment associated with a thesis, without good cause, shall result in a fail. Permission to attend a rescheduled *viva voce* or practical assessment shall be at the discretion of the Research Degrees Quality Committee.

G5.10 If a student is unable to attend a *viva voce* and/or practical assessment associated with a thesis, due to illness or other good cause, a medical certificate or other documentary evidence (in accordance with the University's *Extenuating Circumstances Policy*) shall be submitted to RKE before the examination, where possible, or no later than 5 working days after the *viva voce*/practical assessment was due to be held. Where the evidence is accepted, the student shall normally be permitted to attend the *viva voce* and/or practical assessment again at a time to be confirmed by the Research Degrees Quality Committee.

G5.11 A student who fails to submit a corrected or revised thesis by the date set by the examiners shall normally be regarded as having failed the examination.

G5.12 Extensions to the deadline for submission of corrections or an amended thesis may only be approved by the Research Degrees Quality Committee. Such requests must be submitted to the Research Degrees Quality Committee in accordance with the *Extenuating Circumstances Policy*.

⁵ This action may be taken following an initial *viva voce* or a subsequent *viva voce*.

SECTION H AWARDS

Section H1 Conferment of Awards

- H1.1 The Faculty Exam Board shall confirm the awards for Professional Masters degrees and exit awards for students who are unable or ineligible to continue their intended programme.
- H1.2 The Research Degrees Quality Committee shall confirm the awards for Professional Doctorates, MPhil and PhD awards.
- H1.3 Students shall not be permitted to attend a Graduation Ceremony while in debt to the University (in accordance with the *Student Finance Regulations*).

Section H2 Posthumous Awards

- H2.1 Where a student dies following upgrade from MPhil to PhD but before completion of the thesis or submission of *Form J*, an MPhil shall normally be awarded.
- H2.2 Where a student dies following the submission of *Form J, V or X*, the Director of Studies may request that the Research Degrees Quality Committee accept the draft thesis, together with any relevant published work by the student, for examination.
- H2.3 In considering whether to accept the work, the Research Degrees Quality Committee shall assure itself that the work available is of sufficient quality to demonstrate to examiners that the student had achieved the objectives of the research programme.
- H2.4 If deemed appropriate for examination, the work shall be sent to the Examiners as allocated and they shall be asked to make a recommendation in accordance with the options listed in paragraph G 5.6 above, as appropriate.

SECTION I AVAILABILITY OF THESES

Research work submitted as a hard-copy thesis for a postgraduate research degree shall normally be available via the British Library and the University Library with no restriction on access. The thesis shall also normally be available via the Electronic Repository. (Please refer to the *Guidance for PGR Students in respect of Open Access and the Data Repository*, available via the Research Degree and Supervision Intranet pages for further information.) Students may publish or otherwise perform or disseminate the whole or part of their work prior to its submission as a thesis, provided that in the published work it is nowhere stated that it is in consideration for a higher degree.

SECTION J ACADEMIC MISCONDUCT

Suspected cases of academic misconduct (including plagiarism, ethical misconduct, cheating and other forms of unfair advantage) shall be dealt with under the University's *Academic Misconduct Policy*.

SECTION K REVOCATION OF AWARD

The University may revoke an award made under these regulations in accordance with the Policy for the *Confirmation and Revocation of Awards*.

SECTION L APPEALS AND COMPLAINTS

- L1 Students have a right to appeal against the decision of the Faculty Exam Board, the Upgrade Viva Panel and the Examiners for the Viva Voce, in accordance with the *Academic Appeals Regulations*.
- L2 Students who wish to complain may do so in accordance with the *Complaints Policy*.

APPENDIX 1 DEFINITIONS AND TERMINOLOGY

As a means of helping to ensure that the University's academic regulations are consistently interpreted and applied, the following definitions are used:

- 1.1 **'The University'** means the University of Winchester.
- 1.2 **'Senate'** is the senior academic body of the University.
- 1.3 **'Senate Academic Development Committee'** (SADC – formerly known as Academic Standards Committee (ASC)) is the Senate committee responsible for the academic standards and quality assurance of the University of Winchester.
- 1.4 **'Research Degrees Quality Committee'** (RDQC) is a Sub-Committee of SADC with delegated responsibility for all matters relating to the provision of Postgraduate Research Programmes. The Committee also acts as an Exam Board for Postgraduate Research Programmes with delegated responsibility for ratifying marks and taking decisions regarding progression and the award of qualifications for postgraduate research programmes.
- 1.5 **'Faculty Exam Board'** is a Sub-Committee of Senate with delegated responsibility for ratifying marks and taking decisions regarding progression and the award of qualifications for taught programmes.
- 1.6 **'Programme'** means an approved course of study, which leads to an award from the University of Winchester. Postgraduate Research Programmes lead to awards at levels 7/8.
- 1.7 **'Student'** means a person who has enrolled at the University in accordance with section B1 for either the PGR Preparation Module or a Postgraduate Research Programme.
- 1.8 **'Thesis'** means the dissertation or complete body of work, which may include creative practice, to be presented for examination for an MPhil or Doctoral award.
- 1.9 **'Examination'** means either:
 - a) the independent assessment of work undertaken other than by private study and under controlled or time-constrained conditions, which is capable of external moderation on an individual basis. This definition conventionally implies a written and unseen paper exercise but it is intended to permit examination by performance;
 - b) the submission and defence of the Thesis at a viva voce.
- 1.10 A **'Module'** is the basic component of a taught programme with a defined number of CATS credits and defined learning outcomes.
 - a) a Mandatory module must be taken by all students on a particular pathway/programme;
 - b) a Core module must be taken and passed by all students on a particular pathway/programme;
 - c) an Optional module may be taken by students on a particular pathway/programme.
- 1.11 **'PGR Preparation Module'** is a six-month programme in which students prepare an MPhil/PhD proposal under supervision.
- 1.12 **'Valid extenuating circumstances'** or **'Valid evidence of extenuating circumstances'** means approved, relevant extenuating circumstances as defined by the University's *Extenuating Circumstances Policy*.
- 1.13 **RPL** means Recognition of Prior Learning and is a generic term for the process by which recognition may be given for past learning experiences. (For further information, please refer to the *RPL Policy*). RPL was previously known as AP(E)L.
- 1.14 **'CATS'** refers to the Credit Accumulation Transfer Scheme operating at the University in which modules have a national currency. All references to module credits in these Regulations refer to CATS credits, unless stated otherwise. The number of credits is based on the estimated notional learning hours (where one credit represents 10 notional hours of learning).

1.15 CATS Levels

Each module shall carry one of the following CATS level ratings as defined by QAA in *The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies* in the *UK Quality Code for Higher Education Higher Education Part A: Setting and Maintaining Academic Standards* October 2014:

Level 7

Learning at this level shall display mastery of a complex and specialised area of knowledge and skills, employing advanced skills to conduct research, or advanced technical or professional activity, accepting accountability for related decision-making, including use of supervision.

Level 8

Learning at this level shall display creation and interpretation, construction and/or exposition of knowledge which extends the forefront of a discipline or professional practice, usually through original research, enabling students to conceptualise, design and implement projects for the generation of significant new knowledge and/or understanding and make informed judgements on complex issues in specialist fields and/or professional practice and take an innovative approach to tackling and solving problems.

- 1.16 'ECTS' refers to the European Credit Transfer and Accumulation System operating throughout Europe. ECTS is based on the principle that 60 credits measure the workload of a full-time student during one academic year. The University equates one ECTS credit to two CATS credits.

APPENDIX 2 ACADEMIC YEAR AND START DATE OF REGISTRATION

- 2.1 The Academic Year Calendar is approved by Senate and published by the Academic Registrar.
- 2.2 Students studying for an MPhil/PhD or DProf by Contribution to Practice may register on the first Monday of October or the first Monday of April (or Tuesday, where Monday falls on Easter Monday) and the start date of their period of registration shall date from then.
- 2.3 Other Professional Doctorate or Professional Masters students shall normally may register on the first Monday of October or the first Monday of April (or Tuesday, where Monday falls on Easter Monday), in which case their academic year shall also be calculated in accordance with the above, but they may also be permitted to register at the start of a taught module, where appropriate. In such cases, the period of registration shall normally be deemed to start in the semester in which their taught module began, except for students enrolling for their first module during the summer: in these cases, the period of registration shall normally be counted with effect from the start of September of that calendar year

APPENDIX 3 ENTRY REQUIREMENTS, READMISSIONS, ADVANCED STANDING AND TRANSFERS

3.1 Entry Requirements

- 3.1.1 Students are admitted to the University at the discretion of the Vice-Chancellor or other appropriate officer, on fulfilment of specified entry requirements for the purposes of following a specified programme normally leading to an award.
- 3.1.2 The general entry requirements are defined in the University's *Postgraduate Research Programmes Admissions Policy*. Programme-specific entry requirements for programmes including taught modules are defined in the relevant Programme Specification or Programme Outline.
- 3.1.3 All applications for an MPhil/PhD programme or progression to thesis for Professional Doctorate students are subject to confirmation by the University that satisfactory arrangements for supervision and arrangements for financial support for the student and facilities for the project (including the provision of any additional support strategies, specialist equipment or assistive technology required by disabled students) have been approved.

3.2 Re-Admission following termination of registration or exclusion

- 3.2.1. If the University has terminated a student's registration and an application for repeat study has been rejected or disallowed or the student has been excluded or expelled in accordance with the *Disciplinary Procedures for Students*, a student may apply for re-admission. However, when considering such an application, the programme is expected to respect the decision of the University and not readmit the student until at least 24 months has elapsed. Where a student's registration has been terminated on academic grounds and they wish to return to the same programme, the programme is expected to be very particular as to why they are re-admitting. Reasons for re-admitting might be that the applicant has been able to show they had kept up with the subject material and/or provided evidence that any circumstances that contributed to the termination of registration have been overcome.
- 3.2.2 If readmitted, previous credit may be recognised and accredited in accordance with the *RPL Policy*.

3.3 Entry with Advanced Standing via RPL and Transfers

- 3.3.1 An applicant for a programme including taught modules may be permitted to enter with advanced standing and awarded credit for specified modules through RPL (formerly known as AP(E)L. For further details, please refer to the *RPL Policy*.
- 3.3.2 Internal student transfers between programmes and subjects shall be approved at the discretion of the Programme Leader(s) concerned. Any transfer of credit shall be agreed at the time of transfer and the student shall be required to sign an acceptance of the credit agreement.
- 3.3.3 Applicants may be permitted to transfer from another University with or independent of their Director of Studies/Supervisor subject to the satisfactory provision of: an official release (including details of the duration of the student's previous research study), progress reports, confirmation and details of any upgrade from MPhil to PhD (as appropriate). Where this occurs, the minimum period of registration at the University must be at least 12 months full time or 24 months part time.
- 3.3.4 On transfer of registration, the registration for the original degree shall lapse.

APPENDIX 4 QUALIFICATION AND GRADE DESCRIPTORS

4.1 Descriptor for a Higher Education Qualification at Level 8

Doctoral degree graduates are required to meet this descriptor in full.

A Doctoral degree (level 8 qualification) is awarded to students who have demonstrated:

- a) the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication and/or public performance and other public dissemination.;
- b) a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of creative or professional practice;
- c) the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
- d) a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification shall be able to:

- e) make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences
- f) continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.

And holders shall have:

- g) the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

4.2 Descriptor for a Higher Education Qualification at Level 7

Masters degree graduates are required to meet this descriptor in full.

A Masters degree (level 7 qualification), is awarded to students who have demonstrated:

- a) a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of creative or professional practice;
- b) originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;
- c) conceptual understanding that enables the student to:
- d) evaluate critically current research and advanced scholarship in the discipline;
- e) evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses;
- f) a comprehensive understanding of techniques applicable to their own research or advanced scholarship.

Typically, holders of the qualification shall be able to:

- g) deal with complex issues both systematically and creatively, make sound judgments in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences
- h) demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level
- i) continue to advance their knowledge and understanding, and to develop new skills to a high level.
- j) And holders shall have:
- k) the qualities and transferable skills necessary for employment requiring:

- i) the exercise of initiative and personal responsibility
- ii) decision-making in complex and unpredictable situations
- iii) the independent learning ability required for continuing professional development.

4.3 Grade Descriptors for Marks achieved at Level 7

The grading descriptors that follow offer representations of achievement by marks from 100 to 0. The pass mark for modules which accrue level 7 credit is 50%.

Pass with Distinction 100 - 70%

An outstanding piece of work in every regard which demonstrates:

- a) a thorough and wide-ranging knowledge of the subject
- b) a thorough and insightful understanding of the issues involved
- c) an ability to analyse critical contributions on the subject
- d) an ability to independently research and bring together material to support an argument
- e) an ability to express an original, reasoned argument in a lucid manner
- f) an ability to make valid generalisations in moving from the empirical to the abstract
- g) excellent research competencies in terms of presentation, language and referencing.

Pass with Merit 69 – 60%

A very good piece of work which demonstrates:

- a) a detailed knowledge of the subject
- b) a well developed knowledge of the critical contributions on the subject
- c) an ability to use and organise research material in a focussed manner
- d) good analytical skills combined with careful, systematic coverage of the topic
- e) detailed research in terms of presentation, language and referencing
- f) an ability to make appropriate connections and distinctions and present a clear, convincing argument.

Pass 59 - 50%

A good piece of work which demonstrates:

- a) a sound to reasonable understanding of the subject and the issues involved
- b) a good knowledge to general familiarity of the critical contributions on the subject
- c) an ability to use and organise research material to support ideas and arguments
- d) sound analytical skills combined with competent coverage of the topic
- e) good to competent research competencies in terms of presentation, language and referencing
- f) at the upper end of the scale, students may also demonstrate an ability to make appropriate connections and distinctions and present a clear, convincing argument.

Fail 49 - 2%

All work awarded a mark below 50% at the first attempt may be redeemed for a maximum of 50%.

Work at the upper end of this scale which demonstrates:

- a) a general, but incomplete understanding of the subject
- b) some knowledge of the literature on the subject
- c) some ability to develop and support an argument
- d) a tendency to express ideas through description and anecdote rather than analysis
- e) difficulties with presentation, language and referencing.

Work at the lower end of this scale which shall be unsatisfactory and demonstrates:

- f) little understanding of the subject and its implications
- g) a limited amount of reading and poor knowledge of the previous contributions on the subject
- h) limited ability to formulate and sustain a clear argument
- i) poor presentation skills and serious problems with language and referencing.

Fail 1%

This mark indicates the work has been submitted but was failed on grounds of one of the following:

- a) poor academic practice;
- b) proven academic misconduct;
- c) second or exceptional third attempt submitted after the deadline;
- d) corrupt, unreadable files or incorrect format submitted for eSubmission.

Fail 0%

Work not submitted.

4.4 Grade Descriptors for Level 8

Assessments at level 8 are graded pass/fail only and shall have no accompanying percentage mark. Results shall be recorded as follows:

Ungraded Pass UP

Fail F

Programme Leaders may adopt specific criteria for individual assignments, as appropriate.

APPENDIX 5 LIST OF DEGREE TITLES AND THEIR ABBREVIATIONS

Programme	Award title on certificate
MPhil	Master of Philosophy *
MPhil by Works in the Public Domain	Master of Philosophy by Works in the Public Domain
MProfBA	Professional Master of Business Administration
MProfEd in Creative and Cultural Education	Professional Master of Education in Creative and Cultural Education #
MProfEd in Leading Educational Practice in Professional Settings	Professional Master of Education in Leading # Educational Practice in Professional Settings
MProfEd	Professional Master of Education ~
MProfCA (Creative Writing)	Professional Master of Creative Arts in Creative Writing
MProfCA (Performing Arts)	Professional Master of Creative Arts in Performing Arts
MProfTh	Professional Master of Theology and Practice
MProf by Contribution to Practice	Professional Master by Contribution to Practice
PhD	Doctor of Philosophy *
PhD by Works in the Public Domain	Doctor of Philosophy by Works in the Public Domain
EdD	Doctor of Education *
DBA	Doctor of Business Administration *
DCA (Creative Writing)	Doctor of Creative Arts in Creative Writing *
DCA (Performing Arts)	Doctor of Creative Arts in Performing Arts *
DTh	Doctor of Theology and Practice *
DProf by Contribution to Practice	Professional Doctorate by Contribution to Practice
* followed by the title of the Thesis	
# exit award titles for students who were registered for the EdD prior to September 2017	
~ exit award title for students who registered for the EdD since September 2017	

Honorary Awards

DLitt	Doctor of Letters <i>honoris causa</i>
DD	Doctor of Divinity <i>honoris causa</i>
LLD	Doctor of Law <i>honoris causa</i>
DBA	Doctor of Business Administration <i>honoris causa</i>
DSc	Doctor of Science <i>honoris causa</i>
DUniv	Doctor of The University <i>honoris causa</i>