



# **ACADEMIC REGULATIONS**

for

## ***Professional Doctorates***

### **LIVERPOOL HOPE UNIVERSITY**

These Regulations were formally approved by Senate in 2021 for immediate implementation for students entering from October 2022 they are binding on staff and students across both Liverpool Hope and Partner Institutions. Subsequent amendments have been approved at Senate in March 2024. 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 Professional Doctorates validated by Liverpool Hope University.

#### **2 Cohorts covered by the Regulations**

These Regulations will apply to students who register for Professional Doctorates from October 2022.

#### **3 Eligibility for Initial Registration**

- 3.1 The requirements for admission to a programme of study leading to the award of a Professional Doctorate are that an applicant should:

[a] normally possess:

EITHER a first class or upper second class honours degree from a UK University;

OR degree from an overseas institution that is judged by the Registrar or Nominee to be equivalent to a first class or upper second class honours degree from a UK University,

AND

[c] have at least 3 years' significant and relevant experience in a professional area appropriate to the programme of study.

- 3.2 Exceptionally, an applicant may be accepted without holding the qualifications outlined in clause 3.1. However, such applications will only be approved if the Program Lead [or equivalent at the Partner Institution] and Head of School or Department are satisfied that the applicant has demonstrated, via a sample of academic writing and performance

in an interview, the potential to achieve national standards for awards at Level M[7]. The application will then be referred to the PVC Research before acceptance is confirmed.

- 3.3 Each Route may specify additional entrance qualifications. These shall be included in the Programme Specifications.
- 3.4 In addition to satisfying the requirements in paragraphs C3.1 to C3.3, applicants must be able to demonstrate a high level of competence in written and spoken English.
- 3.5 The Code of Practice shall provide guidance governing the admissions process, including, *inter alia*, the criteria for judging whether a student is suitable for admission to a Professional Doctorate, and criteria for judging whether an applicant is competent in written and spoken English.
- 3.6 Under exceptional circumstances, applicants may, by following the University's Accreditation of Prior Learning procedures, request exemption, on the basis of prior certificated learning, from one or more Part One courses. The credits awarded by APL must be mapped against the modules offered under Part 1 of the Professional Doctorate and be an appropriate fit in terms of academic content, level etc. There is no absolute requirement, however, that the credits have been gained as part of a cognate professional doctorate. No applicant shall normally be exempted from the Research Proposal, and therefore the maximum APL credits that can be granted is 120 credits. Students who APL 120 credits must achieve a MERIT in the Research Proposal in order to be considered for progression to Part 2.
- 3.7 A student who wishes to leave at the end of Part 1 or who fails to achieve a Merit in the Research Proposal [or equivalent] will be considered for eligibility for a Masters award as appropriate.
- 3.8 Notwithstanding clause 3.7 above students entering via APL who wish to leave at the end of Part 1 or who fail to achieve a Merit in the Research Proposal [or equivalent] will be considered for eligibility for a Masters award as follows:
  - students entering with 60 credits of APL or less will be considered for the full range of awards (Pass, Merit, Distinction)
  - students entering with 61 credits of APL or more will receive a maximum of a Pass award.

#### **4 Structure of the Programme**

- 4.1 All Professional Doctorate programmes shall constitute 540 credits, each credit being defined as the equivalent of 10 hours of student commitment.
- 4.2 The intended learning outcomes for all taught elements of Professional Doctorate programmes shall be constructed to match the University's Qualification Descriptors for the award of Masters degrees.
- 4.3 All Professional Doctorate programmes shall comprise two parts, as follows.
  - [a] Part One [Taught Courses]

This shall comprise taught courses approved for the student's route to the value of 180 credits, of which.

    - all 180 credits shall be at Level M[7], and
    - 60 credits shall be specifically devoted to preparation for the thesis, to include the development, by the student, of a formal Research Proposal.

All taught courses shall carry a credit rating.
  - [b] Part Two [Thesis]

The thesis shall carry 360 credits at Level D[8], and shall be assessed by a formal oral examination.

4.4 The Programme Specifications for each Route shall indicate the approved compulsory taught courses and approved optional taught courses which comprise Part One of the Route.

4.5 Acceptance of a student on an optional taught course is conditional upon availability and the agreement of the Route concerned.

## **5 Duration of the Programme**

### **5.1 Expected Durations**

- [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.
- [c] Full-time students shall normally complete Part One over a period of 12 months and then devote the remainder of the expected duration to Part 2. Part-time students shall normally complete Part One over a period of 24 months and then devote the remainder of the expected duration to Part Two.

### **5.2 Maximum Durations**

- 5.2.1 The maximum completion period for a Professional Doctorate is the maximum expected duration defined above plus one academic year.
- 5.2.2. Full Time students must complete Part 1 within a maximum of 24 months of initial registration, and complete Part 2 no later than 24 months following successful completion of Part 1. Part Time students must complete Part 1 within 36 months of initial registration, and complete Part 2 no later than 36 months following successful completion of Part 1.
- 5.2.3 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.
- 5.2.5 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.

### **5.3 Extended Durations**

If a student interrupts their studies the expected durations in paragraphs 5.1 shall be extended by the duration of the interruption as detailed in 6.1.1. below.

### **5.4 Durations for Students Granted Exemption from Elements of Part One**

Such students shall be expected to complete the programme in less time than those admitted to study the full programme. The reduced duration shall be calculated on the basis of the number of credits from which the student has been exempted, and shall be communicated to the student as part of the formal notification of the outcome of the request for exemption.

## **6 Interruption of Studies**

### **6.1 Interruption of Studies in Part 2 and Changes between Full-time & Part-time Study**

- 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. A full-time student who interrupts their studies in Part 2 will have the period of interruption added to their date of completion up to the maximum duration detailed in clause 5.2. For part-time students interruptions in Part 2 are allowed up to a total of two academic years. Where a part-time student is granted interruptions totalling two years the maximum duration of study may be extended by up to one academic year to accommodate these breaks in study

In all cases interruptions are granted up to a maximum of 6 months in the first instance. If the student remains unable to return to study a fitness to study process will normally be initiated to explore support that may facilitate return.

- 6.1.2 Such requests shall be initially considered by the Primary Academic Supervisor, following which the Head of School/ 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 6.1.1 and 6.1.2 will be followed in accordance with time limitations set out.
- 6.1.5 Extending a period of interruption beyond 12 months for a full-time student would extend the students study beyond the maximum durations stipulated in 5.2 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.

## **7 Assessment of Taught Courses**

### **7.1 General**

Except where specified otherwise, taught courses shall be assessed and moderated in line with the University's Universal Assessment Regulations. Where a student is studying at a Partner Institution, the University Moderator shall provide guidance about the University's Assessment Regulations and shall assure the University, on an annual basis, that the regulations and guidelines are being followed

### **7.2 Marking Scales, Assessment Descriptors and Academic Regulations**

For the Part 1 Level M [7] courses, the Marking scales, Assessment Descriptors and Assessment Regulations shall be in common with the University's Regulations and Conventions in relation to Postgraduate Taught Programmes.

### **7.3 External Examiners**

- a. Normally, one External Examiner shall be appointed for each route, in accordance with Liverpool Hope University's Universal Assessment Regulations.
- b. Where a route is delivered in one or more Partner Institutions as well as at Liverpool Hope, the same External Examiner shall normally serve all institutions, and attend the Board of Examiners at Liverpool Hope.
- c. More than one External Examiner may, exceptionally, be appointed where the Route covers disparate subject areas, or where the number of students, or the number of institutions, would generate an unreasonable workload.

- d. Where an External Examiner's remit covers only one or more Partner Institutions, the External Examiner may, exceptionally, not attend the Board of Examiners at Liverpool Hope, if and only if:
  - a formal meeting to confirm recommendations had been held at the Partner Institution in the presence of the External Examiner and the University Moderator, AND
  - the University Moderator then represented the Partner Institution at the Board of Examiners at Liverpool Hope.
- e. Appointment procedures shall follow those for Taught Postgraduate Programmes at Liverpool Hope, in all cases the External Examiners shall be required to submit an annual report to Liverpool Hope University, in accordance with standard procedures

#### 7.4 The Research Proposal

The Code of Practice shall provide detailed guidance about the nature and submission of the Research Proposal, the selection of supervisors and internal examiners, the conduct of the oral examination, and the assessment criteria.

### 8 Standard Progression Points

#### 8.1 Interim Annual Reviews before the Completion of Part One

- [a] The scheduled School and University Postgraduate Taught Completion and Award Board shall review the progress of those students who have not yet undertaken all the assessment required for Part One.
- [b] The Boards shall normally determine that such students are eligible to continue with their studies UNLESS:
  - the student has failed, without providing evidence of mitigating circumstances, to undertake tasks expected of them; or
  - the student will be unable, as a result of interruptions, reassessments or some other cause, to complete Part One by the deadline specified in paragraph 5 above.

#### 8.2 Completion of Part One and Eligibility to be Assessed for Progression to Part Two

- [a] The Board of Examiners shall, normally at the end of the second year after initial registration, review the eligibility of students to complete Part One and to be assessed for to progress to Part Two.
- [b] The Board's decisions shall normally be in accordance with the following regulations:
  - i. in order to be **eligible to complete Part One**, a student shall normally be required to have passed [or been granted exemption from] taught courses to the value of 180 credits,
  - ii. the University regulations in relation to Taught Postgraduate provision, in relation to assessment, progression and completion apply to students in Part One of a Professional Doctoral Program. However, in order to be **eligible to be assessed for progression to Part Two**, a student shall normally be required to have achieved, in the 180 credits of Part One, a level of performance commensurate with the University's regulations for the award of a Master's degree with Merit INCLUDING a Merit grade for the Research Proposal [or equivalent]. In addition to the usual reassessment opportunities students will have an additional resubmission opportunity on any first assessment for which they achieve a pass standard rather than a merit. On resubmission the maximum outcome will be a 60 B-.

- iii. students who are eligible to be assessed for progression to Part Two, but who formally indicate to the Student Enrolment and Administration unit that they wish to discontinue their studies, shall be eligible for the award of a Masters degree [any eligibility for an award with Merit or Distinction shall be determined in accordance with the University's regulations for taught postgraduate programmes];
- iv. students who gain 180 credits, but EITHER remain ineligible, to be assessed for progression to Part Two, OR who formally indicate to the University Registrar that they wish to discontinue their studies, shall be eligible for the award of a Masters degree [which may be Pass, Merit or Distinction as determined by the students achievement in line with the University Regulations for Postgraduate Taught courses];
- v. students who gain 60-179 credits, but EITHER remain ineligible, to complete Part One, OR who formally indicate to the Student Enrolment and Administration unit that they wish to discontinue their studies, may be eligible for the award of a Postgraduate Certificate or a Postgraduate Diploma [any eligibility for such an award shall be determined in accordance with the University's regulations for taught postgraduate programmes].

### 8.3 Progression to Part Two

- [a] Where the Board of Examiners determines that a student is eligible to be assessed for progression to Part Two, the student shall be required to attend a **Confirmation of Doctoral Registration Interview**, conducted by the Supervisory Team Designate and an Independent Reader [Chair] before the student can progress to Part 2.
- [b] The Confirmation of Doctoral Registration Interview shall focus on the potential of the student's Research Proposal to lead to research that meets doctoral standards, and shall normally lead to one of the following four outcomes:
  - i. the student may progress to Part Two of the Professional Doctorate;
  - ii. the student is not yet eligible to progress to Part Two, but is required to undergo a second interview, to be held no later no later than 3 months after the publication of the outcome of the first interview;
  - iii. the student is not yet eligible to progress to Part Two, but is required to revise the Research Proposal AND undergo a second interview, to be held no later no later than 3 months after the publication of the outcome of the first interview;
  - iv. the student is not eligible to progress to Part Two, and so is to be awarded a Professional Masters degree as appropriate to their achievement.
- [c] For a second Confirmation of Doctoral Registration Interview, the only outcomes shall be:
  - i. the student may progress to Part Two of the Professional Doctorate;
  - ii. the student is not eligible to progress to Part Two, and so is to be awarded a Masters degree with Merit.
- [d] The Code of Practice shall provide guidance governing, *inter alia*, the criteria to be used when assessing students' eligibility to 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 Independent Readers.

### 8.3 Annual Monitoring Reviews during Part Two

- C8.3.1 The Board of Examiners shall, on an annual basis, review the progress of those students in Part Two who have not yet submitted their thesis.
- 8.3.2 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*.
- 8.3.3 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*.
- 8.3.4 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;
  - [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 Professional Doctoral 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.
- 8.3.5 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.

## 9 **The Appointment of Supervisors and Examiners for Part Two**

### 9.1 **The Supervisory Team**

- 9.1.1 Each student shall be allocated a minimum of two Academic Supervisors.
- 9.1.2 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. The proposed Supervisory Team shall be submitted for approval to Research Degrees SubCommittee as soon as the Board of Examiners has confirmed the student's eligibility to be assessed for progression to Part Two. The Confirmation of Doctoral Registration Interview may not take place until the Team has been formally approved.

- 9.1.3 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 the School a pastoral tutor who will take on a pastoral support role during the period of study.
- 9.1.4 The Code of Practice shall provide guidance about *inter alia*, the structure of supervisory teams [including role definitions and pastoral support], the requirements for and process of approval for research degree supervisors, 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.

## 9.2 Internal Examiners

- 9.2.1 Each student [with the exception of students who are also members of staff at the University] shall be allocated at least one internal examiner.
- 9.2.2 No member of staff shall serve as internal examiner unless they have been formally recognised as an **Academic Supervisor** by Research Degrees SubCommittee.
- 9.2.3 No member of staff shall serve as internal examiner and supervisor for the same student.
- 9.2.4 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.

## 9.3 External Examiners

- 9.3.1 Each student shall be allocated at least one external examiner.
- 9.3.2 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.
- 9.3.3 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].
- 9.3.4 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.

## 9.4 Liverpool Hope University Moderators for Partner Institutions

- 9.4.1 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.
- 9.4.2 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.



## 10 Assessment of the Thesis, and Eligibility for Awards

### 10.1 Outcomes of the Oral Examination [Candidates for the Degree of Professional Doctorates]

#### 10.1.1 *Normal Outcomes*

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

##### [a] Award of Professional Doctorate

- The candidate has satisfied the academic requirements for the award of a Professional Doctorate [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 Professional Doctorate Subject to Minor Amendments

- The candidate has satisfied the academic requirements for the award of a Professional Doctorate. 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 Professional Doctorate 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 Professional Doctorate Subject to Major Amendments

- The candidate has broadly satisfied the academic requirements for the award of a Professional Doctorate. 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 Professional Doctorate when the University is satisfied that the amended thesis fully meets the academic requirements for the award of a Professional Doctorate 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 Professional Doctorate. 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 Professional Doctorate 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 Professional Doctorate.

- 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.

[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.

## 10.2 Summary of Procedures

### 10.2.1 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.

### 10.2.2 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.

### 10.2.3 A thesis submitted for a professional doctorate shall normally be between 50,000 and 60,000 words in length; any student who wishes, exceptionally, to exceed 60,000 words must first seek authorisation from Research Degree 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.

### 10.2.4 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;

### 10.2.5 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.

### 10.2.6 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.

### 10.2.7 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 10.1 above 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 10.1] 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 -
  - o the final copy of the thesis, and confirmation of completion of the final stage of Vitae, must be received by the School or Department/Partner Institution;
  - o 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.

10.2.8 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.

### 10.3 Reassessment Procedures

#### 10.3.1 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.

#### 10.3.2 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 Professional Doctoral Students, in accordance with paragraph 10.2.7 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 Professional Doctorate, 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 Professional Doctorate, 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, is not entitled to resubmit the thesis and so must terminate studies, the matter being referred to the Continuation and Award Board for confirmation.

10.3.3 Students who were 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 Registrar [or nominee].
- [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 Professional Doctorate, 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.
  - 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, the matter being referred to the Continuation and Award Board.

10.3.4 Notwithstanding paragraphs 10.3.2 and 10.3.3, 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.

## 11 Boards of Examiners

Students in Part One and Part Two of a Professional Doctorate will fall under the remit the University's Continuation and Award Board for Postgraduate Research Students.

## 12 Awards Available from the Programme

### 12.1 Professional Doctorates

- [a] Candidates whose thesis satisfies the examiners in accordance with paragraph 10 above will normally be deemed by the Continuation and Award Board to be eligible for the award of a Professional Doctorate.
- [b] The title of each Route leading to a Professional Doctorate shall be as agreed at the Validation Event for the Route. Following validation, the title shall be included in the Programme Specification.

### 12.2 Professional Masters Degrees

- [a] Candidates who complete Part One but either do not complete Part Two or whose thesis is judged to have Failed, shall be eligible for the award of a Masters degree. In accordance with the requirements of the University Assessments for Postgraduate Taught Provision students who successfully complete 60 or 120 credits will be eligible for a postgraduate certificate or diploma respectively.
- [b] The titles of Professional Masters certificates/diplomas and degrees shall be as agreed at the Validation Event for the relevant Route, but shall normally be commensurate with the title for the Professional Doctorate. The titles “MPhil”, “MA”, “MSc” and “MBA” shall not be used. Following validation, the titles shall be included in Programme Specifications.
- [c] The degrees shall be classified in accordance with the University’s standard Postgraduate Regulations governing the granting of Masters Awards (Pass, Merit or Distinction).

### **13 Appeals**

Students who wish to appeal against a decision of a Board of Examiners, 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.

### **14 Posthumous Awards**

#### **14.1 Standard Award of a Professional Doctorate**

14.1.1 If a student dies after the Examiners has confirmed that the student is entitled to a Professional Doctorate, 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.

14.1.2 The title of the award shall be exactly the same as for standard Professional Doctorate.

#### **14.2 Posthumous Award of a Professional Doctorate**

14.6.1 If a student dies after submitting a thesis for a Professional Doctorate, 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 Doctorate [albeit following either Minor or Major Modifications], the student shall be entitled to the award of a Professional Doctorate degree. However, the formal award title shall include “Posthumous” as a suffix.

14.2.2 If a student dies after progressing to the “submission pending” stage of a Professional Doctorate 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 Professional Doctorate [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.

### 14.3 Standard Award of Professional Masters Degree

14.3.1 If a student dies after progression to Part Two of a Professional Doctorate, but without fulfilling the criteria outlined above for a posthumous award the student shall automatically be entitled to the award of a Professional Masters degree, on the basis of their performance in Part One.

14.3.2 In these circumstances:

- [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.

14.7.3 The title of the award shall be exactly the same as for other students who leave the programme after having passed Part One.

## 15. Aegrotat Awards

### 15.1 All Awards

2.1.1 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 considers 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.

### 15.2 Aegrotat Award of a Professional Doctorate

- 15.2.1 If, after the student submits a thesis for a Professional Doctorate, 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 Doctorate [albeit following either Minor or Major Modifications], the student shall be entitled to the award of a Professional Doctorate 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.
- 15.2.2 If, after a student progresses to the "submission pending" stage of a Professional Doctorate 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 Professional Doctorate [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 "Posthumous" 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.
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### 15.3 Standard Award of Professional Masters Degree

- 15.3.1 If, for any reason a student progresses to Part Two of a Professional Doctorate, but is unable to complete the programme, the student shall automatically be entitled to the award of a Professional Masters degree, on the basis of their performance in Part One.
- 15.3.2 In these circumstances:
- [a] the award shall be formally conferred at a University ceremony;
  - [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.