A4: Regulations for practitioner doctorate degrees: Doctor of Business Administration (DBA), Doctor of Clinical Practice (DClinPrac), Doctor of Engineering (EngD), Doctor of Psychology (PsychD)

Academic Year 2014/15
Internal examiner nominations ................................................................. 10
Independent Chair ..................................................................................... 11
Examiners’ reports ..................................................................................... 11
Viva voce examination ............................................................................... 11
Submission of revised portfolio or thesis ..................................................... 13
Disagreement between examiners ............................................................. 14
Access to portfolio or thesis ....................................................................... 14
Copyright ...................................................................................................... 14
Restricted access ........................................................................................ 14
Intellectual property ................................................................................... 15
Award and conferment of Degree .............................................................. 15
Award ........................................................................................................... 15
Students in debt ......................................................................................... 15
Formal conferment .................................................................................... 15
Degree certificate ......................................................................................... 15
Appeals .......................................................................................................... 15
1. These *Regulations* should be read in conjunction with the University’s *Code of practice for research degrees*.

2. These *Regulations* should also be read in conjunction with the specific Programme Regulations applicable to each of the Degree programmes specified below in Regulation 3.

**Admission and registration**

**Admission**

3. An applicant holding an appropriate Degree may be admitted to a programme of study, research and, as appropriate, practice, leading to one of the following Practitioner Doctorate awards:
   - Doctor of Business Administration (DBA)
   - Doctor of Clinical Practice (DClinPrac)
   - Doctor of Engineering (EngD)
   - Doctor of Psychology (PsychD).

4. An applicant who is not a graduate may be considered for admission provided that the applicant holds professional or other qualifications deemed appropriate by the Dean of Faculty for the Practitioner Doctorate award for which the applicant wishes to register.

5. An applicant may not be admitted to a programme leading to a Practitioner Doctorate Degree unless the applicant has first been accepted by the Dean of Faculty in which the applicant proposes to study. The admission of an applicant may be subject to conditions specified by the Dean of Faculty.

**English language requirements**

6. Applicants will be required to satisfy the admissions panel of an ability to understand and communicate in both written and spoken English consistent with the University’s current threshold level in IELTS or equivalent. IELTS scores, or equivalent, must be current and have been obtained no earlier than two years of the start date of the programme. It may appropriate to ask for more than the minimum level in certain disciplines.

**Registration**

7. A student must register at the start of the programme of research and shall undertake to comply with the Charter, Statutes, Ordinances and Regulations of the University. Registration shall normally be effective from 1 October, 1 January, 1 April or 1 July. In exceptional circumstances a student may commence on other dates subject to the approval of the Dean of Faculty. A student must re-enrol by the specified date for each year the programme of research is pursued. The registration of a student who fails to re-enrol by the specified date may be deemed to have lapsed and will be terminated. No student is entitled to register or re-enrol unless the prescribed fees have been paid.

**Subsidiary awards**

8. When the Programme Regulations state that such awards are offered, a candidate for a Practitioner Doctorate Degree shall be deemed also to be a candidate for a subsidiary award.

9. No student may receive more than one award for a given programme of study. Exceptionally, a student who has received a subsidiary award may be permitted by the Dean of Faculty to re-enrol for the next part of the programme but may receive the more advanced award only upon surrendering the first award.
Programmes of study

Mode of study

10. A Practitioner Doctorate programme may be pursued on a full-time or a part-time basis as specified in Programme Regulations. Programme Regulations may specify that part of the programme shall be pursued at an organisation providing opportunity for professional practice or collaboration in the subject area of the programme.

Nature of programme

11. A student shall follow a programme of lectures, seminars and other training activities and shall undertake a programme of research and, as appropriate, such professional or industrial practice. Training requirements will be specified in Programme Regulations. The programme shall always involve the submission of a portfolio of work or a thesis.

12. A supervisor may require a student, undertake training in addition to that specified in the Programme Regulations.

13. A student may pursue part of the programme outside the United Kingdom if permitted to do so by the Dean of Faculty.

Minimum period of study

14. The minimum period of study, research and, as appropriate, professional or industrial practice, approved by the Senate shall be:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA</td>
<td>48 months</td>
<td></td>
</tr>
<tr>
<td>DClinPrac</td>
<td>48 months</td>
<td></td>
</tr>
<tr>
<td>EngD</td>
<td>45 months</td>
<td></td>
</tr>
<tr>
<td>PsychD</td>
<td>36 months</td>
<td>60 months</td>
</tr>
</tbody>
</table>

15. With the exception of the degree of Doctor of Business Administration, the entry requirement for which is an appropriate Masters Degree, the Research Degrees Committee, on the recommendation of the Dean of Faculty, may exempt from not more than twelve months of the prescribed programme of full- or part-time study, research and practice a student who has satisfactorily pursued a previous programme of study of appropriate nature and standard.

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1 PsychD in Clinical Psychology is available only on a full-time basis only; PsychD in Psychotherapeutic and Counselling Psychology may be pursued on the basis of full-time study for the first twelve months, followed by part-time study over the following four years.
**Maximum period of study**

16. The maximum period of study, research and, as appropriate, professional or industrial practice, approved by the Senate shall be:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA</td>
<td></td>
<td>72 months</td>
</tr>
<tr>
<td>DClinPrac</td>
<td></td>
<td>60 months</td>
</tr>
<tr>
<td>EngD</td>
<td></td>
<td>54 months</td>
</tr>
<tr>
<td>PsychD</td>
<td>48 months</td>
<td>72 months</td>
</tr>
</tbody>
</table>

**Extension of time**

17. The Research Degrees Committee will consider requests for extension where there has been:
- for part-time students in full-time employment only, an increase in their workload due to circumstances beyond their control
- difficulties in research that were beyond the student’s control
- difficulties relating to continuity of supervision
- other exceptional circumstances

18. A student may apply for an extension to the maximum period of registration or resubmission period by submitting a request to the Research Degrees Committee. The maximum extension to a period of registration is twelve months aggregate. If a student is not granted an extension and has reached the maximum period of registration then their registration will be terminated on the grounds that it has lapsed.

19. All requests for extension will be made by the student on the standard pro-forma and accompanied by supporting evidence. Requests for extension without supporting evidence will not be considered by the Research Degrees Committee. Students are required to provide a timeline for submission with interim, testable milestones.

20. A request for extension requires the support of the supervisors and Dean of Faculty. If the supervisors or Dean of Faculty do not support the extension request, the student is at liberty to submit the request directly to the Research Degrees Committee for consideration. All requests for extension are subject to approval by the Research Degrees Committee.

21. Students in receipt of funding are advised to check the terms of their scholarship. International students are also advised to check their visa status before making a request for extension.

**Temporary withdrawal**

22. It is expected that registration for a research degree will be continuously pursued. However, the Dean of Faculty may recommend to the Research Degrees Committee that a student be granted a period of temporary withdrawal. In all but the most exceptional cases, students will not be permitted a period of temporary withdrawal in excess of twelve months aggregate over the period of registration.

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2 See footnote 1 above.
23. The Research Degrees Committee will consider requests for temporary withdrawal where there has been:
   - bereavement through the death of a close relative or significant other* that in employment would lead to a reasonable employer to grant compassionate leave *[in such cases the Research Degrees Committee will require independent evidence of the nature of the relationship]
   - serious short-term illness or accident of a nature that, in employment, would lead a reasonable employer to agree absence on sick leave
   - a long-term (chronic) health problem suddenly worsening
   - for part-time students in full-time employment only, a significant increase in their workload due to circumstances beyond their control
   - maternity or paternity
   - difficulties relating to continuity of supervision
   - difficulties in research beyond the student’s control
   - other exceptional circumstances.

24. All requests for temporary withdrawal will be made by the student on the standard pro-forma and accompanied by supporting evidence. Requests for temporary withdrawal without supporting evidence will not be considered by the Research Degrees Committee. A request for temporary withdrawal requires the support of the supervisors and Dean of Faculty. If the supervisors or Dean of Faculty do not support the request for temporary withdrawal, the student is at liberty to submit the request directly to the Research Degrees Committee for consideration. All requests for temporary withdrawal are subject to approval by the Research Degrees Committee.

25. Where a period of temporary withdrawal is approved, the student’s registration will be extended by the same period of time.

26. Retrospective applications for temporary withdrawal will not be considered except in exceptional circumstances.

27. Students in receipt of funding are advised to check the terms of their scholarship. International students are also advised to check their visa status before making a request for temporary withdrawal.

Continuing status

28. A student may apply to register as a ‘continuing student’ while completing the portfolio or thesis, provided he/she has completed all the other assessment requirements. Continuing status may be granted at the discretion of the Dean of Faculty, provided that:
   - the student has completed the minimum period of full-time or part-time registration. If the student has been exempted from part of the programme of study, the minimum period shall be reduced by that amount
   - the transfer to continuing status is approved by the Dean of Faculty, in consultation with the supervisors or the Programme Director (or equivalent), as appropriate
   - the student is making use only of the University’s general facilities and is no longer deemed to be using facilities of the Faculty such as laboratories or other special facilities such as University computing equipment
Simultaneous registration

29. A full-time student may not simultaneously register for another award of the University, or any other university, except that, if the student has completed a programme of study for another award but the award has not been made, the student may register provisionally for a period not exceeding three months.

Transfer from another institution

30. The Research Degrees Committee, on the recommendation of the Dean of Faculty, may permit a student who has started a programme of study, research and practice at another institution to complete it as a registered student of the University of Surrey. The Research Degrees Committee shall specify the minimum and maximum periods of study, practice and/or research in each case.

Appointment of supervisors

31. The Dean of Faculty shall appoint two supervisors for each student. The Dean of Faculty may appoint a replacement or additional supervisor at any time if necessary or desirable. In all cases, at least one of the supervisors shall have supervised solely or as a team member at least one research student through to successful completion of a doctoral degree. The Principal Supervisor will be the main point of contact between the student and the University.

32. In addition to the University supervisors, collaborative students will be allocated a collaborative supervisor who will be a member of the collaborating organisation.

33. The Dean of Faculty shall inform the Research Degrees Committee of the names of the supervisors and any changes thereto.

Principal Supervisor

34. At least one supervisor, the Principal Supervisor, shall be a member of the University’s staff holding at least a 0.5 fte appointment as Professor, Reader, Senior Lecturer, Lecturer or Professorial Research Fellow, Senior Research Fellow, or Research Fellow.

35. The Principal Supervisor will:
   • be an active researcher in an area relevant to the student's field of research
   • undertake the supervisor training programme offered by the Researcher Development Programme if they have not previously supervised at least one student through to successful completion
   • have an expectation of holding the appointment with the University for at least the minimum period of the student’s registration

36. The responsibilities of the Principal Supervisor are listed in the Code of practice for research degrees.

Co-supervisor

37. The Co-supervisor should be appointed from among the following:
   • a full- or part-time member of the University’s staff (including those in their probationary period), holding appointment as Professor, Reader, Senior Lecturer, Lecturer, Senior Tutor, Tutor, Professorial or Senior Research Fellow, Research Fellow, Senior Experimental Officer or Experimental Officer, Post-Doctoral Research Associate
   • those holding honorary, joint or Emeritus/a appointments
   • a member of another organisation with expertise appropriate to the student’s programme of study and research, where there are good reasons to include them
38. A co-supervisor will:
   • have appropriate knowledge and normally be an active researcher
   • have an expectation of holding the appointment with the University for at least the minimum period of the student’s registration
   • undertake the supervisor training programme offered by the Researcher Development Programme they have not previously supervised at least one student through to successful completion

39. The responsibilities of the Co-Supervisor are listed in the Code of practice for research degrees.

Collaborative Supervisor

40. A Collaborative Supervisor will typically be one drawn from a collaborative organisation which might be in industry, a research institution, other institution of higher education, etc., appointed in association with the research.

41. A brief curriculum vitae, highlighting relevant experience, should be provided by prospective collaborative supervisors to enable the Dean of Faculty to determine their suitability to supervise research students. Attributes for effective collaborative supervision should include one or more of the following:
   • specialist knowledge or expertise in the student’s field of research
   • a research profile in an area relevant to the student’s field of research
   • experience of successfully supervising research at doctoral level

Components of the programme of study and progression

42. Programme Regulations shall specify the components which comprise the programme of study, research and, as appropriate, professional or industrial experience. Programme Regulations shall specify which components of the programme are compulsory and, where appropriate, the order in which the components must be pursued.

43. Programme Regulations shall prescribe the assessment and progression requirements for each Degree programme to which these Regulations relate, including components other than the portfolio or thesis.

44. Programme Regulations shall specify the grading or marking criteria for the assessment of individual components of the programme.

Requirements for proceeding

45. To proceed from one year or stage of a programme to the next, or to qualify for the award of the Degree, a student must pass such assessments and fulfil such other requirements as shall be specified in the Programme Regulations.

Board of Examiners

46. The assessment of components of the programme other than the portfolio or thesis shall be the responsibility of a Board of Examiners established for this purpose, in accordance with the Regulations for Boards of Examiners. Programme Regulations shall specify the composition and modus operandi of the Boards of Examiners. The examiners shall include at least one external examiner.
Repetition of assessment

47. Subject to the provisions of the Programme Regulations, the Research Degrees Committee, on the recommendation of the Board of Examiners, may allow a student who has failed the assessment of a component of the programme other than the portfolio or thesis to repeat the assessment on one subsequent occasion, normally within one year of the first attempt.

48. The programme of a student, who has not been permitted to repeat an assessment or who has failed an assessment a second time, shall be terminated by the Research Degrees Committee.

49. Subject to the provisions of the Programme Regulations, a student who has failed the assessment of a component other than the portfolio or thesis at the first or second attempt may be offered an alternative taught component in place of the failed component unless the Programme Regulations proscribe.

Extenuating circumstances

50. Students wishing to make a claim for the recognition of extenuating circumstances for assessments will follow the procedures as set out in the Regulations for extenuating circumstances.

Unsatisfactory progress

51. Regular progress reviews are to be carried out as required by the specific programme regulations.

52. A student’s registration may be terminated on the grounds of unsatisfactory academic progress.

53. If the Principal Supervisor judges a student’s progress to be unsatisfactory they will first consult the Faculty PGR Programmes Director. The details of this consultation will be documented and both parties must be in agreement that the student’s progress is unsatisfactory. If there is a disagreement between the parties then the case will be referred to the Research Degrees Committee for a decision.

54. The student will be sent written notification that their progress has been deemed unsatisfactory and offered the opportunity to remedy this. The student will be offered at least three months to meet specified targets.

55. Following the specified period, the student’s case will be reviewed by the Principal Supervisor, Faculty PGR Programmes Director, and one other member of the Faculty not previously involved in the case but with experience of PGR supervision. If all parties agree that the student has failed to meet the targets to the required standard then a recommendation for programme termination will be made to the Research Degrees Committee. If there is a disagreement between the parties then the case will be referred to the Research Degrees Committee for a decision.

56. Where a student makes a request for the recognition of extenuating circumstances during or after the specified period, this will be considered in accordance with the mechanisms described in the Regulations for extenuating circumstances. Where extenuating circumstances are found to be valid, the deadline will normally be extended by up to three months subject to the approval of the Research Degrees Committee.

3 If the Faculty PGR Director is the Principal Supervisor then they will consult the Faculty Associate Dean (Research).

4 If the Faculty PGR Director is the Principal Supervisor then they will consult the Faculty Associate Dean (Research).
57. A student retains the right to permanently withdraw from a programme of study.

58. In cases where the student appears to have withdrawn from the programme of study and failed to make contact with the Faculty (normally for 3 months or more), it will be sufficient for a recommendation of termination to be made to the Research Degrees Committee solely on the basis of evidence showing that reasonable efforts have been made to contact the student at the last email and postal address provided and warning the student of the consequences of not contacting the Faculty within 10 working days.

**Fitness to practise and study**

59. The *Regulations for fitness to practise* and the *Regulations for fitness to study* apply to postgraduate research students.

**Portfolio or thesis**

60. A student shall present for examination a portfolio or a thesis, the requirements for which shall be specified in Programme Regulations.

61. A portfolio or thesis should represent a distinct contribution to the current knowledge and understanding of the subject. The portfolio or thesis should also show evidence of a systematic study of the subject; of originality, shown by the exercise of independent critical power; and of material with the potential for publication in complete or abridged form.

62. A student shall report on the progress of the compilation of a portfolio or of the programme of research to the supervisors in such manner and at such intervals as the supervisors may determine but at least once every six months.

63. Except when a student’s initial registration was effective from 1 July in the year in question, a formal report shall be made to the Dean of Faculty between June and September each year. The report shall consist of a section written by the student and a section written by the principal supervisor.

**Time limits**

64. The portfolio or thesis shall be submitted not earlier than the end of the minimum period of registration or later than the end of the maximum period of registration.

65. The Research Degrees Committee may permit the student to submit the portfolio or thesis at an earlier date.

66. Three copies of the portfolio or thesis must be submitted in the manner specified in Programme Regulations. The student is advised to retain an additional copy for personal use.

**Format of portfolio or thesis**

67. The portfolio or thesis shall be typed on A4 sized paper. All pages should be numbered. The title page shall bear the approved title, student's name, the Degree for which the student is registered and the year in which the work is presented. Whenever possible, subsidiary papers and other material should form part of the thesis or portfolio, but a student is at liberty to submit such material separately for consideration by the examiners. A summary, not exceeding 300 words in length, must be included in each copy of a thesis following the title page. Programme Regulations shall specify requirements for summaries related to portfolios.

68. The portfolio or thesis shall be written in English except when the Research Degrees Committee has given permission for another language to be used owing to the nature of the subject. The summary should always be written in English.
69. A student may initially submit a portfolio or thesis in temporary binding. After the examination, it shall be permanently bound. The binding shall be in blue cloth and hard-backed. The Degree, the year, and the student's name shall appear on the spine.

70. Before the Doctoral Degree may be awarded to a student who has submitted a satisfactory portfolio or thesis, two copies must be permanently bound. One copy shall be placed in the University Library and one retained by the student's Faculty.

Alterations

71. No alterations or additions may be made to the portfolio or thesis after it has been submitted except with the agreement of the examiners.

Reference to the work of others and previous work

72. A student shall indicate by means of explicit references the citation of the work of others or work by the student which is not part of the submission for the Degree. Work submitted for another Degree may not comprise part of the submission for a Practitioner Doctorate Degree.

Joint or group project

73. A student who has submitted work forming part of a joint or group research project, shall be required to satisfy the examiners that the student's share of the work is sufficient to justify the award of the Degree. In such cases the portfolio or thesis must contain an introductory note stating the student's own claims to his or her contributions. A copy of such a note should be countersigned by the co-researchers.

Examination of portfolio or thesis

Examination entry

74. A student shall be required to complete a portfolio or thesis examination entry form as specified in the Programme Regulations, which should be returned in accordance with the Programme Regulations not earlier than six months or later than two months before the portfolio or thesis is presented.

75. Programme Regulations may specify that the examination entry form will require certification from the Dean of Faculty that the student has completed all other assessment requirements.

76. The title of the portfolio or thesis must be approved by the Dean of Faculty. The title shall be entered on the examination entry form. No change whatever in the approved title may be made except with the consent of the Dean of Faculty.

Examiners

77. The examiners shall be appointed by the Research Degrees Committee on the recommendation of the Dean of Faculty.

78. The examination shall be conducted by at least two examiners, at least one of whom must be external to the University.

79. Normally, there should be one internal and one external examiner. The internal examiner will have the dual role of examining and chairing the viva voce examination unless an independent chair is appointed under the provisions below.

5 In this role the internal examiner will be responsible for ensuring the proper and fair conduct of the meeting, including conformity with the Regulations. They will sign the final joint examination report to confirm that the examination took place according to the regulations, resulting in one of the permitted outcomes by the Regulations.
80. The examiners must have expertise in examining at the appropriate level so that they are familiar with the standards expected and the achievement likely to be attained. The appointed examiners should, between them, normally have examined a minimum of six candidates at the appropriate level; an external examiner must have experience of at least one relevant examination. Where an external examiner does not have the experience necessary, an additional external examiner shall be appointed who may not hold such specialist knowledge but who could supply the necessary examination experience. This does not remove the requirement for an experienced internal examiner unless an independent chair has also been appointed and the arrangements are approved by the Research Degrees Committee.

External examiner nominations

81. Nominees for consideration for appointment as external examiners should normally:

- have expertise in the area relevant to the student’s field of research and be demonstrably research active
- hold an academic appointment [A curriculum vitae should accompany any nomination to the Research Degrees Committee]
- have experience of examining at doctoral level; if they have not had this experience an additional external examiner should be appointed
- not have, nor have previously had, a personal relationship with the student or member of the supervisory team
- not have had any professional relationship with the student which may give rise to a conflict of interest (eg supervisory, collaborative research, co-authoring of papers)
- not have had a significant research relationship (for example, co-authoring of numerous research outputs such as papers and conferences) with any member of the supervisory team within the last five years
- not hold (or have held) any appointment of the University, other than that of external examiner, during the period in which the student has been registered for the degree
- normally, an external examiner would not examine more than three candidates of the University in any five year period without permission from the Research Degrees Committee

Internal examiner nominations

82. Nominations for appointment of internal examiners should normally:

- have expertise in the area relevant to the student’s field of research and be demonstrably research active
- hold permanent academic staff appointments such as Lecturer, Senior Lecturer, Reader, Professor or Research Fellow within the Faculty. (Visiting staff and retired staff members are eligible to be examiners. In the case that they are appointed an independent Chair will also be appointed)
- not have, nor have previously had, a personal relationship with the student
- not have had any professional relationship with the student which may give rise to a conflict of interest (eg supervisory, collaborative research, co-authoring of papers)
- internal examiners with no previous experience of examining or chairing viva voce examinations at the University will have undergone appropriate training prior to appointment
Independent Chair

83. Independent Chairs will be appointed by the Research Degrees Committee in the following circumstances:

- where a student is being reassessed upon appeal
- in cases where two external examiners are required including:
  (i) where the candidate is a member of staff of the university. This would normally apply to candidates holding permanent lectureships or research positions but not to candidates on short-term research contracts such as Research Associates
  (ii) where the university is unable to provide an internal examiner with the appropriate subject matter expertise and a second external examiner is appointed
  (iii) where two external examiners are required due to lack of examining experience of the preferred subject matter expert and the nominated internal examiner has experience of less than 6 examinations or has no prior experience of chairing a viva voce
- where the internal examiner has no previous experience of the doctoral-level viva voce examinations in the UK
- where the external examiner has no previous experience of the doctoral-level viva voce examinations in the UK
- where the internal examiner is a member of visiting or retired staff
- in any other special case as determined by the Research Degrees Committee

84. The Chair will be appointed by the Research Degrees Committee on the recommendation of the Dean of the Faculty. The Independent Chair will:

- be internal to the University
- not have, nor have previously had, a personal relationship with the student
- not have had any professional relationship with the student which may give rise to a conflict of interest (e.g. supervisory, collaborative research, co-authoring of papers)
- have experience of examining at doctoral level
- not be Emeritus or honorary staff

Examiners’ reports

85. Each examiner shall submit a report via the student’s Faculty on the content and style of the portfolio or thesis prior to the viva voce examination.

Viva voce examination

86. Subject to the Programme Regulations, the viva voce examination should normally be held not less than 30 days and not more than 90 days after submission of the thesis or portfolio. Only with the approval of the Research Degrees Committee and with the written agreement of both the examiners and the candidate, the viva voce examination may exceptionally be held earlier.

87. The content of the thesis, the conduct of the examination of a student and matters related thereto shall be regarded as confidential to those taking part in the examination and to appropriate officers of the University until such time as the outcomes of the examination are agreed by the Research Degrees Committee
88. Each appointed examiner will receive a copy of the thesis to be examined in advance of the **viva voce** examination and will prepare an independent, written report on the content and style of the thesis in advance of the examination. The reports will be submitted and considered at the **viva voce** examination.

89. The **viva voce** examination is concerned with the content of the thesis/and any related matters which the examiners consider appropriate. The student should expect to be questioned by the examiners on the thesis/portfolio, on the focus of the research, existing literature, the methodology used, the conduct of the research, the outcomes and conclusions.

90. The **viva voce** examination shall be conducted in the presence of the examination panel at the University in Guildford. Exceptionally, and subject to the approval of the Research Degrees Committee, the examination may be arranged at another venue, provided all parties, including the student, agree. Exceptionally, and subject to the approval of the Research Degrees Committee, the **viva voce** examination may take place via video-conference provided that the student is accompanied by at least one of the examiners.

91. The student's supervisors may and would ordinarily expect to be present at the **viva voce** examination. The student may request in writing to the Dean of Faculty at the time of the thesis submission that the supervisors be present or not be present at the **viva voce** examination. Reasons need not be given. If the supervisors are present, they may only take part or comment at the invitation of the chair. If the supervisors are not present, the examiners may, in consultation with and through the chair, seek answers to questions from the supervisor before, during or after the examination.

92. No persons other than the above or those specified by the Programme Regulations shall be present at or otherwise take part in the **viva voce** examination, except that the Dean of Faculty, or Head of Department at the behest of the Dean of Faculty, if not an examiner or supervisor, may be present as an observer.

93. The **viva voce** examination shall be concerned with the content of the portfolio or thesis and any matters which the examiners or supervisors deem to be related to the portfolio or thesis.

94. After the examination, the examiners shall report on the **viva voce** examination, together with any reports that may have been submitted by the supervisors in response to a request by the examiners in accordance with Regulation 91. They shall preferably present a joint report but are at liberty to present separate ones if they so wish. They shall jointly make one of the following recommendations:

- that the Degree be awarded
- that the degree be awarded, subject to specified minor corrections\(^6\) being made to the thesis or portfolio to the satisfaction of the internal examiner within a period not exceeding one month
- that the Degree be awarded, subject to specified, minor revisions\(^7\) being made to the thesis or portfolio to the satisfaction of the internal examiner within a period not exceeding six months

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\(^6\) The phrase “specified, minor corrections” shall be taken to include the correction of minor corrections, minor errors of fact, typography, grammar, style, syntax and/or layout of graphs/tables etc., which would enhance the readers’ understanding of the author’s argument but which does not alter the intellectual content and reasoning of the thesis.

\(^7\) Minor revisions” are those which do not involve further supervision or any further original research. Such additions might include, for example, additional sentences, tables, paragraphs or pages but not normally additional chapters. They may additionally include specified minor corrections.
• that the Degree be not awarded but that the student be permitted to submit a revised portfolio or thesis, by a specified date, normally twelve months, with or without further research, and be examined with or without a further viva voce examination

• that the Degree be not awarded and with no recommendation regarding resubmission of the portfolio or thesis

95. If specified minor corrections or revisions are required to the thesis or portfolio, the internal examiner shall inform the student of the nature of the corrections, within 10 working days of the viva voce, in the form of a written list.

96. Any corrections required to the thesis shall be completed and the thesis permanently bound within one month of receipt of the corrections and minor revisions shall be completed and the thesis permanently bound within six months of receipt of the corrections, unless the Research Degrees Committee allows a longer time.

97. The internal examiner shall, within 20 working days of submission of the corrected thesis, certify that any specified, minor corrections or minor revisions have been carried out satisfactorily. Where there is no internal examiner on the panel, the Chair will ask the panel to agree who will assume responsibility for certifying completion of the specified, minor corrections or revisions.

98. In the case of any resubmission, the student may be liable for additional composition and/or re-examination fees.

99. The recommendation of the examiners shall be considered and approved, as appropriate, by the Research Degrees Committee. If a recommendation that the Degree be not awarded is approved, the student's programme shall be terminated.

Submission of revised portfolio or thesis

100. A student shall be informed in writing of the reasons for the examiners' rejection of the original thesis or portfolio, normally by being sent by the Academic Registry a Statement of Requirements prepared by the examiners listing the principal aspects of the portfolio or thesis which require improvement, a copy of which will be appended to the Examination Entry Form.

101. A student may submit a revised thesis or portfolio once only, on the recommendation of the examiners and with the approval of the Research Degrees Committee. The Board shall determine the date by which the revised thesis or portfolio shall be submitted, normally twelve months after the original viva voce. If the thesis or portfolio is not submitted by the specified date the student's registration may be deemed to have lapsed; the Research Degrees Committee may, however, grant an extension of the time permitted.

102. The procedure for submitting a revised thesis or portfolio shall be the same as that for submitting the original one.

103. A revised thesis or portfolio shall normally be examined by both original examiners but the Research Degrees Committee may appoint other examiners. The examiners may not recommend re-submission for a second time but may make one of the following recommendations, as appropriate, and should do so within 90 days of receipt of the revised thesis.

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8 The examiners may indicate in general terms a need to correct grammar and/or spelling, and, in addition, may return to the student an annotated copy of the thesis or portfolio.
• that the Degree be awarded
• that the degree be awarded, subject to specified minor corrections\(^9\) being made to the thesis or portfolio to the satisfaction of the Internal Examiner within a period not exceeding one month
• that the Degree be awarded, subject to specified, minor revisions\(^{10}\) being made to the thesis or portfolio to the satisfaction of the Internal Examiner within a period not exceeding six months
• that the Degree be not awarded and with no recommendation regarding resubmission of the portfolio or thesis

**Disagreement between examiners**

104. If the examiners are unable to agree on a recommendation according to Regulations 94 and 103 the Research Degrees Committee shall appoint an additional external examiner to review the portfolio/thesis and the original examiners’ reports which will be anonymised. The additional examiner may require the student to undergo another viva voce examination. The Research Degrees Committee shall consider the reports of all examiners before reaching a decision.

**Access to portfolio or thesis**

**Copyright**

105. Dissemination of knowledge is one of the objectives of the University. Copies of portfolios or theses accepted for a Practitioner Doctorate Degree are placed in the University Library and are available for anyone to consult. A student is therefore advised to mark the portfolio or thesis as copyright. It shall, however, be a condition of acceptance of a portfolio or thesis that the University Librarian be empowered to reproduce the work by photocopy or otherwise and to lend copies to those institutions or persons who, in the Librarian’s opinion, require them for academic purposes.

**Restricted access**

106. If a sponsoring organisation or collaborating body considers that a portfolio or thesis contains matter of a confidential nature, the author may instruct the Librarian to restrict access to the portfolio or thesis for a period not exceeding five years. Access to the portfolio or thesis may be allowed during this period only with permission of person(s) specified by the sponsoring organisation or collaborating body. Similarly, if it is desired to seek a patent from matter in the portfolio or thesis, the author may instruct the Librarian to restrict access for a period not exceeding one year. If it is desired to extend the restriction beyond the above periods, or restrict access on other grounds, application must be made by writing to the University Librarian.

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\(^9\) The phrase “specified, minor corrections” shall be taken to include the correction of minor corrections, minor errors of fact, typography, grammar, style, syntax and/or layout of graphs/tables etc., which would enhance the readers’ understanding of the author’s argument but which does not alter the intellectual content and reasoning of the thesis.

\(^{10}\) Minor revisions” are those which do not involve further supervision or any further original research. Such additions might include, for example, additional sentences, tables, paragraphs or pages but not normally additional chapters. They may additionally include specified minor corrections.
Intellectual property
107. While the copyright of the portfolio or thesis belongs to the author, a student is required to assign to the University or its nominee any intellectual property rights (whether patentable or otherwise) that the student is considered to have resulting directly or indirectly from study at the University in return for a fair proportion of any net receipts in accordance with the terms of the University’s Intellectual Property Code. A student may, however, be subject to a specific agreement with the student’s sponsor concerning the assignment of intellectual property rights to the sponsor.

Award and conferment of Degree

Award
108. The Degree shall be awarded to a successful student by the Research Degrees Committee. The date of the award shall be the date on which the Research Degrees Committee approves the award.

Students in debt
109. No student shall be entitled to the award of a Degree unless all fees for tuition due to the University have been paid.

Formal conferment
110. Degrees shall be formally conferred at a Congregation held for the purpose.

Degree certificate
111. After the formal conferment, each graduate shall be given a Degree Certificate. The Certificate shall either be handed to the graduate or sent through the ordinary post to his or her address as listed in the University records. A replacement Certificate can be issued only on receipt of a written request from the graduate and on payment of the appropriate fee.

Appeals
112. The grounds for and procedures for appeals are set out in the University’s Regulations for academic appeals.