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

Academic Year 2018-19
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# TABLE OF CONTENTS

1 INTRODUCTION .............................................................................................................................................. 7

1.1 SCOPE AND PURPOSE ........................................................................................................................... 7
1.2 KEY RESPONSIBILITIES........................................................................................................................ 7
1.3 LINKS TO OTHER BU DOCUMENTS ..................................................................................................... 7
1.4 RESEARCH AWARDS OF THE UNIVERSITY ........................................................................................ 8
   1.4.1. Postgraduate Research Degrees ........................................................................................................ 8
   1.4.2. Standard Research Degrees ................................................................................................................ 8
   1.4.3. 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 .................................................................................................................... 12
   3.1.4. Annual Leave ..................................................................................................................................... 13
   3.1.5. Sick Leave ......................................................................................................................................... 13
   3.1.6. Maternity and Paternity Leave ......................................................................................................... 13
   3.1.7. Teaching .......................................................................................................................................... 13
   3.1.8. Lack of Progress ............................................................................................................................... 14
   3.1.9. Lack of Engagement ......................................................................................................................... 14
   3.1.10. Research Misconduct and Academic Offences .............................................................................. 14
   3.1.11. Academic Offences ........................................................................................................................ 15

3.2 RESEARCH DEGREE SUPERVISORS ..................................................................................................... 15
   3.2.1. The Supervisory Team ....................................................................................................................... 15
   3.2.2. Roles and Responsibilities ................................................................................................................ 16
   3.2.3. Supervisory Development ................................................................................................................ 17
   3.2.4. Departure and Absence of a Supervisor .......................................................................................... 18
   3.2.5. Concerns Regarding Supervision ..................................................................................................... 18

3.3 POSTGRADUATE RESEARCH ADMINISTRATORS ................................................................................ 19

3.4 RESEARCH DEGREE EXAMINATION TEAM ...................................................................................... 19

3.5 PROFESSIONAL AND SUPPORT SERVICES ...................................................................................... 19

4 ADMISSIONS, REGISTRATION AND INDUCTION .................................................................................... 21

4.1 ADMISSION REGULATIONS ...................................................................................................................... 21
4.2 ENROLMENT AND RE-ENROLMENT ........................................................................................................ 21
   4.2.1. Enrolment ........................................................................................................................................ 21
   4.2.2. Re-enrolment ................................................................................................................................... 21
4.3 INDUCTION ............................................................................................................................................. 22
4.4 INITIAL SUPERVISORY MEETING .......................................................................................................... 22
4.5 RESEARCHPAD ....................................................................................................................................... 22
4.6 CHANGES TO ENROLMENT .................................................................................................................... 23
4.7 COMPLAINTS PROCEDURE .................................................................................................................... 23
4.8 DEFERRALS AND EXTENSIONS ............................................................................................................... 24
   4.8.1. Exceptional Circumstances ................................................................................................................ 24

8A – Code of Practice for Research Degrees
Policy, Procedure and Guidelines
8.4.2 Roles and Responsibilities of the Independent Chair .......................................................... 49
8.5 ARRANGEMENTS FOR THE EXAMINATION ................................................................... 49
8.6 EXAMINATION OF THE THESIS ......................................................................................... 50
8.6.1. The Examination Procedure .......................................................................................... 50
8.6.2. Pre-Viva Voce .................................................................................................................. 51
8.6.3. Issues Arising on Reading the Thesis .............................................................................. 51
8.6.4. Viva Voce ........................................................................................................................ 52
8.6.5. Post-Viva Voce ............................................................................................................... 52
8.6.6. Disagreement Between the Examiners ....................................................................... 53
8.6.7. Release of Examiners’ Reports to the PGR ................................................................. 54
8.7 THE OUTCOME OF THE EXAMINATION ........................................................................ 54
8.7.1. Examiners’ Recommendations ...................................................................................... 54
8.7.2. Ratification of the Award ............................................................................................... 55
8.7.3. Provision for Failed Candidates .................................................................................... 56
8.7.4. Failure to Meet the Examiners’ Requirements for an Award ....................................... 56
8.8 ASSESSMENT OFFENCES .................................................................................................. 56
8.9 APPEALS AGAINST EXAMINERS’ DECISIONS ............................................................... 57
8.10 SUBMISSION AND STORAGE OF FINAL THESIS .......................................................... 57
8.10.1. Final Thesis Submission ............................................................................................... 57
8.10.2. Electronic Storage of Final Thesis .............................................................................. 58
8.10.3. Restricted Access ......................................................................................................... 58
8.11 GRADUATION ..................................................................................................................... 58

9 THESIS PRESENTATION .......................................................................................................... 60
9.1 THESIS FORMAT AND PRESENTATION FOR EXAMINATION ....................................... 60
9.1.1. Word Count ..................................................................................................................... 60
9.1.2. Language of the Thesis .................................................................................................. 60
9.1.3. Recommended Sequence ............................................................................................... 60
9.1.4. Thesis Format .................................................................................................................. 62
9.2 PRESENTATION OF THE FINAL THESIS ........................................................................ 63
9.2.1. Permanent Binding ......................................................................................................... 63
9.2.2. Material that Cannot be Bound ..................................................................................... 64
9.2.3. Published Material ......................................................................................................... 64

10 GUIDANCE FOR ALTERNATE FORMATS OF PHD THESIS ............................................ 65
10.1 ALTERNATE FORMAT PHD THESSES ........................................................................... 65
10.2 INTEGRATED THESSES ................................................................................................... 65
10.2.1. Introduction .................................................................................................................... 65
10.2.2. Key Principles ............................................................................................................... 65
10.2.3. Academic Support ........................................................................................................ 65
10.2.4. Process .......................................................................................................................... 65
10.2.5. Assessment .................................................................................................................... 67
10.2.6. Presentation of the Final Thesis .................................................................................... 67
10.3 PRACTICE LED THESIS .................................................................................................. 67
10.3.1. Introduction .................................................................................................................... 67
10.3.2. Principles of Practice-Led Research ............................................................................. 67
10.3.3. Mode of Learning ......................................................................................................... 68
10.3.4. Academic Support ........................................................................................................ 69
10.3.5. Process .......................................................................................................................... 69
10.3.6. The Full Submission ...................................................................................................... 70
1 INTRODUCTION

1.1 SCOPE AND PURPOSE
This Code of Practice (hereafter referred to as the CoP) is for all Bournemouth University staff (research degree Supervisors and Postgraduate Research Administrators), students (Postgraduate Researchers - PGRs) and those involved with research degrees provision. It sets out Bournemouth University'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 Bournemouth University 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 promote policies and procedures which protect the academic standards of the University's research degrees.

Bournemouth University 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, in consultation with Academic Quality. Implementation of these policies and procedures is the responsibility of the Faculties and is monitored by the Doctoral College.

The key responsibilities for those involved in research degrees are set out in the following Sections, in particular:

- Faculties - Section 2.1
- The Doctoral College - Section 2.2
- Postgraduate Researchers – Section 3.1
- Supervisory Teams – Section 3.2
- Postgraduate Research Administrators – Section 3.3
- Research Degree Examiners – Section 8.4.1
- Independent Chairs – Section 8.4.2

Other administrative and quality assurance responsibilities for research degrees also lie with the Faculties, the Doctoral College and Academic Quality.

1.3 LINKS TO OTHER BU DOCUMENTS
This document is part of Bournemouth University's Academic Regulations, Policies and Procedures which govern the University's academic provision. Each document has a unique document number to indicate which Section of the series it belongs to. Other documents with direct relevance to this CoP are:
Further information about regulations, policies and procedures relevant to research degrees are outlined in this Code of Practice.

1.4 RESEARCH AWARDS OF THE UNIVERSITY
1.4.1 Postgraduate Research Degrees
The University confers the awards listed in 2A - Awards of Bournemouth University: Policy and the standards covering those awards are stated below.

Bournemouth University awards the following degrees to candidates who successfully complete approved programmes of supervised research. Some postgraduate research programmes may include taught credit-rated components.

i Master's by Research (MRes)
ii Master of Philosophy (MPhil)
iii Doctor of Philosophy (PhD)
iv Doctor of Philosophy (PhD) by Publication
v Doctor of Professional Practice (DProf)
vi Doctor of Engineering (EngD)
vi Doctor of Education (EdD)
iv Doctor of Business Administration (DBA)

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 BUs 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) (see Section 10.3)
- an integrated thesis (see Section 10.2)

**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.

Full details are given in Section 11.5.

**1.4.3. Professional Doctorates**

**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 – Section 11.3
- Doctor of Professional Practice Health and Social Care – Section 11.4

**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 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 EngD Centre, which is also linked to the Doctor of Professional Practice Digital Media – Section 11.3 for further details.

**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 pedagogic-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, as outlined in Section 11.2.
2 RESEARCH ENVIRONMENT

2.1 THE FACULTIES
Postgraduate research at Bournemouth University 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 and the primary source of academic support will be the Supervisory Team (Section 3.2).

Responsibility for PGRs within the Faculty rests with the Deputy Dean for Research and Professional Practice as Head of the Faculty Doctoral School. In conjunction with the Faculty Research Degrees Committee, they have overall responsibility and/or authorisation for PGR progression.

The Postgraduate Research Administrators 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. The Postgraduate Research Administrators 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
Bournemouth University’s Doctoral College is committed to inspiring and mentoring the postgraduate community at BU. It has responsibility for the Postgraduate Research (PGR) Student Experience as well as having a central role of overseeing the development, implementation and quality assurance of BU’s research degree provision.

All PGRs belong to the Faculties which focus on discipline specific research and professional practice, they are also members of the Doctoral College which:

- focuses on professional and personal development (see Section 3.1.2);
- provides an academic and interdisciplinary focus for PGRs;
- promotes good practice across the University in order to ensure both quality and consistency in approach and experience;
- improves the PGR student experience.

Further details can be found at [http://www.bournemouth.ac.uk/doctoral-college](http://www.bournemouth.ac.uk/doctoral-college)
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 agree to adhere to all BU's regulations, policies, procedures and guidelines (as set out in this CoP), including those relating to Ethics and Health and Safety;
- to accept ultimate responsibility for their own research activity;
- to plan their research project, which is achievable within the expected timeframe for completion (see Section 4.2, Section 5.3, Section 6.3, and Section 7.3), ensure timely project progression and keep a systematic record of progress;
- to maintain regular contact with their Supervisory Team; agree an appropriate schedule of meetings and objectives; and record appropriately all Supervisory meetings;
- to maintain the progress of research in accordance with the key milestones (see Section 5, Section 6 and Section 7) agreed with the Supervisory Team, including the presentation of written material in sufficient time to allow for comments and discussion at the meetings;
- to take responsibility for personal and professional development through attendance at Doctoral College activities including Induction, Researcher Development, Conferences and other development opportunities as required (see Section 3.1.2);
- to raise problems or difficulties (academic, professional or personal) affecting their research with the Supervisory Team or Postgraduate Research Administrators;
- to ensure that they are competent in any relevant research techniques;
- 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 submit the thesis in English, except with specific permission from the University. This must normally be sought at the time of application and is only likely to be given if the subject matter of the thesis involves language and related studies.

3.1.2. Researcher Development

Throughout their registration, PGRs are responsible for maintaining an on-going programme of development. The Doctoral College has formalised development activities for PGRs in line with the Vitae Researcher Development Framework (RDF) which is a nationally recognised programme for researcher development, developed by and for researchers, in consultation with academic and the public and private sectors. The RDF aims to enhance the capacity to build the UK workforce, develop world-class researchers and build the UK higher education research base.

The Doctoral College Researcher Development Programme (RDP) incorporates both development of personal and professional skills as well as skills related to generic and discipline focussed research. PGRs should review their development needs regularly and in particular, as part of the annual monitoring/re-enrolment review and identify priorities for personalised training and development activity. PGRs are expected to keep an on-going record of development activities such as workshops attended, certificates, conference attendance and presentations made, as part of their research degree programme.

The development activities will fall into four domains as identified by Vitae, encompassing the knowledge, intellectual abilities, techniques and professional standards to do research, as well as the personal qualities, knowledge and skills to work with others and ensure the wider impact of research. The Doctoral College will co-ordinate the generic aspects of academic, personal and professional development of PGRs and the Faculties will deliver the subject specific training activities. PGRs may also undertake personalised training (which may include use of specific laboratory equipment, tailored methods or analysis) and should be supported by Supervisors/Tutors and, where appropriate, external providers/employers. Personalised training may also include independent development activities such as engaging with internal and external conferences.
Guidelines for engagement for the academic year 2018/19

Full time PGR students: Engagement in a minimum of 10 workshops, one academic engagement activity and one public engagement activity per year of registration. Workshops include all Doctoral College Researcher Development Workshops, online modules, R.E.D talks and UEA webinars. Academic engagement includes active participation (presentation of research or other research dissemination activities) in the Doctoral College 3MT events, annual postgraduate research conference, Faculty conferences and seminar series. Public engagement includes active participation (presentation of research or other research dissemination activities) in BU events such as the Festival of Learning, Café Scientifique and Public Lecture days.

Part time PGR students: Engagement in a minimum of five workshops and either one academic activity or one public engagement activity per year of registration. Workshops include all Doctoral College Researcher Development Workshops, online modules, R.E.D talks and UEA webinars. Academic engagement includes active participation (presentation of research or other research dissemination activities) in the Doctoral College 3MT events, annual postgraduate research conference, Faculty conferences and seminar series. Public engagement includes active participation (presentation of research or other research dissemination activities) in BU events such as the Festival of Learning, Café Scientifique and Public Lecture days.

Researcher Development Award 2018/19
As more employers are requesting evidence of skills development, with a focus on transferable skills, the Doctoral College offer formal recognition of engagement in development beyond PGR research. To be eligible for the Researcher Development Award, PGRs must engage in the minimum development requirements as per their registration type and period. PGRs are expected to keep an up to date record of their development activities, which should evidence attendance and engagement in order to receive this award. The GOLD Researcher Development Award will be issued to PGRs who demonstrate and evidence participation in their researcher development beyond the minimum requirements.

PGRs enrolled pre September 2018 are eligible to take part in the award if they are able to demonstrate participation in the award requirements relevant to their registration. PGRs who are unable to do this can be issued with a Certificate of Acknowledgement in recognition of their engagement in researcher development whilst at BU.

3.1.3. Expected Hours of Study

In order to meet external targets set by QAA, HEFCE and HESA, BU expects its PGRs to submit their doctoral thesis and complete (i.e. completed all corrections to the satisfaction of the Examiners and have the awards ratified by the Doctoral College) within the following timescales:

<table>
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<tr>
<th>Expected PhD Submission and Completion Timescales</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Submission</td>
</tr>
<tr>
<td>Completion</td>
</tr>
</tbody>
</table>

In order to complete within the expected registration time:

- full-time PGRs are expected to devote on average at least 36 hours per week to their research programme and are expected to attend the University for a minimum of 3 days per week;
- part-time PGRs are expected to devote on average at least 12 hours per week and attend the University the equivalent of at least six weeks per year.

For full-time PGRs, permission to work away regularly from the BU should be sought, in writing, from the Supervisory Team and the approval copied to the Postgraduate Research Administrators.
3.1.4. Annual Leave

PGRs do not work to undergraduate semester times and holidays should be taken on the same basis as those PGRs receiving funding from the Research Councils, whose entitlement is normally 6 weeks per annum plus Bank Holidays.

PGRs should consult with their Supervisory Team and liaise with any industrial or other sponsors, prior to taking holidays.

It is the nature of undertaking research that there are times when the workload will be heavier than at other times. In planning the research and holidays it is important to take this into account.

3.1.5. Sick Leave

Should a PGR (including members of BU Staff registered for a research degree) be prevented from carrying out their research by illness or for personal reasons, they should inform their Supervisor as soon as possible. If the absence is for more than seven days, PGRs should inform their Supervisor in writing, and if appropriate arrange to send a medical certificate. If the absence is for an extended period, it may be possible to defer (interrupt) enrolment (refer to Section 4.8) in consultation with their Supervisory Team.

3.1.6. 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 registration, will be entitled to defer 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.

If they are in receipt of a BU Studentship or Scholarship, they should refer to the respective Terms and Conditions. If they are in receipt of external funding, they should consult with their sponsor regarding the relevant process for applying for Maternity Leave.

**Paternity leave**

If a PGR’s partner falls pregnant and the expected week of childbirth is during their period of registration, they 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 or the Academic Manager of the Doctoral College.

If the PGR is in receipt of a BU Studentship or Scholarship, they should refer to the respective Terms and Conditions. If the PGR is in receipt of external funding, they should consult with their sponsor regarding the relevant process for applying for Paternity Leave.

3.1.7. 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 4).
3.1.8. Lack of Progress

Concerns about progress should be identified as early as possible so that corrective measures 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, 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 the University 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.

3.1.9. 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 5);

The Supervisory Team, Postgraduate Research Administrators 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 3K - Attendance Monitoring and Withdrawal: Procedure, the following steps should be taken:

- informal attempts to make email / telephone contact by Supervisory Team / Postgraduate Research Administrators 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 should follow the procedure set out in 11C - Academic Appeals Research Awards Policy and Procedures.

3.1.10. Research Misconduct and Academic Offences

PGRs are required to maintain high standards of research and academic conduct at all times and any form of academic misconduct will be taken seriously. Research misconduct is taken to include in particular (but is not limited to):
i. piracy: the deliberate exploitation of ideas from others without proper acknowledgement;

ii. plagiarism: the copying or misappropriation of ideas (or their expression), text, software or data (or some combination thereof) without permission and due acknowledgement;

iii. misrepresentation: the deliberate attempt to represent falsely or unfairly the ideas or work of others, whether or not for personal gain or enhancement;

iv. academic fraud: deliberate deception which includes the invention or fabrication of data and/or experimentation;

v. non-compliance of research governance: failure to comply with appropriate internal and external requirements such as regulatory, financial, legal and/or ethical approval;

vi. 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;

vii. facilitating misconduct in research: deliberate concealment of research misconduct by others or collusion in such research;

viii. inciting others to commit research misconduct: deliberate encouragement of others to conduct research in an untruthful or unfair manner;

ix. improper dealing with allegations of research misconduct: failing to address possible infringements such as attempts to cover up research misconduct and reprisals against whistleblowers.

Any allegations of research misconduct be investigated under the 6M Research Misconduct: Policy and Procedure. Also see Section 8.8 below.

3.1.11. Academic Offences
PGRs on a Professional Doctorate award which contains taught credit-bearing units should also familiarise themselves with 6H – Academic Offences: Policy and Procedure for Taught Awards.

3.2 RESEARCH DEGREE SUPERVISORS

3.2.1. The Supervisory Team
All PGRs are allocated a Supervisory Team, by the Faculty, when they are offered a place to study for a research degree and details are confirmed in the offer letter. The Supervisory Team:

- will comprise a minimum of two Supervisors (except MRes students who may only have one Supervisor).
- the first Supervisor must be a BU member of staff, but 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 one or more PGRs at the appropriate level from registration through to completion or one entire research degree cycle (at any Higher Education Institution);
- 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 who may be a subject or methodology specialist but may not be the first Supervisor;
- may include a member of visiting academic staff, however, their eligibility to supervise should be discussed with their Deputy Dean (Research and Professional Practice);
- will engage in regular Supervisory Development.

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. Similarly, members of a Supervisory Team must not supervise relatives, partners or others with whom they have a close personal relationship. 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. This may require some Supervisory Teams to be reorganised.
The quality of supervision should not be put at risk as a result of an excessive volume and range of responsibilities assigned to individual Supervisors. It is envisaged that Supervisors would normally supervise no more than 6 full-time PGRs, or equivalent, as the first Supervisor. This would normally equate to approximately one hour of supervision per week per full-time PGR. A pro-rata equivalency would be expected for part-time PGRs and where acting as second or third Supervisor.

If a member of the Supervisory Team 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 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:

- all PGRs are expected to meet with their Supervisors regularly, as agreed between the PGR and the Supervisory Team e.g. weekly or monthly, and at least 6 times a year;
- all PGRs are expected to meet with their entire Supervisory Team not less than once per term or a minimum of three (3) times a year;
- there should be joint responsibility for convening the meetings;
- the PGR is responsible for keeping a record of all formal meetings on ResearchPAD, so as to avoid conflicting advice and unnecessary confusion;
- agendas will typically include: planning of the research, evaluating the work in progress, reviewing progress in terms of the overall progression milestones, identifying opportunities for the communication of research output and skills development.

3.2.2. Roles and Responsibilities

The Supervisory Team have the right to expect commitment from the PGR, who should respond accordingly to Supervisory guidance and advice, and will develop an increasing level of independence in the research process. The responsibilities of the Supervisory Team are as follows:

- to understand the appropriate university mechanisms for the recruitment, monitoring and regulation of PGRs;
- to undertake Supervisory development programmes to enhance Supervisory skills and knowledge, to maintain sufficient knowledge of the research area and research skills in order to be able to provide appropriate guidance on the research project;
- to ensure the PGR adheres to all BU’s policies, procedures and regulations including but not limited to, plagiarism, copyright, health and safety, research ethics, data protection and intellectual property rights – including guidance on publications in line with the BU expectations;
- to guide the PGR in planning a research project, which is achievable within the expected timeframe and to provide clear guidance on the key monitoring milestones and keep a systematic record of progress;
- to be accountable for reporting on PGR progress to the Faculty Research Degrees Committee and University Research Degrees Committee (where appropriate) and to raise any issues for concern;
- to maintain contact with the PGR; agree a schedule of meetings, provide appropriate guidance and constructive feedback and to provide this in an appropriate timeframe;
- to assist the PGR in identifying academic, professional and personal skill development needs;
- to assist the PGR in creating a development plan and to encourage the PGR to engage in academic, professional and personal development activities, particularly where gaps in their knowledge base have been identified, including attending the Doctoral College Researcher Development Programme, relevant seminar series, the Doctoral College PGR Annual Conference, public engagement activity and publication of conference papers and journal articles;
- to guide the PGR in obtaining relevant ethical approval; this includes a review of all paperwork (checklist and participant information sheet, participant agreement form, if appropriate) before the checklist is 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 discuss with the PGR any inadequate progress, problems or difficulties affecting their research and be able to direct them to other support services if necessary;


- to provide appropriate guidance and support on theses preparation in a timely manner;
- to ensure the timely preparation and arrangement of the *viva voce* (in liaison with the Postgraduate Research Administrators) and to prepare the PGR for the *viva voce* and advise on the outcome and timely response to any recommendations of the examining team.

- where appropriate, 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 6).

Although the Supervisors will work as a Supervisory Team, there should be one member who is designated as the first (primary or lead) Supervisor. As such, the first Supervisor should normally:

- have both the relevant experience and qualification;
- be designated as the student's primary point of Supervisory contact, with primary responsibility for the student's progress, including monitoring attendance of PGRs in accordance with any Visa related requirements (see Appendix 5);
- carry primary responsibility for the supervision and student progression, including the direction of the research programme and all administrative matters related to the registration;
- 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 the members of the Supervisory Team work as Co-Supervisors and 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 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 PGRs are made aware, in writing at the time, of inadequacy of progress or lower standards of work than that generally expected;
- recommend to the Faculty Research Degrees Committee when procedures for lack of progress of study should be initiated;
- report in writing to the Faculty Research Degrees Committee on the PGR’s progress as required by the Faculty within the annual monitoring/re-enrolment review. It is essential the PGR is involved in this process and Supervisors will be expected to review and comment on all such progress reports.

The Faculties are required to ensure their Supervisors engage in Supervisory development activities as set out below.

### 3.2.3. Supervisory Development

It is important all Supervisors undertake development to enhance their Supervisory skills and knowledge and maintain sufficient knowledge of the research area and research skills in order to provide appropriate guidance on the research project. As such, Supervisors are expected to engage in development opportunities and to meet requirements for continuing professional development.

Working closely with the Faculties, the Doctoral College provides Supervisory training and development opportunities for all those involved in the supervision of PGRs. Supervisory training at BU is reviewed regularly to ensure it meets the needs of a vibrant and constantly developing environment.

*Established Supervisors*

Supervisors who have successfully supervised one or more PGRs to completion or one entire research degree cycle, must undertake development 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.

Established Supervisors are required to refresh their knowledge and skills by attending a refresher training course every three years. 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.

**New Supervisors**

New Supervisory training is compulsory for all those who are new to supervision at doctoral level, normally prior to engagement as part of a Supervisory Team, in order to provide them with the necessary knowledge required to supervise doctoral PGRs at BU in the context of both the internal and external regulatory frameworks.

**3.2.4. 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 of the direction of the project or other reasons. Requests for changes to Supervisors should be made to the Faculty and reported to the Doctoral College.

**3.2.5. Concerns Regarding Supervision**

BU is committed to ensuring the standard and quality of its research degree programmes, including the quality of supervision. In the unlikely event that a PGR has concerns about any aspect of supervision, these should be identified as early as possible so corrective measures can be taken. Such concerns will normally include failure of the Supervisor 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.

If the PGR has any concerns about any aspect of supervision, wherever possible they should discuss this with the Supervisory Team in the first instance. If this does not bring about an improvement, the PGR should discuss concerns or any difficulties relating to the supervision which may be negatively affecting their performance with the relevant Deputy Dean (Research and Professional Practice), who should aim to resolve the situation informally. The Doctoral College can also be approached for informal advice.

Should there continue to be no improvement in the quality and appropriateness of supervision, the PGR is entitled to make a formal complaint and should follow the procedure set out in **11F – Student Complaints: Policy and Procedures**. The procedure is intended to enable students to bring matters of concern about their learning experience, including supervision, to the attention of the University, and enable investigation of those concerns with the aim of satisfactory resolution.

SUBU Advice (Students’ Union) is also able to provide information and guidance on the Student Complaints Procedure.
3.3 POSTGRADUATE RESEARCH ADMINISTRATORS
Each Faculty has at least two Postgraduate Research Administrators, who assist with the management of PGRs within the Faculty, providing specialised administrative knowledge in respect of PGR progression and co-ordination between PGRs and their Supervisory Teams.

Certain aspects of the administration of PGRs are centralised, e.g. recruitment and admissions. This is undertaken by the Postgraduate Research Administrators based in the Doctoral College. Once an unconditional offer has been accepted by the PGR, the administration is handed over to the Faculty. The Faculty Postgraduate Research Administrators are normally the first point of contact within the Faculty for PGR enquiries.

The main responsibility of the Postgraduate Research Administrators is to manage administration of all tasks, records and processes related to research degrees in accordance with University Policy, including:

- students records, including maintenance and enhancement of database records;
- preparation and responsibility for routine and non-routine correspondence;
- advice and pastoral support for students;
- progress review and annual monitoring/re-enrolment review;
- transfers between programme of study, if appropriate;
- examinations (viva voce) including liaison with Examiners;
- registrations, deferrals and withdrawals;
- awards.

They also:

- provide secretarial support for the Faculty Research Degrees Committee meetings, including all follow up and implementation of actions;
- assist with the organisation of the Faculty research student workshops, seminars and conferences;
- act as the first point of access for pastoral care for all research students within the Faculty.

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

3.5 PROFESSIONAL AND SUPPORT SERVICES
Bournemouth University also has a number of professional and support services, which are summarised below:

<table>
<thead>
<tr>
<th>Student and Academic Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>askBU</strong></td>
</tr>
<tr>
<td>askBU is a centralised accessible and convenient enquiry and information service for ALL students at Bournemouth University. This service offers guidance and assistance with all routine non-academic enquiries such as:</td>
</tr>
<tr>
<td>- international student support including immigration, visa issues and working in the UK;</td>
</tr>
<tr>
<td>- student financial support;</td>
</tr>
<tr>
<td>- changes to addresses and personal details;</td>
</tr>
<tr>
<td>- re-setting and re-issuing computer passwords;</td>
</tr>
<tr>
<td>- Council Tax exemption certificate replacements;</td>
</tr>
<tr>
<td>- graduation queries;</td>
</tr>
<tr>
<td>- student ID Card replacements;</td>
</tr>
<tr>
<td>- standard letters to confirm student status, to open bank accounts, or to apply for extensions to an international student visa.</td>
</tr>
</tbody>
</table>

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 followings:

Email: askbustudents@bournemouth.ac.uk
Tel: 44(0)1202 969696

<table>
<thead>
<tr>
<th>Accommodation Service</th>
<th>The <a href="#">Accommodation Service</a> 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 postgraduate researchers.</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Services</td>
<td><a href="#">IT Services</a> 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><a href="#">Disability and Additional Learning Support (ALS)</a> 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 learning and research. The Doctoral College Librarian is: José López Blanco (Tel: 01202 967350 Email: <a href="mailto:jlopezblanco@bournemouth.ac.uk">jlopezblanco@bournemouth.ac.uk</a>). Contact your Faculty Library Team for 1-2-1 and subject-specialist advice.</td>
</tr>
<tr>
<td>Personal Support</td>
<td>BU offers a range of personal support including an on-site <a href="#">Medical Centre</a>, <a href="#">Student Wellbeing</a>, as well as <a href="#">Health &amp; Wellbeing</a>, <a href="#">Help &amp; Advice pages</a>, <a href="#">Multi-Faith Chaplaincy</a>, and <a href="#">Nursery</a>. Additional support can be found at the <a href="#">Students’ Union Advice Centre</a>.</td>
</tr>
<tr>
<td>Careers and Employability Service</td>
<td>The <a href="#">Careers and Employability Service</a> 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 Bournemouth University. 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 <a href="#">Advice Centre</a>, a range of <a href="#">clubs and societies</a>, <a href="#">volunteering</a> opportunities, <a href="#">student representation</a> and personal development, as well as a wide variety of social areas.</td>
</tr>
</tbody>
</table>
4 ADMISSIONS, REGISTRATION AND INDUCTION

4.1 ADMISSION REGULATIONS

3A Standard Admissions Regulations: Postgraduate Research Degrees are included in Appendix 1 and should be used in conjunction with the 3B Recruitment, Selection and Admission (Postgraduate Research Degrees): Policy and Procedure (see Appendix 2) which sets out Bournemouth University's policies, procedures and guidelines for the recruitment, selection and admission of students that are based on the following principles:

i the University's commitment to academic standards;
ii the identification of students who are likely to succeed in the University's programmes;
iii the encouragement of broad access to the University's academic programmes by students from diverse backgrounds as emphasised in the University Fair Access Agreement;
iv equity of opportunity for all applicants. There shall be no discrimination against any applicant in relation to age, colour, creed, disability, ethnic origin, gender, marital status, nationality, race, sexual orientation or social class;
v fair, consistent and transparent application by staff who are well trained and have access to, and comply with, the University's policies and procedures, including those at partner institutions.

The PGR admissions procedure must be transparent and consistently applied. Admissions is centralised and the Doctoral College Postgraduate Research Administrators with responsibility for admissions is central to the admissions procedure to ensure that the due process is consistently followed and applied across all Faculties.

4.2 ENROLMENT AND RE-ENROLMENT

4.2.1. Enrolment

In order for successful applicants to begin their studies at BU, it is necessary for them to be enrolled as a PGR within the relevant Faculty. Enrolment normally takes place at three key intake dates (September, January, April); however alternative entry points may be considered subject to prior agreement. Fees for entry points other than September are calculated on a pro-rata basis.

Before a PGR can enrol they must have produced their original educational certificates. All students must also produce their passport. After the PGR enrolls, they will receive the following:

• an ID card that enables them to use BU facilities e.g. libraries, Students' Union etc., which may also be used to obtain discounts at various shops and recreational outlets;
• a letter which details how to log-on to their student account;
• a copy of the current Code of Practice for Research Degrees, BU Rules and Regulations and the Student Charter;
• 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).

With the exception of the DProf, EngD, EdD and MRes students, PGRs are enrolled onto a PhD programme of study with a Major Review progression at 12-18 months (for full-time and 36 months for part-time) which confirms their satisfactory progress at Doctoral Level (see Section 8).

4.2.2. Re-enrolment

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

PGRs will not be able to re-enrol until such time as the Annual Monitoring/Re-Enrolment Review process (Section 7.6) has been carried out and their progress approved by the Faculty Research Degrees Committee.
Should the PGR fail to complete the re-enrolment process fully, measures will be taken to disable their account and for their Supervisors to 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 as set out in Section 3.1.9.

BU academic regulations require PGRs to be enrolled until the point at which their award is confirmed by the University. This is normally at the point of receipt of their award letter (see Section 8.10). Failure to do so may prevent the PGR from receiving their award.

4.3 INDUCTION

All new PGRs are required to attend the Doctoral College Induction which is normally held in September, January and April annually. Information about Induction and other Doctoral College programmes is available on the Doctoral College web pages [http://www.bournemouth.ac.uk/doctoral-college](http://www.bournemouth.ac.uk/doctoral-college). This programme will:

- introduce PGRs to the academic and research community they are joining;
- equip PGRs with the necessary information with which to embark upon their research degree programme;
- provide an opportunity to meet with other new PGRs across the University.

The Faculties may also run their own induction programmes relating to specific research areas, for example, working in laboratories. Faculty-specific information may also be provided by the Supervisory Team and/or the Postgraduate Research Administrators.

International PGRs may also wish to attend the International Students’ Orientation Programme: [https://www1.bournemouth.ac.uk/study/international/meet-us/international-students-orientation-programme](https://www1.bournemouth.ac.uk/study/international/meet-us/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 weeks of enrolment in order to clarify any information already given and discuss the programme of research ahead. A formal record of this meeting should be kept on ResearchPAD and should normally include the following:

- the aim and initial objectives of the proposed research;
- possible research and other training needs;
- schedule of meetings and arrangements for monitoring of research progress, including submitting and receiving feedback on work (and reporting to sponsors/Research Councils if appropriate) – i.e. 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 outlined in Section 3.2.1.

4.5 RESEARCHPAD

All PGRs, Supervisors and Postgraduate Research Administrators are required to use ResearchPAD, an online PGR management system, to record and monitor the progression of individual PGRs, replacing the previous paper-based forms, except where indicated.

ResearchPAD is available on and off campus for all PGRs and Supervisors and can be accessed through [https://researchpad.bournemouth.ac.uk](https://researchpad.bournemouth.ac.uk). ResearchPAD:

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

Separate ResearchPAD user manuals are available to provide guidance on the system. Any questions relating to ResearchPAD should be directed to the Postgraduate Research Administrators in the first instance or emailed to ResearchPAD@bournemouth.ac.uk.

4.6 CHANGES TO ENROLMENT
If changes occur during the enrolment period, a request for an amendment should be made in writing on the appropriate form, by the first Supervisor, for approval or notification at Faculty level. The most common amendments affecting enrolment are detailed below:

<table>
<thead>
<tr>
<th>Changes to registration</th>
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</thead>
<tbody>
<tr>
<td>Change in the mode of study</td>
</tr>
<tr>
<td>The maximum period of study varies according to the mode of study and the award aim. The total remaining enrolment period and tuition fee status will therefore be affected by any changes. Requests should be made using the Change of Registration form</td>
</tr>
<tr>
<td>Change of Supervisory Team</td>
</tr>
<tr>
<td>Changes to supervision may occur as a result of a change in direction of the research or the departure of a Supervisor from the University. A request for the removal/addition of a Supervisor may affect the total supervision experience of the team, or the role of Supervisors within the team. Requests should be made using the Change of Supervisory Details form</td>
</tr>
<tr>
<td>Transfer to a different degree programme</td>
</tr>
<tr>
<td>In exceptional circumstances, a PGR may decide to submit for an alternative doctoral award.</td>
</tr>
<tr>
<td>Transfer from one institution to another</td>
</tr>
<tr>
<td>A PGR who has started a programme of study may occasionally request to transfer registration to another institution. The institution to which the PGR is intending to transfer must provide written confirmation that they are willing to accept them. Should a PGR wish to transfer to BU from another institution they will be considered in accordance with the admission procedures outlined in Section 4.2.</td>
</tr>
<tr>
<td>Change to the thesis title</td>
</tr>
<tr>
<td>The final title of the thesis is required on the Approval of Examination Arrangements Form. Any change to the title after approval of the examination arrangements MUST be notified in writing to the Doctoral College and Postgraduate Research Administrators by the PGR and the first Supervisor using the Change of Research Degree Thesis Title form (see Section 8.2.5).</td>
</tr>
<tr>
<td>Change to the source of funding</td>
</tr>
<tr>
<td>Notification of any changes to sources of funding should be reported to the Faculty Postgraduate Research Administrators.</td>
</tr>
</tbody>
</table>

4.7 COMPLAINTS PROCEDURE
The University encourages the early resolution of any issues/concerns the student may have and is normally able to deal with the majority of these quickly. In the unlikely instance that PGRs encounter difficulties during their research, or they have a complaint, the following procedure should be followed:

• if appropriate, problems should be discussed with the Supervisory Team in the first instance;
• alternatively, the Doctoral College can also be approached for informal, and where appropriate confidential, advice;
• finally, if the concern cannot be resolved or clarified by an informal discussion, PGRs can follow the process outlined in 11F – Student Complaints Policy and Procedures by writing in the first instance to the Faculty Education Service Manager, Director of Operations (or equivalent), or the Head of Professional Service to which the issue/concern relates.

SUBU Advice (Students’ Union) is also able to provide information and guidance on the Student Complaints Procedure.
4.8 DEFERRALS AND EXTENSIONS

During the course of their research, PGRs may face practical, professional or personal difficulties which may affect their progress. Such exceptional circumstances are defined in Section 4.8.1 below.

Further information regarding the principles relating to the deferral or extension process can be found in 6J Exceptional Circumstances inc. Extensions Policy and Procedure.

4.8.1. Exceptional Circumstances

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 student’s ability to study or to complete one or more assessment;
- beyond the control of the student;
- 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 Postgraduate Research Administrators as soon as possible to ensure that delays or disruptions to progress will be sympathetically received. All requests for deferrals or extensions should be submitted on the correct completed form and accompanied, where appropriate, by independently verified medical or other appropriate supporting evidence.

All information will be treated in confidence and only disclosed to those who need to know. In most cases, the first Supervisor or Postgraduate Research Administrators will be the most appropriate person to approach. If problems persist, it may be possible to defer or extend the enrolment.

4.8.2. Deferrals

If PGRs are prevented from making progress with their research degree, it may be possible to “interrupt” their studies and defer their enrolment for between one month and 12 months (full or part-time). The maximum registration period (4 year full-time and 7 years part-time) will automatically be extended by any period of deferral and future key academic milestone deadlines recalculated.

Applications for deferrals must be made on the Deferral Request form to the Faculty and must have the agreement of the Supervisory Team. Deferrals must be applied for in advance and will not be granted retrospectively. The Doctoral College will be notified of any period of deferral.

For deferrals exceeding a cumulative total of 12 months during the period of registration, applications must be approved by the Doctoral College.

During the period of deferral, 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;
- for those in receipt of a Studentship, bursary payments will normally be deferred.

Any refunds will be in line with the PGR fees policy (see Student Fees Policy 2017/18). PGRs in receipt of a Studentship should refer to their Studentship Terms & Conditions and refer to the Central Finance Team fees@bournemouth.ac.uk or askBU for advice. If a non-EEA PGR wishes to defer their studies, it is essential that they seek advice from the International Student Support Team (ISST) at askBU, as there may be
implications for their visa conditions. No non-EEA student should be advised to defer their studies and remain in the UK without seeking advice from the ISST first. If the deferral is agreed, the details need to be reported to migrantreporting@bournemouth.ac.uk. For further guidance, refer to Appendix 5.

PGRs are required to return to their studies on the date specified on their Deferral Request Form. They are required to contact their Supervisory Team and Postgraduate Research Administrators one week 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 as set out in Section 3.1.9. If an additional period of deferral is required, a new application must be submitted and approved.

For those in receipt of a Studentship, bursary payments will normally cease during the period of deferral. Externally funded PGRs should check with their individual funding provider.

4.8.3. Extensions

If a PGR fails to complete their research degree within the maximum enrolment period, in extenuating circumstances it may be possible to have an extension to their registration. Extensions cannot be granted retrospectively.

Applications for extensions must be made in advance, before the maximum enrolment period of registration expires (fees may still apply), via the Faculty to the Doctoral College, on the Extension Request form and with the agreement of the Supervisory Team. Each case will be considered individually and should be accompanied by supporting medical or other evidence.

4.9 WITHDRAWAL

Should the PGR decide to withdraw from their research degree, written confirmation, including the reason for withdrawal and date of withdrawal, must be sent to the Postgraduate Research Administrators as soon as possible. The matter will be reported to the Faculty.

If a PGR decides to withdraw and is in receipt of a BU Studentship, they must write formally to the Doctoral College advising of their decision.
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.

A candidate would normally complete an MRes within 12 months full-time study (24 months part-time) and it is anticipated that an MRes thesis would normally be c. 15-30,000 words. As such, 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.

For PGRs enrolling after 1 September 2015, the programme of research should align to the relevant learning outcomes for guidance (Section 5.2 MRes or Section 6.2 MPhil). For PGRs enrolling prior to 1 September 2015, the programme of research should align to the Master’s level descriptors (Appendix 7) but may also refer to the appropriate level learning outcomes for guidance (Section 5.2 MRes or Section 6.2 MPhil). Supervisors and Examiners should also refer to the aforementioned descriptors in supporting or assessing the research at the appropriate level.

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:

- **Admissions, Registration and Induction**
  - Section 4

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

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

- **Intention to Submit Thesis**
  - (~8 months FT / ~16 months PT)
  - Section 8.2.1

- **Enrolment Review & Re-enrolment**
  - (May/June if appropriate)
  - Section 5.3 and 4.3.2

- **Thesis Submission**
  - (~10 months FT / ~18 months PT)
  - Section 8.2

- **Re-submission**
  - (+2 months FT / 4 months PT)
  - Section 8.7 and 8.7.2

- **Viva Voce & Examiners' Recommendations**
  - (asap after Thesis Submission)
  - Section 8.6

- **Ratification of Award**
  - Award Ratified by Doctoral College
  - Section 8.7.2

- **Thesis (hard and electronic copies) submitted to Library**
  - Section 8.10

- **Award Letter & Graduation**
  - (18 months FT / 24 months PT)
  - Section 8.7 and 8.11
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 / Initial Review** process (see Section 7.4), which must be completed within 3 months after registration for full-time PGRs (6 months for part-time PGRs);
- the **Re-Enrolment Review** of progress (see Section 7.6).

5.5 MRES TO PHD TRANSFER
Exceptionally, an MRes candidate may, 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 / Transfer viva voce** examination as set out in the Section 7.7 and PGRs should be aware they may be required to pay a different level of fee.

Such requests may only be submitted to the Faculty Research Degrees Committee 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 a minimum of five workshops and either one academic activity or one public engagement activity per year of registration. Workshops include all Doctoral College Researcher Development Workshops, online modules, talks and webinars. Academic engagement includes active participation (presentation of research or other research dissemination activities) in the Doctoral College 3MT events, annual postgraduate research conference, Faculty conferences and seminar series. Public engagement includes active participation (presentation of research or other research dissemination activities) in BU events such as the Festival of Learning, Café Scientifique and Public Lecture days.

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.

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 (see Section 8.2.2) after 10 months full-time study (18 months part-time study) with a view to completing within a maximum registration of 18 months full-time (24 months part-time study). Presentation of the thesis should follow the guidelines set out in Section 9. All other aspects of the submission should follow those set out in Section 8.

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 first Supervisor may attend the oral examination as an observer.

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. The presentation requirement is different from MPhil or PhD examination and would provide the students 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.
6    MASTER OF PHILOSOPHY PROGRESSION

6.1   MPHIL SUMMARY
BU defines the Master of Philosophy (MPhil) 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.

A candidate would normally complete an MPhil within 18 months full-time (36 months part-time) and would normally be c. 20-40,000 words. 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.

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

For PGRs enrolling after 1 September 2015, the programme of research should align to the relevant learning outcomes for guidance (Section 5.2 MRes or Section 6.2 MPhil). For PGRs enrolling prior to 1 September 2015, the programme of research should align to the Master’s level descriptors (Appendix 7) but may also refer to the appropriate level learning outcomes for guidance (Section 5.2 MRes or Section 6.2 MPhil). Supervisors and Examiners should also refer to the aforementioned descriptors in supporting or assessing the research at the appropriate level.

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:
  - to evaluate critically current research and advanced scholarship in the discipline or professional practice;
  - develop and design an appropriate research project;
  - 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.

6.3 MPHIL DEGREE TIMELINE

The key stages and expected timeline for an MPhil research degree are outlined below:
6.4 MPhil Progression
The progression for an MPhil is closely aligned to the doctoral research degree and includes:

- the Probationary Review / Initial Review process (see Section 7.4), which must be submitted within 3 months and completed within 6 months after registration for full-time PGRs (6-9 months for part-time PGRs);
- the Re-Enrolment Review progress (see Section 7.6).

6.5 MPhil to PhD Transfer
Exceptionally, an MPhil candidate may, 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 / Transfer viva voce examination as set out in the Section 7.7 and PGRs should be aware they may be required to pay a different level of fee.

Such requests may only be submitted to the Faculty Research Degrees Committee 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 a minimum of five workshops and either one academic activity or one public engagement activity per year of registration. Workshops include all Doctoral College Researcher Development Workshops, online modules, talks and webinars. Academic engagement includes active participation (presentation of research or other research dissemination activities) in the Doctoral College 3MT events, annual postgraduate research conference, Faculty conferences and seminar series. Public engagement includes active participation (presentation of research or other research dissemination activities) in BU events such as the Festival of Learning, Café Scientifique and Public Lecture days.

6.6 Submission & Examination of 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 (see Section 8.2.3) after 18 months full-time study (24 months part-time study) with a view to completing within a maximum registration of 24 months full-time (36 months part-time study). Presentation of the thesis should follow the guidelines set out in Section 9.

All other aspects of the submission should follow those set out in Section 8.
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, 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 the thesis would normally be c. 40-80,000 words (depending on the discipline and nature of thesis format). In line with BUs 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) (see Section 10.3)
- an integrated thesis (see Section 10.2)

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

1. **Admissions, Registration and Induction**
   - Section 4

2. **Enrolment**
   - (Day 1)
   - Section 4.2.1

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

4. **Major Review**
   - (+12-18 months FT / 24-36 months PT)
   - Section 7.7

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

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

7. **Viva Voce & Examiners’ Recommendations**
   - (asap after Thesis Submission)
   - Section 8.6

8. **Re-Enrolment Review & Re-enrolment**
   - (May/June annually)
   - Section 4.2.2 and 7.6

9. **Re-submission**
   - (+12 months FT / 24 months PT)
   - Section 8.7 and 8.7.2

10. **Corrections / Amendments & Examiners’ Recommendations**
    - Section 8.7

11. **Ratification of Award**
    - Award ratified by Doctoral College
    - Section 8.7.2

12. **Award Letter & Graduation**
    - (48 months FT / 84 months PT)
    - Section 8.7.2 and 8.11

13. **Thesis (hard and electronic copies)**
    - submitted to Library
    - Section 8.10
7.4 PROBATIONARY REVIEW / INITIAL REVIEW

7.4.1. Background

To streamline monitoring and administrative processes and encourage timely completion of all milestones, the University Research Degrees Committee have agreed a change to the Initial Review process to be implemented in 2018-19. In the short term, both the old Initial Review and the new Probationary Review will run in parallel. The following section sets out the key principles and procedures for both formats.

The Probationary Review / Initial Review is an important early 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 and complete the online ethics and Data Protection Act 2018 e-modules;
- Consider the PGR’s training needs.

The following table sets out the key principles of each process:

<table>
<thead>
<tr>
<th>For PGRs who:</th>
<th>Probationary Review</th>
<th>Initial Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled from September 2018 onwards</td>
<td>Expected submission date: 3 months post-enrolment (6 months for part-time)</td>
<td>Enrolled prior to September 2018 4 months post-enrolment (8 months for part-time)</td>
</tr>
<tr>
<td>Report template:</td>
<td>Available on ResearchPAD</td>
<td>Available on ResearchPAD</td>
</tr>
<tr>
<td>Word count:</td>
<td>Up to 2000 word or equivalent</td>
<td>Up to 3500 word or equivalent</td>
</tr>
<tr>
<td>Report content:</td>
<td>Outlined in Section 7.4.2</td>
<td>Outlined in Section 7.4.3</td>
</tr>
<tr>
<td>Procedure:</td>
<td>Outlined in Section 7.4.2</td>
<td>Outlined in Section 7.4.3</td>
</tr>
<tr>
<td>Assessment:</td>
<td>Verbal presentation and discussion with Faculty Panel</td>
<td>Review by Independent Academic</td>
</tr>
<tr>
<td>Outcomes:</td>
<td>• Progression;</td>
<td>• Continues their research and works towards the Transfer;</td>
</tr>
<tr>
<td></td>
<td>• Probationary period extended by 1 month;</td>
<td>• Undertakes further work on the Initial Review to clarify certain aspects of the proposed research (within 1 month FT or 2 months PT);</td>
</tr>
<tr>
<td></td>
<td>• Transfer to MRes;</td>
<td>• Does not continue with the programme of research and is withdrawn from their programme of study.</td>
</tr>
<tr>
<td></td>
<td>• Withdrawal.</td>
<td></td>
</tr>
</tbody>
</table>

For either review format, continuation is dependent on successful completion of this stage. Failure may result in withdrawal due to lack of progress, as set out in Section 3.1.8.

It is recommended that those on Professional Doctorates or other non-standard research degrees (see Section 10 and Section 11) refer to their programme handbooks or seek advice from their Supervisory Team regarding any specific requirements.
7.4.2. Probationary Review

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 Deputy Dean for Research and Professional Practice (or Head of Research, as appropriate) via the Postgraduate Research Administrators prior to this deadline. The procedure is as follows:

- 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 downloads the Probationary Review template from ResearchPAD and, once completed, should be discussed with the Supervisory Team, who will add a brief statement of support about the PGR’s progress. The PGR should then upload the completed document within the Probationary Review on ResearchPAD.

The Postgraduate Research Administrators will organise a cohort-based Faculty Panel, comprising the Departmental Head of Research or nominee (Chair) and independent Academics 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 Faculty Research Degrees Committee one of the following outcomes:

- Progression;
- Probationary period extended by 1 month;
- Probation extended and PGR undertakes further work;
- Verbal presentation and discussion with Faculty Panel - recommendation made to FRDC;
- DDRPP (or equivalent) endorses outcome of Probationary Review;
- Outcome reported to and ratified by Faculty RDC;
- Candidate is transferred to lower award or withdrawn;
- No;
- Yes.
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 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 or withdrawn due to lack of progress, as set out in Section 3.1.8. If the PGR is registered on an MRes programme, they will be withdrawn at this point. PGR progression should be reported, via ResearchPAD and the Faculty Research Degrees Committee minutes, to the University Research Degrees Committee.

7.4.3. Initial Review

There may be a small number of PGRs who are still working towards the Initial Review. PGRs are required to submit their Initial Review document on ResearchPAD no later than 4 months after enrolment for full-time study (8 months for part-time study). The Initial Review process must be completed within 6 months of enrolment for full-time study (12 months for part-time study) and this therefore allows time for the document to be independently reviewed and for any changes or amendments that are required to be carried out and the outcome approved and confirmed by the Faculty Research Degrees Committee within 6 months of registration for full-time study (12 months for part-time study). PGRs who are unlikely to meet the deadline must formally request an extension in writing to the Postgraduate Research Administrators prior to this deadline.

The procedure is as follows:

- **Transfer to MRes**
- **Withdrawn**

* 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 Initial Review report should be completed within the Probationary Review on ResearchPAD and incorporate the following, as appropriate to the PGRs discipline:

<table>
<thead>
<tr>
<th>An abstract</th>
<th>A 500 word summary of the nature of the research in clearly understood terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>The thesis title</td>
<td>AS per the project proposal</td>
</tr>
<tr>
<td>The research project scope and questions (aims and objectives)</td>
<td>These should take the form of short, achievable statement(s) informing the reader of the purpose of the research</td>
</tr>
<tr>
<td>A background to the project (literature review)</td>
<td>This is the context of the research and should include a review of related academic literature – it is NOT the final literature review, which will be built on over the course of the research</td>
</tr>
<tr>
<td>An outline of the methodology and approach to be used</td>
<td>For example: data collection, analysis, sampling, etc.</td>
</tr>
<tr>
<td>An outline of any ethical, health and safety or risk issues</td>
<td>Associated with the research and how they will be addressed</td>
</tr>
<tr>
<td>A proposed time-scale for the work</td>
<td>Outline a plan for completing the work within the period of registration, identifying all major milestones of the work and indicating how long each will take</td>
</tr>
<tr>
<td>A summary</td>
<td>Summary of how the research will contribute to new knowledge in its field</td>
</tr>
<tr>
<td>Reference</td>
<td>A reference list and bibliography</td>
</tr>
</tbody>
</table>

The completed Initial Review should be discussed with the Supervisory Team and a record made of the meeting within ResearchPAD. The Supervisory Team will provide a brief assessment of the PGR’s progress to date. In consultation with the Deputy Dean (Research and Professional Practice), the Postgraduate Research Administrators will pass the completed report to an Independent Academic who should assess:

- the evidence of substantive development of the research proposal;
- the overall satisfaction with the PGR’s progress;
- the planned and documented continuing research programme;
- the personal development plan;
- the record of regular meetings with Supervisors, and at least one formal Supervisory Team meeting.

The Independent Academic makes their assessment within an agreed timeframe, normally within 3 weeks of the submission of the Initial Review report, and recommends to the Faculty Research Degrees Committee whether the PGR:

- continues their research and works towards the Transfer;
- undertakes further work on the Initial Review to clarify certain aspects of the proposed research (within 1 month FT or 2 months PT);
- does not continue with the programme of research and is withdrawn from their programme of study.

If the Initial Review is deemed satisfactory, the PGR continues the research and works towards the “Transfer”. However, if the Initial Review is not deemed satisfactory, a further “probationary period” is allowed for resubmission of the document within the timeframe above. In the event the resubmitted Initial Review is still not deemed to be satisfactory, steps may be taken to terminate the enrolment (as outlined in Section 3.1.8). PGR progression should be reported, via ResearchPAD and the Faculty Research Degrees Committee minutes, to the University Research Degrees Committee.

### 7.5 ETHICS

BU is committed to maintaining high ethical standards in its research. All PGRs and Supervisors are required to familiarise themselves with [BB – Research Ethics Code of Practice: Policy and Procedure (RECP)](https://example.com) and review ethical considerations at the outset of their research. BU requires that all research (as defined in the RECP Section 5) is subject to ethical consideration. If ethical approval is needed, ethical approval must be
obtained prior to the commencement of any data collection. To apply for ethical approval, PGRs are required to submit an ethics checklist via the Online Ethics Checklist.

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 Researcher, Supervisor 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 at BU 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.

### 7.6 RE-ENROLMENT REVIEW

All PGRs are required to undertake the Re-Enrolment Review annually. This is vital to assure appropriate engagement and progress by the PGR prior to re-enrolment. This light touch, but compulsory review will:

- check regular engagement with the Supervisory Team;
- confirm satisfactory and timely progress against academic milestones;
- review ethics, health and safety risk assessment and research and personal development needs.

The Re-Enrolment Review is also an opportunity to record key academic achievements to date and discuss any difficulties that have arisen.

All PGRs, including full-time, part-time and members of staff, are required to complete their Re-Enrolment Review on ResearchPAD no later than 1 June each year regardless of whether they have recently passed a progression milestone such as Probationary or Major Review. 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 Postgraduate Research Administrators prior to this deadline.

The Re-Enrolment Review procedure is as follows:
The PGR should meet with the Supervisory Team who will assess engagement and progress against the following outcomes:

- **Excellent Progress**
- **Satisfactory Progress**
- **Slow Progress**

Where slow progress is identified, the Faculty may invoke the lack of progress or lack of contact processes as set out in Section 3.1.8.

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

It is recommended that those on Professional Doctorates or other non-standard research degrees (see Section 10 and Section 11) refer to their programme handbooks or seek advice from their Supervisory Team regarding any specific requirements of the Re-Enrolment Review process.
7.7 MAJOR REVIEW / TRANSFER

7.7.1. Background

To streamline monitoring and administrative processes and encourage timely completion of all milestones, the University Research Degrees Committee have agreed a change to the Transfer process to be implemented in 2018-19. In the short term, both the old Transfer and the new Major Review will run in parallel. The following section sets out the key principles and procedures for both formats.

The Major Review / Transfer are important milestones to:

- assess the quality and timeliness of the candidate's work to date
- confirm the scope of the research project to fulfil the requirements of a PhD
- confirm the candidate's capability of satisfactorily completing their PhD in a timely manner

The following table sets out the key principles of each process:

<table>
<thead>
<tr>
<th></th>
<th>Major Review</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>For PGRs who:</td>
<td>Enrolled from September 2018 onwards</td>
<td>Enrolled prior to September 2018</td>
</tr>
<tr>
<td>Expected submission date:</td>
<td>Up to 18 months post-enrolment (36 months for part-time)</td>
<td>Up to 18 months post-enrolment (36 months for part-time)</td>
</tr>
<tr>
<td>Report template:</td>
<td>Outlined in Section 7.7.2</td>
<td>Outlined in Section 7.7.3</td>
</tr>
<tr>
<td>Word count:</td>
<td>Up to 3000 word or equivalent</td>
<td>Up to 10000 word or equivalent</td>
</tr>
<tr>
<td>Report content:</td>
<td>Outlined in Section 7.7.2</td>
<td>Outlined in Section 7.7.3</td>
</tr>
<tr>
<td>Procedure:</td>
<td>Outlined in Section 7.7.2</td>
<td>Outlined in Section 7.7.3</td>
</tr>
<tr>
<td>Assessment:</td>
<td>Verbal presentation and discussion with Faculty Panel</td>
<td>Formal Examination via assessment of Transfer Report and Viva Voce</td>
</tr>
<tr>
<td>Outcomes:</td>
<td>• Pass</td>
<td>• Transfers and becomes registered onto the programme of PhD;</td>
</tr>
<tr>
<td></td>
<td>• Resubmission (within 1 month)</td>
<td>• Transfers and become registered onto the programme of PhD subject to specific recommendations of the Transfer panel (within 1 month full-time / 2 months part-time);</td>
</tr>
<tr>
<td></td>
<td>• Resubmission with re-assessment panel discussion (within 3 months)</td>
<td>• Does not transfer but remains registered at MRes/MPhil to carry out further work to resubmit the Transfer Report (within 2 month full-time / 4 months part-time);</td>
</tr>
<tr>
<td></td>
<td>• Transfer to MRes / MPhil</td>
<td>• Does not transfer but continues to work to the submission of an MRes/MPhil;</td>
</tr>
<tr>
<td></td>
<td>• Withdrawal</td>
<td>Does not transfer and is withdrawn.</td>
</tr>
</tbody>
</table>

For either format, continuation is dependent on successful completion of this stage. Failure may result in withdrawal due to lack of progress, as set out in Section 3.1.8.

It is recommended those on Professional Doctorates or other non-standard research degrees (see Section 10 and Section 11) refer to their programme handbooks or seek advice from their Supervisory Team regarding any specific requirements.
7.7.2. Major Review
The Major Review is an important milestone to:

- assess the quality and timeliness of the candidate's work to date
- confirm the scope of the research project to fulfil the requirements of a PhD
- confirm the candidate's capability of satisfactorily completing their PhD in a timely manner

It must be completed within 18 months after registration for full-time study (36 months for part-time study). PGRs who are unable to meet the deadline for submission must formally request an extension in writing to the Postgraduate Research Administrators 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.

The process for the Major Review will be centred on submission of a “Briefing Paper” and discussion with an independent panel. The “Briefing Paper” (up to 3,000 words, or equivalent, supported by an abstract of 300 words), should clearly outline:

- evidence of progress to date
- outline of proposed original contribution to knowledge likely to emerge from final thesis
- statement of intended further work
- timeline for successful completion, including a detailed plan for the next six months, with measurable targets and an outline plan for completion of the thesis
- additional evidence may be appended and could include data/material from body of draft thesis and any publications to date

The Major Review panel discussion will be conducted by 2 Independent Academics, one of whom will act as Chair. The Independent Academics will be nominated by the Supervisory Team and approved by the Chair of the Faculty Research Degrees Committee (or equivalent).

The outcomes of the Major Review panel discussion will be streamlined and will comprise:

- Pass
- Resubmission (within 1 month)
- Resubmission with re-assessment panel discussion (within 3 months)
- 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 assessment 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 Faculty Research Degrees Committee, and reported via Faculty Research Degrees Committee Minutes to the University Research Degrees Committee.

7.7.3. Transfer (Progression) at PhD Level
The Transfer procedure is an examination of progress and should mirror the PGR's final viva voce experience. It is an important milestone to ensure that the PGR, and their research project, meet the required academic standards to continue at doctoral level.

The Transfer process must be completed within 18 months after registration for full-time study (36 months for part-time study). This includes submission of the Transfer Report, the Transfer viva voce held and
corrections undertaken to the satisfaction of the Examiners. As such, PGRs are encouraged to submit their Transfer report on ResearchPAD no later than 14 months after enrolment for full-time study (28 months for part-time study) to allow time for the Transfer viva voce to take place and for any changes or amendments that are required to be carried out and the outcome approved and confirmed by the Faculty Research Degrees Committee. PGRs who are unlikely to meet the deadline must formally request an extension in writing to the Postgraduate Research Administrators 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.

Whilst acknowledging that some degree of flexibility across BU is essential, the procedure is set out below.

The Supervisory Team will give guidance and clarify the purpose of the report, what is required and the consequences of outcomes. PGRs will also be made aware that this is part of a continuing process and not a standalone document - the content of this report should be written for eventual incorporation within the final thesis. The Transfer Report should not normally exceed 10,000 words (including any appendices, draft chapters, literature review etc.) and should be accompanied by a separate 500 word abstract.

A typical report should include:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>An introduction</td>
<td>Including the research project question, aims and objectives</td>
</tr>
<tr>
<td>A literature review</td>
<td>A review of the academic literature, its relation and context to the research</td>
</tr>
<tr>
<td>A research plan</td>
<td>A description of the methodology and approach used in the research</td>
</tr>
<tr>
<td>Progress to date</td>
<td>A summary of findings, results and discussions to date and any problems encountered</td>
</tr>
<tr>
<td>Conclusion</td>
<td>A summary of progress to date plus a revised plan for completing the research project</td>
</tr>
<tr>
<td>References</td>
<td>A reference list and bibliography</td>
</tr>
</tbody>
</table>

The above is for guidance only. It is important that PGRs discuss specific aspects with their Supervisory Team in order to reflect the progress of the research at the point of transfer (i.e. it may be possible to include draft chapters of the final thesis in the report) and any specific requirements of the Faculty or subject area. The PGR should check the number of copies of the transfer report required by their Faculty.

The electronic transfer report should be uploaded onto the Transfer Study Plan within ResearchPAD and hard copies should be submitted to the Postgraduate Research Administrators as required.

Again, it is recommended that those on Professional Doctorates or other non-standard research degrees (see Section 11 and Section 12) refer to their programme handbooks or seek advice from their Supervisory Team regarding any specific requirements of the Transfer/Progression process.

The approval of the Transfer Examination team is a formal procedure which should be overseen and ratified by the Faculty Research Degrees Committee. It is expected Supervisors may suggest potential Examiners but, to avoid any bias or improper judgement, the Faculty Research Degrees Committee have the right to identify alternative Examiners where appropriate. The roles and responsibilities of the Examiners are set out in Section 3.4.

The Transfer viva voce will normally be scheduled to take place within 4-6 weeks of submission of the transfer report. The transfer viva voce will be carried out by a Transfer panel, which will include:

- two academics (not part of the Supervisory Team);
- an Independent Chair;
- Supervisors may also attend, if the PGR agrees, but may only contribute to the discussion for clarification purposes, if invited to do so.

Where appropriate, an external reviewer may also be asked to read and comment on the transfer report.
The Transfer *viva voce* 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 8).

The Transfer *viva voce* and its outcome is a formal process that mirrors that of the final *viva voce* experience. As outlined in the 6A Standard Assessment Regulations, the subsequent recommendations of the panel may be that the PGR either:

- transfers and becomes registered onto the programme of PhD;
- transfers and become registered onto the programme of PhD subject to specific recommendations of the Transfer panel (within 1 month full-time / 2 months part-time);
- does not transfer but remains registered at MRes/MPhil to carry out further work to resubmit the Transfer Report (within 2 month full-time / 4 months part-time);
- does not transfer but continues to work to the submission of an MRes/MPhil;
- does not transfer and is withdrawn.

All PGRs should receive clear, written feedback on the Transfer Report and *viva voce*. The outcome of the transfer process will be presented to the Faculty Research Degrees Committee for final confirmation and reported to the Doctoral College.

Where the Examiners request a resubmission of the Transfer Report, the PGR should also be advised on what further work should be carried out prior to resubmission or the reasons why Transfer has not been approved. The timeframe for resubmission of the Transfer Report will normally be within 2 months for full-time PGRs and 4 months for part-time PGRs. All PGRs should receive clear, written feedback on the resubmitted transfer report.

In accordance with the assessment regulations, if the PGR fails to satisfy the Transfer panel following resubmission, a further opportunity is provided to re-submit within 2 months full-time (4 months part-time). If the PGR then fails to meet the necessary level on the second resubmission, they may:

- continue to work to the submission of an MPhil;
- be withdrawn.

### 7.8 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 are in receipt of a fee waiver (e.g. PhD Studentships (36 months full-time) or Scholarships (36 months full-time or 48 months part-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 (normally immediately on registration, January and April) and in accordance with the BU Fees Policy. 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* whilst corrections or amendments are carried out.
8 EXAMINATION AND COMPLETION

8.1 ASSESSMENT REGULATIONS

6A Standard Assessment Regulations: Research Degrees are included in Appendix 3. The assessment policy and procedure for Research Degrees is set out in the following sections.

8.2 THESIS SUBMISSION

8.2.1. Intention to Submit

Approximately 3 months prior to submission, the PGR should declare their intention to submit by completing the Intention to Submit within ResearchPAD so that formal approval of the examination team can be sought and arrangements for the viva voce can be made. The PGR should also check with their Supervisory Team or Postgraduate Research Administrators the requirements for formatting and binding of the thesis for examination (see Section 9).

If the maximum period of registration is exceeded before the PGR is able to submit and be examined, they need to request an extension to enrolment (see Section 4.8.3).

8.2.2. Submission of MRes Thesis

Within a maximum of 10 months registration for full-time study (20 months part-time study), PGRs who are registered on an MRes programme should be ready to declare their intention to submit and submit their thesis (see Section 5.6) with a view to completing within 12 months full-time study (24 months part-time study). 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. PGRs should follow the procedures set out below.

8.2.3. Submission of MPhil Thesis

Within a maximum of 18 months registration for full-time study (36 months part-time study), PGRs who are registered on an MPhil programme should be ready to declare their intention to submit (see Section 6.6). The process for MPhil submission and examination mirrors that for doctoral awards and PGRs should follow the procedures set out below.

8.2.4. Submission of PhD (or equivalent) Thesis

Within a maximum of 36 months registration for full-time study (72 months part-time study), doctoral PGRs should be ready to declare their intention to submit (see Section 8.2).

8.2.5. Thesis Title

The thesis title submitted on the Intention to Submit within ResearchPAD is the final, formally approved title. If there is any change to the title of the thesis following the submission of examination arrangements for approval, the PGR must make a formal application to amend the title on the Change of Research Degree Thesis Title form. If the candidate presents a final bound copy of their thesis holding an incorrect title they will not be awarded their degree.

8.2.6. Submission

On submission, 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.
One soft-bound copy of the thesis for each Examiner together with a loose abstract and a completed, printed copy of the PGR's Declaration from ResearchPAD must be submitted to the Postgraduate Research Administrators well in advance of any proposed examination date. The thesis will not be processed for examination if there are any fees owing to the University.

8.3 APPOINTMENT OF EXAMINING TEAM

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.

Faculties must submit Examining Team nominations to Academic Quality at the beginning of each month and papers will be circulated during the second week with the meeting planned for the third Tuesday of every month.

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* fail to take place within this time, the arrangements will need to go back for re-approval.

The procedure is summarised as follows:

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 examining experience at transfer level 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 transfer process**;
- **the PGR must not have formal contact with any Examiner(s) between their appointment and the viva voce**;
- **no person who is registered for a research degree at BU may act as an Examiner**;
- **the same External Examiner should not be proposed so frequently that their familiarity with the University might prejudice objective judgement (e.g. not normally more than three times in a five year period, and not normally more than once per year)**.

* including for MPhil and MRes examinations.

Where the examining team *(or individual Examiner)* does not fully satisfy the above criteria, the Faculty should provide a detailed rationale for their appointment when seeking approval *(see Section 8.3.1)*. The Faculty Research Degrees Committee should review the proposed examining team to ensure they meet the above criteria before requesting formal approval from Academic Quality. The PGR will be notified 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 should be appointed by the Deputy Dean (Research and Professional Practice) or nominee from the PGR’s Faculty. 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 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 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.

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.

8.4 **ROLES & RESPONSIBILITIES OF THE EXAMINERS & 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 by viva voce the PGR;
Both Examiners have a duty to acquaint themselves with the BU examination policies, procedures and guidelines (see Section 8) and have a responsibility to ensure the viva voce is conducted in accordance with these rules. Clarification of any issues that arise can be sought from the Independent Chair (see Section 8.4.2).

Both Examiners should examine the PGR’s work in detail and independently submit a preliminary report at least 7 working days in advance of the viva voce. The Faculty will then share any major concerns that arise from the reading of the thesis with the other Examiner(s) prior to the viva voce examination (see Section 8.6.3).

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. Roles and Responsibilities of the Independent Chair

The roles 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 have ultimate responsibility for the way in which the viva voce 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;
- outline the nature of the viva voce, introduce those present, clarify arrangements and ensure the PGR understands the nature and purpose of the viva voce;
- 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 and what is required of them in terms of any corrections;
- forward all documentation to the Postgraduate Research Administrators 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 completed checklist.

The 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 following formal approval of the examination arrangements but this is dependent on several factors:

- scheduling of the viva voce;
- submission of thesis;
- assessment of the thesis.

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

The *viva voce* 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 9).

Where for reasons of sickness, disability or a comparable valid cause, and the University 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 Postgraduate Research Administrators 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 and time of the *viva voce* 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*;
- arranging a room for the *viva voce*, making sure that it is appropriate and in a quiet location;
- organising meals and refreshments;
- arranging travel and hotel accommodation for the Examiners, if applicable;
- in conjunction with the Deputy Dean (Research and Professional Practice), appointing an Independent Chair and provide them with a pack containing copies of the following:
  - Examiners’ Preliminary Report forms
  - Examiners’ Joint Recommendations form
  - Chair’s Report form
  - *Code of Practice for Research Degrees*
  - *Extract of Code of Practice for Research Degrees: Guidelines for Chairs & Examiners*;
- ensuring all the arrangements are in place to meet and greet the External Examiners and the PGR on the day of the *viva voce*;
- ensuring the Examiners have returned their expense forms, and to process them accordingly.

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;
- may also request permission from the Examiners to clarify a particular point for the PGR during the *viva voce*;
- 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*, 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*

as outlined below:
8.6.2. Pre-Viva Voce

Prior to the viva voce, each Examiner should read the thesis, normally within four to six weeks of receipt, and complete the Examiner’s Preliminary Report form independently to ensure there is documented evidence the thesis has been independently examined. The Examiners should not consult each other in the preparation of the Preliminary 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 judgement of the outcome.

The independent Examiner’s Preliminary Reports should be submitted to the Postgraduate Research Administrators normally 7 working days prior to the viva voce. 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, who should normally receive these from the Postgraduate Research Administrators 5 working days prior to the viva voce, together with other information pertaining to the examination. Supervisory Teams may be allowed to see the reports on the day of the viva voce, although this would be at the discretion of the Examiners and on the understanding that the information would not be divulged to the PGR.

On the day of the examination, the Examiners will be provided with an opportunity to discuss their reports prior to the viva voce.

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 Postgraduate Research Administrators, in writing, at least 7 working days in advance of the viva voce.
The Postgraduate Research Administrators should inform the Deputy Dean (Research and Professional Practice) 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 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 will be postponed and the thesis referred back to the PGR for further work;
- 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 will be postponed and the thesis referred back to the candidate for further work;
- in the unlikely event the Examiner(s) suspect academic misconduct (e.g. plagiarism) has occurred, the viva voce 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, 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 as outlined in Section 9.6.

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 such an examination is arranged, it must normally be held within two calendar months of the original examination date, unless the Faculty Research Degrees Committee (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 takes place, are set out in Section 8.7.

8.6.4. Viva Voce

PGRs should be aware the viva voce will normally take place within a reasonable timescale after submission of the thesis; however, this can take place up to six months after submission. The length of the viva voce is at the discretion of the Examiners (usually 2-3 hours).

The viva voce will normally be held at Bournemouth University with the following persons present:

- PGR
- Independent Chair
- External Examiner(s)
- Internal Examiner
- Supervisor(s) may also attend (see Section 8.5).

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. In such cases the process for undertaking a viva voce by Video Conference is set out in Appendix 9 should be followed. A request for this should be submitted on the Request to Conduct a Research Degree Viva Voce by Video Conferencing form.

8.6.5. Post-Viva Voce

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. The PGR will then be informed verbally by the Examiners of their recommendations for the outcome of the examination.

After the viva voce, the Examiners are jointly responsible for completing the Examiners’ Joint Recommendations form. Both Examiners should sign the completed report, however, in the case of a disagreement between the Examiners, independent reports are required (see Section 8.6.6). 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 the University 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.

Normally within 5 working days of the viva voce being held, the Postgraduate Research Administrators should ensure that:

- the Independent Chair provides the Postgraduate Research Administrators with all the forms pertaining to the outcome of the viva voce;
- if the thesis is subject to correction or amendment, and/or a lower award, the PGR is formally notified of the Examiners’ recommendations to be completed within the required timeframe (as set out in Section 8.7.1);
- if the thesis is subject to resubmission, the PGR is formally notified of the Examiners’ recommendations and is provided with a date for re-submission of the revised thesis (as set out in Section 8.7.2);
- a copy of the recommendations is sent to the Supervisory Team.

The process for approval of the amendments or revisions is set out in Section 8.7.1.

8.6.6. Disagreement Between the Examiners

The Examiners should submit a joint recommendation report on the outcome of the viva voce however, where the Examiners are not in agreement, 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, he/she 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.

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.
8.6.7. *Release of Examiners' Reports to the PGR*

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 under the Freedom of Information, or as part of the appeal process; this includes the Preliminary, Joint Examiners’ and Chair’s Reports.

### 8.7 THE OUTCOME OF THE EXAMINATION

#### 8.7.1. Examiners’ Recommendations

In accordance with the 6A Standards Assessment Regulations (see Appendix 3); 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):

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Timescale:</th>
<th>Details</th>
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<tbody>
<tr>
<td>that the appropriate award be made;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>that the appropriate award be made subject to CORRECTIONS being made to the thesis</td>
<td></td>
<td>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 Internal 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 the responsibility of the Internal 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>that the appropriate award be made subject to AMENDMENTS being made to the thesis</td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>that the PGR be permitted to RE-SUBMIT for the degree and be re-examined;</td>
<td></td>
<td>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. 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. The Examiners must also indicate to the PGR whether they will be required to undergo a further <em>viva voce</em> following examination of the re-submitted thesis. Should an additional <em>viva voce</em> 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.</td>
</tr>
<tr>
<td>that the PGR be awarded the lower research degree of MRes/ MPhil</td>
<td></td>
<td>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...</td>
</tr>
</tbody>
</table>
lower research degree. In both instances, the award must be subject to the presentation of the thesis amended to the satisfaction of the Examiners. 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).

that the PGR NOT be awarded the degree and not be permitted to be re-examined

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 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 Deputy Dean (Research and Professional Practice), and the award will be ratified by the Doctoral College when all documentation has been received; the Examiners’ decision reviewed and final thesis submitted to the Library (see Section 8.10). The formal award letter confirming the date the award was recommended will then be sent to the PGR.

For award with corrections, the PGR will receive written confirmation of the Examiners’ decision within 7 days of the examination, which will include details of corrections to be made within 1 month full-time (2 months part-time). Following approval of the corrections by the Internal Examiner(s), the examination reports will be reviewed and should be signed off by the Deputy Dean (Research and Professional Practice), 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 14 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 Deputy Dean (Research and Professional Practice), 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 14 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.

No award will be confirmed until the PGR has submitted the final bound and electronic copy of their thesis to the University Library, which should take place within one month of confirmation of approval of corrections by Examiners (see Section 8.10).
8.7.3. Provision for Failed Candidates

6A Standard Assessment Regulations: Research Degrees (see Appendix 3) 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, 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 Deputy Dean (Research and Professional Practice), 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.

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 PGRs 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 Doctoral College at least one month prior to the due date but such notification does not mean that an extension can be provided.

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 Research Degree...
Examination Team, action will be taken in accordance with 6M – Research Misconduct: Policy and Procedure and 6A – Standard Assessment Regulations: Postgraduate Research Degrees (see Appendix 3).

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

Also see Section 3.1.10.

8.9 APPEALS AGAINST EXAMINERS’ DECISIONS

PGRs have 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 (v4). 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 student’s performance in assessment has been affected by illness or other factors which she/he was unable to divulge before or during the meeting of the Examining Team;
- arrangements for supervision did not meet those outlined in Section 3.2. of this CoP.

Disagreement with the academic judgement of the Examiners assessing the candidate does not in itself constitute grounds for a request by a candidate for reconsideration.

If there is an appeal following the outcome of the viva voce, 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. Examiners must prepare separate independent reports/notes prior to, and during, the viva voce. For further information on appeals, please refer to 11C – Academic Appeals: Policy and Procedure for Research Awards (v4).

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 hard bound copy of their final thesis, including any supporting material, which will be lodged in the Special Collections area of the University library;
- 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). More information about using library resources, copyright, Open Access and submitting the 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 where the PGR can also specify whether or not access to the electronic version of the thesis is restricted for a limited two year period.

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 Postgraduate Research Administrators on the Faculty’s policy. These should be submitted to the Postgraduate Research Administrators.

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.

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 student 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 two 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. Bournemouth University 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 account. 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
- defer to the following year’s Award Ceremony at which they will receive their certificate.
If the PGR wishes to attend the ceremony, they will receive an email invitation to attend their Awards Ceremony. 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 sides of A4 paper. Guidance should be sought from the Postgraduate Research Administrators 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>Word Lengths for Research Degree Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Degrees by Thesis, including the Integrated Thesis format</td>
</tr>
<tr>
<td>Science based</td>
</tr>
<tr>
<td>15,000 words (approx. 75 pages)</td>
</tr>
<tr>
<td>Social Science based</td>
</tr>
<tr>
<td>Practice-led Research Degrees¹</td>
</tr>
<tr>
<td>Professional Doctorates²</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

9.1.2. Language of the Thesis

The thesis must be presented in English, except with specific permission from the University. 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>
</tr>
</thead>
<tbody>
<tr>
<td>The title page (of every volume) shall give the following information:</td>
</tr>
<tr>
<td>• the full title of the thesis and any subtitle</td>
</tr>
<tr>
<td>• the total number of volumes, if more than one, and the number of the particular volume</td>
</tr>
<tr>
<td>• the full name of the author</td>
</tr>
<tr>
<td>• the award for which the degree is submitted in partial fulfilment of its requirements</td>
</tr>
<tr>
<td>• that the degree is awarded by Bournemouth University</td>
</tr>
<tr>
<td>• the name of the Collaborating Establishment, if any</td>
</tr>
<tr>
<td>• the month and year of submission.</td>
</tr>
<tr>
<td>The title should describe the content of the thesis accurately and concisely. If necessary, a subtitle should be added to provide greater detail.</td>
</tr>
<tr>
<td>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-</td>
</tr>
</tbody>
</table>

¹ 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.

² 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.
| **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. |
| **Author’s declaration** | The text should be divided into chapters, sections, etc. For formatting guidelines, see Section 10.1.4 |
| **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 Harvard (BU) 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. View the full BU Guide to Referencing and Citation in the Harvard Style on the Library web pages (https://www1.bournemouth.ac.uk/discover/library/using-library/how-guides/how-cite-references) The Harvard (BU) 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 or the Doctoral College. |
| **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 |
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.

In a multi-volume thesis, some sections may have to be repeated.

9.1.4. Thesis Format

In all theses the text should be formatted as follows:

<table>
<thead>
<tr>
<th>Body of text</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper</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>Margins</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 THESIS

**9.2.1. Permanent Binding**

The first Supervisor must confirm the contents of the permanently bound thesis are identical with the version submitted for examination, except where amendments have been made to meet the requirements of the Examiners.

- Copies of the thesis shall be presented in a permanent and legible form in print, and presentation should follow the guidelines set out above;
- For the final thesis, the text may be printed on single or double sides of A4 paper providing the PGR is able to manage the margins correctly i.e. 40mm bind edge on all pages. For double sided printing, mirror margins should be used;
- The thesis must be presented in a permanent binding, so that pages cannot be removed or replaced, before the degree can be awarded;
- The front and rear boards shall have sufficient rigidity to support the weight of the work when standing upright;
- The outside front cover board shall bear, in this order, the University crest, the title of the work, the full name of the PGR, the qualification, year of submission and volume number (if your document is presented in more than one volume) in at least 24pt type, Times New Roman or Arial being the preferred fonts. If you have a two part title the subtitle can be displayed in at least 18pt type if required;
- 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;
- The spine should bear, in this order, your surname (or family name) followed by all your initials, the abbreviated qualification and the year of submission. The spine should be printed in such a way as to be readable when the volume is lying flat with the front cover uppermost;
- All cover and spine lettering should be in gold on blue bookbinding cloth. (Arbelave Buckram Mid Blue 548 or International reference: Sealab L.38.46);
- Where copies are produced by photocopying, these must be of a permanent nature;
- Printing and binding services and advice are available from PJ Wellman. Please ask your Postgraduate Research Administrators for contact details.
9.2.2. **Material that Cannot be Bound**

Material that cannot conveniently be bound near related text, e.g. graph, charts, digital or other materials, should be packaged in such a way that it can be bound with the thesis. It may be stored in a pocket attached to the inside back cover of the appropriate volume, or gathered into another volume and stored in a rigid container of the same size and colour as that of the bound thesis, speak to the book binder for advice.

9.2.3. **Published Material**

PGRs are encouraged to publish and/or present their research material in advance of the thesis, thereby having some peer review of their work. Copies of published material should either be bound in with the thesis or placed in an adequately secured pocket at the end of the thesis. A list of published material should be appended to the 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, Bournemouth University's open access repository, and provide links to the deposited articles within the thesis.
10 GUIDANCE FOR ALTERNATE FORMATS OF PHD THESES

10.1 ALTERNATE FORMAT PHD THESES

In line with BUs 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 (see Section 10.2)
- a practical element and supporting exegesis (appropriate for practice-led research) (see Section 10.3)

The fundamental principle of each of the 3 types of submission is the same, and all candidates must follow the guidelines set out in the 8A Code of Practice for Research Degrees, which includes specific guidance for candidates, supervisors and examiners of practice-led research.

10.2 INTEGRATED THESES

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 "Transfer". 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\(^1\). 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\(^4\). 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 two papers and up to five 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 detailed in 8A Code of Practice for Research Degrees, 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:
  - a summary of each publication submitted;
  - 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;
  - a critical review of the significant and original contribution the work makes to the academic field in question;
  - 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.

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\(^1\)This is in line with the publications submitted to the Award of PhD by Publication

\(^4\)See also 8A Code of Practice for Research Degrees: Chapter 11 Additional Guidance for Practice-Led Research
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 outcome of the examination of an integrated format thesis will align with those in place for other research degrees, as detailed in 8A Code of Practice for Research Degrees. As with all research viva voce, 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
Presentation of the final integrated thesis should follow the process in place for standard thesis as set out in Section 9.2. Those submitting an integrated thesis should pay particular attention to Section 9.2.3 about the inclusion of published material in the final 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 document sets out to clarify where and how this may differ.

This guide 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. It must also define its objectives in terms of seeking to enhance knowledge and understanding relating to the questions or problems to be addressed. It must specify a research context for the questions or problems to be addressed. It must 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. It must 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.

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 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, 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, to the satisfaction of the Examiners. Because of the extended nature of the research project, most PGRs register initially for an MPhil and subsequently transfer to a PhD, once sufficient progress has been made.

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 5 and 6).

PGRs may register to study for a practice-led MRes, MPhil or PhD on a full or part-time basis.
The eligibility criteria for registration on to a research degree are set out in the 3A - Standard Admissions Regulations: Research Degrees (Appendix 1). 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 or MRes) will be provided in line with Section 3.2 in which full details of eligibility requirements for Supervisors and their roles and responsibilities are set out.

The differing needs of PGRs beginning programmes of practice-led research must also be considered. As such, it is important that Supervisor/student 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 tend to be emergent following periods of experimentation and critical reflection and motivation for the research is likely to have arisen around ‘an enthusiasm of practice’ rather than from a commonly recognised problem or question to be answered. 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 ‘major 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 Supervisors and the PGR should agree a timetable for certain stages of the practical element.

The first 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’ that are informing the project, outline the larger theoretical landscapes which ensure the practice has a larger significance than individual ‘enthusiasms of practice’, how these contextual reviews inform the project;
- 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, for example garment designs. However, though the practical element of the PhD 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 PhD 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 as detailed in Section 8.

Appointment of Examiners must meet the requirements set out in Section 8.3 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 guidance set out in Section 8.4. 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/program 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**

The outcome of the examination of a practice-led research degree will align with those in place for other research degrees, as detailed in the Section 8.7. However, Examiners are advised they may ask for practical elements to be represented or re-documented 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 *viva voce*, Examiners need to be satisfied with the PGR’s defence in the oral examination.
11 ADDITIONAL GUIDANCE FOR NON-STANDARD RESEARCH DEGREES

11.1 INTRODUCTION
Bournemouth University 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 distinct processes and procedures apply from those set out in this CoP, and where the focus of the research is commonly set within a professional practice setting and undertaken part-time. These distinct elements are identified in a Programme Specification/Handbook and may include formal taught elements and/or significant cohort/group activities. BU currently offers the following Professional Doctorates:
  - Doctor of Education Creative and Media – Section 11.2
  - Doctor of Engineering Digital Media and Doctor of Professional Practice Digital Media – Section 11.3
  - Doctor of Professional Practice Health & Social Care – Section 11.4
- PhD by Publication – Section 11.4

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 distance 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 how media, particularly media technologies, can be used in teaching and learning.

This doctorate sits within the UK’s only Centre for Excellence in Media Practice (CEMP) in the Faculty of Media and 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 residential tutorials a year. The EdD programme is structured into three distinct phases of study 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 Bournemouth would normally take four 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 and 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*.

### 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 will incorporate 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 the BU Research Code.

#### 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 in the University, 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 as set out in Section 1.3.

#### 11.5.2. Definitions

The definition of the award of PhD by Publication is provided in 2A Awards of the University: Policy:
“The PhD is awarded to a PGR on the basis of publications or other creative/performance work, together with an accompanying synthesis in which the PGR must demonstrate a critical investigation, providing an independent and original contribution to knowledge, and an understanding of appropriate research methodology for the chosen field. The PGR must also present and defend their thesis, incorporating publications or other creative/performance work appropriate to the PGR’s field of research and synthesis, 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 registration on a PhD programme would be inappropriate. Members of staff, who embark on a Doctoral Track, will undertake a needs analysis to assess whether their academic work and publication portfolio is appropriate for undertaking a PhD by Publication.

11.5.3. Eligibility Criteria

The eligibility criteria for registration 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 University staff, normally, of not less than two years’ standing, or a graduate of Bournemouth University, 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 register for a PhD by Publication, they should have an initial discussion with their Deputy Dean (Research and Professional Practice) who must support their registration and who will appoint an appropriate advisor (see Section 11.4.4).

The prima facie stage (see Section 11.4.5) will provide a ‘pre-admission’ element to the PhD by Publication. The maximum period of registration following the prima facie stage will be twelve (12) months although it expected that many PGRs will be able to submit after six (6) months.

Should a PGR registered for a PhD by Publication leave the University before submission, they will continue to receive appropriate support but will be liable for a fee (see Section 11.4.10).

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 Deputy Dean (Research and Professional Practice).

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 registration on the programme on the PhD by Publication - *Prima facie Case form*. 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 Deputy Dean (Research and Professional Practice), and with the guidance of their advisor, PGRs should make a *prima facie* case for submission to the Faculty Research Degrees Committee. 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 Faculty Research Degrees Committee, who will consider the quality and coherence and quality of the publications or other creative/performance works to be submitted for assessment for a PhD by Publication and the likelihood of a submission which will meet the criteria for an award. If the Faculty Research Degrees Committee recommends the PGR 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.

PGRs passing the *prima facie* stage, and therefore eligible for admission to a PhD by Publication, will be required to complete the Postgraduate Research Application / Registration form provided by the Postgraduate Research Administrators.

PGRs who do not pass the *prima facie* stage will have the right of appeal and should do so, in writing to their Deputy Dean (Research and Professional Practice) within four weeks 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-refereed journals, books (or chapters therein) or conference papers. Other forms of creative work may be submitted where they are considered equivalent to peer-refereed 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 (see Section 8). 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 (as outlined in Section 10.3) 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 Faculty Research Degrees Committee, 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

The outcome of the examination of a PhD by Publication should reflect those that are in place for ‘traditional’ PhDs, as detailed in Section 8.7. Suffice it to say that the publications/creative work is, by definition, already published and in the public domain. The area where Examiners are able to ask for modifications is to the accompanying synthesis. As with all research degree viva voce, Examiners need to be satisfied with the PGR’s defence in the oral examination. As such, the recommendations available to the Examiners are set out in Section 8.7.1.

11.5.10. Fees

Full-time members of staff will receive a full fee-waiver when undertaking a PhD by Publication.
12 FURTHER GUIDANCE

12.1 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.

Full details are set out in BU's Intellectual Property Policy and Management Procedures. Any queries about Intellectual Property should be directed to the Research and Knowledge Exchange Office (RKEO).

Full guidance for authorship of publications for PGRs and Supervisors is given in BU's Publications Policy and Procedures.

12.2 HEALTH AND SAFETY
Health and safety issues relating to the research degree are an important area for consideration. Full details are set out in the University Health and Safety Policy and Health and Safety Arrangements documents and can be accessed via https://staffintranet.bournemouth.ac.uk/workingatbu/healthsafetywellbeing/.

PGRs should consider these and any Faculty-specific requirements with their Supervisory Team.

12.3 INSURANCE
It should be understood that the provision of adequate medical or other insurance is the PGR's responsibility. In assisting PGRs with their research, BU cannot provide funding for insurance.

Information about “Student Insurance” is set out in Section C.12 of the Staff Handbook and states that:

General
Apart from Overseas Travel Insurance there is no insurance in place which benefits students. As with staff, a student can claim against the University if he or she can demonstrate that he or she suffered because the University was at fault. Such a claim would normally be met by the University's Public Liability policy. All staff with responsibilities for student guidance of any description should remain aware of this and ensure that adequate clear instructions are given to students whenever necessary to safeguard their persons and property. This is particularly important where an organised group of students is away from the University premises and the general public is at risk as well as the students themselves.

Student Travel abroad
The University maintains a block policy to cover students whilst they are outside the UK for purposes related to their academic programmes. There is a small charge to students for this cover. Details of costs and cover are held by the Faculty Administrators. Staff should encourage students to use this facility wherever possible.

12.4 BU STUDENTSHIPS AND SCHOLARSHIPS
By accepting an offer of a place on a BU Studentship or Scholarship, PGRs 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 Postgraduate Research Administrators when they accept a place at BU.

PGRs 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 by enrolment. PGRs should complete Sections (1) and (A) and sign, print name and date two copies of the Assignment in the relevant section at the bottom of the second page and return both copies to the Postgraduate Research Administrators.
12.5 PAYMENT OF FEES
Unless you are in receipt of a BU Studentship or Scholarship, all PGRs registered for a research degree are required to pay tuition fees to the University. The University will seek confirmation from self-funding PGRs during the admissions process that they are able to support themselves throughout their studies. The University will require appropriate documentary evidence from sponsored PGRs regarding their source of funding. A deposit is required to secure the place with the balance payable on registration. 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 Student Fees Policy. The Postgraduate Research Administrators will also be able to provide advice.

12.6 FREEDOM OF INFORMATION AND DATA PROTECTION
BU is registered with the Information Commissioner as a Data Controller. Further information about the collection and use of personal information is given in the BU Student Rules and also within the Student Handbook.

Details of BU’s Access to Information, Freedom of Information Act and the Data Protection Act can be found on the BU web pages.

12.7 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.

12.8 ADDITIONAL INFORMATION
This CoP also makes reference throughout to the other BU regulations, policies, procedures and guidelines. It is a condition of registration that a PGR agrees to abide by the current versions in force at the time of their registration and they must also agree to keep their knowledge and understanding up to date.

If there is any doubt as to the implications of these various policies and practices for a research degree, PGRs should discuss these with their Supervisory Team or members of the relevant University professional and support service.
APPENDIX 1: 3A – STANDARD ADMISSIONS REGULATIONS: POSTGRADUATE RESEARCH DEGREES

1. SCOPE AND PURPOSE
1.1 These regulations outline the requirements for applicants to be admitted to Bournemouth University postgraduate research programmes, including Master by Research, Master of Philosophy, Doctor of Philosophy and a portfolio of Professional Doctorates.

1.2 These regulations will inform all admissions decisions including the setting of entry requirements for new programmes.

2. KEY RESPONSIBILITIES
2.1 The Doctoral College, with reference to Admissions and Academic Quality will review the Admissions Regulations periodically.

3. LINKS TO OTHER BU DOCUMENTS
3.1 Other documents with direct relevance to this one are:
• 8A - Code of Practice for Research Degrees

Regulations

4. ENTRY REQUIREMENTS
4.1 Applicants for a research degree must confirm their ability to fulfil the demands of the following programmes by presenting certificated evidence as specified below:

Master's by Research (MRes):
• A first or second class (2.1) honours UK Bachelor’s degree or overseas equivalent in a discipline which is appropriate to the proposed research.

Master of Philosophy (MPhil):
• A first or second class (2.1) honours UK Bachelor’s degree or overseas equivalent in a discipline which is appropriate to the proposed research.

Doctor of Philosophy (PhD):
• A first or second class (2.1) honours UK Bachelor’s degree or overseas equivalent in a discipline which is appropriate to the proposed research.

or
• A UK Master’s degree or equivalent in a discipline which is appropriate to the proposed research.

**Doctor of Philosophy (PhD) by Publication:**

• 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;

In addition, the applicant must be a member of University staff, normally, of not less than two years’ standing, or a graduate of Bournemouth University, with a first class honours or higher degree awarded, normally not less than 5 years before the date of application.

**Professional Doctorates (DProf, EngD, EdD, DBA):**

• A first or second class (2.1) honours UK Bachelors degree or overseas equivalent in a discipline which is appropriate to the proposed research, plus a minimum of 5 years related and continuous work experience;

or

• A UK Master’s degree or overseas equivalent in a discipline which is appropriate to the proposed research plus a minimum of 3 years related and continuous work experience;

Any specific requirements above the minimum evidence outlined above will be outlined in the relevant Professional Doctorate Programme Specification.

4.2 Applicants whose first language is not English will be required to demonstrate competency in the four components of English: Listening, Speaking, Reading and Writing, normally by means of a recognised qualification, such as IELTS, or completion of the University’s Pre-sessional English for University Study Programme. Normally, for the majority of research degree programmes, applicants will required to provide evidence of IELTS (Academic) 6.5 (with a minimum of 5.5 in each of the four component scores) or equivalent. It should be noted that the language requirement may be higher for some research degree programmes, in particular those which require a high level of communication skills.

4.3 Applicants must provide at least two referees (both of whom should normally be academic) who will be asked to provide a judgement of the applicant’s experience, skills and ability in relation to the proposed area of research.

4.4 Applicants should be able to demonstrate the interest, capacity and the skills required to carry out the research. Experience of the relevant research or vocational area in closely related fields will normally be an advantage and may be required.

4.5 Eligible applicants will be required to attend an interview (either at the University or by video conference) with the potential Supervisory Team before any offer can be made in order to assess their interest and motivation.

4.6 Applicants will only be accepted where the University can provide support, learning resources and a research environment appropriate for the nature and subject of the proposed research.
5. REFERENCES AND FURTHER INFORMATION

5.1 Contact details for further information, policies or procedures:
Doctoral College
Tel: + 44 (0) 1202 968255
Email: doctoralcollege@bournemouth.ac.uk

5.2 This policy was reviewed according to the University's Equality Analysis Procedure (BU Equality Analysis Procedure) in February 2015.
3B – Recruitment, Selection and Admission (Postgraduate Research Degrees): Policy and Procedure

1 SCOPE AND PURPOSE

1.1 These policy and procedures outline the University’s commitment to the admission of students to postgraduate research degree programmes offered by Bournemouth University (BU).

1.2 These policy and procedures are available to all University staff, and those involved in the research degree admissions process are required to comply with them.

1.3 Bournemouth University is committed to ensuring that its selection policies and procedures are transparent, followed fairly, courteously, consistently and expeditiously; that information concerning applicants remains confidential between designated parties, and that decisions are made by those equipped to make the required judgements.

2 KEY RESPONSIBILITIES

2.1 The University Research Degrees Committee will review these Admissions Policy and Procedures annually. Academic Standards Committee will recommend any policy changes to Senate for approval.

2.2 The Doctoral College takes overall responsibility for the development of admissions policies and procedures for research degree programmes. Extensive consultation takes place with the Faculties and agreed changes are disseminated to professional and academic staff.

2.3 Academic and professional staff in the Faculties assess the abilities, aptitudes, skills, qualifications (including English language proficiency) and experiences of applicants that indicate their potential to succeed on their research degree programme and use this as a guideline - along with the University-wide, and subject specific, benchmarks for entry - to determine if a student can be admitted to the University research degree programme.

2.4 All University staff have access to and, are required to comply with, the University’s policies and procedures.

3 LINKS TO OTHER BU DOCUMENTS

- 3A - Standard Admissions Regulations: Postgraduate Research Degrees
- 6A - Standard Assessment Regulations: Postgraduate Research Degrees
4 GENERAL PRINCIPLES

4.1 Bournemouth University’s policies and procedures for the recruitment, selection and admission of research degree students are based on the following principles:

i the University’s commitment to academic standards;

ii the identification of students who are likely to succeed in the University’s programmes;

iii equity of opportunity for all applicants. There shall be no discrimination against any applicant in relation to age, colour, creed, disability, ethnic origin, gender, marital status, nationality, race, sexual orientation or social class, or any other protected characteristic under the Equality Act 2010;

iv fair, consistent and transparent application of the University’s policies and procedures by staff who are well trained and have access to, and comply with these documents.

4.2 Policies and procedures related to admissions are reviewed regularly to ensure that they continue to support the mission and strategic objectives of the University, and that they remain current and valid in the light of changing circumstances.

4.3 Academic Standards

4.3.1 Entry criteria, which may vary from research degree programme to research degree programme, are set by Doctoral College and Faculties using University-wide and subject-specific benchmarks and are widely published.

4.3.2 For research degree programmes that are jointly ratified by the University and a Professional Body, criteria for entry will also meet any requirements specified by the Professional Body.

4.3.3 Applicants whose first language is not English will be required to demonstrate competency in the four components of English: Listening, Speaking, Reading and Writing, normally by means of a recognised qualification, such as IELTS, or completion of the University’s Pre-sessional English for University Study Programme. Normally, for the majority of research degree programme, applicants will required to provide evidence of IELTS (Academic) 6.5 (with a minimum of 5.5 in each of the four component scores) or equivalent. It should be noted that the language requirement may be higher for some research degree programmes, in particular those which require a high level of communication skills.

4.3.4 Applicants to certain programmes will be required to undergo selection tests, occupational health and/or Disclosure Barring Service and Barred List checks, the outcomes of which will be taken into consideration as part of the admissions process.
4.4 **Success in the University’s Programmes**

4.4.1 There should be a reasonable expectation that anyone admitted to a research degree programme will be able to fulfil the learning outcomes of the programme and achieve the standard required for the research degree award.

4.4.2 The ability to successfully complete and benefit from a research degree programme should be the basic criterion for admission, and this is not necessarily best evidenced by the highest possible entry criteria or equivalent.

4.4.3 In considering each individual applicant for admission to a research degree programme, evidence should be sought of personal, professional and educational experiences that provide indications of ability to meet the demands of the research degree programme.

4.5 **Equal Opportunities**

4.5.1 All Bournemouth University’s policies and procedures for the recruitment and admission of students are designed to meet the University’s commitment to Equal Opportunities for both students and staff and to widening participation. The *Equality and Diversity Policy* states:

> "Bournemouth University (BU) aims to create a work and study environment for students, staff and visitors to BU where different values and beliefs can be freely expressed and openly discussed and will do what it can to encourage open and respectful debate around equality and diversity issues."

4.6 **Fair, consistent and transparent application of policies and procedures**

4.6.1 All applications (including those from staff, their relatives or others associated with the University) will be considered on equal merit and using transparent entry requirements, both academic and non-academic, to underpin the judgements that are made during the selection process for entry.

4.6.2 Each Faculty, with administrative support from the Doctoral College, is responsible for the recruitment and admissions of all of its research degree students and the number of places available each Faculty is agreed between the Faculty and the University Management. The Doctoral College is responsible for processing all research degree applications.

4.6.3 The Faculties, with administrative support from the Doctoral College, must implement University policies and admissions criteria in relation to the recruitment of all research degree students: Home, EU (non-UK) and International students.

4.6.4 Admission decisions will be based on the information supplied by the applicant. It is the applicant’s responsibility to ensure that all pertinent information is supplied on their application. The omission of such information, or the supply of inaccurate information, may invalidate the application and, where relevant, any subsequent offer of a place.

4.6.5 All policies and procedures are published on the University website and are available in hard copy upon request to the Faculty Postgraduate Research Administrators or the Doctoral College.
RECRUITMENT

Publication of Information

5.1.1 Bournemouth University strives to ensure that promotional materials are relevant, accessible and accurate at the time of publication, are not misleading, and provide as much information as possible to enable applicants to make informed decisions about their options. The Doctoral College will work with the Marketing & Communication department to develop processes which ensure the accuracy of all information published by the University.

5.1.2 Bournemouth University will endeavour to provide information in a suitable alternative format for those applicants with particular disabilities.

5.1.3 Faculties and the Doctoral College should work with International Marketing & Student Recruitment Team to plan and co-ordinate recruitment activities aimed at non-UK research degree students, both overseas and in the UK and ensure that all staff attending such events are briefed on appropriate processes and procedures.

Fees

5.2.1 Bournemouth University is committed to a fair and transparent policy in respect of all fee charges made to students, whether tuition fees or additional programme related costs. The University's Fees Board meets quarterly and is responsible for setting fees for BU's research degree programmes.

SELECTION

Criteria for Entry

6.1.1 The University's minimum admissions criteria are set out in the University's Admissions Regulations (3A - Standard Admissions Regulations: Research Degrees) and published on the University website. The University reserves the right to alter the criteria. However once the criteria are made public for a specified intake/calendar period, they will not be changed except in exceptional circumstances.

6.1.2 Those programmes that lead to a professional qualification or registration may also have to satisfy the requirements of the relevant professional body.

6.1.3 Any changes to entry requirements for a research degree programme are agreed by Faculty Research Degrees Committee and, where appropriate, the University Research Degrees Committee.

Data Protection

6.2.1 Information concerning applicants remains confidential to those processing the application and no aspect of any application will be disclosed to other parties unless authorised to do so by the applicant. Where a reference is requested directly by the University, the referee will be informed that the applicant is entitled to read any reference that they may supply.

6.2.2 In particular applications by members of staff, their relatives or others associated with the University will not be disclosed to anyone not directly involved in the decision-making process.
7 APPEALS

7.1 Should an applicant wish to lodge an appeal regarding the University’s admissions process, they should follow the guidelines set out in 3T – Recruitment, Selection and Admissions – Appeals and Complaints: Policy and Procedure available electronically via the website or on request.

7.2 It should be noted that appeals may only be raised with regard to the University processes and procedures and not in relation to matters of academic judgement.

Procedure

8 EQUAL OPPORTUNITIES

8.1 Applicants who require additional learning support (such as those with a disability, specific learning difficulty, medical condition, mental health issues and developmental disorders) will be selected using the standard criteria. However, such applicants must contact the University’s Student Services Additional Learning Support to help them make an informed decision about what support may be available before accepting an offer of a place at the University.

8.2 When considering the issue of support, EU (non-UK) and international students will have access to the services we offer all students with an additional learning need. Further information about the support available can be found by looking at the Student Services Additional Learning Support website https://www1.bournemouth.ac.uk/students/learning/disability-additional-learning-support. As non-UK students may not be eligible for public funding to support their learning needs, there may be circumstances when the University will ask the student to contribute to the funding of their support. If this occurs, research degree students will be asked to confirm in writing that they are aware of the support available from the University and of what they would be expected to provide.

9 RECRUITMENT

9.1 Information to prospective students

9.1.1 As well as written information, the University also provides information regarding individual research degree programmes on the University website.

9.1.2 Information about welfare, guidance and support available to research degree students is accessible on the website and by request to the Doctoral College, Student & Academic Services or Faculty Postgraduate Research Administrators. Specific information on research degree student support is sent directly to applicants at offer stage.

9.1.3 Research degree programme information is accessible via the University website. Further information about specific areas of research can be obtained from the Academic Supervisors, the Faculty Postgraduate Research Administrators or the Doctoral College.

9.2 Fees

9.2.1 Bournemouth University is committed to a fair and transparent policy in respect of all fee charges made to research degree students, including additional programme related costs.
Information on such charges is included with the offer letter to each applicant and on the University's website.

9.2.2 Fees are set annually by the University’s Fees Board and are subject to the University’s Fees Policy.

9.2.3 Full information about fees and bursaries is also available on the University website. Information on the eligibility and application process for research degree studentships and scholarships is also available on the University website.

10 SELECTION

10.1 The Research Degree Application

10.1.1 Enquiries about postgraduate research degree programmes, including advertised studentships and scholarships, should be made to the Doctoral College.

10.1.2 Applicants for all postgraduate research degree programmes should apply via the University’s online admissions system, accessible via the University website unless otherwise stated. All applications for research degrees must include a research proposal following the guidance available from www.bournemouth.ac.uk/doctoral-college.

10.1.3 It is the applicant’s responsibility to ensure that all pertinent information is supplied on their application. Incomplete applications may not be considered.

10.1.4 The Doctoral College Postgraduate Research Administrators are the main point of contact throughout the research degrees application process. All formal communication with the applicant in relation to the application process must be made through the Doctoral College, to ensure that the University’s selection policies and procedures are followed fairly and consistently for all applicants. Offers can only be made to applicants via the Doctoral College once the application process has been fully completed - under no circumstances can any offer be made otherwise. The process is set out in Appendix 1.

10.2 Assessment of Eligibility for Entry

10.2.1 All applications will initially be considered by the nominated member of staff for the Faculty, normally the Deputy Dean (Research and Professional Practice), (or the equivalent role with responsibility for overseeing Faculty research degrees activity), and, if appropriate, passed to an academic Supervisor(s) for full assessment and shortlisting. Each applicant’s personal statement, research proposal and academic reference(s) are considered alongside their academic profile. Successful applicants will be invited for interview.

10.2.2 The University acknowledges every research degree application and applicants will be informed of the outcome of their application. Unsuccessful applicants requiring feedback on their application should contact the Doctoral College Postgraduate Research Administrators.

10.2.3 Applicants are asked to provide details of at least two referees, both of whom should normally be able to provide an academic reference. The Doctoral College Postgraduate Research Administrators will contact the referees to request references either prior to or after the interview. Applicants are asked to advise the University if they wish to be informed prior to references being requested.
10.2.4 Additional references may also be requested in order to inform the admissions process.

10.3 Interview

10.3.1 If an applicant meets the criteria for entry and is shortlisted, they will be required to attend an interview at Bournemouth University. The interview will normally be carried out by the appropriate Supervisors and independent senior academic. The interview will be used by the academic staff to assess the abilities, aptitudes, skills, and review qualifications (including English language proficiency) and experiences of the applicant that indicate their potential to succeed on their research degree programme.

10.3.2 If an applicant is unable to attend the interview in person (e.g. because they are resident overseas), in some cases a telephone or video conferencing interview, or other alternative selection process, may be used.

11 OFFERS AND PRE-ENROLMENT

11.1 Offers

11.1.1 A formal offer will be made to successful applicants in the form of an offer letter sent via the Doctoral College Postgraduate Research Administrator. Offers may stipulate specific conditions to be met prior to an unconditional offer being made to the applicant.

11.1.2 Offers can only be made to applicants via the Doctoral College Postgraduate Research Administrators once the application process has been fully completed - under no circumstances can any offer be made otherwise.

11.1.3 Applicants will be informed that on acceptance of an offer of a place at Bournemouth University they will be required to abide by the University Rules and all associated regulations, policies and procedures. Applicants are required to familiarise themselves with these before accepting any offer. All University rules and associated regulations, policies and procedures may be accessed via the University's website or by request to the Doctoral College.

11.1.4 Applicants who require an immigration visa and or other external clearance (e.g. ATAS) will be responsible for obtaining the necessary documentation themselves.

11.1.5 Postgraduate research degree applicants who fail to meet the conditions of their offer or those who fail to secure a visa will be given one further opportunity to meet those conditions/secure a visa or to have the deposit returned.

11.2 Deposits

11.2.1 For some postgraduate research degree programmes, a deposit is payable on acceptance of an offer. Failure to pay a deposit by the date stated in the offer letter may result in the applicant losing their place.

11.2.2 Applicants who pay a deposit, meet their offer conditions but fail to enrol will not be eligible for a deposit refund.

11.2.3 Deferral of enrolment prior to commencing the research degree programme may be granted according to the circumstances of the applicant, normally on one occasion only. For postgraduate research degree applicants, the deposit is non-refundable in these circumstances. Deferral on
11.3 Timescales for Decision-Making

11.3.1 Applicants for research degree programmes will be kept informed of the status of their application throughout the admissions process. However, a decision will normally be made on an application within six weeks of receipt of the full application or following an interview.

11.4 Fraudulent Applications

11.4.1 The admissions decision will be based on the information supplied by the applicant. It is the applicant’s responsibility to ensure that all pertinent information is supplied on their application. The omission of such information, or the supply of inaccurate information, may invalidate the application and, where relevant, any subsequent offer of a place.

11.4.2 Where an application is suspected to be fraudulent or incomplete to the extent that it is misleading, admissions staff will follow the process in 3D - Fraudulent Applications: Procedure.

11.4.3 If an application is found to be fraudulent after the point of entry to the University, the student will be dealt with under 11K- Student Disciplinary Procedure.

11.5 Changes to the Programme

11.5.1 Where significant changes have been made to a research degree programme, those applicant holding an offer on that programme will be informed of the changes as soon as possible. Such changes may include:
  • Changes to start date
  • Changes to Supervisory Team

11.5.2 In cases where it is necessary for the University to close or suspend a research degree programme for a given period, applicants and offer holders will be notified immediately and given the option of withdrawing their acceptance or considering alternatives as above.

11.6 Enrolment and Induction

11.6.1 All applicants with a confirmed place will receive welcome information and joining instructions from the Doctoral College Postgraduate Research Administrators, in advance of the start of their research degree programme wherever possible. This pack includes information about online registration and enrolment processes including information about the University facilities, as well as its rules and regulations.

12 MONITORING AND REVIEW OF RECRUITMENT AND ADMISSIONS

12.1 All programmes have a nominated member of staff, normally the DDRPP, (or the equivalent role with responsibility for overseeing Faculty research degrees activity), who is responsible for ensuring that policies and procedures are adhered to. The Doctoral College Postgraduate Research Administrators can advise applicants about admissions processes and the progress of their application. The International Marketing & Student Recruitment Team can advise EU (non-UK) and international applicants.
12.2 The Doctoral College will annually review and audit research degree admissions decisions to ensure all admissions policies and procedures are followed.

12.3 The profile of research degree students on each programme will be monitored annually by the Doctoral College and fed into the annual Research Degrees Quality Report process to include consideration of age, qualifications, gender and ethnicity of new entrants together with progression and achievement statistics. This will help to inform admissions policy as well as future research degree programme design and development.

12.4 Annually, the University surveys applicants, who did not accept an offer of a place, in order to inform the admission process. Admission procedures may be amended in light of any pertinent findings.

13 STAFF DEVELOPMENT AND TRAINING

13.1 On-going staff development is offered to both academic and professional staff involved in admissions via Supervisory Development Events and Doctoral College Team, in order to ensure compliance with regulations and consistency of procedures. These events facilitate the dissemination of good admissions practice across the University.

General

14 REFERENCES AND FURTHER INFORMATION

14.1 Contact details for further admissions information, policies or procedures:
Doctoral College
Tel: + 44 (0) 1202 968255
Email: doctoralcollege@bournemouth.ac.uk

14.2 The QAA Quality Code sets out expectations which express key matters of principle that the higher education community has identified as important for the assurance of quality and academic standards. For further information, refer to:
- Quality Code - Chapter B2: Admissions
- Quality Code - Chapter B11: Research degrees
APPENDIX 1 – ADMISSIONS PROCESS
The key stages for a research degree application are outlined below:

Informal Enquiries
Potential Applicant contacts Doctoral College PGR Admissions

Online Application
Applicant completes online application and attaches relevant documents, including research proposal

Initial review of project
DDRPP (or equivalent) reviews application to ensure the Faculty has expertise and Supervisory capacity to support proposed research and allocate potential Supervisors

Full assessment and shortlisting of applicants
For advertised projects, Supervisors shortlist candidates for interview

Interviews
Interviews carried out by Supervisory team and independent academic. References requested at this stage

Offer letter issued
Applicant approved by Faculty Research Degrees Committee/ DDRPP and offer letter issued by Doctoral College

International Applicants
Applicant is responsible for obtaining relevant visa and or other external clearance

Enrolment
Candidate enrolls on research degree programme
# APPENDIX 2 – CHECKLIST FOR OFFERS AND ENROLMENT

<table>
<thead>
<tr>
<th>Name:</th>
<th>Nationality:</th>
<th>Student ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme:</td>
<td>Fee Status:</td>
<td>LIB</td>
</tr>
<tr>
<td>Thesis Title:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Application
- Application received
- Research Proposal received
- Copy of Passport Requested: Received:
- Copy of Visas and CAS (if applicable) Requested: Received:
- Copy of Qualifications Requested: Received:
- Proof of English Language e.g. IELTS (if applicable) Requested: IELTS Verified:
- Interview Date
- Supervisory Team (specify if external and provide e-mail)
- Interview Paperwork returned
- JACS Codes and UOA received
- Provisional Start Date
- Offer Letter sent CON: UNC:
- Acceptance received
- Terms & Conditions, IP received
- Fee Assessment (if applicable) Requested: Received: Completed:
- 1st Reference received Requested: Received: Approved:
- 2nd Reference received Requested: Received: Approved:

## International Students Only
- Have they studied in the UK before?
- ATAS required?
- Confirmation ATAS certificate request
- Copy of ATAS clearance received (if applicable)
- Fees Deposit Paid or Financial Guarantee received
- CAS Requested Requested: Received:

## Enrolment
- Joining Instructions Sent
- Enrolment Checklist Produced

## Notes:
6A - Standard Assessment Regulations: Postgraduate Research Degrees

1. SCOPE AND PURPOSE

1.1 Every Bournemouth University programme which leads to an award of the University, including the award of credit, is governed by a set of standard assessment regulations.

1.2 The regulations in this document govern degrees by research and are intended for Bournemouth University staff and Postgraduate Research Students (PGRs). The regulations must be followed by the Research Degree Examination Team which is authorised to assess PGR candidates in accordance with the relevant assessment regulations, and to recommend that awards of the University be conferred on those who achieve the standards required for an award.

1.3 The standard regulations are applicable, without modification, unless exceptions have been approved by the University through the formal procedure of programme approval, review or modification. Exceptions may be required to accommodate the requirements of Professional, Statutory or Regulatory Bodies (PSRBs) or to accommodate research programmes with taught, credit-rated units of assessment. Where this is the case, the exceptions are recorded in 8A - Code of Practice for Research Degrees and must be clearly articulated to the Research Degree Examination Team at the beginning of the viva voce examination.

1.4 All PGRs sign up at enrolment to accept the assessment regulations prevailing at the time and any subsequent approved changes during their registration period. The assessment regulations are made available to PGRs on the BU website and are provided on enrolment. Each PGR is presented with a hard copy of the current 8A - Code of Practice for Research Degrees on an annual basis and are notified of any changes made to the assessment regulations during their studies.

2. KEY RESPONSIBILITIES

2.1 Senate: to approve the standard assessment regulations and any amendments to these and to confirm awards to students.

2.2 Academic Standards Committee (ASC): to consider revisions to the assessment regulations periodically and recommend amendments to Senate.

2.3 Research Degree Examination Teams: to implement the assessment regulations and confer awards to students who have met the requirements of the award.

2.4 The Doctoral College and Academic Quality: to review the assessment regulations periodically and make recommendations for amendments.
3. LINKS TO OTHER BU DOCUMENTS

3.1 These regulations should be read in conjunction with 8A - Code of Practice for Research Degrees which sets out the University's policy and procedural framework relating to research degrees and defines a set of standard procedures and specific responsibilities covering the academic supervision, administration and assessment of research degrees for all Faculties within the University.

3.2 The functions and operations of the Research Degree Examination Teams are detailed in 8A - Code of Practice for Research Degrees.

- 6I - Exceptional Circumstances including Extensions Policy and Procedure
- 6M - Research Misconduct: Policy and Procedure
- 11C - Academic Appeals: Policy and Procedure for Research Degrees

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4. REGISTRATION

4.1 The maximum periods which a PGR may take to complete the programme of research, from first registration, are normally as follows:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Full Time</th>
<th>Minimum (months)</th>
<th>Maximum (months)</th>
<th>Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRes</td>
<td></td>
<td>12</td>
<td>18</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>Part Time</td>
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<tr>
<td>MPhil</td>
<td></td>
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<td>36</td>
</tr>
<tr>
<td></td>
<td>Part Time</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>PhD</td>
<td>Full Time</td>
<td>24</td>
<td>48</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>Part Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DBA</td>
<td>Part Time</td>
<td>48</td>
<td>84</td>
<td>48</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DProf</td>
<td>Full Time</td>
<td>48</td>
<td>60</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>Part Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EdD</td>
<td>Part Time</td>
<td>48</td>
<td>84</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>EngD</td>
<td>Full Time</td>
<td>48</td>
<td>60</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>Part Time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.2 Where there are exceptional circumstances PGRs may request an extension to the maximum registration. Extensions cannot be granted retrospectively and applications must be made by the PGR in advance.

4.3 PGRs whose work forms part of a larger group project may register for a Research Award. In such cases each individually registered project must in itself be distinguishable for the purposes of assessment and be appropriate for the award being sought.

5. PROGRESSION AND TRANSFER

5.1 All PGRs registered for a research degree, including professional doctorates, will be monitored regularly to ensure satisfactory progress is maintained. Formal monitoring points are set out in 8A -
5.2 PGRs registered onto an MRes or MPhil, who make exceptional progress, may with agreement of their supervisory team, choose not to submit an MRes or MPhil thesis for examination, at the specified time, but to transfer to PhD. In such instances, the candidate should prepare for the transfer examination as set out in the 8A - Code of Practice for Research Degrees.

5.3 Doctoral candidates who are enrolled onto a programme of PhD research are required to demonstrate their ability to complete a PhD thesis in a timely manner by successfully undertaking a Major Review. The Major Review should take place no later than 18 months following registration for full-time study (36 months part-time registration) and in line with processes set out in 8A - Code of Practice for Research Degrees. Doctoral candidates on other programmes of research (e.g. DProf, EngD and EdD) are normally enrolled on the named award and progress in line with the relevant programme requirements.

5.4 Provision for candidates who fail to meet the required standard, is set out in 8A Code of Practice for Research Degrees.

6. RESEARCH DEGREE EXAMINATION

6.1 The University's policy and procedural framework for research degree examination is set out in 8A - Code of Practice for Research Degrees. The process for submission and examination of a research degree thesis is the same at both MPhil and Doctoral level. Differences in process at MRes level are outlined below and in 8A - Code of Practice for Research Degrees.

6.2 The examination of a research degree is in two parts (preliminary assessment of the thesis (or equivalent) and the viva voce examination. Candidates for an MRes award will be required to give a presentation as part of the viva voce examination. On completion of the examination, the Research Degree Examining Team may recommend one of the following:

i) that the award for which the candidate is registered be made;

ii) that the award for which the candidate is registered be made subject to CORRECTIONS being made to the thesis;

iii) that the award for which the candidate is registered be made subject to AMENDMENTS being made to the thesis;

iv) that the candidate be permitted to RESUBMIT for the degree and be re-examined;

v) that the candidate be awarded the lower research degree of MPhil (only available for candidates registered for doctoral examinations and subject to the presentation of the thesis amended to the satisfaction of the Examiners)

vi) that the candidate NOT be awarded the degree and not be permitted to be re-examined.

6.3 Any corrections or amendments must be made to the satisfaction of the Research Degree Examining Team before the appropriate award can be made.

7. PROVISION FOR FAILED CANDIDATES

7.1 Where the Research Degree Examining Team recommends that the candidate resubmit (see regulation 6.2 iv above), the candidate will be permitted a re-examination on one occasion only.
7.2 If there are exceptional circumstances that prevent a PGR from meeting the deadline set for the re-examination, these circumstances must be made known to the Doctoral College at least one month prior to the due date. Such notification does not mean that an extension can be provided.

7.3 On completion of the re-examination, the Research Degree Examining Team may recommend one of the following:

i) that the award for which the candidate is registered be made;

ii) that the award for which the candidate is registered be made subject to CORRECTIONS being made to the thesis;

iii) that the award for which the candidate is registered be made subject to AMENDMENTS being made to the thesis;

iv) that the candidate be awarded the lower research degree of MPhil (only available for candidates registered for Doctoral examinations and subject to the presentation of the thesis amended to the satisfaction of the Examiners);

v) that the candidate NOT be awarded a degree and not be permitted to be re-examined.

8. PROVISION FOR FAILED CANDIDATES WITH VALID REASONS FOR POOR PERFORMANCE

8.1 If it is established to the satisfaction of the Research Degree Examining Team that a PGR’s absence, failure to submit work or poor performance in all or part of the assessment for an award was due to illness, or other cause found valid on production of acceptable evidence, the Research Degree Examining Team will act as follows.

8.2 Where exceptional circumstances are confirmed, a PGR may be reassessed as if for the first time in any or all of the elements of assessment, as specified by the Research Degree Examining Team. If an assessment affected by illness was itself a second attempt the PGR will be permitted to be reassessed as if for the second time.

8.3 In exceptional cases, where the PGR’s ability to complete their programme of research is affected by serious circumstances (such as terminal illness of the student), and it is established that the PGR is likely to be unable to complete/return to complete their studies within a reasonable time period, the Research Degree Examining Team may act in one of the following ways:

i) where the Research Degree Examining Team is satisfied that there is sufficient evidence of the PGR’s achievement to determine an award, the PGR may be recommended on the basis of the available evidence for the award for which they are a candidate. The decision of the Research Degree Examining Team must be ratified by the Chair of Senate.

ii) an Aegrotat award may be recommended when the Research Degree Examining Team does not have enough evidence of the PGR’s performance to recommend the award for which the PGR is a candidate. Before such a recommendation is made, the student must have demonstrated achievement at the level for which an Aegrotat award is considered. The Research Degree Examining Team must be satisfied that on the balance of probabilities but for illness or other valid cause the PGR would have reached the standard required. The decision of the Research Degree Examining Team must be ratified by the Chair of Senate. Where appropriate, the PGR must have signified that they are willing to accept the award.

9. RESEARCH MISCONDUCT

9.1 Where evidence of research misconduct in the preparation of the thesis, or other irregularities in the conduct of the examination, come to light prior to or subsequent to the recommendation of the
Research Degree Examination Team, action will be taken, in accordance with the University’s 6M - Research, Misconduct: Policy and Procedure. Where an allegation of research misconduct is confirmed, the Examiners will be notified of any required action and whether the candidate is eligible for any recommendation as outlined in Section 6.2 iv-vi above or will be withdrawn from the University.

10. **TERMINATION**

10.1 Should the PGR fail to maintain appropriate contact; make satisfactory progress or pass formal milestones as outlined in the Code of Practice, the PGR’s enrolment may be terminated subject to the appropriate termination procedures outlined in 8A - Code of Practice for Research Degrees being followed.

**General**

11. **REFERENCES AND FURTHER INFORMATION**

11.1 8A - Code of Practice for Research Degrees

11.2 Details of the Appeals Procedure are given in the current version of the University’s 11C - Academic Appeals: Policy and Procedure for Research Awards.

11.3 Full listing of the University’s Academic Policies and Regulations, including the following:

- 6J - Exceptional Circumstances including Extensions: Policy and Procedure
- 6M - Misconduct in Academic Research: Policy and Procedure

11.4 The QAA’s Part A: Setting and maintaining academic standards: (incorporating the Framework for higher education qualifications in England, Wales and Northern Ireland (FHEQ)) describes the level and achievement represented by all taught and postgraduate research awards (other than honorary degrees and higher doctorates) granted by the University.

11.5 The QAA’s Chapter B11: Research Degrees which guides University principles and process for the assessment of PGRs.

11.6 Further information:
Doctoral College, Bournemouth University
e-mail: DoctoralCollege@bournemouth.ac.uk

11.7 This policy was reviewed according to the University’s Equality Analysis Procedure (BU Equality Analysis Procedure) in March 2014.
APPENDIX 4: EMPLOYMENT OF PGRS FOR TEACHING OR DEMONSTRATING DUTIES: GUIDELINES

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 Codes of Practice for Research Degrees.

3 REFERENCES AND FURTHER INFORMATION

3.1 These guidelines have been compiled by the Graduate School in consultation with Faculties, Education Development and Quality (EDQ) and Academic Standards Committee (ASC). 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 Codes of Practice for Research Degrees.

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;
   ii) any specific module details;
   iii) administrative requirements and procedures;
   iv) any health and safety requirements.
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 as part of the Doctoral College Researcher Development Programme. 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.

6.3 However, PGRs would not be expected to undertake the full PG Cert Education Practice until they have at least submitted or completed their Doctorate.
6.4 In addition, Faculties will be required to provide PGRs with any additional subject specific training required to carry out teaching duties.

6.5 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.

6.6 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.

7 TEACHING DUTIES

7.1 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).

7.2 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.

7.3 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.

8 HOURS OF WORK

8.1 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.
APPENDIX 5: MONITORING OF PGR ATTENDANCE TO FULFIL UKVI REQUIREMENTS

Throughout the duration of a student’s registration, BU is required to ensure PGRs remain in regular contact with the University – their Supervisory Team, Postgraduate Research Administrators, 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 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></td>
<td>Supervisory Meeting</td>
<td>Re-enrolment</td>
<td>Re-enrolment</td>
<td>Re-enrolment</td>
</tr>
<tr>
<td>1</td>
<td>13</td>
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<td>38</td>
<td>50</td>
</tr>
<tr>
<td>3</td>
<td>15</td>
<td>Supervisory Meeting</td>
<td>37</td>
<td>39</td>
</tr>
<tr>
<td>4</td>
<td>Initial Review / Probationary Review</td>
<td>38</td>
<td>Supervisory Meeting</td>
<td>40</td>
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<tr>
<td>5</td>
<td>17</td>
<td>39</td>
<td>41</td>
<td>53</td>
</tr>
<tr>
<td>6</td>
<td>Supervisory Meeting</td>
<td>18</td>
<td>Major Review / Transfer</td>
<td>30</td>
</tr>
<tr>
<td>7</td>
<td>19</td>
<td>Supervisory Meeting</td>
<td>31</td>
<td>Supervisory Meeting</td>
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<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>
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<td>10</td>
<td>22</td>
<td>34</td>
<td>46</td>
<td>58</td>
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<td>11</td>
<td>23</td>
<td>35</td>
<td>Submission</td>
<td>47</td>
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</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 / Postgraduate Research Administrators 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 Registrar within 10 days of the final notification. Where there are visa implications, BU’s Immigration Compliance Officer should be informed as soon as possible.

Templates of standard attendance letters are available from I:\drive_Doctoral_College\Public\RESEARCH DEGREES POLICY & PROCEDURES\Code of Practice for Research Degrees\CoP Linked Documents\Research Degrees Attendance Letters, which offer appropriate text for Home/EU or Overseas students, and may be adapted to suit individual situations.
APPENDIX 6: GUIDANCE FOR SUPERVISORS & EXAMINERS OF PGRS WITH DISABILITIES

Owner: Doctoral College/Head of Additional Learning and Disability Support
Effective Date: September 2018
Review Date: January 2020

GUIDANCE FOR SUPERVISORS & EXAMINERS OF PGRS WITH DISABILITIES

1. SCOPE AND PURPOSE

1.1 This guidance document is for Bournemouth University (BU) Supervisors and Examiners of Postgraduate Research students (PGRs) with disabilities. It is also appropriate for Postgraduate Research Administrators.

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 RAs 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 RAs 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 student 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, RAs 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.

The 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 are responsible for disseminating information from ALS about the PGR’s disability and impacts. This information will be online via SITS. Postgraduate Research Administrators 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 students, 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 student.

3. **LINKS TO OTHER BU DOCUMENTS**
3.1 Other documents with direct relevance to this one are:
   - *Code of Practice for Academic Quality Standards*
   - *Inclusivity Handbook - Reasonable Adjustments for Students and Staff with Disabilities at Bournemouth University*

4. **DISCLOSURE**
4.1 Supervisors and RAs 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 Postgraduate Research Administrators 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 s/he is 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. 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 8A 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 PhD 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 will be conducted are provided in a timely way to allow candidates 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:
  - Provision of general areas for questioning
  - Mock Viva
  - Discussion of requirements in terms of access
  - Provide all written information in an accessible format
- Explain clearly the procedure and method of the examination at the start of the Viva 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 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, RAs 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
• The Supervisor could provide a more detailed explanation of the process and structure of a Viva 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 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 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 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 PGRs are 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 by, for example, interpreting the Examiner’s questions for the PGR.

General

8 REFERENCES AND FURTHER INFORMATION

8.1 Inclusivity Handbook - Reasonable Adjustments for Students and Staff with Disabilities at Bournemouth University

8.2 Contact details for further information:

Christine Scholes, Head of Additional Learning and Disability Support
Tel: 01202 961955
Email: mailto:cscholes@bournemouth.ac.uk

Doctoral College
Tel: +44 (0) 1202 968255
Email: doctoralcollege@bournemouth.ac.uk
APPENDIX 7: MASTER’S DEGREE LEVEL DESCRIPTORS

Extract from QAA UK Quality Code for Higher Education Part A Setting and Maintaining Academic Standards October 2014

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.
APPENDIX 8: DOCTORAL DEGREE LEVEL DESCRIPTORS

Extract from QAA UK Quality Code for Higher Education Part A Setting and Maintaining Academic Standards October 2014

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 by Video

1 Introduction

1. The normal expectation is the viva voce examination for research degrees will take place at Bournemouth University. 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.

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 s/he is not able, for reasons of prohibitively high cost, difficulties of time or restricted mobility, to travel to Bournemouth University in order to conduct or participate in a viva voce examination at an appropriate time.

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.

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.

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 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.
• 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 to allow for possible over run.
• Time should be allowed in advance of the viva voce 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.
• 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 Bournemouth, 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 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 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 University'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.