



University of Ulster

**Regulations**

2011 - 2012

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This edition of the Regulations is as far as possible accurate and up-to-date when published, but matters covered are naturally subject to change from time to time. Notice of changes will be given in subsequent editions and in other ways. A version, continually updated during the course of each academic year, is also available on the Governance Services website at <http://plangov.ulster.ac.uk/governance/charter.html>

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## Regulations for the Enrolment of Students

1. Subject to the Charter, Statutes, Ordinances and Regulations of the University, intending students shall apply for initial enrolment at the commencement of their programmes of study or research. Thereafter students shall enrol annually as required, normally at the commencement of the academic session.
2. Enrolment is effected by the completion and endorsement by the Dean of the appropriate faculty or his or her nominee, acting on the authority of the Senate, of the appropriate enrolment form.
3. The Senate shall prescribe the procedures to be followed at enrolment. Enrolment is conditional upon the fulfilment by students of the following requirements:
  - (a) the provision to the University of information required by the University that is accurate, complete and up-to-date; and the granting of consent to the University to process this information, for such purposes as are necessary for the University to perform its objectives pursuant to its Charter and for the efficient and smooth running of the University in accordance with legislation in force;
  - (b) the payment of fees and debts as determined by the Council; and
  - (c) the granting of consent to the submission of their work to any electronic system for the detection of plagiarism as may be necessary.
4. At initial enrolment all students shall sign or give by electronic means an undertaking to comply with the Charter, Statutes, Ordinances and Regulations of the University as are from time to time in force.
5. Persons who are unable to satisfy the conditions for enrolment at the appropriate time, being the time laid down by the Senate under section 3, may at the discretion of the Senate be provisionally enrolled for such period not exceeding three months as may be authorised by or on behalf of the Senate. Students who are provisionally enrolled are subject to the Charter, Statutes, Ordinances and Regulations of the University as are from time to time in force.
 

The provisional enrolment of a person shall become null and void if he or she has not fulfilled the conditions for enrolment by the end of the period allowed for provisional enrolment.
6. If a registered or occasional student fails to meet such requirements in relation to enrolment as Council and Senate may prescribe (for example in relation to the payment of debts or the disclosure of criminal convictions), his or her enrolment may be revoked at any time by the Vice-Chancellor or his or her nominee acting under the authority of the Senate.
7. A registered or occasional student who has been granted an intermission in his or her studies or leave of absence from his or her studies shall not be required to enrol for the period of intermission or leave.
8. A registered student may be excused enrolment for part of his or her programme of study or research following his or her election or appointment to office in any representative student body approved for the purposes of this paragraph by the Senate, and a student so excused shall remain a registered student for as long as may be approved by the Senate.

## General Regulations for Registered and Occasional Students

1. At initial enrolment all students must make the following declaration:

“I undertake, as a Student of the University, to comply with the Charter, Statutes, Ordinances, Regulations and Rules of the University as are from time to time in force.”

2. Students are required to notify the Registry Office immediately of any change in the information provided by them at the time of enrolment.
3. Students are responsible for keeping themselves acquainted with notices posted on official notice boards and through the University's IT infrastructure, for example, the Virtual Learning Environment and the Student Portal, and by accessing their University email account regularly.
4. Every registered student shall have an adviser of studies or research supervisor. The adviser or supervisor will agree with the student the frequency and format of meetings, which will normally take place at least once during each semester. Students may be required to attend meetings at other times.
5. Students should raise any concerns or complaints about any aspect of programme delivery or supervision as soon as they arise.

### **Attendance**

6. Students must be punctual and regular in their attendance at such classes or other forms of instruction as may be prescribed.
7. Students shall keep the prescribed dates for their programmes of study and may have to fulfil such additional requirements either in vacation or in intercalary periods as may be specified in course regulations.
8. A student who has been absent without permission for more than three days through illness or other cause must notify immediately either the Course/Subject Director or the research supervisor. Where the absence is for a period of more than five working days, and/or caused by illness which may affect the

student's studies, the student shall arrange, save in exceptional circumstances, for a medical certificate to be presented in accordance with section 18 hereof and Section 36 of the Regulations Governing Examinations in Programmes of Study.

9. Students may apply in accordance with rules approved by the Senate for a period of leave of absence from their programmes of study or research. Applications shall be considered on behalf of the Senate by the board of the faculty or the Research Degrees Committee which, in granting leave of absence, may prescribe that the student be required on resumption of studies to repeat any part of the programme of study or research, or that the point of resumption be not decided until the time of the student's return.
10. A student who for any reason intends to withdraw from the University before the completion of the programme of study or research must inform the Registry Office.
11. The board of the faculty shall deem a student to have withdrawn from the University if the student has been absent without leave from prescribed instruction for a period of four weeks or an aggregate of four weeks within the semester.

### **Progress**

12. The Senate reserves the right to discontinue at any time the studies of any student whose academic work proves unsatisfactory.

A decision that a student should discontinue studies may be taken on behalf of the Senate by the Board of a Faculty in accordance with section 13 hereof, or by a Board of Examiners in accordance with the Regulations Governing Examinations in Programmes of Study.

13. If at any time the Board of a Faculty, on the advice of a Course/Subject Committee, is of the opinion that a student's progress is unsatisfactory it may:

- (a) send to the student due notice in writing that, unless there is an improvement, it will debar the student from taking examinations; or
- (b) decide on behalf of the Senate that the student be required to discontinue studies.

Where subjects are in different faculties, each faculty board should consult the other faculty.

14. A student whose studies have been discontinued by the board of the faculty may appeal against the decision:
- (a) on the basis of evidence of extenuating circumstances, relevant to his/her progress which, in his/her view, was not in the possession of the board of the faculty when it received the advice of the Course/Subject Committee; or
  - (b) on the basis of procedural or other irregularities associated with the decision.

The decision shall be reviewed in accordance with the procedures established by the Senate.

### **Fitness for Professional Practice**

15. Students undertaking preparation for entry to a profession whose members work with, or come into contact with, vulnerable or potentially vulnerable individuals may be judged unsuitable for entry to that profession on grounds of physical or mental health, or behaviour, which may include conduct which has been or will be referred to the Student Disciplinary Committee. Students deemed to be unsuitable for entry to that profession may be required to withdraw, either temporarily or permanently, from the programme leading to entry to that profession.

### **Accommodation**

16. Students are required to notify the Registry Office immediately of any change in their accommodation address.

### **Health**

17. Students may be required by or on behalf of the Senate to arrange for the provision of appropriate evidence about their state of health.
18. All students living away from home are required to register with a local medical practitioner, or with the University Physician, and to report the name of the doctor to the University as part of the registration process.
19. Any student who wishes to submit a medical certificate shall arrange with his or her doctor for the certificate to be forwarded directly to the Course/Subject Director for the programme on which he or she is enrolled.

### **Intellectual Property**

20. Save as otherwise provided within regulations, a student shall hold the intellectual property of any work he or she has submitted for any form of assessment. The material so produced shall become the property of the University. It may be returned to the student in accordance with the Regulations Governing Examinations in Programmes of Study.
21. Where work by a registered or occasional student results in an invention or discovery, whether by the student working on his/her own or as a member of a team, exploitation of the invention or discovery shall be subject to the University's Code of Practice on Intellectual Property Rights.

### **Criminal Offences**

22. A student who is convicted of a criminal offence during his or her period of enrolment at the University must notify the Registry Office without delay. Failure to disclose information about criminal convictions may result in the student being required to withdraw from the University.

When disclosing a conviction a student is required to give the University written

permission to request a police check or to seek information from any other appropriate body or person.

In the case of any student convicted of a criminal offence or given a custodial sentence, whether suspended or not, the University may seek further information including a character reference from any individual or body which the University considers appropriate. The student's registration may be reviewed in the light of the reference.

### **General Regulations for Associate Students**

1. Associate students are persons who have been formally admitted to a partner institution as candidates for an award of the University. The partner institution and course of study shall have been approved under Ordinance XXIX Recognition of Institutions.
2. Associate students shall be subject to the rules and regulations of the institution at which they are registered students.
3. Upon payment of the appropriate charges by the partner institution in accordance with Ordinance XXIX a student record shall be created for each associate student. Associate students shall be accorded the following rights and privileges of the University:
  - (a) borrowing and access rights in the University's Library, including access to electronic resources, subject to such restrictions as shall apply in the relevant licences;
  - (b) membership of the University's sports centre, subject to payment of the appropriate charge by the individual student;
  - (c) entitlement to join the University's Sports Union. The rights of associate students to participate in competitions organised by national student or other sports organisations as representatives of the University of Ulster shall be determined by the rules and regulations of the respective bodies;
- (d) right of appeal and complaint to the University following completion of the internal procedures of the partner institution. Such appeals shall only be heard on the grounds of procedural irregularity.
4. Associate students shall not:
  - (a) be eligible for membership of the Students' Union;
  - (b) have access to University bursaries, scholarships, prizes or other financial support packages offered by the University;
  - (c) have access to University academic and pastoral support, including careers guidance and counselling;
  - (d) be eligible for the privileges afforded to the families of registered students of the University.
5. Associate students shall be subject to the Charter, Statutes, Ordinances and Regulations of the University, including the Student Discipline procedure as set out in Ordinance XLI, while using University facilities or present on University premises. Conduct outside the University which brings, or is liable to bring, discredit upon the University or disrupts or interferes with the normal working and good order of the University or impedes members or employees of the University going about their lawful University business or results in substantial complaints from the general public or responsible authorities outside the University will also be considered a breach of University discipline.
6. Associate student status shall cease when a student ceases to study for an award of the University at a partner institution or the

status has been revoked by or on behalf of the Council and Senate of the University.

## **Regulations Governing Examinations in Programmes of Study**

### **Appointment and duties of examiners**

1. Subject to the final responsibility of the Senate the examinations for programmes of study, and the assessment of performance and determination of the academic progress of the students enrolled therein, shall be undertaken by Boards of Examiners. There shall be Course Boards of Examiners for integrated programmes of study and Subject Boards of Examiners and Progress and Award Boards of Examiners for combined undergraduate Honours degrees.

The Senate may annul a decision of the Board of Examiners, and substitute its own decision, where circumstances make it appropriate to do so.

2. The membership of the Course Board of Examiners shall include internal examiners and one or more External Examiners. The Head of School in which the programme is located shall be an ex-officio member of the board. The Chairman of the Course Board of Examiners shall be the Dean or Associate Dean of the faculty in which the programme is located, or a Head or Associate Head of School in the Faculty, other than the School in which the programme is located. This may be a Head of Graduate School provided that he or she has some responsibility for taught programmes. In the absence of the designated chairman, the board shall be chaired by a person appointed by the appropriate Pro-Vice-Chancellor acting on the authority of the Senate. Members of the board are required to declare personal interest, involvement or relationship with a student being assessed to the Chairman of the board.

3. All members of the Course Committee engaged in teaching and assessment shall be

internal examiners for the programme. Internal examiners are required to inform their Head of School and the Course Director of any personal interest, involvement or relationship with a student being assessed.

Course External Examiners shall be appointed by the Pro-Vice-Chancellor (Teaching and Learning) acting on behalf of the Council on the recommendation of the Teaching and Learning Committee under delegated authority from the Senate after consideration of reports from the boards of the faculties.

Appointments shall be for a period of not more than four years in the first instance but may be extended for a period of not more than one year for a new programme or in order to provide continuity between successive groups of external examiners or for a period of not more than two years for a discontinued programme.

4. The duties of Course Boards of Examiners shall be:
- (a) to determine the module results obtained by candidates;
  - (b) where such results lead directly to a degree, diploma, certificate or other academic distinction, to forward to the Senate and, where appropriate, to external bodies, lists of successful candidates, classified in accordance with the relevant programme regulations, with recommendations for the award of degrees, diplomas, certificates and other academic distinctions;
  - (c) to determine on behalf of the Senate the academic progress of students on the basis of their performance in examinations and other forms of assessment;
  - (d) to ensure that the examination and assessment of candidates are conducted in accordance with regulations and procedures prescribed by the Senate;

(e) to deal with such other matters as the Senate may refer to them from time to time.

All assessed work shall be available to the Course Board.

The Course Board shall not adjust the marks awarded or progress decisions made by an earlier Course Board, except in accordance with the procedures for the Review of Decisions and the Consideration of Offences in Connection with Examinations and other Forms of Assessment.

5. The duties of Course External Examiners shall include:

- (a) consultation with the internal examiners, through the Course Director, in relation to the approval and moderation of examination papers and other forms of assessment;
- (b) consideration of the standard of marking of examination papers and other forms of assessment and reporting to Course Boards of Examiners on such revisions of the marking as they consider necessary;
- (c) attendance at meetings of Course Boards of Examiners;
- (d) attendance with or without one or more internal examiners as determined by the Course Board of Examiners at viva voce examinations and oral examinations which are held at the discretion of the Course Board of Examiners;
- (e) confirmation, by joint signature with chairmen of Course Boards of Examiners, of results of candidates and the pass and classified lists of candidates including recommendations for the award of degrees, diplomas, certificates and other academic distinctions;

(f) Submission of an annual report to the Pro-Vice-Chancellor responsible, in the first instance;

(g) submission to the Senate or to committees of the Senate, as requested, of comments on any matters relating to the teaching, organisation, syllabus and structure of the programme;

(h) such other duties as the Senate may specify from time to time.

6. The membership of the Subject Board of Examiners shall include internal examiners and one or more External Examiners. The Head of School in which the subject is located shall be an ex-officio member of the Board. The Chairman of the Subject Board of Examiners shall be the Dean of the Faculty in which the subject is located, or a Head of School in the Faculty, other than the School in which the programme is located. In the absence of the designated chairman, the Subject Board shall be chaired by a person appointed by the appropriate Pro-Vice-Chancellor acting on the authority of the Senate.

Members of the Board are required to declare personal interest, involvement or relationship with a student being assessed to the Chairman of the Board.

7. All members of the Subject Committee engaged in teaching and assessment shall be internal examiners for the subject.

Internal examiners are required to inform their Head of School and the Subject Director of any personal interest, involvement or relationship with a student being assessed.

Subject External Examiners shall be appointed by the Pro-Vice-Chancellor (Teaching and Learning) acting on behalf of the Council on the recommendation of the Teaching and Learning Committee under delegated authority from

the Senate after consideration of reports from the boards of the faculties.

Appointments shall be for a period of not more than four years in the first instance but may be extended for a period of not more than one year for a new programme or subject area, or in order to provide continuity between successive groups of External Examiners, or for a period of not more than two years for a discontinued programme or subject area.

8. The duties of undergraduate Honours Subject Boards of Examiners shall be:

- (a) to determine the module results obtained by candidates;
- (b) to forward the results to the Campus Progress and Award Boards of Examiners; or, where candidates are enrolled for a Single Honours degree, to determine on behalf of the Senate the academic progress of students on the basis of their performance in examinations and other forms of assessment, or where such results lead directly to a degree, to forward to the Senate and, where appropriate, to external bodies, lists of successful candidates, classified in accordance with the relevant programme regulations with recommendations for the award of degrees, diplomas, certificates and other academic distinctions;
- (c) to ensure that the examination and assessment of candidates are conducted in accordance with regulations and procedures prescribed by the Senate;
- (d) to deal with such other matters as the Senate may refer to them from time to time.

All assessed work within the Subject modules shall be available to the Subject Board.

The Subject Board shall not adjust the marks awarded or progress decisions made by an earlier Subject Board, except in accordance with the procedures for Appeals and the Consideration of Offences in Connection with Examinations and other Forms of Assessment.

9. The duties of undergraduate Subject External Examiners shall include:

- (a) consultation with the internal examiners, through the Subject Director, in relation to the approval and moderation of examination papers and other forms of assessment;
- (b) consideration of the standard of marking of examination papers and other forms of assessment and reporting to Subject Boards of Examiners on such revisions of the marking as they consider necessary;
- (c) attendance at meetings of Subject Boards of Examiners;
- (d) attendance with or without one or more internal examiners as determined by the Subject Board of Examiners at viva voce examinations and oral examinations which are held at the discretion of the Subject Board of Examiners;
- (e) confirmation, by joint signature with chairmen of Subject Boards of Examiners, of results and in the case of Single Honours degrees candidates, pass lists and classified lists of candidates including recommendations for the award of degrees, diplomas, certificates and other academic distinctions;
- (f) Submission of an annual report to the Pro-Vice-Chancellor responsible, in the first instance;
- (g) submission to the Senate or to committees of the Senate, as requested, of comments

on any matters relating to the teaching, organisation, syllabus and structure of the programme;

- (h) such other duties as the Senate may specify from time to time.

10. The membership of the Campus Progress and Award Board of Examiners shall include the Subject Directors for the undergraduate honours subjects contributing to undergraduate Honours Major, Main or Minor subject strands on the campus, and a Chief External Examiner. The Chairman of the Progress and Award Board shall be a Dean appointed by the Pro-Vice-Chancellor responsible.

Chief External Examiners shall be appointed by the Pro-Vice-Chancellor (Teaching and Learning) acting on behalf of the Council on the recommendation of the Teaching and Learning Committee under delegated authority from the Senate. Appointments shall be for a period of not more than four years.

11. The duties of the Campus Progress and Award Board of Examiners shall be:

- (a) to receive module results from Subject Boards of Examiners;
- (b) where such results lead directly to a degree, diploma, certificate or other academic distinction, to forward to the Senate and, where appropriate, to external bodies, lists of successful candidates, classified in accordance with the relevant programme regulations, with recommendations for the award of degrees, diplomas, certificates and other academic distinctions;
- (c) to determine on behalf of the Senate the academic progress of students on the basis of their performance in examinations and other forms of assessment;

- (d) to ensure that the examination and assessment of candidates are conducted in accordance with regulations and procedures prescribed by the Senate;

- (e) to deal with such other matters as the Senate may refer to them from time to time.

The Campus Progress and Award Board shall not adjust the marks awarded by a Subject Board, nor shall it adjust the progress decisions of an earlier Campus Progress and Award Board, except in accordance with the procedures for the Appeals and the Consideration of Offences in Connection with Examinations and other Forms of Assessment.

12. Duties of Chief External Examiners shall include:

- (a) consideration of the standards of awards for combined undergraduate honours degrees;
- (b) attendance at meetings of Campus Progress and Award Boards of Examiners;
- (c) attendance with or without one or more internal examiners as determined by the Campus Progress and Award Board of Examiners at viva voce examinations and oral examinations which are held at the discretion of the Board;
- (d) confirmation, by joint signature with chairmen of Campus Progress and Award Boards of Examiners, of the pass and classified lists of candidates including recommendations for the award of degrees, diplomas, certificates and other academic distinctions;
- (e) Submission of an annual report to the Pro-Vice-Chancellor responsible, in the first instance;
- (f) such other duties as the Senate may specify from time to time.

The Chief External Examiner shall not have responsibility for the approval and moderation of assessment within subjects nor for the determination of results of candidates in modules.

13. Course and Subject External Examiners need not be involved in the examining process for first year undergraduate degree modules, which do not contribute to the final award.
14. Where there is a disagreement in the Board of Examiners about results or classifications the view of the External Examiners shall prevail. Unresolved disagreement between External Examiners shall be reported to the Senate.
15. External Examiners shall be entitled to attend meetings of Boards of Examiners of which they are members. Subject to clauses 16 and 17, they shall be present at all meetings where the performance of candidates which contributes to the final result is being considered. The Senate may prescribe that the External Examiners shall be present for consideration of all stages of the examining of the programme.
16. In linked postgraduate diploma and masters programmes, the Faculty may determine in accordance with approved procedures whether the External Examiner should attend one or both award stages.
17. In exceptional circumstances, the Pro-Vice-Chancellor responsible, acting on the authority of the Senate, shall make arrangements for external examining during the absence of the External Examiner(s), which may include the submission of written reports or the appointment of substitute examiner(s) or both.

### **Conduct of examinations**

18. Examinations for degrees, diplomas, certificates and other academic distinctions shall be conducted under conditions determined by the Senate.
19. To be admitted to an examination a candidate shall have complied with the conditions laid down in ordinances and regulations and paid the prescribed fees.
20. Teaching and assessment (coursework and examinations) shall normally be through English. Where the subject of study is a language other than English, the Course/Subject Committee may require or permit teaching and/or assessment to be conducted in that language.
21. Candidates shall not take into the examination room any books or papers or information recorded in any form relevant to the examination except with the permission of the examiners or the senior invigilator.
 

Candidates shall not take paper or electronic translation or other dictionaries into the examination room, unless their use is permitted by the examiners as stated in the rubric of the examination paper.

Candidates shall not take mobile phones into the examination room. Electronic calculators, provided that they are operationally quiet, hand-held, contain their own power source, and cannot communicate with other devices, may be used by candidates in an examination unless the use of any type of calculator or of particular types of calculators has been expressly forbidden by the examiners.

Candidates shall not bring food or drink into the examination room without prior permission from the senior invigilator.
22. No information relating to the examination paper, additional to that contained in the paper, shall be conveyed to candidates during the examination, unless there is an error in the paper, in which case the information shall be provided to all candidates taking the examination.
23. Candidates shall not remove from an examination any answer books or material provided for the examination, other than the

question paper unless it is specified that it may not be removed.

24. During an examination candidates shall not communicate with one another or leave their places except to obtain additional stationery or to speak to an invigilator.
25. Candidates shall not be admitted to an examination later than one hour after it has commenced, except with the permission of the senior invigilator.
26. Candidates shall not leave an examination until one hour after it has commenced, or within the last fifteen minutes, except with the permission of the senior invigilator. Candidates who leave before the end of an examination shall do so in such a way as to cause the minimum of disturbance to the other candidates.
27. Candidates may leave an examination temporarily only with the permission of the senior invigilator, and when accompanied by an invigilator or other person authorised by the senior invigilator.
28. Except when prevented by medical reasons or other sufficient cause, candidates who fail to present themselves for an examination, or to submit cumulative or other forms of assessment work by the due date, shall be deemed by the Board of Examiners to have failed in that examination or assessment.
29. Candidates shall ensure that all their examination scripts and other work submitted for assessment are legible. The examiners may decide not to mark examination scripts or other work judged by them to be illegible.
30. A person who is considered by the senior invigilator to be disruptive during an examination may be required to withdraw from that examination.
31. If the senior invigilator considers that annotation of prescribed texts used in an examination could give a candidate an unfair advantage, the texts may be retained at the end of the examination.
32. Except with the permission of the senior invigilator, no person other than the candidates for the examination and other invigilators shall be allowed in the examination room.
33. It is the responsibility of each candidate to ensure that his or her script is received by an invigilator.
34. Instructions to invigilators setting out the details of the procedures to be followed in the conduct of examinations shall be approved by or on behalf of the Senate.

#### **Offences in connection with examinations and other forms of assessment**

35. It is an offence for a candidate to infringe, or attempt to infringe, the above regulations or to engage, or attempt to engage, in conduct for the purpose of gaining for himself or herself, or for another candidate, an unfair advantage with a view to obtaining a better result than he or she would otherwise achieve.

Examples of such conduct are:

- a) copying from the examination script or other work undertaken for assessment by another candidate;
- b) personation of others;
- c) fabrication of results;
- d) plagiarism, that is, the presentation by a candidate of work, including ideas and theories, of another person as if it were the candidate's own work;
- e) collusion;
- f) use of inadmissible material.

Reports of alleged offences shall be considered under procedures approved by the Council in consultation with the Senate in accordance with the Ordinance on Student Discipline.

### **Presentation of evidence of extenuating circumstances**

36. Save in exceptional circumstances:

- (a) (i) written medical evidence, or evidence of compassionate circumstances, relevant to the performance of a candidate in a examination must be presented to the Course/Subject Director not later than five working days following the examination;
- (ii) written medical evidence, or evidence of compassionate circumstances, relevant to the performance of a candidate in coursework must be presented to the Course/Subject Director not later than five working days following the date on which the work was due to be submitted.
- (b) Evidence of ill-health must be authenticated by the candidate's doctor or registered counsellor. Medical certificates from doctors and appropriate documentation from counsellors should be forwarded directly to the Course/Subject Director. Self-certification will not be accepted.

The term 'exceptional circumstances' will be given restrictive interpretation. The Senate, through the relevant committee, shall determine exceptional circumstances which allow alternative forms of authentication of ill-health in respect of clause (b). Such circumstances may include an epidemic or pandemic. A candidate claiming exceptional circumstances in relation to the late submission of evidence under clause (a) must do so in writing in accordance with clause 42.

37. Evidence of extenuating circumstances shall be considered, as appropriate, by the Board of Examiners or, in respect of semester one performance, by the Course Committee or by the Subject Committee for Single Honours degree candidates on modular programmes. The Progress and Award Board shall consider such evidence in respect of Major/Minor, Joint and Combined Honours candidates.

### **Publication of results**

38. The list of results obtained by candidates in each examination, and the decisions about the academic progress of candidates, shall be drawn up by the appropriate Board of Examiners. The Board shall forward:

- (a) to the Senate the pass and classified lists of candidates who have successfully completed the final examinations leading to a degree, diploma, certificate or other academic distinction of the University;
- (b) to the appropriate national or professional body results of candidates in examinations leading to an award of the body concerned.

39. The results of individual candidates shall be made available to them in their student record. The final pass and classified lists of successful candidates shall be placed in the public domain. It is the responsibility of all candidates to find out their results, and of unsuccessful candidates to request their Course/Subject Director to provide them with a written record of the decision which the Board of Examiners has taken about their progress.

### **Retention of examination material**

40. Except where alternative arrangements have been approved by or on behalf of the Senate, a candidate's written examination scripts and work on which cumulative and other forms of assessment have been based, shall be preserved for six months following the Board of Examiners which has confirmed the candidate's results in the assessments.

41. For the purpose of providing feedback on examination performance candidates may be given access to examination scripts in the presence of a member of academic staff. Candidates shall not be permitted to retain examination scripts. Work on which cumulative and other forms of assessment have been based may be returned to candidates. It shall be given back, if required, at any time within one year from the examination. Failure on the part of a candidate to return work as required will be a sufficient reason for a Board of Examiners not to take the work into account in determining the results of a candidate.
2. Awards shall be authorised by the appropriate nominating body or committee. In the case of awards based on examination performance, this body shall be the Board of Examiners, and where more than one Board of Examiners is involved, the Deans of Faculties shall co-ordinate decisions.
3. At the time of nomination for a prize or award based on examination performance, a candidate must be a registered student of the University.
4. A prize or award may be divided where there are candidates of equal merit.
5. A prize or award may be withheld in a particular year if in the opinion of the nominating body there is no candidate of suitable merit.

### Appeals

42. A candidate may appeal against a decision on academic progress:

- (a) on the basis of evidence of extenuating circumstances, relevant to his/her examination performance which, in his/her view, was not in the possession of the board of examiners at the time of the Board's initial decision about his/her academic progress; or
- (b) on the basis of procedural or other irregularities in the conduct of the examinations or in the decision making process.

The decision shall be reviewed in accordance with the procedures established by the Senate.

43. Students should raise any concerns or complaints about any aspect of programme delivery or supervision as soon as they arise.

### General Regulations applying to Student Awards (Prizes)

1. The terms and conditions of new student prizes shall be determined by the Teaching and Learning Committee on behalf of the Senate. The Committee shall make recommendations for the establishment of new prizes to the Council.

#### 1. *Hours of Opening*

1.1 The hours of opening of the Library shall be determined according to the needs of each campus and will be displayed prominently.

1.2 No one shall enter the Library except during the official opening hours or remain in them

6. The University may withdraw or cancel without notice any or all offers of prizes or awards.

7. The nominating body may determine other conditions not explicitly specified.

8. In the case of prizes or awards which are provided out of private endowment funds, the payment of the full amount shall be contingent on the necessary income being forthcoming from the endowment fund.

### Library Regulations

In these regulations the term 'Library' includes the Library at Belfast, Coleraine, Jordanstown and Magee campuses. The Librarian, or the officer undertaking this function, may authorise any member of the Library staff to undertake on his or her behalf any of the Librarian's responsibilities contained in these regulations.

after closing time except with the explicit permission of the Librarian or other authorised person.

## 2. Admission to the Library

2.1 The Library is open to all students of the University and students pursuing such other programmes as may be recognised by the Council, to members of the Council of the University and to all University staff.

2.2 Other persons seeking to use the Library for the purposes of study and research may be admitted at the discretion of the Librarian. A charge may be levied to cover the cost of certain facilities.

2.3 All users shall be registered by the Library. The Librarian shall have the right to require users to produce evidence of their registration.

2.4 Readers are admitted on the understanding that they have read and have agreed to observe Library regulations.

## 3. Borrowing from the Library

3.1 The following are eligible to borrow from the University Library:

(a) Registered, occasional and associate students as defined in Ordinance XXVI of the University.

(b) All individuals engaged by the University.

(c) Members of the Council of the University.

(d) Other persons and institutions, at the discretion of the Librarian, who may be charged an appropriate fee.

3.2 Those users who are permitted to borrow material from the Library must be provided with a borrower's card before material may be issued to them. They must produce their borrower's card each time material is borrowed and they are responsible for any use made of their borrower's card.

3.3 No material may be removed from the Library until the loan has been recorded. Illicit removal of Library material will be treated as a serious offence.

3.4 Access to certain material may be limited by the Librarian. The Librarian may require that certain works be used only in the Library or may place certain works on restricted loan, either temporarily or permanently.

3.5 Except for material on restricted loan or for reference only, the loan periods are:

Staff and Research Students	2 months
All other registered, occasional and associate students	28 days
All other authorised borrowers	28 days

After one week from the date of issue, an item will be liable to immediate recall.

Provided they are not in demand by another user, items may be renewed in person, online or by telephone.

3.6 The loan quotas for borrowers are:

Staff and Research Students	25
Part time or full time postgraduate students on taught programmes	12
Final year undergraduate students	12
All other students	8
Other authorised borrowers	*

\*The number of items which may be borrowed is in accordance with the various schemes in operation.

Exceptions to these limits may be granted for audio-visual material.

3.7 Items must be returned on or before the date on which they are due for return. Failure to return items on time or to comply with the recall will lead to sanctions which may include the withdrawal of borrowing privileges and the imposition of a fine in accordance with procedures approved by the Senate.

3.8 Items already on loan to another reader may be reserved.

3.9 The reader who is recorded as the borrower will be held responsible for the return of the item to the Library and will be liable for the cost of repairs or replacement of any item damaged or lost while it is recorded as being on loan to him or her.

3.10 Borrowers must return all items borrowed by them when their entitlement to borrow ceases and an item not returned or, an outstanding fine, shall be deemed a debt owing to the University.

3.11 Journals may not normally be borrowed.

#### 4. *Electronic Resources*

Electronic resources are available to students and staff of the University as specified in 3.1(a), (b) and (c). Users must adhere to the University's Policy on Acceptable Use of Facilities, Athens Account Terms and Conditions, the CHEST Code of Conduct and the licence conditions attached to particular resources.

#### 5. *Borrowing from other Libraries*

5.1 Document delivery facilities are available to students and staff of the University as specified in 3.1(a), (b), (c), and (d) above. Limitations on the use of this service may be imposed from time to time.

5.2 Material borrowed from other Libraries shall be subject to any conditions laid down by the lending Libraries.

#### 6. *Study Facilities*

6.1 Group study rooms, quiet study areas and private study facilities are available and further details about these facilities are available on each campus.

6.2 The Librarian has the right to enter a study room at any time and to inspect and, if

necessary, to remove any property in it. A person making inadequate or improper use of such a room will be required to vacate it.

#### 7. *Copying*

Copying of documents may only be carried out within the terms of the copyright legislation currently in force.

#### 8. *University of Ulster theses and dissertations*

8.1 One copy of every thesis and dissertation for which a higher degree has been awarded by the University will be deposited in the Library in accordance with regulations and associated guidelines for higher degrees.

8.2 Theses so deposited may be used only in the Library or through the document delivery service and any conditions imposed by the authors must be observed. In particular readers must undertake in writing not to use or reproduce without the consent of the copyright holder material incorporated in a thesis and must acknowledge the source of such information.

#### 9. *General*

9.1 In order to provide and maintain a learning environment conducive to study and research, the Library expects users to adhere to its published Code of Conduct. If somebody breaches this code, it may result in:

- A library user's behaviour or actions being referred to a senior member of staff;
- A library user's rights to borrow from the library being withdrawn;
- A library user being asked to leave the premises.

#### **Regulation: Recognised Teachers**

The term 'Recognised Teacher' will apply to persons who, not being members of the Academic staff of the University, engage in the teaching, supervision, assessment and examination of Registered Students of the University. The status shall not be conferred on persons involved in the

supervision and assessment of clinical or social work practice or industrial placement.

Proposals from Faculties for the designation of Recognised Teacher status together with their duties and responsibilities shall be considered by the Teaching and Learning Committee on behalf of the Senate which may make recommendations to the Council.

## Regulations for Awards

### Definitions

The following terminology is used in award regulations:

*Programme:* An approved course of study leading to an award

*Year:* The time spent on the programme within a period of twelve calendar months (including the supplementary examination period)

*Level:* A broad indicator of relative demand, complexity, depth of study and autonomy of learning, in accordance with the University's qualifications and credit framework

*Module:* A component of the programme which has its own approved aims and objectives and assessment methods

*Assessment:* The measurement of a candidate's performance in the programme or module

*Assessment Elements:* The two forms of assessment of a module, viz coursework and examination

*Assessment Component:* A constituent part of an assessment element

*Coursework:* A form of assessment which relies upon performance in one or more of the following components: practical work, submission of essays, exercises, seminar papers, reports, class tests, presentations, project or production of artifacts, designs etc

*Examination:* A form of assessment which relies upon candidates producing written or oral answers to seen or unseen questions under formal examination conditions (normally at the end of a semester)

*Dissertation:* A form of coursework which involves the submission of a substantial report on a major project.

*Module* Percentage mark which is the aggregate of the marks obtained in examination and coursework in the module

*Supplementary Examinations:* Repeated written examination (normally August/September)

## Regulations for the Certificate of Personal and Professional Development

(Charter Art. 5(E): Statute II: Ordinance XXXI)

1. The University awards the Certificate of Personal and Professional Development to candidates who have successfully completed the requisite number of modules approved within the framework for the Certificate in Personal and Professional Development and who have satisfied the conditions specified in Ordinance XXXI.

### Admission

2. There are no general entry requirements for admission to individual modules within the framework. Conditions for entry may be specified for specific modules.

**Modules**

3. Modules at level 3 and 4 may contribute to the framework. The specific modules which shall contribute to the framework shall be approved by faculties and the Access and Distributed Learning Division.

**Examination and assessment**

4. Candidates shall be assessed in modules:
- (a) by examination; or
  - (b) by coursework; or
  - (c) by a combination of the methods in (a) and (b).

At the discretion of the Board of Examiners, candidates may be required to attend a viva voce examination.

5. The detailed assessment requirements shall be set out in module descriptions which shall specify:
- (a) the method of assessment; and
  - (b) the distribution of marks within the module.
6. The performance of candidates shall be assessed by Boards of Examiners in accordance with the Regulations Governing Examinations in Programmes of Study.
7. Where marks are used to grade performance, the pass mark for the module shall be 40%. Where a module is assessed by a combination of coursework and examination a minimum mark of 35% shall be achieved in each element.'

**Submission of coursework**

8. Coursework shall be submitted by dates as specified by the module coordinator.
9. Students may seek prior consent from the module coordinator to submit coursework after the official deadline; such requests must

be accompanied by a satisfactory explanation and in the case of illness, by a medical certificate. This application shall be made to the Module Co-ordinator.

10. Coursework submitted without consent after the deadline shall not normally be accepted.

**Re-examination**

11. Candidates who fail to satisfy the Board of Examiners in assessment may be permitted at the discretion of the Board to re-present themselves for one or more supplementary written examinations and repeat such coursework or other assessment requirements as shall be prescribed by the Board.
12. Where candidates are required to repeat coursework or take a supplementary examination, the original mark in the failed coursework component or examination shall be replaced by a mark of 40%, or the repeat mark, whichever is the lower, for the purposes of calculating the module result.

**Final award**

13. Candidates who have successfully completed modules amounting to 60 credit points shall be eligible for the award of the Certificate of Personal and Professional Development.
14. The following themed awards are available. Candidates who have successfully completed modules amounting to at least 40 credit points in designated modules within a faculty theme shall be eligible for the named award.

Certificate of Personal and Professional Development (Arts)

Certificate of Personal and Professional Development (Art, Design and the Built Environment)

Certificate of Personal and Professional Development (Business and Management)

Certificate of Personal and Professional Development (Computing and Engineering)

Certificate of Personal and Professional

Development (Life and Health Sciences)  
Certificate of Personal and Professional  
Development (Social Sciences)

Other candidates who have successfully completed a total of 60 credit points shall be eligible for the award of Certificate of Personal and Professional Development.

15. The award is not classified.

### **Illness and other extenuating circumstances**

16. The Board of Examiners may, in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the assessment, or whose results are substantially affected by illness or other sufficient cause:

- (a) permit the candidates to take, complete or repeat the assessment in one or more modules at an approved subsequent date; or
- (b) deem the candidates to have passed the assessment and recommend an Aegrotat Certificate.

17. Before an Aegrotat award is recommended a candidate must have indicated that he or she is willing to accept the award.

### **Regulations for Diplomas and Certificates**

(Charter Art. 5(E): Statute II: Ordinance XXXI)

1. The University awards Diplomas and Certificates to candidates who have successfully completed an approved programme of study and who have satisfied the conditions specified in Ordinance XXXI.

#### **Admission**

2. Applicants for entry to programmes leading to the award of a Diploma or a Certificate must:

- (a) have attained grades A, B or C at GCSE level in five subjects or equivalent or an equivalent standard in an approved alternative qualification; and

(b) provide evidence of competence in written and spoken English (GCSE grade C or equivalent) and, where specified within individual programme entry requirements, in numeracy (GCSE grade C or equivalent); and

(c) satisfy such additional requirements as shall be prescribed in programme regulations;

or as an alternative to (a), (b); and/or (c):

(d) provide evidence of their ability to undertake the programme through the accreditation of prior experiential learning.

No subject may be counted at more than one level. The requirements of 2(b) hereof may be met within 2(a).

3. The Senate may accept studies pursued and examinations passed in respect of other qualifications awarded by the University or by another University or other educational institution, or evidence of their ability to undertake the programme through the accreditation of prior experiential learning, as exempting candidates from part of an approved programme provided that candidates for the award of a Diploma or Certificate shall register as students of the University for modules amounting to at least the final 50% of the credit value of the award at the highest level and meet such other conditions as shall be specified in programme regulations. For candidates registered on approved programmes at recognised institutions, the same regulation shall apply in respect of the institution.

4. Applicants to Access to Higher Education programmes must:

- (a) normally be 19 years of age or over at the date of entry to the programme and have no recent experience of formal education;

- (b) provide evidence of a basic competence in written and oral communication in English and numeracy skills; and
- (c) demonstrate motivation for and ability to cope with the academic demands of the programme.

### **The Programme**

5. Candidates shall pursue a programme of study approved by the Senate and lasting, except as provided in 3 hereof, for at least two semesters of full-time study for a Diploma or one semester for a Certificate or the equivalent periods of part-time study.
6. The programme shall conform to the requirements of the qualifications and credit framework of the University. For the award of a Diploma the course shall comprise modules amounting to at least 120 credit points at Level 3 or 4. For the award of a Certificate the course shall comprise modules amounting to at least 60 credit points at Levels 3 or 4.

### **Examination and assessment**

7. Candidates shall be assessed in modules throughout their programmes:
  - (a) by examinations; or
  - (b) by coursework; or
  - (c) by a combination of the methods in (a) and (b).

At the discretion of the Board of Examiners, candidates may be required to attend a viva voce examination.

The detailed assessment requirements shall be prescribed in programme regulations.

8. The programme regulations shall specify for each year of the programme:
  - (a) the method of assessment for each module;
  - (b) the distribution of marks within and among the modules;

- (c) the extent to which failure in one or more modules may be permitted;
- (d) the extent to which the results obtained in the assessment for each module contribute to the overall grading.

9. The performance of candidates shall be assessed by Boards of Examiners in accordance with the Regulations Governing Examinations in Programmes of Study.
10. The pass mark for the module shall be 40%. Where a module is assessed by a combination of coursework and examination a minimum mark of 35% shall be achieved in each assessment element. Course regulations may specify that a mark of 40% shall be achieved in each assessment element and/or in specified components. Some or all assessment components may be marked on a pass/fail basis.

### **Submission of coursework**

11. Coursework shall be submitted by dates as specified by the course committee.
12. Students may seek prior consent from the course committee to submit coursework after the official deadline; such requests must be accompanied by a satisfactory explanation, and in the case of illness by a medical certificate. This application shall be made to the Course Director.
13. Coursework submitted without consent after the deadline shall not normally be accepted.

### **Progression of candidates**

14. Subject to the final responsibility of the Senate, Boards of Examiners shall determine the academic progress of candidates on the basis of their performance in assessments. Programme regulations shall prescribe the conditions under which candidates shall be permitted to proceed from one year to the next. Subject to 18 and 21 hereof in respect of Access Diplomas, candidates are required to

pass all modules in each year of study in order to proceed to the next.

15. Candidates whose performance is unsatisfactory may be required by the Board of Examiners or Board of the Faculty to withdraw from their programmes of study.
16. Candidates may at the discretion of the Board of Examiners transfer from a Certificate to a Diploma or vice versa.
17. Students who transfer under 16 hereof and who subsequently fail to satisfy the examiners may be assessed for the award for which they were originally candidates.

### Re-examination

18. Candidates who fail to satisfy the Board of Examiners in assessment may be permitted at the discretion of the Board to re-present themselves on one occasion only for one or more supplementary written examinations and repeat such coursework or other assessment requirements as shall be prescribed by the Board. Candidates enrolled in the first year of part-time Access Diplomas may be permitted to retake assessments on two occasions.
19. Candidates who are permitted under 18 hereof to re-present themselves for assessment may be exempted at the discretion of the Board of Examiners from the normal attendance requirements.

### Consequences of failure

20. Where candidates are required to repeat coursework or take a supplementary examination, the original mark in the failed coursework component or examination shall be replaced by a mark of 40%, or the repeat mark, whichever is the lower, for the purposes of calculating the module result.
21. The consequences of failure shall be as follows:

### Failure at the first attempt

Failure in modules with an overall value up to and including 60 credit points : Repeat **once only** (except as below) specified examinations and/or coursework in the failed modules (examinations August).

Failure in modules with an overall value of more than 60 and up to and including 80 credit points : Repeat **once only** (except as below) specified examinations and/or coursework in the failed first semester module(s) (examinations January) and of specified examinations and/or coursework in the second semester modules (examinations May), with or without attendance.

Failure in modules with an overall value more than 80 credit points : Withdraw from the programme.

For part-time Access programmes, year 1 only

### Failure at the second attempt (part time Access Diploma)

Failure in modules with an overall value including 20 credit points : Provided that the module(s) are not prerequisite(s) which must be passed, proceed to next year and repeat **once only** specified examination(s) and/or coursework in the failed module(s) at the next examination period (January or May).

Failure in modules with an overall value up to and including 20 credit points (except as above) or up to and including : Repeat once only specified examination(s) and/or coursework in the failed module(s) at the next examination period (January or May)

45 credit points or August if semester already repeated).

Failure in modules with and overall value of more than 45 credit points : Withdraw from the programme.

### Classification of final result

22. The results of candidates who have successfully completed a programme of study leading to the award of a Diploma or Certificate shall be graded by order of merit as Pass with Distinction, Pass with Commendation and Pass. The assessment results for the final level of the programme shall determine the overall grading. The weighting of each module's contribution to the final result shall be determined by the module's credit value.

The following shall be the minimum overall percentages used in determining the overall final gradings of candidates:

Pass with Distinction	70%
Pass with Commendation	60%
Pass	40%

### Illness and other extenuating circumstances

23. The Board of Examiners may, in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the assessment, or whose results are substantially affected by illness or other sufficient cause:

- (a) permit the candidates to take, complete or repeat the assessment in one or more modules at an approved subsequent date; or
- (b) deem the candidates to have passed the assessment and recommend an Aegrotat Diploma or Certificate.

## Regulations for Certificates of Higher Education

(Charter Art. 5(E): Statute II: Ordinance XXXI)

1. The University awards Certificates of Higher Education to candidates who have successfully completed an approved programme of study and who have satisfied the conditions specified in Ordinance XXXI.

### Admission

2. Applicants for entry to programmes leading to the award of a Certificate of Higher Education must:
  - (a) have attained a pass in one subject at GCE 'A' level and grades A, B or C in three other subjects at GCSE level or an equivalent standard in an approved alternative qualification;
  - (b) provide evidence of competence in written and spoken English (GCSE grade C or equivalent) and, where specified within individual programme requirements, in numeracy (GCSE Grade C or equivalent); and
  - (c) satisfy such additional requirements as shall be prescribed in programme regulations; or as an alternative to (a), (b) and/or (c):
  - (d) provide evidence of their ability to undertake the programme through the accreditation of prior experiential learning.

No subject may be counted at more than one level. The requirements for (b) may be met within (a).

3. The Senate may accept studies pursued and examination passed in respect of other qualifications awarded by the University or by another University or other educational institution, or evidence from the accreditation of prior experiential learning, as exempting

candidates from part of an approved programme provided that candidates shall register as students of the University for modules amounting to at least the final 50% of the credit value of the award at the highest level and meet such other conditions as shall be specified in programme regulations. For candidates registered on approved programmes at recognised institutions, the same regulation shall apply in respect of the institution.

### **The Programme**

4. Candidates for a Certificate of Higher Education shall pursue a programme of study approved by the Senate and lasting, except as provided in 3 hereof, for at least two semesters of full-time study or the equivalent periods of part-time study.
5. The programme shall conform to the requirements of the qualification and credit framework of the University. The programme shall comprise modules amounting to at least 120 credit points at Levels 3 or 4, with no more than 30 at Level 3.

### **Examination and assessment**

6. Candidates shall be assessed in modules throughout their programmes:
  - (a) by examinations; or
  - (b) by coursework; or
  - (c) by a combination of the methods in (a) and (b).

At the discretion of the Board of Examiners, candidates may be required to attend a viva voce examination.

The detailed assessment requirements shall be prescribed in programme regulations.

7. The programme regulations shall specify for each year of the programme:

- (a) the method of assessment for each module;
- (b) the distribution of marks within and among the modules;
- (c) the extent to which failure in one or more modules may be permitted;
- (d) the extent to which the results obtained in the assessment for each module contribute to the overall grading.

8. The performance of candidates shall be assessed by Boards of Examiners in accordance with the Regulations Governing Examinations in Programmes of Study.
9. The pass mark for the module shall be 40%. Where a module is assessed by a combination of coursework and examination a minimum mark of 35% shall be achieved in each assessment element. Course regulations may specify that a mark of 40% shall be achieved in each assessment element and/or in specified components. Some or all assessment components may be marked on a pass/fail basis.

### **Submission of coursework**

10. Coursework shall be submitted by dates as specified by the Course Committee.
11. Students may seek prior consent from the Course Committee to submit coursework after the official deadline; such requests must be accompanied by a satisfactory explanation, and in the case of illness by a medical certificate. This application shall be made to the Course Director.
12. Coursework submitted without consent after the deadline shall not normally be accepted.

### **Progression of candidates**

13. Subject to the final responsibility of the Senate, Boards of Examiners shall determine

the academic progress of candidates on the basis of their performance in assessments. Programme regulations shall prescribe the conditions under which candidates shall be permitted to proceed from one year to the next.

Candidates are required to pass all modules in each year of study in order to proceed to the next.

14. Candidates whose performance is unsatisfactory may be required by the Board of Examiners or Board of the Faculty to withdraw from their programmes of study.
15. Candidates may at the discretion of the Board of Examiners transfer from a Certificate of Higher Education to a related first Degree or vice versa.
16. Students who transfer under 15 hereof and who subsequently fail to satisfy the examiners may be assessed for the award for which they were originally candidates.

### Re-examination

17. Candidates who fail to satisfy the Board of Examiners in assessment may be permitted at the discretion of the Board to re-present themselves on one occasion only for one or more supplementary written examinations and repeat such coursework or other assessment requirements as shall be prescribed by the Board.
18. Candidates who are permitted under 17 hereof to re-present themselves for assessment may be exempted at the discretion of the Board of Examiners from the normal attendance requirements.

### Consequences of failure

19. Where candidates are required to repeat coursework or take a supplementary examination, the original mark in the failed coursework component or examination shall be replaced by a mark of 40%, or the repeat

mark, whichever is the lower, for the purposes of calculating the module result.

20. The consequences of failure shall be as follows:

#### Failure at the first attempt

- |   |   |  |
|---|---|--|
| Failure in modules with an overall value up to and including 60 credit points                     | : | Repeat <b>once only</b> specified examinations and/or coursework in the failed modules (examinations August)   |
| Failure in modules with an overall value of more than 60 and up to and including 80 credit points | : | Repeat once only specified examinations and/or coursework in the failed first semester module(s) (examinations January) and or specified examinations and/or coursework in the second semester modules (examinations May), with or without attendance. |
| Failure in modules of more than 80 credit points  | : | Withdraw from the programme.   |

#### Classification of final result

21. The results of candidates who have successfully completed a programme of study leading to the award of a Certificate of Higher Education shall be graded by order of merit as Pass with Distinction, Pass with Commendation and Pass.

The assessment results for the final level of the programme shall determine the overall grading. The weighting of each module's contribution to the final result shall be determined by the module's credit value.

The following shall be the minimum percentages used to determine the final gradings of candidates:

Pass with Distinction	70%
Pass with Commendation	60%
Pass	40%

### Illness and other extenuating circumstances

22. The Board of Examiners may, in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the assessment, or whose results are substantially affected by illness or other sufficient cause:

- (a) permit the candidates to take, complete or repeat the assessment in one or more modules at an approved subsequent date; or
- (b) deem the candidates to have passed the assessment and recommend an Aegrotat Certificate of Higher Education.

### Regulations for Foundation Degrees and Associate Bachelor's Degrees

(Charter Art. 5(E): Statute II: Ordinance XXXI)

1 The University confers the following awards on students who have successfully completed approved programmes at undergraduate level and who have satisfied the conditions specified in Ordinance XXXI:

Associate Bachelor's degree	AB
Foundation degree in Arts	FdA
Foundation degree in Engineering	FdEng
Foundation degree in Science	FdSc

### Admission

2 Applicants for entry to a programme leading to a Foundation degree or Associate Bachelor's degree must satisfy:

- (a)(i) the General Entry Requirements of the University for these awards as specified in 3 hereof; and
- (ii) such additional requirements as may be prescribed for admission to particular programmes of study;

or as an alternative to (a)(i) and/or (a)(ii):

- (b) provide evidence of their ability to undertake the programme through the accreditation of prior experiential learning.

3 To satisfy the minimum General Entry Requirements applicants must:

- (a) provide evidence of competence in written and spoken English (GCSE grade C or equivalent) and, where specified within individual programme entry requirements, in numeracy (GCSE grade C or equivalent); and
- (b) have attained passes in four different subjects, of which one should be at GCE 'A' level and three at GCSE level (grades A, B or C) or an equivalent standard in an approved alternative qualification.

The requirements of 3(a) hereof may be met within 3(b).

For the purpose of fulfilling the General Entry Requirements, two Advanced Subsidiary (AS) level subjects are regarded as the equivalent of one GCE A level provided that the applicant's profile also contains one GCE A level.

The University will accept as alternative qualifications:

- (i) One VCE/GCE Applied A level and either three passes at GCSE (grade C or above) or an Intermediate GNVQ or two Double Award Vocational GCSEs.
- (ii) A BTEC National Certificate or Diploma awarded by the Edexcel Foundation.
- (iii) OCR National qualifications.
- (iv) Four Highers and/or Advanced Highers of the Scottish Qualifications Authority.
- (v) The European, International or Welsh Baccalaureate.
- (vi) An Irish Leaving Certificate with passes in four approved subjects at grade D Higher level.

- (vii) Satisfactory completion of an approved Access programme.
- (viii) For entry to Art and Design degree courses, satisfactory completion of a full-time foundation course in Art and Design of not less than one academic year in duration.

No subject may be counted at more than one level except in the case of the VCE/ GCE Applied A level combined with the Intermediate GNVQ.

Applications from persons who hold other qualifications will be considered on their merit.

- 4 The Senate may accept studies pursued and examinations passed in respect of other qualifications awarded by the University or by another university or other educational institution, or evidence from the accreditation of prior experiential learning, as exempting candidates from part of an approved programme provided that candidates shall register as students of the University for modules amounting to at least the final third of the credit value of the award at the highest level and meet such other conditions as shall be specified in programme regulations. For candidates registered on approved programmes at recognised institutions, the same regulation shall apply in respect of the institution.

### **The Course**

- 5 Candidates for a Foundation degree or an Associate Bachelor's degree shall pursue a programme of study approved by the Senate and lasting, except as provided in 5 hereof, for at least four semesters of full-time study or the equivalent periods of part-time study.

The programme shall conform to the qualifications and credit framework of the University. The programme shall comprise modules amounting to at least 240 credit points with at least 100 credit points at Level 5, and no more than 40 credit points at Level 3.

- 6 The Senate may require or permit candidates to undertake part of their programme at another institution or in approved work experience placements. For a Foundation degree there shall be a period of work-based learning amounting to at least 40 credit points at Level 5.

### **Examination and assessment**

- 7 Candidates shall be assessed in modules throughout their programmes:
- (a) by examinations, or
  - (b) by coursework, or
  - (c) by a combination of the methods in (a) and (b).

At the discretion of the Board of Examiners candidates may be required to attend a viva voce examination.

The detailed assessment requirements shall be prescribed in programme regulations.

- 8 The programme regulations shall specify for each year of the programme:
- (a) the method of assessment for each module;
  - (b) the distribution of marks within and among the modules;
  - (c) the extent to which failure in one or more modules may be permitted;
  - (d) the extent to which the results obtained in the assessment for each module contribute to the overall grading.

- 9 The performance of candidates shall be assessed by Boards of Examiners in accordance with the Regulations Governing Examinations in Programmes of Study.

### **Assessment of modules**

- 10 The pass mark for the module shall be 40%. Where a module is assessed by a combination

of coursework and examination a minimum mark of 35% shall be achieved in each assessment element. Course regulations may specify that a mark of 40% shall be achieved in each assessment element and/or in specified components. Some or all assessment components may be marked on a pass/fail basis.

### Submission of coursework

- 11 Coursework shall be submitted by dates as specified by the Course Committee.
- 12 Students may seek prior consent from the Course Committee to submit coursework after the official deadline; such requests must be accompanied by a satisfactory explanation, and in the case of illness by a medical certificate. This application shall be made to the Course Director.
- 13 Coursework submitted without consent after the deadline shall not normally be accepted.

### Progression of candidates

- 14 Subject to the final responsibility of the Senate, Boards of Examiners shall determine the academic progress of candidates on the basis of their performance in assessments. Programme regulations shall prescribe the conditions under which candidates shall be permitted to proceed from one year to the next. Subject to 21 hereof candidates are required to pass all modules in each year of study in order to proceed to the next.
- 15 Candidates whose performance is unsatisfactory may be required by the Board of Examiners or Board of the Faculty to withdraw from their programmes of study.
- 16 Candidates may at the discretion of the Board of Examiners:
  - (a) transfer from a Foundation degree or an Associate Bachelor's degree to a related Degree or Honours degree course or vice versa;

- (b) transfer from an Associate Bachelor's degree to a related Foundation degree course or vice versa.

- 17 Students who transfer under 16 hereof and who subsequently fail to satisfy the examiners may be assessed for the award for which they were originally candidates.

### Re-examination

- 18 Candidates who fail to satisfy the Board of Examiners during the programme may be permitted at the discretion of the Board to take such supplementary written examinations and complete such coursework or other assessment requirements as it may prescribe.
- 19 Candidates who are permitted under 18 hereof to re-present themselves for assessment may be exempted at the discretion of the Board of Examiners from the normal attendance requirements.

### Consequences of Failure

- 20 Where candidates are required to repeat coursework or to take a supplementary examination the original mark in the failed coursework component or examination shall be replaced by a mark of 40% or the repeat mark whichever is the lower for the purpose of calculating the module result.
- 21 In each year, other than the final year, the consequences of failure shall normally be as follows:

#### Failure at the First Attempt

Failure in modules with an overall value up to and including 60 credit points : Repeat specified examinations and/or coursework in the failed modules (examinations August).

Failure in modules with an overall value of more than 60 and up to and including 80 credit points : Repeat specified examinations and/or coursework in the failed first semester module(s) (examinations January)

and of specified examinations and/or coursework in the second semester modules (examinations May), with or without attendance.

Failure in modules with an overall value of more than 80 credit points

: Withdraw from the programme.

### Failure at the Second Attempt

Failure in modules with an overall value up to and including 20 credit points

: Provided that the module(s) are not prerequisite(s), which must be passed proceed to next year and repeat **once only** specified examination(s) and/or coursework in the failed module(s) at the next examination period (January or May).

Failure in modules with an overall value up to and including 40 credit points

: Repeat **once only** specified examinations and/or coursework the failed modules at the next (except as above) examination period (January or May or August if semester already repeated) with or without attendance (progress to next year not permitted).

Failure in modules with an overall value of more than 40 credit points

: Withdraw from the programme.

### Failure in the Final Year

22 In the final year of a Foundation degree or an Associate Bachelor's degree the consequence of failure shall normally be as follows:

Failure in modules with an overall value of up to and including 30 or 40 credit points

: Supplementary examination(s) and/or repeat of coursework in failed modules (one attempt only) (examinations August).

Failure in modules with an overall value of more than 40 credit points

: Withdraw from the programme.

### Classification of final result

23 The results of candidates who have successfully completed a programme of study leading to the award of a Foundation degree or an Associate Bachelor's degree shall be graded by order of merit as Pass with Distinction, Pass with Commendation and Pass.

The assessment results for the final level of the programme shall determine the overall grading. The weighting of each module's contribution to the final result shall be determined by the module's credit value.

The following shall be the minimum overall percentages used to determine the final gradings of candidates:

Pass with Distinction	70%
Pass with Commendation	60%
Pass	40%

### Illness and other extenuating circumstances

24 The Board of Examiners may in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the assessment during the programme, or whose results are substantially affected by illness or other sufficient cause, permit the candidates to complete, take, or repeat the assessment in one or more modules at an approved subsequent date.

25 The Board of Examiners may in the case of

final degree candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the final stage assessment or whose results are substantially affected by illness or other sufficient cause:

- (a) permit the candidates to complete, take, or repeat as candidates for the award, the assessment in one or more modules at an approved subsequent date; or
- (b) deem the candidates to have passed and recommend an Aegrotat degree.

### **Regulations for Advanced Diplomas and Advanced Certificates**

(Charter Art. 5(E); Statute II: Ordinance XXXI)

1 The University awards Advanced Diplomas and Advanced Certificates to candidates who have successfully completed an approved programme of study and who have satisfied the conditions specified in Ordinance XXXI.

#### **Admission**

2 Applicants for entry must:

- (a) have gained a Certificate of Higher Education or an equivalent standard in an approved alternative qualification; and
- (b) provide evidence of competence in written and spoken English (GCSE grade C or equivalent) and, where specified within individual programme requirements, in numeracy (GCSE grade C or equivalent); and
- (c) satisfy such additional requirements as shall be prescribed in programme regulations; or as an alternative to (a), (b) and/or (c):
- (d) provide evidence of their ability to undertake the programme through the accreditation of prior experiential learning.

No subject may be counted at more than one level. The requirements for (c) may be met within (a).

- 3 Studies pursued and examinations passed in respect of other qualifications awarded by the University or by another University or other educational institution, or evidence from the accreditation of prior experiential learning, may be accepted as exempting candidates from part of an approved programme, provided that candidates shall register as students of the University for modules amounting to at least the final 50% of the credit value of the award at the highest level and meet such other conditions as shall be specified in programme regulations. For candidates registered on approved programmes at recognised institutions, the same regulations shall apply in respect of the institution.

#### **The Programme**

- 4 Candidates shall pursue a programme of study approved by the Senate and lasting, except as provided in 3 hereof, for at least two semesters of full-time study for the Advanced Diploma or one semester for the Advanced Certificate or the equivalent periods of part-time study.
- 5 The programme shall conform to the requirements of the qualifications and credit framework of the University. The Advanced Diploma shall comprise modules amounting to at least 120 credit points, with at least 90 credit points at Level 5 and no more than 30 credit points at Level 3. The Advanced Certificate shall comprise modules amounting to at least 60 credit points with at least 40 credit points at Level 5 and no more than 20 credit points at Level 3.

#### **Examination and assessment**

- 6 Candidates shall be assessed in modules throughout their programmes:
  - (a) by examinations; or

- (b) by coursework, or
- (c) by a combination of the methods in (a) and (b).

At the discretion of the Board of Examiners, candidates may be required to attend a viva voce examination.

The detailed assessment regulations shall be prescribed in programme regulations.

- 7 The programme regulations shall specify for each year of the programme:
  - (a) the method of assessment for each module;
  - (b) the distribution of marks within and among the modules;
  - (c) the extent to which failure in one or more modules may be permitted;
  - (d) the extent to which the results obtained in the assessment for each module contribute to the overall grading.
- 8 The performance of candidates shall be assessed by boards of examiners in accordance with the Regulations Governing Examinations in Programmes of Study.
- 9 The pass mark for the module shall be 40%. Where a module is assessed by a combination of coursework and examination a minimum mark of 35% shall be achieved in each assessment element. Course regulations may specify that a mark of 40% shall be achieved in each assessment element and/or in specified components. Some or all assessment components may be marked on a pass/fail basis.

#### **Submission of coursework**

- 10 Coursework shall be submitted by dates specified by the Course Committee.
- 11 Students may seek prior consent from the Course Committee to submit coursework

after the official deadline; such requests must be accompanied by a satisfactory explanation, and in the case of illness by a medical certificate. This application shall be made to the Course Director.

- 12 Coursework submitted without consent after the deadline shall not normally be accepted.

#### **Progression of candidates**

- 13 Subject to the final responsibility of the Senate, Boards of Examiners shall determine the academic progress of candidates on the basis of their performance in assessments. Programme regulations shall prescribe the conditions under which candidates shall be permitted to proceed from one year to the next.

Candidates shall be required to pass all modules in each year of study in order to proceed to the next.

- 14 Candidates whose performance is unsatisfactory may be required by the Board of Examiners or Board of the Faculty to withdraw from their programmes of study.

#### **Re-examination**

- 15 Candidates who fail to satisfy the Board of Examiners in assessment may be permitted at the discretion of the Board to re-present themselves on one occasion only for one or more supplementary examinations and repeat such coursework or other assessment requirements as shall be prescribed by the Board.
- 16 Candidates who are permitted under 15 hereof to re-present themselves for assessment may be exempted at the discretion of the Board from the normal attendance requirements.

#### **Consequences of failure**

- 17 Where candidates are required to repeat coursework or take a supplementary examination, the original mark in the failed coursework component or examination shall be replaced by a mark of 40%, or the repeat

mark, whichever is the lower, for the purposes of calculating the module result.

18 The consequences of failure shall be as follows:

### Failure at the first attempt

Failure in modules with an overall value up to and including 60 credit points : Repeat specified examinations and/or coursework in the failed modules (examinations August).

Failure in module with an overall value of more than 60 and up to and including 80 credit points : Repeat specified examinations and/or examinations August) coursework in the failed first semester module(s) (examinations January) and of specified examinations and/or coursework in the second semester modules (examinations May), with or without attendance.

Failure in modules with an overall value of more than 80 credit points : Withdraw from the programme.

### Classification of final result

19 The results of candidates who have successfully completed a programme of study leading to the award of an Advanced Diploma or Advanced Certificate shall be graded by order of merit as Pass with Distinction, Pass with Commendation and Pass.

The assessment results for the final level of the programme shall determine the overall grading. The weighting of each module's contribution to the final result shall be determined by the module's credit value.

The following shall be the minimum overall percentages used to determine the final gradings of candidates:

Pass with Distinction	70%
Pass with Commendation	60%
Pass	40%

### Illness and other extenuating circumstances

20 The Board of Examiners may in the case of candidates who are prevented by illness or other sufficient cause from taking the whole or part of the assessment, or whose results are substantially affected by illness or other sufficient cause:

- (a) permit the candidates to take, complete or repeat the assessment in one or more modules at an approved subsequent date; or
- (b) deem the candidates to have passed the assessment and recommend the award of an Aegrotat Advanced Diploma or Advanced Certificate.

### Regulations for Graduate Diplomas and Graduate Certificates

(Charter Art. 5(E): Statute II: Ordinance XXXI)

1. The University awards Graduate Diplomas and Graduate Certificates to candidates who have successfully completed an approved programme of study and who have satisfied the conditions specified in Ordinance XXXI.

### Admission

2. Applicants for entry must:

- (a) have gained
  - (i) an Honours or non-Honours degree from a University of the United Kingdom or the Republic of Ireland, from the Council for National Academic Awards, the National Council for Educational Awards, the Higher Education and Training Awards Council, or another institution which has been recognised by Senate for this purpose; or

- (ii) an equivalent standard in an approved alternative qualification; and
  - (b) provide evidence of competence in written and spoken English (GCSE grade C or equivalent); and
  - (c) satisfy such additional requirements as shall be prescribed in programme regulations;
- or as an alternative to (a), (b) and/or (c):
- (d) provide evidence of their ability to undertake the programme through the accreditation of prior experiential learning.
3. The Senate may accept studies pursued and examinations passed in respect of other qualifications awarded by the University or by another University or other educational institution, or evidence from the accreditation of prior experiential learning, as exempting candidates from part of an approved programme provided that candidates shall register as students of the University for modules amounting to at least the final 50% of the credit value of the award at the highest level and meet such other conditions as shall be specified in programme regulations. For candidates registered on approved programmes at recognised institutions, the same regulations shall apply in respect of the institution.

### **The programme**

4. Candidates shall pursue a programme of study approved by the Senate and lasting, except as provided in 3 hereof, for at least two semesters of full-time study for Graduate Diploma or one semester for a Graduate Certificate or the equivalent periods of part-time study.
5. The programme shall conform to the requirements of the qualification and credit framework of the University. The Graduate Diploma shall comprise modules amounting to at least 120 credit points, with at least 90 credit points at Level 6 and no more than 30 credit points at Level 3. The Graduate Certificate shall comprise modules amounting to at least 60 credit points with at least 40 credit points at Level 6 and no more than 20 credit points at Level 3.

### **Examination and assessment**

6. Candidates shall be assessed in modules throughout their programmes:
- (a) by examinations; or
  - (b) by coursework, or
  - (c) by a combination of the methods in (a) and (b).

At the discretion of the Board of Examiners, candidates may be required to attend a viva voce examination.

The detailed assessment regulations shall be prescribed in programme regulations.

7. The course regulations shall specify for each year of the course:
- (a) the method of assessment for each module;
  - (b) the distribution of marks within and among the modules;
  - (c) the extent to which failure in one or more modules may be permitted;
  - (d) the extent to which the results obtained in the assessment for each module contribute to the overall grading.
8. The performance of candidates shall be assessed by boards of examiners in accordance with the Regulations Governing Examinations in Programmes of Study.
9. The pass mark for the module shall be 40%.

Where a module is assessed by a combination of coursework and examination a minimum mark of 35% shall be achieved in each assessment element. Course regulations may specify that a mark of 40% shall be achieved in each assessment element and/or in specified components. Some or all assessment components may be marked on a pass/fail basis.

### Submission of coursework

10. Coursework shall be submitted by dates specified by the Course Committee.
11. Students may seek prior consent from the Course Committee to submit coursework after the official deadline; such requests must be accompanied by a satisfactory explanation, and in the case of illness by a medical certificate. This application shall be made to the Course Director.
12. Coursework submitted without consent after the deadline shall not normally be accepted.

### Progression of candidates

13. Subject to the final responsibility of the Senate, Boards of Examiners shall determine the academic progress of candidates on the basis of their performance in assessments. Programme regulations shall prescribe the conditions under which candidates shall be permitted to proceed from one year to the next. Candidates shall be required to pass all modules in each year of study in order to proceed to the next.
14. Candidates whose performance is unsatisfactory may be required by the Board of Examiners or Board of the Faculty to withdraw from their programmes of study.

### Re-examination

15. Candidates who fail to satisfy the Board of Examiners in assessment may be permitted at the discretion of the Board to re-present themselves on one occasion only for one

or more supplementary examinations and repeat such coursework or other assessment requirements as shall be prescribed by the Board.

16. Candidates who are permitted under 15 hereof to re-present themselves for assessment may be exempted at the discretion of the Board from the normal attendance requirements.

### Consequences of failure

17. Where candidates are required to repeat coursework or take a supplementary examination, the original mark in the failed coursework component or examination shall be replaced by a mark of 40%, or the repeat mark, whichever is the lower, for the purposes of calculating the module result.
18. In each year the consequences of failure shall normally be as follows:

#### Failure at the first attempt

- |  |   |
|--|---|
| Failure in modules with an overall value up to and including 60 credit points                    | : Repeat specified examinations and/or coursework in the failed modules (examinations August).  |
| Failure in module with an overall value of more than 60 and up to and including 80 credit points | : Repeat specified examinations and/or examinations August) coursework in the failed first semester module(s) (examinations January) and of specified examinations and/or coursework in the second semester modules (examinations May), with or without attendance. |

- |  |                                |
|--|--------------------------------|
| Failure in modules with an overall value of more than 80 credit points | : Withdraw from the programme. |
|--|--------------------------------|

### Classification of final result

19. The results of candidates who have successfully completed a programme of study leading to the award of a Graduate Diploma or Graduate Certificate shall be graded by order of merit as Pass with Distinction, Pass with Commendation and Pass.

The assessment results for the final level of the programme shall determine the overall grading. The weighting of each module's contribution to the final result shall be determined by the module's credit value.

The following shall be the minimum overall percentages used to determine the final gradings of candidates:

Pass with Distinction	70%
Pass with Commendation	60%
Pass	40%

### Illness and other extenuating circumstances

20. The Board of Examiners may in the case of candidates who are prevented by illness or other sufficient cause from taking the whole or part of the assessment, or whose results are substantially affected by illness or other sufficient cause:

- (a) permit the candidates to take, complete or repeat the assessment in one or more modules at an approved subsequent date; or
- (b) deem the candidates to have passed the assessment and recommend the award of an Aegrotat Graduate Diploma or Graduate Certificate.

### Regulations for the Diploma and Certificate in Professional Practice and Diploma in Professional Practice (International)

(Charter Art. 5(E): Statute II: Ordinance XXXI)

#### The Diploma in Professional Practice/ Diploma in Professional Practice (International)

1. The University awards Diplomas in Professional Practice/Professional Practice (International) to candidates who meet the requirements for the award of an approved first degree inclusive of an additional period of supervised and assessed work experience, in accordance with the criteria specified below and who have satisfied the conditions specified in Ordinance XXXI. The Diploma in Professional Practice (International) may be awarded for placement outside the UK and Ireland.

#### The Certificate in Professional Practice

2. The University awards Certificates in Professional Practice to candidates who meet the requirements for the award of an approved Foundation degree or Associate Bachelor's degree inclusive of an additional period of supervised and assessed work experience, in accordance with the criteria specified below and who have satisfied the conditions specified in Ordinance XXXI.

#### The placement period

3. Candidates shall undertake an approved period of full-time supervised work experience lasting normally for at least 25 weeks.

The attendance requirements shall be specified in programme regulations.

#### Exemption

4. Candidates undertaking an approved course of study which includes a compulsory placement period may be exempted from the placement element in exceptional circumstances such as sufficiency of relevant experience.

Such candidates shall not be eligible for the award of the Diploma in Professional Practice or Diploma in Professional Practice (International).

### **The Programme**

5. The programme shall conform to the requirement of the qualifications and credit framework of the University. The Diploma in Professional Practice/Diploma in Professional Practice (International) shall comprise at least 60 credit points at Level 5. The Certificate in Professional Practice shall comprise at least 60 credit points at Level 4.

### **Assessment**

6. Candidates shall be assessed at a level appropriate to the programme of study:
  - (a) by coursework; and
  - (b) by reports of the placement tutor and employer except where the candidate is taking an approved self-employment placement; or
  - (c) by an oral presentation; or
  - (d) by a combination of these.

The detailed assessment requirements shall be prescribed in programme regulations.

7. The performance of candidates shall be assessed by Boards of Examiners in accordance with the Regulations Governing Examinations in Programmes of Study.
8. The pass mark shall be 40%. Some components may be marked on a pass/fail basis.

### **Progression of candidates**

9. Subject to the final responsibility of the Senate, Boards of Examiners shall determine the academic progress of candidates on the basis of their performance in assessments.

10. Progress to the placement period shall be determined in accordance with the regulations for the associated programme of study. Candidates shall normally be in good academic standing before commencing the placement period. Exceptionally candidates may be permitted to commence the placement period, pending a requirement to re-present themselves for supplementary examinations or to repeat coursework.
11. Where the placement period is a compulsory part of the programme candidates must achieve 40% to progress to the next stage of the programme.
12. Candidates who fail to satisfy the Board of Examiners in the assessment of the placement period may be permitted at the discretion of the Board to repeat on one occasion only the placement period in whole or in part or to repeat such assessment requirements as shall be prescribed by the Board. In such cases, a maximum mark of 50% shall be applied.
13. Candidates whose performance is unsatisfactory may be required by the decision of the Board of Examiners to withdraw from their programme of study.

### **Classification of final result**

14. The threshold for progression to the final year of the associated degree programme shall be 40%. To be eligible for the award of Diploma in Professional Practice/Diploma in Professional Practice (International)/Certificate in Professional Practice candidates must have achieved an overall mark of at least 50% in the assessment requirements for the placement year and have successfully completed the associated degree. The results of candidates shall be graded by order of merit as Pass with Commendation and Pass. The following shall be the minimum percentages used in determining the overall gradings of candidates:

Pass with Commendation	70%
Pass	50%

### **Illness and other extenuating circumstances**

15. The Board of Examiners may in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the assessment, or whose results are substantially affected by illness or other sufficient cause, permit the candidate to take, complete or repeat the assessment at an approved subsequent date.

### **Regulations for the Diploma and Certificate in International Academic Studies**

(Charter Art 5(E) : Statute II : Ordinance XXXI)

#### **The Diploma in International Academic Studies**

1. The University awards Diplomas in International Academic Studies to candidates who meet the requirements for the award of an approved Honours or non-Honours degree inclusive of a period of assessed study outside Northern Ireland in accordance with the criteria specified below and who have satisfied the conditions specified in Ordinance XXXI.

#### **The Certificate in International Academic Studies**

2. The University awards Certificates in International Academic Studies to candidates who meet the requirements for the award of an approved Foundation degree or Associate Bachelor's degree, inclusive of a period of assessed study outside Northern Ireland, in accordance with the criteria specified below and who have satisfied the conditions specified in Ordinance XXXI.

#### **Duration**

3. Candidates shall undertake an approved period of full-time study outside Northern Ireland lasting normally for at least 25 weeks.

The attendance requirements shall be specified in course regulations.

### **The Programme**

4. The programme shall conform to the requirement of the qualification and credit framework of the University. The Certificate in International Academic Studies shall comprise at least 120 credit points at Levels 3 or 4 with no more than 30 credit points at Level 3. The Diploma in International Academic Studies shall comprise at least 120 credit points at Levels 3 or 4 or 5 with at least 90 credit points at the highest level and no more than 30 credit points at Level 3.

### **Assessment**

5. Candidates shall be assessed at a level appropriate to the programme of study:

- (a) by examination; or
- (b) by coursework; or
- (c) by a combination of these.

An oral examination may form part of the assessment.

The detailed assessment requirements shall be prescribed in programme regulations.

6. The performance of candidates shall be assessed by Boards of Examiners in accordance with the Regulations Governing Examinations in Programmes of Study.
7. The pass mark shall be 40%. Some components may be marked on a pass/fail basis.

### **Progression of candidates**

8. Subject to the final responsibility of the Senate, Boards of Examiners shall determine the academic progress of candidates on the basis of their performance in assessments.
9. Progress to the period of study outside Northern Ireland shall be determined in accordance with the regulations for the associated programme of study.

Candidates shall normally be in good academic standing before commencing the study period. Exceptionally candidates may be permitted to commence the study period, pending a requirement to re-present themselves for supplementary examinations or to repeat coursework.

10. Where the study period is a compulsory part of the programme candidates must achieve 40% to progress to the next stage of the programme.
11. Candidates who fail to satisfy the Board of Examiners in the assessment of the study period may be permitted at the discretion of the Board to repeat on one occasion only the study period in whole or in part or to repeat such assessment requirements as shall be prescribed by the Board. In such cases, a maximum mark of 50% shall be applied.
12. Candidates whose performance is unsatisfactory may be required by the decision of the Board of Examiners to withdraw from their programme of study.

### **Illness and other extenuating circumstances**

13. The Board of Examiners may in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the assessment, or whose results are substantially affected by illness or other sufficient cause, permit the candidate to take, complete or repeat the assessment at an approved subsequent date.

### **Classification of final result**

14. The threshold for progression to the final year of the associated degree programme shall be 40%. To be eligible for the award of Diploma/Certificate in International Academic Studies candidates must have achieved an overall mark of at least 50% in the assessment requirements for the year of study abroad and have successfully completed the associated degree.

The results of candidates shall be graded by order of merit as Pass with Commendation and Pass. The following shall be the minimum percentages used in determining the overall gradings of candidates:

Pass with Commendation	70%
Pass	50%

## **Regulations for Degrees, Honours Degrees and Integrated Master's Degrees**

(Charter Art. 5(E): Statute II: Ordinance XXXI)

1. The University confers the following first degree awards on students who have successfully completed approved programmes and who have satisfied the conditions specified in Ordinance XXXI:

Bachelor of Arts	BA
Bachelor of Design	BDes
Bachelor of Engineering	BEng
Bachelor of Laws	LLB
Bachelor of Music	BMus
Bachelor of Science	BSc
Master of Biomedical Science	MBiomed Sci
Master of Engineering	MEng
Master of Pharmacy	MPharm
Master of Science	MSci

Bachelor's degrees are programmes at undergraduate level. The Master's degrees are integrated Master's comprising undergraduate levels and a final postgraduate level.

2. There shall be Degrees and Honours Degrees. Honours degrees may be offered in the following subject combinations:
  - (a) Single Honours
  - (b) Major/Minor Honours (two-thirds/one third weighting of two subjects)
  - (c) Joint Honours (equal weighting of two main subjects)

- (d) Combined Honours (equal weighting of three minor subjects)

### Admission

3. Applicants for entry to a programme leading to a Degree or Honours degree must satisfy:

- (a) the General Entry Requirements of the University for these awards as specified in 4 except as provided in 5 hereof; and
- (b) such additional requirements as may be prescribed for admission to particular programmes of study;
- or as an alternative to (a) and/or (b):
- (c) provide evidence of their ability to undertake the programme through the accreditation of prior experiential learning.

4 To satisfy the minimum General Entry Requirements applicants must:

- (a) provide evidence of competence in written and spoken English (GCSE grade C or equivalent) and, where specified within individual course or subject entry requirements, in numeracy (GCSE grade C or equivalent); and
- (b) have attained passes in five different subjects, of which two should be at GCE 'A' level, and three at GCSE level (grades A, B, or C)

or

have attained passes in four different subjects, of which three should be at GCE 'A' level and one at GCSE level (grades A, B or C);

or

an equivalent standard in an approved alternative qualification.

The requirements of 4(a) hereof may be met within 4(b).

For the purpose of fulfilling the General Entry Requirements, two Advanced Subsidiary (AS) level subjects are regarded as the equivalent of one GCE A level, provided that the applicant's profile also contains two GCE A levels.

The University will accept as alternative qualifications:

- (i) Two VCE or GCE Applied A levels or one VCE Double Award and either three passes at GCSE (grade C or above) or an Intermediate GNVQ or two Double Award Vocational GCSEs.
- (ii) A BTEC National Certificate or Diploma awarded by the Edexcel Foundation.
- (iii) OCR National Qualifications.
- (iv) Four Higher and/or Advanced Highers of the Scottish Qualifications Authority.
- (v) The European, International or Welsh Baccalaureate.
- (vi) An Irish Leaving Certificate with passes in four approved subjects at grade D Higher level.
- (vii) Satisfactory completion of an approved Access programme.
- (viii) For entry to Art and Design degrees, satisfactory completion of a full-time foundation programme in Art and Design of not less than one academic year in duration.

No subject may be counted at more than one level except in the case of the VCE or GCE Applied A level combined with the Intermediate GNVQ.

Applications from persons who hold other qualifications will be considered on their merit.

- 5 The Senate may accept studies pursued and examinations passed in respect of other qualifications awarded by the University or by another university or other educational institution, or evidence from the accreditation of prior experiential learning, as exempting candidates from part of an approved programme provided that candidates shall register as students of the University for modules amounting to at least the final third of the credit value of the award at the highest level and meet such other conditions as shall be specified in programme regulations. For candidates registered on approved programmes at recognised institutions, the same regulation shall apply in respect of the institution.

### **The Programme**

- 6 Candidates for Honours or non-Honours degrees shall pursue a programme of study approved by the Senate and lasting, except as provided in 5 hereof and for the BSc Hons International Hotel and Tourism Management, offered by the School of International Hotel and Tourism Management (HTMi), for at least six semesters of full-time study or the equivalent periods of part-time study. The period of study required for the BSc Hons International Hotel and Tourism Management (HTMi), shall be defined in its course regulations.

The programme shall conform to the requirements of the qualifications and credit framework of the University. The programme shall comprise modules amounting to at least 360 credit points, with at least 120 credit points at Level 6 for an Honours degree, or 60 credit points at Level 6 for a non-Honours degree, and no more than 30 credit points at Level 3. An integrated Master's degree course shall comprise modules amounting to at least 480 credit points, with at least 120 credit points at Level 7, and no more than 30 credit points at Level 3.

- 7 The Senate may require or permit candidates to undertake part of their programme at another institution or in approved work experience placements.

### **Examination and assessment**

- 8 Candidates shall be assessed in modules throughout their programmes:
- (a) by examinations, or
  - (b) by coursework, or
  - (c) by a combination of the methods in (a) and (b).

At the discretion of the Board of Examiners candidates may be required to attend a viva voce examination.

The detailed assessment requirements shall be prescribed in programme regulations.

- 9 The programme regulations shall specify for each year of the programme:
- (a) the method of assessment for each module;
  - (b) the distribution of marks within and among the modules;
  - (c) the extent to which failure in one or more modules may be permitted;
  - (d) the extent to which the results obtained in the assessment for each module contribute to the overall grading.
- 10 The performance of candidates shall be assessed by Boards of Examiners in accordance with the Regulations Governing Examinations in Programmes of Study.

### **Assessment of modules**

- 11 In the final level of an Honours degree programme one or more modules shall normally be assessed solely by dissertation.

12 In Bachelor's degrees and the undergraduate levels of Integrated Master's degrees the pass mark for the module shall be 40%. Where a module is assessed by a combination of coursework and examination a minimum mark of 35% shall be achieved in each assessment element. Course regulations may specify that a mark of 40% shall be achieved in each assessment element and/or in specified components. In Level 7 of Integrated Master's degrees the pass mark for the module shall be 50%. Where a module is assessed by a combination of coursework and examination a minimum mark of 45% shall be achieved in each assessment element. Course regulations may specify that a minimum mark of 50% shall be achieved in each assessment element and/or in specified components. Some or all assessment components may be marked on a pass/fail basis.

### **Submission of coursework**

13 Coursework shall be submitted by dates as specified by the Course or Subject Committee.

14 Students may seek prior consent from the Course or Subject Committee to submit coursework after the official deadline; such requests must be accompanied by a satisfactory explanation, and in the case of illness by a medical certificate. This application shall be made to the Course or Subject Director.

15 Coursework submitted without consent after the deadline shall not normally be accepted.

### **Progression of candidates**

16 Subject to the final responsibility of the Senate, Boards of Examiners shall determine the academic progress of candidates on the basis of their performance in assessments. Programme regulations shall prescribe the conditions under which candidates shall be permitted to proceed from one year to the next. Subject to 23 hereof, candidates shall be required to pass all modules in each year of study in order to proceed to the next.

17 Candidates whose performance is unsatisfactory may be required by the Board of Examiners or Board of the Faculty to withdraw from their programmes of study.

18 Candidates may at the discretion of the Board of Examiners:

- (a) transfer from a Degree course to an Honours degree programme or vice versa;
- (b) transfer from a Foundation degree or an Associate Bachelor's degree or a non-degree programme to a related Honours degree programme or vice versa;
- (c) transfer from an Honours degree to an integrated Master's degree or vice versa.

Other candidates who fail to satisfy the examiners may be assessed for a related lower award.

19 Students who transfer under 18 hereof and who subsequently fail to satisfy the examiners may be assessed for the award for which they were originally candidates.

### **Re-examination**

20 Candidates who fail to satisfy the Board of Examiners during the programme may be permitted at the discretion of the Board to take such supplementary written examinations and complete such coursework or other assessment requirements as it may prescribe.

21 Candidates who are permitted under 20 hereof to re-present themselves for assessment may be exempted at the discretion of the Board of Examiners from the normal attendance requirements.

### **Consequences of Failure**

22 Where candidates are required to repeat coursework or to take a supplementary examination the original mark in the failed coursework component or examination shall be replaced by a mark of 40% or 50% at Level 7,

or the repeat mark whichever is the lower for the purpose of calculating the course module result.

23 In each year, other than the final year, the consequences of failure shall normally be as follows:

### Failure at the First Attempt

Failure in modules with an overall value up to and including 60 credit points : Repeat specified examinations and/or coursework in the failed modules (examinations August).

Failure in modules with an overall value of more than 60 and up to and including 80 credit points : Repeat specified examinations and/or coursework in the failed first semester module(s) (examinations January) and of specified examinations and/or coursework in the second semester modules (examinations May), with or without attendance.

Failure in modules with an overall value of more than 80 credit points : Withdraw from the programme.

*Failure by candidates in year 2 of sandwich courses* : Exceptionally second year students on sandwich programmes may be permitted to commence the placement period, pending a requirement to re-present themselves for supplementary examinations or to repeat coursework.

### Failure at the Second Attempt

Failure in modules with an overall value : Provided that the module(s) are not

up to and including 20 credit points

Failure in modules with an overall value up to and including 40 credit points (except as above)

Failure in modules with an overall value of more than 40 credit points : Withdraw from the programme.

The consequences of failure in BSc/BSc Hons Nursing, BSc Hons Nursing Science and BSc Hons Nursing Studies shall be as specified in the programme regulations. Candidates for the BSc Hons Occupational Therapy who fail at the second attempt shall normally be required to withdraw from the programme.

Candidates for the BSc Social Work and the BSc Hons Speech and Language Therapy who fail at the second attempt in specified placement modules shall normally be required to withdraw from the programme.

The consequences of failure in year 3 of the BSc Hons Dietetics shall be as in 24 below.

### Failure in the Final Year

24 In the final year of an Honours degree the consequences of failure shall normally be as follows:

prerequisite(s) which must be passed, proceed to next year and repeat **once only** specified examination(s) and/or coursework in the failed module(s) at the next examination period (January or May).

: Repeat **once only** specified examinations and/or coursework in the failed modules at the next examination period (January or May or August if semester already repeated) with or without attendance (progress to next year not permitted).

Failure in modules with an overall value up to and including 40 credit points : Repeat specified examination(s) and/or coursework in the failed module(s) (one attempt only) in consideration for Honours classification (examinations August).

Failure in modules with an overall value of more than 40 credit points : Withdraw from the programme.

The consequences of failure in BSc/BSc Hons Nursing, BSc Hons Nursing Science and BSc Hons Nursing Studies shall be as specified in the programme regulations.

In Year 4 of the BSc Hons Dietetics, candidates shall be permitted to repeat in modules up to a value of 70 credit points once only.

25 In the final year of an integrated Master's degree or a non-Honours degree, the consequences of failure shall normally be as follows:

Failure in modules with an overall value up to and including 40 credit points : Supplementary examination(s) and/ repeat of coursework in failed modules (one attempt only) (examinations August).

Failure in modules with an overall value of more than 40 credit points : Withdraw from the programme.

### **Classification of final honours degree result**

26 The results of candidates who have successfully completed a programme of study leading to the award of an Honours degree shall be graded by order of merit as first class, second class (upper or lower division), or third class.

The assessment results from Levels 3 or 4 shall not contribute to the final Honours degree result. Normally the final classification is based on results from all Level 6 modules. In a degree with more than 120 credit points at Level 6 an exception to this regulation in order to restrict the proportion of Level 6 modules to the final 120 credit points may be proposed to the Senate. Where a professional body requires Level 5 modules to contribute to the Honours classification for recognition purposes or where the Faculty has provided an acceptable rationale, the Senate may approve an exception to this regulation. Where an exception is allowed Level 5 shall normally contribute 25% of the overall result.

The following percentages shall be used to determine candidates' overall gradings in Honours degree courses:

Class I

At least 70%

Class II (division i) (Ili)

At least 60% and less than 70%

Class II (division ii) (Iiia)

At least 50% and less than 60%

Class III

At least 40% and less than 50%

The weighting of each module's contribution to the final result shall be determined by the module's credit value, except for level 5 modules which are permitted to contribute to the final result.

Candidates who have not qualified for an award at the first attempt and who are permitted to re-present themselves for assessment shall be required to achieve an overall mark of at least 40% in order to be considered for the award of an Honours degree.

### **Classification of final integrated Master's degree result**

27 The results of candidates who have successfully completed a course of study leading to the award of an integrated Master's degree shall be graded by order of merit as Pass with Distinction and Pass.

The assessment results from Levels 3 or 4 shall not contribute to the final integrated Master's degree result. The assessment results for the final level of the programme (Level 7) shall determine the final result. The weighting of each module's contribution to the final result shall be determined by the module's credit value.

The following shall be the minimum overall percentages used to determine the final gradings of candidates in courses leading to the integrated Master's degree

Pass with Distinction	70%
Pass	50%

### **Classification of final non-Honours degree result**

28 The results of candidates who have successfully completed a programme of study leading to the award of a non-Honours degree shall be graded by order of merit as Pass with Distinction, Pass with Commendation and Pass.

The assessment results for the final level of the programme shall determine the overall grading. The weighting of each module's contribution to the final result shall be determined by the module's credit value.

The following shall be the minimum overall percentages used to determine the final gradings of candidates:

Pass with Distinction	70%
Pass with Commendation	60%
Pass	40%

### **Illness and other extenuating circumstances**

29 The Board of Examiners may in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the assessment during the programme, or whose results are substantially affected by illness or other sufficient cause, permit the candidates to complete, take, or repeat the assessment in one or more modules at an approved subsequent date.

30 The Board of Examiners may in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the final stage assessment or whose results are substantially affected by illness or other sufficient cause:

- (a) permit the candidates to complete, take, or repeat as candidates for the award, the assessment in one or more modules at an approved subsequent date; or
- (b) deem the candidate to have passed and recommend an Aegrotat award.

### **Regulations for Postgraduate Diplomas and Postgraduate Certificates**

(Charter Art. 5(E); Statute II: Ordinance XXXI)

1. The University awards Postgraduate Diplomas and Postgraduate Certificates to candidates who have successfully completed an approved postgraduate programme of study and who have satisfied the conditions specified in Ordinance XXXI.

#### **Admission**

2. Applicants for entry must:

- (a) have gained:
  - (i) an Honours or non-Honours degree from a university of the United Kingdom or the Republic of Ireland, from the Council for National

Academic Awards, the National Council for Educational Awards, the Higher Education and Training Awards Council, or from another institution which has been recognised by the Senate for this purpose;

or

(ii) an equivalent standard in a Graduate Diploma, Graduate Certificate or Postgraduate Certificate or an approved alternative qualification; and

(b) provide evidence of competence in written and spoken English (GCSE grade C or equivalent); and

(c) satisfy such additional requirements as shall be prescribed in programme regulations;

or

(d) in exceptional circumstances, where an individual has substantial and significant experiential learning, a portfolio of written evidence demonstrating the meeting of graduate qualities (including subject specific outcomes, as determined by the Course Committee) may be considered as an alternative entrance route. Evidence used to demonstrate graduate qualities may not be used for exemption against modules within the programme.

3. The Senate may accept studies pursued and examinations passed in respect of other qualifications awarded by the University or by another University or other educational institution, or evidence from the accreditation of prior experiential learning, as exempting candidates from part of an approved programme, provided that candidates shall register as students of the University for modules amounting to at least the final 50% of the credit value of the award at the highest level and meet such other conditions as shall be specified in programme regulations.

For candidates registered on approved programmes at recognised institutions, the same regulation shall apply in respect of the institution. In the postgraduate certificate in professional development (researchers) such exemption shall be restricted to modules amounting to 20 credit points.

### **The Programme**

4. Candidates shall pursue a programme of study approved by the Senate and lasting, except as provided in 3 hereof, for at least two semesters of full-time study for the Postgraduate Diploma or one semester for the Postgraduate Certificate or the equivalent periods of part-time study.

5. The programme shall conform the requirements of the qualifications and credit framework of the University. For the award of a Postgraduate Diploma the programme shall comprise modules amounting to at least 120 credits with at least 90 credit points at Level 7, and no more than 30 credit points at Level 6. For the award of a Postgraduate Certificate the programme shall comprise modules amounting to at least 60 credit points with no more than 20 credit points at Level 6.

### **Examination and assessment**

6. Candidates shall be assessed in modules throughout their programmes:

(a) by examinations; or

(b) by coursework; or

(c) by a combination of the methods in (a) and (b).

At the discretion of the Board of Examiners, candidates may be required to attend a viva voce examination.

The detailed assessment requirements shall be prescribed in programme regulations.

7. The programme regulations shall specify for each year of the programme:

- (a) the method of assessment for each module;
- (b) the distribution of marks within and among the modules;
- (c) the extent to which failure in one or more modules may be permitted;
- (d) the extent to which the results obtained in the assessment for each module contribute to the overall grading.

The performance of candidates shall be assessed by Boards of Examiners in accordance with the Regulations Governing Examinations in Programmes of Study.

8. The pass mark for the module shall be 50%. Where a module is assessed by a combination of coursework and examination a minimum mark of 45% shall be achieved in each assessment element. Course regulations may specify that a minimum mark of 50% shall be achieved in each assessment element and/or in specified components. Some or all assessment components may be marked on a pass/fail basis.

#### **Submission of coursework**

9. Coursework shall be submitted by dates specified by the Course Committee.
10. Students may seek prior consent from the Course Committee to submit coursework after the official deadline; such requests must be accompanied by a satisfactory explanation, and in the case of illness by a medical certificate. This application shall be made to the Course Director.
11. Coursework submitted without consent after the deadline shall not normally be accepted.

#### **Progression of candidates**

12. Subject to the final responsibility of the Senate, Boards of Examiners shall determine the academic progress of candidates on the

basis of their performance in assessments. Programme regulations shall prescribe the conditions under which candidates shall be permitted to proceed from one year to the next.

Subject to 19, candidates shall be required to pass all modules in each year of study in order to proceed to the next.

13. Candidates whose performance is unsatisfactory may be required by the Board of Examiners or Board of the Faculty to withdraw from their programmes of study.
14. Candidates may at the discretion of the Board of Examiners transfer from a Postgraduate Certificate to a Postgraduate Diploma or Master's or from a Postgraduate Diploma to a related Master's degree course.
15. Degree course students who transfer under 14 hereof and who subsequently fail to satisfy the examiners may be assessed for the award for which they were originally candidates.

#### **Re-examination**

16. Candidates who fail to satisfy the Board of Examiners in assessment may be permitted at the discretion of the Board to re-present themselves on one occasion only for one or more supplementary written examination and repeat such coursework or other assessment requirements as shall be prescribed by the Board.
17. Candidates who are permitted under 16 hereof to represent themselves for assessment may be exempted at the discretion of the Board from the normal attendance requirements.

#### **Consequences of failure**

18. Where candidates are required to repeat coursework or to take a supplementary examination the original mark in the failed coursework component or examination shall be replaced by a mark of 50%, or the repeat mark, whichever is the lower, for the purpose of calculating the programme module result.

19. In each year the consequences of failure shall normally be as follows:

Failure in module(s) with an overall value up to and including 60 credit points : Repeat **once only** specified examinations and/or coursework in the failed module(s) (examinations August).

Failure in modules with an overall value of more than 60 and up to and including 90 credit points : Repeat **once only** in the next academic year specified examinations and/or coursework in the failed first semester module(s) (examinations January) and or specified examinations and/or coursework in the failed second semester module(s) (examinations in May) with or without attendance.

Failure in modules with an overall value of more than 90 credit points : Withdraw from the programme.

### Final award

20. The Postgraduate Certificate is normally only an exit award.

21. Postgraduate Diploma candidates who obtain an overall mark of 50% or more may, at the discretion of the Board of Examiners, progress to a related Master's stage.

Programme Regulations may prescribe modules in which this minimum level of achievement must be reached.

22. Candidates registered on linked postgraduate courses shall normally only receive one award at the highest level during a period of continuous registration.

23 The results of candidates who have successfully completed a programme of study leading to the award of Postgraduate Certificate or Postgraduate Diploma shall be graded by order of merit as Pass with Distinction and Pass.

The assessment results for the final level of the programme shall determine the overall grading. The weighting of each module's contribution to the final result shall be determined by the module's credit value.

The following shall be the minimum overall percentages used to determine the final gradings of candidates:

Pass with Distinction	70%
Pass	50%

### Illness and other extenuating circumstances

24. The Board of Examiners may, in the case of candidates who are prevented by illness or other sufficient cause from taking the whole or part of the assessment, or whose results are substantially affected by illness or other sufficient cause:

- (a) permit the candidates to take, complete or repeat the assessment in one or more modules at an approved subsequent date; or
- (b) deem the candidates to have passed and recommend the award of an Aegrotat Postgraduate Diploma or Postgraduate Certificate.

### Regulations for Postgraduate Programmes of Study leading to the Award of Master's Degrees

(Charter Art. 5(E); Statute II: Ordinance XXXI)

1. The University confers the following Master's degrees on candidates who have successfully completed an approved postgraduate programme of study and who have satisfied the conditions specified in Ordinance XXXI:

Master of Architecture (MArch)  
 Master of Arts (MA)  
 Master of Business Administration (MBA)  
 Master of Business Studies (MBS)  
 Master of Design (MDes)  
 Master of Education (MEd)  
 Master of Fine Art (MFA)  
 Master of Landscape Architecture (MLA)  
 Master of Laws (LLM)  
 Master of Medical Science (MMedSc)  
 Master of Music (MMus)  
 Master of Public Administration (MPA)  
 Master of Research (MRes)\*  
 Master of Science (MSc)

### Admission

#### 2. Applicants for entry must:

- (a) have gained
- (i) a second class honours degree or better from a university of the United Kingdom or the Republic of Ireland, from the Council for National Academic Awards, the National Council for Educational Awards, the Higher Education and Training Awards Council, or from another institution which has been recognised by the Senate for this purpose;
- or
- (ii) an equivalent standard in a Graduate Diploma, Graduate Certificate or Postgraduate Diploma or an approved alternative qualification; and
- (b) provide evidence of competence in written and spoken English (GCSE grade C or equivalent); and
- (c) satisfy such additional requirements as shall be prescribed in programme regulations;

**\* The regulations and associated rules and guidance relating to the degree of MRes are recorded separately.**

or

- (d) in exceptional circumstances, where an individual has substantial and significant experiential learning, a portfolio of written evidence demonstrating the meeting of graduate qualities (including subject specific outcomes, as determined by the Course Committee) may be considered as an alternative entrance route. Evidence used to demonstrate graduate qualities may not be used for exemption against modules within the programme.

3. The Senate may accept studies pursued and examinations passed in respect of other qualifications awarded by the University or by another University or other educational institution, or evidence from the accreditation of prior experiential learning, as exempting candidates from part of an approved programme provided that:

- (a) candidates shall register as students of the University for modules amounting to at least the final third of the credit value of the award at the highest level and meet such other conditions as shall be specified in programme regulations;
- (b) Where the submission of a dissertation is a requirement of a Master's degree programme candidates so exempted shall not be exempted from this requirement.

For candidates registered on approved programmes at recognised institutions, the same regulations shall apply in respect of the institution.

### The Programme

4. Candidates for Master's degrees shall pursue a programme of study approved by the Senate and lasting, except as provided in 3 hereof, for at least 3 semesters of full-time study or the equivalent periods of part-time study.

5. The programme shall conform to the requirements of the qualification and credit framework of the University. The programme shall comprise modules amounting to at least 180 credit points, with at least 150 credit points at Level 7, and no more than 30 credit points at Level 6.

### **Examination and assessment**

6. Candidates shall be assessed in modules throughout their programmes:

- (a) by examinations; or
- (b) by coursework; or
- (c) by a combination of the methods in (a) and (b).

At the discretion of the Board of Examiners, candidates may be required to attend a viva voce examination.

The detailed assessment requirements including the date for submission of the dissertation and method by which candidates' overall performance is determined shall be prescribed in programme regulations.

7. The programme regulations shall specify for each year of the programme:

- (a) the method of assessment for each module;
- (b) the distribution of marks within and among the modules;
- (c) the extent to which failure in one or more modules may be permitted;
- (d) the extent to which the results obtained in the assessment for each module contribute to the overall grading.

The performance of candidates shall be assessed by Boards of Examiners in accordance with the Regulations Governing Examinations in Programmes of Study.

8. The pass mark for the module shall be 50%. Where a module is assessed by a combination of coursework and examination a minimum mark of 45% shall be achieved in each assessment element. Course regulations may specify that a minimum mark of 50% shall be achieved in each assessment element and/or in specified components. Some or all assessment components may be marked on a pass/fail basis.

### **Submission of coursework**

9. Coursework shall be submitted by dates specified by the Course Committee.

10. Students may seek prior consent from the Course Committee to submit coursework after the official deadline; such requests must be accompanied by a satisfactory explanation, and in the case of illness by a medical certificate. This application shall be made to the Course Director.

11. Coursework submitted without consent after the deadline shall not normally be accepted.

12. Where the submission of a dissertation is required, the number of copies, the date for submission and the method of submission shall be specified in course regulations. Guidelines for the presentation and preparation of dissertations follow these Regulations.

13. Dissertations which achieve a final mark of 70% or above shall be made available for public access through the University Library. Access to such dissertations shall not normally be restricted. Access may be restricted, in exceptional circumstances, for a period of up to two years in the first instance, and for a total period of not more than five years. Such restriction shall be approved in accordance with the procedures described in the guidelines for the preparation of dissertations for Master's degree programmes. Access to the abstract of the work shall not be restricted.

**Progression of candidates**

14. Subject to the final responsibility of the Senate, Boards of Examiners shall determine the academic progress of candidates on the basis of their performance in assessments. Programme regulations shall prescribe the conditions under which candidates shall be permitted to proceed from one year to the next.

Candidates shall be required to pass all modules in each year of study in order to proceed to the next.

15. Candidates whose performance is unsatisfactory may be required by decision of the Board of Examiners or Board of the Faculty to withdraw from their programmes of study.

**Re-examination**

16. Candidates who fail to satisfy the Board of Examiners in assessment may be permitted at the discretion of the Board:

- (a) to re-present themselves on one occasion only for one or more supplementary examinations and repeat such course work or other assessment requirements as shall be prescribed by the Board;
- (b) to resubmit their dissertation on one occasion only within a period not exceeding eight months from the date of the Board's decision.

17. Candidates who are permitted under 16 hereof to re-present themselves for assessment may be exempted at the discretion of the Board from the normal attendance requirements.

**Consequences of failure**

18. Where candidates are required to repeat coursework or to take a supplementary examination the original mark in the failed coursework component or examination shall be replaced by a mark of 50% or the repeat mark, whichever is the lower, for the purpose of calculating the module result.

19. In each year the consequences of failure shall normally be as follows:

Failure in module(s) : Repeat **once only** with an overall value specified examinations of up to and including and/or coursework in including 60 credit the failed module(s) points (examinations August).

Failure in modules : Repeat **once only** in the with an overall value next academic year of more than 60 and specified examinations up to and including and/or coursework in 90 credit points the failed first semester module(s) (examinations January) and of specified examinations and/or coursework in the failed second semester module(s) (examinations in May) with or without attendance.

Failure in modules : Withdraw from the with an overall value programme. of more than 90 credit points

**Failure in dissertation**

20. Resubmission on one occasion only within eight months of the meeting of the Board of Examiners.

**Final award**

21. Candidates registered on linked postgraduate programmes shall normally receive only one award at the highest level during a period of continuous registration.

22. The results of candidates who have successfully completed a programme of study leading to a Master's degree shall be graded by order of merit as Pass with Distinction and Pass.

The assessment results for the final level of the programme shall determine the overall grading. The weighting of each module's

contribution to the final result shall be determined by the module's credit value.

The following shall be the minimum overall percentages used to determine the final gradings of candidates:

Pass with Distinction	70%
Pass	50%

Where a dissertation or project of 45 credits or more is a requirement for the award, a mark of 70% or above shall also be achieved in this module in order for the degree to be awarded with Distinction.

With the exception of the MSc Dietetics, in programmes of more than 200 credit points, the assessment results from the final 120 credit points shall determine the overall grading. In the MSc Dietetics, the overall grading shall be determined by all Level 7 modules.

23. Candidates who have not qualified for the award of a Master's degree may be recommended for the award of a Postgraduate Certificate or Diploma provided that they satisfy the requirements for that award.

### **Illness and other extenuating circumstances**

24. The Board of Examiners may in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the examinations and coursework, or whose results are substantially affected by illness or other sufficient cause:

- (a) permit the candidates to complete, take or repeat the written examination or coursework or both at an approved subsequent date; or
- (b) deem the candidates to have passed and recommend the award of an Aegrotat degree.

25. Candidates who are prevented by illness or other sufficient cause from submitting dissertations by the specified date may be permitted at the discretion of the Board of Examiners to submit their dissertations at an approved subsequent date.

### **Guidelines for the Preparation of Dissertations for Master's Degree Programmes**

#### **1. Approval of project**

Students shall prepare, in consultation with members of staff, an outline of the project to be undertaken. The outline shall include a proposed title, a description of the aims of the project, an indication of the literature to be reviewed and the methodology to be employed, and a suggested timetable for the completion of the work.

Outlines shall be submitted for approval by the Course Committee by a date specified by the Course Committee. One or more supervisors shall be appointed for each student.

#### **2. Restriction to access**

Dissertations which receive a mark of 70% or above are deposited in the University Library. Access to such dissertations shall not normally be restricted, but may be in exceptional circumstances. Candidates who wish to have access restricted, for example on the grounds of confidentiality or commercial sensitivity, shall apply for permission to the Course Committees at the time of submission of the project outline. Approval may be granted by the Course Committee for a period of up to two years in the first instance, during which time the contents of the dissertation (excluding the abstract) shall remain confidential. This may be extended, normally for no more than a further three years, by the Senate on the recommendation of the Faculty Board.

During the period of restriction, the written permission of the author shall be required for access to the dissertation.

A declaration on access in accordance with the Guidelines for the Presentation of Dissertations for Master's Degree Programmes shall be included in the final version of the dissertation.

### 3. **Progress**

Students shall report to their supervisors at least once a month and as required by their supervisors or by the Course Committee. The Course Committee shall monitor students' progress.

Students should raise any concerns or complaints about any aspect of programme delivery or supervision as soon as they arise.

### 4. **Length of dissertation**

The length of dissertation shall be within a range determined by the Course Committee as being appropriate for the nature of the project, but should normally not exceed 20,000 words (excluding tabulated data and diagrams).

### 5. **Submission of dissertation**

The Course Committee shall specify in programme regulations the date for submission of two copies of the dissertation for examination. The copies shall be securely bound. An electronic copy (using industry standard software) may also be required but shall not be the sole submission.

The format of dissertations shall be as described in the Guidelines for the Presentation of Dissertations for Master's Degree Programmes.

### 6. **Illness etc.**

A student whose progress with the preparation of his or her dissertation is affected by illness or other sufficient cause shall notify the Course Director without delay but in any event before the submission date. Evidence of ill-health must be authenticated by the student's medical adviser. In extenuating circumstances the Course Committee may grant an

extension to the deadline for submission of the dissertation.

## **Guidelines for the Presentation of Dissertations for Master's Degree Programmes**

### 1. **Paper quality and typographical detail**

#### **Paper**

A4 size paper, of good quality, (1) should be used; only one side of the paper should be printed.

#### **Methods of production**

The presentation should be a permanent and legible form in typescript or print with uniform density of type (2) and drawings and sketches in black ink. Copies, produced by xerographic or comparably permanent processes, should be clearly legible and capable of photographic reproduction. The dissertation shall be securely bound.

#### **Layout**

Margins at the binding edge should be not less than forty millimetres and other margins not less than twenty millimetres. Double or one-and-a-half spacing should be used in the typescript, except for indented quotations or footnotes where single spacing may be used.

### 2. **Numbering of pages**

Pages should be numbered consecutively through the dissertation, including appendices but excluding photographs and/or diagrams which are not embodied in the text. Introductory pages may be in numerals, separate from the main text. Page numbers should be located centrally at the bottom of the page approximately ten millimetres above the edge.

### 3. **Introduction of dissertation**

The following preliminaries to the dissertation shall be presented in the order listed:

(a) *Title page*

The title page shall give the following information in the order listed:

- (i) the full title of the dissertation and the sub-title, if any;
- (ii) the total number of volumes if more than one, and the number of the particular volume;
- (iii) the full name of the author and full details of his or her degree;
- (iv) the Faculty, and the University's name;
- (v) the degree for which the dissertation is submitted;
- (vi) the year of submission of the dissertation.

(b) *Contents*(c) *Acknowledgments*

The candidate shall acknowledge any assistance received. Where the dissertation project is undertaken in collaboration the candidate's individual contribution and the extent of the collaboration must be clearly indicated.

Although the copyright of the dissertation is vested in the candidate, articles which have appeared in journals to which the copyright has been assigned should not be included within the dissertation without the express permission of the journal.

(d) *Summary (Abstract)*

There shall be a summary of the work not exceeding 300 words in length. There should be a brief statement of the method of investigation where appropriate, an outline of the major divisions or principal arguments of the work and a summary of any conclusions reached.

(e) *Abbreviations*

Where abbreviations are used a key shall be provided. Abbreviations may be used at the discretion of the author. For an

abbreviation not in common use, the term shall be given in full at the first instance followed by the abbreviation in brackets.

(f) *Note on access to contents*

Dissertations which receive a mark of 70% or above are deposited in the University Library in electronic form. The authors of such dissertations are required to include one or other of the following declarations in the final version of the dissertation presented to the Library.

'I hereby declare that with effect from the date on which the dissertation is deposited in the Library of the University of Ulster I permit the Librarian of the University to allow the dissertation to be copied in whole or in part without reference to me on the understanding that such authority applies to the provision of single copies made for study purposes or for inclusion within the stock of another library. This restriction does not apply to the copying or publication of the title and abstract of the dissertation. "IT IS A CONDITION OF USE OF THIS DISSERTATION THAT ANYONE WHO CONSULTS IT MUST RECOGNISE THAT THE COPYRIGHT RESTS WITH THE AUTHOR AND THAT NO QUOTATION FROM THE DISSERTATION AND NO INFORMATION DERIVED FROM IT MAY BE PUBLISHED UNLESS THE SOURCE IS PROPERLY ACKNOWLEDGED"

or

'I hereby declare that for a period of -\*years following the date on which the dissertation is deposited in the Library of the University of Ulster, the dissertation shall remain confidential with access or copying prohibited. Following the expiry of this period I permit the Librarian of the University to allow the dissertation to be copied in whole or in part without reference to me on the understanding that such authority applies to the provision of single copies made for study purposes or for inclusion within the stock of another library. This restriction does not apply to the copying or publication of the title and abstract of the dissertation. IT IS A

CONDITION OF USE OF THIS DISSERTATION THAT ANYONE WHO CONSULTS IT MUST RECOGNISE THAT THE COPYRIGHT RESTS WITH THE AUTHOR AND THAT NO QUOTATION FROM THE DISSERTATION AND NO INFORMATION DERIVED FROM IT MAY BE PUBLISHED UNLESS THE SOURCE IS PROPERLY ACKNOWLEDGED.’

\* *Not more than two*

#### 4. **Footnotes**

The manner of presentation of footnotes shall follow the accepted practice of the Faculty in which the author is enrolled.

#### 5. **Diagrams, maps, illustrations, published papers, tables**

##### (a) *Binding*

Whenever practicable diagrams, maps, illustrations, published papers and tables shall have a binding margin of at least forty millimetres and should if possible be bound in the dissertation near the appropriate text.

##### (b) *Photographic print*

Photographic print shall be on single weight paper or permanently mounted on cartridge paper for binding and shall be securely fixed in the dissertation.

##### (c) *Other illustrative material*

Other material which cannot conveniently be bound in the text may be placed in a pocket to be attached to the inside back cover by the book binder. A list of the materials contained within the pocket must be securely affixed to it.

##### (d) *Numbers and captions*

The numbers and captions shall be at the bottom of the illustrations. The top of an

illustration which is bound sideways shall be to the left of the page.

##### (e) *Tables*

Tables shall be numbered consecutively throughout the text. The method of numbering shall be distinct from that used for other material.

#### 6. **End matter**

##### (a) *Appendices*

Appendices shall follow the main text and precede the index (if provided). Appendices may consist of supporting material of considerable length or of lists, publications, tables or other evidence which, if included in the main text, would interrupt its flow.

##### (b) *List of references*

In arranging the list of references, the author should adopt the accepted practice of dissertations submitted in his or her Faculty.

#### 7. **Non-Book Media**

Work submitted in forms which cannot be incorporated in a pocket within the dissertation should be provided within an appropriate container and should have on the outside the following information:

- i) year of submission;
- ii) degree;
- iii) author's initials and surname.

A list of materials included in the container must be securely affixed to it.

#### 8. **Binding**

Dissertations which are to be deposited as hard copy in the University Library shall conform to the following specifications:

##### (a) *Cloth*

Cloth shall be of blue buckram. A sample of the colour to be used can be seen in the Library on application to the Librarian.

\* *an upper second class honours degree or better from a university of the United Kingdom or the Republic of Ireland, from the Council for National Academic Awards, the National Council for Educational Awards, the Higher Education and Training Awards Council, or from an institution of another country which has been recognised as being of an equivalent standard.*

(b) *Lettering*

Gold lettering shall be used on the spine, giving the following information:

- (i) Year of submission e.g. 2001
- (ii) Degree e.g. M.A.
- (iii) Author's initials and surname  
e.g. A.N. Other

NB (i) and (ii) should run across the spine, the bottom of the lettering being 20 millimetres and 50 millimetres from the top of the spine, respectively. The author's name should run from top to bottom of the spine, beginning 80 millimetres from the top of the spine.

If the work consists of more than one volume, the spine shall also bear the number of each volume.

9. **Alternative form of presentation**

In appropriate cases the Course Committee may permit a candidate, who so requests, to present a dissertation accompanied by material other than in written form. Such approval must be sought from the Course Committee at the time of approval of the dissertation project and the form which the candidate's presentation will take should be indicated.

**NOTES**(1) *Recommended paper*

A4 71GSM

\*Variations in GSM values (+5 GSM) will not impair quality.

*Paper for mounting photographs or other material*

Any paper, preferably white, not below 120 GSM and not above 200 GSM.

GSM = Grams per square metre: the higher the value the thicker the paper.

(2) *Methods of production*

The use of a word processor with laser printer or printer of equivalent quality is recommended.

**Guidelines: Recommendations for an Aegrotat Award**

1. Where a candidate has been prevented by illness or other sufficient cause from taking or completing the final stage assessment or where his or her result was in the opinion of the board of examiners affected by illness or other sufficient cause, the Board of Examiners may recommend an Aegrotat award.
2. An Aegrotat award shall be recommended only if the Board of Examiners is satisfied that the candidate would have qualified for the award had it not been for illness or other sufficient cause.
3. In order to reach its decision a Board of Examiners may assess the candidate by whatever means it considers appropriate.
4. Before an Aegrotat award is recommended a candidate must have signified that he or she is willing to accept such an award. Where he or she is not willing to do so the Board of Examiners shall recommend that he or she be permitted to complete, take or repeat the assessment in one or more modules by an approved subsequent date.

**Generic Regulations for the degree of Master of Research**

Preamble

The degree of Master of Research is awarded to candidates who have successfully completed an approved programme of research and related studies and completion of a research project to the satisfaction of the examiners.

The normal period of registration for Master of Research is:

Full-time, 1 year; and

Part-time, up to three years.

1. **Admission requirements**

Candidates are required to hold a first or upper second class honours degree in a relevant discipline or a qualification deemed

by the Senate to be equivalent. Exceptionally, candidates who hold a lower second class honours degree but who are able to provide evidence of relevant research experience may be considered for admission to the programme.

Candidates whose first language is not English must provide evidence of competence in written and spoken English (basic minima, TOEFL 550 or 213 in the computer-based test, or IELTS 6.00).

## 2. Exemptions

Those admitted to the programme will be required to complete all elements.

## 3. Attendance requirements

Students are expected to attend all sessions associated with the programme and be punctual and regular in attendance.

A student who has not been in attendance for more than three days through illness or other cause must notify immediately the Course Director. The student shall state the reasons for the absence and whether it is likely to be prolonged. Where the absence is for a period of more than five working days, and is caused by illness which may affect his/her studies, the student shall provide appropriate medical certification in accordance with the General Regulations for Students.

Students who are absent without good cause for a substantial proportion of the programme may be required to discontinue studies in accordance with the General Regulations for Students.

## 4. Rules governing student choice

Programme elements are offered as indicated in the particular programme document. Revisions may be made in accordance with the University's quality assurance procedures.

## 5. Examination and assessment

The performance of candidates shall be assessed by the Board of Examiners in accordance with the Assessment Criteria set out in the Examiners Handbook. The project will be assessed by internal and external examiners. An oral assessment of the research component will form part of the overall assessment of the programme.

The pass mark for the programme overall and for each of its assessed elements shall be 50%.

The final mark shall be determined by a percentage contribution from the assessment of each element as specified in the programme document.

The assessment scheme is as prescribed in specific programme document but must include a research project.

## 6. Research Component of the Award

The research component shall comprise not less than 95 credits of the total of 180 credits.

## 7. Appointment of Examiners

The Research Degrees Committee (RDC) under delegated authority from the Senate shall nominate, for approval by Council, one or more external examiners.

An external examiner must not be a collaborator on the research project and must not have acted previously as one of the candidate's supervisors.

The candidate's supervisor shall not act as an examiner for the research project.

## 8. Submission of coursework

Coursework shall be submitted by the dates specified by the programme committee.

Students may seek prior consent from the programme committee to submit coursework after the official deadline; such requests must

be accompanied by a satisfactory explanation, accompanied in the case of illness by a medical certificate. Such applications shall be made to the Course Director.

Coursework submitted without consent after the deadline shall not normally be accepted. Candidates must submit the research project to the Course Director by a date specified at the time of registration in accordance with the Notes of Guidance for the Presentation of Theses for Research Degrees.

Access to the project output shall not normally be restricted. Access may be restricted, in exceptional circumstances, for a period of up to two years.

## 9. Progress

Candidates may re-sit an assessment element once only, as prescribed in the specific programme document.

## 10. Consequences of failure

Candidates who fail to satisfy the Board of Examiners in an assessment may be permitted at the discretion of the Board to repeat such coursework or other assessment as shall be prescribed by the Board. Such candidates may be exempted at the discretion of the Board from the normal attendance requirements. Where candidates are required to repeat coursework, the original mark in the failed coursework component shall be replaced by a mark of 50% or the repeat mark whichever is the lower for the purpose of calculating the overall grade.

## 11. Classification of the final result

Candidates who attain an overall mark of 50% or more shall be recommended for the award of the degree of Master of Research. The Board of Examiners may recommend the award of a pass with distinction to candidates who achieve an overall mark of at least 70%. In order to be considered for the award of a pass with distinction, a candidate must normally

have obtained a mark of 70% or more in the research project.

## 12. Illness and other extenuating circumstances

The Board of Examiners may, in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the coursework, or whose results are substantially affected by illness or other sufficient cause:

- a) deem the candidates to have passed the coursework;
- b) permit the candidates to complete or take the coursework at an approved subsequent date; or
- c) recommend the award of an Aegrotat degree.

Before an Aegrotat award is recommended a candidate must have signified that he or she is willing to accept the award.

Candidates who are prevented by illness or other sufficient cause from completing the project requirements by the specified date may be permitted at the discretion of the Board of Examiners to submit the written material and present the seminars at an approved subsequent date.

## 13. Intellectual property rights

Students registered on the programme shall be subject to the University's Code of Practice on Intellectual Property Rights.

## 14. Revisions to regulations

These regulations may be revised during the student's period of registration in accordance with the procedures approved by Senate.

## **Regulations for the Degree of Master of Philosophy (MPhil) and Associated Rules and Guidelines**

### **1. The degree of Master of Philosophy**

The degree of MPhil is awarded after successful completion of an approved programme of research and related studies and submission of a thesis to the satisfaction of the examiners.

### **2. Admission**

2.1 Graduates holding a first or upper second class honours degree in a relevant subject of study from a university of the United Kingdom or the Republic of Ireland or from another university approved by the Senate or from the Council for National Academic Awards or applicants deemed by the Senate to hold equivalent qualifications are eligible for admission.

2.2 Applicants who do not meet the foregoing requirements may be admitted after successful completion of a preliminary examination in accordance with rules approved by the Senate.

2.3 Decisions relating to admission will be made by either the Board of the Faculty (for normal admissions) or by the Research Degrees Committee on the recommendation of the Board of the Faculty (for exceptional admissions) on behalf of the Senate. The programme of work to be undertaken shall be approved and a supervisor or supervisors appointed in accordance with the guidelines in advance of registration.

2.4 The programme of work approved for applicants shall be such that they shall be enabled to acquire competence in the methods of research and scholarship and to display originality and sustained independent effort.

2.5 An applicant who wishes to undertake

a programme of work leading to the presentation of a thesis accompanied by material in other than written form shall seek the prior approval of the Board of the Faculty.

### **3. Registration and enrolment**

3.1 An applicant for admission, if successful, shall be enrolled as a registered candidate for the degree of MPhil.

3.2 Initial enrolment shall take effect from the first day of the particular month in any year. Candidates shall enrol annually thereafter.

3.3 The University may refuse candidates permission to enrol if they are registered for another award of the University or with another academic or professional institution.

3.4 Once enrolled as a research student a candidate may not register for another award of the University or with another academic or professional institution without prior approval of the Senate.

### **4. Duration of programme of work**

4.1 A candidate for the degree of MPhil shall normally be required to complete a period of full-time study lasting for two years or a period of part-time study lasting for four years, by the end of which time the thesis shall have been submitted subject to 4.2 below.

4.2 A reduction of the periods specified above or, in exceptional circumstances, an extension may be granted.

4.3 Where a candidate is registered as a full-time student and during the period of study wishes to change the registration to that of a part-time student, or vice versa, the remaining period of study shall be determined by the Senate.

## 5. Progress

- 5.1 Supervisors shall approve the plan of work of their candidates and shall monitor their progress. A candidate who wishes to modify the programme of work from that agreed at the time of admission shall seek the approval of the Board of the Faculty.
- 5.2 After a period of not more than four months following first enrolment, a full-time candidate for the degree of MPhil will undergo an initial assessment of progress which will include a review of training needs. For part-time candidates the initial assessment will take place after a period of not more than ten months.
- 5.3 At the time of the initial assessment all candidates and supervisors will consider the need for ethical approval and make a formal application if necessary. Where an application for ethical approval is not deemed necessary at the stage of initial assessment, a review of the project shall be completed on a regular basis, with a view to making an application if necessary.
- 5.4 After a period of not less than ten months and not more than twelve months from initial enrolment, a full-time candidate for the degree of MPhil will undergo a further formal assessment of progress. For part-time candidates the assessment will take place after a period of not more than twenty-four months of enrolment.
- 5.5 After a period of not more than twenty months following first enrolment a full-time candidate for the degree of MPhil will undergo a final assessment of progress. For part-time candidates this assessment will take place after a period of not more than thirty-six months. The arrangements for and format of this assessment will be at the discretion of individual faculties.

5.6 Candidates and supervisors shall submit separate progress reports on or before 1 May each year. These reports will be considered by the Board of the Faculty where decisions on each candidate's progression to the next year of study will be made.

5.7 A candidate whose programme of work and progress are deemed to be of the appropriate standard may apply to enrol as a registered candidate for the degree of PhD.

5.8 A candidate who fails to submit an annual progress report by the date specified, or whose progress is deemed to be unsatisfactory, will be required to discontinue his/her studies.

5.9 The Board of the Faculty may grant a candidate leave of absence for a specified period.

## 6. Attendance and study away from the University

6.1 It is expected that a full-time candidate for the degree of MPhil will be in attendance at the University on a daily basis except by mutual agreement with his or her supervisor and Head of Research Graduate School.

6.2 A candidate may be permitted to carry out part of his/her study away from the University provided that the arrangements are acceptable to his/her supervisor or supervisors. A period of absence of more than three months, except where the work is being carried out in an approved collaborating establishment, shall require the prior approval of the Board of the Faculty.

## 7. Submission of thesis

7.1 A candidate shall give the Research Office three months' notice in writing of

submission of the thesis and shall at the same time provide the exact title of the thesis.

7.2 A candidate for the degree of MPhil shall, normally during the three months preceding the end of the period of study, submit a thesis embodying the results of his/her work.

7.3 The thesis must deal with the field of research originally approved or such other field of research as may have been subsequently approved.

7.4 Theses shall normally be presented in English but a candidate in one of the language subjects of the University may seek permission from the Board of the Faculty to present his/her thesis written in the language of that subject.

7.5 Theses, and supporting material if applicable, shall be presented in accordance with rules approved by the Senate. These rules may be found in the Notes of Guidance for the Presentation of Theses for Research Degrees.

## 8. Appointment of examiners

8.1 The RDC under delegated authority from the Senate shall appoint one or more internal examiners and nominate, for approval by Council, one or more external examiners except as provided for in Sections 8.5 and 9.5

8.2 The candidate's supervisor shall not be appointed as an examiner.

8.3 One supervisor may attend the oral examination at the consent of the candidate who shall select a named supervisor of his/her choice from the supervisory team; the supervisor shall not contribute to discussions at the oral examination unless specifically asked to do so by the Chairman; the candidate shall not ask the supervisor to speak; and neither

the candidate nor the names supervisor shall be present when any discussions with regard to the decision to award the degree, or otherwise, are taking place.

8.4 Where a candidate is not a member of staff of the University, there shall be one internal and one external examiner.

8.5 Where the candidate has been a full time member of staff of the University for a period exceeding two years the Senate may appoint one internal examiner and shall nominate, for approval by Council, two external examiners.

8.6 An external examiner must not be a member of a collaborating institution and must not have acted previously as one of the candidate's supervisors.

8.7 The examiners shall adjudicate on the thesis and, save in exceptional circumstances, shall examine the candidate orally on his/her programme of work and on the field of study in which the performance lies.

8.8 Where an oral examination is to be held the Senate shall appoint a senior member of academic staff to act as Chairman of the Board of Examiners. The Chairman shall not be an examiner.

## 9. Examination

9.1 Candidates for the degree of MPhil are required to have undertaken successfully an investigation and evaluation or a critical study of their approved topic, to have presented a satisfactory thesis and to have demonstrated their understanding of the context and significance of the work.

9.2 Following receipt of the thesis the examiners shall present independent written reports to the Research Office prior to the oral examination. These

reports shall not be made available to the other examiner(s) before the meeting of the Board of Examiners; they shall not be available to the candidate or the supervisor.

9.3 The examiners may, exceptionally, recommend to Senate in their reports that the requirement to hold an oral examination should be waived; where no oral examination is to be held the Board of Examiners shall meet to agree its joint report and recommendation with 9.4 and 9.6.

9.4 Following the adjudication of the thesis and the oral examination, the members of the Board of Examiners shall, where they are in agreement, present a joint report and recommendation for the award or otherwise of the degree. Where the examiners are not in agreement separate reports and recommendations shall be made.

9.5 Where the recommendation of the Board of Examiners is not unanimous, the Senate may:

- a. accept the recommendation of the external examiner(s), or
- b. require the appointment of a new Board of Examiners and convene a further oral examination.

9.6 For a submission for the degree of MPhil the report of the Board of Examiners shall recommend:-

- a. that the degree should be awarded,
- b. that the degree should be awarded subject to minor corrections to the thesis being made, or to clarifications and/or enhancements being completed, to the satisfaction of the internal examiner within three months of the oral examination in accordance with the definition of 'minor

corrections' as detailed in the Handbook for Examiners,

or

- c. that the degree should not be awarded and no resubmission permitted,
- or
- d. that the candidate should revise and resubmit the thesis for the degree of MPhil, or
- e. that exceptionally, and on the basis of a unanimous decision by the examiners, the degree of PhD be awarded, or a resubmission for the degree of PhD be permitted subject to minor corrections.

9.7 One resubmission may be permitted, subject to the following:

- a. a candidate shall submit for re-examination within the period of one year from the date on which permission for re-examination was granted;
- b. the examiners shall give the candidate guidance on the deficiencies of the first submission;
- c. the appointment of an additional external examiner may be required for the re-examination;
- d. the examiners may exempt the candidate from repeating any part of the original examination which was deemed to be satisfactory.

9.8 Where the examiners' recommendation is that the degree should not be awarded and no further submission should be accepted an indication of the deficiencies of the work shall be given.

## 10. Review of decision on progress

A candidate whose studies have been discontinued under section 5, or who is deemed under section 9 not to be eligible for the award of a degree, may ask for his/her case to be reviewed. Provided that the candidate lodges a request in writing to the Research Office within one month of the approval of the recommendation of the Board of the Faculty

or of the Board of Examiners in accordance with procedures laid down by Senate, the case shall be reviewed and the initial decision confirmed or amended.

### 11. **Remunerative employment**

A full-time candidate for a degree of MPhil shall not undertake or continue any remunerative employment unless:

- a. The work consists of demonstrating within the University or teaching or other forms of work directly related to the candidate's programme of work; and
- b. the total demand on the candidate's time, including preparation and travelling, does not exceed six hours a week unless he/she has obtained the prior approval of the Senate.

### 12. **Members of staff of the University**

Members of the full-time staff of the University may undertake postgraduate study leading to a degree of MPhil on a part-time basis only.

### 13. **Intellectual Property**

As a precondition of registration for the degree of MPhil all students will be required, prior to or at the time of enrolment, to sign agreements which will, or will oblige them in the future to assign to the University their rights in any intellectual property (IP) arising from their studies. Where research by a student registered for MPhil results in an invention and/or creative work, whether by the student working on his/her own or as a member of a team, exploitation of the invention and/or creative work shall be subject to the University's Intellectual Property Policy and Procedures, which provides, amongst other things, incentive and reward schemes should the IP be successfully exploited. If the University does not wish to exploit the IP, provisions are available for the re-assignment of such IP back to the student by the end of his/her studies, subject to any obligations of

confidentiality assumed by the University and/or the student in relation to the IP.

The copyright of the student's thesis will be held by the University, but will, subject to the University's Intellectual Property Policy and Procedures, be returned to the student at the end of his/her studies. Should the copyright in the thesis relate to any IP which has been disclosed to the Office of Innovation by the student and/or his supervisor during or at the end of the study, and should the University wish to exploit such IP, a Student Declaration of Confidentiality may be applied to the thesis for a prescribed period to provide sufficient time for the implementation of appropriate intellectual property protection measures. The student will at all times retain copyright as an author in any papers written in relation to his/her thesis for publication purposes. This is subject to the student at all times complying with his/her obligation not to submit any such papers for publication which may contain potentially exploitable IP without the prior approval of the Office of Innovation.

The University reserves the right to retain a copy of the thesis, in written or digital format, in the University Library. The University reserves the right to be granted a non-exclusive royalty-free perpetual licence by the student for use of his/her thesis for non-profit academic purposes such as teaching, research and general internal use if deemed appropriate, subject always to the University's obligation to respect the moral rights of the student in relation to such copyright material.

### 14. **Plagiarism**

It is a requirement that all assessment material, including the final thesis, be presented as one electronic file in order to facilitate the use by examiners of software designed to detect plagiarism. For this purpose, students should use industry standard software, in the production of theses and should submit an electronic file on easily readable material, preferably CD.

### 15. **Deposit of raw data and samples**

In accordance with the requirements of the University Code of Practice for Professional Integrity in the Conduct of Research each student must deposit all raw data and samples with his/her supervisor prior to final presentation of the thesis. A statement confirming that the supervisor is content that all appropriate materials have been deposited must be presented to the Research Office at the time of submission.

### **Rules for Preliminary Examination for Admission to Research Studies**

1. Applicants who are not eligible for direct admission to research studies may be permitted to take a preliminary examination in the subject of the proposed research. The preliminary examination may be preceded by a preliminary course lasting for one year of full-time study or two years of part-time study.
2. The preliminary examination is a university examination of honours level and an upper second class honours degree standard in the preliminary examination is deemed to be equivalent to the minimum standard required for direct admission as a research student. A candidate is not entitled to sit the preliminary examination on more than one occasion.

### **Guidelines for the Appointment of Supervisors**

1. The student should be supervised by two or more supervisors working as a team and shall be appointed by the Senate on the recommendation of the Faculty. This supervisory team should comprise at least one supervisor who is a current Research Institute member, and who has a track record of achievement in research consistent with inclusion in the RAE 2008. Other team members can include academic and research staff with specialist knowledge in the research area or who have extensive experience in research supervision.

2. If, in exceptional circumstances, supervisors are available who are members of staff and have suitable specialised knowledge but have not had experience of successfully supervising research students to completion an adviser shall be appointed. The adviser will be a full-time member of staff from the same or cognate area who has experience of successfully supervising research students.
3. Where collaboration has been arranged with another establishment, this establishment will normally appoint an additional supervisor.
4. A person who is registered for a research degree shall not normally be permitted to take on duties as a supervisor for a research student.
5. Should it be necessary, either on academic or other grounds, for a supervisor to be changed, approval of the Senate must be sought.
6. Where a supervisor cannot be appointed in accordance with the requirements of this section the Senate may make special arrangements for supervision.
7. Where the research work of a candidate is to be conducted away from the University and at the premises of another organisation, the appointment of a recognised supervisor in accordance with the appropriate guidelines may be considered. Where a candidate is a part-time student based outside the United Kingdom or Ireland, the appointment of a recognised supervisor in accordance with the Framework for Distance Research Study will be required other than in exceptional circumstances.

### **Rules for the Presentation of Theses**

1. A thesis submitted for the degree of Master of Philosophy shall not exceed 60,000 words in length excluding appendices, footnotes, bibliographies and diagrams. This limit will

be strictly enforced and only in exceptional circumstances will permission to exceed it be granted. Faculties may recommend lower lengths as standard within an academic discipline.

2. Two copies of each MPhil thesis, together with an electronic copy on an easily read medium e.g. CD, must be lodged with the Research Office and shall become the property of the University. The copies of the theses shall be securely bound and a summary or abstract of the work not exceeding 300 words in length shall be bound with each copy. The abstract shall be in a form suitable for publishing in learned journals. The examiners will accept a thesis for adjudication prior to binding. No degree will be awarded, however, until the bound copies are received. The Senate shall approve guidelines for the typing and binding of theses and for the presentation of supporting material.
3. The thesis must include a statement of the candidate's objectives and must acknowledge published or other sources of material and any assistance received.
4. Where a candidate's research programme is part of a collaborative group project the thesis must indicate clearly the candidate's individual contribution and the extent of the collaboration.
5. Any part of the work which has been previously submitted for any other degree must be clearly indicated in the thesis.
6. Where permission has been granted to a candidate to present a thesis in a language other than English, an appropriate digest of the thesis written in English must also be submitted and be suitably bound for library use. This digest should consist of a summary of the introductory material, followed by a brief account of the contents of each chapter, and finally a statement of the general conclusions.
7. The copyright of the thesis will be held by the University but will be returned to the candidate following implementation of appropriate intellectual property protection measures.
8. A candidate or collaborating establishment may apply for the thesis to remain confidential for a period of time after completion of the work. The period approved shall not normally exceed two years. This regulation shall not apply to the abstract.
9. It is a requirement that the thesis be presented in electronic format for library storage. For this purpose, students should use industry standard software in the production of thesis.

### **Regulations for the Degree of Doctor of Philosophy (PhD) and Associated Rules and Guidelines**

#### **1. The degree of Doctor of Philosophy**

The degree of PhD is awarded after successful completion of an approved programme of research and related studies and submission of a thesis to the satisfaction of the examiners.

#### **2. Admission**

2.1 Graduates holding a first or upper second class honours degree in a relevant subject of study from a university of the United Kingdom or the Republic of Ireland or from another university approved by the Senate or from the Council for National Academic Awards or applicants deemed by the Senate to hold equivalent qualifications are eligible for admission.

2.2 Applicants who do not meet the foregoing requirements may be admitted after successful completion of a preliminary examination in accordance with rules approved by the Senate.

2.3 Decisions relating to admission will be made by either the Board of the Faculty (for normal admissions) or by the Research Degrees Committee on

the recommendation of the Board of the Faculty (for exceptional admissions) on behalf of the Senate. The programme of work to be undertaken shall be approved and a supervisor or supervisors appointed in accordance with the guidelines in advance of registration.

- 2.4 The programme of work approved for applicants shall be such that they shall be enabled to acquire competence in the methods of research and scholarship and to display originality and sustained independent effort.
- 2.5 An applicant who wishes to undertake a programme of work leading to the presentation of a thesis accompanied by material in other than written form shall seek the prior approval of the Senate.

### 3. **Registration and enrolment**

- 3.1 An applicant for admission, if successful, shall be enrolled as a registered candidate for the degree of PhD.
- 3.2 Initial enrolment shall take effect from the first day of the particular month in any year. Candidates shall enrol annually thereafter.
- 3.3 The University may refuse candidates permission to enrol if they are registered for another award of the University or with another academic or professional institution.
- 3.4 Once enrolled as a research student a candidate may not register for another award of the University or with another academic or professional institution without prior approval of the Senate.

### 4. **Duration of Programme of work**

- 4.1 A candidate for the degree of PhD shall normally be required to complete a period of full-time study lasting for three years or a period of part-time study

lasting for six years, by the end of which time the thesis shall have been submitted subject to 4.2 below.

- 4.2 A reduction of the periods specified above or, in exceptional circumstances, an extension may be granted.
- 4.3 Where a candidate is registered as a full-time student and during the period of study wishes to change the registration to that of a part-time student, or vice versa, the remaining period of study shall be determined by the Senate.
- 4.4 A candidate for the degree of PhD who is accepted onto a programme with external funding and whose project requires an internship may have the duration of the programme extended to at most three and a half years subject to RDC approval.

### 5. **Progress**

- 5.1 Supervisors shall approve the plan of work of their candidates and shall monitor their progress. A candidate who wishes to modify the programme of work from that agreed at the time of admission shall seek the approval of the Board of the Faculty.
- 5.2 After a period of not more than four months following first enrolment, a full-time candidate for the degree of PhD will undergo an initial assessment of progress which will include a review of training needs. For part-time candidates the initial assessment will take place after not more than ten months.
- 5.3 At the time of the initial assessment all candidates and supervisors will consider the need for ethical approval and make a formal application if necessary. Where an application for ethical approval is not deemed necessary at the stage of initial assessment, a review of the project shall be

completed on a regular basis, with a view to making an application if necessary.

5.4 After a period of not more than thirty months following first enrolment, a full-time candidate for the degree of PhD will undergo a final assessment of progress. For part-time candidates this will take place after a period of not more than sixty months. The arrangements for and format of this assessment will be at the discretion of individual faculties.

5.5 Candidates and supervisors shall submit separate progress reports on or before 1 May each year. These reports will be considered by the Board of the Faculty where decisions on each candidate's progression to the next year of study will be made.

5.6 A candidate who fails to submit a progress report, or whose progress is deemed unsatisfactory, may be required to discontinue his/her studies.

5.7 The Board of the Faculty may grant a candidate leave of absence for a specified period.

## 6. Confirmation of registration status

6.1 After a period of not less than ten months and, save in exceptional circumstances, not more than twelve months from initial enrolment full-time candidates shall apply to Senate for confirmation of their registration status. Part-time candidates shall apply not less than twelve months and, save in exceptional circumstances, not more than twenty-four months after initial enrolment. Candidates will be required to undergo an oral examination as part of the procedure for confirmation of registration as a candidate for the degree of PhD.

6.2 A candidate whose PhD registration

is not confirmed may be invited to continue their studies as a candidate for the degree of MPhil and will be expected to submit their thesis as described in the Regulations for the degree of Master of Philosophy.

6.3 A candidate registered for the degree of PhD may apply to Senate for their registration to be changed to that for the degree of MPhil.

## 7. Attendance and study away from the University

7.1 It is expected that a full-time candidate for the degree of PhD will be in attendance at the University on a daily basis except by mutual agreement with his or her supervisor and Head of Research Graduate School.

7.2 A candidate may be permitted to carry out part of his/her study away from the University provided that the arrangements are acceptable to his/her supervisor or supervisors. A period of absence of more than three months, except where the work is being carried out in an approved collaborating establishment, shall require the prior approval of the Board of the Faculty.

## 8. Submission of thesis

8.1 A candidate shall give the Research Office three months' notice in writing of submission of the thesis and shall at the same time provide the exact title of the thesis.

8.2 A candidate for the degree of PhD shall, normally during the three months preceding the end of the period of study, submit a thesis embodying the results of his/her work. The thesis must deal with the field of research originally approved or such other field of research as may have been subsequently approved.

8.3 Theses shall normally be presented in English but a candidate in one of the language subjects of the University may seek permission from the Board of the Faculty to present his/her thesis written in the language of that subject.

8.4 Theses, and supporting material if applicable, shall be presented in accordance with rules approved by the Senate. These rules may be found in the Notes of Guidance for the Presentation for Research Degrees.

## 9. Appointment of examiners

9.1 The RDC under delegated authority from the Senate shall appoint one or more internal examiners and nominate, for approval by Council, one or more external examiners except as provided for in Sections 9.5 and 10.5.

9.2 The candidate's supervisor shall not be appointed as an examiner.

9.3 One supervisor may attend the oral examination at the consent of the candidate who shall select a named supervisor of his/her choice from the supervisory team; the supervisor shall not contribute to discussions at the oral examination unless specifically asked to do so by the Chairman; the candidate shall not ask the supervisor to speak; and neither the candidate nor the named supervisor shall be present when any discussions with regard to the decision to award the degree, or otherwise, are taking place.

9.4 Where a candidate is not a member of staff of the University, there shall be one internal and one external examiner.

9.5 Where the candidate has been a full time member of staff of the University for a period exceeding two years the Senate

may appoint one internal examiner and shall nominate, for approval by Council, two external examiners.

9.6 An external examiner must not be a member of a collaborating institution and must not have acted previously as one of the candidate's supervisors.

9.7 The examiners shall adjudicate on the thesis and, save in exceptional circumstances, shall examine the candidate orally on his/her programme of work and on the field of study in which the performance lies.

9.8 Where an oral examination is to be held the Senate shall appoint a senior member of academic staff to act as Chairman of the Board of Examiners. The Chairman shall not be an examiner.

## 10. Examination

10.1 Candidates for the degree of PhD are required to have undertaken successfully an investigation and evaluation or a critical study of their approved topic, to have presented a satisfactory thesis and to have demonstrated their understanding of the context and significance of the work. It is a requirement that the programme of work shall result in a significant contribution to knowledge.

10.2 Following receipt of the thesis the examiners shall present independent written reports to the Research Office prior to the oral examination. These reports shall not be made available to the other examiner(s) before the meeting of the Board of Examiners; they shall not be available to the candidate or the supervisor.

10.3 The examiners may, exceptionally, recommend to Senate in their reports that the requirement to hold an oral examination should be waived; where

no oral examination is to be held the Board of Examiners shall meet to agree its joint report and recommendation in accordance with 10.4 and 10.6

10.4 Following the adjudication of the thesis and the oral examination, the members of the Board of Examiners shall, where they are in agreement, present a joint report and recommendation for the award or otherwise of the degree. Where the examiners are not in agreement separate reports and recommendations shall be made.

10.5 Where the recommendation of the Board of Examiners is not unanimous, the Senate may:

- a. accept the recommendation of the external examiner(s), or
- b. require the appointment of a new Board of Examiners and convene a further oral examination.

10.6 For a submission for the degree of PhD the report of the Board of Examiners shall recommend:

- a. that the degree should be awarded, or
- b. that the degree should be awarded subject to minor corrections to the thesis being made, or to clarifications and/or enhancements being completed, to the satisfaction of the internal examiner within three months of the oral examination in accordance with the definition of 'minor corrections' as detailed in the Handbook for Examiners,  
or
- c. that the degree should not be awarded and no resubmission permitted,  
or
- d. that the candidate should revise and resubmit the thesis for the degree of PhD, or
- e. that the candidate should revise and

resubmit the thesis for the degree of MPhil, or

- f. that the candidate should be awarded the degree of MPhil subject to the presentation of an amended thesis in accordance with the provisions for the presentation of a thesis for the degree of MPhil.

10.7 One resubmission may be permitted, subject to the following:

- a. a candidate shall submit for re-examination within the period of one year from the date on which permission for re-examination was granted;
- b. the examiners shall give the candidate guidance on the deficiencies of the first submission;
- c. the appointment of an additional external examiner may be required for the re-examination;
- d. the examiners may exempt the candidate from repeating any part of the original examination which was deemed to be satisfactory.

10.8 If a candidate for the degree of PhD fails to satisfy the examiners and is allowed a resubmission, the candidate may apply for examination for the degree of MPhil, as an alternative to re-examination for the degree of PhD.

10.9 Where the examiners' recommendation is that the degree should not be awarded and no further submission should be accepted an indication of the deficiencies of the work shall be given.

## 11. Review of decision on progress

A candidate whose studies have been discontinued under section 6, or who is deemed under section 10 not to be eligible for the award of a degree, may ask for his/her case to be reviewed. Provided that the candidate lodges a request in writing to the Head of the Research Office within one month of the

approval of the recommendation of the Board of the Faculty or of the Board of Examiners in accordance with procedures laid down by Senate, the case shall be reviewed and the initial decision confirmed or amended.

## 12. Remunerative employment

A full-time candidate for a degree of PhD shall not undertake or continue any remunerative employment unless:

- a. The work consists of demonstrating within the University or teaching or other forms of work directly related to the candidate's programme of work, and
- b. the total demand on the candidate's time, including preparation and travelling, does not exceed six hours a week unless he/she has obtained the prior approval of the Senate.

## 13. Members of staff of the University

Members of the full-time staff of the University may undertake postgraduate study leading to a degree of PhD on a part-time basis only.

## 14. Intellectual Property

As a precondition of registration for the degree of PhD all students will be required, prior to or at the time of enrolment, to sign agreements which will, or will oblige them in the future to assign to the University their rights in any intellectual property (IP) arising from their studies. Where research by a student registered for PhD results in an invention and/or creative work, whether by the student working on his/her own or as a member of a team, exploitation of the invention and/or creative work shall be subject to the University's Intellectual Property Policy and Procedures, which provides, amongst other things, incentive and reward schemes should the IP be successfully exploited. If the University does not wish to exploit the IP, provisions are available for the re-assignment of such IP back to the student by the end of his/her studies, subject to any obligations of confidentiality assumed by the University and/

or the student in relation to the IP.

The copyright of the student's thesis will be held by the University, but will, subject to the University's Intellectual Property Policy and Procedures, be returned to the student at the end of his/her studies. Should the copyright in the thesis relate to any IP which has been disclosed to the Office of Innovation by the student and/or his supervisor during or at the end of the study, and should the University wish to exploit such IP, a Student Declaration of Confidentiality may be applied to the thesis for a prescribed period to provide sufficient time for the implementation of appropriate intellectual property protection measures. The student will at all times retain copyright as an author in any papers written in relation to his/her thesis for publication purposes. This is subject to the student at all times complying with his/her obligation not to submit any such papers for publication which may contain potentially exploitable IP without the prior approval of the Office of Innovation.

The University reserves the right to retain a copy of the thesis, in written or digital format, in the University Library. The University reserves the right to be granted a non-exclusive royalty-free perpetual licence by the student for use of his/her thesis for non-profit academic purposes such as teaching, research and general internal use if deemed appropriate, subject always to the University's obligation to respect the moral rights of the student in relation to such copyright material.

## 15. Plagiarism

It is a requirement that all assessment material, including the final thesis, be presented as one electronic file in order to facilitate the use by examiners of software designed to detect plagiarism. For this purpose, students should use industry standard software, in the production of theses and should submit an electronic file on easily readable material, preferably CD.

### 16. **Deposit or raw data and samples**

In accordance with the requirements of the University Code of Practice for Professional Integrity in the Conduct of Research each student must deposit all raw data and samples with his/her supervisor prior to final presentation of the thesis. A statement confirming that the supervisor is content that all appropriate materials have been deposited must be presented to the Research Office at the time of submission.

### **Rules for Preliminary Examination for Admission to Research Studies**

1. Applicants who are not eligible for direct admission to research studies may be permitted to take a preliminary examination in the subject of the proposed research. The preliminary examination may be preceded by a preliminary course lasting for one year of full-time study or two years of part-time study.
2. The preliminary examination is a university examination of honours level and an upper second class honours degree standard in the preliminary examination is deemed to be equivalent to the minimum standard required for direct admission as a research student. A candidate is not entitled to sit the preliminary examination on more than one occasion.

### **Guidelines for Appointment of Supervisors**

1. The student should be supervised by two or more supervisors working as a team and shall be appointed by the Senate on the recommendation of the Faculty. This supervisory team should comprise at least one supervisor who is a current Research Institute member, and who has a track record of achievement in research consistent with inclusion in the RAE 2008 submission as a category A staff member. Other team members can include academic and research staff with specialist knowledge in the research area or who have extensive experience in research supervision.
2. If, in exceptional circumstances, supervisors are available who are members of staff and have suitable specialised knowledge but has not had experience of successfully supervising research students an adviser shall be appointed. The adviser will be a full-time member of staff from the same or cognate area who has experience of successfully supervising research students.
3. Where collaboration has been arranged with another establishment, this establishment will normally appoint an additional supervisor.
4. A person who is registered for a research degree shall not normally be permitted to take on duties as a supervisor for a research student.
5. Should it be necessary, either on academic or other grounds, for a supervisor to be changed, approval of the Senate must be sought.
6. Where a supervisor cannot be appointed in accordance with the requirements of this section the Senate may make special arrangements for supervision.
7. Where the research work of a candidate is to be conducted away from the University and at the premises of another organisation, the appointment of a recognised supervisor in accordance with the appropriate guidelines may be considered. Where a candidate is a part-time student based outside the United Kingdom or Ireland, the appointment of a recognised supervisor in accordance with the Framework for Distance Research Study will be required other than in exceptional circumstances.

### **Rules for the Presentation of Theses**

1. A thesis submitted for the degree of PhD shall not exceed 100,000 words in length, excluding appendices, footnotes, bibliographies and diagrams. These limits shall be strictly enforced and only in exceptional circumstances will

permission to exceed them be granted. Faculties may recommend lower lengths as standard within an academic discipline.

2. Two copies of each complete PhD thesis, together with an electronic copy in PDF format on an easily read medium e.g. CD, must be lodged with the Research Office and shall become the property of the University. The printed copies of the thesis shall be securely bound and a summary or abstract of the work not exceeding 300 words in length shall be bound with each copy. The abstract shall be in a form suitable for publishing in learned journals. One additional copy of the abstract and title page(s) shall be provided by the candidate to be forwarded to the EThOS. The examiners will accept a thesis for adjudication prior to binding. No degree will be awarded, however, until the bound copies are received. The Senate shall approve guidelines for the typing and binding of theses and for the presentation of supporting material.
3. The thesis must include a statement of the candidate's objectives and must acknowledge published or other sources of material and any assistance received.
4. Where a candidate's research programme is part of a collaborative group project the thesis must indicate clearly the candidate's individual contribution and the extent of the collaboration.
5. Any part of the work which has been previously submitted for any other degree must be clearly indicated in the thesis.
6. Where permission has been granted to a candidate to present a thesis in a language other than English, an appropriate digest of the thesis written in English must also be submitted and be suitably bound for library use. This digest should consist of a summary of the introductory material, followed by a brief account of the contents of each chapter, and

finally a statement of the general conclusions.

7. The copyright of the thesis will be held by the University but will be returned to the candidate following implementation of appropriate intellectual property protection measures.
8. A candidate or collaborating establishment may apply for the thesis to remain confidential for a period of time after completion of the work. The period approved shall not normally exceed two years. This regulation shall not apply to the abstract.
9. It is a requirement that the thesis be presented in electronic format so they can be stored and made available, by the library, through the Ulster Institutional Repository and/or EThOS under the terms of the Ulster eTheses Deposit Agreement. For this purpose, students should use industry standard software in the production of the thesis and submit the final digital copy in PDF format and as a single file where possible.

## **Guidelines for PhD submissions involving practice**

### **1. Application**

An applicant shall clarify in his/her proposal that the research will include a practical component. This must be addressed at interview, and the potential form of practice outcomes clarified at the Initial Assessment of Progress. Any amendments to the nature or extent of the practical component shall be approved by the Faculty.

### **2. Scope**

- 2.1. The written documentation for PhDs that include a practical component must, in all cases, cover the following;
  - a. a substantive critical review of the appropriate literature and relevant practice;

- b. a critical methodology appropriate to the subject;
- c. a comprehensive description and discussion of the research findings; which includes a contextualising explanation of the practical component;
- d. a critical evaluation of the findings in the light of the literature and methodology.

2.2. For a PhD research programme that includes a practical component, and in line with the following principles, the supervisor and the candidate will devise a programme of research and outputs that will be approved at the Initial Assessment of Progress and confirmed at Confirmation of Registration.

- a. The work must be undertaken as part of a registered research programme.
- b. The practical component must be set in its relevant theoretical, historical, critical and, where appropriate, visual context.
- c. The practical component must be accompanied by a written text.
- d. The length of the accompanying text will be negotiated between the student and the supervisor at the beginning of the project and reviewed at the Initial Assessment of Progress; it will be at least 20,000 words long and not exceed 100,000 words.
- e. Individual faculties may set individual limits within the above range.
- f. The work must constitute an independent and original contribution to knowledge.

g. The submission must demonstrate an understanding of appropriate research methods.

h. The written documentation and the practical component will together form 100% of the examined submission both are of importance in pursuing the research question.

i. Where the planned programme of work changes substantially, it must be approved by the Faculty.

### 3. **Submission**

3.1. The PhD submission shall be a substantial piece of work in which the candidate is required to demonstrate thorough knowledge and critical appreciation of the subject. It will make a distinct and original contribution to knowledge, as appropriate to the field.

3.2. A PhD submission may consist of a practice element, supported by appropriate documentation, and a written thesis indicating the project's originality and contribution to the discipline or interdisciplinary field.

3.3. All submissions that include a practical component must provide a permanent record, of the practical component, stored in a way that makes it accessible and retrievable (e.g. in the form of photographs, scores, drawings, CD-ROM, DVD or other recorded material).

3.4. The submission, including both the written and practical component, must have been completed during the student's period of registration with the University.

### 4. **Examination**

4.1. The examination arrangements will be substantially the same as for a PhD submitted by thesis.

- 4.2. Arrangements for the practical component to be considered by the Board of Examiners (if not presented by means of documentation only) shall be notified via the Application for Approval of Examination Arrangements.
- 4.3. The practical component must be accessible to the Board of Examiners prior to the viva voce and where possible not just as documentation.
- 4.4. The Application for Approval of Examination Arrangements must provide details on how, where and when the Board of Examiners will have access to the practical component. Supervisors, Research Graduate Schools and the Research Office will endeavour to enable such arrangements.
- 4.5. If, however, access proves impossible or would delay examination beyond three months after submission, the viva voce will take place in a timely manner and the candidate will be given the opportunity to verbally present and discuss the practical component submitted.

To enable faculties and the Research Degrees Committee to administer the Regulations for the Degrees of MPhil and PhD a number of forms have been prepared. These forms, which may be obtained from the Research Office at Coleraine or Jordanstown, are listed below. The description in each case indicates the purpose for which the form is to be used.

Form		Regulation
RS1	Application for Admission (to be completed by student)	2.1
RS2	Recommendation for Admission to Research Studies (to be completed by the Head of School)	2.3
RS2b	Rejection of an application for admission (to be completed by the Head of School)	2.3
RS2c	Consideration of applicant who does not meet the normal entrance requirements (to be completed by the Head of the Research Graduate School)	2.1
RS3a	Initial Assessment of Progress	5.2
RS3	Postgraduate Research Student Annual Report - Form A (to be completed by student)	5.4
RS4	Postgraduate Research Student Annual Report - Form B (to be completed by Supervisor)	5.4
RS5	Application for Confirmation of Registration Status (to be completed by student and supervisor)	6
RS5A	Application for Transfer of Mode of Study (to be completed by the student and supervisor)	4.3
RS6	Application for Change in Approved Guidelines Arrangements for Supervision for the appointment of supervisors (to be completed by Head of School)	Guidelines for the appointment of supervisors
RS6A	Application for Modification of Programme of Work (to be completed by the student and supervisor)	5.1
RS7	Application for Period of Study involving more than three months away from the University (to be completed by student and supervisor)	7.2
RS8	Application for Leave of Absence (to be completed by student and supervisor)	5.6

	Form	Regulation
RS9	Application for Extension of Time	4.2
RS9b	Application for Extension of Time (Extenuating Circumstances)	4.2
RS10	Notification of Withdrawal of Registration (to be completed by Head of School)	
RS11	Notice of Intention to Submit (to be completed by the student)	8.1
RS11B	Student Consent Form	8.2
RS12	Application for Approval of Examination Arrangements (to be completed by the Head of Research Graduate School)	9.1
RS13A	Preliminary recommendation of the Examiners on a candidate for the degree of MPhil	10.2
RS13B	Recommendation of the Examiners on a candidate for the degree of MPhil	10.4/10.6
RS14A	Preliminary recommendation of the Examiners on a candidate for doctoral degrees	10.2
RS14B	Recommendation of the Examiners on a candidate for doctoral degrees	10.4/10.7
RS15	Preliminary Report of the Supervisor(s)	Handbook for Examiners
RS16	Data and sample deposit form	16
RS17	Reassignment of Student Intellectual Property Rights	14

## **Regulations for Professional Doctorates (PD) and Associated Rules and Guidelines**

These regulations apply to all professional doctorates available at the University. Candidates should note that individual faculties and programmes may have specific requirements in addition to those noted regarding monitoring of progress and assessment of individual students.

### **1. The degree of PD (Note: 'PD' is used throughout as a generic term and will be replaced by the titles of the individual programmes when the regulations are used in programme-specific documentation)**

The Professional Doctorate is defined as:

A programme of advanced study and research which, whilst satisfying the University criteria for the award of a doctorate, is designed to meet the specific research needs of a professional group, and which develops the capability of individuals to integrate research practice within a professional context.

The degree of PD is awarded after successful completion of an approved programme of research and related studies and submission of a thesis to the satisfaction of the examiners.

### **2. Admission**

2.1 Candidates who hold a Masters degree with a mark of 60% or over in an appropriate discipline and who have three years post-graduation experience in a professional area related to their proposed topic of study, will be considered for admission. Applicants who are deemed by the Senate to hold equivalent qualifications will also be considered for admission. All applications must be accompanied by a research proposal. Interviews will form a part of the selection and admission process.

2.2 Decisions relating to admission will be made by either the Board of the Faculty (for normal admissions) or by the Research Degrees Committee on the recommendation of the Board of the Faculty (for exceptional admissions) on behalf of the Senate. The programme of work to be undertaken shall be approved and a supervisor or supervisors appointed in accordance with the guidelines in advance of registration. An additional recognised supervisor working in a professional environment may be appointed where this is necessary for the conduct of the programme of work.

2.3 The programme of work approved for applicants shall be such that they shall be enabled to acquire competence in the methods of research and scholarship and to display originality and sustained independent effort in the completion of the thesis.

2.4 An applicant who wishes to undertake a programme of work leading to the presentation of a thesis accompanied by material in other than written form shall seek the prior approval of the Senate.

### **3. Registration and enrolment**

3.1 Initial enrolment shall take effect from the first day of the particular month in any year. Candidates shall enrol annually thereafter.

3.2 The University may refuse candidates permission to enrol if they are registered for another award of the University or with another academic or professional institution.

3.3 Once enrolled as a research student a candidate may not register for another award of the University or with another academic or professional institution without prior approval of the Senate.

3.4 Continued enrolment shall be subject to annual confirmation of satisfactory performance as assessed by a written report and an oral presentation to senior staff appointed by the Faculty and approved by the Research Graduate School for this purpose.

#### 4. **Duration of programme of work**

4.1 A candidate for the degree of PD shall normally be required to complete a period of full-time study not exceeding two years or a period of part-time study not exceeding four years, by the end of which time the thesis shall have been submitted, subject to 4.2 below.

4.2 A reduction of the periods specified above or, in exceptional circumstances, an extension may be granted.

4.3 Where a candidate is registered as a full-time student and during the period of study wishes to change the registration to that of a part-time student, or vice versa, the remaining period of study shall be determined by the Senate.

#### 5. **Progress**

5.1 Supervisors shall approve the plan of work of their candidates and shall monitor their progress in line with the requirements of the faculty in which the student is registered. A candidate who wishes to modify the programme of work from that agreed at the time of admission shall seek the approval of the Board of the Faculty.

5.2 Within three months of initial registration, all candidates and supervisors will consider the need for ethical approval and make a formal application if necessary. Where an application for ethical approval is not deemed necessary at the stage of initial assessment, a review of the project shall be completed on a regular basis,

with a view to making an application if necessary.

5.3 Normally within six months of initial registration, a candidate will be required to present a written and oral summary of the proposed programme of work. This will be conducted according to arrangements adopted by the faculty in which the student is based.

5.4 Within twenty-four months of initial registration (twelve months for full-time students), a candidate will be required to present a written and oral summary of the work to date and a timetable for future study. This will be conducted according to arrangements adopted by the faculty in which the student is based.

5.5 Candidates and supervisors shall submit separate progress reports on or before 1 May each year. These reports will be considered by the Board of the Faculty where decisions on each candidate's progression to the next year of study will be made.

5.6 Faculties may require additional formal assessments of a candidate's work.

5.7 A candidate who fails to submit a progress report, or whose progress is deemed unsatisfactory, may be required to discontinue his/her studies.

5.8 The Board of the Faculty may grant a candidate leave of absence for a specified period.

#### 6. **Study away from the University**

6.1 It is expected that a full-time candidate for the degree of PD will be in attendance at the University on a daily basis except by mutual agreement with his or her supervisor and Head of Research Graduate school.

6.2 A candidate may be permitted to carry out part of his/her study away from the University provided that the arrangements are acceptable to his/her supervisor or supervisors. A period of absence of more than three months, except where the work is being carried out in an approved collaborating establishment, shall require the prior approval of the Board of the Faculty.

## 7. Submission of thesis

7.1 A candidate for the degree of PD shall, normally during the three months preceding the end of the period of study, submit a thesis embodying the results of his/her work. The thesis must deal with the field of research originally approved or such other field of research as may have been subsequently approved.

7.2 A candidate shall give the Research Office three months' notice in writing of submission of the thesis and shall at the same time provide the exact title of the thesis.

7.3 Theses, and supporting material if applicable, shall be presented in accordance with rules approved by the Senate. These rules can be found in the Notes of Guidance for the Presentation of Theses for Research Degrees.

## 8. Appointment of examiners

8.1 The RDC under delegated authority from the Senate shall appoint one or more internal examiners and nominate, for approval by Council, one or more external examiners. The external examiner or examiners shall normally have, individually or together, research and professional experience at an appropriate level.

8.2 The candidate's supervisor shall not be appointed as an examiner.

8.3 One supervisor may attend the oral examination at the consent of the candidate who shall select a named supervisor of his/her choice from the supervisory team; the supervisor shall not contribute to discussions at the oral examination unless specifically asked to do so by the Chairman; the candidate shall not ask the supervisor to speak; and neither the candidate nor the named supervisor shall be present when any discussions with regard to the decision to award the degree, otherwise, are taking place.

8.4 Where a candidate is not a member of staff of the University there shall be one internal and one external examiner.

8.5 Where the candidate has been a full time member of staff of the University for a period exceeding two years the Senate may appoint one internal examiner and shall nominate, for approval by Council, two external examiners.

8.6 An external examiner must not be a member of an institution which has collaborated in the student's research and must not have acted previously as one of the candidate's supervisors.

8.7 The examiners shall adjudicate on the thesis and, except in exceptional circumstances, shall examine the candidate orally on his/her programme of work and on the field of study in which the programme lies.

8.8 Where an oral examination is to be held the Senate shall appoint a senior member of academic staff to act as Chairman of the Board of Examiners. The Chairman shall not be an examiner and must not have acted previously as a supervisor to the candidate.

## 9. Examination

- 9.1 Candidates for the degree of PD are required to have undertaken successfully an investigation and evaluation or a critical study of their approved topic, to have presented a satisfactory thesis, to have demonstrated their understanding of the context and significance of the work, and to have completed successfully a programme of work which:
- results in a significant contribution to knowledge;
  - demonstrates the ability to undertake independent research within their area of professional practice; and
  - is relevant and contributes significantly to the field of professional practice.
- 9.2 Following receipt of the thesis the examiners shall present independent written reports to the Research Office prior to the oral examination. These reports shall not be made available to the other examiner(s) before the meeting of the Board of Examiners; they shall not be available to the candidate or the supervisor.
- 9.3 The examiners may, exceptionally, recommend to the Senate in their reports that the requirement to hold an oral examination should be waived; where no oral examination is to be held the Board of Examiners shall meet to agree its joint report and recommendation in accordance with 9.4 and 9.6.
- 9.4 Following the adjudication of the thesis and the oral examination, the members of the Board of Examiners shall, where they are in agreement, present a joint report and recommendation for the award or otherwise of the degree. Where the examiners are not in agreement separate reports and recommendations shall be made.
- 9.5 Where the recommendation of the Board of Examiners is not unanimous, the Senate may:
- accept the recommendation of the external examiner(s), or
  - require the appointment of a new Board of Examiners and convene a further oral examination.
- 9.6 For a submission for the degree of PD the report of the Board of Examiners shall recommend:
- that the degree should be awarded, or
  - that the degree should be awarded subject to minor corrections to the thesis being made, or to clarifications and/or enhancements being completed, to the satisfaction of the internal examiner within three months of the oral examination in accordance with the definition of 'minor corrections' as detailed in the Handbook for Examiners, or to the satisfaction of the internal examiner within three months of the oral examination in accordance with the definition of 'minor corrections' as detailed in the Handbook for Examiners, or
  - that the degree should not be awarded and no resubmission permitted, or
  - that the candidate should revise and resubmit the thesis for the degree of PD.
- 9.7 One resubmission may be permitted, subject to the following:
- a candidate shall submit for re-examination within the period of one year from the date on which permission for re-examination was granted;
  - the examiners shall give the candidate guidance on the deficiencies of the first submission;

- c. the appointment of an additional external examiner may be required for the re-examination;
- d. the examiners may exempt the candidate from repeating any part of the original examination which was deemed to be satisfactory.

9.8 Where the examiners' recommendation is that the degree should not be awarded and no further submission should be accepted, an indication of the deficiencies of the work shall be given.

#### 10. Review of decision on progress

A candidate whose studies have been discontinued under section 5, or who is deemed under section 9 not to be eligible for the award of a degree, may ask for his/her case to be reviewed. Provided that the candidate lodges a request in writing to the Pro-Vice-Chancellor (Research and Innovation) within one month of the approval of the recommendation of the Faculty or of the Board of Examiners in accordance with procedures laid down by Senate, the case shall be reviewed and the initial decision confirmed or amended.

#### 11. Remunerative employment

A full-time candidate for the degree of PD shall not undertake or continue any remunerative employment unless:

- a. The work consists of demonstrating within the University or teaching or other forms of work directly related to the candidate's programme of work, and
- b. the total demand on the candidate's time, including preparation and travelling, does not exceed six hours a week unless he/she has obtained the prior approval of the Senate.

#### 12. Members of staff of the University

Members of the full-time staff of the University

may undertake postgraduate study leading to the degree of PD on a part-time basis only.

#### 13. Intellectual Property

As a precondition of registration for the degree of PD all students will be required, prior to or at the time of enrolment, to sign agreements which will, or will oblige them in the future to assign to the University their rights in any intellectual property (IP) arising from their studies. Where research by a student registered for PD results in an invention and/or creative work, whether by the student working on his/her own or as a member of a team, exploitation of the invention and/or creative work shall be subject to the University's Intellectual Property Policy and Procedures, which provides, amongst other things, incentive and reward schemes should the IP be successfully exploited. If the University does not wish to exploit the IP, provisions are available for the re-assignment of such IP back to the student by the end of his/her studies, subject to any obligations of confidentiality assumed by the University and/or the student in relation to the IP.

The copyright of the student's thesis will be held by the University, but will, subject to the University's Intellectual Property Policy and Procedures, be returned to the student at the end of his/her studies. Should the copyright in the thesis relate to any IP which has been disclosed to the Office of Innovation by the student and/or his supervisor during or at the end of the study, and should the University wish to exploit such IP, a Student Declaration of Confidentiality may be applied to the thesis for a prescribed period to provide sufficient time for the implementation of appropriate intellectual property protection measures. The student will at all times retain copyright as an author in any papers written in relation to his/her thesis for publication purposes. This is subject to the student at all times complying with his/her obligation not to submit any such papers for publication which may contain

potentially exploitable IP without the prior approval of the Office of Innovation.

The University reserves the right to retain a copy of the thesis, in written or digital format, in the University Library. The University reserves the right to be granted a non-exclusive royalty-free perpetual licence by the student for use of his/her thesis for non-profit academic purposes such as teaching, research and general internal use if deemed appropriate, subject always to the University's obligation to respect the moral rights of the student in relation to such copyright material.

#### 14. **Plagiarism**

It is a requirement that all assessment material, including the final thesis, be presented as one electronic file in order to facilitate the use by examiners of software designed to detect plagiarism. For this purpose, students should use industry standard software, in the production of theses and should submit an electronic file on easily readable material, preferably CD.

#### 15. **Deposit of raw data and samples**

In accordance with the requirements of the University Code of Practice for Professional Integrity in the Conduct of Research each student must deposit all raw data and samples with his/her supervisor prior to final presentation of the thesis. A statement confirming that the supervisor is content that all appropriate materials have been deposited must be presented to the Research Office at the time of submission.

### **Guidelines for Appointment of Supervisors**

1. The student should be supervised by two or more supervisors working as a team and shall be appointed by the Senate on the recommendation of the Faculty. The supervisory team should comprise at least one supervisor who is a current Research Institute member, and who has a track record of achievement in research consistent

with inclusion in the RAE 2008. Other team members can include academic and research staff with specialist knowledge in the research area or who have extensive experience in research supervision.

2. If a supervisor is available who is a full-time member of staff and has suitable specialised knowledge but has not had experience of successfully supervising research students an adviser shall be appointed. The adviser will be a full-time member of staff from the same or cognate area who has experience of successfully supervising research students.
3. A candidate may be jointly supervised where the nature of his/her research makes this appropriate. In such circumstances one of the supervisors shall be appointed first supervisor and shall be responsible for the supervision of the candidate. The supervisors, jointly or separately, shall meet the requirements of section 2.
4. Where collaboration has been arranged with another establishment, this establishment will normally appoint an additional supervisor.
5. A person who is registered for a research degree shall not normally be permitted to take on duties as a supervisor for a research student.
6. Should it be necessary, either on academic or other grounds, for a supervisor to be changed, approval of the Senate must be sought.
7. Where a supervisor cannot be appointed in accordance with the requirements of this section the Senate may make special arrangements for supervision.

### **Rules for the Presentation of Theses**

1. Two copies of each PD thesis, together with an electronic copy in PDF format on an easily read medium e.g. CD, must be lodged

with the Research Office and shall become the property of the University. The printed copies of the theses shall be securely bound and a summary or abstract of the work not exceeding 300 words in length shall be bound with each copy. The abstract shall be in a form suitable for publishing in learned journals. One additional copy of the abstract and title page shall be provided by the candidate to be forwarded to the EThOS. The examiners will accept a thesis for adjudication prior to binding. No degree will be awarded, however, until the bound copies are received. The Senate shall approve guidelines for the typing and binding of theses and for the presentation of supporting material.

2. A thesis submitted for the degree of PD shall not exceed 80,000 words in length, excluding in both cases appendices, footnotes, bibliographies and diagrams. These limits shall be strictly enforced and only in exceptional circumstances will permission to exceed them be granted. Faculties may recommend lower lengths as standard within an academic discipline.
3. The thesis must include a statement of the candidate's objectives and must acknowledge published or other sources of material and any assistance received.
4. Where a candidate's research programme is part of a collaborative group project the thesis must indicate clearly the candidate's individual contribution and the extent of the collaboration.
5. Any part of the work which has been previously submitted for any other degree must be clearly indicated in the thesis.
6. Where permission has been granted to a candidate to present a thesis in a language other than English, an appropriate digest of the thesis written in English must also be submitted and be suitably bound for library use. This digest should consist of a summary of the introductory material, followed by a brief account of the contents of each chapter, and finally a statement of the general conclusions.
7. The copyright of the thesis will be held by the University but will be returned to the candidate following implementation of appropriate intellectual property protection measures.
8. A candidate or collaborating establishment may apply for the thesis to remain confidential for a period of time after completion of the work. The period approved shall not normally exceed two years. This regulation shall not apply to the abstract.
9. It is a requirement that the thesis be presented in electronic format so they can be stored and made available, by the library, through the Ulster Institutional Repository and/or EThOS under the terms of the Ulster eTheses Deposit Agreement. For this purpose, students should use industry standard software in the production of thesis and submit the final digital copy in PDF format and as a single file where possible.

### **Regulations for the Degree of Doctor of Philosophy by Published Work (PhD by Published Work) (And associated rules and guidelines)**

#### **1. The Degree of PhD by Published Work**

The degree of PhD by published work is awarded in recognition of research which has made a significant and coherent contribution to knowledge and is of scholarly and academic content. The submission of a thesis which must satisfy the appointed examiners is also required.

#### **2. Admission**

2.1 The degree is open to candidates

- a) who are members of staff of the University of Ulster; or

- b) who are members of staff of an institution or organisation which has a strong research base and who have collaborated in research with staff members of the University of Ulster.
- 2.2 Applicants for admission will be expected to demonstrate that they have been active in research for a period of at least five years within an organisation that has a recognised research function. Applicants must demonstrate that they have produced research output which is cohesive and of an academic quality and a volume which give a prima facie indication that a significant contribution to scholarship has been made.
- 2.3 Applications shall be based on completed research. For this purpose 'research' is to be understood as original investigation undertaken in order to gain knowledge and understanding. It includes scholarship; the invention and generation of ideas, images, performances and artefacts including design where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products, and processes, including design and construction. It excludes routine testing and analysis of materials, components and processes. The dissemination of the results of the research shall have taken place in the form of books or of articles in academic journals of recognised standing or of conference papers, or, in the performing and creative arts, work which may be non-text based. In all cases documentary evidence relating to the research output must be available and for the purpose of these Regulations the work to be submitted shall be referred to as 'the published work'.
- 2.4 Applications for admission shall be accompanied by the following:
- details of the published work which the applicant wishes to be considered;
  - a statement, of between 1,000 and 2,000 words, setting in context each item of published work and indicating how and in what respect these items have made a significant and coherent contribution to knowledge;
  - a statement indicating the extent to which the published work has been carried out by the candidate and a clear indication of any parts of the published work which have been carried out in collaboration or which have been submitted previously for any other degree or qualification. Further, if the published work is the result of collaborative research, a statement must, where possible, be provided by the collaborating researcher(s) confirming the contribution made to the research by the candidate.
- 2.5 Consideration of the quality and quantity of the published work presented by the candidate at application will be made by a panel to comprise the Director of the relevant Research Institute, the Head of Research Graduate School, and one or more subject specialists. This panel will inform the decision on admission.
- 2.6 Decisions relating to admission will be made by either the Board of the Faculty (for normal admissions) or by the Research Degrees Committee on the recommendation of the Board of the Faculty (for exceptional admissions) on behalf of the Senate.
- 2.7 The programme of work to be undertaken shall be approved and a supervisor or supervisors appointed in accordance with the guidelines in advance of registration.

### 3. **Registration and Enrolment**

- 3.1 Initial enrolment shall take effect from the first day of the particular month in any year.
- 3.2 The University may refuse candidates permission to enrol if they are registered for another award of the University or with another academic or professional institution.
- 3.3 Once enrolled as a student a candidate may not register for another award of the University or with another academic or professional institution without prior approval of the Senate.

### 4. **Duration of Programme**

- 4.1 A candidate for the degree of PhD by published work shall normally be required to complete a minimum period of part-time study lasting for six months. Published work and a thesis shall be submitted for examination not later than twelve months from admission.
- 4.2 A reduction of the period specified above or, in exceptional circumstances, an extension may be granted.
- 4.3 The Senate may grant a candidate leave of absence for a specified period.

### 5. **Submission of Thesis and Published Work**

- 5.1 A candidate for the degree of PhD by published work shall, on completion of the required period of registration, submit the published work, or in the case of non-text output, documentary evidence relating to the published work, which the candidate wishes to be considered and a thesis of between 10,000 and 20,000 words in length (excluding appendices, footnotes, bibliographies and diagrams). The thesis must demonstrate that the published work makes a significant and coherent contribution to knowledge.

5.2 A candidate shall give the Research Office three months' notice in writing of submission of the thesis and published work, and shall at the same time provide the exact title of the thesis.

5.3 Theses, and supporting material if applicable, shall be presented in accordance with rules approved by the Senate.

### 6. **Appointment of Examiners**

6.1 The RDC under delegated authority from the Senate shall appoint one or more internal examiners and nominate, for approval by Council, one or more external examiners except as provided for in Section 7.5.

6.2 The candidate's supervisor shall not be appointed as an examiner.

6.3 One supervisor may attend the oral examination at the consent of the candidate who shall select a named supervisor of his/her choice from the supervisory team; the supervisor shall not contribute to discussions at the oral examination unless specifically asked to do so by the Chairman; the candidate shall not ask the supervisor to speak; and neither the candidate nor the names supervisor shall be present when any discussions with regard to the decision to award the degree, otherwise, are taking place.

6.4 An external examiner must not be a member of a collaborating institution and must not have acted previously as one of the candidate's supervisors.

6.5 The examiners shall adjudicate on the published work and the thesis and, save in exceptional circumstances, shall examine the candidate orally on the work submitted and on the field of study in which the research lies.

6.6 Where an oral examination is to be held the Senate shall appoint a senior member of academic staff to act as Chairman of the Board of Examiners. The Chairman shall not be an examiner.

## 7. Examination

7.1 Candidates for the degree of PhD by published work are required to have presented satisfactory published work and a thesis, and have demonstrated the significant and coherent contribution to knowledge made by the published work.

7.2 Following receipt of the published work and the thesis the examiners shall present independent written reports to the Research Office prior to the oral examination. These reports shall not be made available to the other examiner(s) before the meeting of the Board of Examiners; they shall not be available to the candidate or the supervisor.

7.3 The examiners may, exceptionally, recommend to the Senate in their reports that the requirement for an oral examination should be waived; where nor oral examination is to be held the Board of Examiners shall meet to agree its joint report and recommendation in accordance with 7.4 and 7.6.

7.4 Following the adjudication of the published work and the thesis the members of the Board of Examiners shall, where they are in agreement, present a joint report and recommendation for the award or otherwise of the degree. Where the examiners are not in agreement separate reports and recommendations shall be made.

7.5 Where the recommendation of the Board of Examiners is not unanimous, the Senate may:

- a. accept the recommendation of the external examiner(s), or
- b. require the appointment of a new Board of Examiners and convene a further oral examination.

7.6 For a submission for the degree of PhD by published work the report of the Board of Examiners shall recommend:

- a. that the degree should be awarded, or
- b. that the degree should be awarded subject to minor corrections to the thesis being made, or to clarifications and/or enhancements being completed, to the satisfaction of the internal examiner within three months of the oral examination in accordance with the definition of 'minor corrections' as detailed in the Handbook for Examiners, or
- c. that the degree should not be awarded and no resubmission permitted, or
- d. that the candidate should be re-examined within twelve months, which may include the submission of a revised thesis and published work and an oral examination, or
- e. that the candidate should be permitted to re-apply as a candidate for the degree after a period of not less than five years.

7.7 Candidates may not apply for the degree of PhD by published work on more than two occasions.

## 8. Review of Decision

A candidate who is deemed under section 7 not to be eligible for the award of a degree may ask for his/her case to be reviewed. Provided that the candidate lodges a request in writing to the Head of the Research Office within one month of the approval of the recommendation of the Board of Examiners in accordance with procedures laid down by the Senate, the case

shall be reviewed and the initial decision confirmed or amended.

### 9. **Plagiarism**

It is a requirement that all assessment material, including the final thesis, be presented as one electronic file in order to facilitate the use by examiners of software designed to detect plagiarism. For this purpose, students should use industry standard software, in the production of theses and should submit an electronic file on easily readable material, preferably CD.

### **Guidelines for the Appointment of Supervisors**

1. The student should be supervised by two or more supervisors working as a team and shall be appointed by the Senate on the recommendation of the Faculty. The supervisory team should comprise at least one supervisor who is a current Research Institute member, and who has a track record of achievement in research consistent with inclusion in the RAE 2008. Other team members can include academic and/research staff with specialist knowledge in the research area or who have extensive experience in research supervision.
  2. If a supervisor is available who is a full-time member of staff and has suitable specialised knowledge but has not had experience of successfully supervising research students an adviser shall be appointed. The adviser will be a full-time member of staff from the same or cognate area who has experience of successfully supervising research students.
  3. A person who is registered for a research degree shall not normally be permitted to take on duties as a supervisor for a research student.
  4. Should it be necessary, either on academic or other grounds, for a supervisor to be changed approval of the Senate must be sought.
5. Where a supervisor cannot be appointed in accordance with the requirements of this section the Senate may make special arrangements for supervision.

### **Rules for the Presentation of Theses and Published Work**

Two copies of the the thesis together with an electronic copy on an easily read medium e.g. CD must be lodged with the Research Office and shall become the property of the University. The Senate shall approve guidelines for the typing and binding of theses.

1. The following rules apply;
  - a. the thesis should be securely bound and a summary or abstract not exceeding 300 words in length bound with each copy;
  - b. one additional copy of the abstract, title page and contents page(s) shall be provided by the candidate to be forwarded to the British Library Thesis Service;
  - c. the summary or abstract shall be in a form suitable for publishing in learned journals;
  - d. the examiners may accept a thesis for adjudication prior to binding;
  - e. the published work, or, in the case of non-text output documentary evidence relating to the published work must be securely bound with the thesis;
  - f. no degree will be awarded, until the bound copies plus the electronic copy on CD are received.
2. The copyright of the thesis is vested in the candidate.
3. It is a requirement that the thesis be presented in electronic format for library storage. For this purpose, students should use industry standard software, in the production of thesis.

## **Regulations for the Degree of Doctor of Medicine (MD) and Associated Rules and Guidelines**

### **1. The degree of Doctor of Medicine**

- 1.1 The degree of MD is awarded after successful completion of an approved programme of research and related studies and submission of a thesis to the satisfaction of the examiners.

### **2. Admission**

- 2.1 Candidates who have held a medical qualification registerable with the General Medical Council for at least three years are eligible for admission.
- 2.2 Decisions relating to admission will be made by either the Board of the Faculty (for normal admissions) or by the Research Degrees Committee on the recommendation of the Board of the Faculty (for exceptional admissions) on behalf of the Senate. The programme of work to be undertaken shall be approved and a supervisor or supervisors appointed in accordance with the guidelines in advance of registration. An additional supervisor working in a clinical environment may be appointed where this is necessary for the conduct of the programme of work.
- 2.3 The programme of work approved for applicants shall be such that they shall be enabled to acquire competence in the methods of research and scholarship and to display originality and sustained independent effort.
- 2.4 An applicant who wishes to undertake a programme of work leading to the presentation of a thesis accompanied by material in other than written form shall seek the prior approval of the Senate.

### **3. Registration and enrolment**

- 3.1 Initial enrolment shall take effect from the first day of the particular month in any year. Candidates shall enrol annually thereafter.
- 3.2 The University may refuse candidates permission to enrol if they are registered for another award of the University or with another academic or professional institution.
- 3.3 Once enrolled as a research student a candidate may not register for another award of the University or with another academic or professional institution without prior approval of the Senate.
- 3.4 Continued enrolment shall be subject to annual confirmation of satisfactory performance as assessed by a written report and an oral presentation to senior staff appointed by the Board of the Faculty and approved by the Director of Institute of the Postgraduate Medical and Health Sciences for this purpose.

### **4. Duration of programme of work**

- 4.1 A candidate for the degree of MD shall normally be required to complete a period of full-time study not exceeding three years or a period of part-time study not exceeding five years, by the end of which time the thesis shall have been submitted, subject to 4.2 below.
- 4.2 A reduction of the periods specified above or, in exceptional circumstances, an extension may be granted.
- 4.3 Where a candidate is registered as a full-time student and during the period of study wishes to change the registration to that of a part-time student, or vice versa, the remaining period of study shall be determined by the Senate.

## 5. Progress

- 5.1 Supervisors shall approve the plan of work of their candidates and shall monitor their progress in line with the requirements of the faculty in which the student is registered. A candidate who wishes to modify the programme of work from that agreed at the time of admission shall seek the approval of the Board of the Faculty.
- 5.2 Within three months of initial registration all candidates and supervisors will consider the need for ethical approval and make a formal application if necessary. Where an application for ethical approval is not deemed necessary at this stage, a review of the project shall be completed on a regular basis, with a view to making an application if necessary.
- 5.3 Candidates and supervisors shall submit separate progress reports on or before 1 May each year. These reports will be considered at a formal meeting of the Board of the Faculty where decisions on each candidate's progression to the next year of study will be made.
- 5.4 A candidate who fails to submit a progress report, or whose progress is deemed unsatisfactory, may be required to discontinue his/her studies.
- 5.5 The Board of the Faculty may grant a candidate leave of absence for a specified period.

## 6. Study away from the University

- 6.1 A candidate may be permitted to carry out part of his/her study away from the University provided that the arrangements are acceptable to his/her supervisor or supervisors. A period of absence of more than three months, except where the work is being carried out in an approved collaborating establishment, shall require

the prior approval of the Board of the Faculty.

## 7. Submission of thesis

- 7.1 A candidate for the degree of MD shall, normally during the three months preceding the end of the period of study, submit a thesis embodying the results of his/her work. The thesis must deal with the field of research originally approved or such other field of research as may have been subsequently approved.
- 7.2 A candidate shall give the Research Office three months' notice in writing of submission of the thesis and shall at the same time provide the exact title of the thesis.
- 7.3 Theses, and supporting material if applicable, shall be presented in accordance with rules approved by the Senate. These rules may be found in the Notes of Guidance for the Presentation of Theses for Research Degrees.

## 8. Appointment of examiners

- 8.1 The RDC under delegated authority from the Senate shall appoint one or more internal examiners and nominate, for approval by Council, one or more external examiners except as provided for in Section 9.5.
- 8.2 The candidate's supervisor shall not be appointed as an examiner.
- 8.3 One supervisor may attend the oral examination at the consent of the candidate who shall select a named supervisor of his/her choice from the supervisory team; the supervisor shall not contribute to discussions at the oral examination unless specifically asked to do so by the Chairman; the candidate shall not ask the supervisor to speak; and neither the candidate nor the names supervisor shall be present when any

discussions with regard to the decision to award the degree, otherwise, are taking place.

8.4 Where a candidate is not a member of staff of the University there shall be one internal and one external examiner.

8.5 Where the candidate has been a full time member of staff of the University for a period exceeding two years the Senate may appoint one internal examiner and shall nominate, for approval by Council, two external examiners.

8.6 An external examiner must not be a member of a collaborating institution and must not have acted previously as one of the candidate's supervisors.

8.7 The examiners shall adjudicate on the thesis and, save in exceptional circumstances, shall examine the candidate orally on his/her programme of work and on the field of study in which the performance lies.

8.8 Where an oral examination is to be held the Senate shall appoint a senior member of academic staff to act as Chairman of the Board of Examiners. The Chairman shall not be an examiner.

## 9. Examination

9.1 Candidates for the degree of MD are required to have undertaken successfully an investigation and evaluation or a critical study of their approved topic, to have presented a satisfactory thesis, to have demonstrated their understanding of the context and significance of the work, and to have completed successfully a programme of work which results in a significant contribution to knowledge.

9.2 Following receipt of the thesis the examiners shall present independent written reports to the Research Office

prior to the oral examination. These reports shall not be made available to the other examiner(s) before the meeting of the Board of Examiners; they shall not be available to the candidate or the supervisor.

9.3 The examiners may, exceptionally, recommend to the Senate in their reports that the requirement to hold an oral examination should be waived; where no oral examination is to be held the Board of Examiners shall meet to agree its joint report and recommendation in accordance with 9.4 and 9.6.

9.4 Following the adjudication of the thesis and the oral examination, the members of the Board of Examiners shall, where they are in agreement, present a joint report and recommendation for the award or otherwise of the degree. Where the examiners are not in agreement separate reports and recommendations shall be made.

9.5 Where the recommendation of the Board of Examiners is not unanimous, the Senate may:

- a. accept the recommendation of the external examiner(s), or
- b. require the appointment of a new Board of Examiners and convene a further oral examination.

9.6 For a submission for the degree of MD the report of the Board of Examiners shall recommend:

- a. that the degree should be awarded, or
- b. that the degree should be awarded subject to minor corrections to the thesis being made, or to clarifications and/or enhancements being completed, to the satisfaction of the internal examiner within three

months of the oral examination in accordance with the definition of 'minor corrections' as detailed in the Handbook for Examiners, or

- c. that the degree should not be awarded and no resubmission permitted, or
- d. that the candidate should revise and resubmit the thesis for the degree of MD.

9.7 One resubmission may be permitted, subject to the following:

- a. a candidate shall submit for re-examination within the period of one year from the date on which permission for re-examination was granted;
- b. the examiners shall give the candidate guidance on the deficiencies of the first submission;
- c. the appointment of an additional external examiner may be required for the re-examination;
- d. the examiners may exempt the candidate from repeating any part of the original examination which was deemed to be satisfactory.

9.8 Where the examiners' recommendation is that the degree should not be awarded and no further submission should be accepted, an indication of the deficiencies of the work shall be given.

#### 10. Review of decision on progress

A candidate whose studies have been discontinued under section 5, or who is deemed under section 9 not to be eligible for the award of a degree, may ask for his/her case to be reviewed. Provided that the candidate lodges a request in writing to the Pro-Vice-Chancellor (Research and Innovation) within one month of the approval of the recommendation of the Faculty or of the Board of Examiners in accordance with procedures laid down by Senate, the case shall be reviewed and the initial decision confirmed or amended.

#### 11. Remunerative employment

A full-time candidate for a degree of MD shall not undertake or continue any remunerative employment unless:

- a. The work consists of demonstrating within the University or teaching or other forms of work directly related to the candidate's programme of work, and
- b. the total demand on the candidate's time, including preparation and travelling, does not exceed six hours a week unless he/she has obtained the prior approval of the Senate.

#### 12. Members of staff of the University

Members of the full-time staff of the University may undertake postgraduate study leading to a degree of MD on a part-time basis only.

#### 13. Intellectual Property

As a precondition of registration for the degree of MD all students will be required, prior to or at the time of enrolment, to sign agreements which will, or will oblige them in the future to assign to the University their rights in any intellectual property (IP) arising from their studies. Where research by a student registered for MD results in an invention and/or creative work, whether by the student working on his/her own or as a member of a team, exploitation of the invention and/or creative work shall be subject to the University's Intellectual Property Policy and Procedures, which provides, amongst other things, incentive and reward schemes should the IP be successfully exploited. If the University does not wish to exploit the IP, provisions are available for the re-assignment of such IP back to the student by the end of his/her studies, subject to any obligations of confidentiality assumed by the University and/or the student in relation to the IP.

The copyright of the student's thesis will be held by the University, but will, subject to the University's Intellectual Property Policy and

Procedures, be returned to the student at the end of his/her studies. Should the copyright in the thesis relate to any IP which has been disclosed to the Office of Innovation by the student and/or his supervisor during or at the end of the study, and should the University wish to exploit such IP, a Student Declaration of Confidentiality may be applied to the thesis for a prescribed period to provide sufficient time for the implementation of appropriate intellectual property protection measures. The student will at all times retain copyright as an author in any papers written in relation to his/her thesis for publication purposes. This is subject to the student at all times complying with his/her obligation not to submit any such papers for publication which may contain potentially exploitable IP without the prior approval of the Office of Innovation.

The University reserves the right to retain a copy of the thesis, in written or digital format, in the University Library. The University reserves the right to be granted a non-exclusive royalty-free perpetual licence by the student for use of his/her thesis for non-profit academic purposes such as teaching, research and general internal use if deemed appropriate, subject always to the University's obligation to respect the moral rights of the student in relation to such copyright material.

#### 14. **Plagiarism**

It is a requirement that all assessment material, including the final thesis, be presented as one electronic file in order to facilitate the use by examiners of software designed to detect plagiarism. For this purpose, students should use industry standard software, in the production of theses and should submit an electronic file on easily readable material, preferably CD.

#### 15. **Deposit of raw data and samples**

In accordance with the requirements of the University Code of Practice for Professional Integrity in the Conduct of Research each student must deposit all raw data and

samples with his/her supervisor prior to final presentation of the thesis. A statement confirming that the supervisor is content that all appropriate materials have been deposited must be presented to the Research Office at the time of submission.

### **Guidelines for Appointment of Supervisors**

1. The student should be supervised by two or more supervisors working as a team and shall be appointed by the Senate on the recommendation of the Faculty. The supervisory team should comprise at least one supervisor who is a current Research Institute member, and who has a track record of achievement in research consistent with inclusion in the RAE 2008. Other team members can include academic and research staff with specialist knowledge in the research area or who have extensive experience in research supervision.
2. If a supervisor is available who is a full-time member of staff and has suitable specialised knowledge but has not had experience of successfully supervising research students an adviser shall be appointed. The adviser will be a full-time member of staff from the same or cognate area who has experience of successfully supervising research students.
3. Where collaboration has been arranged with another establishment, this establishment will normally appoint an additional supervisor.
4. A person who is registered for a research degree shall not normally be permitted to take on duties as a supervisor for a research student.
5. Should it be necessary, either on academic or other grounds, for a supervisor to be changed, approval of the Senate must be sought.
6. Where a supervisor cannot be appointed in accordance with the requirements of this section the Senate may make special arrangements for supervision.

## Rules for the Presentation of Theses

1. Two copies of each MD thesis, together with an electronic copy in PDF format on an easily read medium e.g. CD, must be lodged with the Research Office and shall become the property of the University. The printed copies of the theses shall be securely bound and a summary or abstract of the work not exceeding 300 words in length shall be bound with each copy. The abstract shall be in a form suitable for publishing in learned journals. One additional copy of the abstract and title page(s) shall be provided by the candidate to be forwarded to the EThOS. The examiners will accept a thesis for adjudication prior to binding. No degree will be awarded, however, until the bound copies are received. The Senate shall approve guidelines for the typing and binding of theses and for the presentation of supporting material.
2. A thesis submitted for the degree of Doctor of Medicine shall not exceed 100,000 words in length, excluding in cases appendices, footnotes, bibliographies and diagrams. These limits shall be strictly enforced and only in exceptional circumstances will permission to exceed them be granted.
3. Faculties may recommend lower lengths as standard within an academic discipline.
4. The thesis must include a statement of the candidate's objectives and must acknowledge published or other sources of material and any assistance received.
5. Where a candidate's research programme is part of a collaborative group project the thesis must indicate clearly the candidate's individual contribution and the extent of the collaboration.
6. Any part of the work which has been previously submitted for any other degree must be clearly indicated in the thesis.
7. Where permission has been granted to a candidate to present a thesis in a language other than English, an appropriate digest of the thesis written in English must also be submitted and be suitably bound for library use. This digest should consist of a summary of the introductory material, followed by a brief account of the contents of each chapter, and finally a statement of the general conclusions.
8. The copyright of the thesis will be held by the University but will be returned to the candidate following implementation of appropriate intellectual property protection measures.
9. A candidate or collaborating establishment may apply for the thesis to remain confidential for a period of time after completion of the work. The period approved shall not normally exceed two years. This regulation shall not apply to the abstract.
10. It is a requirement that the thesis be presented in electronic format so they can be stored and made available, by the library, through the Ulster Institutional Repository and/or EThOS under the terms of the Ulster eTheses Deposit Agreement. For this purpose, students should use industry standard software in the production of thesis and submit the final digital copy in PDF format and as a single file where possible.

## Regulations for the Degrees of Doctor of Letters (DLitt) and Doctor of Science (DSc)

### *Preamble*

Section 2 of the Ordinance on Degrees, Diplomas, Certificates and Other Academic Distinctions (Ordinance XXXI) states:

“The University may confer the following degrees upon graduates or members of staff of the University in recognition of distinguished contributions to scholarship or original research:

Doctor of Letters (DLitt)  
 Doctor of Science (DSc)

Applications for the degree of DLitt or of DSc may be submitted not less than six years after first graduation in the University, or in the case of members of staff who are not graduates of the University, not less than six years after taking up appointment. Periods since graduation on completion of a degree course at the New University of Ulster or the Ulster Polytechnic, or since appointment as a member of staff of either institution, may be accepted for the purpose of meeting this requirement. The procedures for the consideration of applications for higher doctorates shall be prescribed in regulations.”

### **Regulations for the Degrees of DLitt and DSc**

1. The degrees of DLitt and DSc may be awarded to graduates or members of the staff of the University in recognition of distinguished contributions to scholarship or original research.
2. Applications shall be based on published work, either in the form of books or of articles in periodicals or recognized standing and shall be accompanied by three copies of all work submitted.
3. A candidate for the degree of DLitt or DSc shall give the Director of the Research Office at least three months’ notice of his/her submission for either degree. The Director of the Research Office shall inform the board of the Faculty concerned and on the recommendation of the Board, the Senate shall nominate, for appointment by the Council, at least two external examiners. The Senate may, if it so decides, appoint an internal examiner.
4. In the case of a candidate who fails to satisfy the examiners, the examiners may recommend:
  - (a) that the candidate should be permitted to re-apply for the degree after a period of not less than five years, or
  - (b) that the degree should not be awarded.

A candidate may not apply for either degree on more than two occasions.

### **Notes for Candidates for the Degrees of DLitt and DSc**

Applications for the degree of DLitt or DSc shall be sent in the first instance to the Pro-Vice-Chancellor (Research and Innovation). Applications shall be accompanied by three sets of the following documents:

- (a) copies of each of the publications which the applicant wishes to be considered;
- (b) a statement not exceeding 20,000 words showing the relationship between the various studies and indicating how far and in what respect the contributions appear to him/her to advance the study of his/her subject;
- (c) a summary of this statement not exceeding 300 words;
- (d) a statement indicating the extent to which the work has been carried out by the candidate above;
- (e) a clear indication of any parts of the work which have been carried out in collaboration or which have been previously submitted for any other degree;
- (f) such additional material as may be specified by the University.

One set of the documents submitted by each successful candidate shall be retained by the University.

### **Notes of Guidance for the Presentation of Theses for Research Degrees<sup>1</sup>**

1. **Submission of theses for Examination**  
 A candidate for a research degree (including

<sup>1</sup>These are generally in line with the British Standard recommendations for the presentation of theses and dissertations (BS4821:1990)

MPhil, PhD, Professional Doctorates and Doctor of Medicine) who is not a member of staff of the University should submit **four** temporarily bound copies of the thesis for examination in the first instance. A student who has been a full-time member of staff for a period exceeding two years, or part-time equivalent, should submit five copies.

The thesis should be presented in electronic format in order to facilitate the use by examiners of software designed to detect plagiarism. For this purpose, students should use industry standard software in the production of theses and should submit an electronic version on easily readable material, preferably on a single CD.

For a thesis to be regarded as formally submitted, all copies must be deposited with the Research Office in the first instance.

## 2. **Paper quality and typographical detail**

A4 size white paper, of good quality (see end-note 1), should be used; both sides of the paper may be used for printing; however, should only one side be used, this should appear as the right hand page (rectos).

The size of character used in the main text, including displayed matter and notes, should be not less than 2.0mm for capitals and 1.5mm for x-height (height of lower case x).

## 3. **Method of Production**

The presentation should be a permanent and legible form in typescript or print with uniform density of type (see end-note 2) and drawings and sketches in black ink. Colour may be used in illustrations only if it is necessary to improve scientific clarity. Copies, produced by xerographic or comparably permanent processes, should be clearly legible and capable of photographic reproduction.

Where colour has been used, sufficient copies must be provided for the purposes of the examination.

## 4. **Lay-out**

Margins at the binding edge should be not less than forty millimetres and other margins not less than twenty millimetres. Double or one-and-a-half spacing should be used in the typescript, except for indented quotations or footnotes where single spacing may be used. Quoted matter which is displayed, normally more than thirty words, should be indented 5 millimetres to 10 millimetres.

## 5. **Numbering of Pages**

Pages should be numbered consecutively through the thesis, including appendices but excluding photographs and/or diagrams which are not embodied in the text. Introductory pages may be in numerals, separate from the main text. Page numbers should preferably be located in the top outer corner of each page.

## 6. **Introduction of Thesis**

The following preliminaries to the thesis shall be presented in the order listed:

### (a) Title Page

The title page shall give the following information in the order listed:-

- (i) the full title of the thesis and the sub-title if any;
- (ii) the total number of volumes if more than one, and the number of the particular volume;
- (iii) the full name of the author and full details of his degree;
- (iv) the Faculty, and the University's name e.g. Faculty of Engineering of the University of Ulster
- (v) the degree for which the thesis is submitted;
- (vi) the month and year of submission of the thesis.
- (vii) a statement regarding the total word count of the thesis (I confirm that the word count of the thesis is less than 100,000 words) excluding the title page, contents, acknowledgements, summary or abstract, abbreviations, footnotes, diagrams, maps,

illustrations, tables, appendices, and references or bibliography.

(b) **Contents**

(c) **Acknowledgements**

The candidate shall acknowledge any assistance received. Where the research programme is part of a collaborative group project the candidate's individual contribution and the extent of the collaboration must be clearly indicated. Any part of the work which has been previously submitted for any other degree must also be clearly indicated in the thesis.

Articles which have appeared in journals to which the copyright has been assigned should not be included within the thesis without the express permission of the journal.

(d) **Summary**

There shall be a summary of the work not exceeding 300 words in length. This shall provide a synopsis of the work and shall state clearly the nature and scope of the research undertaken and of the contribution made to the knowledge of the subject treated. There should be a brief statement of the method of investigation where appropriate, an outline of the major divisions or principal arguments of the work and a summary of any conclusions reached.

(e) **Abbreviations**

Where abbreviations are used a key shall be provided. Abbreviations may be used at the discretion of the author. For an abbreviation not in common use, the term shall be given in full at the first instance followed by the abbreviation in brackets.

(f) **Note on access to contents**

Candidates are required to include one or other of the following declarations:

"I hereby declare that with effect from the date on which the thesis is deposited in the Research Office of the University of Ulster, I permit

1. the Librarian of the University to allow the thesis to be copied in whole or in part without reference to me on the understanding that such authority applies to the provision of single copies made for study purposes or for inclusion within the stock of another library.
2. the thesis to be made available through the Ulster Institutional Repository and/or EThOS under the terms of the Ulster eTheses Deposit Agreement which I have signed.

IT IS A CONDITION OF USE OF THIS THESIS THAT ANYONE WHO CONSULTS IT MUST RECOGNISE THAT THE COPYRIGHT RESTS WITH THE AUTHOR AND THAT NO QUOTATION FROM THE THESIS AND NO INFORMATION DERIVED FROM IT MAY BE PUBLISHED UNLESS THE SOURCE IS PROPERLY ACKNOWLEDGED".

or

"I hereby declare that for 2 years following the date on which the thesis is deposited in the Research Office of the University of Ulster, the thesis shall remain confidential with access or copying prohibited. Following expiry of this period I permit

1. the Librarian of the University to allow the thesis to be copied in whole or in part without reference to me on the understanding that such authority applies to the provision of single copies made for study purposes or for inclusion within the stock of another library.
2. the thesis to be made available through the Ulster Institutional Repository and/or EThOS under the terms of the Ulster eTheses Deposit Agreement which I have signed.

IT IS A CONDITION OF USE OF THIS

THESIS THAT ANYONE WHO CONSULTS IT MUST RECOGNISE THAT THE COPYRIGHT RESTS WITH THE AUTHOR AND THAT NO QUOTATION FROM THE THESIS AND NO INFORMATION DERIVED FROM IT MAY BE PUBLISHED UNLESS THE SOURCE IS PROPERLY ACKNOWLEDGED.”

#### 7. **Footnotes**

The manner of presentation of footnotes shall follow the accepted practice of the Faculty in which the author is enrolled.

#### 8. **Diagrams, Maps, Illustrations, Published Papers, Tables**

##### (a) **Binding**

Whenever practicable diagrams, maps, illustrations, published papers and tables shall have a binding margin of at least forty millimetres and should if possible be bound in the thesis near the appropriate text.

##### (b) **Photographic Print**

Photographic print shall be on single weight paper or permanently mounted on cartridge paper for binding and shall be securely fixed in the thesis.

##### (c) **Other Illustrative Material**

Other material which cannot conveniently be bound in the text may be placed in a pocket to be attached to the inside back cover by the book binder. A list of the materials contained within the pocket must be securely affixed to it.

##### (d) **Numbers and Captions**

The numbers and captions shall be at the bottom of the illustrations. The top of an illustration which is bound sideways shall be to the left of the page.

##### (e) **Tables**

Tables shall be numbered consecutively throughout the text. The method of numbering shall be distinct from that used for other material. There should also be a

title for each table which should follow a number.

#### 9. **End Matter**

##### (a) **Appendices**

Appendices shall follow the main text and precede the index (if provided) Appendices may consist of supporting material of considerable length or of lists, publications, tables or other evidence which, if included in the main text, would interrupt its flow.

##### (b) **List of References**

In arranging the list of references, the author should adopt the accepted practice of theses submitted in the author's Faculty.

**Note:** References made to materials available only in semi-permanent or electronic form should be kept to a minimum. These should form a minority of the references and should only be used when no other form of reference is available.

#### 10. **Non-Book Media**

Work submitted in forms which cannot be incorporated in a pocket within the bound thesis should be provided with an appropriate container approved by the University Librarian and should have on the outside the following information:

- i. Year of submission
- ii. Degree
- iii. Author's initials and name.

A list of the materials included in the container must be securely affixed to it. Non-book media submitted with a thesis may include slides, audio-tapes, videotapes, computer print-outs, programmes on magnetic media and musical scores.

In the case of slides, audiotapes and videotapes these must be recorded by suitable processes on good quality material capable of preservation over

a long period without appreciable deterioration of the content. They must also be suited to playback on equipment in use in the University. A candidate must seek guidance from the Head of Educational Technology concerning specifications of such items. Similarly candidates intending to submit programmes on magnetic media must seek guidance from the Head of Computer Services.

## 11. Binding

### (a) Cloth

Cloth shall be of buckram with colours as follows:

- PhD (Red 535)
- MPhil (Green 557)

Samples of the colours used can be seen in the Library on application to the Librarian or at the Research Office. Theses must be bound in colours identical to these.

### (b) Lettering

Gold lettering shall be used on the spine, giving the following information:

- (i) Year of submission e.g. 1998
- (ii) Degree e.g. PhD
- (iii) Author's initials and name e.g. A.N.Other

**Note:** (i) and (ii) should run across the spine, the bottom of the lettering being 20 millimetres and 50 millimetres from the top of the spine. The author's name should run from top to bottom of the spine, beginning 80 millimetres from the top of the spine.

If work consists of more than one volume, the spine shall also bear the number of each volume.

### (c) Responsibility for Binding of Theses

The transaction between the author of a thesis and a bindery is entirely personal and the University of Ulster will not act as agent.

## 12. Alternative form of presentation

In appropriate cases the Research Degrees

Committee may permit a candidate, who so requests, to present a thesis accompanied by material other than in written form. Such approval must be sought from the Research Degrees Committee at the time of application for admission or when approval to modify the programme of research is sought and the form which the candidate's presentation will take should be indicated.

## 13. Submission of Theses for Library

### Deposit

Following examination two copies of each thesis, bound in accordance with the requirements in Section 11 *Binding* (above) shall be submitted to the Research Office. In addition, students are required to submit an electronic copy of their final thesis on CD for depositing with the library and sign the Ulster eTheses Deposit Agreement licensing their thesis to be made available via Ulster International Repository and/or EThOS. One additional copy of the abstract and title page shall also be provided by the candidate to be forwarded to the EThOS and Index to Theses.

## 14. Plagiarism

It is a requirement that all assessment material, including the final thesis, be presented in electronic format in order to facilitate the use by examiners of software designed to detect plagiarism. For this purpose, students should use industry standard software, in the production of theses and should submit an electronic version on easily readable material, preferably CD.

## End-Notes

### (1) Recommended Paper

A4 within the range 70 gsm to 100 gsm.

### Paper for mounting photographs or other material

Any paper, preferably white, not below 120 gsm and not above 200 gsm.

Gsm = Grams per square metre; the higher the value the thicker the paper.

**(2) Methods of production**

The use of a word processor with laser printer or printer of equivalent standard is recommended.

