

Doctoral College Handbook 2024–2025

University of Hertfordshire

Doctoral College Handbook 2024–2025

August 2024

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Welcome from the Director of the Doctoral College



The University houses a strong community of research degree candidates with a broad spectrum of research activity. We have one of the most distinctive and varied portfolios of Doctoral and Masters programmes in the UK, providing a stimulating and diverse environment. Our aim is to provide the highest level of professional support throughout your degree. At the University of Hertfordshire the next generation of researchers is central to our ongoing research strategy and we are highly committed to supporting your developing work.

I wish you the very best with your studies and hope that your stay at the University of Hertfordshire is successful, fruitful and enjoyable.

A handwritten signature in black ink, appearing to read 'Susan Grey', with a dotted line underneath.

Dr. Susan Grey
Director of Research Degrees
and Director of the Doctoral College

Contacts

Please contact by email or via MSTeams.

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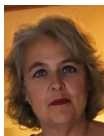


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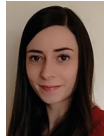
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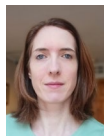


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Exam queries

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International student enquiries

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Studentship queries

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Research Themes

Internationally recognised for our original, high quality research, we're committed to finding inspiring, sustainable solutions to the 21st century's most fundamental global challenges. Our research centres on 6 key themes:

Food



Securing a sustainable food supply for the Earth's expanding population is a huge challenge, demanding a careful balance of environmental, health and societal impacts. Our interdisciplinary research applies science, technology, social and cultural investigation to food consumption and production, helping industry, policymakers and the public tackle it head on.

Global Economy



Our research addresses major issues in the global economy, including innovation, development, energy and economic growth. By using inclusive, sustainable processes and taking a historical approach to understanding the economy, our interdisciplinary work is informing policy at local, national, regional and international levels.

Health and Wellbeing



Poor health impacts not only patients and their families, but health systems and societies. Our research focuses on improving mental and physical health and wellbeing across the human lifespan. Drawing on health science, biomedicine, biomedical engineering and medical humanities, we're informing healthcare policy and practice and making a difference to people's lives.

Heritage, Cultures and Communities



Within this theme, our work explores our cultural history and heritage and the ways that contemporary, interconnected communities create identity and social cohesion. It encompasses a variety of human endeavour, from faith and ethics to transportation and innovation, drawing on past and present influences to help shape the future.

Information and Security



In our rapidly changing world, information is vital to innovation. Advanced information technologies create an ever-increasing volume of data which can be used to address societal challenges, but which also needs to be secure. Our research spans robotics, artificial intelligence, algorithms, biocomputation, cyber security, biodefence and civil protection.

Space



Our researchers work in the diverse areas of astrophysics, atmospheric physics and mathematics, expanding human knowledge on scales ranging from microscopic quantum physics to the structure of the Universe. Their work is helping to drive innovation in climate modelling, airborne pollution monitoring, bio-particle detection, computer science, visual representation and informatics.

Research Students: Points to Note

Enrolment

You will be sent details of where and when to come to the University to enrol and what to bring with you. Once enrolled, you are a member of the University – welcome to our community! You will be added to our Microsoft Teams site 'PGR Community' where you can begin to build networks with other students and get involved in social events. The **Doctoral College HertsHub site** has a wealth of information about your research degree, what to expect and the services available to you.

Latest updates for research students can be found **here**.

Paying Research Fees

If you are paying your own research fees, you will receive an invoice within the first month of starting your programme. You will then be required to pay your fees on the anniversary of your enrolment date, every year, until you submit for final examination. If you are sponsored, we will invoice your sponsor annually for your fees. Please note that if your sponsor does not pay your fees, you will become liable to pay them. If you have any difficulty paying your fees, please get in touch with **doctoralcollegefinance@herts.ac.uk** immediately to resolve the issue.

Studentships

If you are in receipt of a studentship, you will usually not need to pay fees and you will be paid a monthly bursary, one month in advance. Please read your studentship agreement carefully as this gives you the terms and conditions associated with your studentship, including holiday and parental leave entitlement.

Student Visa Holders

When you enrol, you will be given information by your administrator to help you comply with the terms and conditions of your visa. For example, you are entitled to up to 7 weeks' holiday per year, to be agreed with your supervision team, and to take this holiday, you must complete an authorised absence form, in advance.

Induction

Research students are required to complete two induction levels, both of which are mandatory. We recommend that both levels are undertaken within one month of enrolment.

1. Research Student Induction

This is provided online through [AskHerts](#).

2. School/Department Induction

Doctoral College Administrators will inform students about the programme relevant to them, at which point details of local working arrangements will be explained and introductions made to key staff. You are required to complete your induction checklist on RSMS and have it signed by your Principal Supervisor. The Doctoral College will sign this off once you have completed the required mandatory online RDP sessions.

If you have any queries regarding the induction process, please contact the Doctoral College Team either by email research-degrees@herts.ac.uk or contact your Doctoral College Administrator (contact details in the Doctoral College Handbook).

Supervision team

As part of your induction, you will meet your supervision team. You will have a Principal Supervisor and one or more second supervisors. You will decide, between you, how often you need to meet, and set a plan of work for your first few months. This is the time to make sure you know what your supervisors expect of you, and they know what you expect of them. Don't forget that your First Progress Assessment starts between 3 and 8 months from enrolment, so you need to hit the ground running!

Your support network

The Doctoral College provides a strong support network ranging from the Director of the Doctoral College and her Associate Directors, to the Director of Academic Services and Doctoral College administrators. Locally, as well as your supervision team, you will have a Research Tutor and an Associate Dean (Research).

Find out more on the [Doctoral College HertsHub site](#).

Doctoral College Hubs

There are two Doctoral College Hubs, one on the College Lane Campus in room B104, supporting SPECS, Health and Social Work and Life Medical Sciences and one in the MacLaurin Building, supporting Humanities, Hertfordshire Business School, Education, Creative Arts and Hertfordshire Law School.

Research Degree Supervision Management System (RSMS)

RSMS is a web-based system that provides secure online access to PGR student study records and milestones. You can access it by going to rsms.herts.ac.uk and logging in using your student username and password. You can find a range of Quick start guides, How To Guides and FAQs on the [RSMS section of the Doctoral College HertsHub page](#) but if you can't find what you need, or you have any questions, your Doctoral College administrator will be able to help you. Alternatively, please feel free to email research-degrees@herts.ac.uk and a member of the team will be happy to help!

Ethics

Before you conduct any research, you must discuss your ethics requirements with your supervision team from the very beginning of your programme. Please visit the [Ethics HertsHub site](#). We have been a signatory to the concordat to support research

integrity since 2012 and, as such, all researchers are required to comply with its principles.

For students who also need to obtain external (e.g. NHS) ethics approval, the following processes need to be followed (details can be found on the Ethics Approval HertsHub site):

For those who require UH research sponsorship in order to apply for Health Research Authority (HRA) Research Ethics Committee (REC) approval via IRAS (Integrated Research Application System), the process is:

- Students with their supervisor, complete *Form EC1D NHS Protocol Registration Request* and submit this to the relevant Ethics Committee with Delegated Authority then complete *Form SP1 University approval for sponsorship of a research study* and submit this to Research Sponsorship.
- The internal review of the sponsorship application will also require provision of the draft IRAS form.
- Only once the application for sponsorship is approved will the sponsor authorisation required for submission of the IRAS form be given.
- Once HRA approval (including REC approval) is notified to Research Sponsorship, the University issues a protocol number to cite, along with your HRA REC reference, on your examination arrangements form for the Research Degrees Board.

We expect the EC1D form to be submitted via the supervisor as indication that they are aware of and support the planned research; the SP1 can be submitted by the student but must be signed by the supervisor and the IRAS form requires authorisation from the supervisor as well as the sponsor before it can be submitted.

The process is illustrated in the flowchart: **UH Sponsorship and Ethics Approval**.

For those who have HRA approval and external sponsorship (not UH-sponsored), we require evidence of the approval and a copy of the protocol/details of the external sponsorship, which the ECDA Chairman considers. If approved, we issue a UH protocol number which, at the end of the research degree, should be quoted on the examination arrangements form as well as the HRA REC reference.

For those who have external ethics approval (from another institution but no sponsorship) we require submission of the ethics approval and a copy of the approved protocol. The ECDA Chairman will consider this and, if approved, we issue a UH protocol number which, as above, should be quoted on the examination arrangements form.

GDPR

The General Data Protection Regulations apply to all PGR students who hold personal data as part of their research programme. Please discuss any data you intend to hold with your supervision team to ensure you are compliant with these regulations.

Please visit the **GDPR HertsHub** page for more information.

Annual Monitoring

You and your supervision team must complete an annual monitoring review each year before the deadline notified on RSMS, to check on all aspects of your programme and how you are proceeding in general. You have a support network (see 'Contacts' section) to turn to when you need advice and guidance, and the annual monitoring process is a formal opportunity to raise concerns or difficulties. This is not just about performance, it's about how you and your team work together.

First Progress Assessment

Your Schedule and RSMS will give you the deadlines by which you must complete the First Progress and Second Progress Assessments. However, as long as your supervision team supports you, you can submit for these assessments before your deadlines. The First Progress Assessment requires you to complete a workflow on RSMS and to submit a report (max 6,000 words) detailing your programme of research and your progress so far. You must submit your progression report to TurnItIn and you can find details of how to do this in the 'TurnItIn' unit of the **Researcher Development Programme Canvas site**. You will have an assessment panel approved by the Doctoral College, who will read your documents and conduct an assessment meeting in order to decide whether your programme has the potential to get you the degree you want in the time you have.

Second Progress Assessment

For students aiming for a doctoral degree, you will have an assessment that will look at the progress you have made against the programme of research you submitted for your First Progress Assessment. The nature of research means that things don't always go to plan and changes are expected – this assessment is a formal opportunity to register changes to your programme of research as well as to receive useful feedback on your progress to date. This assessment will decide whether you can carry on with your existing programme.

Making changes

You may apply to make a change to your Registration on RSMS. For information on how to do this please visit the **RSMS How To Guides HertsHub** pages.

Holiday and parental leave

If you are in receipt of a studentship, please check your studentship agreement for details of agreed holiday and parental leave. For those students not in receipt of a studentship, you are entitled to up to 7 weeks' holiday per year, which can be taken in agreement with your supervision team (Student visa holders, please see the 'Student visa holders' section). You are entitled to apply for parental leave (maternity, paternity, adoption or shared parental leave) – please discuss your individual situation with your supervision team and apply for a suspension of registration.

Appeals and Complaints

There are formal processes to make complaints, and to appeal against the outcome of a progress assessment or your final examination. These processes are available on the **Governance and Regulations Doctoral College HertsHub page**. You can also seek advice from the Doctoral College team (see Contacts section).

Final Submission and Examination

Your supervision team will find appropriate examiners for you and help you decide on an appropriate title for your final submission. You should start discussing this with your supervision team about a year before you intend to submit.

Formal submission requires you to submit to the Doctoral College Central Office by email at **doctoralcollegeexams@herts.ac.uk**. You can find guidance on submission on the **Final Submission and Examination Doctoral College HertsHub page**, in your Schedule and on the **Schedules and Criteria Doctoral College HertsHub page**. Please check this section for the maximum word length applicable to your degree. There are no central regulations regarding font, text size or margins, as different subject areas have different expectations, but you are advised to make your submission as easy to read as possible for the examiners. Your submission must include a title page, an abstract, a list of contents and consecutive, typed, page numbers. Your title page must have the following information on it: your approved title (which will be notified to you by the Doctoral College), your full name, the month and year of submission and the sentence 'Submitted to the University of Hertfordshire in partial fulfilment of the requirements for the degree of [insert degree]'.

The Doctoral College will send your submission to your examiners and will confirm the details of your viva to you. It is important that all direct communication regarding your examination is handled by the Doctoral College. Between submission and examination, you can prepare for your viva by re-reading your submission, doing a final literature search and meeting your supervision team for mock vivas. Your schedule gives you the available outcomes of this examination.

Graduation Ceremonies

Graduation ceremonies usually take place in September and February annually.

Researcher Development Programme

The Researcher Development Programme (RDP) has been put together to provide a diverse range of workshops, online resources, events and collaborative activities to support research students and staff development throughout their studies by ensuring they are provided with excellent transferable skills to prepare them for their future career.

These sessions will be delivered by experienced academic and professional colleagues who are experts in their field. They are committed to building on what you know and what you need to learn, by engaging with your interests, building on your valuable experience, and providing you with continuous support.

It is important that you continually reflect on your skillset and actively engage in your development. Use the Vitae wheel to assist you when discussing training needs with your supervisors, research leads and line managers.

The RDP follows the standards set out by UK Research and Innovation (UKRI) and the UK's Quality Assurance Agency (QAA). It is also mapped against the Vitae's Researcher Development Framework (RDF).

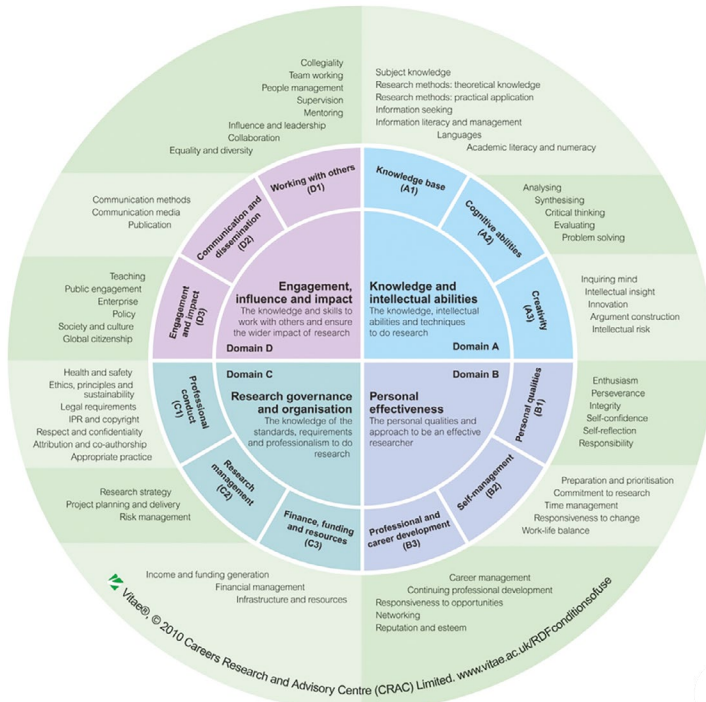
We hope you take advantage of the opportunities offered by the RDP. By taking part, you will come away with an impressive network of colleagues, contacts, and friends which forms the vibrant research community at Herts.



Researcher Development Framework

The Researcher Development Framework (RDF) is a significant approach to developing world-class researchers. It is a professional development framework for planning, promoting and supporting the personal, professional and career development of researchers in higher education programmes of related studies.

The RDF is structured in four domains comprising knowledge and intellectual abilities, personal effectiveness, research governance and organisation, and engagement, influence and impact. Each domain contains three sub-domains and associated descriptors. Increasingly the RDF has become a defacto national benchmark in researcher development, against which our programme is also mapped.



See below for a list of all relevant RDP sessions for each domain in the current RDP Programme. All sessions can be booked via the **Research Degrees Supervision Management System (RSMS)**.

Domain A:

- Advanced Data Modelling
- Advanced Excel for Data Management and Analysis
- An Introduction to Academic Publishing
- An Introduction to Sketch Engine
- An introduction to using mixed methods research
- Approaching the Literature Review
- Being a digitally capable and confident researcher
- Creative Story Telling: Selling your Research to an Audience
- Creative Thinking and Problem Solving
- Critical Reading & Research-Oriented Writing
- Critical Thinking
- Cross Disciplinary Research Methods
- Data Analysis in R
- Design Science as a research methodology
- Developing Precision and Concision through Microwriting
- Dissertation
- Empowering Excellence: Navigating Academic Transitions with Confidence for Postgrad & Doctoral Scholars
- Essentials of Multivariate Data Analysis
- Establishing Good Writing Habits
- Expanding your Access to Resources for your Research
- Fundamentals of Experimental Design
- Generative AI & the researcher: strategies, insights & practical uses
- Getting Started with Statistics
- Getting started with UH Library Services and Resources
- Getting to Know R
- How to write and publish a paper
- How to Write your Thesis
- Inferential Statistics
- Interviewing in Qualitative Research
- Introduction to Excel
- Introduction to Statistics
- Introduction to Systematic Reviews
- Literature Review
- Literature Searching: Using Online Resources
- Making Sense of the Literature Review
- Mendeley Reference Manager: A hands on approach
- Meta Analysis
- Mini-retreat 1: Making sense of your literature search results for doctoral students
- Mini-retreat 2: Writing an important document for doctoral students
- Quantitative Analysis of Survey Data and Related Design Issues
- Quantitative Data Analysis 1: Hypothesis Testing, Sample Size & Power
- Quantitative Data Analysis 2: Correlation & Regression Methods
- Research Data Management
- Survey Design & Analysis 1: Collecting, Summarising & Analysing Survey Data
- Survey Design & Analysis 2: Data Analysis, Sample Size & Power
- Systematic Literature Reviews
- Systematic Literature Reviews (webinar)
- The British PhD and How to Bag One
- There is nothing so practical as a good theory
- Thesis Writing Bootcamp: Planning, Finishing & Avoiding Pitfalls

Translating Your Research Interest into a Programme of Research

- Using Multiple Qualitative and Visual Methods in Research
- Writing a Winning Research Proposal
- Writing For and Submitting to a Journal
- Writing styles for researchers

Domain B:

- Assertiveness & Resilience
- Becoming a Member of your Discipline
- Being a digitally capable and confident researcher
- CVs, Application Forms and Personal Statements
- Empowering Excellence: Navigating Academic Transitions with Confidence for Postgrad & Doctoral Scholars
- How Not to Procrastinate (or The Secret to Getting Started)
- How to Be an Effective Researcher
- How to Be More Confident
- How to Cope with Stress
- How to Succeed at Interviews and Assessment Centres
- Imposter Syndrome Essentials
- Internal Examiner Training
- Managing Pressure Positively
- Maximise your Memory
- Overcoming Challenges: Research, Resilience and You
- Pitch perfect: public speaking, networking & engaging
- Poster Presentation
- Project managing your PhD
- Rapid Reading
- Reflexivity
- Research Degrees Supervisor Training
- Seven Habits of Highly Effective Researchers
- The Viva and Process of Research Degree Examination
- Thriving Resiliently during your Doctorate
- Time and Energy Management: Strategies for Getting Stuff Done!
- Understanding & Planning for a Research Career
- Writing For and Submitting to a Journal

Domain C:

- A guide to Applying for External Research Funding for New Researchers
- Agile Project Management and Teamwork for researchers
- Attracting your own research funding: Writing & applying for fellowships
- Becoming a Member of your Discipline
- First and Second Progress Assessments
- Generative AI & the researcher: strategies, insights & practical uses
- Generative AI and Copyright
- Generative AI and Data Protection
- NHS Research Ethics
- Open Access: How it can help you

- Open Research: Purpose, Benefits, and What it Means for You
- Project managing your PhD
- Raising the Visibility of your Research
- Research Data Management
- Research Ethics
- What to consider when selecting a journal for your research paper
- Writing a Winning Research Proposal

Domain D:

- Agile Project Management and Teamwork for researchers
- An Introduction to Academic Publishing
- Being a digitally capable and confident researcher
- Build a research website in 3 hrs
- Creative Story Telling: Selling your Research to an Audience
- Figures, Images & Visualising information
- Generative AI & the researcher: strategies, insights & practical uses
- Getting Published & Promoting your Research
- Introduction to Research Impact
- Mini-retreat 2: Writing an important document for doctoral students
- Pitch perfect: public speaking, networking & engaging
- Poster Presentation
- Project managing your PhD
- Public Speaking for PGRs and Academics
- Raising the Visibility of your Research
- Seven Habits of Highly Effective Researchers
- Social media bootcamp: strategy, digital profiles & connecting
- What to consider when selecting a journal for your research paper
- Working with Supervisors

Booking and Attendance

You can search and book for RDP sessions online via the **Research Degrees Supervision Management System (RSMS)**. Once you are logged in, make sure the 'current role' selected is PGR Student (if you are a student) or RDP Training (Staff) (if you are a member of staff). 'RDP' will then be an option on the blue menu bar. Further information on how to book, including a 'How to' guide for booking via RSMS, can be found on the **Booking and Attendance page** of the RDP HertsHub site.

Most sessions are open to all research students and staff but some sessions are specific to **staff only**, therefore please check before booking. If a session is full when you try to book, you will be placed on the waiting list and will be notified if a place becomes available. Repeat sessions may be arranged based on the number of people booked on the waiting list.

Please note: out of consideration for your PGR colleagues and those who deliver these

sessions, please arrive on time and if you are no longer able to make it, please cancel your place via RSMS or by emailing **rdp@herts.ac.uk**. Where a participant fails to attend a session they have booked but not cancelled, a penalty may be incurred.

If you have any queries about booking and attendance, please contact the RDP Team by emailing **rdp@herts.ac.uk**.

Summer and Spring Schools

Each year the RDP runs a Summer School and a Spring School. They provide great opportunities to meet with other researchers, to share ideas and thoughts and to develop new research skills.

During 2024-25, these are scheduled for:

- Summer School 2024: Wednesday 11 to Friday 13 September 2024.
The 2024 Summer School will be held on campus, in room L280, de Havilland LRC
- Spring School 2025: Thursday 24 to Saturday 26 April 2025.
The 2025 Spring School will be held on campus, in room L280, de Havilland LRC

If you would like further information, please visit the **RDP Spring/Summer Schools page on HertsHub**.

Online Provision

The internal online provision for RDP includes both mandatory online sessions and the **RDP Canvas site**, which provides a range of materials to complement and/or supplement the sessions available on the RDP.

The following two online courses are mandatory for all research students:

1. Research Integrity – ONLINE

What is Research Integrity? What is Research Misconduct? Is there anything in between? What are the potential consequences of committing research misconduct? Is ignorance an excuse? This online course will explore these questions through consideration of a number of cases. It will also outline your responsibilities as a researcher in line with both the UK Concordat for Research Integrity and the UK Research Integrity Office Code of Practice for Research.

2. Plagiarism and How to Avoid It – ONLINE

Plagiarism can arise through the use of cut-and-paste techniques, poor paraphrasing and incorrect citation and referencing techniques. This course explores definitions of plagiarism and some ways in which it can be avoided by using source material correctly. This online course will cover:

- Authorship
- The use of the Turnitin plagiarism detection software to identify poor practice
- Advice on referencing technique

To access both of these mandatory courses, please go to the **RDP Mandatory Online Sessions page on HertsHub**.

Regulations

(these regulations will be updated on 1 September 2024. The latest version can be found on the [Governance Services' UPRs site](#).

Research Degrees – Generic Institutional Regulations

UPR AS10 version 11.1

Policies superseded by this document

This document replaces version 11.0 of UPR AS10, with effect from 1 September 2022.

Summary of significant changes to the previous version

Minor amendments have been made to reflect changes in organisational structures.

Section 16.3.1 has been amended to reflect that the Research Degrees Board may give approval for examinations to be conducted remotely where appropriate.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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1 Introduction

1.1 Generic regulations

The generic regulations set out in this document (UPR AS10) have been approved by the Academic Board¹. They may be amended only with the prior approval of the Academic Board.

1.2 Titles and standards

The titles and standards of the research degrees awarded by the University of Hertfordshire are determined by the Academic Board and are set out in UPR AS11².

1.3 Programme-specific regulations and notes for guidance

- 1.3.1 The generic institutional regulations set out in this document are supplemented by additional programme-specific regulations and the criteria to be met by candidates for the individual research awards. These are determined by the Research Degrees Board of the Academic Board³.

1 **Academic Board Minutes:** 41; 155.2; 455.8, 667, 10 March 2010, 680, 9 June 2010, refer. The amendments to version 01,0 of this document were for clarification and were approved on behalf of the Academic Board by the Standing Working Party on UPRs.

Academic Board Minutes: 52.5, 15 June 2011; 123, 14 March 2012 282, 19 June 2013; 359, 12 March 2014, 797 14 March 2018, 819 27 June 2018, refer

2 UPR AS11 'Schedule of Awards'

3 **Academic Board Minute:** 41, 10 March 2004, refers

- 1.3.2 Programme-specific regulations are published by the Research Degrees Board in a series of Research Degree Schedules. Each Schedule provides for a range of research degrees. The criteria for each named award are published in an Appendix to those Schedules. These documents are published online at: [http://www.studynet1.herts.ac.uk/res/research.nsf/Teaching+Documents?openview&count=9999&restricttcategory=Forms+and+Guidance / Schedules+and+Criteria](http://www.studynet1.herts.ac.uk/res/research.nsf/Teaching+Documents?openview&count=9999&restricttcategory=Forms+and+Guidance/Schedules+and+Criteria)
- 1.3.3 Notes for guidance concerning the operation of the regulations are published online at: <https://www.studynet1.herts.ac.uk/res/research.nsf/Teaching+Documents?OpenView&count=9999&restricttcategory=Students/Handbook,+Regulations,+Criteria+and+Schedules>

2 Scope

The regulations set out in this document apply to all research degrees awarded by the University of Hertfordshire other than Higher Doctorate Degrees (UPR AS02⁴, refers). They provide a common framework involving the registration of a programme of work leading to a submission for examination. The submission must contain a written document that presents and defends a thesis. A thesis is an intellectual position capable of being maintained by argument. A submission may also contain other works or artefacts on which the thesis and its defence are based.

3 Research Degrees Board

The Research Degrees Board of the Academic Board shall have full responsibility, at its absolute discretion, for the registration and examination of research degree candidates and the awarding of research degrees. It is the responsibility of the Research Degrees Board to monitor compliance with these regulations and associated Research Degree Schedules, to ensure consistent interpretation and to resolve any variance in interpretation.

4 Qualification

A candidate for a research degree shall normally hold at least a first or upper second class honours degree (or equivalent) from a recognised institution. Exceptionally, other persons, who are deemed by the Research Degrees Board to be suitably qualified, may be accepted as candidates for research degrees. Individual Research Degree Schedules may specify additional entry requirements.

5 Admission

Candidates will be admitted to the University in accordance with the requirements of UPR SA02⁵.

4 UPR AS02 'Higher Doctorate Degrees'

5 UPR SA02 'Admissions – Research Students'

6 Enrolment

- 6.1** A candidate for a research degree must enrol as a research student of the University under a specific Research Degree Schedule providing for the award which is being sought (UPR SA02⁶, refers).

6.2 Intellectual property rights and confidentiality agreements

- 6.2.1 It is a condition of enrolment that candidates enter into an intellectual property agreement with the University unless they are already bound by a pre-existing agreement (UPR CA04⁶, refers) in which case a copy of the pre-existing agreement must be submitted to the Senior Academic Services Officer (Research) (or nominee), prior to enrolment.
- 6.2.2 It is a condition of enrolment that candidates enter into a confidentiality agreement with the University (UPR CA04⁶, refers).

6.3 University regulations

- 6.3.1 Research students are subject to the University's regulations and procedures which are published online at:
<https://www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs/uprs>
- 6.3.2 A candidate whose research programme includes studies involving the use of human participants shall abide by the University's regulations governing studies involving the use of human participants (UPR RE01⁷, refers). Failure to comply with these regulations may lead to a degree not being awarded or to the degree being withdrawn.
- 6.3.3 Candidates are required to comply with the University policy and regulations relating to Research Misconduct (UPR RE02⁸, refers). Failure to comply with these regulations (UPR RE02⁸) may lead to a degree not being awarded or to the degree being withdrawn.

7 Expected and maximum time periods from enrolment to submission for examination

- 7.1** A candidate shall be enrolled as a research student of the University, and shall be liable to pay any prescribed fee, for a minimum period of one (1) year full-time (two (2) years part-time) prior to making a submission for examination for any research degree. A candidate may, exceptionally, apply in writing to the Research Degrees Board for permission to make an earlier submission; such permission, if given, shall not reduce the period during which the candidate is liable to pay fees under this regulation.

6 UPR CA04 'Intellectual Property'

7 UPR RE01 'Studies Involving the Use of Human Participants'

8 UPR RE02 'Research Misconduct'

- 7.2** The maximum periods of enrolment prior to submission for examination, and the expected period for each named award, are specified in the Research Degree Schedule. Except where explicitly stated otherwise, in these regulations periods of time refer to full-time enrolment. For the purpose of calculating/measuring periods of enrolment, two (2) months of part-time enrolment shall be equivalent to one (1) month of full-time enrolment.

8 Supervision

8.1 The supervision arrangements must be approved by the Research Degrees Board at the time of enrolment (section 6, refers).

(Note for guidance: The Research Degrees Board has delegated authority to Associate Directors (Doctoral College) for the approval of Supervision Teams.)

8.2 Supervision Team

A candidate for a research degree shall have a Supervision Team of at least two (2) and normally not more than three (3) who will normally be members of the academic staff of the University. The supervision team will be identified prior to enrolment and named in the offer letter.

8.3 Composition of the Supervision Team

- 8.3.1 The Supervision Team will be trained and appropriately experienced (usually having a minimum of two (2) successful supervisions at doctoral level among the team) and will contain expertise appropriate to the candidate's programme of research.
- 8.3.2 One (1) member of the Supervision Team will be designated as Principal Supervisor.
- 8.3.3 The Research Degrees Board may, in addition, appoint an experienced supervisor as mentor to the Supervision Team.

9 Registration

- 9.1** Within the period of time specified in the relevant Research Degree Schedule, a candidate is required to obtain the approval of the Research Degrees Board for his or her proposed programme of work and to register his or her research programme with the Board in accordance with the specific Research Degree Schedule under which they are enrolled (section 6.1, refers).
- 9.2** The registered research programme approved by the Research Degrees Board shall identify explicitly the phased programme of work to be undertaken together with an indication of the award(s) sought.

10 Applications to change approved arrangements

10.1 Changing supervision arrangements

Applications to change supervision arrangements must be made in writing to, and ratified by, the Research Degrees Board.

10.2 Extending the period of time within which a candidate must submit for examination

Exceptionally, a candidate may apply in writing to the Research Degrees Board for an extension of the period of time within which they must submit for examination.

10.3 Suspension of registration

Where a candidate is prevented from working on his or her research programme, the candidate may apply in writing to the Research Degrees Board for a suspension of his or her registration. This will not normally be granted for more than twelve (12) months in total within the period of enrolment and cannot normally be granted retrospectively. Where a candidate is the subject of a Fitness to Practise investigation, they will be suspended for the duration of the investigation.

10.4 Change of mode of study

A candidate who wishes to change his or her mode of study from full-time to part-time (or vice versa) must apply in writing to the Research Degrees Board.

10.5 Withdrawal of a candidate's registration

A candidate who wishes to discontinue his or her research programme must notify the Research Degrees Board in writing.

11 Review

11.1 Monitoring

All research candidates (full-time and part-time), their programmes of work and their supervision arrangements will be monitored annually in accordance with arrangements determined by the Research Degrees Board.

11.2 Progress Assessment

- 11.2.1 All research candidates will be assessed periodically on their progress by an Assessment Panel appointed by the Research Degrees Board.
- 11.2.2 This assessment will take place in accordance with the requirements of the relevant Research Degree Schedule.
- 11.2.3 The Assessment Panel may amend the registered research programme.

- 11.2.4 Each Assessment Panel will contain at least one (1) member of the Supervision Team, and at least one (1) independent member. An independent member is someone who is independent of the Supervision Team and of the research programme. The Assessment Panel will be chaired by an independent member with appropriate experience of research degree supervision and examination. For the purposes of this regulation, 'appropriate experience' means at least two (2) successful supervisions at doctoral level and at least two (2) examinations at doctoral level.
- 11.2.5 Possible outcomes of the assessment process are set out in the relevant Research Degree Schedule. The Assessment Panel will notify the Research Degrees Board of the outcome of the Progress Assessment.
- 11.2.6 Failure to submit or attend a Progress Assessment
The Research Degrees Board has authority to deem, at its absolute discretion, that a candidate has failed a Progress Assessment in cases where the candidate has, without having obtained the prior written consent of the Research Degrees Board, either failed to submit a progress report by the due date, or failed to attend or participate in a meeting or viva with the Assessment Panel.

11.3 The University's right to withdraw a candidate

The Research Degrees Board may withdraw a candidate's enrolment if they fail to comply with any University regulations which make specific requirements of them, or fail to make satisfactory academic progress as determined at the point of assessment.

11.4 Permitted grounds for a request for the review of a Progress Assessment decision

- 11.4.1 The grounds on which candidates are permitted to lodge a request for the review of a recommendation or decision of an Assessment Panel are:
 - a that there are exceptional circumstances affecting the candidate's performance which for valid reason could not be brought to the attention of the Assessment Panel or the Research Degrees Board at or before the Progress Assessment or were not known to the candidate prior to making his or her submission for Progress Assessment;
 - b that there is evidence of procedural irregularity in the conduct of the Progress Assessment (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity;
 - c that there is evidence of unfair or improper conduct or assessment on the part of one or more of the members of the Assessment Panel.

- 11.4.2 Candidates may not challenge the academic judgement of the Assessment Panel or the Research Degrees Board. Inadequacy of supervision or of any other arrangements known, or which ought to have been known, to the candidate at any stage before making his or her submission for Progress Assessment shall be dealt with under the provisions of UPR SA16⁹ and are not admissible grounds for a review. (Note for guidance: The procedure for the review of a Progress Assessment decision is given in UPR AS20¹⁰.)
- 11.4.3 Exceptional circumstances
Where it is believed that there are exceptional circumstances which should be drawn to the attention of the Assessment Panel, it is the responsibility of the candidate to notify the Chair of the Assessment Panel in writing, as early as possible and before the Assessment Panel meets with the candidate.

12 Payment of fees

A research degree candidate shall pay the appropriate annual fee. A candidate who is in default of payment is not entitled to supervision, monitoring, assessment, examination or the award of a degree and is at risk of his or her enrolment with the University being withdrawn on non-academic grounds.

13 Public domain

All research submitted by a candidate for a research degree of the University should be in the public domain. Exceptionally, applications may be made to the Research Degrees Board for all or part of the submission to remain confidential. Such applications must be made no later than at the time of application for examination arrangements except where explicitly provided otherwise in the relevant Research Degree Schedule.

14 Examination arrangements

14.1 Application for approval of submission title

- 14.1.1 A candidate for a research degree shall apply to the Research Degrees Board for approval of his or her submission title concurrently with the approval of examination arrangements by the Research Degrees Board.
- 14.1.2 Following approval, the title of the submission may not be changed other than with the written permission of the Research Degrees Board.

14.2 Application for approval of examination arrangements

Prior to the candidate's submission for examination, the Principal Supervisor must apply to the Research Degrees Board for the approval of examination arrangements.

9 UPR SA16 'Student and Applicant Complaints'

10 UPR AS20 'Requests for the Review of a Progress Assessment Decision – Research Degrees Candidates'

14.3 Examiners

- 14.3.1 In approving the examination arrangements, the Research Degrees Board will appoint at least two (2) and normally not more than three (3) examiners, of whom at most one (1) shall be an internal examiner. An internal examiner is defined as a member of staff of the University. This includes all full-time, part-time, visiting or honorary staff, or former members of staff who were employed within the five (5) year period prior to the approval of examination arrangements by the Research Degrees Board.
- 14.3.2 The Research Degrees Board shall not approve the appointment of a member of the Supervision Team, past or present, as the candidate's examiner.
- 14.3.3 Experience of the Examiners
At least one (1) examiner shall have experience of a minimum of three (3) examinations at doctoral level.
- 14.3.4 Conflicts of interest
Where it believes that a conflict of interests might arise or be perceived, the Research Degrees Board has discretion to appoint at least two (2) examiners who are not internal.
- 14.3.5 Candidate's prior association with examiners
An examiner shall not have had prior professional or personal association with a candidate that might cause doubt as to his or her independence in carrying out examination duties. A candidate and his or her supervisors must declare any relevant current or previous associations with prospective examiners.
- 14.3.6 Independent chair of the Examination Team
Where deemed appropriate, the Research Degrees Board may appoint an individual of appropriate standing who will not act as an examiner but will act as an independent observer.
- 14.3.7 In the case of a submission for a dual or joint award (paragraph 15.5 refers), the Research Degrees Board may, at its discretion, approve examination arrangements which do not comply with the requirements of paragraph 14.3.1. Examination arrangements which do not comply with the requirements of paragraph 14.3.1 shall include the appointment of at least two (2) examiners who are not internal.

14.4 Communication between examiners and candidates

Other than during the examination itself, there shall be no direct contact between the candidate and the examiners on matters relating to the examination (other than administrative arrangements) from the time of the appointment of the examiners by the Research Degrees Board to the conclusion of the examination process.

14.5 Confidentiality

Where the Research Degrees Board has agreed the confidential nature of the candidate's submission (section 13, refers), the examiners will be required, as a condition of appointment, to sign a confidentiality agreement at the time of appointment to cover the period during which the examination process is being conducted and any subsequent period of confidentiality.

15 Submission of work for examination**15.1 Responsibility for submission**

A candidate who has passed their Second Progress Assessment is permitted to submit for any research degree within the relevant Research Degree Schedule. A candidate who has failed their Second Progress Assessment may, exceptionally, submit for a Masters by Research or MPhil award provided these are available within the relevant Research Degree Schedule. It is the candidate's responsibility to make sure that his or her submission for examination is made for an appropriate research degree and in accordance with the relevant regulations.

15.2 Compliance with individual Research Degree Schedules

Submissions must comply with the requirements set down in the relevant Research Degree Schedule.

15.3 Language

Other than with the prior written consent of the Research Degrees Board, sought at the earliest point possible and no later than at the point at which the examination arrangements are approved, the thesis shall be presented and defended in English.

15.4 Abstract

Each submission shall contain an abstract in English that will provide a synopsis of the work, stating its nature, scope and significance.

15.5 Concurrent submissions

A candidate shall not submit work that is being submitted concurrently for another award of the University or any other awarding body or institution, except where the candidate is making a submission for a dual award. Submission for a dual or joint award shall require the prior consent of the Research Degrees Board, sought at the earliest possible point and no later than at the point at which the examination arrangements are approved.

15.6 Previously submitted work

A candidate may incorporate research undertaken as part of a previous degree or research programme provided that any such research is identified clearly in the submission. The submission must contain a substantial body of work that has not previously been submitted successfully for an award of the University or any other awarding body or institution.

15.7 Collaborative research

- 15.7.1 The candidate may include the results of other researchers' work, provided due acknowledgement is made in the submission.
- 15.7.2 Where joint or collaborative work constitutes a part of the submission, the candidate shall confirm the nature and extent of his or her own contribution. The Research Degrees Board may invite collaborators to verify the candidate's assertions in this respect.

15.8 Declarations

- 15.8.1 The candidate shall confirm by means of a declaration form that, except where indicated otherwise in the submission, the submission is his or her own work and that it has not previously been submitted successfully for an award.
- 15.8.2 Where substantial components of a submission have been published previously and/or submitted for another award, these shall be declared.
- 15.8.3 The declaration form shall also state if the candidate has discussed with the relevant Disability Adviser any special circumstances of which the examiners should be aware. A copy of the declaration form shall be provided to the examiners by the Director of Academic Services (or nominee).

16 Examination

16.1 Process

- 16.1.1 The examination for a research degree award shall have two stages: firstly, the submission and preliminary assessment of the submission by the approved examiners and secondly, its defence by an oral examination.
- 16.1.2 Where for reasons of medically certificated sickness, disability or comparable valid cause, the Research Degrees Board is satisfied that a candidate would be disadvantaged if required to undergo an oral examination, an alternative form of, and protocols for, examination may be approved.
- 16.1.3 The oral examination shall normally be held on University premises. Exceptionally, the Research Degrees Board may give approval for the examination to take place elsewhere, or to be conducted remotely where appropriate.

16.2 Preliminary reports

Each examiner shall complete an independent preliminary report and submit it to the Senior Academic Services Officer (Research) (or nominee) prior to the oral or alternative form of examination.

16.3 Role of supervisor in the oral examination

At the request of the candidate, one (1) supervisor may attend the oral examination in the role of the candidate's friend. The candidate's friend may speak with the permission of the examiners in the oral examination but shall withdraw with the candidate prior to the deliberations of the examiners on the outcome of the examination.

16.4 Examiners' final report(s) and recommendations

- 16.4.1 Following the completion of the oral examination, the examiners shall have open to them recommendations as set out in the relevant Research Degree Schedule.
- 16.4.2 The examiners may recommend any award within the relevant Research Degree Schedule commensurate with the standard of work and will not be constrained by the level of award for which the work was submitted.
- 16.4.3 Examiners may indicate informally their recommendation on the result of the examination to the candidate but they shall make it clear that the decision rests with the Research Degrees Board.
- 16.4.4 The examiners shall, where they are in agreement, submit a final joint report and recommendation relating to the award, including an agreed signed statement of the reasons for their recommendation which shall be forwarded to the candidate by the Secretary and Registrar (or nominee) after it has been approved by the Research Degrees Board.
- 16.4.5 Where the examiners are not in agreement, each examiner shall submit a separate recommendation.

16.5 Final decision on examination

- 16.5.1 Following the completion of the examination process by the examiners, the Research Degrees Board shall consider the examiners' preliminary reports and final recommendations including any suggested amendments and take a decision on the outcome of the examination. The candidate, supervisors and examiners shall be informed of the decision.
- 16.5.2 Where the examiners' recommendations are not unanimous, the Research Degrees Board may either:
 - a accept a majority recommendation or
 - b appoint an additional external examiner or
 - c where there are more than three (3) examiners, accept a recommendation that is endorsed by a majority of the external examiners.

16.6 Role of additional examiner in the examination process

Where an additional external examiner is appointed under regulation 16.5 the additional external examiner shall prepare an independent preliminary report on the submission, conduct an oral or approved alternative form of examination and make recommendations to the Research Degrees Board. The additional examiner shall not be informed of the recommendations of the other examiners.

16.7 Re-examination

Where re-examination is recommended by the examiners, the Research Degrees Board shall determine the form of that re-examination. A candidate may be re-examined only once.

16.8 Posthumous awards

A research degree may be granted posthumously on the basis of a submission, completed by a candidate, which is ready for examination.

17 Re-enrolment for re-examination

The candidate must re-enrol as a part-time research student of the University during any resubmission period and pay the appropriate fee.

18 British Library

A candidate who has been awarded a doctoral degree shall comply with the requirements of the British Library Doctoral Thesis Scheme as a condition of the award.

19 Compliance with University regulations regarding the examination process

- 19.1 In any instance where the Research Degrees Board is made aware of a failure to comply with the regulations regarding the examination process, it may, exceptionally, declare the appointment of the examiners, the submission or the examination null and void.
- 19.2 Any action that a candidate may take in order to gain an unfair advantage in the examination process (including plagiarism) will constitute a breach of regulations.
- 19.3 In the case of any breach of regulations, the Research Degrees Board may refuse to award a degree or, if it has already been awarded, may withdraw the degree.

20 Complaints

Candidates who are dissatisfied with any aspect of their supervision or the resources provided at the University of Hertfordshire to support their research should address the issue by reference to the complaints procedure (UPR SA16⁹, refers).

21 Request for the review of an examination decision

- 21.1 Following the completion of the examination process, candidates have the right to request a review of the decisions taken by the Research Degrees Board upon the recommendations made by the examiners. A request for a review of a particular decision may be based on one or a combination of any of the following grounds:
 - a that there are exceptional circumstances affecting the candidate's performance which could not for valid reason be brought to the attention of the examiners or the Research Degrees Board at or before the oral examination or were not known to the candidate prior to making his or her submission for examination;

- b that there is evidence of procedural irregularity in the conduct of the examination (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity;
- c that there is evidence of unfair or improper conduct or assessment on the part of one or more of the examiners or of unfair or improper conduct on the part of any independent chair.

21.2 Candidates may not challenge the academic judgement of the examiners or the Research Degrees Board. Inadequacy of supervision or any other arrangements known, or which ought to have been known, to the candidate at any stage before making his or her submission for examination shall be dealt with under the provisions of UPR SA169 and are not admissible grounds for a review.

21.3 The procedure for the review of an examination decision relating to the award of a research degree is given in UPR AS1611.

Sharon Harrison-Barker, Secretary and Registrar
Signed: 1 August 2022

Alternative format

If you need this document in an alternative format, please email us at **governanceservices@herts.ac.uk** or telephone us on +44 (0)1707 28 6006.

Criteria for Awards

The **Frameworks for Higher Education Qualifications** of UK Degree-Awarding bodies apply to all of the following awards.

PhD (Doctor of Philosophy)

A candidate for the award of PhD shall have undertaken a substantial programme of individual research, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme, and leading to a significant original contribution to knowledge or its interpretation.

The candidate shall present the results of the research in a submission, embodying a thesis presented and defended in a lucid and scholarly manner, and containing material worthy of peer-reviewed publication.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.

This level of achievement is consistent with the descriptors for Doctoral-level qualifications (level 8) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):

PhD (Doctor of Philosophy) with Industry Experience

A candidate for the award of PhD with Industry Experience shall have undertaken a substantial programme of individual research, including a placement in industry, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme, and leading to a significant original contribution to knowledge or its interpretation.

The candidate shall present the results of the research in a submission, embodying a thesis presented and defended in a lucid and scholarly manner, and containing material worthy of peer-reviewed publication.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.

This level of achievement is consistent with the descriptors for Doctoral-level qualifications (level 8) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):

EngD (Doctorate in Engineering)

A candidate for the award of Engineering Doctorate shall have undertaken a substantial programme of individual research, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme, and leading to a significant original contribution to professional practice and/or the enterprise(s) in which the programme is carried out.

The candidate shall present the results of the research in a submission, embodying a thesis presented and defended in a lucid and scholarly manner, and containing material worthy of peer-reviewed publication.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, as well an understanding and appreciation of the context and significance of the thesis.

This level of achievement is consistent with the descriptors for Doctoral-level qualifications (level 8) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):

DClinPsy (Doctorate in Clinical Psychology)

A Degree of Doctor of Clinical Psychology shall be awarded to a candidate who has completed successfully the approved programme of study that shall include academic and professional taught courses, clinical practice and research, and has presented a portfolio including thesis in accordance with the regulations and defended it in an oral examination to the satisfaction of the examiners. The candidate will thereby have investigated and evaluated critically one or more approved topics and their associated literature resulting in an independent and original contribution to the profession of Clinical Psychology and an understanding of its merits within a wider context.

This level of achievement is consistent with the descriptors for Doctoral-level qualifications (level 8) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):

DMan (Doctorate in Management)

A candidate for the award of DMan shall have undertaken a substantial programme of individual practice-based research, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme, and leading to a significant original contribution to the practice of organizational change.

The candidate shall present the results of the research in a submission, embodying a thesis presented and defended in a lucid and scholarly manner, and containing material worthy of peer-reviewed publication.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.

This level of achievement is consistent with the descriptors for Doctoral-level qualifications (level 8) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):

DBA (Doctorate in Business Administration)

A candidate for the award of DBA shall have undertaken a substantial programme of individual research, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme, and leading to a significant original contribution to the practice of business administration.

The candidate shall present the results of the research in a submission, embodying a thesis presented and defended in a lucid and scholarly manner, and containing material worthy of peer-reviewed publication.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.

This level of achievement is consistent with the descriptors for Doctoral-level qualifications (level 8) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):

DHRes (Doctorate in Health Research)

A candidate for the award of DHRes shall have undertaken a substantial programme of individual research, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme, and leading to a significant contribution to the science of health research, its interpretation or its application within professional health practice.

The candidate shall present the results of the research in a submission, embodying a thesis presented and defended in a lucid and scholarly manner, and containing material worthy of peer-reviewed publication.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.

This level of achievement is consistent with the descriptors for Doctoral-level qualifications (level 8) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):

EdD (Doctorate in Education)

A candidate for the award of EdD shall have undertaken a substantial programme of individual research, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme, and leading to a significant original contribution to the practice of education.

The candidate shall present the results of the research in a submission, embodying a thesis presented and defended in a lucid and scholarly manner, and containing material worthy of peer-reviewed publication.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.

This level of achievement is consistent with the descriptors for Doctoral-level qualifications (level 8) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):

MD (Doctorate in Medicine)

A candidate for the award of MD shall have undertaken a substantial programme of individual research, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme, and leading to a significant original contribution to clinical practice.

The candidate shall present the results of the research in a submission, embodying a thesis presented and defended in a lucid and scholarly manner, and containing material worthy of peer-reviewed publication.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.

This level of achievement is consistent with the descriptors for Doctoral-level qualifications (level 8) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):



Clinical MD (Doctorate in General Internal Medicine) A candidate for the award of Clinical MD shall have undertaken a substantial programme of individual research, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme, and leading to a significant original contribution to clinical practice.

The candidate shall present the results of the research in a submission, embodying a thesis presented and defended in a lucid and scholarly manner, and containing material worthy of peer-reviewed publication.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.

This level of achievement is consistent with the descriptors for Doctoral-level qualifications (level 8) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):

DFA (Doctorate in Fine Art)

A candidate for the award of DFA shall have undertaken a substantial programme of individual practice-based research, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme, and leading to a significant original contribution to Fine Art practice.

The candidate shall present the results of the research in a submission (including both a written dissertation and a substantial body of non-textual work) embodying a thesis presented and defended in a lucid and scholarly manner, and containing material worthy of peer-reviewed publication.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.

This level of achievement is consistent with the descriptors for Doctoral-level qualifications (level 8) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):



DDes (Doctorate in Design)

A candidate for the award of DDes shall have undertaken a substantial programme of individual practice-based research, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme, and leading to a significant original contribution to professional practice in design.

The candidate shall present the results of the research in a submission (including both a written dissertation and a substantial body of non-textual work) embodying a thesis presented and defended in a lucid and scholarly manner, and containing material worthy of peer-reviewed publication.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.

This level of achievement is consistent with the descriptors for Doctoral-level qualifications (level 8) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):

DHeritage (Doctorate in Heritage)

A candidate for the award of DHeritage shall have undertaken a substantial programme of individual practice-based research, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme, and leading to a significant original contribution to Heritage practice.

The candidate shall present the results of the research in a submission (including a written dissertation) embodying a thesis presented and defended in a lucid and scholarly manner, and containing material worthy of peer-reviewed publication.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.

This level of achievement is consistent with the descriptors for Doctoral-level qualifications (level 8) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):

DrPH (Doctorate in Public Health)

A candidate for the award of Doctor of Public Health shall have undertaken a substantial programme of individual research, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme, and leading to a significant contribution to the science of public health research, its interpretation or its application within professional public health practice.

The candidate shall present the results of the research in a submission, embodying a thesis presented and defended in a lucid and scholarly manner, and containing material worthy of peer-reviewed publication.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.

This level of achievement is consistent with the descriptors for Doctoral-level qualifications (level 8) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):

DHaSC (Doctorate in Health and Social Care)

A candidate for the award of Doctor of Health and Social Care shall have undertaken a substantial programme of individual research, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme, and leading to a significant contribution to the science of health and/or social care research, its interpretation or its application within professional practice.

The candidate shall present the results of the research in a submission, embodying a thesis presented and defended in a lucid and scholarly manner, and containing material worthy of peer-reviewed publication.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.



MPhil (Master of Philosophy)

A candidate for the award of MPhil shall have undertaken a substantial programme of individual research, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme.

The candidate shall present the results of the research in a submission embodying a thesis presented and defended in a lucid and scholarly manner.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.

This level of achievement is consistent with the descriptors for Master's-level qualifications (level 7) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):

MPhil (Master of Philosophy) with Industry Experience

A candidate for the award of MPhil with Industry Experience shall have undertaken a substantial programme of individual research, including a placement in industry, involving the sustained exercise of independent critical powers, including the ability to use research outcomes to guide the development of the research programme.

The candidate shall present the results of the research in a submission embodying a thesis presented and defended in a lucid and scholarly manner.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.

This level of achievement is consistent with the descriptors for Master's-level qualifications (level 7) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):

MA/MSc By Research (Masters by Research)

A candidate for the award of MA/MSc by Research shall have undertaken a programme of individual research, involving the exercise of independent critical powers.

The candidate shall present the results of the research in a submission embodying a thesis presented and defended in a lucid and scholarly manner.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of other relevant work.

This level of achievement is consistent with the descriptors for Master's-level qualifications (level 7) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ).

MA/MSc by Research (Masters by Research) with Industry Experience

A candidate for the award of MA/MSc by Research with Industry Experience shall have undertaken a programme of individual research, including a placement in industry, involving the exercise of independent critical powers.

The candidate shall present the results of the research in a submission embodying a thesis presented and defended in a lucid and scholarly manner.

The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of other relevant work.

This level of achievement is consistent with the descriptors for Master's-level qualifications (level 7) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ):

The minimum entry qualifications for all schedules are set out in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 4 refers). Any programmes that need specific qualifications will be listed on the relevant schedule.

MRes (Masters in Research)

A candidate for the award of MRes shall have undertaken a programme of individual research, involving the exercise of independent critical powers with particular emphasis on research methodology.

The candidate shall present the results of the research in a submission embodying a thesis presented and defended in a lucid and scholarly manner. The candidate shall demonstrate methodological competence in the chosen field.

This level of achievement is consistent with the descriptors for Master's-level qualifications (level 7) described in the QAA Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ).



Schedules

Schedule Ai (PhD/MPhil)

This schedule is for candidates who intend, from the outset, to submit for a final award of MPhil or PhD

PhD	MPhil (MA/MSc by Research)
3.5 Years (FT)	2.5 Years (FT)
7 Years (PT)	5 Years (PT)

Candidates who do not submit within the maximum time period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers)

Schedule Ai comprises of the following assessments:	
First Progress Assessment	Within 8 months of enrolment (FT and PT)
Second Progress Assessment	Within 20 months of enrolment (FT) 40 months (PT)

Where a candidate changes from full-time to part-time study or vice versa, the time periods will be calculated on a pro-rata basis with two years of part-time study deemed equivalent to one year of full-time study. In the following, except where stated, all time periods are for full-time students, time periods for part-time students are pro-rata.

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers)

The Principal Supervisor will ensure that the first progress assessment panel is appointed within 8 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a research programme proposal and a progress report to the panel within 8 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under schedule withdrawn. The research programme proposal will be phased, indicating timescales and identifying the points at which progress assessments are intended to occur. The progress report will be no more than 6,000 words, excluding appendices.

The first progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their research programme proposal and progress report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (MPhil or PhD) in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MPhil or PhD, within the required timescale.

The first progress assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- ii. That the candidate's programme of work is approved, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn (Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.3) refers).

The panel will give written feedback to the candidate on their decision normally on the day of the assessment viva.

Second Progress Assessment

The composition of the panel for the second progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

A candidate intending to undergo a second progress assessment will submit a draft progress report for their second progress assessment to the Principal Supervisor within 18 months from the date of enrolment.

The Principal Supervisor or nominee will normally appoint the second progress assessment panel within 20 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will normally submit their progress report to the panel within 20 months from the date of enrolment. The progress report will be no more than 6000 words, excluding appendices and will include a provisional identification of the likely contribution to knowledge.

The second progress assessment will include a viva or meeting at which all the panel members discuss the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their progress report to the panel.

The panel will assess the suitability of the research programme for the award of PhD, in the context of the resources available; the progress achieved by the candidate, which should demonstrate achievement commensurate with the period of enrolment and at least with the criteria for the award of MA or MSc by Research; and the potential demonstrated by the candidate to meet the criteria for the award of PhD, within the required timescale.

The second progress assessment panel will determine one of the following outcomes of the progress assessment:

- i. That the candidate progress on the doctoral programme
- ii. That the candidate progress on the doctoral programme, subject to completing amendments to the progression report within 4 weeks of the assessment viva.
Written guidance is to be given to the candidate on the day of the assessment viva.
- iii. That the candidate not progress on the doctoral programme

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

A candidate who does not submit a progress report within the time period set out will be deemed to not progress on the doctoral programme.

A candidate who does not progress on the doctoral programme may exceptionally submit for an MPhil or MA/MSc by Research within 36 months from the date of enrolment.

A candidate who has progressed on the doctoral programme must submit for an award from within the schedule within 60 months from the date of enrolment.

A candidate who does not submit for an award within the schedule within the required time periods referred to above will have their enrolment withdrawn (UPR AS10, section 11.3 refers).

Length

Except with the prior permission of the Research Degrees Board, the maximum word length for the textual portion of the submission is 80,000 words excluding any footnotes, appendices or bibliography.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination.

Schedule Aii (PhD with Integrated Training)

This schedule is for candidates who intend, from the outset, to submit for a final award of MPhil and PhD incorporating a prescribed, integrated programme of academic study.

PhD with integrated training	MPhil (MA/MSc by Research)
4 Years (FT)	3 Years (FT)
8 Years (PT)	6 Years (PT)

Candidates who do not submit within the maximum time period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers)

Schedule Aii comprises of the following assessments:

First Progress Assessment	Within 14 months of enrolment
Second Progress Assessment	Within 30 months of enrolment

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

The Principal Supervisor will ensure that the first progress assessment panel is appointed within 13 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a research programme proposal and an assessment report to the panel within 14 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under this schedule withdrawn. In addition, a candidate who does not present evidence of successful completion of the integrated, prescribed programme of academic studies shall have their enrolment under this schedule withdrawn. The research programme proposal will be phased, indicating timescales and identifying the points at which progress assessments are intended to occur. The assessment report will be no more than 6,000 words, excluding appendices.

The first progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their research programme proposal and assessment report to the panel.

The panel will take into account the successful completion of the integrated, prescribed programmes of academic study, the suitability of the proposed research programme for the award sought (MPhil or PhD), in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MPhil or PhD, within the required timescale.

The first progress assessment panel will determine one of the following outcomes:

- i That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- ii That the candidate's programme of work is approved, subject to completing amendments to the assessment report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- iii That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn (Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.3) refers).

The panel will give written feedback to the candidate on their decision normally on the day of the assessment viva.

Second Progress Assessment

The composition of the panel for the second progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

A candidate intending to undergo a second progress assessment will submit a draft progress report for their second progress assessment to the Principal Supervisor within 28 months from the date of enrolment.

The Principal Supervisor (or nominee) will normally appoint the second progress assessment panel within 28 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit their progress report to the panel normally within 30 months from the date of enrolment. The progress report will be no more than 6,000 words, excluding appendices and will include a provisional identification of the likely contribution to knowledge.

The second progress assessment will include a viva or meeting at which all the panel members discuss the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their progress report to the panel.

The panel will assess the suitability of the research programme for the award of PhD, in the context of the resources available; the progress achieved by the candidate, which should demonstrate achievement commensurate with the period of enrolment and at least with the criteria for the award of MA or MSc by Research; and the potential demonstrated by the candidate to meet the criteria for the award of PhD, within the required timescale.

The second progress assessment panel will determine one of the following outcomes of the progress assessment:

- i That the candidate progress on the doctoral programme
- ii That the candidate progress on the doctoral programme, subject to completing amendments to the progression report within 4 weeks of the assessment viva.
Written guidance is to be given to the candidate on the day of the assessment viva.
- iii That the candidate not progress on the doctoral programme

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

A candidate who does not submit a progress report within the time period set out will be deemed to not progress on the doctoral programme.

A candidate who does not progress on the doctoral programme may exceptionally submit for an MPhil or MA/MSc by Research within 36 months from the date of enrolment.

A candidate who has progressed on the doctoral programme must submit for an award from within the schedule within 60 months from the date of enrolment.

A candidate who does not submit for an award within the schedule within the required time periods referred to above will have their enrolment withdrawn (UPR AS10, section 11.3 refers).

Length

Except with the prior permission of the Research Degrees Board, the maximum word length for the textual portion of the submission is 80,000 words excluding any footnotes, appendices or bibliography.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination.

Schedule B (Engineering)

This schedule is for candidates who intend, from the outset, to submit for a final award of MPhil or EngD

EngD	MPhil (MSc/MA by Research)
5 Years (PT only)	3 Years (PT only)

Candidates who do not submit within the maximum time period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers)

Schedule B comprises of the following assessments:	
First Progress' Assessment	Within 8 months of enrolment
Second Progress Assessment	Within 36 months of enrolment

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers)

The Principal Supervisor will ensure that the first progress assessment panel is appointed within 8 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a research programme proposal and a progress report to the panel within 8 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under schedule withdrawn. The research programme proposal will be phased, indicating timescales and identifying the points at which progress assessments are intended to occur. The progress report will be no more than 6,000 words, excluding appendices.

The first progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their research programme proposal and progress report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (MPhil or EngD) in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MPhil or EngD, within the required timescale.

The first progress assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- ii. That the candidate's programme of work is approved, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn (Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.3) refers).

The panel will give written feedback to the candidate on their decision normally on the day of the assessment viva.

Second Progress Assessment

The composition of the panel for the second progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

A candidate intending to undergo a second progress assessment will submit a draft progress report for their second progress assessment to the Principal Supervisor within 34 months from the date of enrolment.

The Principal Supervisor will ensure that the second progress assessment panel is appointed within 36 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit their progress report to the panel within 36 months from the date of enrolment. The progress report will be no more than 6000 words, excluding appendices and will include a provisional identification of the like contribution to knowledge.

The second progress assessment will include a viva or meeting at which all the panel members discuss the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their progress report to the panel.

The panel will assess the suitability of the research programme for the award of EngD, in the context of the resources available; the progress achieved by the candidate, which should demonstrate achievement commensurate with the period of enrolment and at least with the criteria for the award of MSc by Research; and the potential demonstrated by the candidate to meet the criteria for the award of EngD, within the required timescale.

The second progress assessment will determine one of the following outcomes of the progress assessment:

- i. That the candidate progress on the doctoral programme
- ii. That the candidate progress on the doctoral programme, subject to completing amendments to the progression report within 4 weeks of the assessment viva.
Written guidance is to be given to the candidate on the day of the assessment viva
- iii. That the candidate not progress on the doctoral programme

The panel will give written feedback to the candidate on their decision normally on the day of the assessment viva.

A candidate who does not submit a progress report within the time period set out will be deemed to not progress on the doctoral programme

A candidate who does not progress on the doctoral programme may exceptionally submit for an MPhil or MA/MSc by Research within 52 months from the date of enrolment.

A candidate who has progressed on the doctoral programme must submit for a final award from within the schedule within 96 months of enrolment.

A candidate who does not submit for an award within the schedule within the required time periods referred to above will have their registration withdrawn (UPR AS10, section 11.3 refers).

Length

Except with the prior permission of the Research Degrees Board, the maximum word length for the textual portion of the submission is 80,000 words excluding any footnotes, appendices or bibliography.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination.



Schedule C (Clinical Psychology)

The DClinPsy degree may be awarded to candidates registered under this schedule.

DClinPsy
3 years (FT only)

Entry Qualifications

In addition to the entry requirements set out in the Research Degrees – generic Institutional Regulations (UPR AS10, section 4 refers) individuals seeking to register as a candidate for the Degree of Doctor of Clinical Psychology within this Schedule will satisfy all the following requirements:

- i. Hold a good honours degree in Psychology which is recognised as conferring the Graduate Basis for Registration by the British Psychological Society
- ii. Hold at least an upper second class honours degree in Psychology, or if a lower award, a relevant higher degree
- iii. Be acceptable to the NHS as a trainee Clinical Psychologist in an employed status
- iv. Show evidence of practical or research experience of at least one year duration in a field relevant to Clinical Psychology

Candidates who do not submit within the maximum time period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers)

Candidates may only study on a full-time basis. Exceptionally parts of the programme of study may be undertaken in part-time mode. The maximum time period from enrolment to submission under this schedule is set out below.

Schedule C comprises of the following assessments:	
Registration	During second semester of the second year
Final submission	Within 48 months of enrolment

Progress Assessment and Outcomes

A candidate will be assessed annually on their progress. Within this schedule the Progression Board for the DClinPsy Programme will constitute the assessment panel referred to in the generic regulations (Section 7.2. of the Research Programme Information Document refers to the composition of this Board.)

Criteria for Progression

Progression from year one to year two, and from year two to year three, will be dependent on the standard of the candidate's performance in all set components (academic, clinical and research) of the programme of study. The following are required set components comprising the award of DClinPsy:

- i. One Research Assessment and Proposal Viva
- ii. Two Clinical Practise Reports
- iii. Two Clinical Presentations
- iv. Two Problem-Based Learning Group Presentations and Associated Reflective Accounts
- v. One Small-Scale Service Related Project
- vi. Three clinical placements
- vii. One Major Research Project
- viii. Submission of a paper to an appropriate journal

Progression options for the Progression Board

The assessment panel will recommend one of the following progression outcomes; that the candidate:

- i. Be allowed to progress to the next year of study
- ii. While progressing to the next year of study, be required to repeat (specify parts of the programme the candidate is required to repeat)
- iii. Not progress to the next phase of study

Failure of three or more assessed components at first attempt at either Progression 1 or Progression 2 can result in programme failure. Programme failure will result in immediate withdrawal.

Failure of a clinical placement on the grounds of gross incompetence or professional misconduct will usually result in programme failure.

Failure of more than one clinical placement at first attempt across the duration of the programme will usually result in programme failure.

Any assessed component of work, including clinical placements, that is failed at first attempt has to be resubmitted, and failure at second attempt will usually result in programme failure.

Progression 1

- One clinical practice report
- One clinical practice presentation
- One problem-based learning group presentation and associated reflective account
- One small-scale service related project

Progression 2

- One research assessment and proposal viva
- One clinical practice report
- One clinical practice presentation
- One problem-based learning group presentation and associated reflective account

A candidate who does not progress will have their registration withdrawn. Approval for a candidate to progress to the second or the final year of the Degree of Doctor of Clinical Psychology does not guarantee that a Degree of Doctor of Clinical Psychology will be awarded.

A candidate who does not submit within 48 months of enrolment will normally have their registration withdrawn.

Submission

Structure

The submission for the degree of Doctor of Clinical Psychology will take the form of a portfolio that must include a dissertation. The dissertation will present the findings of the main research project and evaluate the interrelationship between the research project and relevant theories and the practices of clinical psychology.

The portfolio will consist of 3 volumes. The final versions of Volumes 1 and 2 will be public documents. The other (Volume 3) owing to the confidential nature of the clinical material it contains, will be recovered from the examiners following completion of the examination process. The final version of Volume 3 will be kept secure within the Clinical Course offices for a period of five years, before being confidentially destroyed.

The Portfolio will consist of:

Volume 1:

- One dissertation of not more than 30,000 words, excluding appendices, references and footnotes

Volume 2:

- One small scale service related project report of not more than 5000 words
- Two small group problem based learning presentations

Volume 3:

- Two reflective accounts not more than 1500 words each
- The logbook of clinical experiences and skills attained for each placement period
- Two Clinical Practice Reports each of no more than 5000 words
- Two Clinical Presentations
- One supervisor evaluation of clinical competence report from each placement period
- Proof of paper submission to appropriate journal before completion of course

Pre-publication of results

The candidate will be encouraged to publish material contained in the Dissertation in advance of submitting. Reference will be made in the Dissertation to any such work. Copies of material published by the candidate relevant to the context of the Dissertation may be submitted with the portfolio as an appendix.

Length

The portfolio will not exceed the maximum lengths set out in each Volume above.

Format

The submission will normally be in A4 format. The Research Degrees Board will not normally give permission for Volume 1 to be submitted in any other format;

The title page will give the following information:

1. The full title, volume and confidential status (Volume 3 only) of the submission;
2. The full name of the author;
3. The words 'submitted to the University of Hertfordshire in partial fulfilment of the requirement of the degree of Doctor of Clinical Psychology';
4. The month and year of submission

The dissertation will contain an abstract and a table of contents.

Copies

The candidate will ensure that one copy of volume one of the submission for each appointed examiner is submitted to the Secretary and Registrar (or nominee) in a temporary bound that is sufficiently secure to ensure that pages cannot be added or removed. At the same time, the candidate will ensure that an electronic copy of volumes two and three is submitted to the course office as a PDF document.

Non-Textual Works

Where the submission includes non-textual works the Research Degrees Board will, at the time of making examination arrangements, determine a protocol by which these works will be made accessible to the examiners and either records thereafter or, where appropriate, be destroyed.

Compliance

The University will have the right to refuse to allow a candidate whose submission does not comply with the requirements of this section to proceed to examination. In such circumstances, the submission process will be deemed not to have taken place.

Final Version**Volume 1**

After the oral examination and the examiners' recommendation for the award of the degree, the candidate will submit to the University one PDF copy of the final, approved submission.

The candidate will confirm in writing that the contents of the final, approved version of the submission are identical with the version approved by the examiners.

Volumes 2 and 3

As part of the submission process the candidate will have submitted one pdf copy of volumes 2 and 3 of the final approved submission to the Programme Director or their nominee.

Recommendations Available after Examination

Following the oral examination, examiners will make a recommendation to the Research Degrees Board.

The following recommendations will be available to the examiners:

i. Pass

The candidate will be awarded the DClinPsy

ii. Pass subject to amendments

The candidate be awarded the degree of DClinPsy subject to amendments being made to the submission to the satisfaction of one or more of the examiners within a period not normally exceeding three months from the date of the candidate's formal notification in writing by the Research Degrees Board of the changes required by the examiners.

iii. Revise and be re-examined

The candidate be permitted to revise the submission and to re-submit for the degree of DClinPsy and be re-examined, with or without an oral examination, within a period of one calendar year from the date of the candidate's formal notification in writing by Research Degrees Board of the outcome of the examination. After such re-examination the available options Pass, Pass subject to amendments or Fail.

iv. Fail

The candidate not be awarded the degree of DClinPsy and not be permitted to be re-examined.

Eligibility for award

The Programme Director, or their nominee, will also provide a written statement to the nominee of the Secretary and Registrar confirming that the candidate has completed their programme of study to the satisfaction of the DClinPsy Progression Board (look at 'Criteria for Progression'). Notwithstanding any recommendations of the examiner, a candidate will not be awarded a degree under this schedule until this written statement has been received.

A candidate who, as a result of component failures, is not able to complete their programme of study to the satisfaction of the DClinPsy Progression Board will have their registration withdrawn.

Schedule D (Management)

This schedule is suitable for candidates who intend, from the outset to submit for a final award of DMan or MPhil

DMan	MPhil (MA/MSc by Research)
3 Years (PT only)	2 Years (PT only)

Entry Qualifications

In addition to the normal entry requirements set out in Research Degrees – Generic Institutional Regulations (UPR AS10, section 4 refers) participants would normally have five years’ experience in an organisation.

Candidates who do not submit within the maximum time period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers)

Schedule D comprises of the following assessment:	
First Progress Assessment	Within 21 months of enrolment

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

The Principal Supervisor will ensure that the progress assessment panel is appointed within 21 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a research programme proposal and an assessment report to the panel within 21 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under this schedule withdrawn. The research programme proposal will be phased, indicating timescales. The assessment report will be no more than 6,000 words, excluding appendices.

The progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the progress report with the candidate. The viva or meeting will take place normally no more than 3 weeks after the candidate’s submission of their research programme proposal and progress report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (MPhil or DMan) in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MPhil or DMan, within the required timescale.

The progress assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule; (Generic Institutional Regulations 9.9 refers)
- ii. That the candidate's programme of work is approved, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers))
- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn. (Generic regulation 11.3 refers)

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

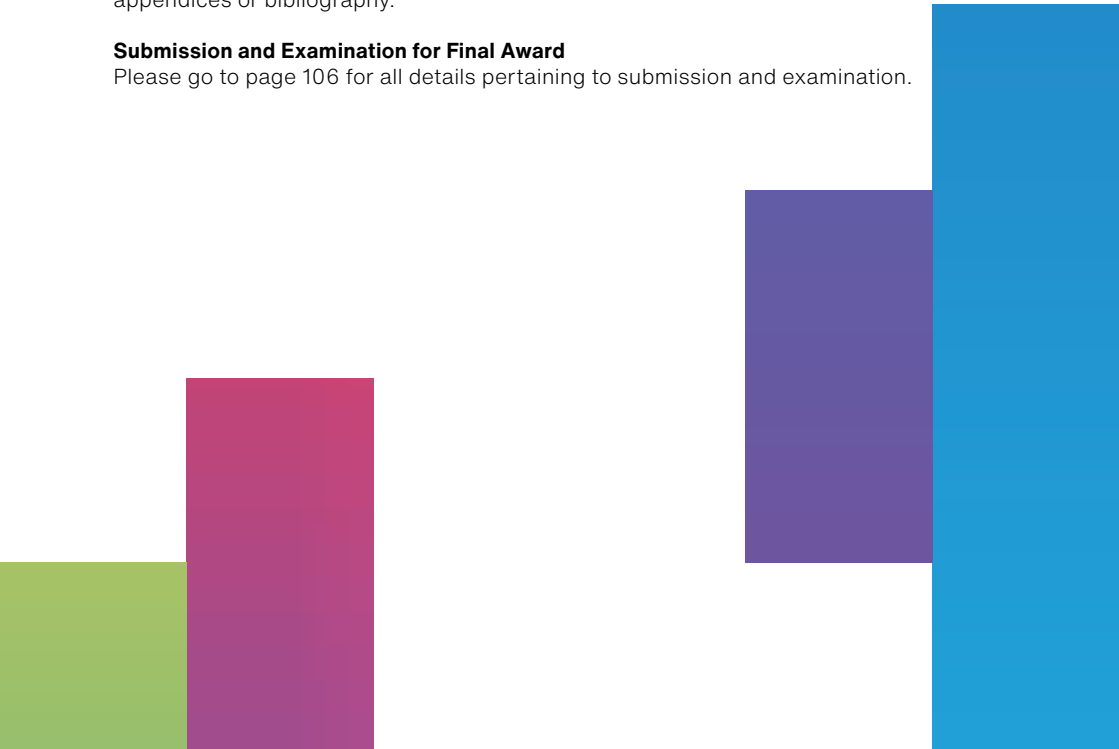
A candidate who does not submit for a final award within the schedule within 48 months from the time will have their registration withdrawn. (UPR AS10; section 11.3 refers)

Length

Except with the prior permission of the Research Degrees Board, the maximum word length for the textual portion of the submission is 80,000 words excluding any footnotes, appendices or bibliography.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination.



Schedule E (Business Administration)

This schedule is suitable for candidates who intend, from the outset to submit for a final award of DBA or MPhil

DBA	MPhil (MA/MSc by Research)
5 Years (PT only)	4 Years (PT only)

Candidates who do not submit within the maximum time period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers)

Schedule E comprises of the following assessments:	
First Progress Assessment	Within 12 months of enrolment
Second Progress Assessment	Within 36 months of enrolment

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers)

The Principal Supervisor will ensure that the first progress assessment panel is appointed within 12 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a research programme proposal and a progress report to the panel within 12 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under schedule withdrawn. The research programme proposal will be phased, indicating timescales and identifying the points at which progress assessments are intended to occur. The assessment report will be no more than 6,000 words, excluding appendices.

The first progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their research programme proposal and progress report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (MPhil or DBA) in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MPhil or DBA, within the required timescale.

The first progress assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule (Generic Institutional Regulations section 9 refers)
- ii. That the candidate's programme of work is approved, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers))
- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn (Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.3 refers))

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

Second Progress Assessment

The composition of the panel for the second progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

A candidate intending to undergo a second progress assessment will submit a draft progress report and a DBA programme proposal for their second progress assessment to the Principal Supervisor within 34 months from the date of enrolment.

The Principal Supervisor will ensure that the second progress assessment panel is appointed within 34 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit their progress report to the panel within 36 months from the date of enrolment. The progress report will be no more than 6000 words, excluding appendices and will include a provisional identification of the like contribution to knowledge.

The second progress assessment will include a viva or meeting at which all the panel members discuss the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their progress report to the panel.

The panel will assess the suitability of the research programme for the award of DBA, in the context of the resources available; the progress achieved by the candidate, which should demonstrate achievement commensurate with the period of enrolment and at least with the criteria for the award of MA by Research; and the potential demonstrated by the candidate to meet the criteria for the award of DBA, within the required timescale.

The second progress assessment will determine one of the following outcomes of the progress assessment:

- i. That the candidate progress on the doctoral programme
- ii. That the candidate progress on the doctoral programme subject to completing amendments to the progression report within 4 weeks of the assessment viva.
Written guidance is to be given to the candidate on the day of the assessment viva.
- iii. That the candidate not progress on the doctoral programme

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

A candidate who does not submit a progress report or within the time periods set out will be deemed to not progress on the doctoral programme.

A candidate who does not progress on the doctoral programme may exceptionally submit for an MPhil or MA/MSc by Research within 50 months from the date of enrolment.

A candidate who has progressed on the doctoral programme, following the Progress Assessment, must submit for an award from within the schedule within 96 months from the date of enrolment.

A candidate who does not submit for a final award within the required time period will have their registration withdrawn (UPR AS10, section 11.3 refers).

Length

Except with the prior permission of the Research Degrees Board, the maximum word length for the textual portion of the submission is 80,000 words excluding any footnotes, appendices or bibliography.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination.



Schedule F (Health Research)

This schedule is suitable for candidates who intend, from the outset, to submit for a final award of DHRes or MPhil

DHRes	MPhil (MA/MSc by Research)
5 Years (PT only)	4 Years (PT only)

Candidates who do not submit within the maximum time period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers)

Schedule F comprises of the following assessments:	
First Progress Assessment	Within 20 months of enrolment
Second Progress Assessment	Within 46 months of enrolment

Entry Requirements

A candidate for a research degree under this schedule will normally hold at least a first or upper second class honours degree (or equivalent) from a recognised institution, and have three years relevant professional practice experience. Exceptionally, other persons who are deemed suitably qualified by the Research Degrees Board may be accepted as a candidate for a research degree under this schedule.

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers)

The Principal Supervisor will ensure that the first progress assessment panel is appointed within 22 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a research programme proposal and a progress report to the panel within 22 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under schedule withdrawn. The research programme proposal will be phased, indicating timescales and identifying the points at which progress assessments are intended to occur. The assessment report will be no more than 6,000 words, excluding appendices.

The first progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their research programme proposal and progress report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (MPhil or DHRes) in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MPhil or DHRes, within the required timescale.

The first progress assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule (Generic Institutional Regulations section 9 refers)
- ii. That the candidate's programme of work is approved, subject to completing amendments to the assessment report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn (Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.3 refers))

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

Second Progress Assessment

The composition of the panel for the second progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

A candidate intending to undergo a second progress assessment will submit a draft progress report and a for their second progress assessment to the Principal Supervisor within 44 months from the date of enrolment.

The Principal Supervisor will ensure that the second progress assessment panel is appointed within 46 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit their progress report and DHRes programme proposal to the panel within 46 months from the date of enrolment. The progress report will be no more than 6000 words, excluding appendices and will include a provisional identification of the like contribution to knowledge.

The second progress assessment will include a viva or meeting at which all the panel members discuss the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their progress report to the panel.

The panel will assess the suitability of the research programme for the award of DHRes, in the context of the resources available; the progress achieved by the candidate, which should demonstrate achievement commensurate with the period of enrolment and at least with the criteria for the award of MSc by Research; and the potential demonstrated by the candidate to meet the criteria for the award of DHRes, within the required timescale.

The second progress assessment will determine one of the following outcomes of the progress assessment:

- i. That the candidate progress on the doctoral programme
- ii. That the candidate progress on the doctoral programme subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva.
- iii. That the candidate not progress on the doctoral programme

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

A candidate who does not submit a progress report or within the time period set out will be deemed to not progress on the doctoral programme.

A candidate who does not progress on the doctoral programme, following the second progress assessment, may exceptionally submit for an MPhil or MA/MSc by Research within 66 months from the date of enrolment.

A candidate who has progressed on the doctoral programme must submit for a final award from within the schedule within 96 months of enrolment.

A candidate who does not submit for a final award within the required time period will have their registration withdrawn (UPR AS10, section 11.3 refers).

Length

Except with the prior permission of the Research Degrees Board, the maximum word length for the dissertation is 80,000 words excluding any footnotes, appendices or bibliography.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination.

Schedule G (Masters in Research)

This schedule is only suitable for candidates who intend from the outset to submit for an award of MRes.

MRes	MPhil (MA/MSc by Research)
1 year	(FT 2 years (PT)

Candidates who do not submit within the maximum period must apply for a formal extension (Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers).

Where a candidate changes from full-time to part-time study or vice-versa, the time periods will be calculated on a pro-rata basis with two years of part-time study deemed equivalent to one year of full-time study. In the following, except where stated, all time periods are for full-time students, time periods for part-time students are pro-rata.

Schedule F comprises of the following assessments:	
First Progress Assessment	Within 3 months (FT) and 6 months (PT)

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

The Principal Supervisor will ensure that the first progress assessment panel is appointed within 3 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a research programme proposal and a progress report to the panel within 3 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under this schedule withdrawn. The research programme proposal will indicate details of activities and timescales. The progress report will be no more than 6,000 words, excluding appendices.

The first progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their research programme proposal and progress report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (Masters in Research), in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of Masters in Research, within the required timescale.

The first progress assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule (Generic Institutional Regulations 9 refers);
- ii. That the candidate's programme of work is approved, subject to completing amendments to the assessment report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn. (Generic regulation 11.3 refers).

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

A candidate must submit for a final award from within the schedule within 18 months from the date of enrolment.

A candidate who does not submit for a final award within the schedule within the required time period will have his/her enrolment withdrawn (UPR AS10, section 11.3 refers).

Length

Except with the prior permission of the Research Degrees Board, the maximum word length for the textual portion of the submission is 30,000 words excluding any footnotes, appendices or bibliography.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination.



Schedule H (Education)

This schedule is suitable for candidates who intend, from the outset to submit for a final award of EdD or MPhil

EdD	MPhil (MA/MSc by Research)
5-7 Years (PT only)	4-6 Years (PT only)

Candidates who do not submit within the maximum time period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers)

Entry Qualifications

In addition to the normal entry requirements set out in Research Degrees – Generic Institutional Regulations (UPR AS10, section 4 refers) participants would normally have a relevant Master’s Degree and a minimum of five years’ relevant experience. This will also be working currently in, or have access to, an education setting in which a programme of study can be carried out.

Schedule H comprises of the following assessments:	
First Progress Assessment	Within 8 months of enrolment
Second Progress Assessment	Within 28 months of enrolment

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers)

The Principal Supervisor will ensure that the first progress assessment panel is appointed within 8 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a research programme proposal and a progress report to the panel within 8 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under schedule withdrawn. The research programme proposal will be phased, indicating timescales and identifying the points at which progress assessments are intended to occur. The progress report will be no more than 6,000 words, excluding appendices.

The first progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate’s submission of their research programme proposal and progress report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (MPhil or EdD) in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MPhil or EdD, within the required timescale.

The first progress assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule (Generic Institutional Regulations section 9 refers)
- ii. That the candidate's programme of work is approved, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers))
- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn (Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.3 refers))

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

Second Progress Assessment

The composition of the panel for the second progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

A candidate intending to undergo a second progress assessment will submit a draft progress report for their second progress assessment to the Principal Supervisor within 28 months from the date of enrolment.

The Principal Supervisor will ensure that the second progress assessment panel is appointed within 28 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit their progress report to the panel within 30 months from the date of enrolment. The progress report will be no more than 6000 words, excluding appendices and will include a provisional identification of the like contribution to knowledge.

The second progress assessment will include a viva or meeting at which all the panel members discuss the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their progress report to the panel.

The panel will assess the suitability of the research programme for the award of EdD, in the context of the resources available; the progress achieved by the candidate, which should demonstrate achievement commensurate with the period of enrolment and at least with the criteria for the award of MA by Research; and the potential demonstrated by the candidate to meet the criteria for the award of EdD, within the required timescale.

The second progress assessment will determine one of the following outcomes of the progress assessment:

- i. That the candidate progress on the doctoral programme
- ii. That the candidate progress on the doctoral programme, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva.
- iii. That the candidate not progress on the doctoral programme

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

A candidate who does not submit a progress report within the time periods set out will be deemed to not progress on the doctoral programme.

A candidate who does not progress on the doctoral programme, following the Second Progress Assessment, may exceptionally submit for an MPhil or MA/MSc by Research within 54 months from the date of enrolment.

A candidate who has progressed on the doctoral programme, following the Progress Assessment, must submit for an award from within the schedule within 96 months from the date of enrolment.

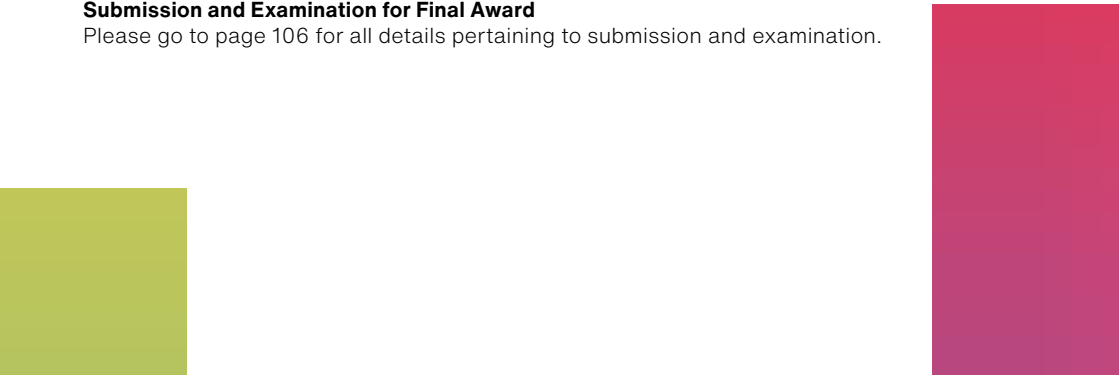
A candidate who does not submit for an award within the schedule within the required time periods referred to above will have their registration withdrawn (UPR AS10, section 11.3 refers).

Length

Except with the prior permission of the Research Degrees Board, the maximum word length for the textual portion of the submission is 80,000 words excluding any footnotes, appendices or bibliography.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination.



Schedule Ji (Medicine)

This schedule is suitable for candidates who intend, from the outset to submit for a final award of MD or MPhil

MD	MPhil (MA/MSc by Research)
4 Years	4 Years

Candidates who do not submit within the maximum time period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers)

Entry Qualifications

In addition to the entry qualifications for this Schedule which are set out in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 4 refers), a candidate for a research degree on this schedule will satisfy the following criteria:

1. Normally, have obtained MBBS (Bachelor of Medicine and Surgery Primary Degree and Professional practice qualification in United Kingdom) degrees from a recognised institution or some other registerable primary qualification in medicine and be eligible for full registration or hold limited registration with the General Medical Council whilst undertaking any research degree within this schedule; OR have obtained the British Dental Society degree from a recognised institution and/or be eligible for registration with the General Dental Council.
2. Normally have three years relevant professional practice experience.

Schedule Ji comprises of the following assessments:	
First Progress Assessment	Within 8 months of enrolment
Second Progress Assessment	Within 24 months of enrolment

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

The Principal Supervisor will ensure that the first progress assessment panel is appointed within 8 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a research programme proposal and a progress report to the panel within 8 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under schedule withdrawn. The research programme proposal will be phased, indicating timescales and identifying the points at which progress assessments are intended to occur. The progress report will be no more than 6,000 words, excluding appendices.

The first progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their research programme proposal and progress report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (MPhil or MD) in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MPhil or MD, within the required timescale.

The first progress assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule (Generic Institutional Regulations section 9 refers)
- ii. That the candidate's programme of work is approved, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn (Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.3 refers))

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

Second Progress Assessment

The composition of the panel for the second progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

A candidate intending to undergo a second progress assessment will submit a draft progress report for their second progress assessment to the Principal Supervisor within 22 months from the date of enrolment.

The Principal Supervisor will ensure that the second progress assessment panel is appointed within 24 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit their progress report to the panel within 24 months from the date of enrolment. The progress report will be no more than 6000 words, excluding appendices and will include a provisional identification of the like contribution to knowledge.



The second progress assessment will include a viva or meeting at which all the panel members discuss the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their progress report to the panel.

The panel will assess the suitability of the research programme for the award of MD, in the context of the resources available; the progress achieved by the candidate, which should demonstrate achievement commensurate with the period of enrolment and at least with the criteria for the award of MSc by Research; and the potential demonstrated by the candidate to meet the criteria for the award of MD, within the required timescale.

The second progress assessment will determine one of the following outcomes of the progress assessment:

- i. That the candidate progress on the doctoral programme
- ii. That the candidate progress on the doctoral programme, subject to completing amendments to the progression report within 4 weeks of the assessment viva.
Written guidance is to be given to the candidate on the day of the assessment viva.
- iii. That the candidate not progress on the doctoral programme

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

A candidate who does not submit a progress report or MD programme proposal within the time period set out will be deemed to not progress on the doctoral programme.

A candidate who does not progress on the doctoral programme may exceptionally submit for an MPhil or MA/MSc by Research within 48 months from the date of enrolment.

A candidate who has progressed on the doctoral programme must submit for a final award from within the schedule within 60 months of enrolment.

A candidate who does not submit for a final award within the required time period will have their registration withdrawn (UPR AS10, section 11.3 refers).

Length

Except with the prior permission of the Research Degrees Board, the maximum length for the textual portion of the submission is 80,000 words excluding any footnotes, appendices or bibliography.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination.

Schedule Jii (General Internal Medicine)

This schedule is only suitable for candidates who intend from the outset to submit for an award of MPhil or Clinical MD (Doctorate in General Internal Medicine)

The Clinical MD is aimed at overseas doctors practicing General Internal Medicine or sub-specialities of General Internal Medicine. It will be available over the course of 2 years, 3 months (27 months) in full-time mode. There is also the option of the preliminary Foundation training for sponsored registration with the General Medical Council (GMC). The 27-month programme (Clinical MD only) is referred to as pathway 1; the Foundation + Clinical MD programme as pathway 2. The choice of pathway does not affect the award given.

Entry Qualifications

In addition to the entry qualifications for this Schedule which are set out in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 4 refers), a candidate for a research degree on this Schedule will satisfy the following criteria:

- i. Normally have completed undergraduate training from an internationally recognised medical school and be fully registered with the Medical Council of the respective country whilst undertaking any research degree within this Schedule.
- ii. Normally have completed one year of internship (internship may have been completed as an integral part of medical school training).
- iii. An academic IELTS score of 7.0, with a minimum of 6.5 in each section, or an OET grade B or above with a minimum score of 300 for each sub-test, with all scores achieved in the most recent test.
- iv. In addition, for Pathway 2, the GMC eligibility requirements for full registration for doctors with sponsorship are required.
- v. Two-character reference letters from their medical school or from their current consultants
- vi. If successful at online-application review, applicants will be invited to an online video conferencing interview.

Expected Time Periods from Enrolment to Submission

The expected period from enrolment to submission are noted below, subject to satisfactory progression (candidates may only enrol on a full-time basis on this Schedule)

Award	Expected times
Clinical MD pathway 1	27 months
Clinical MD pathway 2	27 months
MPhil pathway 1	27 months
MPhil pathway 2	27 months

The maximum time period from enrolment to submission under this schedule is set out in section 5. Candidates who do not submit within the maximum period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2) refer).

Schedule Jii compromises of the following assessments:	
First Progress Assessment	6 months
Second Progress Assessment	18 months

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

The Principal Supervisor will ensure that the first progress assessment panel is appointed within 6 months from the date of enrolment. For pathway 2, the date of enrolment will be considered as the date of commencement of the Clinical MD, not the Foundation training. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a research programme proposal and an assessment report to the panel within 6 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under this schedule withdrawn. In addition, a candidate who does not present evidence of successful completion of the first two clinical units of learning in the programme of related studies in General Internal Medicine shall have their enrolment under this schedule withdrawn. The research programme proposal will be phased, indicating timescales and identifying the points at which progress assessments are intended to occur. The assessment report will be no more than 6,000 words, excluding appendices.

The first progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the progress report with the candidate. The viva or meeting will take place normally no more than 3 weeks after the candidate's submission of their research programme proposal and assessment report to the panel.

The panel will take into account the successful completion of the first two clinical units of learning in the programme of related studies in General Internal Medicine, the suitability of the proposed research programme for the award sought (MPhil or Clinical MD), in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MPhil or Clinical MD, within the required timescale.

The first progress assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule; (Generic Institutional Regulations 9 refers)
- ii. That the candidate's programme of work is approved, subject to completing amendments to the assessment report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn. (Generic regulation 11.3 refers).

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

Second Progress Progression

The composition of the panel for the second progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

A candidate intending to undergo a second progress assessment will submit a draft progress report for their second progress assessment to the Principal Supervisor within 16 months from the date of enrolment.

The Principal Supervisor or nominee will normally appoint the second progress assessment panel within 18 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit their progress report to the panel normally within 18 months from the date of enrolment. The progress report will be no more than 6,000 words, excluding appendices and will include a provisional identification of the likely contribution to knowledge. In addition, a candidate must present evidence of successful completion of the six clinical units of learning in the programme of related studies in General Internal Medicine.

The second progress assessment will include a viva or meeting at which all the panel members discuss the progress report with the candidate. The viva or meeting will take place normally no more than 3 weeks after the candidate's submission of their progress report to the panel.

The panel will assess the suitability of the research programme for the award of Clinical MD, in the context of the resources available; the progress achieved by the candidate, which should demonstrate achievement commensurate with the period of enrolment and at least with the criteria for the award of MPhil; and the potential demonstrated by the candidate to meet the criteria for the award of Clinical MD, within the required timescale. The panel will take into account the successful completion of the six clinical units of learning in the programme of related studies in General Internal Medicine.

The second progress assessment panel will determine one of the following outcomes of the progress assessment:

- i. That the candidate progress on the doctoral programme
- ii. That the candidate progress on the doctoral programme, subject to completing amendments to the progression report within 4 weeks of the assessment viva.
Written guidance is to be given to the candidate on the day of the assessment viva.
- iii. That the candidate not progress on the doctoral programme

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

A candidate who does not submit a progress report or Clinical MD programme proposal within the time period be deemed to not progress on the doctoral programme. In addition, a candidate who does not present evidence of successful completion of the six clinical units of learning in the programme of related studies in General Internal Medicine shall be deemed to not progress on the doctoral programme.

A candidate who does not progress on the doctoral programme may exceptionally submit for an MPhil within 48 months from the date of enrolment.

A candidate who has progressed on the doctoral programme must submit for an award from within the schedule within 60 months from the date of enrolment.

A candidate who does not submit for an award within the schedule within the required time periods referred to above will have their registration withdrawn (UPR AS10, section 11.3 refers).

Length

Except with the prior permission of the Research Degrees Board, the maximum length for the textual portion of the submission is 30,000 words excluding any footnotes, appendices or bibliography.

Submission and Final Examination

Please go to page 106 for all details pertaining to submission and examination.

Schedule K (Masters by Research)

This schedule is suitable for candidates who intend, from the outset to submit for a final award of MA by Research/MSc by Research

MA/MSc by Research	
1 year (FT)	2 years (PT)

Candidates who do not submit within the maximum time period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers)

Where a candidate changes from full-time to part-time study or vice versa, the time periods will be calculated on a pro-rata basis with two years of part-time study deemed equivalent to one year of full-time study. In the following, except where stated, all time periods are for full-time students, time periods for part-time students are pro-rata.

Schedule K comprises of the following assessment:	
First Progress Assessment	Within 3 months (FT) and 6 months (PT) of enrolment

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers)

The Principal Supervisor will ensure that the first progress assessment panel is appointed within 3 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a research programme proposal and a progress report to the panel within 3 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under schedule withdrawn. The research programme proposal will indicate details of activities and timescales. The progress report will be no more than 6,000 words, excluding appendices.

The first progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their research programme proposal and progress report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (MA by Research or MSc by Research) in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MA by Research or MSc by Research, within the required timescale.

The first progress assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule (Generic Institutional Regulations section 9 refers)
- ii. That the candidate's programme of work is approved, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn (Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.3 refers))

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

A candidate must submit for a final award from within the schedule within 18 months from the date of enrolment.

A candidate who does not submit for an award within the schedule within the required time period referred to above will have their enrolment withdrawn (UPR AS10, section 11.3 refers).

Length

Except with the prior permission of the Research Degrees Board, the maximum word length for the textual portion of the submission is 30,000 words excluding any footnotes, appendices or bibliography.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination

Schedule L (Fine Art)

This schedule is suitable for candidates who intend, from the outset to submit for a final award of DFA or MPhil

DFA	MPhil (MA/MSc by Research)
3 Years (FT)	2 Years (FT)
6 Years (PT)	4 Years (PT)

Candidates who do not submit within the maximum time period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers)

Entry Qualifications

The entry qualifications for this Schedule are set out in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 4 refers).

In addition to the entry qualifications referred to above, individuals seeking to register as a candidate for the degree of Doctorate in Fine Art within this schedule will normally hold a MA in Fine Art or related subject, and evidence of continuing professional activity at an advanced level. This might typically be demonstrated by a sustained body of work over a period of several years, or a corresponding period of professional practice. The DFA recognises the broad nature of contemporary fine art practice, the diversity of media it deploys and its socially engaged nature including practice in museums, galleries or other cultural agencies. The programme recognises practice from the broadest possible fields.

Schedule L comprises of the following assessments:	
First Progress Assessment	Within 12 months of enrolment
Second Progress Assessment	Within 24 months (FT) 48 months (PT)

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers)

The Principal Supervisor will ensure that the first progress assessment panel is appointed within 10 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a Research Programme Proposal and a Progress Report to the panel within 12 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under schedule withdrawn. The research programme proposal will be phased, indicating timescales and identifying the points at

which progress assessments are intended to occur. The progress report will be no more than 6,000 words, excluding appendices, footnotes and bibliography.

All non-textual work submitted as part of the assessment must be illustrated in printed form and fully captioned as part of the Progress Report. Where appropriate material may also be submitted in accessible digitised formats; jpeg, mpeg or PDF format on a CD. In instances where CDs are submitted, provision must be made to ensure that the material is readily accessible by the assessors. The report should be bound and follow recognised academic protocols for citation and referencing.

The first progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the progress report with the candidate. Candidates may, where appropriate, wish to make selected examples of the practice available at the viva or meeting.

The viva or meeting will take place no more than 3 weeks after the candidate's submission of their research programme proposal and progress report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (MPhil or DFA) in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MPhil or DFA, within the required timescale.

The first progress assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule (Generic Institutional Regulations section 9 refers)
- ii. That the candidate's programme of work is approved, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn (Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.3 refers))

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

G. Submission for the First Progress Assessment: Research Programme Proposal and Progress Report (and hence is in *Italics*)

Sections lettered 'G' (such as this one) do not have regulatory force but are intended for guidance of candidates.

The First Progress Assessment requires submission of a Research Programme Proposal together with a Progress Report of not more than 6,000 words that presents a critical assessment of current literature and practice relevant to the candidate's project, an indication of the research questions underpinning the project, and the methods used to answer them.

The Assessment Proposal should contain the title of the project, an indication of the project's scope and rationale, an indication of key textual and non-textual secondary sources that inform the project, an indication of research questions, research methods, an anticipated contribution of knowledge/practice and an indication of the textual and non-textual components of the submission.

The Progress Report provides the basis for the first phase of the research and should refer closely to the aims and scope of the Research Programme Proposal.

It is expected that the First Progress Assessment would include consideration of a body of non-textual work. The Assessment Report would typically provide an account of the work undertaken within the first 12 months, an indication of how the body of practical work contributes to the critical evaluation of the research project and how it might contribute to a contribution to knowledge or practice.

The Assessment Report should typically contain:

- a. a critical review and evaluation of current literature;
- b. a critical review and evaluation of selected examples of others' practice relating to the research project. Sections a and b should form the substantive component of the assessment report;
- c. an indication of research questions that arise from a critical assessment of text and non-textual sources that inform the project;
- d. a full bibliography/materiography of key textual and non-textual sources that inform the project (note that the material in this section does not count towards the word limit);
- e. examples of candidate's practice and an account of some of the ways in which the practice addresses the project's research questions;
- f. a summary indication of the aims and scope of the project in its next phases, informed by the Research Programme Proposal and an indication of the non-textual works which it is proposed to undertake.

Second Progress Assessment

The composition of the panel for the second progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

A candidate intending to undergo a second progress assessment will submit a Progress Report for their second progress assessment to the Principal Supervisor within 24 months from the date of enrolment.

The Principal Supervisor will ensure that the second progress assessment panel is appointed within 22 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit their Progress Report to the panel within 24 months from the date of enrolment. The Progress Report will be no more than 6,000 words, excluding appendices, footnotes and bibliography.

All non-textual work submitted as part of the assessment must be illustrated in printed form and fully captioned as part of the Progress Report. Where appropriate material may also be submitted in accessible digitised formats: jpeg, mpeg or PDF format on a CD. In instances where CADs are submitted, provision must be made to ensure that the material is readily accessible by the assessors.

The second progress assessment will include a viva or meeting at which all the panel members discuss the progress report with the candidate. Candidates may, where appropriate, wish to make selected examples of the practice available at the viva or meeting.

The viva or meeting will take place no more than 3 weeks after the candidate's submission of their progress report to the panel.

The panel will assess the suitability of the research programme for the award of DFA, in the context of the resources available; the progress achieved by the candidate, which should demonstrate a body of written and non-textual work commensurate with the period of enrolment and at least commensurate with the criteria for the award of MA or MSc by Research; and the potential demonstrated by the candidate to meet the criteria for the award of DFA, within the required timescale. The second progress assessment panel will determine one of the following outcomes of the progress assessment:

- i. That the candidate progress on the doctoral programme
- ii. That the candidate progress on the doctoral programme, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva.
- iii. That the candidate not progress on the doctoral programme

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

G. Submission for the Second Progress Assessment: DFA Programme Proposal and Progress Report (and hence is *Italics*)

The DFA progress report serves as an outline structure and plan for the final phase of the programme and builds on the Progress Report submitted as part of the First Progress Assessment. The progress report should typically contain:

- a. a summary account of key literature engaged with and practice undertaken in the initial phases of the project;
- b. a summary account of research questions and the way in which those questions are informed by the literature review;
- c. a summary account of how the research questions have been addressed and the methods used to investigate them;
- d. an indication of the work to be undertake in the final phases of study including an account of the anticipated contribution to professional practice in fine art;

- e. an indication of the non-textual component of the final submission and a summary of ways in which this is informed by the research;
- f. an indication of the ways in which the practice component of the submission is likely to contribute to fine art practice.
- g. an account of the critical context in which the research is undertaken and an analysis of selective examples of the practice of others that informs the project;
- h. a sustained critical account of the methodologies that inform the research project, and a defensible rationale for their use;
- i. a critical account on the impact of the methods on the student's own practice;
- j. a critical account of the way in which the non-textual component of the research project contributes to knowledge and practice.

It is anticipated that h, i, and j will form a major part of the submission.

- k. a summary indication of the aims and scope of the final phases and of the non-textual material to be submitted for the final DFA assessment.

It is recognised that the nature of fine art practice varies according to the medium and context. Candidates should ensure that the volume and scale of the work which they propose to submit for the final award of DFA is commensurate with the period expected under this schedule 9 (i.e. the equivalent of three years' full-time work post-masters degree) and meets the criteria for DFA set out in the Criteria for Awards.

It is expected that the submission for the Second Progress Assessment should include a body of completed work alongside material of a more generative nature made in preparation for the final phase(s) of study.

A candidate who does not submit a progress report within the time period set out will be deemed to not progress on the doctoral programme.

A candidate who does not progress on the doctoral programme must submit for a final award from within the schedule within 36 months from the date of enrolment.

A candidate who has progressed on the doctoral programme must submit for a final award from within the schedule within 48 months from the date of enrolment.

A candidate who does not submit for a final award within the schedule within the required time period will have their enrolment withdrawn (UPR AS10, section 11.3 refers).



Submission

Structure

A submission must contain a written document (hereinafter referred to as the dissertation) that presents and defends a thesis. A thesis is an intellectual position capable of being maintained by argument. A submission may also include other work or artefacts upon which the thesis and its defence are based.

G. Structure

It is anticipated that the submission will include research undertaken throughout the programme, albeit in revised form.

The submission should typically include:

- a) the aims and scope of the project;
- b) a literature review and a critical assessment of the practice of others;
- c) a clear statement of the research questions;
- d) a statement on methodology and its application to the research questions;

It is anticipated that a-d will be informed by the content of earlier Progress Reports but will have been refined as a result of research in the final phase(s) of the programme.

- e) an account and critical evaluation of the research undertaken for the programme and of the context and significance of the original contribution to professional practice which the research represents;
- f) a body of non-textual work.

In recognition of the diversity of fine art practice the body of non-textual work may take on a variety of forms. It is anticipated that the non-textual component will form a major part of the submission in terms of the scale of ambition of the work submitted. The submission must contain a clear indication of the ways in which non-textual material contributes to the defence of the thesis.

Length

Except with the prior permission of the Research Degrees Board, the maximum word length for the textual portion of the submission is 80,000 words excluding any footnotes, appendices or bibliography.

Format

Except with the prior permission of the Research Degrees Board, the written part of the dissertation will be in A4 format and be submitted in a typed, permanent and legible form.

The title page will give the following information:

- the full title of the submission;
- the full name of the author;
- the words 'Submitted to the University of Hertfordshire in partial fulfilment of the requirements of the degree of ...' followed by the name of a degree which may be awarded under this schedule (section 1 refers);
- the month and year of submission.

The submission will also contain an abstract and a table of contents including a full list of non-textual material that forms part of the submission.

Copies

The candidate will ensure that one copy of the textual portion of the submission for each appointed examiner is submitted to the Secretary and Registrar (or nominee) in a temporary bound form that is sufficiently secure to ensure that pages cannot be added or removed.

Non-Textual Works

All non-textual works that are included as part of the submission should be clearly illustrated and fully captioned according to standard academic conventions. Illustrations should be in colour, no less than one half page per figure and printed at no less than 300 dpi resolution. These may be included within the text or as an appendix at the end. The dissertation should contain a full numbered list of figures, after the contents page in the dissertation. In instances where images, video clips and data need to be included, these should be contained with a CD securely bound at the end of the submission. All moving imagery should be in mpeg format. Exceptionally, in instances where other formats are required, these should be noted in the Application for Examination Arrangements.

It is expected that selected examples of the work included in the submission will be available to the Examiners at the final examination in the form of an exhibition, performance or other presentation. Examiners must have exclusive access to the Exhibition at the time of examination and only works that form part of the submission may be included in the Exhibition for examination.

Compliance

The University will have the right to refuse to allow a candidate whose submission does not comply with the requirements of this section to proceed to examination. In such circumstances, the submission process will be deemed not to have taken place.

Final version

After the oral examination and the examiners' recommendation for the award of the degree, the candidate will submit to the University one pdf copy of the final, approved submission.

The candidate will confirm in writing that the contents of the final, approved version of the submission are identical with the version approved by the examiners.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination

Schedule M (Design)

This schedule is suitable for candidates who intend, from the outset to submit for a final award of DDes or MPhil

DDes	MPhil (MA/MSc by Research)
3 Years (FT)	2 Years (FT)
6 Years (PT)	4 Years (PT)

Candidates who do not submit within the maximum time period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers)

Schedule M comprises of the following assessments:	
First Progress Assessment	Within 12 months (FT)
Second Progress Assessment	Within 24 months (FT) and 48 months (PT) of enrolment

Entry Qualifications

In addition to the entry requirements set out in Research Degrees – Generic Institutional Regulations (UPR AS10, section 4 refers) individuals seeking to register as a candidate for the degree of Doctorate in Design within this schedule will normally hold an MA or MSc in Design or related subject and/or show evidence of continuing professional activity at an advanced level.¹²

The time periods will be calculated on a pro-rata basis with two years of part-time study deemed equivalent to one year of full-time study. In the following, except where stated, all time periods are for full-time students, time periods for part-time students are pro-rata.

12 Design is seen as a multidisciplinary activity with links to engineering and computer aided design. It thus encompasses the conception, design and production and dissemination of artefacts intended for functional, intellectual or aesthetic contemplation. These may include the design of systems and services in material or virtual form that employ a range of predominantly visual languages to articulate concepts and ideas. Design for the purposes of this programme ranges between the expressive and the functional and can be, for example, stylistically driven or socially and commercially motivated or mediated. It is recognized that there is no single methodological approach to the discipline: design covers all aspects of decision-making in relation to the aesthetic, operational, users, markets, production and/or manufacturing characteristics of artefacts and systems.

First Progress Assessment

The composition of the panel for the First Progress Assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

The Principal Supervisor will ensure that the First Progress Assessment panel is appointed within 10 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a Research Programme Proposal and a Progress Report to the panel within 12 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under this schedule withdrawn. The Research Programme Proposal will be phased, indicating timescales and identifying the points at which progress assessments are intended to occur. The Progress Report will be no more than 6,000 words, excluding appendices, footnotes and bibliography.

All non-textual work submitted as part of the assessment must be illustrated in printed form and fully captioned as part of the Progress Report. Where appropriate material may also be submitted in accessible digitised formats: jpeg, mpeg or PDF format on a CD. In instances where CDs are submitted, provision must be made to ensure that the material is readily accessible by the assessors. The report should be bound and follow recognised academic protocols for citation and referencing.

The First Progress Assessment will include a viva or meeting at which all the panel members discuss the Research Programme Proposal and the Progress Report with the candidate. Candidates may, where appropriate, wish to make selected examples of the practice available at the viva or meeting.

The viva or meeting will take place no more than 3 weeks after the candidate's submission of their research programme proposal and progress report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (MPhil or DDes), in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MPhil or DDes, within the required timescale.

The First Progress Assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- ii. That the candidate's programme of work is approved, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers))

- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn (Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.3) refers).

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

G. Submission for the First Progress Assessment: Research Programme Proposal and Progress Report (and hence is in *Italics*)

Sections lettered 'G' (such as this one) do not have regulatory force but are intended for guidance of candidates.

The First Progress Assessment requires submission of a Research Programme Proposal together with a Progress Report of not more than 6,000 words that presents a critical assessment of current literature and practice relevant to the candidate's project, an indication of the research questions underpinning the project, and the methods used to answer them.

The Programme Proposal should contain the title of the project, an indication of the project's scope and rationale, an indication of key textual and non-textual secondary sources that inform the project, an indication of research questions, research methods, an anticipated contribution of knowledge/practice and an indication of the textual and non-textual components of the submission.

The Assessment Report provides the basis for the first phase of the research and should refer closely to the aims and scope of the Research Programme Proposal.

It is expected that the First Progress Assessment would include consideration of a body of non-textual work. The Assessment Report would typically provide an account of the work undertaken within the first 12 months, an indication of how the body of practical work contributes to the critical evaluation of the research project and how it might contribute to a contribution to knowledge or practice.

The Assessment Report should typically contain:

- a. a critical review and evaluation of current literature;
- b. a critical assessment of selected examples of practice relating to the research project; this may include design projects, public documents, or commercial reports and other grey literature alongside standard primary and secondary sources. Sections a and b should form the substantive component of the Progress Report;
- c. an indication of research questions that arise from a critical assessment of text and non-textual sources that inform the project;
- d. a full bibliography/materiography of key textual and non-textual sources that inform the project including a reflective log as an appendix; (note that the material in this section does not count towards the word limit)
- e. examples of candidate's practice and an account of some of the ways in which the practice addresses the project's research questions;

- f. a summary indication of the aims and scope of the project in its next phases, informed by the Research Programme Proposal, and an indication of the non-textual works which it is proposed to undertake.

Second Progress Progression

The composition of the panel for the Second Progress Assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

A candidate intending to undergo a Second Progress Assessment will submit a draft Progress Report for their Second Progress Assessment to the Principal Supervisor within 24 months from the date of enrolment.

The Principal Supervisor will ensure that the Second Progress Assessment panel is appointed within 22 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit their Progress Report to the panel within 24 months from the date of enrolment. The Progress Report will be no more than 6,000 words, excluding appendices, footnotes and bibliography.

All non-textual work submitted as part of the assessment must be illustrated in printed form and fully captioned as part of the Progress Report. Where appropriate material may also be submitted in accessible digitised formats: jpeg, mpeg or PDF format on a CD. In instances where CDs are submitted, provision must be made to ensure that the material is readily accessible by the assessors.

The Second Progress Progression will include a viva or meeting at which all the panel members discuss the progress report with the candidate. Candidates may, where appropriate, wish to make selected examples of the practice available at the viva or meeting.

The viva or meeting will take place no more than 3 weeks after the candidate's submission of their progress report to the panel.

The panel will assess the suitability of the research programme for the award of DDes, in the context of the resources available; the progress achieved by the candidate, which should demonstrate a body of written and non-textual work commensurate with the period of enrolment and at least commensurate with the criteria for the award of MA or MSc by Research; and the potential demonstrated by the candidate to meet the criteria for the award of DDes, within the required timescale. The Second Progress Assessment panel will determine one of the following outcomes of the progress assessment:

- i. That the candidate progress on the doctoral programme
- ii. That the candidate progress on the doctoral programme, subject to completing amendments to the progression report within 4 weeks of the assessment viva.
Written guidance is to be given to the candidate on the day of the assessment viva.
- iii. That the candidate not progress on the doctoral programme

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

G. Submission for the Second Progress Assessment: DDes Programme Proposal and Progress Report (and hence is in Italics)

The DDes progress report serves as an outline structure and plan for the final phase(s) of the programme and builds on the Progress Report submitted as part of the First Progress Assessment. The progress report should typically contain:

- a. a summary account of key literature engaged with and practice undertaken in the initial phases of the project;
- b. a summary account of research questions and the way in which those questions are informed by the literature review;
- c. a summary account of how the research questions have been addressed, and the methods used to investigate them.
- d. an indication of the work to be undertaken in the final phase(s) of study including an account of the anticipated contribution to professional practice in an appropriate area of design;
- e. an indication of the non-textual component of the final submission and a summary of ways in which this is informed by the research.
- f. an indication of the ways in which the practice component of the submission is likely to contribute to design practice.
- g. an account of the critical context in which the research is undertaken and an analysis of selective examples of the practice of others that informs the project.
- h. a critical account of the methodologies that inform the research project, a defensible rationale for their use
- i. a critical account on the impact of the methods on the student's own practice.
- j. a critical account of the way in which the non-textual component of the research project contributes to knowledge and practice.

(It is anticipated that g, h, and i will form a major part of the submission)

- k. a summary indication of the aims and scope of the final phases, and of the non-textual material to be submitted for the final DDes assessment.

It is recognised that the nature of design practice varies according to commercial, industrial contexts in which the work is conducted. Candidates should ensure that the volume, scale and ambition of the work which they propose to submit for assessment for the final award of DDes are commensurate with the period expected under this schedule (i.e. the equivalent of three years' full time work post master's degree) and meet the criteria for DDes set out in the Criteria for Awards.

It is expected that the submission for the Second Progress Assessment should include a body of completed work alongside material of a more generative nature made in preparation for the final phase(s) of study.

A candidate who does not submit a progress report within the time period set out above will be deemed to not progress on the doctoral programme.

A candidate who does not progress on the doctoral programme must submit for a final award from within the schedule within 36 months from the date of enrolment.

A candidate who has progressed on the doctoral programme must submit for a final award from within the schedule within 48 months from the date of enrolment.

A candidate who does not submit for a final award within the schedule within the required time period will have their enrolment withdrawn (UPR AS10, section 11.3 refers).

Submission

Structure

A submission must contain a written document (hereinafter referred to as the dissertation) that presents and defends a thesis. A thesis is an intellectual position capable of being maintained by argument. A submission may also include other work or artefacts upon which the thesis and its defence are based.

G. Structure

It is anticipated that the submission will include research undertaken throughout the programme, albeit in revised form.

The submission should typically include:

- a. the aims and scope of the project;
- b. a literature review and a critical assessment of the practice of others;
- c. a clear statement of the research questions;
- d. a statement on methodology and its application to the research questions;

It is anticipated that a-d will be informed by the content of earlier Progress Reports but will have been refined as a result of research in the final phase(s) of the programme.

- e. an account and critical evaluation of the research undertaken for the programme, and of the context and significance of the original contribution to professional practice which the research represents;
- f. a body of non-textual work.

In recognition of the diversity of design practice the body of non-textual work may take on a variety of forms. It is anticipated that the non-textual component will form a major part of the submission in terms of the scale of ambition of the work submitted. The submission must contain a clear indication of the ways in which non-textual material contributes to the defence of the thesis.

Length

The expected length of the textual part of the submission as a guideline is 30,000 words. The maximum word length is 80,000 words excluding any footnotes, appendices or bibliography.

Format

Except with the prior permission of the Research Degrees Board, the written part of the dissertation (see 6.1) will be in A4 format and be submitted in a typed, permanent and legible form.

The title page will give the following information:

- The full title of the submission;
- the full name of the author;

- the words ‘submitted to the University of Hertfordshire in partial fulfilment of the requirements of the degree of ...’ followed by the name of a degree which may be awarded under this schedule (section 1 refers);
- the month and year of submission.

The submission will also contain an abstract and a table of contents including a full list of non-textual material that forms part of the submission.

Copies

The candidate will ensure that one copy of the textual portion of the submission for each appointed examiner is submitted to the Secretary and Registrar (or nominee) in a temporary bound form that is sufficiently secure to ensure that pages cannot be added or removed.

Non-Textual Works

All non-textual works that are included as part of the submission should be clearly illustrated and fully captioned according to standards academic conventions. Illustrations should be in colour, no less than one half page per figure and printed at no less than 300 dpi resolution. These may be included within the text or as an appendix at the end. The dissertation should contain a full numbered list of figures after the contents page in the dissertation. In instances where images, video clips and data need to be included, these should be contained with a CD securely bound at the end of the submission. All moving imagery should be in mpeg format. Exceptionally, in instances where other formats are required, these should be noted in the Application for Examination Arrangements.

It is expected that selected examples of the work included in the submission will be available to the Examiners at the final examination in the form of an exhibition, performance or other presentation. Only works that form part of the submission may be included in the Exhibition for examination.

Compliance

The University will have the right to refuse to allow a candidate whose submission does not comply with the requirements of this section to proceed to examination. In such circumstances, the submission process will be deemed not to have taken place.

Final version

After the oral examination and the examiners’ recommendation for the award of the degree, the candidate will submit to the University one pdf copy of the final, approved submission.

The candidate will confirm in writing that the contents of the final, approved version of the submission are identical with the version approved by the examiners.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination

Schedule R (Heritage)

This schedule is suitable for candidates who intend, from the outset to submit for a final award of DHeritage or MPhil

Schedule R comprises of the following assessments:	
First Progress Assessment	Within 8 months of enrolment
Second Progress Assessment	Within 20 months (FT) or 40 months (PT)

Candidates who do not submit within the maximum time period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers)

Entry Qualifications

In addition to the entry qualifications set out in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 4 refers) applicants will normally satisfy all of the following requirements:

- i. hold at least an upper second class honours degree, or if a lower second, a relevant higher degree;
- ii. show evidence of practical experience/professional practice of at least two years duration in a field relevant to the heritage industry.
- iii. hold a postgraduate qualification in Museum Studies, Heritage or equivalent

Where a candidate changes from full-time to part-time study or vice-versa, the time periods will be calculated on a pro-rata basis with two years of part-time study deemed equivalent to one year of full-time study. In the following, except where stated, all time periods are for full-time students, time periods for part-time students are pro-rata.

DHeritage	MPhil (MA/MSc by Research)
3 Years (FT)	4 years (PT)
6 Years (PT)	2 years (FT)

First Progress Assessment

The composition of the panel for the First Progress Assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

The Principal Supervisor will ensure that the First Progress Assessment panel is appointed within 8 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a Research Programme Proposal and a progress report to the panel within 8 months from the date of enrolment. A candidate who does not comply with

this requirement will have their enrolment under this schedule withdrawn. The Research Programme Proposal will indicate timescales for the completion of work leading to the next point of assessment. The progress report will be no more than 6,000 words, excluding appendices, footnotes and bibliography.

The First Progress Assessment will include a viva or meeting at which all the panel members discuss the Research Programme Proposal and the Progress Report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their research programme proposal and progress report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (MPhil or DHeritage), in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MPhil or DHeritage, within the required timescale.

The First Progress Assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- ii. That the candidate's programme of work is approved, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers))
- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn (Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.3) refers).

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

Progression options for the Progression Board

The assessment panel will recommend one of the following progression outcomes; that the candidate:

- be allowed to progress to the next year of study;
- not progress to the next phase of study;

A candidate who does not progress will have their registration withdrawn. Approval for a candidate to progress to the second or the final year of the Degree of Doctorate in Heritage does not guarantee that a Degree will be awarded.

A full-time candidate must submit for the degree within 48 months of enrolment (96 months part-time); a candidate who does not submit within this time will normally have their registration withdrawn.

Second Progress Assessment

The composition of the panel for the Second Progress Assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

A candidate intending to undergo a Second Progress Assessment will submit a Progress Report for their Second Progress Assessment to the Principal Supervisor within 18 months (36 months part-time) from the date of enrolment.

The Principal Supervisor will ensure that the Second Progress Assessment panel is appointed within 20 months (40 months part-time) from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit their Progress Report to the panel within 20 months (40 months part time) from the date of enrolment. The Progress Report will be no more than 6,000 words, excluding appendices, footnotes and bibliography.

All practice-based work submitted as part of the assessment must be illustrated in printed form and fully captioned as part of the Progress Report. Where appropriate material may also be submitted in accessible digitised formats: jpeg, mpeg or PDF format on a CD/DVD. In instances where CDs/DVDs are submitted, provision must be made to ensure that the material is readily accessible by the assessors.

The Second Progress Assessment will include a viva or meeting at which all the panel members discuss the progress report with the candidate. Candidates may, where appropriate, wish to make selected examples of the practice available at the examination.

The viva or meeting will take place no more than 3 weeks after the candidate's submission of their progress report to the panel. The panel may require the candidate to make modifications, submit additional material, and/or to undergo additional assessment activities before determining the outcome of the assessment.

The panel will assess the suitability of the proposed research programme for the award of DHeritage, in the context of the resources available; the progress achieved by the candidate, which should demonstrate a body of written and practice-based work commensurate with the period of enrolment and at least commensurate with the criteria for the award of MA by Research; and the potential demonstrated by the candidate to meet the criteria for the award of DHeritage, within the required timescale. The Second Progress Assessment panel will determine one of the following outcomes of the progress assessment:

- i. That the candidate progress on the doctoral programme
- ii. That the candidate progress on the doctoral programme, subject to completing amendments to the progression report within 4 weeks of the assessment viva.
Written guidance is to be given to the candidate on the day of the assessment viva.
- iii. That the candidate not progress on the doctoral programme

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

A candidate who does not submit a progress report or DHeritage programme proposal within the time period set out will not progress on the doctoral programme.

A candidate who does not progress on the doctoral programme may exceptionally submit for an MPhil or MA/MSc by Research within 36 months from the date of enrolment.

A candidate who has progressed on the doctoral programme must submit for an award from within the schedule within 48 months from the date of enrolment.

A candidate who does not submit for a final award within the schedule within the required time period will have their enrolment withdrawn (UPR AS10, section 11.3 refers).

Submission

Structure

The submission for the degree of Doctor of Heritage will take the form of a body of work that must include a thesis. The thesis will present the findings of the main research project and evaluate the interrelationship between the research project and relevant theories and the practices relating to Heritage.

A submission must contain a written document (hereinafter referred to as the dissertation) that presents and defends a thesis. A thesis is an intellectual position capable of being maintained by argument. A submission may also include other work or artefacts upon which the thesis and its defence are based.

Guidance on Structure

The submission should typically include:

- a. the aims and scope of the project;
- b. a literature review and a critical assessment of the practice of others;
- c. a clear statement of the research questions;
- d. a statement on methodology and its application to the research questions;

It is anticipated that a-d will be informed by the content of earlier Progress Reports but will have been refined as a result of research in the final phase(s) of the programme.

- e. an account and critical evaluation of the research undertaken in the final phase of the programme and the ways and context in which the research make a contribution to knowledge and or practice;
- f. the submission of a piece of practice-based work.

In recognition of the diversity of Heritage practice the practice-based work may take a variety of forms. The submission must contain a clear indication of the ways in which practice-based material contributes to the defence of the thesis.

Pre-publication of results

The candidate will be encouraged to publish material contained in the dissertation in advance of submitting. Reference will be made in the dissertation to any such work. Copies of material published by the candidate relevant to the context of the dissertation may be submitted with the portfolio as an appendix.

Length

The expected length of the textual part of the submission is, as a guideline, 30,000 to 40,000 words. The maximum word length is normally 80,000 words excluding any footnotes, appendices or bibliography.

Format

Except with the prior permission of the Research Degrees Board, the written part of the dissertation will be in A4 format and be submitted in a typed, permanent and legible form.

The title page will give the following information:

- The full title of the submission;
- The full name of the author;
- The words 'submitted to the University of Hertfordshire in partial fulfilment of the requirements of the degree of ...' followed by the name of a degree which may be awarded under this schedule (section 1 refers);
- The month and year of submission.

The submission will also contain an abstract and a table of contents including a full list of practice-based material that forms part of the submission.

Practice-Based Works

All practice-based works that are included as part of the submission should be clearly illustrated and fully captioned according to standards academic conventions. Illustrations should be in colour, no less than one half page per figure and printed at no less than 300 dpi resolution. These may be included within the text or as an appendix at the end. The dissertation should contain a full numbered list of figures after the contents page. In instances where images, video clips and data need to be included, these should be contained with a CD or DVD securely bound at the end of the submission. All moving images should be in mpeg format. Exceptionally, in instances where other formats are required, these should be noted in the Application for Examination Arrangements.

It is expected that selected examples of the work included in the submission will be available to the Examiners at the final examination in the form of an exhibition or other presentation. Only works that form part of the submission may be included in the Exhibition for examination.

Compliance

The University will have the right to refuse to allow a candidate whose submission does not comply with the requirements of this section to proceed to examination. In such circumstances, the submission process will be deemed not to have taken place.

Final version

After the oral examination and the examiners' recommendation for the award of the degree, the candidate will submit to the University one pdf copy of the final, approved submission.

The candidate will confirm in writing that the contents of the final, approved version of the submission are identical with the version approved by the examiners.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination.



Schedule T (PhD with Industry Experience)

This schedule is suitable for candidates who intend, from the outset to submit for a final award of PhD or MPhil with Industry Experience.

PhD with Industry Experience or MPhil with Industry Experience	MPhil with Industry Experience	MSc/MA by Research with Industry Experience
4 Years (FT)	3 Years (FT)	1 Year
7 Years (PT)	5 Years (PT)	

Candidates who do not submit within the maximum time period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers)

Candidates must complete the Industry Placement (year 1) on a full-time mode of study. Years 2, 3 and 4 may be completed on full or part-time modes of study. Where a candidate changes from full-time to part-time study or vice-versa (during years, 2, 3 or 4), the time periods will be calculated on a pro-rata basis with two years of part-time study deemed equivalent to one year of full-time study. In the following, time periods are for full-time students with time periods for part-time students in brackets.

Schedule T comprises of the following assessments:	
First Progress Assessment	Within 10 months (FT and PT) of enrolment
Second Progress Assessment	Within 20 months (FT) and 28 months (PT)

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

The Principal Supervisor will ensure that the first progress assessment panel is appointed within 10 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a research programme proposal and a progress report to the panel within 10 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under this schedule withdrawn. The research programme proposal will be phased, indicating timescales and identifying the points at which progress assessments are intended to occur. The progress report will be no more than 6,000 words, excluding appendices.

The first progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their research programme proposal and progress report to the panel.

The panel will take into account the suitability of the proposed research programme for the award of PhD with Industry Experience, in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of PhD with Industry Experience, within the required timescale.

The first progress assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- ii. That the candidate's programme of work is approved, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn (Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.3) refers).

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

Second Progress Assessment

The composition of the panel for the second progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

A candidate intending to undergo a second progress assessment will submit a draft progress report for their second progress assessment to the Principal Supervisor within 18 months (24 months part-time) from the date of enrolment.

The Principal Supervisor will ensure that the second progress assessment panel is appointed within 20 months (28 months part-time) from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit their progress report to the panel within 20 months (28 months part-time) from the date of enrolment. The progress report will be no more than 6,000 words, excluding appendices and will include a provisional identification of the likely contribution to knowledge.

The second progress assessment will include a viva or meeting at which all the panel members discuss the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their progress report to the panel.

The panel will assess the suitability of the research programme for the award of PhD with Industry Experience, in the context of the resources available; the progress achieved by the candidate, which should demonstrate achievement commensurate with the period of enrolment and at least with the criteria for the award of MA or MSc by Research with Industry Experience; and the potential demonstrated by the candidate to meet the criteria for the award of PhD with Industry Experience, within the required timescale.

The second progress assessment panel will determine one of the following outcomes of the progress assessment:

- i. That the candidate progress on the doctoral programme
- ii. That the candidate progress on the doctoral programme, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva.
- iii. That the candidate not progress on the doctoral programme

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

A candidate who does not submit a progress report within the time period set out above will be deemed to not progress on the doctoral programme.

A candidate who does not progress on the doctoral programme may exceptionally submit for an MPhil with Industry Experience or MA/MSc by Research with Industry Experience within 36 months (60 months part-time) from the date of enrolment.

A candidate who has progressed on the doctoral programme must submit for a final award from within the schedule within 48 months (84 months part-time) from the date of enrolment.

A candidate who does not submit for a final award within the schedule within the required time period will have their enrolment withdrawn (UPR AS10, section 11.3 refers).

Length

Except with the prior permission of the Research Degrees Board, the maximum word length for the textual portion of the submission is 80,000 words excluding any footnotes, appendices or bibliography.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination.

Schedule Ti (MSc/MA by Research with Industry Experience)

This schedule is only suitable for candidates who intend from the outset to submit for an award of MA by Research with Industry Experience or MSc by Research with Industry Experience.

MA/MSc by Research with Industry Experience or MPhil

1 year (full-time)

2 years (part-time)

Candidates who do not submit within the maximum period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refer).

Where a candidate changes from full-time to part-time study or vice-versa, the time periods will be calculated on a pro-rata basis with two years of part-time study deemed equivalent to one year of full-time study. In the following, except where stated, all time periods are for full-time students, time periods for part-time students are pro-rata.

Schedule Ti comprises of the following assessments:

First Progress Assessment

3 months

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

The Principal Supervisor will ensure that the first progress assessment panel is appointed within 3 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a research programme proposal for a collaborative research project with a company sponsor and an assessment report to the panel within 3 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under this schedule withdrawn. The research programme proposal will indicate details of activities and timescales. The assessment report will be no more than 6,000 words, excluding appendices.

The first progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the progress report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their research programme proposal and assessment report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (MA by research with Industry Experience or MSc by research with Industry Experience), in the context of the resources available; the progress achieved

by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MA by research with Industry Experience or MSc by research with Industry Experience, within the required timescale.

The first progress assessment panel will determine one of the following outcomes:

- i That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule; (Generic Institutional Regulations 9 refers)
- ii That the candidate's programme of work is approved, subject to completing amendments to the assessment report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- iii That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn. (Generic regulation 11.3 refers).

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

A candidate must submit for an award from within the schedule within 18 months from the date of enrolment.


A candidate who does not submit for an award within the schedule within the required time period referred to above will have their enrolment withdrawn (UPR AS10, section 11.3 refers).

Length

Except with the prior permission of the Research Degrees Board, the maximum word length for the textual portion of the submission is 30,000 words excluding any footnotes, appendices or bibliography.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination.



Schedule U (Cyber Security)

This schedule is suitable for candidates who intend, from the outset to submit for a final award of MPhil or CSecD.

CSecD MPhil	MPhil
6 Years PT	4 Years PT

Candidates who do not submit within the maximum period must apply for a formal extension (Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers).

Schedule U comprises of the following assessments:

First Progress Assessment	Within 8 months of enrolment
Second Progress Assessment	Within 40 months of enrolment

First Progress Assessment

The composition of the panel for the First Progress Assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

The Principal Supervisor will ensure that the First Progress Assessment panel is appointed within 8 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a Research Programme Proposal and a progress report to the panel within 8 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under this schedule withdrawn. The Research Programme Proposal will indicate timescales for the completion of work leading to the next point of assessment. The progress report will be no more than 6,000 words, excluding appendices, footnotes and bibliography.

The First Progress Assessment will include a viva or meeting at which all the panel members discuss the Research Programme Proposal and the Progress Report with the candidate. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their research programme proposal and progress report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (MPhil or CSecD), in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MPhil or CSecD, within the required timescale.

The First Progress Assessment panel will determine one of the following outcomes:

- i That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- ii That the candidate's programme of work is approved subject to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers))
- iii That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn (Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.3) refers).

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

Second Progress Assessment

The composition of the panel for the Second Progress Assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

A candidate intending to undergo a Second Progress Assessment will submit a draft Progress Report for their Second Progress Assessment to the Principal Supervisor within 18 months (36 months part-time) from the date of enrolment.

The Principal Supervisor will ensure that the Second Progress Assessment panel is appointed within 40 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit their Progress Report to the panel within 40 months from the date of enrolment. The Progress Report will be no more than 6,000 words, excluding appendices, footnotes and bibliography.

All practice-based work submitted as part of the assessment must be illustrated in printed form and fully captioned as part of the Progress Report. Where appropriate material may also be submitted in accessible digitised formats: jpeg, mpeg or PDF format on a CD/DVD. In instances where CDs/DVDs are submitted, provision must be made to ensure that the material is readily accessible by the assessors.

The Second Progress Assessment will include a viva or meeting at which all the panel members discuss the progress report with the candidate. Candidates may, where appropriate, wish to make selected examples of the practice available at the examination. The viva or meeting will take place no more than 3 weeks after the candidate's submission of their progress report to the panel.

The panel will assess the suitability of the research programme for the award of CSecD, in the context of the resources available; the progress achieved by the candidate, which should demonstrate a body of written and practice-based work commensurate with the

period of enrolment and at least commensurate with the criteria for the award of MA or MSc by Research; and the potential demonstrated by the candidate to meet the criteria for the award of CSecD, within the required timescale.

The Second Progress Assessment panel will determine one of the following outcomes of the progress assessment:

- i That the candidate progress on the doctoral programme
- ii That the candidate progress on the doctoral programme, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva.
- iii That the candidate not progress on the doctoral programme

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

A candidate who does not submit a progress report or CSecD programme proposal within the time period set out will be deemed to not progress on the doctoral programme.

A candidate who does not progress on the doctoral programme may exceptionally submit for an MPhil or MA/MSc by Research within 72 months from the date of enrolment.

A candidate who has progressed on the doctoral programme must submit for a final award from within the schedule within 96 months from the date of enrolment.

A candidate who does not submit for an award within the schedule within the required time periods referred to above will have their enrolment withdrawn (UPR AS10, section 11.3 refers).

Submission

A submission must contain a written document (hereinafter referred to as the dissertation) that presents and defends a thesis. A thesis is an intellectual position capable of being maintained by argument. A submission may also include other work or artefacts upon which the thesis and its defence are based.

The dissertation will present the findings of the main research project and evaluate the interrelationship between the research project and relevant theories and the practices relating to Cyber Security and Cyber Crime.

Guidance for submission

The submission should typically include:

- a. the aims and scope of the project;
- b. a literature review and a critical assessment of the practice of others;
- c. a clear statement of the research questions;
- d. a statement on methodology and its application to the research questions;

It is anticipated that a-d will be informed by the content of earlier Progress Reports but will have been refined as a result of research in the final phase(s) of the programme.

- e. an account and critical evaluation of the research undertaken in the final phase of the programme and the ways and context in which the research make a contribution to knowledge and or practice;
- f. the submission of a piece of practice-based work.

In recognition of the diversity of Cyber Security and Cyber Crime practice, the practice-based work may take a variety of forms. The submission must contain a clear indication of the ways in which practice-based material contributes to the defence of the thesis.

Pre-publication of results

The candidate will be encouraged to publish material contained in the dissertation in advance of submitting. Reference will be made in the dissertation to any such work. Copies of material published by the candidate relevant to the context of the dissertation may be submitted with the portfolio as an appendix.

Length

The expected length of the textual part of the submission is, as a guideline, 30,000 words. The maximum word length is 80,000 words excluding any footnotes, appendices or bibliography.

Format

Except with the prior permission of the Research Degrees Board, the written part of the dissertation (see 6.1) will be in A4 format and be submitted in a typed, permanent and legible form.

The title page will give the following information:

- The full title of the submission;
- The full name of the author;
- The words ‘submitted to the University of Hertfordshire in partial fulfilment of the requirements of the degree of ...’ followed by the name of a degree which may be awarded under this schedule (section 1 refers);
- The month and year of submission.
- The submission will also contain an abstract and a table of contents including a full list of practice-based material that forms part of the submission.

Copies

The candidate will ensure that one copy of the textual portion of the submission for each appointed examiner is submitted to the Secretary and Registrar (or nominee) in a temporary bound form that is sufficiently secure to ensure that pages cannot be added or removed.

Practice-Based Works

All practice-based works that are included as part of the submission should be clearly illustrated and fully captioned according to standard academic conventions. Illustrations should be in colour, no less than one half page per figure and printed at no less than 300 dpi resolution. These may be included within the text or as an appendix at the end.

The dissertation should contain a full numbered list of figures after the contents page. In instances where images, video clips and data need to be included, these should be contained with a CD or DVD securely bound at the end of the submission. All moving images should be in mpeg format. Exceptionally, in instances where other formats are required, these should be noted in the Application for Examination Arrangements.

It is expected that selected examples of the work included in the submission will be available to the Examiners at the final examination in the form of a demonstration, an exhibition or other presentation. Only works that form part of the submission may be included in the Exhibition for examination.

Compliance

The University will have the right to refuse to allow a candidate whose submission does not comply with the requirements of this section to proceed to examination. In such circumstances, the submission process will be deemed not to have taken place.

Final version

After the viva voce examination and the examiners' recommendation for the award of the degree, the candidate will submit to the University one pdf copy and one copy in the original electronic format of the final, approved submission.

The candidate will confirm in writing that the contents of the final, approved version of the submission are identical with the version approved by the examiners.

Submission and Examination for Final Award

Please go to page 110 for all details pertaining to submission and examination.

Schedule V (Public Health)

This schedule is not suitable for candidates who intend from the outset to submit for an award other than MPhil or Doctorate in Public Health (DrPH).

DrPH	MPhil
5 Years (PT only)	4 Years (PT only)

Candidates who do not submit within the maximum time period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refers)

Schedule V comprises of the following assessments:	
First Progress Assessment	Within 10 months of enrolment
Second Progress Assessment	Within 34 months of enrolment

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, formerly AS/D/5; section 11.2 refers).

The Principal Supervisor will ensure that the first progress assessment panel is appointed within 10 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a research programme proposal and an assessment report to the panel within 10 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under this schedule withdrawn. The research programme proposal will be phased, indicating timescales and identifying the points at which progress assessments are intended to occur. The assessment report will be no more than 6,000 words, excluding appendices.

The first progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the assessment report with the candidate. The viva or meeting will take place normally no more than 3 weeks after the candidate's submission of their research programme proposal and assessment report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (MPhil or DrPH), in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MPhil or DrPH, within the required timescale.

The first progress assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule; (Generic Institutional Regulations 9 refers)
- ii. That the candidate's programme of work is approved, subject to completing amendments to the assessment report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn. (Generic regulation 11.3 refers).

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

Second Progress Progression

The composition of the panel for the second progress progression is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

A candidate intending to undergo a second progress progression will submit a draft progress report for their second progress assessment to the Principal Supervisor within 30 months from the date of enrolment.

The Principal Supervisor or nominee will normally appoint the second progress assessment panel within 34 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit their progress report to the panel normally within 34 months from the date of enrolment. The progress report will be no more than 6,000 words, excluding appendices and will include a provisional identification of the likely contribution to knowledge.

The second progress assessment will include a viva or meeting at which all the panel members discuss the progress report with the candidate. The viva or meeting will take place normally no more than 3 weeks after the candidate's submission of their progress report to the panel.

The panel will assess the suitability of the proposed research programme for the award of DrPH, in the context of the resources available; the progress achieved by the candidate, which should demonstrate achievement commensurate with the period of enrolment and at least the criteria for the award of MSc by Research; and the potential demonstrated by the candidate to meet the criteria for the award of DrPH, within the required timescale.

The second progress assessment panel will determine one of the following outcomes of the progress assessment:

- i. That the candidate progress on the doctoral programme.
- ii. That the candidate progress on the doctoral programme, subject to completing amendments to the progression report within 4 weeks of the assessment viva.
Written guidance is to be given to the candidate on the day of the assessment viva.
- iii. That the candidate not progress on the doctoral programme.

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

A candidate who does not submit a progress report within the time periods set out above will be deemed to not progress on the doctoral programme.

A candidate who does not progress on the doctoral programme, following the Second Progress Assessment, may exceptionally submit for an MPhil within 66 months from the date of enrolment.

A candidate who has progressed on the doctoral programme, following the Progress Assessment, must submit for an award from within the schedule within 96 months from the date of enrolment.

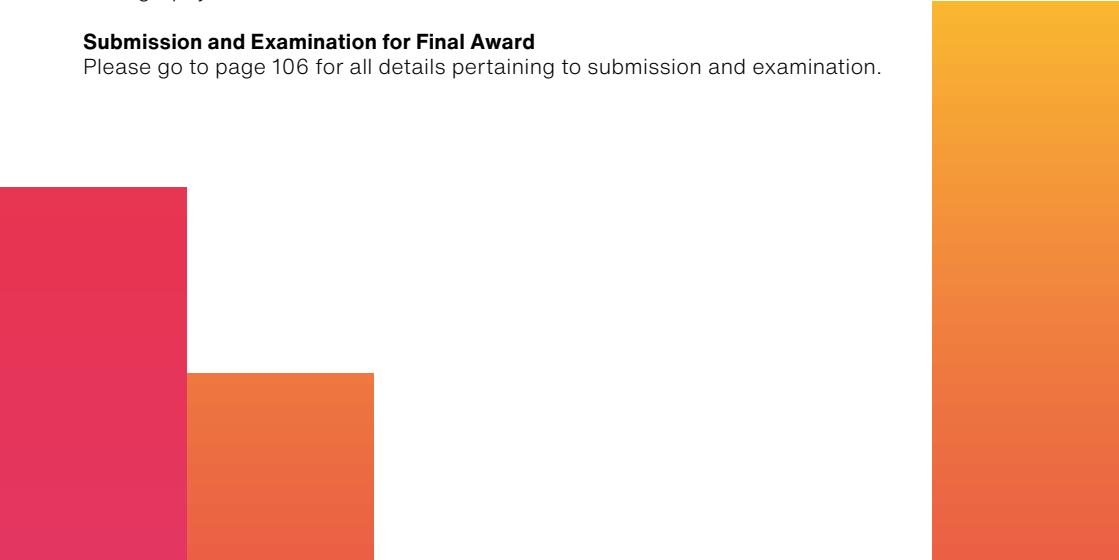
A candidate who does not submit for an award within the schedule within the required time periods referred to above will have their registration withdrawn (UPR AS10, section 11.3 refers).

Length

Except with the prior permission of the Research Degrees Board, the maximum word length for the dissertation is 80,000 words excluding any footnotes, appendices or bibliography.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination.



Schedule W (Health and Social Care)

This schedule is not suitable for candidates who intend from the outset to submit for an award other than MPhil or DHaSC.

DHaSC	MPhil
5 Years (PT only)	4 Years (PT only)

Candidates who do not submit within the maximum period must apply for a formal extension (section 5.10 and Research Degrees – Generic Institutional Regulations (UPR AS10, section 10.2 refer).

Schedule W comprises of the following assessments:

First Progress Assessment	10 months from the date of enrolment
Second Progress Assessment	34 months from the date of enrolment

First Progress Assessment

The composition of the panel for the first progress assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, formerly AS/D/5; section 11.2 refers).

The Principal Supervisor will ensure that the first progress assessment panel is appointed within 10 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit a research programme proposal and an assessment report to the panel within 10 months from the date of enrolment. A candidate who does not comply with this requirement will have their enrolment under this schedule withdrawn. The research programme proposal will be phased, indicating timescales and identifying the points at which progress assessments are intended to occur. The assessment report will be no more than 6,000 words, excluding appendices.

The first progress assessment will include a viva or meeting at which all the panel members discuss the research programme proposal and the assessment report with the candidate. The viva or meeting will take place normally no more than 3 weeks after the candidate's submission of their research programme proposal and assessment report to the panel.

The panel will take into account the suitability of the proposed research programme for the award sought (MPhil or DHaSC), in the context of the resources available; the progress achieved by the candidate, commensurate with their period of enrolment; and the potential demonstrated by the candidate to meet the criteria for the award of MPhil or DHaSC, within the required timescale.

The first progress assessment panel will determine one of the following outcomes:

- i. That the candidate's programme of work is approved, in which case the candidate's programme of work is registered with the Research Degrees Board under this schedule; (Generic Institutional Regulations 9 refers)
- ii. That the candidate's programme of work is approved, subject to completing amendments to the assessment report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva. Once amendments have been approved, the candidate's programme of work will be registered with the Research Degrees Board under this schedule (Research Degrees – Generic Institutional Regulations (UPR AS10, section 9 refers));
- iii. That the candidate's registration is not approved, in which case the candidate's enrolment under this schedule will be withdrawn. (Generic regulation 11.3 refers).

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

Second Progress Assessment

The composition of the panel for the Second Progress Assessment is defined in the Research Degrees – Generic Institutional Regulations (UPR AS10, section 11.2 refers).

A candidate intending to undergo a Second Progress Assessment will submit a draft progress report for his/her second progress assessment to the Principal Supervisor within 30 months from the date of enrolment.

The Principal Supervisor or nominee will normally appoint the second progress assessment panel within 34 months from the date of enrolment. The composition of the panel will be approved by the Research Degrees Board before the panel convenes.

The candidate will submit his/her progress report to the panel normally within 34 months from the date of enrolment. The progress report will be no more than 6,000 words, excluding appendices and will include a provisional identification of the likely contribution to knowledge.

The second progress assessment will include a viva or meeting at which all the panel members discuss the progress report with the candidate. The viva or meeting will take place normally no more than 3 weeks after the candidate's submission of their research programme proposal and progress report to the panel.

The panel will assess the suitability of the proposed research programme for the award of DHaSC, in the context of the resources available; the progress achieved by the candidate, which should demonstrate achievement commensurate with the period of enrolment and at least the criteria for the award of MSc by Research; and the potential demonstrated by the candidate to meet the criteria for the award of DHaSC, within the required timescale.

The second progress assessment panel will determine one of the following outcomes of the progress assessment:

- i. That the candidate progress on the doctoral programme.
- ii. That the candidate progress on the doctoral programme, subject to completing amendments to the progression report within 4 weeks of the assessment viva. Written guidance is to be given to the candidate on the day of the assessment viva.
- iii. That the candidate not progress on the doctoral programme.

The panel will give written feedback to the candidate on their decision, normally on the day of the assessment viva.

A candidate who does not submit a progress report within the time periods set out in 5.2 will be deemed to not progress on the doctoral programme.

A candidate who does not progress on the doctoral programme, following the Second Progress Assessment, may exceptionally submit for an MPhil within 66 months from the date of enrolment.

A candidate who has progressed on the doctoral programme, following the Progress Assessment, must submit for an award from within the schedule within 96 months from the date of enrolment.

A candidate who does not submit for an award within the schedule within the required time periods referred to above will have his/her registration withdrawn (UPR AS10, section 11.3 refers).

Length

Except with the prior permission of the Research Degrees Board, the maximum word length for the dissertation (see 6.1) is 80,000 words excluding any footnotes, appendices or bibliography.

Submission and Examination for Final Award

Please go to page 106 for all details pertaining to submission and examination.

Submission and Examination for Final Award

Submission

A Submission is what is given in to the Doctoral College to be sent to your examiners for your final examination. The submission must contain a dissertation which presents and defends a thesis.

All submissions must comply with the requirements that are set out below.

Some schedules also have course specific submission requirements so please ensure that you check your relevant schedule to see if this applies to you.

1. Structure: A submission must contain a written document (hereinafter referred to as the dissertation) that presents and defends a thesis. A thesis is an intellectual position capable of being maintained by argument. A submission may also contain other works or artefacts on which the thesis and its defence are based.

2. Length: Except with prior permission of the Research Degrees Board, the maximum word length for the textual portion can be found in the relevant schedule.

3. Format: Except with the prior permission of the Research Degrees Board, the dissertation will be in A4 format and be submitted in a typed, permanent and legible form.

The title page will give the following information:

- The full title of the submission
- The full name of the author
- The words 'submitted to the University of Hertfordshire in partial fulfilment of the requirement of the degree of...' followed by the name of a degree which may be awarded under this schedule
- The month and year of submission

The submission will contain an abstract, a table of contents, consecutively typed page numbers and a bibliography.

4. Copies: The candidate will ensure that they submit to the Doctoral College Central Office in accordance with the submission procedures outlined on our [HertsHub site](https://herthub.herts.ac.uk). Queries on the format or requirements for submission should be directed to doctoralcollegeexams@herts.ac.uk.

5. Non-Textual Works: Where the submission includes non-textual works the Research Degrees Board will, at the time of making examination arrangements, determine a protocol by which these works will be made accessible to the examiners and archived thereafter.

6. Compliance: The University will have the right to refuse to allow a candidate whose submission does not comply with the requirements of this section to proceed to examination. In such circumstances, the submission process will be deemed not to have taken place.

7. Final Version: After the Viva Voce examination and the examiners' recommendation for the award of the degree, the candidate will submit to the University one pdf copy of the final, approved submission.

The candidate will confirm in writing that the contents of the final, approved version of the submission are identical with the version approved by the examiners.

Examination Outcomes

Following the oral examination, examiners will make a recommendation to the Research Degrees Board. The following recommendations will be available to examiners (examiners may recommend more than one outcome):

1. Pass: The candidate be awarded the degree for which the work was submitted

2. Pass subject to amendments: The examiners may recommend the candidate be awarded any degree within the schedule subject to amendments being made to the submission to the satisfaction of one or more of the examiners within a period not normally exceeding three months (six months pro rata) from the date of the candidate's formal notification in writing by the Research Degrees Board of the changes required by the examiners.

3. Revise and be re-examined: The candidate be permitted to revise the submission and to re-submit for a degree, within the schedule, recommended by the examiners, within a period of one calendar year from the date of the candidate's formal notification in writing by the Research Degrees Board of the outcome of the examination. Re-examination will not include a further viva. After re-examination the available options are: – Pass – Pass subject to amendments – Fail

4. Fail: The candidate not be awarded any degree within the schedule and not be permitted to be re-examined.

Student Support

Ask Herts

[Ask.herts.ac.uk](https://ask.herts.ac.uk) is a wonderful resource for any questions you may have during your time with us. If you can't find what you're looking for – just let them know! AskHerts Hubs are located in the Hutton Hub and the Innovation Centre on the College Lane campus and in the M Block on the de Havilland campus. They provide advice, information and other services.

Herts Mobile

The University's mobile app is a useful tool to have as it includes maps, route finding, room locations and the availability of workstations in the LRCs as well as your Ask Herts questions and answers. Visit mobile.herts.ac.uk for more information.

Doctoral College HertsHub site

Please visit our [Doctoral College HertsHub site](https://doctoralcollege.herts.ac.uk) which has a whole raft of information to help you navigate your way through your research degree, including online copies of your Doctoral College Handbook and access to RSMS.

Student Immigration Team (Advice and Compliance)

The Student Immigration Team (SIT) is responsible for supporting overseas students during their stay in the UK. Before, during and after their studies, the team is available to assist students with advice and support on all aspects of their time in the UK including immigration, employment and personal matters. They can be contacted via email at SITAdvice@herts.ac.uk.

Pastoral support

Support is provided by the Doctoral College, from the Director of the Doctoral College to the Director of Academic Services and Doctoral College Administrators, and by your School from your Research Tutor, Associate Dean (Research) and your supervision team. The Doctoral College Hubs are a good place to start if you want to find out who to contact. The College Lane Hub is in B104 and supports the following areas: Physics, Astronomy and Maths, Engineering and Computer Science, Health and Social Work and Life and Medical Sciences. The second Hub is located on the Ground Floor of the MacLaurin building and supports the following areas: Humanities, Hertfordshire Business School, Creative Arts, Education and Hertfordshire Law School.

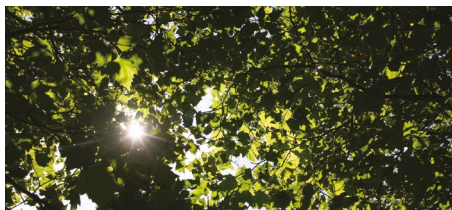
Bullying and Harassment

If you have any concerns regarding bullying and harassment, please visit the Bullying and Harassment section on the [Doctoral College HertsHub page](https://doctoralcollege.herts.ac.uk).

Health and Wellbeing

As a research student, you have an exciting journey ahead but you also face many challenges along the way; the pressure to produce work of a high standard, meeting deadlines as well as the difficulties of balancing your degree against other commitments. We recognise these challenges and are here to offer the additional support you may need.

Student Wellbeing delivers a range of professional, specialist services to support you with emotional, mental health, disability and health related issues. All of the services are delivered by trained and experienced staff. They take a holistic and multi-disciplinary approach to the delivery of their services ensuring that you get the best support possible. They can be found in Hutton Hub on College Lane Campus.



Counselling



Disability



Mental Health



Health Promotion

For further information regarding wellbeing support for research students, please click [**here**](#).

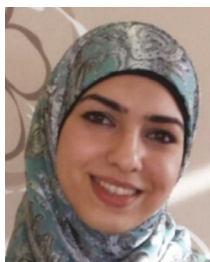
The Doctoral College also organises events throughout the year for you to meet with other researchers and feel part of the community here at University of Hertfordshire.

Student Forum

As a research student representative, you will be a representative for postgraduate research students in your subject area. You will have a key role to play in encouraging fellow students to contribute their views in all aspects of the student experience.

'Whilst I was in my second year of my PhD I was given the opportunity to become a research student representative. I chose to become a rep as I wanted to improve both mine and my fellow students learning experience. The committee meets every quarter, giving the forum for both students and the university to raise issues and highlight social events. My role as a rep is simply to pass information between the university and the students to ensure that both are equally informed. I have enjoyed my time as a research rep and would strongly urge all students to get involved.'

Nathan Counsel, former student rep for Doctoral College and member of the Research Degrees Board



'Being a research student representative has given me many opportunities to develop my skills and enhance my abilities in many ways alongside my research studies. As an international student, this role allows me to practice English language skills with many international as well as native speakers. Also, my communication and management skills have improved while liaising with both tutors and students. Furthermore, attending professional academic meetings and conferences has enriched both my knowledge and my academic experience which will enhance my future opportunities.'

Alaa Al-Sarraf, former student rep for the Doctoral College

If you are interested in becoming a student rep then please contact the Associate Dean (Research) for your school.

Social Events

Throughout the year the Doctoral College organises events bringing junior and senior researchers together to promote a stimulating research environment and cooperation across disciplines. Here are some events that the Doctoral College will be organising over the coming year:

- **Postgraduate Research Student Conference**
- **Doctoral College Christmas Party**
- **Doctoral College Summer BBQ**

'The University promotes a strong cohort identity among its research degree students, within a stimulating and supportive learning environment'

QAA HE Review Report of University of Hertfordshire 2015



Glossary


Annual Monitoring	The process of ensuring your programme of research is adequately supported (see 'Research Student: Points to Note')
Appeals procedures	There are two appeals procedures. The 'Request for the Review of a Progress Assessment Decision – Research Degree Candidates (UPR AS20)' procedure should be used to appeal against the outcome of a progress assessment decision (the progress assessments are the First Progress Assessment and the Second Progress Assessment). The 'Requests for the Review of Examination Decisions – Research Degree Candidates AS16' procedure should be used to appeal against the outcome of a final examination decision. These procedures are available on the Doctoral College HertsHub site
Associate Dean Research	Responsible for the oversight of the admission, enrolment, induction, registration, monitoring, and academic development of all registered degree students in the School
ATAS	Academic Technology Approval Scheme – this is a UK Government system that means some postgraduate students need to get an ATAS clearance certificate before applying for their student visa or extension of stay
Canvas	The University's virtual learning environment
CAS	Confirmation of Acceptance for Studies (CAS) - required if you need to apply for a Student Visa
Complaints procedure	The complaints procedure is followed when a research degree student is not happy about something that is happening during the course of their research degree study. Use the 'Student Complaints UPR SA05', available on the Doctoral College HertsHub site
Conferment	When your degree is 'conferred' upon you, it means that it is awarded to you
Criteria	These tell you exactly what you must achieve in order to be awarded a particular degree – see Criteria for your respective Schedule

Dissertation	A written document which presents and defends a thesis
Enrolment	The process of becoming a student of the University of Hertfordshire
Ethics Committee	Ethics Committees have authority to approve and monitor studies involving human participants
EThOS	Electronic Thesis Online System – a system to search and store electronic submissions
Extension of Registration	Your registration will have an expiry date. If you are unable to submit for final examination by that date, you need to extend your registration. You will pay fees during any period of extension.
First Progress Assessment	This is the first formal assessment. Passing this assessment formally registers your programme of research with the Research Degrees Board
Generic Regulations	'Generic Institutional Regulations' – the regulations that govern all research degrees awarded by the University
Intellectual Property (IP)	Intellectual property (IP) is a legal field that refers to creations of the mind such as musical, literary, and artistic works; inventions; and symbols, names, images, and designs used in commerce, including copyrights, trademarks, patents, and related rights. Under intellectual property law, the holder of one of these abstract "properties" has certain exclusive rights to the creative work, commercial symbol, or invention by which it is covered
LCS	Library and Computing Services
LRC	Learning Resources Centre (you'll find one on the College Lane campus and one on the de Havilland campus)
Phase	A phase of study is 1 year full time, 2 years part time
Principal Supervisor	Your main supervisor
RDB	Research Degrees Board
RDF	Researcher Development Framework
RDP	Researcher Development Programme
REF	Research Excellence Framework

Registration	The process of registering your programme of research. This is not the same as enrolment
RPID	Research Programme Information Document – a course handbook that will give you more information about the degree you are enrolled to do. Most professional doctorate students will have a RPID
RSMS	Research Degree Supervision Management System
Schedule	A schedule gives you the regulations specific to your research degree
Second Progress Assessment	The process of assessing your academic progress against your registered programme of research (see 'Research Student: Points to Note')
Submission	A Submission is what is given in to the Doctoral College to be sent to your examiners for your final examination. The submission must contain a dissertation which presents and defends a thesis
Supervision team	You will have at least two supervisors and one will be your Principal (main) Supervisor
Suspension	Suspending your registration means that you will not be a student of the University for a set period of time. You will not pay fees during a period of suspension as you will not be using any University resources or making any progress on your research
Thesis	An intellectual position capable of being maintained by argument
TurnItIn	TurnItIn is a text matching tool used to develop your academic writing. It is available on your module website on Canvas.
UHRA	University of Hertfordshire Research Archive – the University's repository for electronic research submissions, articles, papers, etc
UPR	University Policies and Regulation
Viva Voce	Part of your final examination – the oral defence of your submission to an examination team

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