



Hull York Medical School

## Regulations for MPhil and PhD by Thesis

<b>Approval Process:</b>	
Committee	Outcome/Date of approval
Postgraduate Research Board	
HYMS Quality Committee	
HYMS Board of Studies	
HYMS Joint Senate Committee	10 <sup>th</sup> October 2013
<b>To be implemented from:</b>	<b>1<sup>st</sup> November 2013</b>
<b>Transferred to HYMS template February 2014; content unchanged.</b>	
Next due for review:	2015-16, or as required
Responsibility to update:	Chair of Postgraduate Research Board

<b>Publication:</b>	
Location	Date
HYMS website	25 <sup>th</sup> February 2014
K:drive	25 <sup>th</sup> February 2014

To obtain these Regulations in an alternative format:  
Contact the HYMS Quality Officer.

The following regulations apply to all higher degrees classified as MPhil and PhD by Thesis.

## **1. Qualification for admission to the degrees**

- 1.1. To be admitted to undertake the degrees of Master of Philosophy or Doctor of Philosophy a candidate shall:
  - 1.1.1. have been admitted to the degree of Bachelor or to the degree of Master of either the University of Hull or the University of York or to the corresponding degree in another university approved by the HYMS Joint Senate Committee (HJSC) for this purpose or have achieved a comparable qualification as approved by the HYMS Joint Senate Committee;
  - 1.1.2. have satisfied such additional entry requirements as may be approved by the HYMS Board of Studies from time-to-time;
  - 1.1.3. if not a native speaker, be able to speak, understand and write in English with an IELTS or equivalent score of not less than 7.0, with at least 5.5 in each of the four elements. For certain programmes, it may be necessary to stipulate additional language proficiencies. In such cases these will be agreed as part of the programme approval and published as a requirement of admission to the course.

## **2. Application and admission**

- 2.1. Application and admission to the degrees shall be in accordance with the *HYMS Code of Practice on Postgraduate Admissions for HYMS programmes governed jointly by the University of Hull and the University of York*.

## **3. Standards and criteria**

- 3.1. The degree of MPhil shall be awarded to a candidate who has undertaken a programme of independent research, involving a critical appreciation of the field of study and the background relevant to the work. The candidate must be able to demonstrate originality in the application of knowledge. The research will be presented in a thesis, and defended in a viva voce to the examiners' satisfaction unless a student presents a case for there to be no viva, and the examiners and Board of Studies agree.
- 3.2. The degree of PhD shall be awarded to a candidate who has undertaken a substantial programme of independent research, leading to an original contribution to the advancement of knowledge and its interpretation, and involving a critical appreciation of the field of study and the background relevant to the work. The candidate must be able to demonstrate the creation and interpretation of new knowledge. The research will be presented in a thesis and defended in a viva voce to the satisfaction of the examiners.

- 3.3. The candidate shall present the results of the research in a submission, embodying a thesis of not more than 70,000 words for an MPhil, 100,000 words for a PhD, presented and defended in a clear and scholarly manner.
- 3.4. 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. The thesis shall conform to the HYMS guidelines on thesis presentation.
- 3.5. The candidate also has to achieve the required number of credits in the HYMS Postgraduate Training Scheme: 40 credits for an MPhil and 60 credits for a PhD.

#### **4. Confirmation of registration**

- 4.1. Registration as a PhD or MPhil candidate will be confirmed only after the candidate has prepared a report and defended it in a confirmation viva, normally as part of a Major Thesis Advisory Panel (TAP) meeting. For full-time PhD candidates, the confirmation viva will normally be held fifteen months after initial registration (30 months for part-time candidates). For full-time MPhil candidates, the confirmation viva will normally be held nine months after initial registration (18 months for part-time candidates).
- 4.2. The TAP will assess the candidate's progress through the report and viva and has the following options:
  - 4.2.1 To recommend confirmation of registration.
  - 4.2.2 To require that the report is revised for reassessment within a time period of between three and six months as appropriate and as agreed with the candidate and supervisor.
  - 4.2.3 To recommend that the candidature is terminated.
- 4.3. In exceptional circumstances, candidates for the degree of MPhil may be considered for transfer to candidature for the degree of PhD, subject to approval from the HYMS Postgraduate Research Board which must be satisfied with the arrangements for the extended work.

#### **5. Duration of period of study**

- 5.1. For the degree of MPhil the prescribed period of study, training and supervision shall extend over a period of either:
  - 5.1.1 two years as a full-time student or
  - 5.1.2 four years as a part-time student.

- 5.2. For the degree of PhD the prescribed period of study, training and supervision shall extend over a period of either:
- 5.2.1 three years as a full-time student or
  - 5.2.2 six years as a part-time student.
- 5.3. The prescribed period of study can be altered, on application to the HYMS Board of Studies in exceptional circumstances (such as in response to the requirements of the Research Councils) provided that it will be possible to fulfil the standards and criteria detailed in section 3. An extended period of study will require the payment of tuition fees at the rate set for that year. There will normally be no rebate for early submission.
- 5.4. Any period of intercalation (leave of absence / suspension of registration) granted shall be disregarded in determining the prescribed period of study under paragraphs 5.1 and 5.2 above.
- 5.5. A research student who teaches in either University for not more than six hours per week shall not for that reason be debarred from being considered as a full-time student for the purposes of this Regulation.

## **6. Reduction in period of study**

- 6.1. Subject to the approval of the HYMS Board of Studies, on the recommendation of the Chair of the Postgraduate Research Board, the supervisor, Thesis Advisory Panel and Head of Centre, a candidate may be permitted to count towards the period of study and research required by section 5 up to one year spent in full-time research at another institution approved by the HYMS Board of Studies for this purpose, provided this work has not already been counted towards another qualification.

## **7. Permitted duration for the completion of the training credits and thesis including writing up periods and extensions**

- 7.1. The normal periods of initial registration shall be as detailed in section 5.
- 7.2. A qualification shall not be awarded to a candidate who fails to complete training credits and the thesis for examination by the fifth anniversary for full-time and sixth for part-time of initial registration for the degree for an MPhil and within six years, six months of initial registration for a full-time PhD and eight years, six months for a part-time PhD.
- 7.3. The maximum permitted durations detailed under paragraph 7.2 include a writing up period of 12 months for full-time and part-time MPhil and full-time PhD, and 24 months for part-time PhD. Candidates taking a writing up period shall be liable to pay a fee as prescribed by the HYMS Joint Senate Committee and in force at the beginning of the writing up period and must inform HYMS three months prior to

taking the writing up period per the instructions in the postgraduate research student handbook.

- 7.4. In exceptional cases and on the recommendation of the Thesis Advisory Panel, a candidate who has made inadequate progress may apply to the Postgraduate Research Board for an extension through the process detailed in the postgraduate research handbook.
- 7.5. If a candidate wishes to apply for an extension, they must do so by the end of the prescribed period of study detailed in section 5 or exceptionally within two years, nine months of commencing the MPhil if full-time and three years, nine months if part-time, or within four years of commencing the PhD if full-time and six years if part-time.
- 7.6. Extensions are not guaranteed. Any grant of extension under paragraph 7.5 shall be made subject to the maximum permitted duration for the degree given in paragraph 7.3 above and any additional criteria agreed by the HYMS Board of Studies and published in the postgraduate research student handbook.
- 7.7. Candidates granted an extension shall be liable to pay an extension fee as prescribed by the HYMS Joint Senate Committee and in force at the time the extension is granted.
- 7.8. A candidate shall be entitled to remission of the extension fee applicable to the year in which the thesis is submitted according to the following scale:
  - 7.8.1 Full-time
    - Rebate for submission before three months: 100%
    - Rebate for submission before six months: 50%
    - Rebate for submission before nine months: 25%
    - Rebate for submission before twelve months: 0
  - 7.8.2 Part-time
    - Rebate for submission within six months: 100%
    - Rebate for submission before nine months: 50%
    - Rebate for submission before twelve months: 0
- 7.9. A candidate shall be barred from submitting the thesis unless all fees due under paragraph 7.3 and/or 7.8 have been paid.

## **8. Repeating the degree if award not made**

- 8.1. If the award of MPhil or PhD is not made, a candidate shall not be permitted to register for the degree for a second time other than with the approval of the HYMS Board of Studies. Approval shall only be granted where the candidate has demonstrated significant medical or exceptional personal circumstances affecting the period which is sought to be repeated.

## **9. Postgraduate Training Scheme**

- 9.1. All candidates shall register for and achieve a minimum of 40 credits for an MPhil and 60 credits for a PhD from modules designated as part of the Postgraduate Training Schemes (PGTS).
- 9.2. The requirement in paragraph 9.1 may be in part be satisfied by the accreditation of a maximum of 20 credits for an MPhil and 40 credits for a PhD achieved by prior learning. Any application for such accreditation shall be subject to the approval of two appropriately qualified (normally subject specialist) academic members of staff with delegated authority from the Postgraduate Research Board.

## **10. Supervision**

- 10.1. Supervision of the candidate's thesis shall be conducted in accordance with the *HYMS Code of Practice on Postgraduate Research Degrees*.
- 10.2. Candidates registered full-time should meet with their supervisor no less than nine times, and part-time candidates no less than six times per year. Before the candidate begins the course, HYMS shall be satisfied that the candidate is able to do this and has adequate facilities to pursue the research, in accordance with the *HYMS Code of Practice on Postgraduate Admissions*.
- 10.3. Where applicable, the supervisor shall have access to the laboratory in which the candidate's research is being pursued in order to examine the candidate's experimental work and facilities.
- 10.4. A Thesis Advisory Panel will also be appointed.

## **11. Evidence of satisfactory academic progress**

- 11.1. A system for monitoring the progress of a candidate shall be in place in accordance with criteria prescribed by the HYMS Board of Studies.
- 11.2. HYMS may define specific criteria and procedures through which candidates will be required to demonstrate satisfactory progress throughout the prescribed period of study, provided that such criteria and process shall be provided to candidates in writing no later than the commencement of their prescribed period of study. Criteria and procedures shall be subject to the approval of the Thesis Advisory Panel and the HYMS Board of Studies.
- 11.3. A candidate's prescribed period of study may be terminated on the ground of unsatisfactory progress or unauthorised absence as measured against criteria established in the *HYMS Code of Practice on Termination of Research Degree Programmes*.

## **12. Method of examination**

- 12.1. The candidate shall be examined by means of:
- 12.1.1. A thesis on a subject selected by the candidate and approved by the Thesis Advisory Panel; such a thesis to be the result of original research and to show an awareness of the relationship of the research to a wider field of knowledge. A candidate may not submit as a thesis the work for which credits or a qualification of either University or any other institution have been conferred, but shall not be precluded from incorporating such work in a submission which covers a wider, or the current submission.
  - 12.1.2. A viva voce (oral) examination.
  - 12.1.3. An assessment of any additional studies prescribed by the HYMS Postgraduate Research Board and notified in writing.
  - 12.1.4. The supervisor shall be entitled to attend but not participate in the oral examination with the agreement of the examiners and the candidate.
  - 12.1.5. The examination shall be chaired by a member of academic staff appointed by the Postgraduate Research Board in accordance with the *HYMS Code of Practice: Chairing Viva Voce Examinations for research degrees by Thesis/ Published work*.
  - 12.1.6. Examination of the thesis shall normally take place within three months of the date of submission.

### **13. Submission of the thesis**

- 13.1. A candidate shall give not less than three months' notice of the expected date of submission of the thesis to the HYMS Postgraduate Research Board and shall, at the same time, confirm the precise title of the thesis along with an abbreviated title that shall not exceed six words. Once submitted to the examiner, the thesis cannot be recalled.
- 13.2. The candidate shall be responsible for ensuring that two copies of the thesis are received by HYMS in accordance with the schedules detailed as appropriate in regulation 5 above. Where a candidate fails to submit the thesis by the appropriate deadline, the programme of study shall be deemed terminated without the requirement for examination of the thesis.
- 13.3. Submission shall be in such format as prescribed, from time-to-time, by the HYMS Board of Studies, and subject to the payment of such fees as prescribed by the HYMS Joint Senate Committee.
- 13.4. A candidate shall be barred from submitting the thesis unless the conditions of section 8 on the HYMS Postgraduate Training Scheme have been satisfied.

- 13.5. In addition to the thesis, the candidate shall submit two copies of a summary of the thesis, which shall not exceed 300 words, and shall be in such format as prescribed, from time-to-time, by the HYMS Postgraduate Research Board.
- 13.6. The thesis may not exceed 70,000 words for an MPhil and 100,000 words for a PhD, including footnotes, appendices and tables, except with the express permission of the HYMS Board of Studies. Applications to exceed the word limit shall be subject to the recommendation of the candidate's supervisor, the Thesis Advisory Panel and the Chair of the Postgraduate Research Board. Applications shall be made no later than the giving of notice set out in paragraph 13.1.

#### **14. Appointment of examiners**

- 14.1. The examination shall be conducted by two examiners, at least one of whom shall be an external examiner. Appointment of examiners is made by the HYMS Joint Senate Committee, on the recommendation of the Postgraduate Research Board and Board of Studies. Honorary members of staff of HYMS, and academic members of staff employed by either the University of Hull or the University of York are not permitted to serve as external examiners.
- 14.2. Any candidate who has been a member of staff of either the University of Hull or University of York including members of HYMS honorary staff in the period from the acceptance of an offer to study for the HYMS degree to the date on which the thesis is submitted must normally be examined by two external examiners. Exemption from this requirement may only be made following a specific recommendation from the HYMS Postgraduate Research Board to Board of Studies and Joint Senate Committee demonstrating that there is no conflict of interest in nominating the proposed internal examiner.
- 14.3. The internal examiner shall not be the candidate's supervisor, nor a member of the Thesis Advisory Panel.

#### **15. Examiners' recommendations**

- 15.1. The examiners may make one of the following recommendations:
  - 15.1.1. that the candidate be awarded the degree of Master of Philosophy or Doctor of Philosophy as appropriate.
  - 15.1.2. that the candidate be awarded the degree of Master of Philosophy or Doctor of Philosophy subject to corrections being made to the thesis to the satisfaction of the internal examiner within three months of the date of being informed of the decision of the examiners. The term 'corrections' refers to typographical errors, occasional stylistic or grammatical flaws, corrections to references etc.
  - 15.1.3. that the candidate be awarded the degree of Master of Philosophy or Doctor of Philosophy subject to amendments but with no further



research undertaken. The term 'amendments' refers to certain changes of substance in a specific element or elements of the thesis specified by the examiners. These shall not involve a revision of the whole thesis or of a major proportion of it. The changes must be made to the thesis to the satisfaction of both examiners within six months of the date of being informed of the decision of the examiners.

- 15.1.4. that the thesis be referred for resubmission following further research after a period of not more than twelve nor less than three months for the degree of Master of Philosophy or Doctor of Philosophy. It shall normally be re-examined by the original examiners who may require another oral examination.
- 15.1.5. that the thesis is not of the required standard for the award of the degree of Doctor of Philosophy, but the candidate be awarded if the candidate so wishes, the degree of Master of Philosophy.
- 15.1.6. that the thesis is not of the required standard, but if they wish, candidates may be awarded the degree of Master of Philosophy, subject to minor corrections which shall be made to the decision of the examiners.
- 15.1.7. that the thesis is not of the required standard and no award be made to the candidate.

## **16. Resubmission**

- 16.1. Where a candidate is permitted to submit on one further occasion in accordance with regulation 15.1.3 and 15.1.4 the candidate shall be responsible for ensuring that two copies of the thesis are received by the HYMS Postgraduate Research Board in accordance with the deadline agreed under regulations 15.1.3 and 15.1.4.
- 16.2. The manner of resubmission shall be as required for first submission by regulation 13, save that resubmission shall be subject to the payment of such resubmission fee as prescribed by HYMS Joint Senate Committee and in force at the time of resubmission.
- 16.3. Where a candidate fails to submit the thesis by the deadline specified in regulations 15.1.3 and 15.1.4 the programme of study shall be deemed terminated without the requirement for examination of the thesis.
- 16.4. A candidate whose thesis is not of the required standard at either at first or second attempt shall be entitled to receive a written statement from the examiners of the way in which the work falls short of the requirements to pass.

## **17. Resubmission for PhD following award of a Master's**

17.1. A candidate who has been awarded a Master's degree or a diploma under regulation 15 shall not again submit a thesis for the PhD unless it is on a subject that is significantly different from that of the previous thesis.

**18. Notifications of results and transcripts**

18.1. All candidates shall be entitled to an official acknowledgement on completion provided they are not in debt to either University.