8A Code of Practice for Research Degrees
(Policy, Procedure and Guidelines)

Academic Year 2019-20
Bournemouth University undertakes to encourage the recognition, protection and exploitation of intellectual property rights generated by participants in this programme, to the benefit, as appropriate, of students, staff, industrial/other third parties/partners and the University.

The Doctoral College
Bournemouth University
Talbot Campus, Fern Barrow
Poole, Dorset
BH12 5BB
TABLE OF CONTENTS

1 INTRODUCTION .................................................................................................................. 7
  1.1 SCOPE AND PURPOSE ................................................................................................. 7
  1.2 KEY RESPONSIBILITIES ............................................................................................ 7
  1.3 RELATED BU DOCUMENTS & POLICIES ................................................................... 7
    1.3.1. BU Academic Regulations, Policies and Procedures ........................................... 7
    1.3.2. Equal Opportunities ............................................................................................ 8
  1.4 RESEARCH DEGREE AWARDS OF THE UNIVERSITY ................................................ 8
    1.4.1. Postgraduate Research Degrees ........................................................................... 8
    1.4.2. Standard Research Degrees ................................................................................ 8
    1.4.3. Non-Standard Research Degrees including Professional Doctorates .................. 9

2 RESEARCH ENVIRONMENT ................................................................................................. 10
  2.1 THE FACULTIES ........................................................................................................... 10
  2.2 THE DOCTORAL COLLEGE .......................................................................................... 10

3 ROLES AND RESPONSIBILITIES ....................................................................................... 11
  3.1 POSTGRADUATE RESEARCHERS .............................................................................. 11
    3.1.1. Roles and Responsibilities ................................................................................... 11
    3.1.2. Researcher Development .................................................................................... 11
    3.1.3. Expected Hours of Study and Annual Leave ....................................................... 11
    3.1.4. Payment of Fees ................................................................................................ 12
    3.1.5. BU PhD Studentships ......................................................................................... 12
    3.1.6. Sick Leave ........................................................................................................... 13
    3.1.7. Maternity and Paternity Leave .......................................................................... 13
    3.1.8. Teaching ............................................................................................................. 13
    3.1.9. Lack of Progress ................................................................................................ 13
    3.1.10. Lack of Engagement ......................................................................................... 14
    3.1.11. Concerns Regarding Supervision ..................................................................... 14
  3.2 KEY RESEARCH RELATED POLICIES ........................................................................ 15
    3.2.1. Ethics ............................................................................................................... 15
    3.2.2. Research Integrity .............................................................................................. 15
    3.2.3. Data Protection Legislation ............................................................................... 15
    3.2.4. Research Data Policy ......................................................................................... 15
    3.2.5. Research Misconduct and Academic Offences .................................................. 16
    3.2.6. PGR Liability & Insurance ................................................................................ 16
    3.2.7. Health & Safety ................................................................................................ 16
    3.2.8. Intellectual Property ......................................................................................... 17
  3.3 RESEARCH DEGREE SUPERVISORS ......................................................................... 17
    3.3.1. The Supervisory Team ....................................................................................... 17
    3.3.2. Roles and Responsibilities .................................................................................. 18
    3.3.3. Supervisory Development .................................................................................. 19
    3.3.4. Departure and Absence of a Supervisor .............................................................. 19
  3.4 POSTGRADUATE RESEARCH ADMINISTRATORS .................................................... 19
  3.5 RESEARCH DEGREE EXAMINATION TEAM ............................................................ 20
  3.6 PROFESSIONAL AND SUPPORT SERVICES ............................................................ 20

4 ENROLLMENT AND INDUCTION ....................................................................................... 22
  4.1 ADMISSIONS REGULATIONS ....................................................................................... 22
4.2 ENROLMENT AND RE-ENROLMENT .................................................................................. 22
  4.2.1. Enrolment ........................................................................................................... 22
  4.2.2. Re-enrolment ....................................................................................................... 22
4.3 INDUCTION .................................................................................................................. 22
4.4 INITIAL SUPERVISORY MEETING ............................................................................. 23
4.5 RESEARCHPAD .......................................................................................................... 23
4.6 CHANGES TO ENROLMENT ....................................................................................... 23
4.7 INTERRUPTIONS AND EXTENSIONS .......................................................................... 23
  4.7.1. Exceptional Circumstances ..................................................................................... 23
  4.7.2. Interruptions ......................................................................................................... 24
  4.7.3. Extensions ............................................................................................................ 24
4.8 WITHDRAWAL ............................................................................................................ 25
5 MASTER’S BY RESEARCH PROGRESSION ..................................................................... 26
  5.1 MRES SUMMARY ..................................................................................................... 26
  5.2 MRES LEARNING OUTCOMES ................................................................................ 26
  5.3 MRES DEGREE TIMELINE ...................................................................................... 26
  5.4 MRES PROGRESSION .............................................................................................. 27
  5.5 MRES TO PHD TRANSFER ...................................................................................... 27
  5.6 SUBMISSION & EXAMINATION OF AN MRES THESIS ........................................... 28
  5.7 MRES CONTINUATION STATUS ............................................................................. 28
6 MASTER OF PHILOSOPHY PROGRESSION .................................................................... 29
  6.1 MPHIL SUMMARY ................................................................................................... 29
  6.2 MPHIL LEARNING OUTCOMES ............................................................................... 29
  6.3 MPHIL DEGREE TIMELINE .................................................................................... 30
  6.4 MPHIL PROGRESSION ........................................................................................... 30
  6.5 MPHIL TO PHD TRANSFER ................................................................................... 31
  6.6 SUBMISSION & EXAMINATION OF AN MPHIL THESIS ......................................... 31
  6.7 MPHIL CONTINUATION STATUS .......................................................................... 31
7 PHD PROGRESSION ........................................................................................................ 32
  7.1 PHD SUMMARY ....................................................................................................... 32
  7.2 PHD LEARNING OUTCOMES .................................................................................. 32
  7.3 PHD TIMELINE ....................................................................................................... 33
  7.4 PROBATIONARY REVIEW ......................................................................................... 34
   7.4.1. Background ......................................................................................................... 34
   7.4.2. Probationary Review Process ............................................................................ 34
  7.5 RE-ENROLMENT REVIEW ......................................................................................... 35
  7.6 MAJOR REVIEW ...................................................................................................... 36
   7.6.1. Introduction ........................................................................................................ 36
   7.6.2. Briefing Paper .................................................................................................... 36
   7.6.3. Presentation and Panel Discussion .................................................................... 37
   7.6.4. Outcomes .......................................................................................................... 38
  7.7 CONTINUATION STATUS ........................................................................................ 38
8 EXAMINATION AND COMPLETION .............................................................................. 39
  8.1 ASSESSMENT REGULATIONS .................................................................................... 39
  8.2 THESIS SUBMISSION ............................................................................................. 39
   8.2.1. Intention to Submit ............................................................................................ 39
   8.2.2. Thesis Title ........................................................................................................ 39
10.3.4. Academic Support ................................................................. 59
10.3.5. Process ................................................................................. 59
10.3.6. The Full Submission............................................................. 60
10.3.7. Assessment ........................................................................... 61
10.3.8. Outcomes of the Viva Voce Examination............................ 61

11 ADDITIONAL GUIDANCE FOR NON-STANDARD RESEARCH DEGREES ........................................ 62

11.1 INTRODUCTION .................................................................. 62
11.2 DOCTOR OF EDUCATION CREATIVE AND MEDIA (EdD) .................................................. 62
  11.2.1. Background ................................................................. 62
  11.2.2. Other Related Documents ........................................ 62
11.3 DOCTOR OF ENGINEERING DIGITAL MEDIA (ENGD) AND DOCTOR OF PROFESSIONAL PRACTICE DIGITAL MEDIA (DPROF) .............................................. 62
  11.3.1. Background ................................................................. 62
  11.3.2. Related Documents .................................................... 62
11.4 DOCTOR OF PROFESSIONAL PRACTICE HEALTH & SOCIAL CARE (DPROF) .................. 63
  11.4.1. Background ................................................................. 63
  11.4.2. Other Related Documents ........................................ 63
11.5 PHD BY PUBLICATION .......................................................... 63
  11.5.1. Scope and Purpose ....................................................... 63
  11.5.2. Definitions .................................................................... 63
  11.5.3. Eligibility Criteria ....................................................... 64
  11.5.4. Academic Support ....................................................... 64
  11.5.5. The Prima Facie Stage .................................................. 64
  11.5.6. Nature and Quantity of Publications or Creative/Performance Works ...................... 65
  11.5.7. Full Submission, including Supporting Synthesis ......................................................... 65
  11.5.8. Assessment .................................................................... 66
  11.5.9. Outcomes of the Viva Voce Examination ............................. 66
  11.5.10. Fees ............................................................................. 66

12 APPENDICES ............................................................................ 67

12.1 APPENDIX 1: EMPLOYMENT OF PGRS FOR TEACHING OR DEMONSTRATING DUTIES: GUIDELINES ...... 67
12.2 APPENDIX 2: MONITORING OF PGR ATTENDANCE TO FULFIL UKVI REQUIREMENTS ............................... 71
12.3 APPENDIX 3: GUIDANCE FOR SUPERVISORS & EXAMINERS OF PGRS WITH DISABILITIES .................. 72
12.4 APPENDIX 4: MASTER’S DEGREE LEVEL DESCRIPTORS ................................................................. 79
12.5 APPENDIX 5: DOCTORAL DEGREE LEVEL DESCRIPTORS .................................................................. 80
12.6 APPENDIX 6: GUIDELINES FOR THE CONDUCT OF VIVA VOCE EXAMINATION BY VIDEO ............... 81
1 INTRODUCTION

1.1 SCOPE AND PURPOSE
This Code of Practice (hereafter referred to as the CoP) is for all Bournemouth University (BU) staff (research degree supervisors and Postgraduate Research Administrators (PGRAs)), Postgraduate Research students (PGRs) and those involved with research degrees provision. It sets out BU’s policy, procedure and guidelines relating to research degrees.

All those involved with research degrees must make themselves familiar with all the relevant regulations, policies, procedures and guidelines.

Its aims are:

- to ensure that PGRs at BU are effectively supervised so that the full potential of their research ability is achieved and their research completed within an appropriate time period
- to ensure that PGRs and staff have a common understanding of their respective roles and responsibilities
- to set out policies and procedures which protect the academic standards of BU’s research degrees.

BU is committed to providing PGRs with all the necessary skills, resources, facilities and high quality supervision that they will need to undertake their research. Equally, PGRs are expected to be committed to their research programme and to fully accept their responsibilities as set out in the CoP.

The CoP is revised annually to reflect changes in BU policy and national guidelines and in order to continuously improve the research degree experience.

All those involved in research degrees must abide by the current CoP at all times.

1.2 KEY RESPONSIBILITIES
Responsibility for drafting and reviewing policies and procedures for research degrees as set out in this CoP lies with the Doctoral College and University Research Degrees Committee (URDC), in consultation with Academic Quality. Implementation of these policies and procedures is the responsibility of the Faculties and is monitored by the Doctoral College.

Other administrative and quality assurance responsibilities for research degrees also lie with the Faculties, the Doctoral College and Academic Quality. The key responsibilities are set out in the following sections, in particular:

- Faculties - Section 2.1
- The Doctoral College - Section 2.2
- Postgraduate Researchers – Section 3.1
- Postgraduate Research Supervisors – Section 3.3
- Postgraduate Research Administrators – Section 3.4
- Research Degree Examiners – Section 8.4
- Independent Chairs – Section 8.4

1.3 RELATED BU DOCUMENTS & POLICIES
1.3.1. BU Academic Regulations, Policies and Procedures
This document is part of BU’s Academic Regulations, Policies and Procedures (ARPPs) which govern the University’s academic provision. Other documents with direct relevance to this CoP are:
The ARPPs are all available on the Student and Staff portals and further information, where relevant is outlined in this CoP.

### 1.3.2. Equal Opportunities

BU is committed to equal opportunities for all students irrespective of their ethnic origin, age, gender, religion, nationality, disability or any other personal characteristics. Further details are provided in BU’s Diversity, Dignity and Equality Policy.

### 1.4 RESEARCH DEGREE AWARDS OF THE UNIVERSITY

#### 1.4.1. Postgraduate Research Degrees

BU confers the awards listed in 2A Awards of Bournemouth University: Policy and the standards covering those awards are stated below. For candidates who successfully complete approved programmes of supervised research the following degrees may be awarded:

1. **Master’s by Research (MRes)**
2. **Master of Philosophy (MPhil)**
3. **Doctor of Philosophy (PhD)**
4. **Doctor of Philosophy (PhD) by Publication**
5. **Doctor of Professional Practice (DProf)**
6. **Doctor of Engineering (EngD)**
7. **Doctor of Education (EdD)**
8. **Doctor of Business Administration (DBA)**.

*These postgraduate research programmes may include taught credit-rated components. Further details will be available in relevant programme handbooks.

#### 1.4.2. Standard Research Degrees

**Master’s by Research (MRes)**

The standard of the Master’s by Research (MRes) is that expected of a graduate who has satisfactorily completed a programme of study which includes the development of generic research knowledge and skills applied to independent research on an approved topic and who has presented and defended a thesis, by oral examination, to the satisfaction of the examiners.

**Master of Philosophy (MPhil)**

The standard of the Master of Philosophy (MPhil) is that expected of a graduate who has satisfactorily completed a programme of study which includes the critical investigation and evaluation of an approved topic and who has demonstrated an understanding of research methods appropriate to the chosen field and has presented and defended a thesis, by oral examination, to the satisfaction of the examiners.
Doctor of Philosophy (PhD)
The standard of the Doctor of Philosophy (PhD) is that expected of a graduate who has satisfactorily completed a programme of study which includes the critical investigation or evaluation of an approved topic(s) and who has demonstrated an understanding of research methods appropriate to the chosen field resulting in an independent and original contribution to knowledge and has presented and defended a thesis and or practical element, by oral examination, to the satisfaction of the examiners.

NB: In line with BU's regulations, candidates may submit for examination for the award of Doctor of Philosophy, one of the following:

- a traditional chapter-based thesis
- a practical element and supporting exegesis (appropriate for practice-led research)
- an integrated thesis.

1.4.3. Non-Standard Research Degrees including Professional Doctorates

Doctor of Philosophy (PhD) by Publication
The standard of the Doctor of Philosophy (PhD) by Publication is that expected of a graduate who has satisfactorily evidenced, through the presentation of publications and/or other practical elements, the critical investigation and evaluation of an approved topic(s) and who has demonstrated an understanding of research methods appropriate to the chosen field resulting in an independent and original contribution to knowledge, and has presented and defended a thesis incorporating publications and/or practical elements, by oral examination, to the satisfaction of the examiners.

Doctor of Professional Practice (DProf)
The standard of a Doctor of Professional Practice (DProf) is that expected of a graduate who has satisfactorily completed a programme of study which includes the critical investigation and evaluation of an approved organisation-centred performance or professional practice topic resulting in an original contribution to theory and practice and who has demonstrated an understanding of appropriate research methods and has presented and defended a thesis, by oral examination, to the satisfaction of the examiners.

BU currently offers the following professional doctorates:

- Doctor of Professional Practice Digital Media
- Doctor of Professional Practice Health and Social Care.

Doctor of Engineering (EngD)
The standard of a Doctor of Engineering (EngD) is that expected of a graduate who has satisfactorily completed a programme of study which includes the critical investigation and evaluation of an approved industrial, technical or professional practice topic resulting in an original contribution to industrial or technical theory and/or practice and who has demonstrated an understanding of appropriate research methods and has presented and defended a thesis and/or other practical elements, by oral examination, to the satisfaction of the examiners. BU currently offers one Doctor of Engineering, provided by Centre for Digital Entertainment, which is linked to the Doctor of Professional Practice Digital Media.

Doctor of Education (EdD)
The standard of a Doctor of Education (EdD) is that expected of a graduate who has satisfactorily completed a programme of study which includes the critical investigation and evaluation of an approved pedagogy-centred or professional practice topic resulting in fundamental advance in pedagogic theory and/or practice and who has demonstrated an understanding of appropriate research methods and has presented and defended a thesis and/or other practical elements, by oral examination, to the satisfaction of the examiners. BU currently offers one Doctor of Education Creative and Media, provided by Centre for Excellence in Media Practice.
2 RESEARCH ENVIRONMENT

2.1 THE FACULTIES
Postgraduate research at BU is carried out within the four Faculties:

- Faculty of Health & Social Sciences
- Faculty of Management
- Faculty of Media & Communication
- Faculty of Science & Technology.

Most PGR support will be at Faculty level where there is a focus on discipline specific research and professional practice support, the primary source of which will be the supervisory team. The Faculties are required to ensure their supervisors regularly engage in supervisory development activities.

Responsibility for PGRs within the Faculty rests with the Deputy Dean for Research and Professional Practice (DDRPP) or nominee. In conjunction with the Faculty Research Degrees Committee (FRDC), they have overall responsibility and/or authorisation for PGR progression.

The Postgraduate Research Administrators (PGRAs) are an important source of advice and support and will be a prime point of contact throughout the research degree process from application to submission of the thesis and the viva voce examination. The PGRAs will also monitor the PGR progression process and advise the PGR and supervisory team on the timing of key milestones.

2.2 THE DOCTORAL COLLEGE
The Doctoral College is committed to inspiring and mentoring the postgraduate community at BU. It has responsibility for the PGR student experience as well as having a central role of overseeing the development, implementation and quality assurance of BU’s research degree provision. The Doctoral College:

- focuses on professional and personal development
- provides an academic and interdisciplinary focus
- promotes good practice across BU to ensure both academic quality and consistency in approach and experience
- enhances the PGR student experience.

Further details can be found at [http://www.bournemouth.ac.uk/doctoral-college](http://www.bournemouth.ac.uk/doctoral-college) and on the Doctoral College Brightspace.
3 ROLES AND RESPONSIBILITIES

3.1 POSTGRADUATE RESEARCHERS

3.1.1. Roles and Responsibilities

PGRs should be aware of their roles and responsibilities, which are summarised as follows:

- to accept ultimate responsibility for their own research activity
- to agree to adhere to all BU's regulations, policies, procedures and guidelines and should refer in particular to those outlined in Section 3.2
- to plan their research project, that is achievable within the expected timeframe for completion, maintain timely progress in accordance with the key milestones and keep a systematic record of progress
- to maintain regular contact with their supervisory team; agree an appropriate schedule of meetings, provide timely presentation of written work and record appropriately all supervisory meetings
- to take responsibility for research, professional and personal development through attendance at various activities including Induction, Researcher Development Programme, conferences and other development opportunities as appropriate
- to ensure that they are competent in any relevant research techniques
- to raise problems or difficulties (academic, professional or personal) affecting their research with the supervisory team or PGRAs
- to submit the thesis in time and in accordance with BU guidelines for the submission of theses, and to respond appropriately and in a timely manner to any recommendations of the examining team.

3.1.2. Researcher Development

The Doctoral College offers PGR development activities aligned to the nationally recognised Vitae Researcher Development Framework (RDF). The Doctoral College Researcher Development Programme (RDP) is complementary to all PGRs offering the flexibility to enhance research, professional and personal skills. PGRs should review their development regularly to identify training needs (ideally as part of the re-enrolment process) and record development activities. It is recommended that, during each year of enrolment, PGRs should engage in:

- a minimum of ten workshops (full-time PGRs) or five workshops (part-time PGRs) (this can include online modules and webinars)
- one academic engagement activity (including presentation at conferences or other research dissemination activities)
- one public engagement activity (this is research being shared with the public, generating mutual benefit).

PGRs are responsible for maintaining a record of their development activities as the Doctoral College can provide a certificate of recognition to any PGR who has engaged fully in researcher development at BU. The BU Researcher Development Award can be issued to PGRs who can evidence engagement in the minimum number of activities outlined above. The Gold BU Researcher Development Award can be issued to PGRs who can evidence engagement in above the minimum number of activities outlined above.

3.1.3. Expected Hours of Study and Annual Leave

BU expects its PGRs to submit their doctoral theses and complete (i.e. completed all corrections / amendments to the satisfaction of the examiners and have the awards ratified by the Doctoral College) within the following timescales:
### Table: Expected Submission and Completion Times

<table>
<thead>
<tr>
<th>Degree</th>
<th>Full-time (months)</th>
<th>Part-time (months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRes</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>MPhil</td>
<td>18</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>36</td>
<td>36</td>
</tr>
<tr>
<td></td>
<td>72</td>
<td></td>
</tr>
<tr>
<td>PhD</td>
<td>36</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>48</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>84</td>
<td></td>
</tr>
<tr>
<td>DProf</td>
<td>48</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>84</td>
<td></td>
</tr>
<tr>
<td>EngD</td>
<td>48</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>EdD</td>
<td>48</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>84</td>
<td></td>
</tr>
</tbody>
</table>

In order to complete within the expected enrolment time, the average hours per week of study and attendance at BU expects for PGRs are set out below:

<table>
<thead>
<tr>
<th></th>
<th>Expected hours of study per week</th>
<th>Attendance at BU</th>
<th>Annual Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>36*</td>
<td>Minimum of 3 days per week*</td>
<td>6 weeks per year</td>
</tr>
<tr>
<td>Part-time</td>
<td>12</td>
<td>Minimum of 6 weeks per year</td>
<td></td>
</tr>
</tbody>
</table>

*Full-time PGRs should seek permission in writing from their supervisory team to regularly work away from BU. The approval should be copied to the PGRAs.

PGRs do not work to undergraduate semesters and the annual leave entitlement of 6 weeks per annum plus Public Holidays should be used for any period of holiday. PGRs should consult with their supervisory team and agreed dates reported to their PGRA. It is the nature of undertaking research that there are times when the workload will be heavier than at other times and it is important to take this into account when planning annual leave.

#### 3.1.4. Payment of Fees

All PGRs enrolled on a research degree are required to pay tuition fees, unless they are in receipt of a BU PhD Studentship or approved fee waiver. BU will seek confirmation from self-funding PGRs during the admissions process that they are able to support themselves throughout their studies. BU will require appropriate documentary evidence from sponsored PGRs regarding their source of funding. A deposit may be required to secure the place with the balance payable on enrolment. Please note that regardless of who has agreed to pay the fees, ultimately the PGR is legally responsible.

Full details about the payment of fees are set out in the BU Student Fees Policy 2019-20. The PGRAs will also be able to provide advice.

#### 3.1.5. BU PhD Studentships

If relevant, a PGR who accepts an offer of a BU PhD Studentship must also agree to adhere to the relevant Terms and Conditions which are sent with their offer letter. They must sign and return a copy of the Terms and Conditions to the Admissions PGRAs in the Doctoral College when they accept a place at BU.

In addition, the PGR will also be required to sign an IP Assignment Agreement, which can be found at Schedule 1 of the Terms and Conditions. This **must** be done prior to enrolment. PGRs should complete and sign two copies of the Assignment and return both copies to the Admissions PGRAs in the Doctoral College.
3.1.6. **Sick Leave**

A PGR (including members of BU Staff enrolled on a research degree) who is prevented from carrying out their research by illness should inform their supervisory team in writing as soon as possible. If the absence is for more than seven days, the PGR should, if appropriate, provide a medical certificate. If the absence is for an extended period, the PGR may, in consultation with their supervisory team, interrupt their enrolment. A PGR who is on sick leave should not normally undertake research activities or be present on campus.

3.1.7. **Maternity and Paternity Leave**

**Maternity Leave**

A PGR (including members of BU Staff registered for a research degree) who becomes pregnant and the expected week of childbirth is during the period of enrolment, will be entitled to interrupt their studies for up to twelve months. They will subsequently be required to notify their Faculty one month before they intend to return to their studies.

PGRs in receipt of a BU Studentship should refer to their Terms and Conditions. PGRs in receipt of external funding, should consult with their sponsor regarding the relevant process for applying for maternity leave.

**Paternity leave**

A PGR whose partner falls pregnant and the expected week of childbirth is during their period of enrolment will be entitled to paternity leave of ten days, at any time during the partner’s pregnancy or within three months of childbirth. Paternity leave must be taken by arrangement with the supervisory team. Requests for an additional interruption of studies over a longer period will be considered under exceptional circumstances, and will be subject to the approval of the Faculty.

PGRs in receipt of a BU Studentship should refer to their Terms and Conditions. PGRs in receipt of external funding should consult with their sponsor regarding the relevant process for applying for paternity leave.

3.1.8. **Teaching**

Teaching is recognised as a valuable part of development as a PGR but teaching commitments should not be so onerous that they detract from the research. In line with Research Councils, the total time spent (including preparation and marking) should not exceed six hours in any week during semester time.

The provision of teaching is the responsibility of the Faculties, and is paid for at the normal BU rate. PGRs who wish to teach must first successfully complete the BU Introduction to Education Practice.

Full details are given in the *Guidelines: Employment of Postgraduate Researchers (PGRs) for Teaching or Demonstrating Duties* (Appendix 1).

3.1.9. **Lack of Progress**

Concerns about a PGR’s progress should be identified as early as possible so that action can be taken. Such concerns will normally include failure to:

- meet deadlines
- produce tangible outcomes of the research
- evidence work to an appropriate standard.

If the PGR or supervisory team have concerns about progress, they should:

- discuss concerns or any difficulties relating to the research or other areas which may be affecting performance
- ensure the Faculty is kept informed and, if necessary, the Faculty may become involved
- agree and document a plan for improvement of progress, incorporating appropriate targets and a schedule for review.
If progress review meetings identify continued lack of academic performance to an appropriate level, the Faculty will write formally to the PGR advising that BU is withdrawing them from their programme of study. The PGR is entitled to appeal against this decision and should follow the procedure set out in 11C Academic Appeals Research Awards Policy and Procedures.

3.1.10. Lack of Engagement
The principles governing lack of progress will also apply if the PGR fails to engage with their programme of study and/or maintain contact with their supervisory team. This is particularly important in relation to the monitoring attendance of PGRs in accordance with any visa related requirements (see Appendix 2). The supervisory team, PGRAs and Faculty will make every effort to:

- contact the PGR
- identify and discuss any reasons for lack of contact
- agree a plan to improve communication
- continue to monitor and review the plan.

The Faculties are required to monitor PGR engagement, and should a PGR fail to engage as expected, in line with Attendance Monitoring and Withdrawal: Procedure, the following steps should be taken:

- informal attempts to make email / telephone contact by supervisory team / PGRA and resolve situation at an early stage (response required from the PGR within 10 working days);
- first formal letter to request contact be made by the PGR detailing reason for lack of contact (response required from the PGR within 10 working days);
- second formal letter to further request contact be made by the PGR (response required from the PGR within 10 working days);
- third formal letter to inform that steps will be taken to withdraw the PGR within 5 working days.

Failure on the part of the PGR to respond to the third letter will trigger the withdrawal procedure. PGRs who receive any of the above letters and re-engage with BU would be expected to demonstrate sustained re-engagement. Failure to do so would re-trigger the withdrawal process from the appropriate point.

The PGR is entitled to appeal against this decision and should follow the procedure set out in the 11C Academic Appeals Research Awards: Policy and Procedure.

3.1.11. Concerns Regarding Supervision
BU is committed to ensuring quality of supervision, however, a PGR who has concerns about any aspect of their supervision, should raise these as early as possible so appropriate action can be taken. Such concerns may include failure of the supervisory team to:

- meet with the PGR regularly
- provide appropriate and meaningful feedback and guidance during supervisory meetings
- provide appropriate, meaningful and timely written feedback on written outputs from the research.

Wherever possible the PGR should discuss any concerns with their supervisory team in the first instance. If this does not bring about an improvement, the PGR should discuss concerns or any difficulties with the relevant DDRPP who should aim to resolve the situation informally.

If no improvement in the quality and appropriateness of supervision is forthcoming, the PGR is entitled to make a formal complaint and should follow the procedure set out in 11F Student Complaints: Policy and Procedures. SUBU Advice is also able to provide information and guidance on the Student Complaints Procedure.
3.2 KEY RESEARCH RELATED POLICIES

PGRs are required to adhere to all BU’s regulations, policies, procedures and guidelines, including those outlined in the following sections.

3.2.1. Ethics

BU is committed to maintaining high ethical standards in its research. All PGRs and supervisors are required to familiarise themselves with 8B Research Ethics Code of Practice: Policy and Procedure (RECP). BU requires that all research (as defined in the RECP Section 5) is subject to ethical consideration and from the outset of the research, PGRs should think through the ethical issues of their research and how to deal with them. Ethical approval must be obtained prior to the commencement of any data collection. To apply for ethical approval, PGRs are required to submit a checklist via the Online Ethics Checklist, managed by Research Development & Support.

The RECP applies to all staff and students undertaking research at BU and includes details on researcher and Supervisor responsibilities regarding research ethics as well as guidance on informed consent. Additionally, the RECP details the research ethics approval application process, appeals process and non-compliance/misconduct measures. Failure to conduct research in accordance with the RECP may result in the loss of funding support, withdrawal or failure of degree awards, personal disciplinary or legal action taken against the PGR, supervisors or the University and actions may be taken in accordance with 6M Research Misconduct Policy and Procedure. The RECP and further information about research ethics can be found on the Research Ethics Website.

All PGRs are required to complete the Ethics e-module(s) which are available on Brightspace. The first course (Ethics 1: Good Research Practice) covers standard practice and recent changes in universities’ ethics policies related to research that investigates people and their data. This course is mandatory for all PGRs and supervisors. Successful completion of the course requires a score of 12/15 at the end of course assessment.

The second course (Ethics 2: Working with Human Subjects) covers ethics of involving human participants – directly or indirectly – in research projects. This course is recommended for all PGRs and is mandatory if the research project involves working with human participants. Successful completion of the course requires a score of 12/15 on the end of course assessment.

3.2.2. Research Integrity

PGRs are required to familiarise themselves with the Concordat to Support Research Integrity. The Concordat provides a framework in which to conduct research and adopting these standards allows others to have trust and confidence in the methods used and in the findings that result from this. To meet the professional standards expected from our researchers, PGRs should apply:

- honesty in all aspects of research
- care, thoroughness and excellence in research practice
- transparency and open communication
- care and respect for those who participate in and are subjects of research and for the stewardship of research and scholarship for future generations.

3.2.3. Data Protection Legislation

The Data Protection Legislation regulates the use of personal data and sets requirements for protecting it. In addition, the General Data Protection Regulation (GDPR) makes further provision about when and why personal data can be processed and the rights of individuals in relation to their personal data. BU’s guidance about how it uses information about its students, as well as individual student’s responsibilities when handling personal data is set out on the Data Protection and Privacy webpages. This includes links to the BU student privacy notice and information about making a subject access request.

3.2.4. Research Data Policy

PGRs are required to comply with BU’s Research Data Policy. This policy identifies BU’s commitment to the UK Research & Innovation Common Principles on Data Policy. It provides a framework for compliance with the
specific requirements of research funders to make publically funded research data “openly available with as few restrictions as possible in a timely and responsible manner that does not harm intellectual property” (Research Councils UK, 2014). The preparation of research data for storage may take time, and PGRs should start considering how the data can be preserved and shared at the point at which data collection begins. For further guidance and support, please see BU Library’s Research Data Management guide: http://libguides.bournemouth.ac.uk/research-data-management.

Externally funded PGRs must meet the funder’s requirements for data management. Funder requirements take precedence over the BU policy for the electronic storage of the final thesis. Details of UK research funders’ requirements are available at: http://www.dcc.ac.uk/resources/data-management-plans/funders-requirements.

3.2.5. Research Misconduct and Academic Offences

PGRs have a general obligation to preserve and protect the integrity of research at BU. Advice on concerns about research integrity and allegations of misconduct in research are dealt with under the 6M Research Misconduct Policy and Procedure. Research misconduct includes (but is not limited to):

- **piracy**: the deliberate exploitation of ideas from others without proper acknowledgement
- **plagiarism**: the copying or misappropriation of ideas (or their expression), text, software or data (or some combination thereof) without permission and due acknowledgement
- **misrepresentation**: the deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement
- **academic fraud**: deliberate deception which includes the invention or fabrication of data and/or experimentation
- **non-compliance of research governance**: failure to comply with appropriate internal and external requirements such as regulatory, financial, legal and/or ethical approval
- **serious breach of research ethics**: as defined in 8B Research Ethics Code of Practice and where not dealt with through student/staff disciplinary or other University procedure
- **facilitating misconduct in research**: deliberate concealment of research misconduct by others or collusion in such research
- **inciting others to commit research misconduct**: deliberate encouragement of others to conduct research in an untruthful or unfair manner
- **improper dealing with allegations of research misconduct**: failing to address possible infringements such as attempts to cover up research misconduct and reprisals against whistleblowers.

PGRs on Professional Doctorates, which contains taught credit-bearing units should also familiarise themselves with the 6H Academic Offences: Policy and Procedure for Taught Awards.

3.2.6. PGR Liability & Insurance

BU takes reasonable care to keep our PGRs safe and secure on our campus and the Student Agreement sets out the responsibility of both BU and its students, including PGRs. It should be understood that the provision of adequate medical or other personal insurance is the PGR’s responsibility. In assisting PGRs with their research, BU cannot provide funding for general insurance. However, under the BU Travel Policy, PGRs are covered by the UMAL travel insurance for any purpose connected with their research studies. PGRs may be liable to BU if they cause damage or loss to BU’s staff, property or buildings that is a foreseeable result of their breach of the student agreement or negligence.

3.2.7. Health & Safety

BU is committed to ensuring, as far as is reasonably practicable, the health safety of its staff whilst at work and that persons not in our employment, including PGRs, are also not exposed to risks to their health and safety. PGRs should regularly discuss health & safety aspects related to their research with their supervisory team who should advise on any appropriate action. PGRs should also work with their supervisory team to ensure that a risk assessment is carried out where it is relevant to their activities and ensure that they
comply with all control measures required under the assessment. PGRs should consider these and any Faculty-specific requirements with their supervisory team.

Full details are set out in the University Health and Safety Policy and Health and Safety Arrangements documents.

3.2.8. Intellectual Property

It is BU’s policy to encourage and facilitate the successful exploitation of Intellectual Property (IP) in order to maximise benefit for the University and its Faculties, its staff, its students and society in general. The creativity and innovation of staff and students are crucial to the development of the University’s intellectual property portfolio, and BU wishes to encourage such qualities by using appropriate mechanisms which recognise and reward the contribution of individuals and their Faculties and Support Services.

BU does not automatically take ownership of intellectual property that PGRs create as part of their research. However, in some circumstances, BU will need PGRs to transfer intellectual property to BU or a third party. This will sometimes be necessary before PGRs can participate in a specific project, for example if a third party is funding research or other work.

Further information is provided in the Intellectual Property Policy.

3.3 RESEARCH DEGREE SUPERVISORS

3.3.1. The Supervisory Team

Prior to enrolment, all PGRs are appointed a supervisory team which:

- will comprise a minimum of two supervisors:
  - the first supervisor must be a BU member of staff
  - the second, or subsequent supervisor(s), may be either a BU member of staff or external
  - at least one supervisor must hold a doctorate, normally the BU member of staff
  - at least one supervisor must have previously successfully supervised at the appropriate level from enrolment through to completion or one entire research degree cycle (at any HEI)
- will have expertise in the relevant subject or discipline area of research and knowledge of those methodologies and skills required for the research
- may also include an external supervisor as a subject or methodology specialist, but not as the first supervisor
- may include a member of visiting academic staff, however, their eligibility to supervise should be discussed with their DDRPP
- will engage in supervisory development every 3 years.

Members of staff have a duty to make an appropriate declaration where there are personal conflicts of interest with other members of the supervisory team, or with the PGR. To avoid any conflict of interest, members of a supervisory team must not:

- be related to, or be in a personal relationship with, other members of the supervisory team
- supervise relatives, partners or others with whom they have a close personal relationship

Supervisors are not normally expected to supervise more than 6 full-time PGRs, or equivalent, as the first supervisor.

If a supervisor is absent for a significant period of time (i.e. more than one term), it is the responsibility of the Faculty to make alternative arrangements for supervision.

BU aims to provide flexibility as to the approach used in terms of supervision, particularly for part-time and overseas students and the following minimum standards should be met:
• PGRs are expected to regularly meet with their supervisors, as appropriate e.g. weekly or monthly, and at least 6 times a year
• PGRs are expected to meet with their entire supervisory team a minimum of 3 times a year
• PGRs & supervisors are jointly responsible for organising the meetings and PGRs are responsible for keeping a record of all formal meetings on ResearchPAD.

3.3.2. Roles and Responsibilities

The responsibilities of the supervisory team are as follows:

- to undertake regular supervisory development to enhance supervisory skills and knowledge and maintain sufficient knowledge of the research area and research skills
- to be accountable for reporting on progression of their PGRs to the Faculty Research Degrees Committee (FRDC) and to raise any issues
- to understand the regulatory framework underpinning postgraduate research at BU and to ensure their PGRs adheres to all including and should refer in particular to those outlined in Section 3.2
- to guide the PGR in planning a research project, provide clear guidance on the key monitoring milestones and provide constructive and timely response to written work and approve record of supervisory meetings
- to maintain regular contact with their PGR
- to provide pastoral support as appropriate, discuss with the PGR problems or difficulties affecting their research and signpost them to relevant support services if necessary
- to support their PGR on identifying appropriate research, professional and personal development needs and mechanisms for developing these
- to guide the PGR in obtaining relevant ethical approval, including review of all relevant documentation to be submitted for review. Should a PGR be invited to attend a Research Ethics Panel, a member of the supervisory team must accompany the PGR to the Panel meeting
- to submit the thesis in time and in accordance with BU guidelines for the submission of theses, and to respond appropriately and in a timely manner to any recommendations of the examining team
- to ensure the timely preparation and arrangement of the _viva voce_ examination, including nomination of appropriate examiners
- to prepare the PGR for the _viva voce_ examination and advise on the outcome and timely response to any recommendations of the examining team
- for PGRs with disabilities, to lead discussions with the PGRs to consider reasonable adjustments to the research training throughout the research degree journey so that appropriate support can be mutually agreed (see Appendix 3).

Although the supervisors will work as a team the first supervisor should normally:

- be the PGR’s primary point of contact
- have both the relevant experience and qualification
- have primary responsibility for the PGR’s progress, including monitoring attendance in accordance with any visa related requirements (see Appendix 2)
- have primary responsibility for PGR’s progression, including the direction of the research programme and all administrative matters related to the enrolment
- be the key supervisor who attends formal supervisory meetings and who reads and comments on the final draft version of the PGR’s thesis.

However, there are cases where there is a more equal distribution of responsibilities.

PGRs must be able to discuss criticisms openly and directly with their supervisory team. To enable PGRs to maintain reasonable progress throughout their research programme, the supervisory team will:

- agree clear objectives with the PGRs and the timeline for progression after each meeting
• return submitted written work with feedback (provided the work is legible and delivered on time) for discussion at the next meeting
• provide constructive comments on both technical details and writing style for written work, including the formal draft of the thesis
• ensure the PGR is made aware, in writing, of inadequate progress or low standards of work
• recommend to the FRDC when procedures for lack of progress of study should be initiated
• report in writing to the FRDC on the PGR’s progress as required by the Faculty within the Re-Enrolment Review. It is essential the PGR is involved in this process and supervisory team will be expected to review and comment on all such progress reports.

3.3.3. Supervisory Development

All supervisors are required to engage in continuing professional development by undertaking supervisory development activities every 3 years. Working closely with the Faculties, the Doctoral College provides a number of supervisory development opportunities which are reviewed regularly to ensure they meet the needs of supervisors and reflect the shifting challenges in the research degree environment.

It is mandatory that all those new to research degree supervision engage in the one day New Supervisors Development programme normally prior to joining a supervisory team to:

• provide them with the understanding of relevant internal and external regulatory frameworks
• understand the different supervisory styles
• develop knowledge of the internal policies and processes required to supervise PGRs at BU.

Similarly, it is mandatory for all established supervisors to refresh their knowledge and skills by attending an Established Supervisor Development event (either central or Faculty hosted) every 3 years to:

• maintain their knowledge and skills in supervising doctoral PGRs at BU
• acquire information about any changes to policy (external or internal) or process in relation to research degrees
• ensure exchange of best supervisory practice between the Faculties and disciplines
• help facilitate the development of a strong research network across the University.

It is a requirement for all academics who are new to BU to undertake the established supervisory training even if they are already established supervisors at other HEI’s in order to familiarise themselves with the BU regulatory framework.

3.3.4. Departure and Absence of a Supervisor

If a supervisor leaves the University, or is absent for a substantial period, alternative arrangements will be made by the Faculty, in order to ensure the appropriate supervisory team arrangements are in place for the PGR. Changes to supervision may also occur as a result of a change in the direction of the project or other reasons. Requests for changes to supervisors should be made to the Faculty.

3.4 POSTGRADUATE RESEARCH ADMINISTRATORS

The Doctoral College has a team of central and Faculty-based Postgraduate Research Administrators (PGRAs) who assist with the administration and management of PGRs from admission to conferment.

Centrally based PGRAs provide the administrative support for recruitment and admissions of PGRs. They also administer the conferment process at the end of the PGR’s enrolment.

Faculty based PGRAs provide specialised administrative knowledge and provide support to DDRPPs with respect to PGR progression. They are normally the first point of contact within the Faculty for PGR enquiries. Their main responsibility is administration of all research degrees related activity in accordance with University Policy, including:
• students records, including maintenance and enhancement of database records
• preparation and responsibility for routine and non-routine correspondence
• progress review and Re-Enrolment Review
• transfers between programme of study, if appropriate
• examinations (viva voce) including liaison with Examiners
• enrolment, interruptions and withdrawals
• awards.

They also:

• provide secretarial support for the FRDC meetings, including all follow up and implementation of actions
• assist with the organisation of the Faculty PGR workshops, seminars and conferences
• provide pastoral care and signposting to other support services for PGRs.

3.5 RESEARCH DEGREE EXAMINATION TEAM
The roles and responsibilities of the Examiners and Independent Chair are set out in Section 8.4.

3.6 PROFESSIONAL AND SUPPORT SERVICES
BU also has a number of professional and support services, which are summarised below:

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>askBU</td>
<td>askBU is a centralised, accessible and convenient enquiry and information service for ALL students at BU. This service is able to offer guidance and assistance with all routine non-academic enquiries such as:</td>
</tr>
<tr>
<td></td>
<td>• international student support including immigration, visa issues and working in the UK</td>
</tr>
<tr>
<td></td>
<td>• student financial support</td>
</tr>
<tr>
<td></td>
<td>• changes to addresses and personal details</td>
</tr>
<tr>
<td></td>
<td>• re-setting and re-issuing computer passwords</td>
</tr>
<tr>
<td></td>
<td>• Council Tax exemption certificate replacements</td>
</tr>
<tr>
<td></td>
<td>• graduation queries</td>
</tr>
<tr>
<td></td>
<td>• student ID Card replacements</td>
</tr>
<tr>
<td></td>
<td>• standard letters to confirm student status, to open bank accounts, or to apply for extensions to an international student visa.</td>
</tr>
<tr>
<td></td>
<td>In addition, the askBU Students Service will offer advice and guidance in relation to procedural issues such as University rules and regulations, exceptional circumstances, complaints, appeals etc., as well as acting as a signposting service, referring students to the correct department or contact as appropriate. The askBU Students Service can be contacted via the following:</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:askbustudents@bournemouth.ac.uk">askbustudents@bournemouth.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Tel: 44(0)1202 969696</td>
</tr>
<tr>
<td>Accommodation Service</td>
<td>The Accommodation Service can offer advice and other information about the accommodation process, advice on the current housing situation, or any other support to all UK, EU and international PGRs.</td>
</tr>
<tr>
<td>IT Services</td>
<td>IT Services is responsible for providing academic and administrative computing, networking, applications, audio-visual and media services along with support for centrally managed teaching space. All services provided by IT Services should be requested through the IT Service Desk or online IT Helpdesk.</td>
</tr>
<tr>
<td>Learning Support</td>
<td>Disability and Additional Learning Support (ALS) offers support and advice for students with disabilities. As everyone's needs are different, those with learning difficulties or those requiring additional learning support are encouraged to contact ALS as soon as possible so that a personalised framework of support can be arranged.</td>
</tr>
<tr>
<td>Library</td>
<td>The Library provides access to essential services (e.g. library databases, books, interlibrary requests, and reference management tools); study spaces; and helpful advice to support PGRs in their</td>
</tr>
<tr>
<td>Section</td>
<td>Details</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Personal Support</td>
<td>BU offers a range of personal support including an on-site Medical Centre, Student Wellbeing, as well as Health &amp; Wellbeing, Help &amp; Advice pages, Multi-Faith Chaplaincy, and Nursery. Additional support can be found at the Student Union Advice Centre.</td>
</tr>
<tr>
<td>Careers and Employability Service</td>
<td>The Careers and Employability Service exists to provide impartial and professional information, advice and guidance to students, graduates, employers and staff. It undertakes to ensure that the information and help it provides is up to date, relevant, accurate and accessible and that all staff are appropriately qualified and trained.</td>
</tr>
<tr>
<td>Students’ Union</td>
<td>The Students’ Union represents, helps and provides services to all students at BU. The Students’ Union is the student voice, support network and a means of fun and relaxation. Union membership is automatic and free, and includes access to the Advice Centre, a range of clubs and societies, volunteering opportunities, student representation and personal development, as well as a wide variety of social areas.</td>
</tr>
</tbody>
</table>
4 ENROLMENT AND INDUCTION

4.1 ADMISSIONS REGULATIONS
BU’s regulations, policies, procedures and guidelines for the recruitment, selection and admission of PGRs are set out in the 3A Standard Admissions Regulations: Postgraduate Research Degrees and 3B Recruitment, Selection and Admissions (Postgraduate Research Degrees): Policy and Procedure.

4.2 ENROLMENT AND RE-ENROLMENT

4.2.1. Enrolment
All PGRs must enrol at one of the two key intake dates (September, January). Exceptionally alternate entry points may be considered subject to prior agreement. Fees for entry points other than September are calculated on a pro-rata basis. At enrolment, PGRs must provide sight of their original educational certificates and their passport.

After the PGR enrolls, they will receive the following:

- A BU student ID card – which enables them to use BU facilities e.g. libraries, Students’ Union (SUBU), etc.
- a letter which details how to log-on to their student account
- a copy of the current 8A Code of Practice for Research Degrees, and the Student Agreement
- a Council Tax Exemption Certificate (full-time PGRs only)
- access to a desk and computer (full-time PGRs only); photocopying/printing facilities (as determined by the Faculty and programme of study).

4.2.2. Re-enrolment
PGRs are required to re-enrol at the beginning of each academic year (normally 1 August). This is an on-line process and details will be provided in advance of re-enrolment. PGRs should speak with their PGRAs if there are any queries.

No PGR will be able to re-enrol until they have completed their Re-Enrolment Review, and their progress has been confirmed by their supervisory team and subsequently approved by the FRDC. Should a PGR fail to complete the re-enrolment process fully, measures will be taken to disable their account and suspend supervision until all the necessary processes have been completed. Failure to re-enrol by 31 October annually will trigger the lack of engagement process. PGRs are required to be enrolled until the point at which their award is confirmed by the University by issue of the award letter. Failure to be enrolled may prevent the PGR from receiving their award.

4.3 INDUCTION
All new PGRs are required to attend the BU Induction, held in September and January annually, which will:

- introduce PGRs to the academic and research community
- equip PGRs with vital information to support them in starting their research degree programme
- provide an opportunity to meet with other new PGRs.

Information about Induction is available on the Doctoral College web pages http://www.bournemouth.ac.uk/doctoral-college and via the virtual learning environment Brightspace.

PGRs will also be expected to attend their Faculty induction programmes which will provide an introduction to more discipline specific information. Supervisory teams and PGRAs will also be able to provide key information.
International PGRs may also wish to attend the International Students’ Orientation Programme.

4.4 INITIAL SUPERVISORY MEETING
An initial meeting between the PGR and the supervisory team should take place within the first few days after enrolment in order to discuss the programme of research ahead. A formal record of this meeting should be kept on ResearchPAD and discussions should normally include:

- the aim and initial objectives of the proposed research
- identification of any research and other training needs
- arrangements for monitoring of research progress, including submitting and receiving feedback on work (and reporting to sponsors if appropriate)
- schedule of meetings and an agreed timetable for progression.

BU will aim to provide flexibility as to the approach used in terms of supervision, particularly for part-time and overseas students. However, minimum standards should be met as set out in Section 3.3.

4.5 RESEARCHPAD
All PGRs, supervisors and PGRAs are required to use the online PGR management system ResearchPAD, to record and monitor their progression. ResearchPAD is available on and off campus and can be accessed through https://researchpad.bournemouth.ac.uk. This system:

- enhances the PGR student experience by providing a clear and straightforward approach to the administration and progression of their research degree
- records key milestones and monitors progression of individual PGRs to ensure timely and successful completion
- ensures compliance with BU regulations, policies and procedures for quality assurance purposes
- ensures parity in PGR processes across the Faculties.

User manuals are available to provide guidance on the system and any questions relating to ResearchPAD should be directed to the PGRAs in the first instance or emailed to ResearchPAD@bournemouth.ac.uk.

4.6 CHANGES TO ENROLMENT
A PGR who wishes to make changes to aspects of their enrolment should discuss this with their supervisory team. PGRAs will be able to advise the relevant process which will require approval or notification at Faculty level. The most common amendments affecting enrolment are detailed below:

- change in the mode of study
- change of supervisory team
- transfer to a different research degree programme
- transfer from one institution to another
- change to the thesis title
- change to the source of funding.

4.7 INTERRUPTIONS AND EXTENSIONS
4.7.1. Exceptional Circumstances
A PGR may face practical, professional or personal difficulties during their enrolment which may affect their progress. The principles relating to the interruption or extension process are set out in the 6J Exceptional Circumstances inc. Extensions Policy and Procedure. BU defines exceptional circumstances as:
• short-term, sudden and/or unforeseen events or circumstances which can be proved to have significantly and adversely impacted a PGR's ability to study
• situations beyond the control of the PGR
• matters which are not already registered with BU's Additional Learning Support (ALS) service.

Generally, these circumstances are of a personal nature, related to family/domestic concerns or medical or financial issues. A list of what would normally be considered an exceptional circumstance and what would not be considered under the Exceptional Circumstances Policy is included in appendix 2 of 6J Exceptional Circumstances inc. Extensions Policy and Procedure.

Should exceptional circumstances arise, the PGR is required to inform their supervisory team or PGRA as soon as possible to ensure that delays or disruptions to progress will be sympathetically received. All information will be treated in confidence and only disclosed to those who need to know. All requests for interruptions or extensions should be submitted on the correct completed form and accompanied, where appropriate, by independently verified medical or other appropriate supporting evidence.

4.7.2. Interruptions
A PGR who is prevented from making progress with their research degree may interrupt their studies/enrolment for between 1 month and 12 months (full or part-time). The maximum enrolment period (4 year full-time and 7 years part-time) will automatically be extended by any period of interruption and future key academic milestone deadlines recalculated.

Applications for interruptions must be made to the Faculty via the PGRA with the support of the supervisory team. Interruptions must be applied for in advance and will not be granted retrospectively. Interruptions exceeding a cumulative total of 12 months during the period of enrolment applications must be approved by the Doctoral College.

During the period of interruption, the PGR:
• will not pay fees
• will not have access to supervision or other BU support
• will not be expected to make any progression, and dates of key milestones will be recalculated.

Any refunds will be in line with the PGR fees policy (see BU Student Fees Policy 2019/20). No non-EEA student should be advised to interrupt their studies and remain in the UK without seeking advice from their PGRA as there may be implications for their visa conditions. If the interruption is agreed, the details need to be reported to migrantreporting@bournemouth.ac.uk. For further guidance, refer to Appendix 2.

PGRs are required to return to their studies on the date specified on their Interruption Request Form. They are required to contact their supervisory team and PGRA 5 working days before their expected return date in order for all administrative processes to be undertaken. Failure to return on the specified date will trigger the lack of engagement process. If an additional period of interruption is required, a new application must be submitted and approved.

PGRs in receipt of a BU PhD Studentship should refer to their Studentship Terms & Conditions as these will normally cease during the period of interruption. Externally funded PGRs should check with their individual sponsor.

4.7.3. Extensions
A PGR who fails to complete their research degree within the maximum enrolment period may, in extenuating circumstances, apply for extension to their enrolment. Extensions cannot be granted retrospectively.

Applications for extensions must be made in advance, with the agreement of the supervisory team, before the maximum enrolment period of enrolment expires (fees may still apply). Applications should be made to
the Faculty via the PGRA. Each case will be considered individually and should be accompanied by supporting medical or other evidence.

4.8 WITHDRAWAL
A PGR who decides to withdraw from their research degree must provide written confirmation, including the reason for withdrawal and date of withdrawal, to the PGRA as soon as possible. The matter will be reported to the Faculty and in the case of a BU PhD Studentship or Scholarship, to the Doctoral College.
5 MASTER’S BY RESEARCH PROGRESSION

5.1 MRES SUMMARY
BU defines the Master’s by Research (MRes) as a programme of research which includes the development of generic research knowledge and skills applied to independent research on an approved research topic or area of professional practice. The MRes is shorter in terms of both duration and outputs than an MPhil programme and consequently, its thesis (or equivalent) will be narrower in scope than that of an MPhil, although it may still contain some original research.

An MRes would normally be completed within 18 months full-time study (24 months part-time) and it is anticipated that an MRes thesis would normally be c. 15-30,000 words.

5.2 MRES LEARNING OUTCOMES
The MRes learning outcomes reflect the descriptors for a higher education qualification at Level 7: Master’s Degree as set out in the Framework for Higher Education Qualifications. MRes degrees are awarded to students who have demonstrated:

- a systematic understanding of knowledge in a chosen discipline, field of study or area of professional practice
- recognition of the significance of any gaps, contradictions or weaknesses in the knowledge, and the potential for their own contribution
- an understanding of the range of research methodology approaches or techniques relevant to their research questions or area of professional practice
- conceptual understanding that enables them to:
  - critically analyse knowledge in the literature in order to identify gaps, contradictions or weaknesses
  - develop and design an appropriate research project
  - critically analyse their own work and defend the conclusions of the research.

Typically, holders of the qualification will be able to:

- systematically acquire, and discriminate between, a range of material representing a substantial body of knowledge in a chosen subject
- demonstrate a generic understanding of the range of research methodologies/techniques and identify and apply those relevant to their research theme or area of professional practice
- communicate the process and conclusions of the research in a range of effective and appropriate formats with rigor and precision.

And holders will have:

- the qualities and transferable skills necessary for employment requiring:
  - the exercise of initiative and personal responsibility
  - problem solving skills in complex and unpredictable situations
  - communication of concepts, ideas and conclusions clearly and effectively to specialist and non-specialist audiences.

5.3 MRES DEGREE TIMELINE
The key stages and expected timeline for an MRes degree are outlined below:
5.4 **MRES PROGRESSION**

The progression for an MRes is closely aligned to those of a higher level research degree and will include:

- the **Probationary Review** - PGRs are required to submit their Probationary Review document on ResearchPAD by 3 months (full-time study) or 6 months (part-time study)
- the **Re-Enrolment Review** – PGRs are required to submit their Re-Enrolment Review by 1 June annually.

5.5 **MRES TO PHD TRANSFER**

An MRes candidate may, exceptionally and with agreement of their supervisory team (subject to conforming to current UK visa regulations), request not to submit an MRes thesis for examination at 10 months full-time
study (20 months part-time study) but to work towards transfer to a PhD. In such instances, the candidate should prepare for the Major Review. PGRs should be aware they may be required to pay a different level of fee.

Such requests may only be submitted to the FRDC for approval where doctoral level work is identified which a candidate is able to evidence through:

- good progress of the research project providing evidence of further work to doctoral level, including the potential for an original contribution to knowledge within the candidate’s chosen field of study (see Appendix 5 Doctoral Degree Level Descriptors)
- good personal qualities, skills, strengths and abilities which are in line with those attributes expected of candidates undertaking doctoral research including clear documented evidence of drive, commitment and relevant skills in their chosen research project in order to ensure successful and timely completion
- engagement in 10 workshops (full-time PGRs) or 5 workshops (part-time PGRs) and either one academic activity or one public engagement activity per year of enrolment.

Supervisors and examiners should also refer to these learning outcomes in supporting or assessing the research is at the appropriate level.

5.6 SUBMISSION & EXAMINATION OF AN MRES THESIS

The process for MRes submission and examination mirrors that for doctoral awards, with the exception that candidates for an MRes award will be required to give a presentation as part of the viva voce examination. The presentation provides PGRs with the opportunities for a formal presentation on a research project and this is especially important for those students who may not have the opportunity for international conference presentation.

PGRs who are registered on an MRes programme should be ready to declare their intention to submit at a maximum of 8 months full-time study (16 months part-time study). They should submit their thesis after 10 months full-time study (20 months part-time study) with a view to completing within a maximum enrolment of 18 months full-time (24 months part-time study).

All aspects of the submission should follow those set out in Section 8. Presentation of the thesis should follow the guidelines set out in Section 9.

Assessment of MRes candidates would mirror that set out in Section 8.6 and assessment will consist of two stages: presentation of the thesis and the oral examination. All must be completed to the satisfaction of the two examiners, one of whom must be external, and who will be appointed following procedures set out in Section 8.3. The supervisors may attend the oral examination as observer(s).

The MRes oral examination will consist of a presentation (of about thirty minute’s duration) and a closed room viva voce examination (of approximately one hour’s duration) by the examiners.

5.7 MRES CONTINUATION STATUS

PGRs enrolled on an MRes will be automatically transferred to Continuation Status after 12 months full-time enrolment or 24 months of part-time study. Any period of interrupted study taken within the normal period of enrolment will be taken into account and the commencement of Continuation Status will be delayed accordingly. Continuation Status fees will be £600 for the 12 month period followed by a return to full fees, if the thesis has not been submitted.

Other aspects of Continuation Status align to those in place for PGRs enrolled on a PhD as set out in Section 7.7.
6 MASTER OF PHILOSOPHY PROGRESSION

6.1 MPHIL SUMMARY

BU defines the Master of Philosophy (MPhil) as a programme of research which includes the critical investigation or evaluation of an approved topic(s) and which demonstrates an understanding of research methods appropriate to the chosen field of research or area of professional practice.

The MPhil is a degree of considerable distinction in its own right and an MPhil thesis (or equivalent) is expected to display a good general knowledge of the field of study or professional practice, a comprehensive knowledge of some part or aspect of the field of study or professional practice, and a recognisable original contribution to knowledge or understanding. A candidate would normally complete an MPhil within 24 months full-time (36 months part-time) and it is anticipated that an MPhil thesis would normally be would normally be c. 20-40,000 words.

PGRs enrolled on an MPhil should refer throughout to the CoP, however, the following section draws together the relevant information.

6.2 MPHIL LEARNING OUTCOMES

The MPhil learning outcomes reflect the descriptors for a higher education qualification at Level 7: Master’s Degree as set out in the Framework for Higher Education Qualifications. MPhil degrees are awarded to students who have demonstrated:

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

Typically, holders of the qualification will be able to:

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences
- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level
- continue to advance their knowledge and understanding, and to develop new skills to a high level.

And holders will have:

- the qualities and transferable skills necessary for employment requiring:
  o the exercise of initiative and personal responsibility
  o decision-making in complex and unpredictable situations
  o the independent learning ability required for continuing professional development.
Supervisors and examiners should also refer to these learning outcomes in supporting or assessing the research at the appropriate level.

### 6.3 MPhil Degree Timeline
The key stages and expected timeline for an MPhil research degree are outlined below:

#### Enrolment & Induction (Day 1)
*Section 4.2*

#### Probationary Review (+3 months FT/6 months PT)
*Section 7.4*

#### Intention to submit thesis (~16 months FT/~22 months PT)
*Section 8.2.1*

#### Thesis submission (~18 months FT/~24 months PT)
*Section 8.2*

#### Viva Voce Examination (asap after thesis submission)
*Section 8.6*

#### Re-Enrolment Review / Re-Enrolment
(May/June if appropriate)
*Section 7.7*

#### Re-submission (+2 months FT/4 months PT)
*Section 8.7.2*

#### Corrections / Amendments / Resubmission
*Section 8.7*

#### Ratification of Award
*Section 8.7.2*

#### Final thesis submitted to Library
*Section 8.10*

#### Conferment / Award Letter / Graduation (~24 months FT/~36 months PT)
*Section 8.7 and 8.11*

### 6.4 MPhil Progression
The progression for an MPhil is closely aligned to the doctoral research degree and includes:

- **the Probationary Review** - PGRs are required to submit their Probationary Review document on ResearchPAD by 3 months (full-time study) or 6 months (part-time study).
• the Re-Enrolment Review – PGRs are required to submit their Re-enrolment Review by 1 June annually.

6.5 MPHIL TO PHD TRANSFER
An MPhil candidate may, exceptionally with agreement of their supervisory team (subject to conforming to current UK visa regulations), request not to submit an MPhil thesis for examination at 18 months full-time study (36 months part-time study) but to work towards transfer to a PhD. In such instances, the candidate should prepare for the Major Review. PGRs should be aware they may be required to pay a different level of fee.

Such requests may only be submitted to the FRDC for approval where doctoral level work is identified which a candidate is able to evidence through:

• good progress of the research project providing evidence of further work to doctoral level, including the potential original contribution to knowledge within the candidate’s chosen field of study (see Appendix 8 Doctoral Degree Level Descriptors)
• good personal qualities, skills, strengths and abilities which are in line with those attributes expected of candidates undertaking doctoral research including clear documented evidence of drive, commitment and relevant skills in their chosen research project in order to ensure successful and timely completion
• engagement in 10 workshops (full-time PGRs) or 5 workshops (part-time PGRs) and either one academic activity or one public engagement activity per year of enrolment.

Supervisors and examiners should also refer to these learning outcomes in supporting or assessing the research is at the appropriate level.

6.6 SUBMISSION & EXAMINATION OF AN MPHIL THESIS
The process for MPhil submission and examination mirrors that for doctoral awards. PGRs who are registered on an MPhil programme should be ready to declare their intention to submit at a maximum of 16 months full-time study (22 months part-time study). They should submit their thesis after 18 months full-time study (24 months part-time study) with a view to completing within a maximum enrolment of 24 months full-time (36 months part-time study).

All aspects of the submission should follow those set out in Section 8. Presentation of the thesis should follow the guidelines set out in Section 9.

6.7 MPHIL CONTINUATION STATUS
PGRs enrolled on an MPhil will be automatically transferred to Continuation Status after 18 months full-time enrolment or 36 months of part-time study. Any period of interrupted study taken within the normal period of enrolment will be taken into account and the commencement of Continuation Status will be delayed accordingly. Continuation Status fees will be £600 for the 12 month period followed by a return to full fees, if the thesis has not been submitted.

Other aspects of Continuation Status align to those in place for PGRs enrolled on a PhD as set out in Section 7.9.
7  PHD PROGRESSION

7.1  PHD SUMMARY
The Doctor of Philosophy (PhD) includes the creation and interpretation of new knowledge through original research of an approved topic(s), and the successful candidate would be expected to demonstrate a detailed understanding of applicable research techniques at the forefront of their chosen field of study or professional practice.

A candidate would normally complete a PhD within 48 months full-time (72 months part-time) and it is anticipated that the thesis would normally be c. 40-80,000 words (depending on the discipline and nature of thesis format). In line with BU’s regulations, for the award of Doctor of Philosophy, candidates may submit for examination one of the following:

- a traditional chapter-based thesis
- a practical element and supporting exegesis (appropriate for practice-led research)
- an integrated thesis.

The PhD is the highest academic award and a PhD thesis must contain a substantial original contribution to knowledge or understanding of the field of study or professional practice.

7.2  PHD LEARNING OUTCOMES
The PhD learning outcomes reflect the descriptors for a higher education qualification at Level 8: Doctoral Degree as set out in the Framework for Higher Education Qualifications.

Doctoral degrees are awarded to students who have demonstrated:

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

Typically, holders of the qualification will be able to:

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

And holders will have:

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

The key stages and expected timeline for a traditional PhD research degree are outlined below:

- **Enrolment & Induction** (Day 1)
  - Section 4.2

- **Probationary Review** (+3 months FT/6 months PT)
  - Section 7.4

- **Major Review** (+14 months FT/28 months PT)
  - Section 7.8

- **Intention to Submit Thesis** (~3 months before Submission)
  - Section 8.2.1

- **Thesis Submission** (+36 months FT/72 months PT)
  - Section 8.2.6

- **Viva Voce Examination** (asap after Thesis Submission)
  - Section 8.6

- **Ratification of Award**
  - Section 8.7.2

- **Final thesis submitted to Library**
  - Section 8.10

- **Conferment / Award Letter / Graduation** (48 months FT/84 months PT)
  - Section 8.7.2 and 8.11
7.4 PROBATIONARY REVIEW

7.4.1. Background

The Probationary Review is an important milestone to be informed by the PGR’s early research activities, the purpose of which is to:

- complete the PGR’s induction checklist
- confirm the supervisory team meets the needs of the research project and the supervisory relationships are working well
- demonstrate the PGR’s understanding of the research project
- enhance and consolidate the research design and include a detailed and achievable timeline to thesis submission
- undertake an initial risk assessment of health and safety and ethical issues related to the research
- complete the online ethics and Data Protection Act 2018 e-modules
- consider the PGR’s training needs.

Continuation is dependent on successful completion of the Probationary Review. Failure may result in withdrawal due to lack of progress.

Those on Professional Doctorates, or other non-standard research degrees should refer to their programme handbooks or seek advice from their supervisory team regarding any specific requirements.

7.4.2. Probationary Review Process

Following the date of enrolment, PGRs are required to submit their Probationary Review document on ResearchPAD by 3 months (full-time study) or 6 months (part-time study). PGRs who are unlikely to meet the deadline must formally request an extension, in writing, to the DDRPP (or Head of Research, as appropriate) via the PGRA prior to this deadline.

The key aspects and timings of the Probationary Review are as follows:

<table>
<thead>
<tr>
<th>Expected submission date</th>
<th>Up to 3 months (FT) post-enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Up to 6 months (PT) post-enrolment</td>
</tr>
<tr>
<td>Assessment</td>
<td>Discussion with Faculty Panel</td>
</tr>
</tbody>
</table>

The process is as follows:

- **PGR**
  - Discusses Probationary Review with supervisors
  - Completes Probationary Review including ethics checklist*
  - Uploads to ResearchPAD

- **Supervisors**
  - Advises on preparation of Probationary Review
  - Add comments and approve on ResearchPAD

- **Faculty Panel**
  - PGR organises Faculty panel
  - PGR gives presentation to panel followed by discussion
  - Panel make recommendation to FRDC

- **FRDC**
  - DDRPP endorses outcome of Probationary Review
  - Outcome reported to and ratified by URDC

*Even if the Ethics Checklist is not required at this point, the ethics e-module must be completed at this stage and the date included on the report.

The PGR uploads the completed Probationary Review to ResearchPAD following discussions with and feedback from the supervisory team, who add a brief statement of support about the PGR’s progress. The PGRA will organise a Faculty Panel, normally comprising the Departmental Head of Research or nominee (Chair) and an independent academic drawn from the Faculty. Members of the Panel should assess the PGR’s
potential for successful and timely completion of their research project via the PGR’s written submission and verbal presentation and subsequent discussion.

The Panel may recommend to the FRDC one of the following outcomes:

- Progression
- Probationary period extended, normally by 1 month
- Transfer to MRes
- Withdrawal.

Where the probationary period is extended, the PGR will be required to amend the written submission in line with the Panel’s recommendations and resubmit normally within 1 month. If the Panel considers that the PGR has still not met the required standard, the PGR will either be transferred to an MRes (subject to conforming to current UK visa regulations) or be withdrawn, due to lack of progress. If the PGR is registered on an MRes programme, they will be withdrawn at this point. PGR progression will be reported, via ResearchPAD, to the FRDC.

### 7.5 RE-ENROLMENT REVIEW

All PGRs are required to complete their Re-Enrolment Review on ResearchPAD no later than 1 June each year. This includes all full-time and part-time PGRs, members of staff, regardless of whether they have recently passed a progression milestone or submitted their thesis. This is vital to assure appropriate engagement and progress by the PGR prior to re-enrolment. This light touch, but mandatory review will:

- provide an opportunity to record key academic achievements to date
- confirm satisfactory and timely progress against academic milestones, including progress against changes required following the viva voce examination
- confirm regular engagement with the supervisory team
- review ethics, health and safety risk assessment and research and personal development needs
- provide an opportunity to discuss any difficulties that have arisen.

The process must be completed prior to the start of the new academic year when PGRs will either be charged fees or continue to receive a monthly stipend, depending on their status. PGRs who are unlikely to meet the deadline must formally request an extension in writing to the PGRA prior to this deadline.

The Re-Enrolment Review process is as follows:

<table>
<thead>
<tr>
<th>PGR</th>
<th>Discusses Re-Enrolment Review with supervisors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Discusses training needs with supervisors</td>
</tr>
<tr>
<td></td>
<td>Completes Re-Enrolment Review on ResearchPAD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisors</th>
<th>Discusses Re-Enrolment Review with PGR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Discusses training needs with PGR</td>
</tr>
<tr>
<td></td>
<td>Adds comments on ResearchPAD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DDRPP</th>
<th>If satisfactory, good or excellent progress is noted, endorse outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If slow progress is noted, have meeting with PGR and supervisors to discuss appropriate action</td>
</tr>
</tbody>
</table>

| FRDC | Outcome reported to and ratified by URDC |

The PGR should meet with the supervisory team who will assess engagement and progress against the following outcomes:

- Excellent Progress
- Good Progress
- Satisfactory Progress
- Slow Progress.
Where slow progress is identified, the Faculty may invoke the lack of progress or lack of engagement processes.

Assessment of annual progression will normally take place at Faculty level and confirmation of PGR’s progression should be reported, via the FRDC minutes, to the URDC.

It is recommended that those on Professional Doctorates or other non-standard research degrees refer to their programme handbooks or seek advice from their Supervisory team regarding any specific requirements of the Re-Enrolment Review process.

7.6 MAJOR REVIEW

7.6.1. Introduction

The Major Review is an important milestone, normally mid-way through a PGR’s enrolment to ensure they are on track to complete their research degree in a timely and successful manner. The assessment process is centred on the submission of a Briefing Paper (up to 3,000 words ± 10%, or equivalent, supported by an abstract of 300 words, with supplementary examples of progress to date) and discussion with an independent panel. The process will:

- assess the quality and timeliness of their work to date
- confirm that the scope of the research project will fulfil the requirements of a PhD
- confirm the PGR’s capability to complete their PhD in a satisfactory and timely manner.

Undertaking the Major Review will allow the PGR to:

- bring together the research activities and outputs they have undertaken since enrolment
- have someone outside their supervision team review and offer constructive feedback
- defend the approach to their research (so far)
- practice for their final viva voce examination.

The key aspects and timings of the Major Review are as follows:

<table>
<thead>
<tr>
<th>Expected submission date</th>
<th>Up to 14 months (FT) post-enrolment</th>
<th>Up to 28 months (PT) post-enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>Verbal presentation &amp; discussion with Faculty Panel</td>
<td></td>
</tr>
<tr>
<td>Expected completion date</td>
<td>Up to 18 months (FT) post-enrolment</td>
<td>Up to 36 months (PT) post-enrolment</td>
</tr>
</tbody>
</table>

PGRs who are unable to meet the deadline for submission must formally request an extension in writing to the PGRA prior to this deadline. An extension of 6 months for full-time study (12 months part-time study) may be granted. If PGRs fail to meet this milestone on time, a formal lack of progress procedure will be triggered.

7.6.2. Briefing Paper

PGRs should discuss with their supervisory team the content and structure of the Major Review Briefing Paper as this may differ depending on the PGRs discipline and progress at the point of Major Review. There are two key options depending on whether the PGR intends to submit a standard doctoral thesis or an integrated doctoral thesis for the final viva voce examination.

For PGRs intending to submit a standard doctoral thesis, the Standard Major Review Briefing Paper may include:
an abstract (not included in the word limit)
evidence of progress to date, which may include brief summaries of:
o academic literature and its context to the research
o methodology and approach used in the research
o findings, results and discussions to date.
one outline of proposed original contribution to knowledge likely to emerge from final thesis
statement of intended further work
timeline for successful completion
detailed plan for the next six months
measurable targets
plan to completion of the thesis.

Other material should be included to provide evidence of progress to date but will not be formally assessed. This may include draft chapters “or equivalent” to provide flexibility for practice-based research including non-textual evidence if appropriate.

The Integrated Major Review Briefing Paper is aimed at PGRs who have already produced work of publishable standard (published, submitted or ready for submission) and are intending to submit an integrated thesis. The publishable work should be sufficient to provide the evidence of progress to date and will not need to be rewritten for the purposes of the review. However, this should be accompanied by a narrative of 1000 words ± 10% that sets out the overall context for the research and outlines future work. Submitting the Major Review Briefing Paper in this format is likely to be seen as an indicator of the PGR’s intention to submit an integrated thesis.

7.6.3. Presentation and Panel Discussion

The Major Review also provides PGRs with the opportunity to give a brief presentation (maximum 10 minutes) to the Panel prior to the discussion. The Panel will have already read the PGR’s Briefing Paper so the presentation should not just repeat the content but should also highlight key aspects of the PGR’s research, demonstrating the scope of the project and how the PGR will complete it in a timely fashion. The presentation may include visual aids, if required.

The Major Review process is outlined below:

The Major Review panel will comprise 2 independent academics, one of whom will act as Chair. These will be nominated by the supervisory team and approved by the FRDC. The Briefing Paper will be read by the panel in advance of the assessment meeting. At the meeting, the PGR will make a brief presentation to introduce their research project and highlight key aspects. The PGR will be asked questions by the panel and will have to defend their work to date and demonstrate how they will complete their research degree in a successful and timely fashion.
7.6.4. Outcomes
The Major Review outcomes are as follows:

- Pass
- Resubmission (normally within 1 month full-time or 2 months part-time)
- Resubmission (normally within 2 months full-time or 4 months part-time) with re-assessment Panel discussion (normally within a further month)
- Transfer to MRes / MPhil
- Withdrawal.

Where a resubmission is required, this will come with recommendations from the independent academics and their guidance to enhance the research project. The independent academics could request either that evidence of amendments are approved directly by one of the panel (as nominated), or request that the original panel of independent academics with an independent chair be reconvened in order to conduct a second assessment panel discussion.

The outcome of the Major Review will be ratified by the FRDC, and reported via minutes to the URDC. Continuation is dependent on successful completion of this stage. Failure may result in withdrawal due to lack of progress. If the Panel considers that the PGR has still not met the required standard, the PGR will either be transferred to an MPhil (subject to conforming to current UK visa regulations) or be withdrawn, due to lack of progress. PGR progression will be reported, via ResearchPAD, to the FRDC.

Those on Professional Doctorates, or other non-standard research degrees, should refer to their programme handbooks or seek advice from their supervisory team regarding any specific requirements.

7.7  CONTINUATION STATUS
Continuation Status is used to define the status of PGRs who have completed their normal period of enrolment but are still engaged in research activity or writing up until the point of submission of their thesis. Where appropriate, Continuation Status still allows PGRs to have full access to research facilities and supervision.

PGRs will be automatically transferred to Continuation Status after 36 months full-time enrolment or 72 months of part-time study. Any period of interrupted study taken within the normal period of enrolment will be taken into account and the commencement of Continuation Status will be delayed accordingly. Continuation Status will also apply to those PGRs who have been in receipt of a fee waiver (e.g. PhD Studentships (36 months full-time)).

Continuation Status fees will be £600 for the 12 month period, payable in one lump sum or, by prior agreement with Finance, in three instalments and in accordance with the BU Student Fees Policy 2019-20. In exceptional circumstances, a request can be submitted for a different instalment plan but this is on a case-by-case basis if the PGR is in financial difficulty throughout the year.

Continuation Status, and associated reduced fees, is applicable for a 12 month period only, during which time PGRs should submit their thesis. Failure to submit within this period will result in a return to normal enrolment and PGRs should be aware they may be liable for full fees until they submit. Fees will be payable until submission of the thesis, however fees will not normally be payable during any period post *viva voce* examination whilst corrections or amendments are carried out.
8 EXAMINATION AND COMPLETION

8.1 ASSESSMENT REGULATIONS
At enrolment, all PGRs sign up to accept the 6A Standard Assessment Regulations: Research Degrees and must abide by the current regulations at any point during their enrolment. PGRs will be notified of any changes to these during their studies.

8.2 THESIS SUBMISSION

8.2.1. Intention to Submit
A PGR should declare their intention to submit approximately 3 months prior to submission by completing the Intention to Submit from within ResearchPAD. This would normally be along the following timescales:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Intention to Submit</th>
<th>Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>MRes</td>
<td>8 months</td>
<td>16 months</td>
</tr>
<tr>
<td>MPhil</td>
<td>16 months</td>
<td>22 months</td>
</tr>
<tr>
<td>PhD</td>
<td>33 months</td>
<td>69 months</td>
</tr>
</tbody>
</table>

Completing the Intention to Submit form will trigger the formal nomination and approval of the examination team so that arrangements for the viva voce examination can be made. The PGR should also check the requirements for formatting and binding of the thesis for examination with their supervisory team or PGRAs.

A PGR who has exceeded their maximum period of enrolment, or will do prior to submission and examination, will need to request an extension to enrolment. Applications should be made to the Faculty via the PGRA. Each case will be considered individually and should be accompanied by supporting medical or other evidence.

8.2.2. Thesis Title
The thesis title submitted on the Intention to Submit within ResearchPAD is the final, formally approved title. A PGR who seeks to change the title of the thesis after this point should seek advice from their PGRA. If the candidate presents a final copy of their thesis holding an incorrect title they will not be awarded their degree.

8.2.3. Submission
On submission of the thesis for examination, the PGR and supervisory team should complete the Declaration within ResearchPAD which:

- confirms adherence to University rules
- declares that the thesis is the PGR’s own work
- records acknowledgement of supervisory team.

The thesis is the PGR’s own work and the decision to submit is the PGR’s. However, if this is against the advice of the supervisory team it should be recorded in the Declaration section of ResearchPAD. Normally the PGR must submit the following to the PGRA well in advance of any proposed examination date:

- one soft-bound copy of the thesis for each examiner
- a loose abstract
- a completed, printed copy of the PGR’s Declaration from ResearchPAD.

The thesis will not be processed for examination if there are any fees owing to the University.
8.3 APPOINTMENT OF EXAMINING TEAM AND INDEPENDENT CHAIR

8.3.1. Appointment of Examiners

Research degree examining teams are formally approved by the Examiner Approval Panel, which is chaired by Academic Quality and meets 10 times per year, via the procedure set out below. PGRAs will advise on the timing of the procedure which is outlined below:

Examination arrangements will be valid for one year from the date of the Academic Standards and Education Committee (ASEC) at which they were ratified. Should the *viva voce* examination fail to take place within this time, the arrangements will need to go back to the PGR Examiner Approval Panel for re-approval.

8.3.2. Examining Team Criteria

When appointing an examining team, the Faculty should consider how each member of the team complements the other(s) in order to provide a balanced and relevantly experienced team. The following criteria must be met:

- the examination team must comprise at least two examiners, one of whom must be external candidates who were members of BU staff at any point during enrolment (excluding part-time hourly paid temporary contracts) must have two external examiners. An internal examiner may also be present
- both examiners should normally hold a doctorate and at least one must hold a doctorate
- the examination team, collectively, must have sufficient examination experience, i.e. normally a minimum of three prior examinations across the team
- the *external examiner* must have examined at least once at the appropriate level for the examination (in the unlikely instance where the external has no previous examination experience an additional external examiner should be appointed)
- the *internal examiner* may not necessarily have formally examined before, however, they should have assessment experience at Major Review or equivalent (this should be made clear in the supporting rationale)
- both examiners should be experienced in the PGR’s area of research and/or relevant methodology, and may, where appropriate, have relevant industrial or professional expertise
- the external examiner must be independent of the supervisory team and candidate (e.g. no joint publications or close association, including being a BU member of staff, within the previous two years) and, if relevant, any collaborating establishment. (However, ex-BU staff may still be appointed in a quasi internal examining capacity with an additional external examiner)
- the PGR must not have been advised, supervised, or had any close association with the examiners (e.g. links with previous institutions), however, the proposed examiners may have been involved in the Major Review process
- the PGR must not have formal contact with any examiner(s) between their appointment and the *viva voce* examination
- no person who is registered for a research degree at BU may act as an examiner
Where the examining team (or individual examiner) does not fully satisfy the above criteria, the supervisory team, and/or Faculty, should provide a detailed rationale for their appointment when seeking approval. The FRDC should review the proposed examining team to ensure they meet the above criteria before requesting formal approval from Academic Quality. The PGRA will notify the PGR and supervisory team of the examination team when the nomination has been approved.

The roles and responsibilities of the Examiners are set out in Section 8.4.1.

### 8.3.3. Appointment of the Independent Chair

The independent chair of the *viva voce* examination should be appointed by the DDRPP or nominee. To meet the "independent" status, the chair must not have had prior involvement with the PGR either in a supervisory or advisory capacity during their research, but may be from within the same Faculty. Similarly, to ensure independency, the Chair would not normally be closely associated with the supervisory team or internal examiners. Members of BU staff must have an independent chair appointed from outside their own Faculty.

The role of the independent chair is purely procedural and non-examining and they should ensure that the *viva voce* examination is conducted in an appropriate manner, in accordance with the CoP, ensuring fairness and consistency throughout. The independent chair will also provide an additional viewpoint if the conduct of the *viva voce* examination should become the subject of a PGR’s appeal.

The roles and responsibilities of the independent chair are set out in Section 8.4.2.

### 8.4 ROLES & RESPONSIBILITIES OF THE EXAMINERS AND INDEPENDENT CHAIR

#### 8.4.1. Roles and Responsibilities of Examiners

The examiners are jointly responsible for ensuring the thesis meets the criteria for the award of the qualification and that the thesis is the PGR’s own work. As such they will:

- read the thesis
- prepare a Preliminary Report form
- examine the PGR by *viva voce*
- prepare a Joint Report on the outcome
- make a recommendation relating to the award.

All examiners have a duty to acquaint themselves with the BU examination policies, procedures and guidelines and adhere to the prescribed timelines. They have a responsibility to ensure the *viva voce* examination is conducted in accordance with these rules.

Clarification of any issues that arise can be sought from the independent chair. Should any circumstances arise where the examiners fail to adhere to policies and processes, the independent chair and the DDRPP will consult, with advice from the Doctoral College, to determine appropriate action.

The examiners should make every effort to ensure the PGR feels at ease during the examination and explore the strengths as well as the weaknesses of the PGR’s work.

#### 8.4.2. Role and Responsibilities of the Independent Chair

The role and responsibilities of the independent chair are primarily:

- to safeguard the PGR’s interests, to ensure they are treated fairly
- to ensure regulations and procedures are adhered to and that a permanent record of the proceedings is produced
to ensure that the examination is being conducted at the appropriate level for the award (e.g. MRes, MPhil, Doctoral)

to have ultimate responsibility for the way in which the *viva voce* examination is conducted, and for the completion of the associated paperwork.

In addition, the independent chair should:

- have knowledge of and provide accurate information and guidance on regulations and procedures of the University governing a *viva voce* examination
- outline the nature of the *viva voce* examination, introduce those present, clarify arrangements and ensure the PGR understands the nature and purpose of the *viva voce* examination
- explain their role is neutral within the examination process and that their presence is to ensure the examination is conducted in accordance with the CoP and equal opportunities policy of BU
- ensure the PGR is provided with oral and written comments, and understands the outcome of their *viva voce* examination and what is required of them in terms of any corrections
- forward all documentation to the PGRAs promptly, which includes:
  - the written chair’s report of the *viva voce*
  - the completed final Joint Examiners Report with signatures
  - a report of any relevant recommendations

The independent chair must not participate in the examining of the PGR.

### 8.5 ARRANGEMENTS FOR THE EXAMINATION

Every effort will be made to ensure timely arrangement of the *viva voce* examination following formal approval of the examination arrangements but this is dependent on several factors:

- scheduling of the *viva voce* examination
- submission of thesis
- assessment of the thesis.

These events relate to the formal examination of the research degree and are not negotiable. PGRs should note the examination procedure is a lengthy process. In making other arrangements (such as travel, work, etc.), the PGR should ensure they are available to attend BU as required for the *viva voce* examination, including completion of, presentation of and approval of any modifications and submission of the final electronic copy of their thesis to the library.

The *viva voce* examination is normally held in the UK. However, in exceptional cases the Doctoral College may give approval for the examination to take place abroad, or via video conferencing (see Appendix 6).

Where for reasons of sickness, disability or a comparable valid cause, and BU is satisfied that a PGR would be under serious disadvantage if required to undergo a *viva voce* examination, an alternative form of examination may be approved. Such approval shall not be given on the grounds that the PGR’s knowledge of the language in which the thesis is presented is inadequate.

The PGRAs are the main point of contact throughout and are responsible for the examination arrangements, including:

- sending copies of the thesis to the examiners for independent review ahead of the *viva voce*
- arranging the date, time and other arrangements as required for the *viva voce* examination in conjunction with the examiners and the PGR and notifying the examining team, supervisory team and the PGR of the final arrangements for the *viva voce*
- appointing an independent chair, in conjunction with the DDRPP, and providing them with a pack containing copies of the following:
  - Examiner’s Preliminary Report forms
Members of the supervisory team may, with the consent of the PGR, attend the *viva voce* examination. However, they:

- may only offer comments when invited to do so by the examiners, or independent chair
- may also request permission from the examiners to clarify a particular point for the PGR during the *viva voce* examination
- must withdraw from the examination prior to the deliberations of the examiners on the outcome.

If the supervisory team is not in attendance at the *viva voce* examination, they should be contactable during the examination so the examiners may seek clarification on any specific issue.

### 8.6 EXAMINATION OF THE THESIS

#### 8.6.1. The Examination Procedure

The examination of a research degree thesis has two key stages:

- the preliminary assessment
- the defence by oral examination – the *viva voce* examination.

as outlined below:

- **PGR**
  - Submits well-presented thesis in timely fashion
- **Examiners**
  - Independently read and assess the thesis
  - Independently completes a Preliminary Report
  - Submit the report to PGRA at least 5 working days before the *viva voce* examination
- **Independent Chair**
  - Chairs the pre-*viva voce* examination meeting
  - Discusses examiners' independent Preliminary Report
  - Discusses any concerns
  - Agrees the format for the *viva voce* examination
- **PGR**
  - Defends their thesis by oral examination
  - (Supervisors may be present)
- **Examiners**
  - Deliberate the PGR's performance
  - Agree on the outcome of the *viva voce* examination
  - Agree on the changes required to the thesis
  - Agree on the deadline for completing the required changes
  - Complete the Joint Examiners’ Report form
- **Independent Chair**
  - Chair the post-*viva voce* examination meeting
  - Informs PGR of the outcome of their examination
  - Informs PGR of any recommendations and required timeframe
  - Completes all paperwork and passes to PGRA
8.6.2. Pre-Viva Voce Examination

Prior to the viva voce examination, each examiner should read the thesis independently examine the PGR's work in detail and submit a separate Examiner's Preliminary Report to ensure there is documented evidence the thesis has been independently examined. The examiners should not consult each other in the preparation of their reports.

In completing the Preliminary Report, each examiner must:

- consider whether the thesis provisionally satisfies the requirements of the degree
- if possible, make an appropriate provisional recommendation subject to the outcome of any subsequent examination
- include specific comments on
  - the literature review
  - application of research methods
  - literary, or other, form and presentation
  - the PGR's contribution to research
  - the extent of any collaboration
  - pre-viva voce examination judgement of the outcome.

The independent Examiner's Preliminary Reports should be submitted to the PGRAs normally 5 working days prior to the viva voce examination. The forms may be returned electronically with an e-signature. The reports should be treated as confidential and not be available to anyone other than the examiners and independent chair.

Under normal circumstances, the examiners' reports are confidential and will not be shown to the PGR prior to examination. However, examiners should note all information held on the student file may be released to the PGR if requested as part of an appeals process; this includes the Preliminary, Joint Examiners' and Chair's Reports.

The independent chair will normally be sent the reports by the PGRA as soon as possible after they have been received, together with other relevant information. If appropriate, the Faculty will share any major concerns that arise from the reading of the thesis with the other examiner(s) prior to the viva voce examination. On the day of the examination, the examiners will be provided with an opportunity to discuss their preliminary reports prior to the viva voce examination.

8.6.3. Issues Arising on Reading the Thesis

If either examiner has any significant issues or concerns about the thesis, and/or be of the opinion the thesis submitted by the candidate is so unsatisfactory that no useful purpose would be served by conducting a viva voce examination, they should alert the PGRAs, in writing, at least 5 working days in advance of the viva voce examination or as soon as issues or concerns have been identified.

The PGRAs should inform the DDRPP who, in conjunction with the independent chair, will assess the evidence and may recommend one of the following actions is taken:

- in the unlikely event the examiner(s) deem the thesis is not presented in a form appropriate for examination (e.g. the English language needs further improvement), the PGR should be informed the viva voce examination will be postponed and the thesis referred back to the candidate for further work
- in the unlikely event that the examiner(s) deem the thesis does not meet the required standard for the level (MRes, MPhil, Doctorate) for which it is being examined, the PGR should be informed the viva voce examination will be postponed and the thesis referred back to the PGR for further work
- in the unlikely event the examiner(s) suspect academic misconduct (e.g. plagiarism) has occurred, the viva voce examination should continue as planned and the PGR questioned on the alleged misconduct as part of the defence of his/her thesis. In this instance, neither the PGR nor the supervisory team should be made aware of the concerns of the examiner(s). If following the viva voce
examination, the examiner(s) still suspect academic misconduct; action will be taken in accordance with the University policy on academic misconduct as outlined in *6M Research Misconduct: Policy and Procedure*. Where an allegation is upheld, the examiners will be notified of any required action and whether the candidate is eligible for any recommendation.

In the unlikely circumstances the original examination has to be postponed or terminated, the PGR should be informed immediately and a further examination may be required and in such cases the advice of the Doctoral College must be sought without delay. The examiners will be asked to prepare a version of their comments from the Preliminary Reports which can be shared with the PGR. Where the examination is re-arranged, it must normally be held within 2 calendar months of the original examination date, unless the FRDC has given permission otherwise. Any such examination is deemed to be part of the PGR’s first examination and the recommendations open to the examiners when the *viva voce* examination takes place.

### 8.6.4. Viva Voce Examination

PGRs should be aware that the *viva voce* examination will normally take place within a reasonable timescale after submission of the thesis; however, this will normally take place within 3 months of submission. The length of the *viva voce* examination is at the discretion of the examiners, but will normally take between 2 and 3 hours.

The *viva voce* examination will normally be held at BU with the following persons present:

- PGR
- Independent chair
- External examiner(s)
- Internal examiner
- Supervisor(s) may also attend.

In exceptional cases, the Doctoral College may give approval for the examination to take place via video conferencing, or other means, where one of the participants is located elsewhere. In such cases the process for undertaking a *viva voce* examination by video conference is set out in Appendix 6 should be followed. The PGRA will advise on the process.

The PGR will be required to withdraw from the examination room in the company of their supervisor(s) (if present), whilst the outcome is deliberated. On return, the PGR will be informed verbally by the examiners of their recommendations for the outcome of the examination.

### 8.6.5. Post-Viva Voce Examination

The *Examiner’s Preliminary Report* and *Examiners’ Joint Recommendation* forms must together provide sufficiently detailed comments on the scope and quality of the work to enable BU to satisfy itself the criteria for the award of the degree have been met. If appropriate, the forms may be returned electronically with an e-signature.

The independent chair should provide the PGRA with all paperwork related to the outcome of the *viva voce* examination. After the *viva voce* examination, the examiners are jointly responsible for completing the *Examiners’ Joint Recommendations* form. Both examiners should sign the completed report and return to the PGRA within 5 working days of the *viva voce* examination. This should clearly articulate any corrections, amendments or other changes required of the PGR with a clearly defined timescale. However, in the case of a disagreement between the examiners, independent reports are required.

If the thesis is subject to corrections or amendments, and/or a lower award, the PGR should be formally notified, within 10 working days of the *viva voce* examination, of the examiners’ recommendations and the timeframe for completion. If the thesis is subject to resubmission, the PGR should be formally notified, within 10 working days of the *viva voce* examination, of the examiners’ recommendations and provided with a date for re-submission of the revised thesis. A copy of the recommendations is sent to the supervisory team.
Should any circumstances arise where the examiners are failing to adhere to policies and processes, the independent chair and the DDRPP will consult, with advice from the Doctoral College, to determine appropriate action.

The process for approval of the amendments or revisions is set out in Section 8.7.2.

8.6.6. Disagreement Between the Examiners
Where the examiners are not in agreement about the outcome of the viva voce examination, separate reports and recommendations may be submitted to the University. In such cases, where the examiners’ recommendations are not unanimous, Senate may:

- accept the (unanimous) recommendation of the external examiner(s) or
- require the appointment of an additional external examiner.

Where an additional external examiner is appointed, they shall assess the thesis and prepare an independent preliminary report on the basis of the thesis and, if considered necessary, conduct a further viva voce examination. This additional external examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner, the University shall complete the examination as set out in Section 8.6.

8.7 THE OUTCOME OF THE EXAMINATION

8.7.1. Examiners’ Recommendations
In accordance with the 6A Standards Assessment Regulations: Research Degrees; the examiners may recommend one of the following (except if the PGR is being examined for the award of MRes where they may not be awarded a lower degree):

- that the appropriate award be made;
- that the appropriate award be made subject to CORRECTIONS being made to the thesis

<table>
<thead>
<tr>
<th>Timescale (normally):</th>
<th>If examiners are satisfied the PGR has in general reached the standard required for the degree, but consider the PGR’s thesis requires some minor corrections not requiring academic re-assessment (for example, typographical errors or re-organisation of material) they may recommend the degree be awarded subject to the PGR correcting the thesis to the satisfaction of the relevant examiner. In such circumstances, the examiners must indicate in writing to the PGR what minor corrections are required and the timescale for submission. It is normally the responsibility of the relevant examiner to verify the corrections have been made, to his/her satisfaction and a Certificate of Corrections should be submitted to initiate conferment of the award.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 months FT</td>
<td>corrections should be submitted to initiate conferment of the award.</td>
</tr>
<tr>
<td>2 months PT</td>
<td>correction of the thesis to the satisfaction of the relevant examiner. In such circumstances, the examiners must indicate in writing to the PGR what minor corrections are required and the timescale for submission. It is normally the responsibility of the relevant examiner to verify the corrections have been made, to his/her satisfaction and a Certificate of Corrections should be submitted to initiate conferment of the award.</td>
</tr>
<tr>
<td>Corrections are those NOT requiring academic re-assessment, for example, typographical errors or minor re-organisation of material</td>
<td>correction of the thesis to the satisfaction of the relevant examiner. In such circumstances, the examiners must indicate in writing to the PGR what minor corrections are required and the timescale for submission. It is normally the responsibility of the relevant examiner to verify the corrections have been made, to his/her satisfaction and a Certificate of Corrections should be submitted to initiate conferment of the award.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Timescale (normally):</th>
<th>If the examiners are satisfied the PGR has in general reached the standard required for the degree, but consider the PGR’s thesis requires substantive amendments, but not so much as to call for the re-submission of the thesis, they may recommend the degree be awarded subject to the PGR amending the thesis to the satisfaction of the internal and/or the external examiner(s). In such circumstances, the examiners must indicate to the PGR in writing what amendments and corrections are required. The timescale is to be agreed with the PGR following the examination and communicated to the PGR in writing. In such cases, a Certificate of Corrections certifying the amendments made are satisfactory must be submitted with the recommendation of the examiners. The statement must be signed and dated by the internal and/or external examiner(s) as decided by the examiners at the examination.</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to 6 months FT</td>
<td>correction of the thesis to the satisfaction of the relevant examiner. In such circumstances, the examiners must indicate in writing to the PGR what minor corrections are required and the timescale for submission. It is normally the responsibility of the relevant examiner to verify the corrections have been made, to his/her satisfaction and a Certificate of Corrections should be submitted to initiate conferment of the award.</td>
</tr>
<tr>
<td>up to 12 months PT</td>
<td>correction of the thesis to the satisfaction of the relevant examiner. In such circumstances, the examiners must indicate in writing to the PGR what minor corrections are required and the timescale for submission. It is normally the responsibility of the relevant examiner to verify the corrections have been made, to his/her satisfaction and a Certificate of Corrections should be submitted to initiate conferment of the award.</td>
</tr>
<tr>
<td>Amendments refers to substantive changes including academic clarification of points, additional references in addition to typographical, grammatical, reformatting, and restructuring.</td>
<td>correction of the thesis to the satisfaction of the relevant examiner. In such circumstances, the examiners must indicate in writing to the PGR what minor corrections are required and the timescale for submission. It is normally the responsibility of the relevant examiner to verify the corrections have been made, to his/her satisfaction and a Certificate of Corrections should be submitted to initiate conferment of the award.</td>
</tr>
</tbody>
</table>

| that the PGR be permitted to RE-SUBMIT for the degree and be re-examined; | |
| Timescale (normally): up to 12 months FT | If the examiners recommend a re-submission of the thesis, the PGR may be required to review methodological approaches, re-examine data and/or analyses, etc. |
| up to 24 months PT | In such circumstances, the examiners must indicate to the PGR in writing what amendments and corrections are required. The timescale (normally within a maximum of 12 months full-time or 24 months part-time) is to be agreed with the PGR following the examination and communicated to the PGR in writing. |
| Re-submission would normally require a review of methodological approaches, re-examine data and/or analyses etc. | The examiners must also indicate to the PGR whether they will be required to undergo a further viva voce examination following examination of the re-submitted thesis. Should an additional viva voce examination be required, it should be carried out by both examiners. |
| | Where the thesis has previously been examined, a second re-submission is not permitted – i.e. a PGR may only re-submit once. |
| **that the PGR be awarded the lower research degree of MRes/MPhil** | **that the PGR NOT be awarded the degree and not be permitted to be re-examined** |
| Timescale (normally): up to 12 months FT | If the examiners are satisfied the PGR has not reached the standard required for an MPhil degree, but consider the research has achieved the standard required for an MRes, then the examiners may recommend the award of the shorter research degree. Similarly, if the examiners are satisfied the PGR has not reached the standard required for a doctoral degree, but consider the research has achieved the standard required for an MPhil, then the examiners may recommend the award of the lower research degree. In both instances, the award must be subject to the presentation of the thesis amended to the satisfaction of the examiners. |
| up to 24 months PT | The timescale (normally within a maximum of 12 months full-time or 24 months part-time) is to be agreed with the PGR following the examination and communicated to the PGR in writing (with advice regarding current UK visa regulations, if appropriate). |
| | In such cases the examiners must provide written guidance concerning the deficiencies of the thesis for the PGR. The examiners may not recommend that a PGR fail outright without holding a viva voce examination or other alternative examination. |
| | Where Senate decides, on the recommendation of the examiners that no award is made and no re-examination be permitted, the examiners must prepare an agreed statement of the deficiencies of the thesis and the reason for their decision, to be given to the PGR. |

### 8.7.2. Ratification of the Award

On achievement of the standards required for an award, the examination team recommend the award, in line with the assessment regulations, to the University. The award is ratified by the Doctoral College and confirmed in a formal award letter from the Deputy Vice-Chancellor on behalf of the University.

For recommendations of **award with no amendments**, the examination reports should be reviewed and signed off by the DDRPP, and the award will be ratified by the Doctoral College when all documentation has been received and an award letter issued once the final thesis has been submitted to the Library.

For **award with corrections**, the PGR will receive written confirmation of the examiners’ decision within 10 working days of the examination, which will include details of corrections to be made normally within 1 month full-time (2 months part-time). Following approval of the corrections by the relevant examiner(s), the examination reports will be reviewed and should be signed off by the DDRPP, and the award will be ratified by the Doctoral College when all documentation has been received and an award letter issued once the final thesis has been submitted to the Library.

For **award with amendments**, the PGR will receive written confirmation of the examiners’ decision within 10 working days of the examination, which will include:

- full details of the amendments to be made
- the deadline for completion of the amendments
- which examiner(s) are to approve the amended thesis

Following approval of the amendments by the examiner(s), the examination reports will be reviewed and should be signed off by the DDRPP, and the award will be ratified by the Doctoral College when all documentation has been received and an award letter issued once the final thesis has been submitted to the Library.
For a resubmission, the PGR will receive written confirmation of their decision within 10 working days of the examination including a detailed report of the amendments required. The PGR must submit the revised thesis by the date indicated by the examiners on the report form. Failure to submit by this date will normally result in failure. It is recommended that a summary of the amendments (including page number and changes) is attached to the resubmitted thesis for the examiners. Following the resubmission of the thesis, the examiners would normally be expected to read and provide feedback within four to six weeks of receipt, and complete the examination process as agreed at the original viva voce examination.

No award will be confirmed until the PGR has submitted the final electronic copy of their thesis to the University Library, which should take place within one month of confirmation of approval of corrections or amendments by Examiners.

8.7.3. Provision for Failed Candidates

6A Standard Assessment Regulations: Research Degrees set out the provision for failed candidates which permits one re-examination only, subject to the following requirements:

- a PGR who fails to satisfy the examiners at the first examination of the thesis, including where appropriate the viva voce examination, may on the recommendation of the examiners, and with the approval of the University, be allowed to revise and re-submit the thesis for re-examination
- the examiners must provide the PGR, via the independent chair, with written guidance on the deficiencies of the first submission
- the PGR must re-submit the revised thesis within 12 months full-time (24 months part-time) from the date of the last part of the examination. The Doctoral College may, where there are good reasons, approve an extension of this period
- Senate, at the recommendation of the Doctoral College, may require that an additional external examiner be appointed for the re-examination.

The outcome of a re-examination should be reported on the Examiners’ Joint Recommendations Form but the examiners may only recommend that:

- the award for which the candidate is registered be made
- the award for which the candidate is registered be made, subject to corrections being made to the thesis
- the award for which the candidate is registered be made, subject to amendments being made to the thesis
- the candidate be awarded the lower research degree of MRes / MPhil (only available for candidates registered for Doctoral examinations, including EdD, EngD, DProf, and subject to the presentation of the thesis amended to the satisfaction of the Examiners)
- the candidate NOT be awarded a degree and not be permitted to be re-examined.

Where the thesis has previously been examined, a second resubmission is NOT permitted.

Following approval of any further corrections or amendments by the examiner(s), the examination documents should be reviewed and signed off by the DDRPP, and the award will be ratified by the Doctoral College when all documentation has been received and an award letter issued once the final electronic thesis has been submitted to the Library.

8.7.4. Failure to Meet the Examiners’ Requirements for an Award

When the examiners recommend corrections, amendments or re-submission of thesis, it is the PGR’s responsibility to ensure all recommended modifications are carried out to the satisfaction of the external and/or internal examiners within the specified time period.

The PGR should work with their supervisory team to ensure all required modifications are met. A checklist of what modifications have been made and where should be provided with the revised thesis. Failure to address
all the required modifications to the thesis to the satisfaction of the external and/or internal examiners will normally result in failure of the award.

Similarly, extensions to the due date for submitting an amended thesis are not normally given and failure to meet the deadline will result in a failure of the award. If there are exceptional circumstances that prevent a PGR from meeting the deadline these circumstances should be made known to the PGRA at least one month prior to the due date, who will inform the DDRPP, but such notification does not mean that an extension can be provided. In such cases, the independent chair and the DDRPP will consult, with advice from the Doctoral College, to determine appropriate action.

8.8 ASSESSMENT OFFENCES
Where evidence of research misconduct in the preparation of the thesis, or other irregularities in the conduct of the examination, comes to light prior to or subsequent to the recommendation of the examination team, action will be taken in accordance with 6M Research Misconduct: Policy and Procedure and 6A Standard Assessment Regulations: Postgraduate Research Degrees.

Where Professional Doctorate awards contain taught credit-bearing units, 6H Academic Offences: Policy and Procedure for Taught Awards may also apply.

8.9 APPEALS AGAINST EXAMINERS’ DECISIONS
A PGR who wishes to, has the right to appeal against the decision of the examining team and may do so in accordance with the 11C Academic Appeals: Policy and Procedure for Research Awards. The principle grounds for appeal include:

- a material irregularity or significant administrative error in the assessment process of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity
- evidence of bias, prejudice or improper assessment on the part of one or more of the examiners
- a PGR’s performance in assessment has been affected by illness or other factors which they were unable to divulge before or during the meeting of the examining team
- arrangements for supervision did not meet those outlined in this CoP.

Disagreement with the academic judgement of the examiners assessing the merits of an individual piece of work or in reaching any decision based on the marks, grades and other information relating to a candidate’s performance does not in itself constitute acceptable grounds for making an academic appeal.

If there is an appeal following the outcome of the viva voce examination, all paperwork relating to the examination will need to be submitted by the relevant parties to the Faculty Education Service Manager, together with statements from those present. For further information on appeals, please refer to the 11C Academic Appeals: Policy and Procedure for Research Awards.

8.10 SUBMISSION AND STORAGE OF FINAL THESIS
8.10.1 Final Thesis Submission
As stated in Section 8.7.2, no award will be confirmed until the following have been submitted to the University, which should take place within one month of examiner approval of corrections:

- one electronic copy, which will be submitted to the institutional repository, BURO and the British Library theses service, EThOS. Please note that any third-party material included within a thesis will be checked against copyright regulations before the thesis can be made available digitally. The relevant Faculty Library Team are able to advise on this and more information about using library
resources, copyright, Open Access and submitting your thesis can be found on the PGR library guide: http://libguides.bournemouth.ac.uk/PGRsupport.

- a completed Deposit of and Access to a Thesis form, confirming the thesis has been deposited with the University Library and specifying whether or not access to the electronic version of the thesis is restricted for a limited two year period and also whether any copyright restrictions apply.

These should be submitted directly to the relevant Faculty Library Team, who will inform the Doctoral College the submission is complete and the award can be confirmed.

PGRs may also be required to submit hard bound copies of their thesis to the Faculty and any collaborating establishment; the PGR should consult the PGRAs on the Faculty’s policy. These should be submitted to the PGRAs. Guidance on the format for binding can be requested from the PGRAs.

8.10.2. Electronic Storage of Final Thesis
The electronic version of the thesis should be submitted on an appropriate digital media e.g. non re-writable CD or memory stick or BU Transfer Service, with the PGR name clearly visible. It should include:

- a PDF version (for uploading to the BURO and EThOS)
- the original word processor files (where possible) for digital preservation purposes
- any supplementary data required for assessment. Datasets should be supported by good accompanying documentation which is appropriate to the subject discipline.

8.10.3. Restricted Access
In cases of confidentiality, and with the agreement of the Executive Dean of the Faculty, the thesis may be held by the University on restricted access (available only to those who were directly involved in the project) for a period of time not exceeding 2 years from conferment (i.e. the date of the award letter). Restriction may be extended to a maximum of 5 years commencing from conferment (i.e. the date of the award letter). The restriction then lapses and cannot be renewed. BU Library is under no obligation to contact the PGR about extending the period of restriction.

However, in exceptional circumstances a longer period may be approved. The University is only likely to approve restricted access to enable a patent application to be lodged or to protect commercially or politically sensitive material. Theses may not be protected in this way to protect research leads or publishing of the content elsewhere.

Any requests for restricted access should be made on the Deposit of and Access to a Thesis form at the time of submission to the University Library.

8.11 GRADUATION
Graduation is the final process of conferment of the award of the University. PGRs will receive an invitation to attend the Graduation Ceremony in the November after their award has been ratified and they have received their award letter. Communication regarding graduation will be via the PGR’s student email.

If the PGR does not wish to attend the ceremony, they should register to graduate in absentia and their certificate will be issued after the ceremonies. In exceptional circumstances, the PGR may either request to:

- receive their Certificate prior to graduation
- or
- defer to the following year’s Graduation Ceremony at which they will receive their certificate.

It is the PGR’s responsibility to ensure all contact details are correct in order to receive Award Ceremony information. It is also the PGR’s responsibility to order the correct gown and hat to wear during the Ceremony. Further details regarding graduation can be found on BU’s Graduation Ceremonies webpage.
9 THESIS PRESENTATION

This section is designed to assist PGRs in the preparation of their thesis in accordance with the University rules. The following requirements must be adhered to in the format of the final thesis. They are not intended to be an exhaustive specification.

9.1 THESIS FORMAT AND PRESENTATION FOR EXAMINATION

Theses may be submitted for examination in a temporary soft bound form such as “perfect binding” and may be printed on single or double sided A4 paper. Guidance should be sought from the PGRAs regarding the number of copies required for examination.

9.1.1. Word Count

The text of the thesis should not normally exceed the word lengths set out below. The word limits exclude ancillary data, which should be included in the appendices.

<table>
<thead>
<tr>
<th>Research Degrees by Thesis, including the Integrated Thesis format</th>
<th>MRes</th>
<th>MPhil</th>
<th>PhD and EngD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science based</td>
<td>15,000 words (approx. 75 pages)</td>
<td>20,000 words (approx. 100 pages)</td>
<td>40,000 words (approx. 200 pages)</td>
</tr>
<tr>
<td>Social Science based</td>
<td>30,000 words (approx. 150 pages)</td>
<td>40,000 words (approx. 200 pages)</td>
<td>80,000 words (approx. 400 pages)</td>
</tr>
<tr>
<td>Practice-led Research Degrees&lt;sup&gt;1&lt;/sup&gt;</td>
<td>-</td>
<td>10,000 words</td>
<td>20,000-40,000 words</td>
</tr>
<tr>
<td>Professional Doctorates&lt;sup&gt;2&lt;/sup&gt;</td>
<td>-</td>
<td>-</td>
<td>60,000 - 80,000 words (approx. 400 pages)</td>
</tr>
<tr>
<td>PhD by Publication</td>
<td>-</td>
<td>-</td>
<td>Synthesis of 15,000 - 20,000 words plus relevant publications</td>
</tr>
</tbody>
</table>

9.1.2. Language of the Thesis

The thesis must be presented in English, except with specific permission from BU. Permission to present a thesis in another language must normally be sought at the time of application to enrol and is only likely to be given if the subject matter of the thesis involves language and related studies.

9.1.3. Recommended Sequence

In a single-volume thesis, material should normally be arranged in the following sequence:

<table>
<thead>
<tr>
<th>Title and subtitle</th>
<th>The title page (of every volume) shall give the following information:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• the full title of the thesis and any subtitle</td>
</tr>
<tr>
<td></td>
<td>• the total number of volumes, if more than one, and the number of the particular volume</td>
</tr>
<tr>
<td></td>
<td>• the full name of the author</td>
</tr>
<tr>
<td></td>
<td>• the award for which the degree is submitted in partial fulfilment of its requirements</td>
</tr>
<tr>
<td></td>
<td>• that the degree is awarded by BU</td>
</tr>
<tr>
<td></td>
<td>• the name of the Collaborating Establishment, if any</td>
</tr>
<tr>
<td></td>
<td>• the month and year of submission</td>
</tr>
</tbody>
</table>

<sup>1</sup> where the thesis is accompanied by a practical element, the exegesis must be of an appropriate proportion of the submission and would normally be no less than 20,000 words or the equivalent.

<sup>2</sup> 80,000 words should be the maximum limit for the total assessed work in the doctoral programme. This will either comprise a single thesis or include the thesis and other assessments.
The title should describe the content of the thesis accurately and concisely. If necessary, a subtitle should be added to provide greater detail.

The month and year of submission which shall be updated on each occasion on which the thesis is submitted, i.e. where corrections or amendments have been made the year of submission shall be the original year of submission and where a re-submission is required this shall be the year of re-submission.

**Copyright Statement**
The following statement should be placed on a single page on the first page of the thesis:

“This copy of the thesis has been supplied on condition that anyone who consults it is understood to recognise that its copyright rests with its author and due acknowledgement must always be made of the use of any material contained in, or derived from, this thesis.”

**Abstract (on separate page)**
The abstract should follow the title page. It should be approximately 300 words and should give a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject treated. It should appear on its own as a single page and should be headed by the author’s full name and the title of the thesis.

**List of Contents**
The list of contents should follow the abstract. It should give, in sequence, with page numbers, all relevant subdivisions of the thesis including the following:
- the title of chapters, sections and sub-sections
- the list of references
- the bibliography, if present
- the list of abbreviations and other functional parts of the whole thesis
- appendices, if present
- the index, if present

If a thesis comprises more than one volume, the contents of the whole thesis should be shown in the first volume and each subsequent volume should have its own separate list of contents.

**List of Tables, Illustrations, etc.**
The lists of illustrations and tables should follow the list of contents. Illustrations should be numbered consecutively in a single sequence, generally without distinguishing between different kinds of illustration, e.g. maps, drawings and graphs. In the text, reference to illustrations should take the form ‘see Figure 20’ or ‘(Figure 20)’ and should appear near to the first reference made to them in the text.

Tables within the text should be numbered in a single sequence, separate from illustrations. Tables that were not designed by the author but are reproduced in the thesis should be numbered and treated as illustrations.

Tables in an Appendix should have a separate sequence. If there is more than one sequence of Tables, the different sequences should be identified, e.g. by using a numeral followed by a hyphen as a prefix, ‘Table 3-15’.

In the text, reference to Tables should take the form ‘see Table 15’ or ‘(Table 15)’.

**List of accompanying material**
Include if required

**Preface**
The preface should precede the acknowledgement, if both are included separately. The preface or acknowledgement should include reasons for undertaking the study as well as acknowledgement of assistance, for example, support such as scholarships and grants, consultations and discussions with supervisory team and colleagues. If there is no preface, the acknowledgement should have its own heading.

**Acknowledgement**
The author should draw attention to any material contained in the thesis that has been presented before. If the thesis is based on joint research, the nature and extent of the author’s individual contribution should be stated. The declaration should follow the acknowledgement, under a separate heading.

**Definitions**
-

**Text**
The text should be divided into chapters, sections, etc. Formatting guidelines are outlined below.

**References**
The list of references is confined to sources cited in the text and is an essential part to a thesis. References must be completed and cited using the BU Harvard style or an appropriate and recognised style used in and relevant to the specific discipline. The BU Harvard style requires: references to be listed alphabetically by author; multiple references by the same author to be listed chronologically (earliest first), and by letter (1993a, 1993b) if more than one item has been published in the same year; online sources to include a [online] within the citation where appropriate.

The BU Harvard style is available for use in the reference management tool, EndNote. Each entry should begin at the left-hand margin using single spacing but with double spaces between each entry. Any queries on referencing should be directed to your Faculty Library Team.

### Bibliography

The bibliography, if any, should follow the list of references and be in the same format. The bibliography lists, in full, the relevant works that have been read or consulted during the course of the research, but will not necessarily be an exhaustive list of all materials relevant to it.

### Appendices

Appendices may consist of material of considerable length or of lists, documents, commentaries, tables or other evidence that, if included in the main text, would interrupt its flow. Presentation including font size should be consistent with the style of the main text. Each Appendix should start on a separate page and should appear in the order that they are referred to in the text, citing wherever possible and appropriate, the source of material from which the Appendix is derived.

### Glossary

Any glossary should follow the text and appendices. Terms that require explanation should be defined in a glossary, which should include a key to any abbreviations used. For an abbreviation not in common use, the term should be given in full at the first instance followed by the abbreviation in brackets.

9.1.4. **Thesis Format**

In all theses the text should be formatted as follows:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Body of text</strong></td>
<td>Theses are normally in A4 format but the Doctoral College may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format. Any format larger than A4 may preclude the production full-size enlargements.</td>
</tr>
<tr>
<td><strong>Paper</strong></td>
<td>Paper should be of a substance within the range 70 g/m² to 100 g/m². It should be white or a colour that gives good contrast with the text, so that it is easy to read and reproduce.</td>
</tr>
<tr>
<td><strong>Margins</strong></td>
<td>To allow for binding, the margin on the binding edge of the paper should be not less than 40 mm and 20mm on all other edges. When printing double sided, mirror margins should be used with 40mm on the inside margin and 20mm on all other edges.</td>
</tr>
</tbody>
</table>
| **Character size, line length and spacing** | The font size should not be less than 10 point, with Times New Roman or Arial being the preferred font. If smaller fonts are used in notes, etc., care should be taken to avoid serious loss of legibility when copies are made.  
  Text should be right and left justified - with even spacing between words and word division at the ends of lines avoided if possible.  
  In the main text, one and a half line spacing is recommended, although double spacing may be used.  
  In notes, the space between lines at any point should be not less than the space between words. Lines that contain mathematical formulae, diacritical marks or strings of capital letters may need additional space. |
| **Paragraphs**        | Paragraphs should be set in one of the following ways:  
  - flush left with an additional line space between paragraphs, e.g. in one and a half line spacing, three line spaces between paragraphs (to be used if paragraphs are numbered)  
  - indented 5 mm to 10 mm with no additional space between paragraphs; opening paragraphs and those that follow headings are not indented. |
| **Quotations**        | As a general rule, if the quote is less than a line it may be included in the body of the text in double quotation marks. Longer quotations should be indented, single-spaced and appear in double quotation marks. |
| **Numbering**         | The pages of the thesis should be numbered in a single sequence beginning with the title page, which should be counted but not numbered and including pages that carry tables, illustrations, appendices, etc.  
  Blank pages should be avoided if possible but if used they should carry the word 'BLANK' and the page number, subject to the paragraph below.  
  The thesis may be printed on one side of the paper or on both sides. If rectos (the right-hand page of an open book) are used, only these should be numbered.  
  Chapters should be numbered from the start to the finish of the thesis, continuing across volumes if necessary. Where both sides of the paper are used, the paper must be sufficiently opaque to avoid show-through.  
  Appendices should be numbered in a separate sequence from that used for chapters. |
The components of material that cannot be bound, e.g. frames of a film should be numbered in a manner appropriate to their form; e.g. ‘microfiche frame D7’.
Illustrations should be numbered consecutively in a single sequence, generally without distinguishing between different kinds of illustration, e.g. maps, drawings and graphs.

**Tables**

If there are relatively few tables, each should appear as near as possible to the first reference to it in the text. If there are frequent references to tables, or if there are many tables, they may be collected together at the end of the text, possibly as an appendix. Each table should, if possible, appear complete on one page but should not be spaced out to fill the available space nor reduced to fit a small space. They should normally be in the same orientation as the main text. If a table is too wide for the page, the row and column information could be transposed or a large table presented as several smaller ones. The presentation of a series of tables should be consistent.
Each table should have a number and title, which should appear beneath the table e.g. “Table 4. Influence of legislation on motoring offences.”
The order of rows and columns should be selected to clarify the content and should have a label or heading. Row labels should be repeated on the right of the table, if that is helpful. Numeric tables may include summary values, e.g. in the bottom row for columns or right-hand for rows. The character size used in tables should be large enough to allow the table to be reproduced without risk to legibility. Tables consisting largely of numerals sometimes require a larger character size than the main text.

**Mathematical symbols**
PGRs should check in advance the software they are using is capable of producing any special symbols. If the software cannot produce a particular symbol, it may be added by hand in black ink.

**Collaborators**
Where a PGR’s research programme is part of a collaborative group project, the thesis must indicate clearly the PGRs individual contribution and the extent of the collaboration.

### 9.2 PRESENTATION OF THE FINAL ELECTRONIC THESIS

The first supervisor must confirm the contents of the electronic thesis are identical with the version submitted for examination, except where amendments have been made to meet the requirements of the examiners. Where corrections or amendments have been made the year of submission shall be the original year of submission and where a re-submission is required this shall be the year of re-submission.

Please note that, due to copyright restrictions, the digital copy of the final version of the thesis must not contain publishers’ versions of articles. Instead PGRs are encouraged to deposit their articles in BURO, Bournemouth University's open access repository, and provide links to the deposited articles within the thesis. PGRs should seek advice from their Faculty Librarian.

Where bound copies of the final thesis are required, PGRs should seek advice on the format and presentation from the PGRAs.
10 GUIDANCE FOR ALTERNATE FORMATS OF PHD THESIS

10.1 ALTERNATE FORMAT PHD THESIS
In line with BU’s regulations, candidates may submit for examination for the award of Doctor of Philosophy one of the following:

- a traditional chapter-based thesis
- an integrated thesis
- a practical element and supporting exegesis (appropriate for practice-led research).

The fundamental principle of each of the 3 types of submission is the same, and all candidates must follow the guidelines set out below, which includes specific guidance for candidates, supervisors and examiners of practice-led research.

10.2 INTEGRATED THESIS

10.2.1. Introduction
The integrated format thesis allows PhD candidates to incorporate one or more “papers” in the thesis.

10.2.2. Key Principles
The integrated format thesis is only available as an option to candidates enrolled on Doctoral awards, principally for the Doctor of Philosophy, but exceptionally the Professional Doctorate programmes. All aspects, apart from the thesis format, align with those arrangements already in place for the doctoral research degrees to ensure parity of academic quality and standards. Candidates are accepted for study under the normal arrangements and the doctoral research degrees supervisory, training and monitoring processes apply.

It is recognised the submission of an integrated format thesis may not be appropriate for all academic approaches and is likely to be more applicable in STEM based research degrees. However, this model aims to provide flexibility around the types and numbers of papers included in the thesis.

The integrated format thesis allows candidates to incorporate material that is in a format suitable for submission for publication in a peer-reviewed journal. Apart from the inclusion of such materials, the integrated format thesis must conform to the same regulations that govern the traditional PhD thesis.

The criteria for the award and the standard, including the volume and quality of original research, that must be achieved will also be the same as for the traditional chapter based thesis. The thesis should remain an original contribution to the field of research by the candidate, regardless of the format.

10.2.3. Academic Support
Supervision for candidates submitting an integrated format thesis will be provided in line with all doctoral candidates. In addition to the support required for their research, candidates will require support and guidance on compiling the “publications” to be submitted and writing the supporting chapters that critically appraise these.

10.2.4. Process
Any candidate wishing to submit their thesis in an integrated format should discuss the rationale with their supervisory team and make the request in writing at the point of the Major Review. The request should specify why the integrated format thesis is more appropriate for the research project and demonstrate how the candidate will take full advantage of this thesis format.

Where a candidate includes jointly-authored publications in their integrated thesis, they should declare the extent to which the publication is their own work and this should normally be certified by all authors.
concerned. That is to say, it would be expected the candidate would be the lead author, contributing at least 75% of the substantive content of the paper. This statement should be bound with the other submitted materials. The researched materials should be derived from original research undertaken after the date the candidate initially registered with the University.

Materials that can form part of the integrated format thesis may include those which are:

- published (permission may need to be sought from the publisher)
- accepted for publication
- submitted for publication
- planned for publication (prepared as manuscript)
- unpublished.

or any combination of the above as is appropriate for the discipline and individual research project.

Candidates should seek guidance from their supervisory team on what is most appropriate for their research, including, where appropriate, practice-led research. It is not the intention that every chapter of an integrated format thesis would automatically translate into a paper.

The number of papers included in the integrated format thesis may vary according to discipline but will normally be a minimum of 2 papers and up to 5 papers. Where fewer papers are included, it is expected that additional chapters will be included in the thesis to ensure the thesis, as a whole, reflects the quantity, quality and originality of research and analysis expected of a candidate submitting a standard doctoral thesis. Where a great number of papers are included, they must constitute a body of knowledge within a coherent and continuous thesis, rather than a series of disconnected publications. As such, any publications should be adapted and integrated within the structure of the thesis. Any sections of the thesis which are published or in publishable format should be clearly identified.

It is essential the integrated format thesis includes detailed and critical analysis of the work and methods used, since sections formatted for publication/dissemination may not already include this level of detail. The structure of the integrated format thesis should include, in addition to all required pages for a standard thesis submission, the following:

- A rationale for submitting the thesis in an integrated format and an account of how the thesis format has been constructed
- A written context for the research, which may incorporate chapters defining the rationale for the research, literature review, methodology and the strategy employed during the research as demonstrated in the thesis. These may include:
  o a summary of each publication submitted
  o an outline of their interrelationship, including a synthesis of the work as demonstrated by the publications as a complete coherent study; a summary of the research aims, objectives, methodology, results and conclusions covered by the submitted work; a critical reflection of the research methodology and methods
  o a critical review of the significant and original contribution the work makes to the academic field in question
  o and a demonstration of the original and independent contribution to knowledge and a rationale to prove at least equivalence to that normally demonstrated by the submission of a thesis
- A summary/conclusion drawing together the various outcomes of the work into a coherent synthesis and indicating directions for future work.

---

1 This is in line with the publications submitted to the Award of PhD by Publication
The incorporation of publication-style chapters in the thesis may lead to some duplication since each publication-style chapter may have self-contained components that might overlap with parts of the other sections of the thesis. Nevertheless, the maximum length of the integrated format doctoral thesis should not normally exceed that of the traditional chapter-based thesis.

10.2.5. Assessment
The possible outcome of the examination of an integrated format thesis will align with those in place for other research degrees. As with all research viva voce examination, examiners need to be satisfied with the PGR’s defence in the oral examination.

As with the standard chapter-based thesis, examiners should satisfy themselves the integrated format thesis meets the requirements of the doctoral degree as prescribed in the appropriate regulations and policies. The fact that a thesis contains material that has been published or accepted for publication does not guarantee that the examiners will recommend the award for which the candidate is being examined. However, although some of the content of the integrated format thesis may be, by definition, already published and in the public domain, examiners are able ask for modifications or more detailed analysis to be included in the accompanying supporting material and any unpublished papers.

10.2.6. Presentation of the Final Thesis
Please note that, due to copyright restrictions, the digital copy of the final version of the thesis must not contain publishers’ versions of articles. Instead PGRs are encouraged to deposit their articles in BURO, BU’s open access repository, and provide links to the deposited articles within the thesis. PGRs should seek advice from their Faculty Librarian.

10.3 PRACTICE-LED THESES

10.3.1. Introduction
These guidelines are for use by BU academic staff and PGRs engaged with practice-led research. Practice-led researchers make original contributions to the store of knowledge about their discipline through a rigorous investigation of practice. This research is both initiated in practice and then pursued through practice. This commitment to place practice at the centre of the design, conduct and reporting of practice-led research separates it from conventional research approaches.

BU recognises that while the outcomes of practice-led research can parallel the range of outcomes found in many different academic approaches, the presentation of those outcomes differentiate practice-led research from other approaches. As such, the outcome (or thesis) is defined as a practical element and an exegesis, which addresses, elucidates and contextualises the work, and which will be examined as an integrated whole. BU also recognises that the nature of the practice-led research may require flexibility in the approach to monitoring, progression and examination and this section sets out to clarify where and how this may differ.

This section provides those undertaking a practice-led research degree, their supervisors and examiners with information, guidance and advice. It sets out the regulations and arrangements in place for undertaking a practice-led research degree (Master or Doctor of Philosophy). In all aspects of these arrangements, where appropriate, they should align with those arrangements already in place for the other research degrees to ensure parity of standards.

10.3.2. Principles of Practice-Led Research
Practice-led research is defined by the process undertaken and not by the form of the finished element. The goal of all research is to add to the store of knowledge and understanding. Practice-led research is a proven method of inquiry in which the contribution to knowledge and understanding is embedded in practice.

There is a fundamental difference between “practice” and “practice undertaken as part of a research programme”. Most practitioners undertake research as part of their practice but this research is very often focussed on realising a specific practical goal without communicating the findings of the research to others.
In some areas of traditional research, the aim is similarly to meet a specific practical objective. The distinctive nature of practice-led research is however that the researcher's practice is fundamental to the journey of investigation with the aim of rendering significant aspects of the practice process communicable to add to humanity's shared knowledge and understanding.

The practice-led research degree must:

- define a series of research questions or problems that will be addressed in the course of the research
- define its objectives in terms of seeking to enhance knowledge and understanding relating to the questions or problems to be addressed
- specify a research context for the questions or problems to be addressed
- specify why it is important that these particular questions or problems should be addressed, what other research is being or has been conducted in this area and what particular contribution this project will make to the advancement of creativity, insights, practice, knowledge and understanding in this area
- specify the research methods for addressing and answering the research questions or problems.

In the course of the research project, how to answer the questions, or advance available knowledge and understanding of the problems must be shown. It should also explain the rationale for the chosen research methods and why they provide the most appropriate means by which to answer the research questions.

Contributions of practice-led research may include:

- the realisation of new design solutions
- aesthetic development
- new subject specific methods or techniques
- generic methodological innovation
- new understanding of practice-led processes
- new models of practice
- new theoretical development
- new critical positioning of praxis
- new knowledge that could only have been created through practice.

10.3.3. Mode of Learning

The following practice-led research degrees are awarded to PGRs who successfully complete the following approved programmes of supervised research, on a full or part-time basis, at BU:

"Practice-Led" Master of Philosophy (MPhil)
The MPhil is awarded to a PGR who, having critically investigated and evaluated an approved topic and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a practical element and accompanying exegesis, by viva voce examination, to the satisfaction of the examiners.

"Practice-Led" Doctor of Philosophy (PhD)
The PhD involves a more complex and advanced project and is awarded to a PGR who, having critically investigated and evaluated an approved topic, resulting in an independent and original contribution to knowledge and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a practical element and accompanying exegesis, by viva voce examination, to the satisfaction of the examiners.

The fundamental principle of a practice-led research degree is the same as that of other research degrees and so a PGR for a practice-led research degree must also follow this CoP. However, the nature of the practice-led research may require flexibility in the approach to monitoring, progression and examination.
The academic standards required at each level are stated in the National Qualification Descriptors for Master’s (M) Level and Doctoral (D) Level degree (set out in Appendices 4 and 5).

The eligibility criteria for enrolment on to a research degree are set out in the Standard Admissions Regulations: Research Degrees. However, a PGR for a practice-led research degree will also need to provide demonstrable knowledge and understanding, prior practice-led research or equivalent experience.

10.3.4. Academic Support

Supervision for PGRs for a practice-led PhD (or MPhil) will be provided in line with eligibility requirements for supervisors and their roles and responsibilities aligned to supervisors of conventional research degrees.

The differing needs of PGRs beginning programmes of practice-led research must also be considered. As such, it is important that supervisor/PGR relations allow time to define the specific issues raised by practice-led research in the specific area of enquiry, to establish a shared vocabulary, to identify what is invariant in practice and to initiate the PGR into the practice/research debate.

For example, in creative practice, process and method can be emergent following periods of experimentation and critical reflection and motivation for the research could have arisen around ‘an enthusiasm of practice’ rather than from a commonly recognised problem or question to be answered.

However, practice-led research can be used when it is the only way to answer a particular question/s. The framework agreed between PGR and supervisory team should not be viewed as prescriptive. It is a tool that allows supervisors to assess progress and a safeguard to ensure that material exists that will allow the thesis element and exegesis to be judged by appropriate examiners. It is expected that practitioners engaged in critical research will see goals and methodologies change, and it is important that these changes are consistently documented.

10.3.5. Process

The process for undertaking a practice-led research degree must align as far as possible with that set out for other research degrees. However, it is acknowledged that these ‘key milestones’ often impair progression for they impose the protocols of problem-led research on practice-led researchers. As such, in addition to the requirements stipulated in this CoP, PGRs developing practice-led research are also expected to provide appropriate evidence of progress with their practical element.

It is expected the initial supervisory meeting will contain discussion on appropriate methods for documenting the practice-led process sufficient to justify the award at examination. It is also expected the supervisory team and the PGR should agree a timetable for certain stages of the practical element.

The probationary review may need to address different questions than those posed for other research degrees. As such those embarking on a practice-led research degree should be advised to consider:

- the planned practice-led research project - the project planned for examination, the scope and scale of the project, when and where the research will be undertaken
- the context and rationale for the research project - indicate the ‘enthusiasms of practice’ and/or the ‘necessity for practice’ that are informing the project and outline the larger theoretical landscapes which inform the practice
- the methodology or practicalities behind the practice-led research project - account for the broad paradigms (cultural, aesthetic or philosophical frameworks) that are informing both the research and the researcher, explain the techniques and strategies of practice used to document research
- any collaboration - explain what IP and copyright arrangements are in place, representing and reporting knowledge claims – balancing the practice-led output with the exegesis
- the costing of the practice-led research project - provide an approximate budget for the project, account for any external funding which has been secured, clearly state any university resources which will be required and state if they have been approved and allocated
• a timeline for completion of the project – including the research, production of practical element, production of exegesis, final seminar and the project event (if relevant) which will require examiners to attend.

The PGR should undertake a contextual review which includes the literature but also influential practitioners, periods and works. This may not come early in the process. Materials and methods are likely to arise from the ‘techniques and strategies of practice’ and will be used to document the research.

For PGRs wishing to submit for a practice-led PhD, the process and outcome of the Major Review should parallel that of other research degrees. As with the Probationary Review, the Major Review for PGRs undertaking a practice-led PhD may need to address additional areas such as:

• further analysis and discussion of the areas identified at the Probationary Review stage
• details, and good quality documentation, of the practice-led research events (e.g. prototypes, practical development intensives, sketches, models, designs) undertaken in the first year of study
• explanation of how these events have informed the emerging examination project
• an outline of the postgraduate researcher’s participation in other scholarly activities
• plans for the thesis (practical element and exegesis) to be submitted for examination, including the weighting between the two
• an account of the purpose of the exegesis and an explanation of how the practice-led outcome and the exegesis are connected.

10.3.6. The Full Submission

“Students may undertake a programme of research in which their own creative work forms, as a point of origin or reference, a significant part of the intellectual enquiry. In such cases, the ‘thesis’ is understood to mean the totality of the work submitted for the degree, which will include the creative work itself (or its adequate documentation) and a written text. Such creative work may be in any field within the competence of the staff, and commensurate with the mission statement, of the University.”

(University of Arts)

The full submission for the practice-led MPhil or PhD should include the practical element and a supporting exegesis. Together, the practical element and exegesis should be of a standard equivalent to that of a conventional PhD (or MPhil) in the relevant academic area. A full appreciation of the originality of the work and its contribution to new knowledge should only be possible through reference to both.

The exegesis should set the practice in context and should evaluate the contribution that the research makes to the advancement of the research area. The exegesis must be of an appropriate proportion of the submission and would normally be no less than 20,000 words or the equivalent.

As with a conventional research degree thesis, the full submission should be submitted in accordance with the Section 9. For a practice-led research degree, this must include:

• the practical element (including a permanent record) possibly, but not limited to, an artefact, performance or exhibition, which must have been undertaken as part of the research programme
• appropriate good quality documentation of both the practical process and the finished element.

Outputs for practice-led research may take any number of forms, may be ephemeral and may depend heavily on unpredictable audience interaction. Research has been evidenced, for example, through outputs on permanent public display, community schemes, temporary exhibitions, performances and forms that are experienced by the public and are then published, critiqued and publicised through various media. However, though the practical element of the thesis may be temporary or transitory in nature, good quality documentation of the completed practical element must be included in the submission. This documentation should be appropriate to the nature of the practical element and the form, quantity and quality should have been discussed and agreed with supervisors at appropriate times in the research degree journey. The body of original work shall be documented together with any necessary textual material, including labels or notes of
explanation written in English. The documentation must be in permanent form and shall be to a standard whereby a future researcher may recognise the new knowledge represented or embodied within the portfolio, as determined by the examiners.

10.3.7. Assessment
Assessment of a practice-led research degree should align with the same standard as those that operate for other research degrees.

Appointment of examiners must meet the standard eligibility requirements and will be approved following the same procedure. In addition, the examining team of a practice-led research degree should normally have prior experience of similar works and may also include an active practitioner or professional who is not an academic.

The role of the examiners must follow the standard guidance. As with other research degrees, the assessed work should demonstrate an independent and original contribution to knowledge and an understanding of relevant research methods. The purpose of the practical element is to provide a coherent demonstration that the PGR has achieved the intentions of the research program and in doing so has made a substantial original contribution to the discipline.

In the case of the practice-led research degree, the new knowledge is represented or embodied within the practical work and its accompanying exegesis. The assessment will include independent examination of the “thesis” followed by a *viva voce* examination.

The requirement for comparability of standards presents different challenges to the examiners and in the case of the practice-led research degree the examiners’ main tasks are to ensure that the work has the following attributes:

- it represents the PGR’s ownership of the work and provides an appreciation of the state of knowledge within the PGR’s research area
- it demonstrates a professional level of familiarity with and understanding of contemporary work in the field
- it demonstrates a sufficiently comprehensive investigation of the form and practical content
- the methods and techniques applied in the execution of the work are appropriate to the subject matter and are original and/or effective
- it evaluates the appropriateness of the methods employed in the research and the correctness of their application
- the practical work is presented in a sufficiently professional manner
- the practical work demonstrates a sufficiently high standard of literary, visual, digital, musical or performance literacy and quality
- the research question(s) has/have been identified and tested through the practical work
- the documentation of the work (including catalogue/programme material where appropriate) is sufficiently thorough and is of a standard that will ensure the work provides a reference for subsequent researchers
- the practical work and the dissertation together constitute a substantive original contribution to knowledge in the subject-area with which it deals
- there is an appropriate and substantiated interface between the practical work and the exegesis.

10.3.8. Outcomes of the Viva Voce Examination
The outcome of the examination of a practice-led research degree will align with those in place for other research degrees. However, examiners are advised they may ask for practical elements to be represented or re dokumented if they do not meet the set criteria. In addition, the examiners are able to ask for modifications to the accompanying exegesis. As with all research degree *viva voce* examinations, examiners need to be satisfied with the PGR’s defence.
11 ADDITIONAL GUIDANCE FOR NON-STANDARD RESEARCH DEGREES

11.1 INTRODUCTION
BU offers a portfolio of research degrees, which generally follow the policies and procedures set out in this CoP. This section sets out the additional guidance for research degrees which deviate from this CoP, including:

- Professional Doctorates are research degrees where the focus of the research is commonly set within a professional practice setting. These may follow bespoke processes and procedures which are identified in a Programme Specification Handbook. Formal taught elements and/or significant cohort/group activities may be included. BU currently offers the following Professional Doctorates:
  - Doctor of Education Creative and Media
  - Doctor of Engineering Digital Media and Doctor of Professional Practice Digital Media –
  - Doctor of Professional Practice Health & Social Care
- Doctor of Philosophy (PhD) by Publication.

11.2 DOCTOR OF EDUCATION CREATIVE AND MEDIA (EdD)
11.2.1. Background
The Doctor of Education Creative and Media (EdD) programme is a unique part-time blended learning route of doctoral study designed specifically for working teachers of media and creative subjects in schools, colleges and Higher Education. The programme would also be of benefit to those teachers not necessarily involved in the delivery of creative or media teaching, but who have an interest in researching how media and digital technologies impact on teaching and learning.

This doctorate sits within the Centre for Excellence in Media Practice (CEMP) in the Faculty of Media & Communication. Doctoral students all receive individual supervision by active researchers in the field of creative and media education, and the programme is delivered online and supported by two physical two-day conferences a year and a one-day virtual conference.

The EdD programme is structured into two phases of study, a two year taught phase and a two to four year supervised phase, which build toward a c. 60-80,000 word thesis, the submission of which is followed by a viva voce examination. The Doctor of Education Creative and Media (EdD) at BU would normally take between four and six years part-time to complete.

11.2.2. Other Related Documents
Those registered on the EdD should also refer to the Doctor of Education Creative and Media Specification and Handbook for additional information.

11.3 DOCTOR OF ENGINEERING DIGITAL MEDIA (ENGD) AND DOCTOR OF PROFESSIONAL PRACTICE DIGITAL MEDIA (DPROF)
11.3.1. Background
The Doctor of Engineering Digital Media (EngD) and Doctor of Professional Practice Digital Media (DProf) are collaborative programmes enabling industry-focused research and development work to take place in an industrial context. The programme embeds a PGR within a company to work on research problems of immediate industry relevance under real-world constraints. The programme operates across animation, VFX, games, simulation and other UK industry sectors including manufacturing and healthcare that utilise digital visualisation technologies.
These doctorates are outputs of the Centre for Digital Entertainment (CDE), which sits within the Faculty of Media & Communication. The CDE is a Centre for Doctoral Training funded by the Engineering and Physical Sciences Research Council and delivered in conjunction with the University of Bath.

Doctoral students are supported by an academic and industrial supervisory team and a team of CDE staff. The programme is four years full-time. The EngD provides a route for students whose research is primarily technical; the DProf is aimed at students engaged in creative research. Both routes comprise the production of a portfolio thesis defended by viva voce examination.

11.3.2. Related Documents
Those registered on the EngD and DProf must also refer to the BU EngD and DProf in Digital Media Programme Specification for detailed information on all aspects of these research degrees. A summary of the programme specification is available in the BU CDE handbook.

11.4 DOCTOR OF PROFESSIONAL PRACTICE HEALTH & SOCIAL CARE (DPROF)
11.4.1. Background
The Faculty of Health & Social Sciences aims to help to make peoples' lives better through excellence in education, practice development and research. By imbedding values of humanisation into our courses and research our graduates have the theoretical knowledge, skills and compassion to support individuals in challenging life situations.

The Doctor of Professional Practice Health and Social Care (DProf) is a journey of personal and professional development which enables individuals to use their experience and knowledge from practice to inform their study. The focus of the DProf study is likely to come from personal experience and the desire to explore or understand an aspect further in order to develop care or services.

The DProf course incorporates the four interlinked elements of literature review, research, practice development and personal narrative. Independent learning will be supported by a number of facilitated days a year which involved group learning and support, topic sessions plus research and practice development supervision.

Progression and assessment / examination are reviewed in line with DProf guidance and this CoP.

11.4.2. Other Related Documents
Those registered on the Doctor of Professional Practice Health and Social Care (DProf) should refer to the programme handbook in addition to this CoP for information.

11.5 PHD BY PUBLICATION
11.5.1. Scope and Purpose
This guide has been compiled to provide members of staff at BU with information, guidance and advice on the PhD by Publication. It also sets out the regulations and arrangements in place for the PhD by Publication. It is the intention in all aspects of these arrangements that, where appropriate, the procedures relating to the PhD by Publication mirror those already in place for the 'traditional' PhD at BU, so ensuring equivalence of standards. As such, this guide should be used to supplement the information provided in other Sections of this CoP.

Members of staff registered on a PhD by Publication are required to operate in accordance with the relevant University policies and procedures.

11.5.2. Definitions
The definition of the award of PhD by Publication is provided in 2A Awards of the University: Policy.
The standard of the Doctor of Philosophy (PhD) by Publication is that expected of a graduate who has satisfactorily evidenced, through the presentation of publications and/or other practical elements, the critical investigation and evaluation of an approved topic(s) and who has demonstrated an understanding of research methods appropriate to the chosen field resulting in an independent and original contribution to knowledge, and has presented and defended a thesis incorporating publications and/or practical elements, by oral examination, to the satisfaction of the examiners.

The purpose of the award is to enable the degree of PhD to be awarded to PGRs on the basis of their original contribution to knowledge and scholarship as manifested in published works. As such, it enables formal recognition of established researchers and/or academics who have a substantial reputation in their fields on the basis of their record of academic work and for whom enrolment on a PhD programme would be inappropriate.

11.5.3. Eligibility Criteria
The eligibility criteria for enrolment on to a PhD by Publication are as follows:

- A first or second class (2.1) UK Bachelor’s degree or overseas equivalent or in a discipline which is appropriate to the proposed research or a UK Master’s degree or overseas equivalent in a discipline which is appropriate to the proposed research, awarded, normally, not less than five years before the date of application
- The applicant must be a member of BU staff, normally, of not less than two years’ standing, or a graduate of BU, with a first class honours or higher degree awarded, normally not less than 5 years before the date of application.

If a PGR meets the above criteria and wishes to enrol for a PhD by Publication, they should have an initial discussion with their DDRPP who must support their enrolment and who will appoint an appropriate advisor.

The prima facie stage will provide a ‘pre-admission’ element to the PhD by Publication. The maximum period of enrolment following the prima facie stage is 12 months although it expected that many PGRs will be able to submit after 6 months.

Should a PGR registered for a PhD by Publication leave BU before submission, they will continue to receive appropriate support but they will be liable for payment of fees.

11.5.4. Academic Support
PGRs for a PhD by Publication will require support and guidance on compiling the publications or other creative/performance works to be submitted and writing the supporting document that critically appraises these. As such, all staff registering for a PhD by Publication will be allocated an advisor by their DDRPP.

The appointed advisor will be a member of staff who is experienced in the supervision of doctoral research. Where it is not possible to appoint an experienced advisor within the University, who is an expert in the relevant field, an external advisor may be appointed. In such a situation, an internal ‘first’ advisor will be appointed from the general subject area.

The role of the advisor will be to:

- guide the PGR in the selection, coherence and quality of publications for inclusion in the submission
- guide the PGR as to whether further publications are needed
- support and advise on the development of the critical supporting document
- provide support and advice to the PGR on preparation for the viva voce examination.

11.5.5. The Prima Facie Stage
PGRs for a PhD by Publication will be required to submit an initial prima facie stage prior to formal enrolment on the programme on the PhD by Publication – Prima Facie Case form, available from the PGRA.
The objective of this is to enable a preliminary judgement to be made as to the quality and coherence of the publications or other creative/performance works to be submitted for assessment, and consequently the likelihood of a submission which will meet the criteria for an award.

Following the initial discussion with the DDRPP, and with the guidance of their advisor, PGRs should make a prima facie case for submission to the FRDC. The prima facie case should demonstrate that there is a sound basis for proceeding to a formal examination of the PhD by Publication and should include:

- a detailed list of the publications or other creative/performance works on which the application is based and which will be submitted in the final body of work
- a critical summary, of approximately 500 words, of the contribution to knowledge represented by the published or other creative/performance works establishing how the works constitute a coherent study. It should also indicate the methodology adopted in the research.

The prima facie stage should be sent to the FRDC for support and if it is recommended that the applicants be eligible for admission to a PhD by Publication, the documentation, including details of nominated advisor, should be forwarded to the Doctoral College for ratification. The applicant will be required to complete the application process via the online application portal, myHub.

Applicants who do not pass the prima facie stage will have the right of appeal and should do so, in writing to their DDRPP within 10 working days of receiving this decision.

11.5.6. Nature and Quantity of Publications or Creative/Performance Works

Any submission for a PhD by Publication will involve a coherent body of publications or other creative/performance work, with appropriate currency. These publications must not have been used in the submission for another research degree.

For the purpose of this award, the publications will normally be in the form of written text - articles in peer-reviewed journals, books (or chapters therein) or conference papers. Other forms of creative work may be submitted where they are considered equivalent to peer-reviewed articles. These may include original works of art, productions, exhibitions or designs appropriate to the PGR’s discipline or medium, presented as a durable, visual record.

Whatever form the published work takes it is necessary that it should, at the very least, have been accessible within the public domain and have undergone a refereed or substantive peer review process. It will also be possible to include some publications which are in press or which have been accepted for publication. Where a PGR includes jointly-authored publications in their submission, they should declare the extent to which the publication is their work and this should normally be certified by all authors concerned. This statement should be bound with the other submitted materials. Publications of any form should normally have been published within the 10 years previous to the date of submission, although the accompanying synthesis can be used to explain the choice of additional publications.

It is not possible to quantify the number of publications or define the amount of creative/performance works, as this is specific to each PGR, their area of research interest and the types of publications submitted. The PGR must explain their choice of publications in the accompanying synthesis.

11.5.7. Full Submission, including Supporting Synthesis

The full submission for the PhD by Publication should include a series of publications or other creative/performance works and a supporting and overarching synthesis, which draws the publications together and critically appraises them. The publications and the supporting synthesis should be of a standard equivalent to that of a ‘traditional’ PhD in the relevant academic area and should demonstrate the PGR’s original contribution to knowledge.

The synthesis, of c. 15,000-20,000 words, should set the published work in the context of existing literature and should evaluate the contribution that the research in the submitted publications makes to the
advancement of the research area. It should stress the coherence of these publications, linking them to the methodology adopted. The synthesis needs to include sufficient evidence to help the Examiners and readers establish why the publications or creative works meet the requirements for a PhD by Publication. As with thesis submissions for a ‘traditional’ PhD, the overarching document and the relevant publications may be submitted in the format outlined in Section 9.

11.5.8. Assessment
Assessment of a PhD by Publication should reflect the same standard as those that operate for ‘traditional’ PhDs as set out in Section 8. This assessment will include a viva voce examination, and in-line with the regulations in place for a member of staff undertaking a traditional PhD, the examination team must comprise at least two examiners, both of whom must be external – one additional internal examiner may also be present. In both instances, the external examiner must have examined at least once at doctoral level and normally have experience of assessing PGRs for a PhD by Publication. An independent chair of the viva voce examination will also be appointed by the FRDC, in order to safeguard the PGR’s interests, ensure that the regulations and procedures are followed and produce a permanent record of the proceedings.

The requirement for comparability of standards presents different challenges to the examiners and in the case of the PhD by Publication, the examiners’ main tasks are:

- to assess the contribution to knowledge represented by the publications and made apparent in the synthesis
- to evaluate the quality of the PGR’s cited published work
- to establish the coherence between the publications
- to evaluate the appropriateness of the methods employed in the research and the correctness of their application
- to place the publications within the time frame and facilities within which the publications were made
- to establish the PGR’s ownership of the published work and appreciation of the state of knowledge within the PGR’s research area
- to assess the PGR’s contribution to the various phases of the research embodied in joint or multi-authored works
- to assess the PGRs understanding of their contribution as evidence through their defence.

11.5.9. Outcomes of the Viva Voce Examination
The outcome of the examination of a PhD by Publication should reflect those in place for ‘traditional’ PhDs. The publications/creative work is, by definition, already published and in the public domain, therefore examiners are only able to ask for modifications to the accompanying synthesis. As with all research degree viva voce examinations, examiners need to be satisfied with the PGR’s defence. As such, the recommendations available to the examiners are set out in Section 8.7.

11.5.10. Fees
Full-time members of BU staff will receive a full fee-waiver when undertaking a PhD by Publication subject to Faculty approval. Should the staff member leave BU before submission, they will be liable for payment of fees.
Employment of Postgraduate Researchers (PGRs) for Teaching or Demonstrating Duties - Guidelines

1 SCOPE AND PURPOSE

1.1 These guidelines are for use by BU academic staff and postgraduate research students (PGRs).

1.2 The guidelines are to be used in relation to the employment of all PGRs for teaching or demonstrating duties. They seek to establish good practice for the recruitment, appointment, training and monitoring of PGRs in teaching or related activities.

1.3 Employment in teaching or demonstrating provides excellent opportunities for PGRs to gain valuable academic and technical experience and develop their transferable skills. It also ensures that cutting edge research informs teaching and provides an opportunity for PGRs to share their specialist knowledge. Research Councils and the National Postgraduate Committee recommend teaching experience for PGRs provided that it is subject to reasonable limits on workload.

1.4 BU recognises that it carries a duty towards PGRs to ensure successful and timely completion of their research degree, and certainly within the maximum period allowed. BU also recognises that it has a duty towards the UG and PG taught students being taught to ensure that a high standard of teaching and learning is maintained.

2 LINKS TO OTHER BU DOCUMENTS

2.1 The policies, procedures and regulations for all research degree activity are set out in the BU Code of Practice for Research Degrees (CoP).

3 REFERENCES AND FURTHER INFORMATION

3.1 These guidelines have been compiled by the Doctoral College in consultation with Faculties, Academic Quality (AQ) and Academic Standards & Education Committee (ASEC). It also draws upon similar arrangements in place at other UK HEIs.

3.2 Further information about the employment of PGRs in teaching and demonstrating duties in relation to their programme of research can be found in the CoP.

3.3 PGRs engaged in teaching activities are required to operate in accordance with the relevant University policies and procedures including the appropriate:
   i) Academic policies and regulations
   ii) Assessment regulations.

3.4 They should also be referred to the following relating to their teaching duties on each course or module:
   i) the course documentation
3.5 In relation to the employment, they should also be made aware of the Terms and Conditions of part-time hourly paid academic staff.

4 MANAGEMENT OF PGRS

4.1 To ensure coherency and consistency in the employment of PGRs and implementation of good practice outlined in these guidance notes, each Faculty should have a nominated person with responsibility for overseeing PGR teaching activity.

4.2 They will be responsible for the:

i) oversight and management of the recruitment, training and monitoring of PGRs
ii) allocation of their teaching duties
iii) allocation of experienced mentors
iv) monitoring of their suitability to teach and identification of further training needs.

4.3 This oversight within Faculties will improve the ability to monitor and regulate PGR teaching activity, and ensure appropriate consistency in practice across BU.

5 RECRUITMENT AND APPOINTMENT

5.1 These guidelines cover the employment of full-time PGRs and it applies only to those individuals whose primary relationship with the University is as a postgraduate research student. The University is committed to a policy of equal opportunity with respect to employment, and this applies to the recruitment and appointment of PGRs for teaching activities.

5.2 Processes adopted by Faculties for the appointment of teaching activities must be transparent, impartial and readily available to PGRs. PGRs who wish to be considered for teaching opportunities shall be recruited by a selection process which shall normally include an interview.

5.3 Opportunities to undertake teaching activities must be distributed fairly with regard to the qualifications, experience and ability of each individual. However the principal issue is to maintain a high quality of teaching or demonstrating to the receiving PGT and UG students.

5.4 The scope for such opportunities varies between Faculties and PGRs should not presume that teaching activities opportunities will always be available. All eligible PGRs should be given an opportunity to express their interest in undertaking such activities, which should be on a voluntary basis, and PGRs should not feel pressurised into taking unwanted commitments.

6 TRAINING

6.1 BU requires that all PGRs, who undertake teaching and or assessment activities, receive training and guidance on their responsibilities, prior to commencing teaching or assessing.

6.2 As such, all PGRs are required to successfully complete the 3-day Introduction to Education Practice for Postgraduate Researchers course, run centrally by the Centre for Excellence in Learning. The course provides participants with knowledge of how students learn, assessment issues, planning learning and the role of technology, which should be applied to proposed teaching activities.
However, PGRs would not be expected to undertake the full PG Cert Education Practice until they have at least submitted or completed their Doctorate.

In addition, Faculties will be required to provide PGRs with any additional subject specific training required to carry out teaching duties.

Where not already the case, Faculties should formalise induction support to PGRs and include them in their peer observation and mentoring schemes. All PGRs are required to undergo observation by the mentor or nominated teaching coordinator (see Section 4) at least twice a year, preferably in different kinds of teaching activities. This will help ensure that they all are provided with support opportunities to help them undertake their roles throughout their employment. In addition, regular monitoring would enable appropriate action to be taken should any concerns with the quality of their teaching / demonstrating be raised by colleagues or students.

However, it is recommended the first period of teaching will be regarded as a probationary period. Where a PGR’s teaching performance proves less than satisfactory during this initial period, which, in the judgment of their mentor, cannot be improved upon by further training, the PGR will not be allocated any further teaching activities.

**TEACHING DUTIES**

It is the responsibility of Faculties, through their Deans, Deputy Deans and programme leaders, to provide clear and comprehensive information to enable PGRs to carry out their responsibilities successfully. This may include information about:

i) the course taught and any specific module, administrative or health and safety requirements
ii) office hours
iii) preparation and marking time
iv) moderation of marking
v) information about the responsibilities of academic and support staff at the same level (e.g. access to staff IT facilities)
vi) support from experienced academic staff in the delivery of teaching, including engagement with UG students (and its associated responsibilities).

Furthermore, there should be limitations to the responsibilities allocated to PGRs:

i) PGRs may assist in the delivery of modules but shall not be given responsibility for the organisation or management of any module or its assessment
ii) PGRs should NOT simply be given a title of a lecture or seminar or series of lectures / seminars and be expected to prepare the material from scratch. For each class the PGR is teaching, it is the responsibility of the unit leader to provide them with the basic content required, which they may then modify or add to as appropriate
iii) Any marking or other formal assessments undertaken by the PGR should be monitored by an experienced member of staff
iv) PGRs should not be appointed members of formal Examining Boards.

Finally, Faculties should remember the PGRs’ involvement in any aspects of the management or decision-making processes within a Faculty relates to their status as Postgraduate research students. They are not to be regarded as part-time members of staff.

In line with Research Council guidelines, full-time PGRs are limited to working 6 hours per week (including preparation, class contact and marking).
8.2 It is understood that in certain circumstances, a flexible approach, based on the principle of an average of 6 hours per week, may need to be taken. However, any hours of work must be agreed with the supervisory team before being undertaken. The situation must also be closely monitored to ensure it has no adverse effect on the PGR’s research.

8.3 PGRs should also note that some sponsoring bodies may impose a lower limit for paid activities and PGRs will be required to observe the limits imposed by their funders.

8.4 In addition, some PGRs may be subject to visa requirements before engaging with teaching activities – any queries related to visa issues should be directed to askBU.

9 REMUNERATION

9.1 PGRs employed by Faculties must be paid the appropriate rate - the University has approved rates of pay for part-time hourly paid staff.

9.2 PGRs undertaking teaching activities should be provided with a clear statement of the activities for which they will be employed and the rate of remuneration, with which they will be requested to agree, prior to commencing those activities.
12.2 APPENDIX 2: MONITORING OF PGR ATTENDANCE TO FULFIL UKVI REQUIREMENTS

Throughout the duration of a PGR’s enrolment, BU is required to ensure PGRs remain in regular contact with the University – their supervisory team, PGRAs, and the Doctoral College. This contact must be recorded and auditable – and on the whole is covered by the major progression milestones. This is particularly important for overseas students whose residence status in the UK is based on them being enrolled as a full-time student in the UK, and as such BU is legally obliged to inform the UK Visas & Immigration (UKVI) should there be any lapse in attendance.

The key monitoring points for full-time PGRs would normally be as least six engagements per year as follows (Bold - formal monitoring points; bold italic – expected milestones; standard font – other engagement):

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supervisory Meeting</td>
<td>13</td>
<td>Re-enrolment</td>
<td>25</td>
</tr>
<tr>
<td>2</td>
<td>14</td>
<td>26</td>
<td>38</td>
<td>50</td>
</tr>
<tr>
<td>3</td>
<td>Supervisory Meeting</td>
<td>15</td>
<td>Supervisory Meeting</td>
<td>37</td>
</tr>
<tr>
<td>4</td>
<td>Probationary Review</td>
<td>16</td>
<td>38</td>
<td>Supervisory Meeting</td>
</tr>
<tr>
<td>5</td>
<td>17</td>
<td>Supervisory Meeting</td>
<td>39</td>
<td>41</td>
</tr>
<tr>
<td>6</td>
<td>Supervisory Meeting</td>
<td>18</td>
<td>Major Review</td>
<td>30</td>
</tr>
<tr>
<td>7</td>
<td>19</td>
<td>31</td>
<td>Supervisory Meeting</td>
<td>43</td>
</tr>
<tr>
<td>8</td>
<td>20</td>
<td>32</td>
<td>44</td>
<td>56</td>
</tr>
<tr>
<td>9</td>
<td>Supervisory Meeting</td>
<td>21</td>
<td>Supervisory Meeting</td>
<td>33</td>
</tr>
<tr>
<td>10</td>
<td>22</td>
<td>34</td>
<td>46</td>
<td>58</td>
</tr>
<tr>
<td>11</td>
<td>23</td>
<td>35</td>
<td>Submission</td>
<td>47</td>
</tr>
</tbody>
</table>

Should the student fail to engage as expected, the follow steps should be taken:

- informal attempts to make email / telephone contact by supervisory team / PGRAs and resolve situation at an early stage (response required from the PGR within 10 working days)
- first formal letter to request contact be made by the PGR detailing reason for lack of contact (response required from the PGR within 10 working days)
- second formal letter to further request contact be made by the PGR (response required from the PGR within 10 working days)
- third formal letter to inform that steps will be taken to withdraw the PGR within 5 working days.

Failure on the part of the PGR to respond to the third letter will trigger the withdrawal procedure.

The PGR is entitled to appeal against this decision and must do so in writing to the Education Service Manager within their Faculty within 10 days of the final notification. Where there are visa implications, BU’s Immigration Compliance Manager should be informed as soon as possible.
G UIDANCE FOR SUPERVISORS & EXAMINERS OF PGRS WITH DISABILITIES

1. SCOPE AND PURPOSE

1.1 This guidance document is for BU (BU) supervisors and examiners of Postgraduate Research students (PGRs) with disabilities. It is also appropriate for Postgraduate Research Administrators (PGRAs).

1.2 This guidance relates to all PGRs including members of BU staff undertaking a research degree at BU who have a declared diagnosed disability, described in the Equality Act 2010 Section 6 as a physical or neurological impairment that has a substantial and long-term impact on daily working, studying or activities. NB All diagnosed disabilities must be evidenced either by an Educational Psychologist, Consultant Medical Practitioner or Psychiatrist. When prospective or current PGRs register with ALS, any evidence presented will be scrutinised to ensure it is appropriate. However, it should be noted that it is the impact of a condition on learning and assessment for which reasonable adjustments are given.

1.3 The guidance summarises the collective responsibilities of BU supervisors and PGRAs in supporting PGRs with a disability. It is intended to support the supervisors in their discussions with PGRs when considering specific adjustments to the research process throughout the research degree journey.

1.4 It is also intended to provide guidance for examiners or chairs when considering adjustments to the assessment of a thesis and viva voce examination.

1.5 The term ‘disabled’ is an umbrella term and includes: sensory, physical or medical impairments, specific learning differences, autistic spectrum conditions and mental health difficulties. Temporary injury, temporary incapacity and pregnancy are also included in this document as BU has a legal duty to support staff and students with temporary conditions as well as permanent ones. Temporary conditions are not usually considered as disabilities; however, it is still important that the impact of a temporary condition is considered.

1.6 Under the Equality Act 2010, BU has a legal duty to offer reasonable adjustments to disabled staff, students and visitors who work, study or are visiting any University premises. Please note: the Equality Act does not require that adjustments be made that would compromise academic standards and appropriate core competencies. Reasonable adjustments enable a PGR student with disabilities to participate in research training on the same basis as a PGR student without a disability. The underlying philosophy is inclusion; adjustments should level the playing field so that PGR students with a disability are included. However, too many adjustments can lead to an exclusive practice, which is not inclusive for PGR students without a disability and offers an unfair advantage. Adjustments should be mutually agreed through discussion with individual PGR students, who are the best people to know about and explain the impacts of their disability. Adjustments can be considered reasonable if they are based on the following:

- Documented evidence
- The most integrated experience possible
- Not compromising the essential academic requirements
- Not posing a threat to personal or public safety
- Not imposing an undue financial or administrative burden
1.7 Core competences of a qualification do not require adjustments, however, the assessment of them does. Supervisors and PGRAs need to be aware that where BU does not comply with the duty to make reasonable adjustments, it will be committing an act of unlawful discrimination. A PGR with a disability may have grounds for litigation based on this.

1.8 General adjustments will remove barriers for all PGR students with a disability and may even support PGR students without a disability. In supporting BU2025, embedding these routinely as inclusive practices will eliminate the need for further considerations. There will always be additional individual adjustments that are appropriate for specific disabilities and the Equality Act 2010 makes a provision to positively discriminate against those who are not disabled in certain circumstances.

1.9 This document provides information for the supervisors, PGRAs and examiners to:
- Raise awareness of the disclosure process
- Signpost to appropriate information to assist in supporting PGRs
- Assist in correctly advising PGRs who require reasonable adjustments to successfully undertake their research degree
- Provide guidance for reasonable adjustments during the examination process

2. **KEY RESPONSIBILITIES**

2.1 **Supervisors** are responsible for leading discussions with the PGRs to consider reasonable adjustments to the research training throughout the research degree journey so that appropriate support can be mutually agreed.

Supervisors should discuss the issues with the PGR and also signpost the PGRs to ALS if they are not already registered. ALS can not only provide non-subject specific, disability-based learning support but also advise on potential funding.

Supervisors should note that the Student Support and Engagement Co-ordinators based in each Faculty can support PGRs if they have wellbeing issues; and Student Wellbeing based in Talbot House can also be a useful point of contact for any external mental health services provided by Dorset Healthcare Trust.

Supervisors are the key contact for PGRs, so they need to understand disability duties under the Equality Act 2010. As part of supervisory training, the impacts of varying disabilities on learning and assessment will be available. It is also important to understand about what is reasonable around academic standards and concerns.

It is advisable that any PGRs who are also members of BU staff, should meet with their line manager or Head of Department as they may need to be included in the discussions around reasonable adjustment. The Employment Act guidelines are the same as those in the Equality Act in respect of agreement being reached as to what constitutes ‘reasonable’.

2.2 **Postgraduate Research Administrators (PGRA)** are responsible for disseminating information from ALS about the PGR’s disability and impacts. This information will be online via SITS. PGRAs are responsible for informing the relevant examiner about any agreed adjustments and the impacts of a disclosed disability.

2.3 **Examiners** are responsible for considering the individual disability impact when independently assessing a Thesis and when conducting a *viva voce* examination.

2.4 **PGRs** are individually responsible for ensuring that disclosure is made. There is no legal requirement to disclose a disability but **if no disclosure is made then adjustments cannot be considered**. PGRs with a disability and who do not disclose are putting themselves at considerable disadvantage.
2.5 **The Doctoral College** is responsible for working collaboratively with ALS to ensure that the guidance in this document remains current with respect to the appropriate legislation.

2.6 **Additional Learning Support (ALS)** is responsible for working with PGRs, supervisors, and where appropriate examiners, to verify evidence of a disability and advise on reasonable adjustments. ALS is also responsible for providing appropriate 1:1 specialist study skills support to a particular PGR.

3. **LINKS TO OTHER BU DOCUMENTS**

3.1 Other documents with direct relevance to this one are:
- *Code of Practice for Academic Quality Standards*
- *Disability Impact and Reasonable Adjustment Guidelines for Staff*
- *Guidance for Working with Deaf or Hard of Hearing Students*
- *Guidance for Working with Visually Impaired Students*
- *Guidelines for Designing PowerPoint Slides for Diverse Learners*
- *Online Course Delivery Guidelines on Reasonable Adjustments*
- *Temporary Injuries and Pregnancy Guidelines.*

**Guidance**

4. **DISCLOSURE**

4.1 Supervisors and PGRAs should be aware of the disclosure process and be able to advise PGRs who require reasonable adjustments to undertake their research degrees.

4.2 PGRs would normally make a disclosure as part of the application procedures and adjustments can be explored as part of the interview process. However, in some circumstances, a PGR may receive a diagnosis after enrolment, in which case adjustments would need to be explored at this point.

4.3 Registering with ALS would constitute disclosure. The ALS registration process will inform the PGRAs in the first instance who should then disseminate to the relevant staff so that discussions on adjustments can begin straight away.

5. **SUPERVISORS’ RESPONSIBILITIES**

5.1 When a PGR makes a disclosure, either pre- or post-enrolment, supervisors are required to discuss any adjustments with the PGR in regard to the reasonableness of them for learning and assessment throughout the research degree journey; also to consider any presentations that the PGR is likely to make and to agree any appropriate actions between the PGR, supervisor and Faculty, on a case by case basis. These adjustments will be different per PGR as they are individualized. Agreements from these discussions should be formally recorded and the following carried out:

- Signpost to ALS support if not already being accessed
- Signpost to ALS for funding information: Disabled Students’ Allowances or Access to Work
- Signpost to Student Wellbeing if appropriate
- Signpost to the Faculty Student Support and Engagement Co-ordinator if appropriate
- Arrange for accessibility to be checked via ALS (physical environment, resources, assistive technology or personal emergency evacuation plan - PEEP)
- If there is an ALS Mentor supporting a complex sensory or physically impaired PGR, ensure they are part of any discussions on adjustments so that all agreements are transparent and clarified from the beginning and if appropriate, the Mentor can translate or otherwise ensure the PGR understands completely
• Contact the relevant examiner at the appropriate time to appraise of any adjustments being made and give an overview of any anticipated behaviours that could occur during the viva voce examination. NB ALS staff can be brought into these discussions if required.

5.2 There is an anticipatory duty to provide adjustments which should include planning ahead and taking a strategic approach to addressing any barriers that could potentially impede progression. PGRs must be fully aware of key processes and expectations and not be unduly affected by unplanned events that would be detrimental to their progression.

5.3 Supervisors will need to review the proposed research project to ensure total transparency about the requirements of the research. The PGR must fully understand the need to fulfil the academic requirements of their area of study regardless of any disability.

5.4 Supervisors will need to ensure that the PGR is fully aware of the requirements of the processes for each of the key progression milestones, as set out in Code of Practice for Research Degrees, towards the final viva voce examination.

5.5 It is important that, where appropriate, supervisors attend relevant training to ensure their knowledge and understanding of issues facing PGRs with a disability is current. Supervisors should also check during the course of the research degree that there are no changes to the status of the PGR.

6. EXAMINERS’ RESPONSIBILITIES
6.1 Examiners will be given briefings on the disclosure and adjustments for a PGR in good time so that they have the opportunity to raise any concerns or clarifications.

6.2 Where appropriate, internal examiners or chairs should attend any relevant disability awareness training to ensure their knowledge and understanding of issues facing disabled PGRs is current.

6.3 Where appropriate, examiners or chairs should avail themselves of briefing notes with links to explanatory materials or research.

6.4 The examiners will have access to the relevant BU Guidelines documents which should be acknowledged, particularly with regard to interrogative syntax.

6.5 Examiners or chairs should be familiar with the recommended general and specific adjustments that would fulfil legal duties on supporting students with disabilities.

7. REASONABLE ADJUSTMENTS
7.1 General Adjustments
These will help to remove barriers and if embedded in routine practice will eliminate the need to specially request them. As mentioned in 1.8 above, general adjustments will remove barriers for all PGRs with a disability and may even support PGRs without a disability. In supporting BU2025, embedding these routinely as inclusive practices will eliminate the need for further consideration:
• Ensure the examination takes place in an accessible building with level access, automatic doors, available accessible toilet facilities and that the sensory impact of the room is minimal (in terms of hearing, lighting and noise distractions)
• Ensure that the schedule for the day is clear and written instructions as to how the viva voce examination will be conducted are provided in a timely way to allow PGRs sufficient time to prepare
• Give advance notification of, and access to, the venue so that PGRs can familiarise themselves with the route and the environment
• Provide the PGR with the opportunity to prepare for the viva voce examination. This may include:
  o Provision of general areas for questioning
o Mock viva voce examination
o Discussion of requirements in terms of access
o Provide all written information in an accessible format
• Explain clearly the procedure and method of the examination at the start of the viva voce examination and also provide this in written format
• Allow the PGR to take in written notes and a copy of the thesis, and to jot down notes to refer to as necessary or colour-tab the thesis in appropriate places
• Provide flip charts and other materials to enable a PGR to explain ideas visually in writing or diagrammatically when verbal explanations become challenging
• Present one question at a time avoiding multi-faceted questions, and be prepared to re-phrase questions if the PGR appears to have misunderstood
• Allow PGRs brief pauses to compose answers
• Monitor fatigue and schedule breaks as necessary
• Avoid changes to the schedule or change of venue. If unavoidable, provide as much notice as possible
• Allow extra time to read and assimilate any new material, collect thoughts, compose answers and locate details in a section of the thesis. Reassure the PGR that this is acceptable
• Structure questions into shorter sections, repeating and rephrasing if necessary. Allow intermediate responses
• Allow the use of a digital recorder for the part of the viva voce examination where corrections are discussed to ensure accuracy for any subsequent actions that need to be taken
• Provide a clear written summary in the examiner’s report of any formal feedback, corrections required and actions to take
• Consider the risk of an emergency and whether a personal emergency evacuation plan (PEEP) would be required.
• On the day of the viva voce examination, PGRAs should check all arrangements with the PGRs to ensure that they have everything required

7.2 PGRs with autistic spectrum conditions (AS) or Asperger’s
• Provide an opportunity to meet with the examiner beforehand, possibly by Skype if this is more convenient, as there could be extreme anxieties about meeting new people. It should be made clear that this would not be part of the examination and the conversation would not address academic matters but be limited to an introduction to the examiner and the likely conduct of the viva voce examination
• The supervisor could provide a more detailed explanation of the process and structure of a viva voce examination in advance, particularly in terms of any social conventions. PGRs with AS may find it helpful to rehearse greetings, or requests for clarification of a question etc. depending on the level of their social anxieties. This is an adjustment for which ALS autism specialists can help
• Ask examiners to avoid the use of metaphorical and idiomatic language and to be prepared to rephrase or ask questions in more explicit concrete terms if the PGR appears not to understand. For example, if the question is asked: ‘Would you like to look at.....?’ This will be taken literally and may elicit the response, ‘No’. A better way would be to state explicitly: ‘Look at the section on.....’
• Ensure examiners are aware of the potential for unusual behaviour and social communication challenges
• Sometimes, short breaks are advisable for PGRs with extremely high anxieties that can manifest physically.

7.3 PGRs with Hearing Impairment
• Ensure the examiners follow the appropriate communication guidelines
• Facilitate the PGR’s use of communication aids: infra-red or loop systems installed in the room or portable technology or a British Sign Language (BSL) interpreter
• Ensure in advance that any BU Hearing equipment is available and fully operational
• If required, ensure the examiner wears or uses a microphone and instruct on its use if necessary.

7.4 **PGRs with Medical Conditions e.g. Cerebral Palsy, ME, Cancer, Cystic Fibrosis**

• Ensure consideration is given to scheduling for either a morning or afternoon start according to any symptoms or side effects of any medication that may be worse at a particular time of day
• Allow for the PGR to bring in any food, drink, medication or equipment that helps them to manage their condition
• Where appropriate, and depending on the severity of the medical condition, consider dividing the *viva voce* examination over more than one day to accommodate the impact of extreme fatigue or chronic pain, allow for extended breaks, as required.

7.5 **PGRs with Mental Health Conditions e.g. Bi-polar Disorder (BPD), Schizophrenia, extreme post-traumatic stress disorder (PTSD), anxiety disorder**

• Be aware of the potential for more severe anxiety than would typically be expected. Adopt a calm, understanding approach and suggest short breaks if necessary
• Ensure consideration is given to scheduling for either a morning or afternoon start according to any symptoms or side effects of any medication that may be worse at a particular time of day
• Depending on the severity and impact of the mental health condition, give permission for an appropriate person to attend in a supportive capacity. It should be made clear that this person is not permitted to participate in the *viva voce* examination by, for example, interpreting the examiner's questions for the PGR.

7.6 **7.6 PGRs with Physical or Mobility Impairments or wheelchair users with medical conditions**

• Ensure the examination takes place in an accessible building with level access, automatic doors, available accessible toilet facilities and that the sensory impact of the room is minimal (in terms of hearing, lighting and noise distractions)
• Allow the PGR to stand or move around as required if they are managing pain
• Allow the PGR to use their ergonomic chair if necessary
• Permit a personal carer or ALS Mentor to attend. It should be made clear that this person is not permitted to participate in the *viva voce* examination by, for example, interpreting the examiner's questions for the PGR
• Schedule frequent or extended rest breaks according to the impact of the impairment.

7.7 **7.7 PGRs with Specific Learning Differences (SpLD including dyslexia, dyspraxia, ADD, OCD)**

• Allow the PGR to clarify what is being asked at any time to ensure they have understood the question
• Ask examiners to avoid the use of metaphorical and idiomatic language and to be prepared to rephrase or ask questions in more explicit concrete terms
• Ask examiners to keep questions simply constructed with no double negatives or multiple parts
• If the PGR is having difficulty interpreting what is being asked or expressing their knowledge faltering, the examiner should re-direct or re-phrase a question or prompt the PGR to recover and get back on track
• Allow the PGR to use their previously colour-tabbed thesis at appropriate places as prompts to assist in answering questions.

7.8 **PGRs with a Visual Impairment either partially sighted or blind**

• Ensure the examiners follow the appropriate communication guidelines
• The PGR may need to use assistive technology for reading, writing and note taking if required. The PGR will have this and the Doctoral College does not have to provide it.
• Provide written information in an accessible format that the PGR will have already established as appropriate for their needs.
The PGR may require a sighted guide or a registered assistance dog. It should be made clear that the guide is not permitted to participate in the *viva voce* examination by, for example, interpreting the examiner's questions for the PGR.

8. **REFERENCES AND FURTHER INFORMATION**

- Martin, N. (2006) Strategies which increase the Likelihood of Success of University Students who have Asperger Syndrome. Good Autism Practice, 8 (1)
- Lundberg, I. (2002) Second language learning and reading with the additional load of dyslexia. Also, Lundberg, I. and Smythe et al (2011) Students with dyslexia for whom English is a second language are likely to be multiply disadvantaged. Annals of dyslexia 52(1) January 02.
- PhD Study with a Disability, Chronic Illness or Learning Difficulty https://www.findaphd.com/advice/doing/phd-with-disability.aspx
12.4 APPENDIX 4: MASTER’S DEGREE LEVEL DESCRIPTORS

Descriptor for a higher education qualification at level 7 on the FHEQ and SCQF level 11 on the FQHEIS: Master’s degree

The descriptor provided for this level of the frameworks is for any Master's degree which should meet the descriptor in full. This qualification descriptor should also be used as a reference point for other qualifications at level 7/SCQF level 11 on the FQHEIS, including postgraduate certificates and postgraduate diplomas.

Master’s degrees are awarded to students who have demonstrated:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice

- a comprehensive understanding of techniques applicable to their own research or advanced scholarship

- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline

- conceptual understanding that enables the student:
  - to evaluate critically current research and advanced scholarship in the discipline
  - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Typically, holders of the qualification will be able to:

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences

- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level

- continue to advance their knowledge and understanding, and to develop new skills to a high level.

And holders will have:

- the qualities and transferable skills necessary for employment requiring:
  - the exercise of initiative and personal responsibility
  - decision-making in complex and unpredictable situations
  - the independent learning ability required for continuing professional development.
12.5 APPENDIX 5: DOCTORAL DEGREE LEVEL DESCRIPTORS

Descriptor for a higher education qualification at level 8 on the FHEQ and SCQF level 12 on the FQHEIS: doctoral degree.

The descriptor provided for this level of the frameworks is for any doctoral degree which should meet the descriptor in full. This qualification descriptor should also be used as a reference point for other level 8/level 12 qualifications.

Doctoral degrees are awarded to students who have demonstrated:

- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication

- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice

- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems

- a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences

- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.

And holders will have:

- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.
Guidelines for the Conduct of Viva Voce Examination by Video Conferencing

1 Introduction

1.1 The normal expectation is the viva voce examination for research degrees will take place at BU. However, in exceptional cases, the Doctoral College may give approval for the examination to take place via video conferencing, or other means, where one of the participants is located elsewhere. A request for this should be submitted on the Viva - by Video Conferencing Request form.

1.2 Video-conferencing (or Skype) facilities may be used in viva voce examinations only when the external examiner or candidate is based at such a distance from University (normally outside the UK) that they are not able, for reasons of prohibitively high cost, difficulties of time or restricted mobility, to travel to BU in order to conduct or participate in a viva voce examination at an appropriate time.

1.3 The option of video-conferencing should not normally be made available solely for the reasons that the candidate has left Bournemouth after submitting a thesis and does not wish to return to the University for the viva voce examination.

1.4 The agreement of the candidate and examiners must also be given and the Faculty is responsible for taking all reasonable steps to ensure that the candidate is not disadvantaged in any way compared to the normal situation of a face-to-face viva voce examination.

2 Requests for Examination by Video Conferencing

2.1 All parties (the candidate and the examiners) should have the benefits and difficulties of the technology explained prior to requesting a viva voce examination by video-conferencing. No pressure should be put on any party to assent to the viva voce examination being carried out in this manner.

2.2 An initial request for a viva voce examination by video-conferencing must normally be made to the Doctoral College at the same time as the request for the appointment of examiners. This request must include the written agreement of the candidate, all of the examiners and the Deputy Dean for Research and Professional Practice.

2.3 Approval for such a request is only likely to be given where the candidate and the examiners have agreed that viva voce examination by video conferencing is appropriate. Exceptionally, chair's action may be required to ensure a timely decision.

3 Arrangements for Examination by Video Conferencing

3.1 Where it is agreed a viva voce examination may take place by video-conferencing the following points need to be borne in mind:

3.2 Equipment

- Academic Services, or appropriate Faculty IT support, should be advised, in advance of making the examination arrangements, of the need for a video-conference for the viva voce examination. The quality of the equipment to be used by the remote party must be taken into account when requesting the viva voce examination by video-conferencing.
- When arranging video-conferencing, the quality of the equipment used and link between both locations should be taken into account, especially where links are to overseas institutions.
• The testing of the video-conference link should take place in advance of the *viva voce* examination.
• Technical support should be made available at both locations during the *viva voce* examination in order to respond to any technical difficulties.
• *Viva voce* examinations carried out by video link will not be recorded.

### 3.3 Length of *viva voce* examination

• The video-conferencing facilities should be booked for sufficient time for the *viva voce* examination to take place and it is recommended facilities are booked for one hour beyond the anticipated length of the *viva voce* examination to allow for possible over run.
• Time should be allowed in advance of the *viva voce* examination for all parties to undertake a short training session. Where appropriate, the candidate should be given the opportunity to practice speaking to another party using the facilities well in advance of the examination.
• If the examiners are at different sites, they must take account of their need to consult privately with each other on the conduct of the examination.

### 3.4 Time differences

• Any time differences between the two locations must be taken into account to ensure the candidate is not disadvantaged by the *viva voce* examination taking place at an inappropriate time of day or night.

### 3.5 Candidate Support

• Where the candidate is the remote party, they may be accompanied by an independent observer (to be approved by the DDRPP, or equivalent in the candidate’s Faculty) who would provide support and company to the candidate during the examination, to confirm some practical matters and to help ensure the arrangements work as they should. This should normally be the candidate’s local supervisor, or a member of academic staff at another institution. In addition, technical support should be made available during the *viva voce* examination.
• The candidate should be given the opportunity to practice speaking to another party well in advance of the examination.

### 3.6 Materials

• Where the external examiner is the remote party, appropriate arrangements will need to be in place to ensure all examiners have copies of the *Examiners’ Preliminary Reports* prior to the *viva voce* examination.
• Where the candidate is the remote party, any materials brought into the video-conference should be identified at the start of the examination.

### 3.7 Additional Costings

• As with other examination costs associated with Research Degrees, the expenses of *viva voce* examinations by video link will normally be met by the Faculty.
• However, if the link is to be used because of the candidate’s inability to return to BU, the Faculty may require the candidate to contribute all or part of the additional costs. This may be payable in advance of the *viva voce* examination taking place.

### 4 Outcome of Examination by Video Conferencing

4.1 There is a requirement for all parties to confirm at the conclusion of the *viva voce* examination that the holding of the examination by video-conference has had no substantive bearing on the examination process.

4.2 Examiners will be invited to comment on the conduct of the *viva voce* examination by video-conferencing as part of their final report and recommendation using the *Examiners’ Joint Recommendations* report form.

4.3 Appeals will be conducted under the BU’s standard procedures.
Acknowledgements

This Code of Practice for Research Degrees has been written taking account of University rules and regulations, the QAA Quality Code and best practice disseminated through UKCGE, Vitae and other HEIs.