UNIVERSITY OF BEDFORDSHIRE

ACADEMIC REGULATIONS

SECTION 4: REGULATIONS FOR RESEARCH DEGREES

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- 1.3 Academic Regulations and programme specifications in force when a student registers will normally apply to that student until completion of the programme. Academic Policies are subject to regular review and updated versions apply irrespective of the year of a student's registration.
- 1.4 Deviations from the regulatory framework may be considered in exceptional circumstances.
- 1.5 All stakeholders must comply with other University Regulations and policies.
- 11.8 – Supervision meeting frequency changed from weekly to regular.
- Addition of Regulation 12.3 to the Ethics Policy section 12.
- 14.2 Removal of mention that supervisory engagement will take place at the University.
- Substantial changes to Section 20 Interruptions and extensions of studies to remove process and policy and align with the governance of Interruptions and extensions of studies.
- 25.8 – Regulation changed to Examiners have the right to make comments in confidence to the university in a separate report. Such comments should not be concerned with the performance of the student but may cover, for example, matters which they wish to draw to the attention of the RDC or RGS.
- 25.10 – Regulation amended to remove supervisor from contact with examiners as there is no possible oversight of this and academic colleagues are likely to converse during the examination period. The key, mandatory element is that the candidate must not have any contact with their examiners.
- 26.9 – changes made regarding participation of supervisor in viva.
- 26.11 - amended due to reference of process and to align the University with the 2010 Equality Act and reasonable adjustments.
- 26.18 – amended to make clear that examination deadlines are subject to approved and confirmed Interruptions and extensions.

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Definitions

Full title	Acronym	Definition
Academic Progress Panel	APP	The Academic Progress Panel is convened if a student or supervisor(s) have concerns about progress, to discuss the issues and agree a way forward. APPs are supportive, developmental and designed to help ensure that there is a clear, recorded plan of study for successful continuation and completion.
Candidate		The Candidate is how a PGR student is referred to when they move to the final examination or viva voce stage.
Director of Studies	DS	First or primary supervisor

Quality Assurance Agency for Higher Education	QAA	The Quality Assurance Agency for Higher Education (QAA) is an independent charity working to benefit students and higher education, and one of the world's experts in quality assurance. We are trusted by higher education providers and regulatory bodies to maintain and enhance quality and standards. We work with governments, agencies and institutions globally to benefit UK higher education and its international reputation.
Research Degrees Committee	RDC	The Research Degrees Committee has oversight of research governance matters across the University, to promote best practice and encourage consistency in matters of research governance across the University, monitor compliance with University policies and procedures relating to research governance and external regulatory requirements, to oversee the development of policies and procedures relating to research governance, to ensure that the University continues to comply with relevant regulatory requirements
Research Graduate School	RGS	The Research Graduate School offers the operational advice and regulatory framework for PGR students, supervisors, professional support colleagues and external stakeholders.

1.4

Professional Doctorate:
Doctor of Osteopathy
Doctor of Professional Practice in:
Leadership in Leader3hildren’s &se in:

10.1 Students, who are members of staff of the University of Bedfordshire, or a Partner Institution, are subject to additional regulations codified in the Policy on Staff PGR Policy.

11. Supervision and associated record-keeping

11.1 The Research Institute Director or their designated nominee will appoint the supervisory team for individual students when an offer is made on the basis of the requirements set out in this section and in consultation with the Head(s) of School or line manager(s) of the staff concerned.

11.2 All research degree students will have at least two supervisors who are members of the University's academic staff. A student should not normally have more than three supervisors.

11.3 In case of a member of the supervisory team (Director of Studies or second supervisor) leaving the University, and in agreement with the student, he/she may be appointed as an additional supervisor to provide continuity to supervision. They will not be permitted to be employed as a Director of Studies or second supervisor.

11.4 Directors of Study must hold the minimum of a fractional appointment of 0.2 FTE with the University. Second supervisors should normally hold the minimum of a fractional appointment of 0.2 FTE with the University; other arrangements will be reviewed on a case-by-case basis.

11.5 One supervisor will be designated as the Director of Studies. This supervisor will be the first point of contact for the student and lead the regular supervision process.

11.6 At least one supervisor will have experience of supervising students to the successful completion of a research degree at the level at which the student is studying.

11.7 Members of a supervisory team are normally expected to have attained a research degree at the same or a higher level than the level at which the student is being assessed.

11.8 The Director of Studies and/or another supervisor will have meetings with the student on a regular and frequent basis, as defined by University policy determined by the RDC. In the absence of the Director of Studies, the second supervisor will ensure supervisory meetings occur on a regular and frequent basis.

11.9 Records of engagement between the student and the Director of Studies, or u (dof S.7 (ur)0.7

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complete the approved research may, at any time prior to the submission of the thesis for examination and within their maximum registration period, apply for their registration to be changed to that of the degree of MPhil.

17. Application to transfer from MPhil only to PhD registration

17.1 Exceptionally, with the support of the supervisory team and the Director of the Research Institute or their designated nominee, a student initially registered for the degree of MPhil only, may apply to transfer his or her registration to PhD. For full-time students, such an application should be made no less than 12 months after the date of initial registration and no more than 18 months after the same date. For part-time students the application may be made between 18 and 27 months following the date of the initial registration.

17.2 The process of approving such a transfer enables the student to progress to Part 2 of their studies.

18. Student progress monitoring

18.1 An annual monitoring process will be used to review the progress of each research student.

18.2 Academic Progress Panels (APPs) may be undertaken at the request of the supervisory team, the student, or the RGS, in line with agreed University Policy.

19. Programme of related studies

19.1 A student may be required to follow a programme of related studies, as determined through the training needs analysis, for the attainment of competence in research methods or of knowledge related to the subject of the thesis or portfolio.

19.2 The supervisory team and student must ident iy

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20.2 An interruption may be requested in the case of mitigating circumstances. The reasons could include: illness, paternal/adoption leave, personal and family reasons, financial hardship, internships not directly related to the research project, and major restructuring of a department or research group. It should be noted that these reasons are not exhaustive, and Research Institutes may grant interruptions for other reasons they consider acceptable.

20.3 Interruptions will not normally be permitted based on a change of research topic, lack of progress, fieldwork or time spent training or in an industry where this does not form part of the research programme.

20.4 Submission deadlines are adjusted accordingly for approved interruptions. Students should remain aware of, and adhere to, the maximum period of registration for their period.

20.5 The student's registration is suspended for the duration of the approved interruption period, however they will retain limited access to University resources such as email but not supervision.

20.6 The maximum period of interruption that can be applied for the duration of the student's research programme, which is considered to be until completion and ratification of award, is 12 months. This can be applied for at different points in the student journey but must accumulate to 12 months in total. Exceptionally, a further 12 months of interruption may be approved during the research programme. The application and evidence approval must be sought from the Research Institute Director and the Pro-Vice Chancellor (Research and Innovation).

20.7 Retrospective interruptions and requests for extensions are not allowed. An interruption of studies will not be granted retrospectively, unless there are valid and overriding reasons that prevented the student from applying at the time.

20.8 Students may apply for parental leave, as described in the relevant policy and this does not count towards their maximum period of allowed interruption.

20.9 Students may return from the interruption, either an approved IoS or parental leave, before the interruption end date.

20.10 It is the student's responsibility to return from interruption on or before the interruption end date. If the student does not return from interruption or contact the RGS to apply for another period of interruption before the interruption end date the RDC will terminate their registration as per section 22.

20.11 If a student has experienced issues that have prevented progression to a key milestone deadline but want to continue their research programme they should submit a fully completed extension request form. An extension request requires supervisory and Research Institute Director support before submission.

20.12 Applications for extensions must be accompanied by a plan of work which will demonstrate the student's awareness of the need to complete the work within the time allocated and commitment to doing so.

20.13 Extensions should not exceed 12 months in total; further extensions may be

applied for under exceptional circumstances.

20.14 Students with an agreed extension have the right of access to supervision and University facilities.

21. Withdrawal from studies

21.1 Students wishing to withdraw must inform the University using procedures published by the Registry / Research Graduate School.

22. Termination of registration

22.1 The registration of a student can be terminated where:

i. academic progress is unsatisfactory;
ii. recommended on the basis of a student's breach of financial standing and/ or visa requirements;
iii. recommended under the University's policies relating to research misconduct, student misconduct or academic offences;
iv. a student fails to return from an interruption on the interruption end date;
v. a student fails to re-register at the beginning of each academic year;
vi. a student fails to submit his/her thesis/portfolio before the maximum period of registration.

23. The thesis

23.1 A student's thesis must embody the results of the research conducted during the approved period of registration at the University.

23.2 The students must submit their research data management plan within their thesis.

23.3 The student should ensure that the thesis conforms to the format as outlined in the University 'Style Guide, Requirements and Procedure for Thesis Submission'. When submitted, all students must also submit their data on an encrypted USB. This will be retained until after the award is confirmed and will not form part of the archived submission.

23.4 The student may submit a thesis for examination only after the minimum registration period has passed and Body /MCID 60 BDC [The s)-1.8 rietatw4 f7 (cd)-1 (od o (m

extended word length up to 100,000 words (Level 8) or up to 40,000 MA by Research or MSc by Research (Level 7). This can be agreed by the RID

26.17 Candidates who do not submit their corrections and amendments by the deadline, subject to approved and confirmed extensions or interruptions of study, will have the examiners decide the outcome on the basis of the original thesis submission and viva.

26.18 Where corrections and amendments are not completed to the

hold a specified professional qualification and/or to have completed a specified period of professional practice in the field of the award.

Supervision

32.6 One of the supervisors shall normally be an appropriately qualified or experienced individual in the area of practice of the professional doctorate.

32.7 The supervisory team and student must identify the approved research topic at the point designated in the Programme Approval Document and record this in the supervision record.

Directed Studies and Research Study

32.8 Directed studies provide preparation for the research study and summative assessments of the programme (PP1, PP2 and the final thesis submission). Directed studies may include, but are not limited to, the following: taught modules, a series of participative workshops or similar, specified research-informed professional practice in the field of the doctorate, a publishable systematic literature review, a pilot study or similar preparatory work. The programme of directed studies for each professional doctorate programme will be detailed in the Programme Approval Document.

32.9 The research study will relate to an area of professional practice pertinent to the field of the professional doctorate programme and will meet the UK requirements for a doctoral award.

32.10 If a professional doctorate programme offers the possibility of an exit award at a lower level, the requirements for this award shall be detailed in the Programme Approval Document.

32.11 If a professional doctorate has a Programme of Directed Studies in the form of a taught stage units these are graded on a pass/fail basis only. Students must submit their assignments as specified in the assignment brief. Failure to submit by the published deadline will be classed as a non-submission. Students who submit all elements of assessment but do not successfully complete the taught stage unit have a further opportunity to pass the unit by undertaking a referral of any failed element of assessment at the next opportunity. Students who do not pass the taught stage unit at this point will be withdrawn from the professional doctorate programme.

Progression Points

32.12 Successful completion of the Programme of Directed Studies is required before undertaking the research study and submitting summative assessments (PP1, PP2 and the final thesis) and at any earlier date set in the Programme Approval Document.

- Details of where and when the research upon which the listed works were

33.13 A student will be examined by a minimum of two external examiners. Where the research topic is interdisciplinary, external examiners must be appointed, to represent each discipline or the interdisciplinary nature of the work.

33.14 An independent Chair will be appointed by the RGS to oversee examinations. Normally, the Chair should be an experienced academic with a track record of successful completions and examinations of a research degree. Those looking to be appointed as Chairs should undertake the Viva Chair training session. The role of the Chair is to coordinate the process and ensure that it is carried out fairly and in accordance with University PGR regulations. Therefore, the Chair should be well versed in the University PGR regulations and be prepared to enforce these in a professional and co4.661 0 Td[ap,g (c)-1.7 s)-1.7]TJ/TT1 1 Tf1.113 0 Td(3

33.22 The outcomes available to the Postgraduate Research Examination Board on conclusion of a re-examination are:

a) that the student be awarded the degree for which he or she was registered (possibly subject to minor corrections to be completed within a period of one month);

b) that the student be not awarded the degree and be not permitted to be re- examined.

34. Regulations specific to the award of Higher Doctorates

Accountability

34.1 University regulations and procedures for Higher Doctorates recognise that there is the potential for a conflict of interest between applicants and the Research Institutes in which they are likely to be active.

Awards

34.2 The University may confer an award of Doctor of Laws (LLD), Doctor of Letters (DLitt) or Doctor of Science (DSc) upon a candidate who is adjudged to have distinguished him/herself through published contributions to a field of study. A student must demonstrate:

a) Contributions of originality and merit in the field;

b) Sustained and substantial contributions to the advancement of knowledge, over a number of years;

c) Seminal publications which have led to extensions or the development of knowledge by others; and

d) Authoritative standing in the field of study.

Eligibility

34.3 Applicants should be either:

a) a graduate of the University of not less than six years standing; or

b) a member of the academic staff who has completed a minimum of three years' full or part-time service; or

c) a member of staff of a recognised collaborative partner for taught or research provision where the partnership has been in operation for five years and the applicant has at least three years' full or part-time service.

34.4 Normally, applicants must have a minimum of ten years research experience at post- doctoral level.

Admission

34.5 A written application for admission must be submitted to the RDC, via the RGS.

34.6 An applicant is required to establish a prima facie case that s/he possesses an appropriate body of work and sufficient standing in the field of study in relation to the criteria for awards.

34.7 The application must include the following, in English:

a) Evidence of eligibility (section 4);
b) Proposed title;
c) Identification of the intended award (LLD, DLitt or DSc);
d) A curriculum vitae;
e) A numbered publications list, indicating which of the listed publications the applicant plans to submit for the Higher Doctorate assessment (see section 34.12 for the minimum and maximum number of publications to be examined);
f) Details of where and when the research was undertaken, upon which the listed publications were based;
g) A statement as to whether or not the work or any part thereof has been submitted, successfully or unsuccessfully, for a degree of this type, at this or any other University;
h) A statement describing any previous submission of a listed publication for a degree at this or any other university;
i) For publications that the applicant intends to submit for the Higher Doctorate assessment (see point e above) a statement of the applicant's contribution to the research upon which these publications were based, and in the case of jointly authored publications, a declaration of the applicant's contribution to authorship. Note: the University reserves the right to consult with any of the co-authors or collaborators in respect of this declaration;
j) An outline description (approximately 2,000 words), with reference to specific publications and items on the curriculum vitae, indicating how the applicant's body of work and professional standing fulfils the requirements for the award (section).
k) A sample of published works from the list the applicant plans to submit for the Higher Doctorate assessment (see point e above). The sample should include at least four and no more than ten key publications that are highlighted in the outline description. An electronic copy of each sample publication is preferred, but two paper copies may be provided instead.

Supervision

34.11 Given the evident standing of the applicant, the appointment of a Director of Studies is not appropriate. However, at the request of the student, the University may appoint an experienced academic to act as a critical friend in the preparation of the Portfolio.

The portfolio

34.12 The portfolio (three paper copies and one electronic copy) shall comprise:

a) Title page including: title for the submission, the degree for which it is submitted, the student's full name, prior degrees with awarding universities and dates of awards.

b) An abstract, not normally exceeding 300 words, summarising the contribution to knowledge represented by the published works.

c) A list of the publications submitted for assessment - at least four and no more than 50 publications, at least 75% of which should meet the criteria for submission to the UK's Research Excellence Framework.

d) A statement of the authorship (including contributions to joint authorship) of the submitted publications, and the extent of the student's contribution to the work underpinning the submitted publications.

e) A statement describing where and when the underpinning work was undertaken.

f) A statement describing any previous submission of the publications for a degree at this or any other university.

g) A curriculum vitae demonstrating the student's standing in the field.

h) A detailed critical appraisal (5000 words maximum) that through reference to selected publications and other achievements clearly demonstrates how the student meets the criteria for the award.

i) The publications listed in c) above

34.13 The portfolio must conform to the format as outlined in the University 'Style Guide, Requirements and Procedure for Thesis Submission'.

34.14 The portfolio may include creative work forming, as a point of origin or reference, a significant part of the intellectual enquiry. The creative work must be clearly presented in relation to the argument of the commentary. The portfolio must include some permanent record of the creative work, where practicable, bound with the commentary.

34.15 The portfolio must be presented in the English language.

Appointment of assessors

34.16 The portfolio will be assessed by a minimum of three assessors, at least two of whom will be external to the University and at least one of whom will be based outside the UK unless the RDC is satisfied that no suitable external assessor with the necessary expertise and/or independence can be appointed.

34.17 The assessors must have a significant knowledge of research in the field of the student's portfolio, as a researcher, commissioner of research or policy-maker.

Only people of seniority and experience, who are able to command authority within the field of research, will be appointed as assessors.

34.18 Each assessor must have experience of examining doctoral degree student s; normally three or more previous examinations at Doctoral level. At least one assessor should have experience of evaluating post-doctoral research (e.g. as a Research Effectiveness Framework reviewer or equivalent, a member of a research funding award panel, or prior experience of assessing a higher doctorate).

34.19 The RDC will consider recommendations for assessors from the Research Institute or senior faculty staff and ensure their independence from the student.

34.20 An independent Chair will be appointed by the Research Graduate School to assist the assessors and ensure that the assessment process is conducted fairly and in accordance with the University's regulations and procedures. The Chair is not an assessor and does not receive a copy of the portfolio. The Chair and the assessors are constituted as a Postgraduate Research Examination Board.

34.21 Once the assessors have been appointed there must not, for the duration of the assessment process, be any direct contact between the examiners and the student on matters relating to the portfolio or the assessment. Any questions relating to the portfolio or the assessment must be addressed through the RGS.

34.22 In any instance where the RDC is made aware of a failure to comply with the procedures of the assessment process to the detriment of the student, it may, at a full meeting of the committee, declare the assessment null and void and may appoint new assessors. All involved parties must be informed of the circumstances and where appropriate be provided with the opportunity to respond.

Assessment

34.23 Each assessor must consider whether the portfolio satisfies the requirements for the degree and submit an independent recommendation and brief report to the Chair, via the RGS. The recommendation will be either:

a) The Higher Doctorate be awarded for the portfolio submitted; or
b) No degree be awarded.

34.24 The Chair will review the independent recommendations and reports and verify compliance with University regulations and processes.

34.25 If the assessors' recommendations are unanimous, the Chair will make the appropriate recommendation to the University's Professorial Promotions Panel with a brief supporting statement.

34.26 If the assessors' recommendations are not unanimous, each will be furnished with the recommendations and brief reports of the others and the Chair will lead a discussion that aims to achieve a consensus recommendation.

34.27 If after discussion, facilitated by the Chair, a consensus is not reached, the Chair will make a report and recommendation to the Professorial Promotions

Panel. The Chair may recommend that the decision of the majority of assessors is accepted or that the case for the award is not unequivocally made.

34.28 Where the decision is that no degree be awarded, the student may reapply to be accepted as a higher doctorate student on one further occasion, after a minimum of three years has elapsed since the submission for assessment of the first portfolio.

34.29 The outcomes will be reported to Academic Board in the same manner as professorial appointments.