Research Degree Regulations

Research Degrees Committee
Revised July 2023

Further information and advice on any aspect of these regulations is available from the Doctoral School, Research and Innovation Services, exts. 2045/4047/4053.

Contents

R1   Principles

R1.1   Award titles

Sheffield Hallam University ('the University') will award research degrees to enrolled candidates who successfully complete approved programmes of supervised research, leading to conferment of the following awards:

- Doctor of Philosophy (PhD)
- Doctor of Business Administration (DBA) – also awarded in conjunction with Zagreb School of Economics and Management (ZSEM), and Munich Business School (MBS)
- Doctor of Education (EdD)
- Doctor of Professional Studies (DProf)
- Master of Philosophy (MPhil)
- Master of English by Research (MAbyRes English)
- Master of History by Research (MAbyRes History)
- Master of Laws by Research (LLM)

Master of Professional Studies (MProf) awards may also be awarded where candidates on Professional Doctorate programmes either choose to submit for MProf as an exit award, or do not meet doctoral criteria at final assessment.

R1.2   Comparability of academic standards

The University will ensure that its research degrees are comparable in standard with those conferred throughout the higher education sector in the United Kingdom. The university aligns its quality and standards for research degree awards with the UK Quality Code for Higher Education, and the level 7 Masters' and level 8 Doctoral descriptors as outlined in the 'Framework for HE Qualifications of UK degree-awarding bodies. Professional doctorate programmes delivered at partner institutions in Europe will align with the principles of the Bologna process.

R1.3   General requirements for research degree study

Programmes of research may be proposed in any field of research study, which sits within the university's portfolio of research expertise, provided that:

a)   candidates meet the University's academic standards.
b)   candidates are trained and supported within an environment which is supportive of research.
c)   the proposed programme is capable of leading to scholarly research, and is presented for assessment, by appropriate examiners, in the form of a written thesis. This may be supplemented by material in other than written form in practice-based disciplines. All proposed research programmes will be approved on their academic merits, and without reference to the concerns or interests of any associated funding body.

R1.4   Research Masters' award objectives

A research masters' award or MPhil will be awarded to a candidate who has:

- critically investigated and evaluated an approved topic,
- demonstrated an understanding of research methods appropriate to the chosen field, and
- presented and defended a thesis by oral examination to the satisfaction of the examiners.

Details of MProf awards, as exit or fallback awards from the Professional Doctorate programmes, can be found in Appendix A.

R1.5   Doctoral award objectives

A doctorate will be awarded to a candidate who has:

- critically investigated and evaluated an approved topic, resulting in an independent and original contribution to knowledge, and/or professional practice for Professional Doctorate candidates,
- demonstrated an understanding of research methods appropriate to the chosen field, and
- presented and defended a thesis (and physical outputs/artefacts for practice-based submissions), by oral examination to the satisfaction of the examiners.

R1.6   Research collaboration

The University will encourage co-operation with other organisations for the purposes of research leading to research degree awards. Such co-operation may be proposed for one or more of the following reasons:

a)   to encourage user-focused research.

b)   to extend the candidate's own experience.

c)   to provide a wider range of supervisory or advisory experience and expertise, to assist the development of the research programme.

d)   to be mutually beneficial.

e)   where appropriate, to enable the candidate to become a member of a research community.

Co-operation may be formalised with one or more bodies external to the University, referred to as Collaborating Organisations. Formal collaboration will normally involve essential access by the candidate to one or more of the following categories of resource at the Collaborating Organisation, without which the research project would not be viable:

- Equipment
- Facilities
- Premises
- Staff
- Data

If formal collaboration occurs, the name(s) of the Collaborating Organisation(s) will appear on the candidate's thesis and degree certificate (see Section R12).

R1.7   <u>University Research Degrees Committee</u>

The implementation and development of these regulations and their associated procedures will be overseen by a University Research Degrees Committee (RDC) established within the University's academic governance structure.

R1.8   <u>Review and Development of regulations</u>

These regulations will be subject to regular review. They will seek to embody nationally recognised good practice as recommended in the policies, codes and regulations of key external agencies such as the Quality Assurance Agency, the UK Council for Graduate Education, funding bodies, research councils etc.

R2 **Research Degree Admissions**

R2.1 Types of degree and study patterns

An applicant may seek admission to study for a research degree in full-time or part-time mode, including those on distance learning programmes.

R2.2 General entry requirements

The Research Institutes will apply the University's Admissions Policy and follow the general entry requirements stipulated in the Online Prospectus. These Regulations apply to all students who have met the admissions criteria and are enrolled on a research degree programme.

R2.3 Recognition of Prior Learning - Admission by Transfer

An applicant seeking to transfer their research degree registration to Sheffield Hallam University from another Higher Education Institution, is required to provide evidence of their timely progress and attainment at the requisite level. The evidence will include:

- a copy of the applicant's annual progression/assessment report, confirming details of the aims and objectives of the research project and the established method/methodology.
- a literature review and a statement of intended contribution to the relevant subject discipline.
- a statement of research ethics also needs to be included, and evidence provided of any ethics approval already granted.
- a release letter from the previous institution to confirm there are no barriers to transfer.

Any suitable applicant who seeks to transfer to a Sheffield Hallam University research degree programme, prior to successfully completing an interim upgrade assessment to doctoral study at their previous institution, will be required to undertake the Confirmation of Doctorate assessment at the University. The deadline for this assessment will be agreed as part of the admissions process. The purpose of this assessment is to ensure that the applicant is performing at the appropriate level, and is in a position to successfully complete their thesis within the specified regulatory timeframe.

R3   Enrolment

R3.1   All candidates are required to enrol annually online, and at the 12-month re-enrolment point in each subsequent year of study. This process involves payment of the appropriate tuition fee in return for access to the University's facilities and services, including teaching and supervision. Failure to re-enrol within 3 weeks of the anniversary of the programme start date may lead to exclusion, and failure to progress on the course of study.

R3.2   As a general principle, the University recognises that all students are the owners of the intellectual property they create in the course of their studies. This is, however, subject to a published list of exceptions which relate to collaborative research and project funding or sponsorship. In these cases, the University requires students to sign an agreement at Enrolment to vary their ownership of intellectual property in such a way as to reflect the individual circumstances of their projects.

R4   Approval of research programme

R4.1   <u>Timescales for approval</u>

All enrolled candidates are required to seek approval of their research programme, using the appropriate form (see Appendix C). Normal timescales from the start date/date of enrolment are as follows:

Degree and Mode	Full-time	Part-time
MA by Research English and History/LLM	1 month	2 months
MPhil and PhD	3 months	6 months
Professional Doctorates	N/A	12 to 15 months

R4.2   <u>Scrutiny of research programme proposals</u>

Appropriate academic judgement will be sought by RDC on the feasibility of each research programme proposal, and completion of it, within the maximum duration of the programme. This will be after enrolment, as soon as the candidate and supervisory team are ready, **but normally no later than** the timescales indicated in 4.1 above. This scrutiny will include the following:

a)   the viability of the research, given the proposed aims and objectives, and the candidate's ability to achieve the standards of the relevant degree within the maximum permissible timescale.

b)   the content, clarity and feasibility of the proposed workplan, including use of explicit milestones, consistent overall with the University's requirements for engagement in supervision and timely completion.

c)   the suitability/experience of the supervisory team for Research Masters and PhD candidates, or the nominated Advisor/Director of Studies for Professional Doctorate candidates, and the adequacy of other supporting resources which have been identified, as necessary.

The scrutiny will involve one academic 'rapporteur' who will normally be a subject expert, and based outside of the supervisory team. The rapporteur will provide the candidate and team with initial independent constructive advice.

R4.4   <u>Role of RDC in approving research programmes</u>

All applications for research programme approval will be subject to approval by RDC, acting on behalf of the University.   The Committee will satisfy itself that scrutiny at Research Institute level has been properly undertaken, and that independent rapporteur comments are provided on the research proposal.

R4.5 <u>Treatment of funded research</u>

Where a research degree programme is part of a wider programme of funded research, the University must establish that the terms on which the research is funded. This must not detract from the fulfilment of the objectives and requirements of the candidate's research degree.

R4.6 <u>Supporting programme of related studies</u>

Candidates on Professional Doctorate programmes will need to follow the programme details for their award, in years 1 and 2, as per the relevant course material. Candidates on research masters' programmes LLM and MA by Research are exempt from a formal programme.

PhD and MPhil candidates will be expected to agree with their supervisors, an appropriate supporting programme of related studies. Wherever possible, this should make use, as appropriate, of the range of research methods and other courses established in Research Institutes or other University departments. In the light of the candidate's prior qualifications and experience, and of their study ambitions, this programme will serve one or more of the following objectives to:

a) develop a broad understanding of the context in which research takes place.
b) develop an awareness of the philosophy of knowledge underpinning all forms of enquiry.
c) develop generic, interpersonal, professional and transferable skills, which will be of value to candidates throughout their careers.
d) consolidate/acquire a range of analytical and research skills including methodologies appropriate to the research programme.
e) acquire appropriate detailed subject-specific knowledge.

Candidates are required to complete a Development Needs Analysis (DNA) and a Development Plan, to identify their training and development needs. A candidate should, with the support of their supervisor, assess their skills and development needs against Vitae's Researcher Development Framework. This will result in a DNA and a Development Plan, being submitted as part of the Approval of Research Programme application (RF1). Skills development activity is at the discretion of the candidate, subject to the guidance of their supervisors. Particular care is needed in the case of a part-time candidate, to agree an appropriate programme of related studies which is realistically achievable within the time and funding constraints of part-time study.

Candidates are able to access information on training and development activities/events, via the Research Degrees Blackboard Site.

R4.7 <u>Treatment of group projects</u>

A candidate whose work forms part of a larger group project, may seek research programme approval. In such cases each programme proposal must:

a) be distinguishable from the group project, for the purposes of assessment.

b) be appropriate for the award sought, and

c) clearly indicate their individual contribution to the larger work, and its relationship with it.

R4.8 Recognition of previous work

Where a candidate has previously undertaken research as a candidate for a research degree, RDC may approve a shorter than usual registration period, which takes account of all, or part, of the time already spent by the candidate on such research.

R4.9 Practice-based PhD

A candidate may undertake a programme of research in which the candidate's own creative work forms, as a point of origin or reference, a significant part of the intellectual enquiry. The body of creative work will advance an original PhD thesis, set in a theoretical and critical context. The relationship between the theoretical and practical aspects should be clearly articulated at Confirmation of Doctorate stage and in the final thesis. Such creative work may be in any field where the university has research expertise, and where the programme of study can be supported. Candidates will be expected to evidence, in their application, relevant educational attainment and a track record in their proposed area of creative practice.

Creative work will be undertaken as part of an approved programme of research, as outlined and approved prospectively in the RF1 form. The research programme proposal must set out the proposed methods/methodology, including modes of creative practice. The final submission will comprise two elements; a body of creative practice work, which includes documentation of creative practice and explanatory material, and the written thesis. The documentation of creative practice can be physical and/or digital, and must be accessible and permanent. The body of creative practice work will be presented according to the established research and scholarly standards of the appropriate discipline.

R4.10 Treatment of scholarly work

A candidate may undertake a programme of research in which the principal focus is the preparation of a scholarly edition of a text or texts, musical or choreographic work, or other original artefacts.

The final submission must include a copy of the edited text(s) or collection of artefacts(s), appropriate textual and explanatory annotations, and a substantial introduction and critical commentary. These must set the text within the relevant historical, theoretical or critical context. The thesis itself must conform to the usual scholarly requirements and be of an appropriate length (see R12).

R4.11 Presentation of theses in languages other than English

Permission to present a thesis in a language other than English must normally be sought at the time of research programme approval. Such permission will normally

only be given if the subject matter of the thesis involves language and/or language-related studies.

R4.12 Modes of study

When seeking research programme approval, a candidate must confirm their study mode as full-time or part-time. A full-time candidate will normally devote on average, at least 37 hours per week to the research; a part-time candidate on average at least 18.5 hours per week. A candidate may seek approval from their Research Institute for a change of mode of study if their circumstances are not conducive to continuing on the current mode.

R4.13 Concurrent study

RDC may permit a candidate to register for another course of study concurrently with their research degree study, provided that both courses are not full-time. For example, candidates can study a full-time masters' course whilst also registered on their doctorate on a part-time basis. Candidates must ensure that the dual registration will not detract from timely completion of their research degree.

R4.14 Confidentiality

Where a candidate wishes the thesis to remain confidential after completion of the programme of research (see R12.11), application for approval must normally be made to RDC by no later than the Approval of Examiners and Thesis title (RF3) stage. The period approved will normally be up to two years from the date of the oral examination, however in some instances, where publication of the thesis would prove detrimental to the candidate or the University, a further period of one year may be approved.

R4.15 Ethics Approval for Research Programmes

All University research must undergo ethical scrutiny to ensure that it is conducted to the highest ethical standards, and to protect the integrity of our research. Candidates must complete the required level of research ethics training as a mandatory part of their initial training and development, and before their Approval of Research Programme (RF1) submission. All candidates must complete an ethics proforma which will be authorised by their Director of Studies and formally approved by the University. If the research involves human participants, human tissue or personal data, they will need to complete additional steps, and the study may require formal ethics review from the University before data collection can start. See the University Ethics and Integrity Policies for more information. Ethics review, if required, must be considered by the candidate at the Approval of Research Programme stage and verified at the Confirmation of Doctorate stage. A Director of Studies for a master's candidate will formally verify ethics approval via the RF3 form, when seeking approval of the project thesis title and examining team. Good practice is that this will be checked much earlier in the research degree candidature, so that no ethics issues arise at the formal assessment stage.

R5   Timescales for Completion

R5.1   Normal minimum and maximum permissible timescales

Candidates will normally be expected to complete their research programme, **by submitting a thesis for oral examination,** within the following timescales:

Degree & Mode	Normal minimum permissible time for completion from date of enrolment	Normal maximum permissible time for completion from date of enrolment[1]
MPhil		
Full-time	18 months	24 months
Part-time	30 months	36 months
MA by Research, LLM by Research		
Full-time	-	12 months
Part-time	-	24 months
PhD		
Full-time	24 months	48 months
Part-time	36 months	84 months
DBA		
Part-time	48 months	84 months
EdD and DProf		
Full-time	36 months	60 months
Part-time	48 months	84 months

Candidates receiving studentship funding from external sources may be expected to meet different timescales as stipulated by their funding body.

R5.2   Shortening the period of registration

Where there is evidence that the research is proceeding exceptionally well, Research Institute-level approval may be given for the thesis to be submitted before the normal minimum permissible time for completion indicated in R5.1 above. Application for such approval should be submitted either prior to, or at the same time as, the application for approval of Examination Arrangements (RF3).

R5.3   Break in Study

Where a candidate is prevented by ill-health, personal reasons or other valid cause, from being able to meaningfully engage in their research and make progress, Research Institute-level approval may be given for study to be temporarily suspended, under the **Break in Study Policy and Procedure for Research Degree Students**. Candidates can apply for time out from their research via the RFBIS form, for periods of between 2 and 12 months in any one application. Retrospective applications will not be supported. Multiple applications from any one candidate, totalling over 36 months, will be considered by RDC. The Policy, RFBIS

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[1] Allowing for any period of enforced interruption of study approved via break in study – see R5.4

and Guidance Notes can be found on the Research Degrees Blackboard Site. The period of the agreed break will not count against the maximum permissible time indicated in R5.1 above.

R5.4   Change in mode of study

Where Research Institute-level approval is given for a candidate's change in mode of study, the maximum permissible time for completion of the degree will be recalculated on the basis of the proportion of time during which the candidate was studying in each mode.

R5.5   Writing-up period

This applies to PhD candidates only, who are entitled to a writing-up period of one year if studying full-time, or two years if studying part-time. This incurs a reduced tuition fee, to allow for completion of the thesis within the maximum permissible time indicated in R5.1 above.   If candidates fail to complete their degree within the writing-up period, a continuation/overtime fee will be charged annually by the Research Institute, for continuation on the programme.

The writing-up period is applied automatically in the years noted below, based on the candidate's mode of study on enrolment into the year prior to progression to writing-up, as follows:

Eligibility will normally be strictly determined as follows:

Degree	Mode	Writing-up fee applied
PhD	Full-time	**In Year 4** (If mode in year 3 was full-time on enrolment)
PhD	Part-time	**In Years 6 and 7** (If mode in year 5 was part-time on enrolment)

R5.6   Timeliness of thesis submission

The candidate may submit a thesis for examination at any time within the minima and maxima indicated in R5.1 above (but see R11.2 below) but must aim to **do so within, and preferably before, the maximum permissible time appropriate to the degree and mode of study.**   If the candidate has not presented their work within this period, they will be deemed to have withdrawn from the University or, in exceptional circumstances, may seek approval for additional time to complete (see R5.7 below).

R5.7   Exceptional approval of additional time to complete

Research Institute-level approval will not normally be given to allow a candidate more than the maximum permissible time specified in R5.1 above. However, a candidate may, with an **exceptional reason,** seek approval for up to a maximum of **12 additional months** to complete, within any one application (RF9). This will

be with the written support of the candidate's supervisor/s. In such cases, Research Institute-level approval will be subject to endorsement by RDC. As noted in section 5.5 above, the continuation/overtime fee will be charged annually by the Research Institute, for each year of study beyond the writing-up period/maximum duration of the programme.

Although requests for additional time will be considered on their merits, approval will normally only be given where it is clear that delayed completion is the result of factors which are beyond the control of the candidate and/or supervisor(s), and could not be anticipated or planned for, as part of good management of the research programme. Applications must be submitted on an RF9 form, Application for Changes to Registration, and a completion plan is required as part of this. Candidates must state the tasks yet to be carried out, and the indicative timescales involved up to submission of the thesis, by the new/extended end date of registration being applied for.

Approvals for interruptions to the progress of the research, should be sought via an application for Break in Study (see R5.3 above).

R5.8   Withdrawal from study

Where a candidate has discontinued the research, the withdrawal of registration must be notified by Research Institute staff to RDC on the appropriate form (see List of Forms at Appendix C). Regulation R7.4 can be invoked by staff where candidates are not engaging, or making any progress with their research programme.

R6 **Supervision**

R6.1 <u>Size of supervisory team</u>

A research degree candidate must normally have two and not more than three academic supervisors, although exceptionally, particularly in multidisciplinary projects, there can be four. Candidates on collaborative programmes can also have more than three, but this should include at least two University staff.

R6.2 <u>Required expertise and experience of supervisory team</u>

A supervision team must have appropriate subject expertise, and must normally have a combined experience of supervising no fewer than **two** candidates to successful completion, either at or above the level proposed (i.e., Research Masters'/MPhil or Doctorate). Successful completion of the University's Research Supervisor Development Programme will be deemed equivalent to a successful completion at Doctoral level for this purpose. However, in all cases, at least one supervisor on the supervisory team **must** have successfully supervised at least one student to completion at the level proposed. The team will be approved via RF1 for Research Masters, MPhil and PhD candidates. Professional Doctorate candidates will have their supervisory team in place at the Confirmation of Doctorate stage. At research programme approval stage, a Director of Studies and nominal second supervisor will be appointed.

R6.3 <u>Responsibilities of the Director of Studies</u>

One supervisor will be designated as the Director of Studies who will be a member of the permanent staff, or have a contract of employment with the University. Emeritus and Visiting Professors cannot be Director of Studies, but can be first or second supervisors. The Director of Studies is responsible ensuring supervision of the candidate on a regular and frequent basis, and will act as the principal point of contact for administrative matters. They will also be accountable to the Research Institute in the first instance, and to RDC, for the proper conduct of the research programme. This includes compliance with relevant University policies, e.g., acting as Project Safety Supervisor under the revised Health and Safety Regulations.

R6.4 <u>Role of Advisers</u>

In addition to the supervisors, an adviser or advisers may be proposed to contribute specialised knowledge or a link with an external organisation. Advisers are not formal academic supervisors and cannot claim a supervisory completion from the role.

R6.5 <u>Line-management arrangements</u>

There must be no line-management relationship between a candidate and their Director of Studies. Supervisory teams must be sufficiently independent of the candidate, so that no potential conflicts of interest arise.

R6.6   Relationships at Work and Professional Behaviours Policy

All staff must abide by the university's Relationships at Work and Professional Behaviours Policy. Appendix 1 of that Policy, 'Relationships between a postgraduate research student and their supervisor', regulates for instances where a member of staff discloses a personal relationship with a postgraduate research student, for whom they have supervisory responsibility. In these cases, the following process is applied:

- the member of staff should not be permitted to remain on the student's supervisory team. They may however act as an advisor, particularly where their research expertise is necessary to the project.
- the relevant Head of Research Degrees should be notified of any relationship so that alternative supervisory arrangements can be put in place.

Further details are provided in the Code of Practice for Research Students and Supervisors.

R6.7   Restrictions on candidates acting as supervisors

A research degree candidate of any institution of higher education is ineligible to act as Director of Studies for research degree candidates, but may act as a second supervisor or adviser.

R6.8   Change in supervisory arrangements

The approval of the relevant Research Institute must be obtained for any change in supervision arrangements (see List of Forms at Appendix B).

R7   Monitoring and supporting student progress

R7.1   Doctoral Completion Plan Stage

All doctoral candidates will be supported towards timely completion via the doctoral completion plan stage. The completion plan discussion will occur post Confirmation of Doctorate, but prior to RF3 Approval of Thesis Title and Examiners. The main aim being to provide clarity and steer on the tasks and timings required for submission of a thesis, within the maximum regulatory timescale. The normal timings for this are suggested as follows:

- in year 3, at around the 30-month stage for FT students.
- In year 5, at around the 54-month point for PT students.

This process will not be a formal assessment stage in the research student journey and will not require oversight by RDC. It is a student entitlement. The nature and content of the plan is at the discretion of the Research Institute HoRD/PGRT and/or Professional Doctorate Programme Leader.

R7.2   Supporting students with long-term health conditions via Learning Contracts

The University offers specific learning support to students with long-term health conditions, in order to facilitate adequate progress and to meet the maximum regulatory timescale for completion.   Candidates are encouraged to discuss their needs with staff in Disabled Student Support and to secure a Learning Contract. Reasonable adjustments will be agreed to ensure candidates have the necessary adjustments and support in place during their research degree candidature, and at the formal assessment points of Confirmation of Doctorate and final examination.

R7.3   Research Degrees Annual Feedback and Monitoring Exercise

The University will establish at least annually whether the candidate is:

a)   still actively engaged on the research programme.
b)   maintaining regular and frequent contact with the supervisors.
c)   likely to achieve the academic standards of the degree at the level in question.
d)   likely to complete successfully within the normal maximum permissible timescale (see R5.1 above).

As part of this process, RDC will, at least annually, consider the outcome of the monitoring process within Research Institutes. In the light of this consideration, the Committee will take appropriate action to endorse Research Institute decisions to progress or withdraw candidates (see R7.4 below).

R7.4   Student Withdrawal

In line with R7.1 above and/or due to other factors, members of academic staff, who will normally be the supervisory team, may instigate a student withdrawal

based on relevant evidence and sound academic judgement. *Some* examples of reasons for instigating a student withdrawal are as follows:

- lack of progress

- lack of engagement

- failing to meet the required standard of academic writing

- failing the Confirmation of Doctorate assessment process

- not meeting the student responsibilities as outlined in the University's Code of Practice.

Other internal or external factors which impact on candidates' registration status may also be considered when instigating a withdrawal. This could be for example where UKVI rules apply and where candidates do not have a valid visa for continuing their study at the University.

R7.5 <u>Responsibilities of the Research Institute Head of Research Degrees and/or Postgraduate Research Tutor</u>

To help the effective monitoring and support of research degree candidates, each Research Institute will designate a senior member of staff as Research Institute Head of Research Degrees. Research Institute support structures also allow for supporting Postgraduate Research Tutors and Professional Doctorate Programme Leads (where applicable), to help effectively manage the research student community.

R8 Confirmation of Doctorate

R8.1 <u>The Confirmation of Doctorate Assessment Procedure</u>

All candidates registered on a Doctoral programme, must undertake the Confirmation of Doctorate procedure. Candidates registered for MPhil may also undertake the process if the supervisory team is able to support an application. The Confirmation of Doctorate process has both a formal progress and review function. This allows for a formal evaluation of student progress involving assessment by academic staff who are not the student's supervisors.

R8.2 <u>Timing of application for Confirmation of Doctorate</u>

Candidates are assessed through a two-part process; a presentation/examination of the work produced so far to test the candidate's oral skills, and the submission of a 6000-word report (+/- 10%) to assess writing ability at Doctoral level. The process is managed in the Research Institute. Although the decision on the Confirmation of Doctorate application is recommended by a Research Institute Assessment Panel, the decision is approved at university level by RDC. The stipulated timescale for applying for a first attempt is as follows:

Degree	Minimum	Maximum
PhD		
Full-time	12 months	15 months
Part-time	24 months	27 months
Professional Doctorate		
DBA Part-time	24 months	28 months
EdD Part-time	28 months	32 months

R8.3 <u>Scrutiny of Confirmation applications within Research Institutes</u>

Each Research Institute has an approved Procedure for Confirmation of Doctorate which provides the assessment framework for Confirmation applications (these documents can be found on the Research Degrees Blackboard site). In support of the application form itself, the candidate must prepare a written report on the work undertaken and, either:

i) be examined orally on the report by a supervisor and at least one, but not more than two, independent assessors, external to the supervisory team. The assessor(s) may be the rapporteur at the research programme approval stage (see R4.3). These are approved by the Research Institute Head of Research Degrees or appropriate Postgraduate Research Tutor.

and/or

ii) make an oral presentation and defend the work in progress at a Research Institute research seminar or equivalent; the audience must include one, and not more than two, independent assessors, who are external to the supervisory team. Again, they may have been the rapporteur at the

Research Programme Approval stage. These are approved by the Research Institute Head of Research Degrees or appropriate Postgraduate Research Tutor.

In either case, evidence of the candidate's performance in the oral assessment/presentation will be considered by RDC in considering the application.

The written report should be 6,000 words in length (+/- 10%) and include:

a)   a brief review and discussion of the work already undertaken; and

b)   a statement of the intended further work, including details of the original contribution to knowledge/and or professional practice for Professional Doctorate candidates, which is likely to emerge.

The submission of the Confirmation of Doctorate application must be at the sole discretion of the candidate. Whilst a candidate would be unwise to submit the application against the advice of the supervisors, it is his/her right to do so. Similarly, candidates should not assume that a supervisor's agreement to the submission guarantees the successful Confirmation of Doctorate.

Candidates may confirm at this stage, which type of thesis they are writing and preparing for final assessment. This could be either a traditional monograph style or an article-based type (see section R12 and separate guidance Article-based Doctorate for further details). Practice-based theses will normally be monograph.

R8.4   Referral applications for Confirmation of Doctorate

Candidates who fail to meet the timescales stipulated in R8.2 above will miss an assessment opportunity and will automatically be referred. Referral applications must be made within 18 months of the candidate's start date if studying full-time or 33 months if studying part-time.   DBA candidates have up to 34 months and EdD candidates 38 months. If candidates make a first attempt within the timescales outlined in R8.2 but do not pass and are referred, they will have 3 months (if studying full-time) or 6 months (if studying part-time) in which to submit a referral application from the date of the Assessment Panel decision.

Referral assessments will always involve two independent assessors. A mandatory oral examination will be held in cases where a candidate's report, or revised report, is weak. For candidates who are likely to pass on referral, assessors have the option to hold an oral examination, where they feel the candidate will benefit from feedback and discussion.

Candidates who fail to meet the stipulated timescale for a referral application, will either be counselled by their supervisory team to write-up for MPhil or MProf, depending on programme exit awards, and whether adequate progress has been made with the project, to make this a viable option. Otherwise, a withdrawal will be processed by the supervisor for academic failure by the candidate.

R8.5   Role of RDC in considering Confirmation of Doctorate applications

All decisions made on applications for Confirmation of Doctorate, made by Research Institute Assessment Panels, will be subject to endorsement by RDC, acting on behalf of the University. The Committee will satisfy itself that scrutiny at Research Institute level has been properly undertaken. In particular, before approving an application, the Committee will look for evidence that the Research Institute has established that the candidate has made sufficient progress, and that the proposed programme provides a suitable basis for work at Doctoral standard, which the candidate is capable of pursuing to timely completion.

In cases where a candidate has failed on referral, RDC must ensure that the Research Institute Assessment Panel's decision is robust. The decision will be scrutinised by RDC, to establish that the Confirmation of Doctorate procedure for the subject area has been applied correctly, and that the decision has been made in line with the criteria on the Assessor Proforma. Candidates may appeal the RDC decision on the grounds cited in Regulation 16.

8.6   Change of registration from Doctorate to Masters

A candidate who has successfully passed the Confirmation assessment via the process in R8.3 above, may at any time prior to the submission of the thesis for examination, apply to their Research Institute for the registration to be changed to that for MPhil/MProf. This may be due to factors such as taking up employment, financial issues, health matters, visa restrictions etc. For the application to be successful, there must be reasonable confidence on the part of the candidate and supervisory team that the award can be achieved within an agreed timeframe.

R8.7   Application for Approval of Article-based Doctoral thesis

If a Doctoral candidate wishes to submit an article-based thesis (see R12.9 and R12.10) instead of a monograph style, they may stipulate this on the RF2A and also complete an RFAB form, if it is known at that stage in the candidature, that a publication record will be achieved. The chosen assessors will assess the RF2A in accordance with the procedures set out in regulation R8.3. One assessor will also assess the RFAB form. The form must include a list of proposed outputs and the journals (or other discipline specific appropriate outlets) in which they are hoped/scheduled to appear. Assessors should comment on the appropriateness of these for the particular topic of enquiry proposed. The separate guidance states that the university is a signatory of the San Francisco Declaration on Research Assessment (DORA) and that the articles must be judged on their originality, significance and rigour, regardless of the publishing outlet. Journal rankings are not considered in the assessment.

Candidates may decide at a later date, whether to submit an article-based thesis. This can be facilitated by submission of a standalone RFAB form at any point prior to, or at, the RF3 Approval of Thesis Title and Examiner stage, but must be approved before formal submission of the thesis for assessment.

R9   Examinations - General

R9.1   Stages of the examination

The examination for a research degree will have two stages: firstly, the submission and preliminary assessment of the thesis by the examiners and secondly its defence by oral examination. For candidates with a disability who have a learning contract, reasonable adjustments will be made to the oral examination based on the individual student's needs.

R9.2   Extenuating circumstances affecting the oral examination

A candidate will normally be examined orally on the programme of work, and on the field of study in which the programme lies. If a candidate is impacted by extenuating circumstances around the time of the planned oral examination date, by sickness, disability or comparable valid cause **over and above the normal difficulties experienced in life**, RDC may agree to postpone the oral examination to a suitable later date.

Requests for consideration of such exceptional extenuating circumstances should be made in writing, as soon as possible before the date of the oral examination. This must be sent to the Doctoral School staff for consideration by the Chair of RDC, in consultation with the examiners. The candidate must also provide independent documentary evidence in support of the request, such as medical evidence. The request should include the following information:

- Summary of the nature of the circumstances.
- Period of time to which the circumstances apply and the candidate's view of the effect of the circumstances on his/her ability to undertake the oral examination.
- An indication of the documentary evidence attached (e.g. medical note, self-certification, etc.) in support of the extenuating circumstances.
- Any other information or evidence which should be taken into account.

The Chair of RDC and the Examiners will normally disregard circumstances which candidates are expected to cope with as part of the normal difficulties and unfortunately distressing aspects of life.   Their consideration will include the following:

- Severity and timescale of the circumstances.
- Extent to which the circumstances can be linked to timing of the oral examination.
- Documentary evidence available.

R9.3   Location of the oral examination

The preferred choice of location of the oral examination lies with the candidate in the first instance. The options for this are flexible and include the following:

- Fully on-campus, with all parties in the same room.

- Hybrid viva, with some parties on campus and others being online/remote.
- Fully online, following the Protocols for online examinations.

Once a Director of Studies has established the preferred choice of the candidate, it is their responsibility to liaise with the examiners and independent chair. Although a candidate may state a preference, the examiners and chair are not obliged to comply, based on their individual circumstances. The Director of Studies must then agree mutually suitable arrangements for all parties. Staff are advised to consult with their Head of Research Degrees, prior to completing the RF4 Approval of Oral Examination Arrangements form, to ensure the proposed arrangements are suitable. Directors of Studies will also need to take account of any reasonable adjustments for a candidate with a learning contract.

R9.4 Independent Chair

All research degree oral examinations have oversight by an Independent Chair. In line with the QAA's UK Quality Code for Higher Education (Part B, Chapter 11), the Chair will be a non-examining chair who may not contribute to the assessment judgement. The overarching role of the Chair is to ensure that:

- the viva voce examination process is rigorous, fair, reliable and consistent.
- the candidate has the opportunity to defend the thesis and respond to all questions posed by the examiners.
- the questioning of the candidate by the examiners is conducted fairly and professionally.
- the examiners adhere to the University's regulations and procedures.
- advice is given about the regulations to the examiners and the candidate if required.

Although the Chair will not take part in the formal assessment process, they will normally have the following:

- access to a copy of the thesis during the examination.
- sight of the examiners' preliminary reports before the examination commences, and the Chair will sign off the examiners' joint recommendation form when the examiners have completed their assessment, in order to verify whether due process has been followed.
- a short report to complete on the oral examination for audit purposes.

R9.5 Involvement of observers in the oral examination

Supervisors may, with the consent of the candidate, attend the oral examination and speak if called upon, but must not participate in the preliminary private meeting of the examiners, and must withdraw prior to the deliberations of the examiners on the outcome of the examination. Candidates with learning contracts may also request the presence of a learning support worker or advisor, to provide support during the examination, if required.

R9.6   Recommendations on conferment of the degree

Following completion of the examination, the examiners will make a recommendation on the research degree award, via Doctoral School staff, to the Dean of Research, who acts on behalf of the University in conferring the degree.

R9.7   Aegrotat and Posthumous Awards

In cases where a candidate is unable to complete the research, on the grounds of ill health, an aegrotat may be awarded. However, sufficient evidence of the student's achievement at the level in question (Masters or Doctoral) would need to be presented by the candidate's Director of Studies for examination. A thesis or alternative form of submission, such as a collection of published material, papers or reports with a critical introduction and presented as a bound thesis, would be acceptable for this purpose. Candidates will also be considered on an individual basis by RDC (on the advice of the supervisory team) to determine whether an oral examination would be necessary for a candidate seeking an aegrotat award, or would need to be dispensed with, depending on their personal circumstances. A research degree may be awarded posthumously on the basis of a thesis (or equivalent as stated above) completed by a candidate that is ready for submission for examination. In such cases RDC will seek evidence that the candidate would have been likely to succeed had the oral examination taken place. Please see **Policy for Research Degree Aegrotat and Posthumous Awards** for further details.

R9.8   Procedures for handling allegations of research misconduct

The University's Policy and Procedure for Dealing with Allegations of Research Misconduct against Doctoral and Masters Research Students details the procedures for dealing with allegations of plagiarism, collusion, or any other form of dishonest conduct, which apply to research degree candidates. Details can be found on the University's Rules and Regulations web pages at https://www.shu.ac.uk/research/ethics-integrity-and-practice.   If an examiner reports suspicions of misconduct in their RF5 preliminary report form when assessing the thesis, the viva proceedings will be postponed until the Head of Research Ethics (or nominee) has carried out a preliminary investigation into the points raised by the examiner(s).

R9.9   Grounds for declaring examinations null and void

RDC must ensure that all examinations are conducted wholly in accordance with the University's regulations. If the Committee is made aware of any non-compliance, it may declare the examination null and void and appoint new examiners.

R10   Preparation for the Examination

R10.1 Approval of examination arrangements

The Director of Studies must seek RDC's approval (see List of Forms at Appendix B) for the candidate's examination arrangements normally **no later than four months** before the expected date of the examination. The examination cannot take place until the examination arrangements have been approved. In exceptional circumstances, RDC may act directly to appoint examiners and arrange the examination of a candidate.

R10.2 Procedure for submitting the thesis

Doctoral School staff will notify the candidate of the procedure for submission of the thesis, after the examiners and thesis title have been approved. Theses should be submitted as PDF documents, alongside a separate abstract, and emailed to the Doctoral School for dispatch to the examiners.

R10.3 Notification of date of oral examination

Research Institute staff are responsible for arranging the details of the oral examination and confirming these on the RF4 form. These details are sent to Doctoral School staff who will formally notify the candidate, the examiners and the Independent Chair of the details.

R10.4 Briefing of examiners

Doctoral School staff will send a copy of the thesis to each examiner, together with the examiner's preliminary report form (see List of Forms at Appendix B) and the University's regulations. They will ensure that the examiners receive written guidance on how to conduct the examination, and be made aware of any reasonable adjustments to the viva, where a candidate has a learning contract. In addition to the written guidance, internal examiners who are new to the role, will be briefed by an experienced member of Research Institute staff, prior to the oral examination.

R10.5 Completion of examiners' preliminary reports

Doctoral School staff will ensure that all the examiners have completed and returned their preliminary reports on the thesis, to the University, before the oral examination takes place.

R11   The Candidate's Responsibilities in the Examination

R11.1 <u>Timely Submission of the thesis</u>

The candidate must ensure that the thesis is submitted to Doctoral School staff within the relevant normal maximum permissible timescale (see R5.1).

R11.2 <u>Responsibility for the decision to submit the thesis</u>

The submission of the thesis for examination must be at the sole discretion of the candidate. Although a candidate would be unwise to submit the thesis against the advice of the supervisors, it is their right to do so. Similarly, candidates should not assume that a supervisor's agreement to the submission of a thesis guarantees the award of the degree.

R11.3 <u>Satisfying conditions of eligibility for examination</u>

The candidate must satisfy any conditions of eligibility for examination required by the University. These are to be enrolled and to have a student registration status with a current course end date, at the time of the assessment.

R11.4 <u>Candidate's exclusion from arrangement of the examination</u>

The candidate must take no part in the arrangement of the examination, and must have no formal contact with the examiners between the appointment of the examiners and the oral examination.

R11.5 <u>Candidate's declaration</u>

The candidate is required to include a candidate declaration in the thesis. This must be done at first assessment and also for resubmissions after a re-examination outcome at first assessment. The declaration will confirm that the thesis has not been submitted for a comparable academic award (for example at another institution). Candidates may include work covering a wider field which has already been submitted for a degree or comparable award, provided that it is indicated in the declaration. It must clearly specify which work has been incorporated from previous study, where for example some of the work may have been developed from master's study, or an article has been included in another candidate's submitted works

R11.6 <u>Required format of the thesis</u>

The candidate must ensure that the format of the thesis, as submitted for examination and as finalised following examination, is in accordance with the requirements of the University's regulations (see section R12 below and separate Thesis Guidelines document).

R12   Thesis

R12.   Style of Thesis

The thesis can be presented for examination in either the traditional monograph style or as an article-based thesis (see R12.10 and separate guidance Article-based Doctorate for details).

R12.2 Format requirements

The following format requirements must be adhered to in the submitted thesis as follows:

a)   Theses must be submitted in line with R12.3.

b)   Theses must normally be in A4 format; RDC may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format (normally for practice-based research).

c)   the size of character used in the main text, including displayed matter and notes, must not be less than a font size 12. Preferred fonts are Arial, Calibri and Times New Roman.

d)   double or one-and-a-half spacing should be used in typescript except for indented quotations or footnotes where single spacing may be used.

e)   pages must be numbered consecutively through the main text including photographs and/or diagrams included as whole pages. Page numbers must be positioned centrally at the bottom of the page 20 mm above the edge; the left (binding edge) for soft-bound theses (which are provided to examiners on request), and should have a margin of 40mm.

f)   the title page must give the following information:

- the full title of the thesis **in a maximum of 12 words**.
- the full name of the author.
- that the degree is awarded by the University.
- the award for which the degree is submitted in partial fulfilment of its requirements.
- the Collaborating Organisation(s), if any; and
- the month and year of submission.

R12.3 Submission of thesis

Candidates are required to submit an electronic PDF file of the thesis alongside a separate copy of the abstract to the Doctoral School, for the thesis to be formally assessed by the appointed examining team.

Following examination and the incorporation of any amendments required by the examiners, the thesis must be submitted in electronic form (PDF/A format) to rdcadmin@shu.ac.uk together with a Thesis Deposit Form.   PDF/A is a standardised version of the PDF format which is suitable for the University's long-term archiving requirements.

The candidate must confirm that the contents of the electronic thesis are identical with the version submitted for examination, except the incorporation of any required amendments.

R12.4 Submission of theses in English

Except with the specific permission of RDC the thesis must be presented in English (see paragraph R4.11). Candidates are advised to seek professional proofreading services if required.

R12.5 The Abstract

The thesis must contain an abstract of approximately 300 words which provides a synopsis of the thesis stating the nature and scope of the work undertaken and the contribution made to knowledge in the subject. This should sit after the Title page and be single-spaced. A separate copy of the abstract must be submitted with the thesis. The separate copy of the abstract must have the name of the author, the degree for which the thesis is submitted, and the title of the thesis as a heading.

R12.6 Objectives and referencing

The thesis must include a statement of the candidate's objectives and must acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.

R12.7 Presentation of collaborative research

Where a candidate's research programme is part of a collaborative group project, the thesis must clearly indicate the candidate's individual contribution and the extent of the collaboration.

R12.8 Inclusion of published work

The candidate is free to publish material in advance of the thesis and reference must be made in the thesis to any such work. Copies of published material may be submitted with the appendices of the thesis for examination. However, to respect copyright laws, any such published material must be removed from the final electronic copy of the thesis before it is submitted as the Version of Record.

R12.9 Maximum word limits

The text in the main body of the thesis should normally not exceed the following length. The word count is inclusive of all references, citations, data etc. It does not

include information presented outside of the main body of text, such as in the reference list, bibliography, appendices, ancillary data in annexes etc.

Professional Doctorate Monograph style

DBA   70,000 words
EdD   60,000 words
DProf   50,000 words

Monograph style
PhD in Science, Engineering, Art and Design   40,000 words
MPhil in Science, Engineering, Art and Design   20,000 words
PhD in Arts/Humanities, Social Sciences and Education   80,000 words
MPhil in Arts/Humanities, Social Sciences and Education 40,000 words

Article-based
PhD in Science, Engineering, Art and Design   20,000 words
(Excluding the word count of the published material which is expected to be an additional 20,000 words)
PhD in Arts/Humanities, Social Sciences and Education   40,000 words
(Excluding the word count of the published material, which is expected to be a further 20,000 to 40,000 words)
Professional Doctorate in Business Administration   35,000 words
(Excluding the word count of the published material, which is expected to be a further 17,500 to 35,000 words)
Professional Doctorate in Education   30,000 words
(Excluding the word count of the published material, which is expected to be a further 15,000 to 30,000 words)

For **practice-based** monograph submissions where the thesis is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, the written thesis should normally be within the range:

PhD   30,000 - 40,000 words
MPhil 15,000 - 20,000 words

R12.10 Article-based Thesis

An article-based thesis should meet the word counts specified in Regulation R12.9 above. The aim should be for an article-based thesis to contain a broadly equivalent volume of the candidate's research contribution to a monograph thesis. However, due to issues such as co-authorship, the variability of article lengths (often required by journals), and publication differences between subject disciplines, there is flexibility in the number of articles required to meet this aim. Typically, this will be between three and five, but this numerical range is a guide, rather than a regulation. Subject to the constraints set out below, therefore, the number of articles to be included is at the candidate's discretion, but should be independently reviewed (at the RF2 Confirmation of Doctorate stage or at any

subsequent time prior to the RF3 examiner appointment stage), via the DORA-compliant RFAB process.

Normally, all of the outputs in an article-based thesis should either be published/accepted for publication or submitted to publishing outlets for peer review (or, for a book chapter, editorial review). To be eligible for inclusion, an output should be an article in an externally circulated scholarly or professional journal that has an ISSN, a published conference contribution, or a chapter in an edited Book. At the point of submission, an article-based thesis must include at least one article that has been through full peer-review, and has been accepted for publication.

R12.11 Dissemination of research findings

Following the award of the degree, Doctoral School staff will send the electronic copy of the thesis, provided by the candidate in PDF/A format, to the University Library. The thesis will be uploaded to the Sheffield Hallam University Research Archive (SHURA) and the metadata will be made available through the Electronic Thesis online Service (EThoS) of The British Library. The Director of Studies will be responsible for sending a link to the thesis to any Collaborating Organisation.

However, in cases where candidates are granted an embargo period, usually of 12 months, to curtail dissemination of their research for other publishing reasons, then the full text of thesis will not be made available until the embargo period expires.

R12.12 Confidentiality restrictions

RDC may agree (see R4.14) that a confidentiality restriction is placed on the thesis for a specified period. In such cases, for the duration of the period, the full text of the thesis will not be made available on SHURA. Instead, only the author's name, thesis title, research degree award, year of submission, research centre/department and name of the supervisors will be published.

RDC may approve an application for confidentiality, normally only in order to enable a patent application to be lodged, to protect commercially or politically sensitive material, or to protect material which may result in competitive advantage. However, the thesis must not be restricted in this way in order to protect researchers and research leads. Although the normal maximum period of confidentiality restriction is two years, in exceptional circumstances RDC may approve a longer period. However, where a shorter period would be adequate, RDC will not automatically grant confidentiality for two years.

R12.13 Copyright

Copyright in the thesis submitted for examination remains with the candidate. The physical copies of the thesis produced for assessment become the property of the University, whilst other artefacts for assessment remain the personal property of the candidate.

R13 Examiners

R13.1 <u>Size and composition of examining team</u>

A candidate must be examined by at least two and normally not more than three examiners (except where paragraphs R14.5, R15.2, or R15.8 apply), of whom at least one must be an external examiner. For research degree candidates who are also members of university staff, three examiners are required. In these cases, the Research Institute Head of Research Degrees will decide whether one or two external examiners are required, based on the length of service of the candidate as a member of staff, to ensure objectivity prevails in the examination process. This will also ensure that the internal examiner is not compromised by any prior knowledge or association with the staff candidate. The examining team must have suitable experience and expertise, be unbiased, and be clearly independent of the supervisor, of the student, and of each other in order that no conflicts of interest arise.

R13.2 <u>External Examiners</u>

An external examiner must be independent both of the University and of the Collaborating Organisation, and must not have acted previously as the candidate's supervisor or adviser. An external examiner must not normally be a supervisor of another candidate at the University. Former members of staff and former students at the University may normally not be approved as external examiners until three years after the termination of their association with the University. RDC must also ensure that an external examiner is not approved so frequently that his/her familiarity with the Research Institute might prejudice objective judgement.

R13.3 <u>Internal examiners</u>

An internal examiner is defined as an examiner who is:

a)   a member of staff of the University, including Emeritus Professors; or
b)   a member of staff of the candidate's Collaborating Organisation.

R13.4 <u>Exclusion of supervisors from examining teams</u>

Members of the candidate's supervisory team will not be eligible to act as examiners for the candidate.

R13.5 <u>Examiners' expertise</u>

Examiners must be experienced in research in the general area of the candidate's thesis and, where practicable, have experience as a specialist in the topic(s) to be examined.

R13.6 <u>Examiners' experience</u>

The examining team must have combined experience of at least three examinations, which includes at least one UK or UK-equivalent examination. This

experience must be in the field of the candidate's research topic, and at the level in question (Doctoral or Masters).

R13.7 <u>Exclusion of candidates from examining</u>

Candidates who are enrolled on a research degree cannot act as examiners.

R13.8 <u>Replacement Examiners</u>

Examiners who are appointed but then fall ill, choose not to continue with assessment or fail to engage with university communications for example, can be replaced at any stage of the assessment process. The Director of Studies is responsible for proposing a replacement examiner via the RF3 Appointment of Examiners and Thesis Title form, for approval by RDC.

R14 First Examination

R14.1 <u>Preliminary assessment of the thesis</u>

Each examiner will read the thesis and submit (see List of Forms at Appendix C), an independent preliminary report on it to The Doctoral School staff before any oral examination is held. In completing the preliminary report, each examiner must provide a summary of their assessment of the thesis, which will help to focus the questioning of the candidate in the oral examination. Although examiners may wish to indicate whether the thesis provisionally satisfies the requirements of the degree (as set out in paragraphs R1.4 and R1.5), it is not necessary to make a judgement until the candidate has fulfilled both assessment tasks, i.e., until after the oral examination.

R14.2 <u>Examiners' action following the examination</u>

Following the oral examination, the examiners must, where they are in agreement, submit to Doctoral School staff a joint report and recommendation (see List of Forms at Appendix B) relating to the award of the degree. The examiners' preliminary reports and joint recommendation must together provide sufficiently detailed comments on the scope and quality of the work to justify the chosen recommendation (see R14.3 below).

Where examiners are not in agreement, separate RF6 reports, confirming their recommendations, must be submitted.

R14.3 <u>Recommendations available to the examiners</u>

Following the completion of the examination, the examiners may recommend[2] that:

a)   the candidate is **awarded** the degree; or

b)   the candidate is **awarded the degree subject to amendments** being made to the thesis (see paragraph R14.4); or

c)   the candidate is permitted to resubmit for the degree and be **re-examined**, with or without an oral examination (see section R15).

d)   in the case of a Doctoral examination, the candidate is awarded the degree of MPhil (for PhD candidates) or MProf (for Professional Doctorate candidates), subject to the presentation of the thesis amended to the satisfaction of the examiners, and provided that the candidate clearly satisfies the requirements for that award as indicated in R1.4/Annex A; or

e)   the candidate is not awarded the degree and is not permitted to be re-examined (see paragraphs R14.8). *This would normally be in cases where research misconduct is proven.*

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[2]Examiners may indicate informally their recommendation on the result of the examination to the candidate, but they must make it clear that the final decision rests with the Dean of Research

R14.4 Amendments to the thesis

Where amendments are required (as in options b) and d) above) the candidate must submit the corrected thesis **within four months FTE of the date of the oral examination.** RDC may, where there are valid reasons for delay, approve an extension to this period.

Where the examiners recommend that the degree is awarded subject to the candidate amending the thesis to the satisfaction of the internal and/or the external examiner(s) (see sub-paragraph R14.3b), they must indicate on the appropriate form what amendments are required. The examiner(s) responsible for checking the amendments should normally respond to confirm their satisfaction with the amendments within an 8-week period.

In cases where candidates do not satisfy the requirement of the examiners in successfully completing the amendments to the required standard, or where the amendments are not completed within the four months FTE period (or an extended period under the Extenuating Circumstances Policy for PGRs), RDC will consider the case and agree appropriate action. For example, this could mean that the initial recommendation is over-turned, and the candidate is put in a re-examination position. Other options, depending on the candidate's circumstances, might be to offer a fallback masters' level award. This could only be awarded if the assessment criteria have been met and the thesis is of publishable quality.

R14.5 Dissenting Examiners

Where the examiners' recommendations are not unanimous, RDC may:

a) accept a majority recommendation (provided that the majority recommendation includes at least one external examiner).
b) accept the recommendation of the external examiner, or
c) require the appointment of an additional external examiner – especially in cases where there is a difference in academic judgement between the examiners, and a consensus cannot be reached; any such appointment must be made in accordance with the approved procedures for the appointment of examiners.

R14.6 Use of additional external examiners following examination

Where an additional external examiner is appointed under sub-paragraph R14.5c, an independent preliminary report on the thesis must be prepared, and, if considered necessary, may conduct an oral examination with the candidate, in the presence of an independent chair. The additional examiner will not be informed of the recommendations of the other examiners and will therefore undertake an independent assessment. On receipt of the report from the additional external examiner, the examination process will be completed as set out in R9.

R14.7 <u>Outright failure</u>

On rare occasions, the Dean of Research may decide, on the recommendation of the examiners, that the degree is not awarded, and that no re-examination is permitted. In such cases, the examiners must prepare an agreed statement of the deficiencies of the thesis and the reason for their recommendation, to be forwarded to the candidate by Doctoral School staff, on behalf of RDC.

R15   Re-examination

R15.1 <u>Requirements for re-examination</u>

In cases where the examiners grant a re-examination opportunity to a candidate, as an outcome from the first assessment, candidates will be provided with information from the examiners, via the Doctoral School. The information will include details of the procedure to be followed during the re-examination period, and the feedback and guidance on the required revisions to the thesis. In cases where clarity is needed on the required revisions, RDC will allow the candidate's Director of Studies, to contact the examiners on one occasion only, to facilitate this. The revised thesis must normally be submitted within a 12-month time period from the date of the first oral examination. However, RDC may exceptionally, where there are good reasons to prove a valid delay, approve an extension of this period.

R15.2 <u>Appointment of alternative or additional examiners for the re-examination</u>

Where an examiner is no longer available to undertake the re-examination, or in cases where an additional examiner is needed in light of the nature of the revisions required to the thesis, RDC may vary the re-examination team, in accordance with the approved procedures for the appointment of examiners.

R15.3 <u>Forms of re-examination</u>

A candidate is awarded a research degree when the examiners are satisfied that the thesis and the candidate's defence of their work at the oral examination, are both satisfactory and meet the award objectives.   There are three forms of re-examination:

a)   where the candidate's performance in the first oral examination was satisfactory but the thesis was unsatisfactory – the re-examination will include a reassessment of the revised thesis. A further oral examination will not usually be required unless the examiners request one.

b)   where the candidate's performance in the first oral examination was unsatisfactory and the thesis was also unsatisfactory – the re-examination must normally include a reassessment of the thesis and an oral examination (but see R15.11).

c)   where on the first examination the candidate's thesis was satisfactory but the performance in the oral examination was not satisfactory, the candidate must be re-examined by oral examination **within 4 months,** without being requested to revise and re-submit the thesis.

R15.4 <u>Preliminary assessment of the thesis on re-examination</u>

In the case of a re-examination under sub-paragraphs R15.3a and b, each examiner must read and examine the thesis and submit an independent preliminary report RF7 (see List of Forms at Appendix C) to Doctoral School staff before any oral examination is held.

R15.5 <u>Examiners' action following the re-examination</u>

Following the re-examination of the thesis, the examiners must, where they are in agreement, submit to Doctoral School staff, a joint report and recommendation form RF8 (see List of Forms at Appendix C) relating to the award of the degree. The preliminary reports and joint recommendation of the examiners must together provide sufficiently detailed comments on the scope and quality of the work to justify the chosen recommendation (R15.6).

Where the examiners are not in agreement, separate reports and recommendations must be submitted.

R15.6 <u>Recommendations available to the examiners following re-examination</u>

Following the completion of the re-examination the examiners may recommend[3] that:

a)   the candidate is **awarded the degree**; or
b)   the candidate is **awarded the degree subject to amendments** being made to the thesis (see paragraph R15.7); or
c)   in the case of a Doctoral examination for PhD or Professional Doctorate, the candidate is awarded the degree of MPhil or MProf respectively, subject to the presentation of the thesis amended to the satisfaction of the examiners, and provided that the candidate clearly satisfies the requirements for MPhil or MProf as indicated in R1.4 or Annex A; or
d)   the candidate is not awarded the degree.

R15.7 <u>Amendments to the thesis following re-examination</u>

Where amendments are required (as in options b) and c) above) the candidate must submit the corrected thesis **within four months FTE of the date of the oral examination.** RDC may, where there are valid reasons for delay, approve an extension to this period.

Where the examiners recommend that the degree is awarded subject to the candidate amending the thesis to the satisfaction of the internal and/or the external examiner(s), they must indicate on the appropriate form what amendments are required (see List of Forms at Appendix C). The examiner(s) responsible for

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[3]Examiners may indicate informally their recommendation on the result of the examination to the candidate, but they must make it clear that the decision rests with the Dean of Research.

checking the amendments should normally respond to confirm their satisfaction with the amendments within an 8-week period.

In cases where candidates do not satisfy the requirement of the examiners in successfully completing the amendments to the required standard, or where the amendments are not completed within the four months FTE period (or an extended period under the Extenuating Circumstances Policy for PGRs), RDC will consider the case and agree appropriate action. For example, this could mean that the initial recommendation is over-turned, and the candidate is put in a re-examination position. Other options, depending on the candidate's circumstances, might be to offer a fallback masters' level award. This could only be awarded if the assessment criteria have been met and the thesis is of publishable quality.

R15.8 Dissenting examiners following re-examination

Where the examiners' recommendations are not unanimous, RDC may:

a)   accept a majority recommendation (provided that the majority recommendation includes at least one external examiner).
b)   accept the recommendation of the external examiner; or
c)   require the appointment of an additional external examiner – especially in cases where there is a difference in academic judgement between the examiners, and a consensus cannot be reached; any such appointment must be made in accordance with the approved procedures for the appointment of examiners.

R15.9 Use of additional external examiners following re-examination

Where an additional external examiner is appointed under sub-paragraph R15.8c, he/she must prepare an independent preliminary report on the basis of the thesis and, if considered necessary, may conduct a further oral examination.   The examiner must not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner the examination process will be completed as set out in R9.

R15.11 Dispensing with the oral examination on re-examination

In the case of a re-examination under sub-paragraph R15.3b, where the examiners are of the opinion that the revised thesis is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that RDC dispense with the oral examination and not award the degree.

R15.12 Failure on re-examination

The Dean of Research may decide, on the recommendation of the examiners, that the degree is not awarded, and that no re-examination is permitted. In such cases, the examiners must prepare an agreed statement of the deficiencies of the thesis and the reason for their recommendation, to be forwarded to the candidate by Doctoral School staff.

R16   Academic Appeals

R16   Appeals Against the Recommendations of Research Degree Assessors

The University has an Academic Appeals Policy and Procedure which allows research degree candidates to appeal against decisions made by the University RDC on Confirmation of Doctorate decisions or Research Degree Examiner Panels for final award decisions. Candidates can appeal a decision and request for it to be reviewed on the following grounds:

- There has been an irregularity in the application of the published regulation, policy or procedure which has had an impact on the decision.
- There is relevant new evidence or information which the candidate did not provide, and the candidate has valid reason as to why it was not submitted at the time of the assessment.

Further details can be found on the University's Rules and Regulations web pages under Appeals and Complaints.

R17   Complaints

R17   Complaints relating to the quality of the candidate's learning experience

The University has a Student Complaints Policy and Procedure which facilitates investigation and resolution of teaching and service-related issues. These can include research degree supervision or dissatisfaction with facilities and resources. Candidates must initially raise issues at the time of happening, under the early resolution part of the procedure. Formal stages can then be invoked if the candidate is dissatisfied with the outcome. Further details can be found on the University's Rules and Regulations web pages under Appeals and Complaints.

<u>Intermediate Award – Master of Professional Studies (Business Research)</u>
MProf (DBA) Award

This award will enable students who are unable to, or who may be advised not to, complete the full DBA award, to exit their programme of study with an alternative intermediate award. It is not anticipated that this award would be actively marketed or recruited to, but that it would simply provide an award, where appropriate, for some students.

Students wishing to exit with this award will be required to re-present the written work that they produced for Modules 1 and 3. They may, if they wish to, revise and further develop these assignments in the light of feedback and changing circumstances from the first submission of these pieces of work, prior to presenting them for their MProf (Business Research). The Thesis can contain elements of work undertaken in the modules and in the preparation of the research proposal (month 15), but this work should be presented in an integrated, synthesised manner.

These three pieces of written work, representing 28,000 words in total (submitted as a portfolio) will be assessed and students will be required to respond to questions and engage in discussion of their work in a viva voce examination with an examination panel including at least one external examiner.

Summary of Assessment requirement for MProf Award

1. Re-presentation (incorporating feedback and comments) of:

   - A modified version of assignment two: advanced management module one, which presents the critical evaluation of the subject area relevant to their research issue.

     6,500 words + or – 10%

   - A modified version of assignment three: A critical review of the theoretical perspective, research methodologies & methods appropriate to proposed research issue.

     6,500 words + or – 10%

2. Submission of:

   - A Thesis that presents a critical discussion and evaluation of the student's key intellectual, personal/professional, and organisational concerns. Including an informed critical awareness of the theoretical and philosophical perspectives which have helped them develop new insights into advanced organisational research issues and a critical literature review.
     15,000 words + or – 10%

3. An Oral examination

The Thesis will comprise the following:

- The thesis must contain an abstract of approximately 300 words which provides a synopsis of the thesis stating the nature and scope of the work included in the thesis. This should sit after the Title page and be single-spaced. A loose copy of

the abstract must be submitted with the thesis. The loose copy of the abstract must have the name of the author, the degree for which the thesis is submitted, and the title of the thesis as a heading.

- The three pieces of written work representing 28,000 words in total

- They should be presented and bound (soft cover with thermal binding) as one single thesis document and include an introductory section that outlines the nature and content of the thesis.

- The thesis will be assessed by examiners appointed by the university Research Degrees Committee (RDC) in accordance with the DBA Regulations.

The candidate will be required to respond to questions and engage in discussion of their work in the viva voce examination, to the satisfaction of the examiners

The regulations regarding submission of theses in their final format which apply to the DBA also apply to the MProf, such as the embargo period, confidentiality and copyright.

Transfer to MProf Business Research Award

Transfer to an MProf award may occur at any time following completion of the first four modules, i.e., normally the first two years, of a student's study on the programme. In some cases, transfer may be planned in the sense that a student recognises or is advised that they are unlikely to be capable of successfully completing a full DBA award. In other cases, transfer to the MProf award may be a consequence of an unanticipated change in circumstances, that prevent a student from continuing with their DBA studies. The MProf (Business Research) award option will also be available for a student who submits a final DBA thesis but fails, in the end, to satisfy examiners.

The minimum duration of a MProf is therefore two and a half years while the maximum duration is seven years the same as the maximum duration of a full DBA award.

<u>The Thesis</u>

The thesis should be presented in accordance with standard research degree thesis formatting requirements as follows:

o Theses must normally be in A4 format.

o the size of character used in the main text, including displayed matter and notes, must not be less than a font size 12. Preferred fonts are Arial, Calibri and Times New Roman.

o the soft-bound thesis for assessment must be printed on the recto side of the page only; the paper must be white and within the range 70 g/m^2 to 100 g/m^2.

o double or one-and-a-half spacing should be used in typescript except for indented quotations or footnotes where single spacing may be used.

- pages must be numbered consecutively through the main text including photographs and/or diagrams included as whole pages. Page numbers must be positioned centrally at the bottom of the page 20 mm above the edge; the left (binding edge) for soft-bound theses should have a margin of 40mm.

- the title page must give the following information:

  - the full title of the thesis **in a maximum of 12 words**.
  - the full name of the author.
  - that the degree is awarded by the University.
  - the award for which the degree is submitted in partial fulfilment of its requirements.
  - the Collaborating Organisation(s), if any; and
  - the month and year of submission.

- A candidate declaration must be included after the title page, based on the template below.

Candidate Declaration

Please use the options marked with a * as appropriate and include in your thesis after the Title Page (see example declaration layout on page 3).

I hereby declare that:

(Concurrent registration for two or more academic awards)

[*Either:*]*

1. I have not been enrolled for another award of the University, or other academic or professional organisation, whilst undertaking my research degree.

[*Or:*]*

1. I have been enrolled for another award of the University, or other academic or professional organisation, whilst undertaking my research degree. I was an enrolled student for the following award:

    Name of award:
    Awarding body:

(Material submitted for another award)

[*Either:*]*

2. None of the material contained in the thesis has been used in any other submission for an academic award.

[*Or:*]*

2. The following material contained in the thesis formed part of a submission for the following award:

    Name of award:
    Awarding body:
    Material submitted for that award:

    [Please list the material contained in the present thesis that has been submitted in support of an application for another degree or qualification at any university or institution of learning. It should be clear what proportion of the present thesis was submitted elsewhere.]*

(Authorship and Collaboration)

3. I am aware of and understand the University's policy on plagiarism and certify that this thesis is my own work. The use of all published or other sources of material consulted have been properly and fully acknowledged.

   [Where a candidate's research programme is part of a collaborative project, the thesis must clearly indicate in addition the candidate's individual contribution and the extent of the collaboration. For example:

   "The data presented in this thesis was obtained in an experiment carried out by the [name of collaboration] in [location of experiment/where collaboration happened]. I played a major role in the preparation and execution of the experiment, and the data analysis and interpretation are entirely my own work. Any contributions from colleagues in the collaboration, such as diagrams or calibrations, are explicitly referenced in the text."]*

(Research conduct)

4. The work undertaken towards the thesis has been conducted in accordance with the SHU Principles of Integrity in Research and the SHU Research Ethics Policy.

(Word count)

5. The word count of the thesis is ………………

(Signature)

Please complete electronically:

Name	
Award	
Date of Submission	
Faculty	
Director(s) of Studies	

[Example] Candidate Declaration

I hereby declare that:

1. I have not been enrolled for another award of the University, or other academic or professional organisation, whilst undertaking my research degree.

2. None of the material contained in the thesis has been used in any other submission for an academic award.

3. I am aware of and understand the University's policy on plagiarism and certify that this thesis is my own work. The use of all published or other sources of material consulted have been properly and fully acknowledged.

4. The work undertaken towards the thesis has been conducted in accordance with the SHU Principles of Integrity in Research and the SHU Research Ethics Policy.

5. The word count of the thesis is 28,105.

Name	*Full legal name as per title page of thesis*
Date	*Month and Year of thesis submission as per title page of thesis*
Award	*MProf*
Faculty	*Sheffield Business School*
Director(s) of Studies	*Your DoS*

LEARNING OUTCOMES FOR INTERMEDIATE AWARD OF MASTER OF PROFESSIONAL PRACTICE (MProf)

Knowledge and Understanding

1. Identify, interpret, explore and investigate issues or problems within the field of business/management/organisational studies or related areas that involve significant uncertainty, ambiguity or deficiencies in understanding.

2. Contextualise that area by reference to established theory, research and scholarly literature, or proof of its absence.

3. Demonstrate and communicate a critical understanding of an issue or problem in the field of business/management/ organisational studies or related areas.

Intellectual Skills

1. Articulate the complex organisational/ management/ professional issues, including any ethical dilemmas that the researcher may encounter.

2. Explore and interpret ambiguities and contradictions in different concepts and models of business, management, culture and leadership as they pertain to the situation under investigation.

3. Develop an informed critical and applied awareness and understanding of the range of epistemologies and ontologies represented within the current spectra of contemporary business/management studies.

Subject-specific and/or Professional/Practical Skills

1. Demonstrate the ability to offer insights into either theory and/or practice within their chosen field of study.

2. Approach problems or issues as a reflective practitioner.

Transferable/Key Skills

1. Produce a sustained piece of high-quality work which demonstrates critical judgement via a project of advanced research and/or enquiry and that explores practice in the field of contemporary business/ management/ organisational studies or related areas.

2. Communicate in a clear and effective manner

3. Be able to demonstrate problem solving skills

4. Undertake detailed research utilising a range of industry relevant methods and approaches.

Intermediate Award – Master of Professional Studies (Educational Research)

MProf in Educational Research award

The MProf in Educational Research can be awarded to candidates who do not wish to proceed to the thesis stage but have successfully completed the four modules of the cohort phase of the EdD and who successfully complete an additional Thesis of 15,000 words. It is not anticipated that this award will be actively marketed or recruited to, but that it will simply provide an award, where appropriate, for some candidates who are unable to progress to the thesis stage. However, students must have passed all assessment tasks to be eligible to apply for the award.

The overall aim is to enable candidates to reflect on their learning during the cohort phase by synthesising material from the four modules in the form of a thesis in which they review and evaluate their research thinking and development. They will review the work of the cohort phase, including the papers written for the modules and write a reflective account that summarises the contribution this work has made to their research and professional knowledge and practice.

The Thesis will be presented along with the four assignments produced for the modules taken during the cohort stage (including assessment feedback and comments). There is no need to revise these four assignments, though it is expected that the Thesis will refer in detail to these assignments and to assessment feedback received on them, as well as to the longer-term impact on and development of professional practice. The thesis is also likely to indicate how the academic work undertaken for these modules has been developed and how the candidate's thinking has changed as a result.

> **The four assignments from the cohort stage, representing 28,000 words in total (submitted as a portfolio) will be considered alongside the narrative of the Thesis (15,000 words) and candidates will be required to respond to questions and engage in discussion of their work in a viva voce examination with an examination panel including at least one external examiner.**

Summary of Assessment requirement for MProf in Educational Research Award

1. Re-presentation (incorporating feedback and comments) of **the four assignments from the cohort stage**: 28,000 words.

2. Submission of a **Thesis** reviewing and evaluating the candidate's research thinking and development over the period of the cohort phase and subsequently: 15,000 words.

3. **Oral examination**

Extract from Course Handbook - for MProf only

Dissertation module learning outcomes

By successfully engaging with the module, you will be able to:

- summarise the development of your thinking on your research interest(s) during the cohort phases of the programme.
- critically evaluate the work you have undertaken, identifying areas of difficulty, tension and uncertainty
- identify ways in which you intend to resolve some of the issues highlighted above, for example by outlining further scholarly or research activity required
- identify areas of progress in scholarly and research practice and show how these have affected your practice

Assessment criteria

There are the ways that you can demonstrate that you have met the learning outcomes. The exact form that you choose will be a matter of negotiation with your tutor.

- write a comprehensive but concise narrative summary of your significant learning over the period of the cohort phase in relation to the work of the EdD programme.
- identify and evaluate significant achievements regarding your development as a professional researcher
- identify and explain significant issues in your work that remain unresolved, such as methodological difficulties, areas of knowledge that require further reading, ethical issues, etc
- outline the development of your theoretical thinking regarding the topics you have focused upon during the cohort phase and the impact this has had upon your professional practice
- outline plans for continued exploration in identified areas of interest, for example reading programmes, scholarly activity, empirical research
- evaluate your contribution to the collaborative learning during the cohort phase
- explore the impact of the cohort phase experience on you both personally and professionally
- present your work in a style and with a clarity consistent with doctoral level study, including the accurate use of normal academic conventions for citation and referencing

Transfer to MProf in Educational Research Award

Transfer to a MProf award may occur at any time following completion of the first four modules, i.e., normally the first two years, of a candidate's study on the programme. In some cases, transfer may be planned in the sense that a candidate recognises or is advised that they are unlikely to be capable of successfully completing a full EdD award. In other cases, transfer to the MProf award may be a consequence of an unanticipated change in circumstances that prevents a candidate from continuing with their EdD studies. The MProf in Educational Research Award option will also be available for a candidate who submits a final EdD thesis but fails, in the end, to satisfy examiners.

The minimum duration of the MProf is therefore two and a half years while the maximum duration is seven years, the same as the maximum duration of a full EdD award.

Intermediate award	Master of Professional Studies

MProf Award

This award will allow candidates who are unable to, or who may be advised not to, complete the full DProf award to exit their programme of study with an alternative intermediate award. It is not anticipated that this award would be actively marketed or recruited to, but that it would simply provide an award, where appropriate, for some candidates. Candidates must have passed the modules undertaken in the first two years of the programme to be eligible to apply for the award.

Students wishing to exit with an MProf award will be required to re-present the written work that they produced for both of the Project Planning modules as well as their portfolio of professional practice and development with its critical commentary. They may, if they wish to, revise and further develop the Project Planning assignments in the light of feedback from the first submission of these pieces of work prior to presenting them for their MProf.

This work should be presented as a bound thesis in an integrated, synthesised manner and include a 2000-word introduction and critical appraisal of the submission's demonstration of achievement of the stated MProf learning outcomes (see Annex A for details). **The thesis** will comprise the following:

> - The four pieces of written work representing 30,000 words in total (see section below)
> - They should be presented and bound (soft cover with thermal binding) as one single thesis document
> - The thesis will be assessed by examiners appointed by the university Research Degrees Committee (RDC) in accordance with the DProf Regulations
> - The candidate will be required to respond to questions and engage in discussion of their work in the viva voce examination to the satisfaction of the examiners.

Summary of Assessment requirements for the MProf Award

o **The assignment for Module 3 - Project Planning 1 -** this assignment presents a literature review demonstrating critical understanding of the theory, evidence and discourse within which their own research interests are situated (6,500 words).

o **The assignment for Module 4 - Project Planning 2** - this assignment presents criticality and understanding of possible methodologies and methods relevant to their research interest and actively and reflectively engages with relevant data collection and analysis methods (6,500 words).

- **An introduction and critical appraisal** of the submission's demonstration of achievement of the stated MProf learning outcomes (2,000 words).

- **A Critical Professional Practice and Development Portfolio** that presents a critical discussion and evaluation of the candidate's key intellectual, personal/professional, and organisational concerns. This will include a critical commentary analysing and drawing together key themes emerging from your professional practice and development during your period of doctoral study. This will comprise the content of the electronic PebblePad portfolio (15,000 words including 3,000 words of critical commentary). The 3,000-word critical commentary and a reference list of the assets that constitute evidence to support that commentary should be included in the thesis document.

The Thesis

The thesis should be presented in accordance with standard research degree thesis formatting requirements as follows:

- Theses must normally be in A4 format.

- the size of character used in the main text, including displayed matter and notes, must not be less than a font size 12. Preferred fonts are Arial, Calibri and Times New Roman.

- the soft-bound thesis for assessment must be printed on the recto side of the page only; the paper must be white and within the range 70 g/m^2 to 100 g/m^2.

- double or one-and-a-half spacing should be used in typescript except for indented quotations or footnotes where single spacing may be used.

- pages must be numbered consecutively through the main text including photographs and/or diagrams included as whole pages. Page numbers must be positioned centrally at the bottom of the page 20 mm above the edge; the left (binding edge) for soft-bound theses should have a margin of 40mm.

- the title page must give the following information:

    - the full title of the thesis **in a maximum of 12 words**.

    - the full name of the author.

    - that the degree is awarded by the University.

    - the award for which the degree is submitted in partial fulfilment of its requirements.

- o the Collaborating Organisation(s), if any; and

- o the month and year of submission.

The Abstract

The thesis must contain an abstract of approximately 300 words which provides a synopsis of the thesis stating the nature and scope of the work included in the thesis. This should sit after the Title page and be single-spaced. A loose copy of the abstract must be submitted with the thesis. The loose copy of the abstract must have the name of the author, the degree for which the thesis is submitted, and the title of the thesis as a heading.

Annex A

Extract from the Programme handbook.

Aims of the MProf programme:

1.1 Promote the development of knowledge and skills required to create and interpret new knowledge, through the ability to conceptualise and design a project that could contribute to the advancement of an area of professional practice.

1.2 Facilitate the development of independent learners who possess advanced professional knowledge and understanding with the skills to proactively deal with complex issues and problems and lead professional and organisational developments.

1.3 Support the development of critically reflective professionals who can, through professional leadership, influence practice in the UK and internationally.

2   MProf PROGRAMME LEARNING OUTCOMES (2009 Programme)

2.1   Knowledge and understanding covered within the Programme. On   successful completion of the programme, you will be able to:

2.1.1 Identify and explore theories, principles and concepts at the forefront of your sphere of professional practice and specialist body of knowledge

2.1.2 Evaluate the role of theories, principles and concepts and justify their application to create new insights into the complexities of professional practice

2.1.3 Critically explore the complex nature of professional life through an examination of scholarship relating to professional and organisational development

2.1.4 Critically evaluate a range of approaches to work-based research and development, through reference to philosophical bases and pragmatic implications of diverse methodologies

2.1.5 Critically evaluate the risks and complexities involved in researching organisational and professional contexts

2.1.6 Critically evaluate the ethical implications associated with research with human subjects in the changing and uncertain environment of the workplace

2.2 Intellectual/Subject/Professional/Key skills covered within the Programme: by the end of the programme, you will be able to:

2.2.1 Demonstrate a high level of independence, creativity and leadership in learning and practice

2.2.2 Apply effective critical thinking skills to make informed judgements in novel and challenging situations

2.2.3 Critically reflect on and evaluate wider systemic factors impacting on applied research and professional and organisational development

2.2.4 Evidence your professional leadership skills and mature professional effectiveness in complex organisational domains

2.2.5 Demonstrate a broad and critical awareness of research methodologies and cultures associated with biomedical, health, sport and social sciences

2.2.6 Critically reflect upon your own learning, performance and development, and plan and implement strategies to meet your own ongoing professional development needs

2.2.7 Develop and sustain effective communication and interpersonal relations within diverse professional contexts using a variety of media and communication styles.

PROFESSIONAL DOCTORATE COURSE INFORMATION IS PROVIDED BY THE RESEARCH INSTITUTE.

EACH PROGRAMME HAS A REQUIRED NUMBER OF MODULES WHICH MUST BE PASSED, BEFORE PROGRESSION TO THE RESEARCH PHASE IS GRANTED.

PLEASE CONTACT THE PROGRAMME LEADERS OR THE PGR ADMIN TEAMS FOR REQUIREMENTS IN YEARS 1 AND 2 OF STUDY.

CURRENT LIST OF RESEARCH DEGREE FORMS 2022-23

Form	Description
RF1	*Application for Approval of Research Programme*
RF2A	*Application for Confirmation of Doctorate*
RF2R	*Referred Application for Confirmation of Doctorate*
RF2AP	*Assessors' Report for Confirmation of Doctorate*
RF2RP	*Assessors' Report for Referred Application for Confirmation of Doctorate*
RF2B	*Application for Transfer of Registration from PhD to MPhil*
RF3	*Application for Approval of the Examiners and Thesis Title*
RF4	*Notification of the Arrangements for the Oral Examination*
RF5M or RF5D	*Examiner's Preliminary Report and Recommendation on a Candidate for the Degree of LLM/MAbyRes/MPhil or Doctorate*
RF6M or RF6D	*Examiners' Final Recommendation on a Candidate for the Degree of LLM/MAbyRes/MPhil or Doctorate*
RF7M or RF7D	*Examiner's Preliminary Report and Recommendation on the Re-examination of a Candidate for the Degree of LLM/MAbyRes/MPhil or Doctorate*
RF8M or RF8D	*Examiners' Final Recommendation on the Re-examination of a Candidate for the Degree of LLM/MAbyRes/MPhil or Doctorate*
RF9	*Application for Additional Time to Complete (beyond the maximum timescales stipulated in Regulation R5.1)*
RF9	*Application for Change in Mode of Study*
RF9	*Application for Change in Supervisory Arrangements*
RF9	*Application for Shortening of Registration Period (before the minimum timescales stipulated in Regulation R5.1)*
RF9	*Application for Withdrawal of Registration*
RFBIS	*Application for Break in Study*
RF10	*Application for Transfer of Registration between Institutions*
RFConf	*Application for Confidentiality of Thesis*
RFAB	*Application for Approval of Article-based Doctorate*