



ACADEMIC REGULATIONS

Doctor of Philosophy or Master of Philosophy
Entrants from October 2022

LIVERPOOL HOPE UNIVERSITY

These *Regulations* were formally approved by Senate in 2021 for immediate implementation for students entering the award from October 22 onwards; they are binding on staff and students across both Liverpool Hope and Partner Institutions. Normally, the only body empowered to authorise a procedure or outcome contrary to the regulations is Research Committee.

These *Regulations* constitute the definitive set of general precepts according to which the University requires research degrees to operate. The *Code of Practice* supplements the formal regulations by providing detailed guidance on a variety of issues including a commentary on how the regulations are to be interpreted. These Regulations will specify issues which must, *inter alia*, be included in the Code of Practice.

1 Routes covered by the Regulations

These Regulations will apply to Doctor of Philosophy and Master of Philosophy validated by Liverpool Hope University.

2 Cohorts covered by the Regulations

These Regulations will apply to students who register for PhD and MPhil from October 2022.

3 Eligibility for Initial Registration

- 3.1 Applicants will either be admitted to a PhD programme or to an MPhil programme as appropriate to their application. However, in the case of students initially admitted to a PhD programme, continued registration for the award of PhD would be subject to satisfactory completion of a subsequent Confirmation of Registration Event (CRE).
- 3.2 The requirements for admission to a programme of study leading to the award of a PhD are that an applicant should:
 - [a] submit a proposed programme of research which is approved by Research Degrees SubCommittee, following a recommendation from the School or Department/Partner Research Committee, as providing a satisfactory basis for study towards a PhD degree;
 - [b] normally possess a Masters degree which matches the descriptor for a Level 7 qualification in the UK Framework of Higher Education Qualifications, and comprises:
 - EITHER a Masters degree with Distinction from a UK University;

- OR a Masters degree with Merit from a UK University, INCLUDING a Distinction grade for the Dissertation [or equivalent];
- OR a Masters degree from a UK University that does not offer awards with Merit, the Registrar having confirmed that the profile of marks satisfies or exceeds Liverpool Hope University's requirements for the award of a Masters degree with Merit, AND that the Dissertation [or equivalent] was awarded a Distinction grade;
- OR an equivalent qualification from outside the UK.

3.3 The requirements for admission to a programme of study leading to the award of an MPhil are that an applicant should:

[a] submit a proposed programme of research which is approved by Research Degrees SubCommittee, following a recommendation from the School or Department/Partner Research Committee, as providing a satisfactory basis for study towards an MPhil degree;

AND

[b] normally possess a Masters degree which matches the descriptor for a Level 7 qualification in the UK Framework of Higher Education Qualifications, and comprises:

- EITHER a Masters degree from a UK University;
- OR an equivalent qualification from outside the UK.

3.4 Applicants who do not satisfy the standard requirements for admission, but have relevant research experience and submit a satisfactory research proposal in accordance with paragraph B3.2a or B3.3a may nevertheless, at the discretion of Research Degrees SubCommittee, be considered eligible for admission to an MPhil only. Admission of a student under this clause requires the final approval of the Pro Vice-Chancellor [Research]. The applicant will be required, as part of the approval process, to provide evidence of their research expertise and therefore accommodate the shortfall in the standard requirements. The applicant will not be eligible to undertake the transfer process from MPhil to PhD.

3.5 In addition to satisfying the requirements in paragraphs 3.1 to 3.4, applicants must be able to demonstrate a high level of competence in written and spoken English.

3.6 The Code of Practice shall provide guidance governing the admissions process, including, *inter alia*, the nature and length of research proposals, the procedures and timescales according to which proposals are to be assessed, criteria for judging whether a student is suitable for admission to a PhD programme, criteria for judging whether a student is suitable for admission to an MPhil programme, criteria for judging whether an applicant is competent in written and spoken English, and guidelines for explaining to students that continued registration for a PhD is to be subject to the successful completion of the Confirmation of Registration Event.

3.7 Applicants who have successfully completed one or more years of full-time study [or two or more years of part-time study] for a research degree at a UK University may be considered for admission with advanced standing. In such cases, the admissions procedure shall be identical to that covered by paragraphs 3.1 to 3.6 inclusive. However, the duration of the programmes shall be as specified in paragraph 4.2 below.

4 Duration of the Programmes

4.1 Expected Durations

PhD

- [a] Full-time students shall normally submit their thesis after a minimum of 24 months and a maximum of **48 months** from initial registration.
- [b] Part-time students shall normally submit their thesis after a minimum of 48 months and a maximum of **84 months** from initial registration.

MPhil

- [a] Full-time students shall normally submit their thesis after a minimum of 12 months and a maximum of **24 months** from initial registration.
- [b] Part-time students shall normally submit their thesis after a minimum of 24 months and a maximum of **36 months** from initial registration.

4.2 Maximum Durations

- 4.2.1 The maximum completion period for any research degree programme is the maximum expected duration defined above plus one academic year.
- 4.2.2 The submission of the dissertation must be within the maximum duration defined for the program; the overall maximum completion time allows for approved extensions and interruptions during the student's period of registration and is absolute.
- 4.2.3 Extensions to the maximum duration can be granted only by the Chair of Senate following a recommendation from the Continuation and Award Board for Postgraduate Research students.

4.3 Students Admitted with Advanced Standing

- 4.3.1 The normal minimum duration from initial registration at Hope to the submission of the thesis shall be no less than half the length of the relevant minimum duration specified in paragraph 4.1; the minimum duration for each individual student shall be specified by Research Degree SubCommittee when approving eligibility for registration.
- 4.3.2 The normal maximum duration from initial registration at Hope to the submission of the thesis shall be at least 1 year shorter than the relevant maximum duration specified in paragraph 4.1; the maximum duration for each individual student shall be specified by Research Degrees SubCommittee when approving eligibility for registration.

4.4 Extended Durations

- 4.4.1 If a student interrupts studies the expected durations in paragraphs 4.1 shall be extended by the duration of the interruption up to, but not beyond, the maximum durations detailed in paragraph 4.2.

4.5 Thesis Submission Deadline for Students who are Required to Transfer from PhD to MPhil Registration following an Unsuccessful Confirmation of Registration Event

The final thesis submission deadline for such students shall be *the later of*:

- the maximum submission deadline for an MPhil [counting from the student's initial date of PGR registration, and including any periods of interruption]; or
- 12 months after the unsuccessful Confirmation interview.

5 Standard Progression Points

5.1 Annual Monitoring

- 5.1.1 Continuing students shall be required to undergo a formal annual review of their progress at the end of each academic session.
- 5.1.2 The annual review shall normally lead to one of the following three outcomes:
- [a] progress satisfactory: *eligible to re-register for the coming academic session*;
 - [b] progress not yet satisfactory: *reassessment required in order to become eligible to re-register for the coming academic session [where necessary, the student may be allowed to re-register temporarily, pending the outcome of the reassessment]*;
 - [c] progress not satisfactory: *studies terminated* or, in the case of a student whose registration at PhD level has previously been confirmed in accordance with 5.2 below, recommendation to re-register at MPhil level and submit within the timeframe outlined in 4.5 above.
- 5.1.3 In relation to Annual Monitoring a student shall only be eligible for a single reassessment opportunity in any given academic session. Where a student has been reassessed, the annual review shall normally lead to one of the following two outcomes:
- [a] progress now satisfactory: *eligible to re-register for the coming academic session*;
 - [b] progress still not satisfactory: *studies terminated*.
- 5.1.4 Annual Monitoring outcomes shall be determined as follows:
- [a] each student's documentation shall be read by the supervisory team and an independent reader, who is not a member of the student's supervisory team, but has been recognised by the University as an Academic Supervisor; each student's documentation shall be read by the supervisory team and an independent reader, who is not a member of the student's supervisory team, but has been recognised by the University as an Academic Supervisor;
 - [b] each report will be reviewed by a Panel Chaired by the PVC Research and including Postgraduate Research Coordinators.
 - [c] the Panel shall submit a recommendation for each student to the University's Continuation and Award Board for Professional Doctoral Students;
 - [d] the Continuation and Award Board for MPhil/ PhD students shall confirm the outcome for each student;
 - [e] the Student Enrolment and Administration unit shall formally communicate the confirmed outcome to the student, and, where appropriate, arrange for the student to re-register for the following academic session.
- 5.1.5 The Code of Practice shall provide guidance governing, *inter alia*, the nature and length of submissions to be made by students in preparation for annual monitoring, the criteria to be used when assessing students' progress [including not only criteria for assessing the student's research *per se*, but also the specification of training in research skills, or personal development activities, that all students are required to have undertaken successfully], the conduct of the event, and the appointment of Chairs of Panels.

5.2 The Confirmation of Registration Event CRE [PhD Students Only]

- 5.2.1 Students shall be required to undergo a formal review to confirm their registration for their intended award.
- 5.2.2 The Confirmation of Registration Event shall normally take place within 2 years of initial registration for full-time students and 4 years of initial registration for

part-time students. The event may, if appropriate, be held at the same time as an annual review.

- 5.2.3 The Code of Practice shall provide guidance to staff about judging when a student is ready to undertake the Confirmation of Registration Event.
- 5.2.4 The Confirmation of Registration Event shall normally lead to one of the following four outcomes:
- [a] progress satisfactory and registration confirmed: *all subsequent annual registrations to be for a PhD;*
 - [b] progress only satisfactory for MPhil: *all subsequent annual registrations to be for an MPhil;*
 - [c] further assessment required: *student continues registered for a PhD for a maximum of one calendar year, pending a further Confirmation of Registration Event;*
 - [d] progress not satisfactory: *studies terminated.*
- 5.2.5 A student shall only be eligible for a single reassessment. For a second Confirmation Event, the only outcomes shall be:
- [a] progress now satisfactory and registration confirmed: *all subsequent annual registrations to be for a PhD;*
 - [b] progress only satisfactory for MPhil: *all subsequent annual registrations to be for an MPhil;*
 - [c] progress not satisfactory: *studies terminated.*
- 5.2.6 The outcomes of the Confirmation of Registration Event shall be determined as follows:
- [a] a Panel shall be established, comprising the supervisory team and an independent reader, who shall serve as Chair;
 - [b] The Chair shall, normally within one week of the interview, submit the completed Confirmation Report Form, with attachments as appropriate, to the University via the registrarsoffice@hope.ac.uk. The Deputy Registrar [nominee] will authorise an amendment to the students record. Student Enrolment and Administration will then release the result to the student, copying the outcome to the School/ Department or Partner Institution. The outcome will be reported to the next meeting of Liverpool Hope University's Continuation and Award Board for Postgraduate Research Students. At its next meeting, the Board shall confirm the outcome for each student and, in the case of students in the Further Assessment Required category, confirm the date by which the student is required to resubmit, and whether the student must undertake a second interview.
- 5.2.7 The Code of Practice shall provide guidance governing, *inter alia*, the nature and length of submissions to be made by students in preparation for the event, the criteria to be used when assessing students' progress [including not only criteria for assessing the student's research *per se*, but also the specification of training in research skills, or personal development activities, that all students are required to have undertaken successfully], the conduct of the event, and the appointment of Chairs of Panels.
- 5.3 The Confirmation of Doctoral Registration Event - Application to Transfer to PhD process [MPhil Students only]
- 5.3.1 If a student demonstrates outstanding potential for doctoral research, and makes suitable progress, he or she shall be offered the opportunity to apply to transfer registration from MPhil to PhD through the Confirmation of Doctoral Registration Process.

- 5.3.2 Students wishing to undertake the Confirmation of Doctoral Registration Event shall do so within 2 years of initial registration for full-time students and 3 years of initial registration for part-time students. The event may, if appropriate, be held at the same time as an annual review.
- 5.2.3 The Code of Practice shall provide guidance to staff about, *inter alia*, how students indicate their intention to undertake the Confirmation of Doctoral Registration Event, and how the University judges whether a student's progress warrants the offering of an opportunity to transfer registration.
- 5.3.4 The Confirmation of Doctoral Registration Event shall normally lead to one of the following outcomes:
- [a] progress justifies transfer: *all subsequent annual registrations to be for a PhD;*
 - [b] progress does not justify transfer: students remain registered for an MPhil and continues to follow the appropriate review processes for their current award.
- 5.3.5 In the event of a transfer of registration to PhD, the maximum time allowed to submit the thesis shall be calculated on the basis of the PhD durations in paragraph 4.1, starting from the date of initial registration for the MPhil.
- 5.3.7 The outcomes of the Confirmation of Doctoral Registration Event shall be determined as follows:
- [a] a Panel will be appointed comprising the supervisory Team and an independent reader, who will act as Chair of the Panel
 - [b] The Chair shall, normally within one week of the interview, submit the completed Confirmation Report Form, with attachments as appropriate, to the University via the registrarsoffice@hope.ac.uk. The Deputy Registrar [nominee] will authorise an amendment to the students record. Student Enrolment and Administration will then release the result to the student, copying the outcome to the School/ Department or Partner Institution. The outcome will be reported to the next meeting of Liverpool Hope University's Continuation and Award Board for Postgraduate Research Students. At its next meeting, the Board shall confirm the outcome for each student.
- 5.3.8 The Code of Practice shall provide guidance governing, *inter alia*, the nature and length of submissions to be made by students in preparation for the event, the criteria to be used when assessing students' progress [including not only criteria for assessing the student's research *per se*, but also the specification of training in research skills, or personal development activities, that all students are required to have undertaken successfully], the conduct of the event, and the appointment of an External Expert.

6 Interruption of Studies, and Changes between Full-time & Part-time Study

6.1 Interruption of Studies

- 6.1.1 Students may formally request that their studies be interrupted for up to 6 months on the basis of evidence demonstrating that ill-health or other circumstances would prevent them from pursuing their research.
- 6.1.2 Such requests shall be initially considered by the Primary Academic Supervisor, following which the Head of School or Department or Moderator shall submit a recommendation to the Continuation and Award Board for Postgraduate Research Students.

- 6.1.3 Following the granting of an interruption by the Board, the Student Enrolment and Administration unit shall formally notify the student of the change to their status, the date on which the student is expected to resume study, and the revised date by which the thesis is expected to be submitted.
- 6.1.4 The Primary Academic Supervisor shall contact the student again before the expected date of return to seek confirmation of whether the student intends to return on schedule or wishes to seek an extension to the interruption. The process detailed in 6.1.2 will be followed in accordance with time limitations set out in 5.2 of these regulations.
- 6.1.5 Extending a period of interruption beyond 12 months would extend the students study beyond the maximum durations stipulated in 4.1 of these regulations and therefore this is not permitted unless with the permission of the Chair or Senate. The maximum duration of study must therefore be considered when agreeing an interruption of studies.

6.2 Change to Mode of Attendance

- 6.2.1 Students may, at any point up to one year before the end of the maximum duration, formally request a transfer from part-time study to full-time study or vice-versa.
- 6.2.2 Such requests shall be initially considered by the Primary Academic Supervisor, following which the School or Department/ Partner shall submit a recommendation to the Continuation and Award Board for Postgraduate Research Students.
- 6.2.3 Following the granting of a change to mode of attendance by the Board, the Student Enrolment and Administration unit shall formally notify the student of the change to their status and of any changes to their latest date by which the thesis must be submitted [which shall be calculated on a pro rata basis].

7 The Appointment of Supervisors and Examiners

7.1 The Supervisory Team

- 7.1.1 Each student shall be allocated a minimum of two Academic Supervisors.
- 7.1.2 At least two members of each student's supervisory team shall have been formally approved by Research Degrees Subcommittee as an **Academic Supervisor**, and at least one member of each team shall also have been formally approved by Research Degrees Subcommittee as a Primary Academic Supervisor.
- 7.1.3 Where appropriate, a supervisory team may, in addition to staff listed in 7.1.1 to 7.1.2 above, include one or more **Research Advisers** and/or **External Advisers**. Each student will also be assigned by their School/Department a pastoral tutor who will take on a pastoral support role during the period of study.
- 7.1.4 The Code of Practice shall provide guidance about *inter alia*, the structure of supervisory teams [including role definitions], the requirements for and process of approval for research degree supervisors including pastoral support, the expected frequency and duration of supervisory meetings, the means by which such meetings are recorded, how supervisors and students might prepare for meetings, and the conduct of meetings.

7.2 Internal Examiners

- 7.2.1 Each student [with the exception of students who are also members of staff at the University] shall be allocated at least one internal examiner.
- 7.2.2 No member of staff shall serve as internal examiner unless they have been formally recognised as an **Academic Supervisor** by Research Degrees SubCommittee.
- 7.2.3 No member of staff shall serve as internal examiner and supervisor for the same student.
- 7.2.4 The Code of Practice shall provide guidance about procedures and criteria to be used by Research Degrees SubCommittee when preparing recommendations for the approval of internal examiners.

7.3 External Examiners

- 7.3.1 Each student shall be allocated at least one external examiner.
- 7.3.2 All nominations for external examiners shall be formally approved by the Pro Vice Chancellor [Research], on the basis of a recommendation from Research Degrees SubCommittee.
- 7.3.3 No External Examiner shall have previous close involvement with Liverpool Hope University [or a partner institution at which students are registered for Liverpool Hope research degrees] that might compromise objectivity or impartiality of judgement. Specifically, the proposed examiner should not, in the 5 years prior to nomination, have been a member of staff, a governor, or a student of Liverpool Hope University [or a partner institution].
- 7.3.4 The Code of Practice shall provide guidance about procedures and criteria to be used by Research Degrees SubCommittee when preparing recommendations for the approval of external examiners.

7.4 Liverpool Hope University Moderators for Partner Institutions

- 7.4.1 Liverpool Hope University shall appoint one or more moderators to have oversight of the University's accredited provision at each Partner Institution, and to provide advice and guidance to the Institute in respect of academic matters and the University's procedures and regulations.
- 7.4.2 Proposed moderators shall be proposed by the relevant School or Departments at Liverpool Hope University, and formally approved by Liverpool Hope University's Pro Vice Chancellor [Research], on the basis of a recommendation from Liverpool Hope University's Research Degrees SubCommittee.

8 **Assessment of the Thesis, and Eligibility for Awards**

8.1 Summary of Procedures

- 8.1.1 A student shall be required to:
 - [a] formally notify the Liverpool Hope Registrar [or Nominee] of their Intention to Submit a Thesis [the notification normally to be received at least 2 months before the expected submission date], and then
 - [b] submit the thesis, and then
 - [c] defend the thesis via an oral examination, and then

- [d] undertake such revisions to the thesis, and attend any further oral examination, as may be required by the examiners.
- 8.1.2 If the Registrar [or nominee] judges that the Intention to Submit a Thesis form has been validly completed, he/she shall
- [a] arrange for Student Enrolment and Administration to change the student's status to "Submission Pending";
- [b] authorise the Postgraduate Research Administration Team/Partner Institution to initiate the process for the selection and appointment of the examining team.
- 8.1.3 A thesis submitted for the degree of PhD shall normally not exceed 100,000 words, and a thesis submitted for the degree of MPhil shall normally not exceed 60,000 words; any student who wishes, exceptionally, to exceed these maxima must first seek authorisation from Research Degrees SubCommittee. [It is acknowledged that the typical length of theses will vary significantly across academic subjects.] The Code of Practice shall provide guidance to candidates about, *inter alia*, the required length of the thesis and the manner in which the thesis must be submitted.
- 8.1.4 The thesis shall be examined, and the oral examination conducted, by at least two examiners:
- [a] normally, at least one internal examiner from Liverpool Hope University [who shall not be the academic supervisor]; and
- [b] at least one external examiner.
- [c] where the candidate is a member of Hope staff (academic or support) both examiners will be external;
- 8.1.5 Before the oral examination, each examiner shall be required to submit an independent written report to the Postgraduate Research Administration Team or Research Office [or equivalent] in the Partner institution.
- 8.1.6 The oral examination shall be chaired by an Independent Chair, who shall be a senior member of academic staff at Liverpool Hope University with experience of the University's procedures for examining research students.
- 8.1.7 The outcome of the oral examination shall be determined as follows:
- [a] the Independent Chair shall submit a joint recommendation from the internal and external examiners to the Registrar or Nominee;
- [b] the examiners' recommendation shall place the student in one of the categories listed in paragraph 8.2 below and, where appropriate, shall specify a date by which the thesis must be submitted;
- [c] the recommendation shall specify whether students are required [in accordance with paragraphs 8.2 and 8.3] to attend a further oral examination;
- [d] if the Registrar [or nominee] judges that the recommendation form has been validly completed, he/she shall arrange for the Student Enrolment and Administration unit to:
- i. amend the student's record on the University's database;
- ii. publish the result;
- iii. copy the outcome to the School or Department or Partner Institution;
- iv. arrange for the outcome to be reported to the Continuation and Award Board for Postgraduate Research Students.
- [e] in all cases, the result shall formally outline the overall recommendation of the examiners, and give the deadline by which further work must be completed;
- [f] where the examiners have recommended that the student is entitled to an award without making further amendments to the thesis, the result shall

also formally state the deadline by which, in order for the student to be eligible to graduate -

- the hard-bound copy of the thesis, and confirmation of completion of the final stage of Vitae, must be received by the School or Department/Partner Institution;
 - a 100-word lay summary of the thesis, suitable for reading at the graduation ceremony, must be received by the Registrar.
- [g] the internal examiners shall be required to supply the student with detailed feedback agreed by the full examining team.

8.1.8 The Code of Practice shall provide guidance about, *inter alia*:

- the nature of the examiners reports to be submitted before the oral examination, and when they should be submitted;
- the conduct of the oral examination;
- guidelines for selecting the most appropriate outcome of the oral examination.
- the timing and nature of feedback supplied to students by the examiners after the oral examination.

8.2 Outcomes of the Oral Examination [Candidates for the Degree of PhD]

8.2.1 *Normal Outcomes*

Following the oral examination, one of the following outcomes shall normally be agreed.

[a] Award of PhD

- The candidate has satisfied the academic requirements for the award of a PhD [but may be required to make minor typographical corrections to the thesis, and/or to make other very minor non-substantive changes to the thesis prior to final submission of hard-bound copy].

[b] Award of PhD Subject to Minor Amendments

- The candidate has satisfied the academic requirements for the award of a PhD. However, the candidate is required to make minor amendments to the content of the thesis, the candidate being required to submit a revised thesis normally no later than three months after the formal publication of the outcome of the examination.
- The candidate will only become eligible for the award of PhD when the University is satisfied that the thesis has been appropriately amended and the appropriate documentation has been signed by the internal and/or the external examiner.

[c] Award of PhD Subject to Major Amendments

- The candidate has broadly satisfied the academic requirements for the award of a PhD. However, the candidate is required to make major amendments to the content of the thesis, the candidate being required to submit a revised thesis normally no later than one year after the formal publication of the outcome of the examination.
- The candidate will be required to undergo a mid-point review of progress.
- The candidate will only become eligible for the award of PhD when the University is satisfied that the amended thesis fully meets the academic requirements for the award of a PhD and the appropriate documentation has been signed by the *both* the internal *and* external examiner.
- The candidate will not be expected to undertake a second oral examination.

[d] Re-Examination Required

- The candidate has not yet satisfied the academic requirements for the award of a PhD. However, the candidate is entitled to revise and resubmit the thesis and [if necessary] undertake further research.
- The candidate is required to submit a revised thesis normally no later than two years after the formal publication of the outcome of the examination.
- The candidate will be required to undergo a six-monthly review of progress during this period.
- The candidate will only become eligible for the award of PhD when the University is satisfied, via a full reassessment, including an oral examination, that the amended thesis fully meets the academic requirements for the award of a PhD.
- The candidate will be fully informed that the advice and guidance given by the examiners, even if followed to the letter, cannot be taken as a guarantee of the outcome of the re-examination.

8.2.2 *Other Outcomes*

If the examiners judge that none of the outcomes in paragraph 8.2.1 is appropriate, one of the following outcomes may be agreed.

[a] Award of MPhil

- The candidate has not satisfied the academic requirements for the award of a PhD, but has satisfied the academic requirements for the award of an MPhil.
- The candidate may be advised to make minor typographical corrections to the thesis, and/or to make other non-substantive changes to the thesis].

[b] Award of MPhil Subject to Minor Amendments

- The candidate has not satisfied the academic requirements for the award of a PhD, but has satisfied the academic requirements for the award of an MPhil. However, the candidate is required to make minor amendments to the content of the thesis, the candidate being required to submit a revised thesis normally no later than three months after the formal publication of the outcome of the examination.
- The candidate will only become eligible for the award of MPhil when the University is satisfied that the thesis has been appropriately amended and the appropriate documentation has been signed by the internal and/or the external examiner.

[c] Award of MPhil Subject to Major Amendments

- The candidate has not satisfied the academic requirements for the award of a PhD, but has broadly satisfied the academic requirements for the award of an MPhil. However, the candidate is required to make major amendments to the content of the thesis, the candidate being required to submit a revised thesis normally no later than one year after the formal publication of the outcome of the examination.
- The candidate will be required to undergo a mid-point review of progress.
- The candidate will only become eligible for the award of MPhil when the University is satisfied that the amended thesis fully meets the academic requirements for the award of an MPhil and the appropriate documents have been signed by *both* the internal *and* the external examiner.
- The candidate will not normally be expected to undertake a second oral examination.

[d] Re-Examination for MPhil Required

- The candidate has not satisfied the academic requirements for the award of a PhD, and has not yet satisfied the academic requirements

- for the award of an MPhil. However, the candidate is entitled to revise and resubmit the thesis and [if necessary] undertake further research.
 - The candidate is required to submit a revised thesis normally no later than one year after the formal publication of the outcome of the examination.
 - The candidate will be required to undergo a mid-point review of progress during this period.
 - The candidate will only become eligible for the award of MPhil when the University is satisfied, via a full reassessment including an oral examination, that the amended thesis fully meets the academic requirements for the award of an MPhil and the appropriate documentation has been signed by the *both* internal *and* the external examiner.
- [e] Fail
- The candidate has not satisfied the academic requirements for the award of a postgraduate research degree, is not entitled to resubmit the thesis, and so must terminate studies with no entitlement to an award.

8.3 Outcomes of the Oral Examination [Candidates for the Degree of MPhil]

8.3.1 *Normal Outcomes*

Following the examination, one of the following outcomes shall normally be agreed.

[a] Award of MPhil

- The candidate has satisfied the academic requirements for the award of an MPhil [but may be advised to make minor typographical corrections to the thesis, and/or to make other minor non-substantive changes to the thesis].

[b] Award of MPhil Subject to Minor Amendments

- The candidate has satisfied the academic requirements for the award of an MPhil. However, the candidate is required to make minor amendments to the content of the thesis, the candidate being required to submit a revised thesis normally no later than three months after the formal publication of the outcome of the examination.
- The candidate will only become eligible for the award of MPhil when the University is satisfied that the thesis has been appropriately amended and the appropriate documentation has been signed by the internal and/or the external examiner.

[c] Award of MPhil Subject to Major Amendments

- The candidate has broadly satisfied the academic requirements for the award of an MPhil. However, the candidate is required to make major amendments to the content of the thesis, the candidate being required to submit a revised thesis normally no later than one year after the formal publication of the outcome of the examination.
- The candidate will be required to undergo a mid-point review of progress.
- The candidate will only become eligible for the award of MPhil when the University is satisfied that the amended thesis fully meets the academic requirements for the award of an MPhil and the appropriate documentation has been signed by *both* the internal *and* the external examiner.
- The candidate will not normally be expected to undertake a second oral examination.

[d] Re-Examination Required

- The candidate has not yet satisfied the academic requirements for the award of an MPhil. However, the candidate is entitled to revise and resubmit the thesis and [if necessary] undertake further research.
- The candidate is required to submit a revised thesis normally no later than one year after the formal publication of the outcome of the examination.
- The candidate will be required to undergo a mid-point review of progress.
- The candidate will only become eligible for the award of MPhil when the University is satisfied, via a second oral examination, that the amended thesis fully meets the academic requirements for the award of an MPhil.

[e] Fail

- The candidate has not satisfied the academic requirements for the award of a postgraduate research degree, is not entitled to resubmit the thesis, and so must terminate studies with no entitlement to an award.

B8.3.2 *Other Outcomes*

If, very exceptionally, the examiners judge that a thesis that has been submitted for an MPhil substantially reaches the standard required for a PhD, the candidate is to be offered the opportunity to submit a revised thesis. If the candidate wishes to resubmit, the examination is suspended and the registrar notified. The examination panel is to reconvene within six months to consider a revised thesis under 8.2.1 above. The candidate is to be fully informed that the advice and guidance given by the examiners, even if followed to the letter, cannot be taken as a guarantee of the outcome of the (reconvened) examination.

8.4 Reassessment Procedures

8.4.1 Extended Deadlines for Resubmitting the Thesis

The Continuation and Award Board for Postgraduate Research Students shall be empowered to recommend to Research Committee that, due to evidence of ill health or other mitigating circumstances, a student may be granted an extension of up to 1 month for minor amendments, and 12 months in other cases.

8.4.2 Candidates Required to Undertake Major Modifications or a Re-examination.

- [a] The reassessed work shall normally be assessed by the same examiners who assessed the original thesis and oral examination, who shall be required to submit their recommendations to the Continuation and Award Board for Postgraduate Research Students, in accordance with paragraph 8.1.6 above.
- [b] Normally, the only recommendations possible following such reassessments shall be:
- the candidate has now satisfied the academic requirements for the award of a PhD, but may be advised to make typographical corrections or other minor non-substantive changes;
 - the candidate has now satisfied the academic requirements for the award of a PhD, but is required to make minor modification to the thesis;
 - the candidate has satisfied the academic requirements for the award of an MPhil, but may be advised to make typographical corrections or other non-substantive changes;

- the candidate has now satisfied the academic requirements for the award of an MPhil, but is required to make minor modification to the thesis;
- the candidate has not satisfied the academic requirements for the award of a postgraduate research degree, and is not entitled to resubmit the thesis.

8.4.3 Candidates Required to Make Minor Modifications to the Thesis.

- [a] The revised thesis shall normally, but with the recorded approval of the external examiner, be assessed by the internal examiner[s], and the outcome notified to the Student Enrolment and Administration unit or Research Office [or equivalent] in the partner institution.
- [b] Normally, the only outcomes possible following such minor amendments shall be:
- the candidate has now satisfied the academic requirements for the award of a PhD, but may be advised to make typographical corrections or other non-substantive changes;
 - the candidate has satisfied the academic requirements for the award of an MPhil, but may be advised to make typographical corrections or other non-substantive changes;
 - the candidate has not fully satisfied the academic requirements for the award of a postgraduate research degree, and is not entitled to resubmit the thesis.

B7.4.4 Notwithstanding paragraphs 8.4.2 and 8.4.3, the examiners may recommend, in exceptional circumstances, that a student whose resubmission fails to satisfy the academic requirements for an award should be granted a further opportunity to make major modifications or to be examined.

9 The Continuation and Award Board for Postgraduate Research Students

9.1 Membership

9.1.1 The Board will comprise:

- the Chair of Research Degrees Sub-Committee, who will Chair the Board;
- the School or Department Research Co-ordinators;
- the Programme Leader of each Professional Doctorate;
- the University Moderator for each partner institution at which students are registered for Liverpool Hope Research Degrees;
- the Registrar or nominee [who will be responsible for providing expert regulatory and procedural guidance to the Board];
- Representatives from the Postgraduate Research Administration Team;
- a member of the Student Enrolment and Administration unit [to note decision for entry to the university's database, in preparation for the publication of results].

9.1.2 Each Board meeting will be serviced by one of the Postgraduate Research Administration team.

9.2 Terms of Reference

9.2.1 The Main End of Session Meeting

The Board will meet at the end of each academic session to:

- [a] receive, consider and confirm the recommendations for **progression** submitted by supervisors following the “annual review”, “confirmation of registration” and, in exceptional cases, “application to transfer registration” processes;

- [b] receive, consider and confirm any recommendations for **awards** submitted by examiners since the previous Board meeting.
- [c]. receive, consider and confirm any recommendations for **interruption of study, extension of study, and change of mode of attendance** submitted by examiners since the previous Board meeting and, if necessary, make recommendations to Research Committee.

9.2.2 Other Meetings

The Board will meet at least three times a year in order to:

- [a] receive, consider and confirm any recommendations for **progression** submitted by supervisors following the “confirmation of registration” and “application to transfer registration processes”;
- [b] receive, consider and confirm any recommendations for **awards** submitted by examiners since the previous Board meeting.
- [c] receive, consider and confirm any recommendations for **interruption of study, extension of study, and change of mode of attendance** submitted by examiners since the previous Board meeting and, if necessary, make recommendations to Research Committee.

The Code of Practice shall specify procedures for holding ad hoc meetings of the Board as necessary.

10 Appeals

Students who wish to appeal against a decision of the Continuation & Award Board, including instances where the Board is confirming a recommendation following the outcome of an examination, shall proceed in accordance with the University’s Academic Appeals Procedures.

11 Posthumous Awards

11.1 Standard Award of Doctor of Philosophy

12.1.1 If a student dies after the Examiners has confirmed that the student is entitled to a Doctor of Philosophy degree, but before graduation:

- [a] the award shall be formally conferred at a University ceremony;
- [b] the person formally identified to the University as the student’s Next of Kin shall be entitled to receive the Degree Certificate;
- [c] the Dean of Students shall, in liaison with the Next of Kin, determine the most appropriate mechanisms for the University to celebrate the student’s achievement and issue the Certificate.

12.1.3 The title of the award shall be exactly the same as for standard PhD graduates.

11.2 Posthumous Award of Doctor of Philosophy

11.2.1 If a student dies after submitting a thesis for the degree of PhD, but before undertaking the oral examination:

- [a] the thesis shall be read by the External and Internal Examiners, and reports prepared in accordance with the University’s Regulations and Code of Practice;

- [b] if the Examiners agree that the quality of the thesis is such that the oral examination would normally be likely to result in the student being awarded a Doctor of Philosophy degree [albeit following either Minor or Major Modifications], the student shall be entitled to the award of a Doctor of Philosophy degree. However, the formal award title shall include “Posthumous” as a suffix.

11.2.2 If a student dies after progressing to the “submission pending” stage of a PhD programme, but before submitting the oral examination:

- [a] drafts shall be read by the External and Internal Examiners, and reports prepared;
- [b] if the Examiners agree that the quality of the drafts is such that the final thesis would normally be likely to result in the student being awarded a Doctor of Philosophy degree [albeit following either Minor or Major Modifications], the student shall be entitled to the award of a Doctor of Philosophy degree. However, the formal award title shall include “Posthumous” as a suffix

11.3 Standard Award of Master of Philosophy

12.3.1 If a student dies after the Examiners has confirmed that the student is entitled to a Master of Philosophy degree, but before graduation:

- [a] the award shall be formally conferred at a University ceremony;
- [b] the person formally identified to the University as the student’s Next of Kin shall be entitled to receive the Degree Certificate;
- [c] the Dean of Students shall, in liaison with the Next of Kin, determine the most appropriate mechanisms for the University to celebrate the student’s achievement and issue the Certificate.

12.3.3 The title of the award shall be exactly the same as for standard MPhil graduates.

11.4 Posthumous Award of Master of Philosophy

12.4.1 If a student dies after submitting a thesis for the degree of MPhil or PhD, but before undertaking the oral examination:

- [a] the thesis shall be read by the External and Internal Examiners, and reports prepared in accordance with the University’s Regulations and Code of Practice;
- [b] if the Examiners agree that the quality of the thesis is such that the oral examination would normally be likely to result in the student being awarded a Master of Philosophy degree [albeit following either Minor or Major Modifications], the student shall be entitled to the award of a Master of Philosophy degree. However, the formal award title shall include “Posthumous” as a suffix.

11.4.2 If a student dies after progressing to the “submission pending” stage of an MPhil or PhD programme, but before submitting the thesis:

- [a] drafts shall be read by the External and Internal Examiners, and reports prepared;
- [b] if the Examiners agree that the quality of the drafts is such that the final thesis would normally be likely to result in the student being awarded a Master of Philosophy degree [albeit following either Minor or Major Modifications], the student shall be entitled to the award of a Master of Philosophy degree. However, the formal award title shall include “Posthumous” as a suffix.

12. Aegrotat Awards

12.1 All Awards

12.1.1 No student shall be eligible for an Aegrotat award unless:

[a] the student applies for such an award [*exceptionally, the student's nominated Next of Kin may make an application, as long as the student has explicitly confirmed in writing to the University that this person is able to communicate on their behalf*];

AND

[b] the University judges that there is sufficient evidence to demonstrate that the student's illness, disability or injury is:

[i] sufficiently severe to prevent the student from continuing with their studies, and

[ii] sufficiently permanent that it would not be possible for the student to complete their degree following an interruption of studies;

AND

[c] the student [*or exceptionally, the student's nominated Next of Kin, confirms in writing that they understand the award is final, and that, having accepted the award, it would not be possible subsequently to:*

[i] appeal against the award, or

[ii] request to complete their programme of study, or

[iii] apply for admission to another programme of study at the University.

12.2 Aegrotat Award of Doctor of Philosophy

13.2.1 If, after the student submits a thesis for the degree of PhD, but before undertaking the oral examination, the University confirms the eligibility of the student for consideration for an Aegrotat award:

[a] the thesis shall be read by the External and Internal Examiners, and reports prepared in accordance with the University's Regulations and Code of Practice;

[b] if the Examiners agree that the quality of the thesis is such that the oral examination would normally be likely to result in the student being awarded a Doctor of Philosophy degree [albeit following either Minor or Major Modifications], the student shall be entitled to the award of a Doctor of Philosophy degree. However, the formal award title shall include "Aegrotat" as a suffix.

[c] if the nature of the student's condition would prevent the student from attending a ceremony in person, the person formally identified to the University as the student's Next of Kin shall be entitled to receive the Degree Certificate on the student's behalf.

12.2.2 If, after the student progresses to the "submission pending" stage of a PhD programme, but before submitting the thesis, the University confirms the eligibility of the student for consideration for an Aegrotat award:

[a] drafts shall be read by the External and Internal Examiners, and reports prepared;

[b] if the Examiners agree that the quality of the drafts is such that the final thesis would normally be likely to result in the student being awarded a Doctor of Philosophy degree [albeit following either Minor or Major Modifications], the student shall be entitled to the award of a Doctor of Philosophy degree, but the formal award title shall include "Aegrotat" as a suffix;

[c] if the nature of the student's condition would prevent the student from attending a ceremony in person, the person formally identified to the

University as the student's Next of Kin shall be entitled to receive the Degree Certificate on the student's behalf.

12.3 Aegrotat Award of Master of Philosophy

- 2.3.1 If after the student submits a thesis for the degree of MPhil or PhD, but before undertaking the oral examination, the University confirms the eligibility of the student for consideration for an Aegrotat award:
- [a] the thesis shall be read by the External and Internal Examiners, and reports prepared in accordance with the University's Regulations and Code of Practice;
 - [b] if the Examiners agree that the quality of the thesis is such that the oral examination would normally be likely to result in the student being awarded a Master of Philosophy degree [albeit following either Minor or Major Modifications], the student shall be entitled to the award of a Master of Philosophy degree, but the formal award title shall include "Aegrotat" as a suffix;
 - [c] if the nature of the student's condition would prevent the student from attending a ceremony in person, the person formally identified to the University as the student's Next of Kin shall be entitled to receive the Degree Certificate on the student's behalf.
- 12.3.2 If, after a student progresses to the "submission pending" stage of an MPhil or PhD programme, but before submitting the thesis, the University confirms the eligibility of the student for consideration for an Aegrotat award:
- [a] drafts shall be read by the External and Internal Examiners, and reports prepared;
 - [b] if the Examiners agree that the quality of the drafts is such that the final thesis would normally be likely to result in the student being awarded a Master of Philosophy degree [albeit following either Minor or Major Modifications], the student shall be entitled to the award of a Master of Philosophy degree, but the formal award title shall include "Aegrotat" as a suffix;
 - [c] if the nature of the student's condition would prevent the student from attending a ceremony in person, the person formally identified to the University as the student's Next of Kin shall be entitled to receive the Degree Certificate on the student's behalf.