

A2: Regulations for research degrees: Master of Philosophy (MPhil), Doctor of Philosophy (PhD), Doctor of Medicine (MD), Doctor of Business Administration (DBA), Doctor of Clinical Practice (DClinPrac), Doctor of Engineering (EngD), and Doctor of Psychology (PsychD)

Contents

Admission	1
English language requirements	1
Registration.....	1
Simultaneous registration	2
Subsidiary awards	2
Transfer from another institution.....	2
Mode of study.....	2
Study on a collaborative basis	2
Transfer between modes of study	2
Doctoral programmes.....	3
PhD.....	3
MD	3
MPhil.....	3
Practitioner doctorates	3
Minimum and maximum periods of study	4
Extensions and withdrawal.....	4
Extension of time.....	4
Temporary withdrawal	5
Supervisors	6
Principal Supervisor	6
Co-supervisor.....	6
Collaborative Supervisor	7
Supervisor responsibilities.....	7
Reports to supervisors and reviews	7
Programme structure and training	7
Board of Examiners.....	7
Repetition of assessment	7
Extenuating circumstances	8
Unsatisfactory academic progress	8
Loss of contact.....	8
Fitness to practise and study.....	8
Confirmation of registration	9
Continuing status	10
Thesis or portfolio	10
References to work of others and previous work	10
Joint or group project.....	11
Performing arts and creative writing	11
Examination entry form	11
Time limits.....	11
Format of thesis	11
Examiners.....	11
Selection and appointment of examiners.....	12
External examiner nominations	12

Internal examiner nominations	13
Independent Chairs	13
Criteria for the appointment of an Independent Chair	13
Examiners' reports	14
Viva voce examination	14
Examiners' recommendation	14
Submission of revised thesis	16
Disagreement between examiners	17
Copyright and access to dissertations	17
Intellectual property	17
Award	17
Students in debt	17
Formal conferment	17
Degree certificate	17
Appeals and complaints	17

1. These *regulations* should be read in conjunction with the University's [Code of practice for research degrees](#).

Admission

2. An applicant holding an appropriate degree may be admitted to a research programme leading to the degree of Doctor of Philosophy with probationary status (with registration subject to confirmation). The minimum requirement for registration for the degree of Doctor of Philosophy with probationary status will normally be that of an honours degree (Second Class, First Division) from a UK university or other qualification deemed by the Senate to be equivalent.
3. An applicant holding an appropriate degree may be admitted solely to a research programme leading to the degree of Master of Philosophy. Should the student subsequently wish to transfer their registration to the Doctor of Philosophy then they would need to apply to register and undertake the confirmation.
4. An applicant who is registered with the General Medical Council and working within the NHS or an approved institution may be admitted to a programme of study and research leading to the degree of Doctor of Medicine.
5. An applicant holding an appropriate degree may be admitted to a programme of study, research and, as appropriate, practice, leading to one of the following Practitioner Doctorate awards:
 - Doctor of Business Administration (DBA)¹
 - Doctor of Clinical Practice (DClinPrac)²
 - Doctor of Engineering (EngD)
 - Doctor of Psychology (PsychD)
6. An applicant who is not a graduate may be admitted provided that the applicant holds professional or other qualifications and/or work experience as deemed appropriate by the Executive Dean of Faculty.
7. An applicant may not be admitted to a research degree unless the applicant has first been accepted by the Executive Dean of the Faculty in which the applicant proposes to study through the admissions procedures specified in the *Code of practice for research degrees*. The admission of an applicant may be subject to conditions specified by the Executive Dean of Faculty.

English language requirements

8. Applicants will be required to satisfy the admissions panel of an ability to understand and communicate in both written and spoken English consistent with the University's current threshold level in IELTS or equivalent. IELTS scores, or equivalent, must be current and have been obtained no earlier than two years of the start date of the programme. It may be appropriate to ask for more than the minimum level in certain disciplines.

Registration

9. A research student must register at the start of the programme and shall undertake to comply with the Charter, Statutes, Ordinances and Regulations of the University. Research students will normally be able to register in October, January, April and July. A student must re-enrol by the specified date for each year the programme is pursued. The registration of a student who fails to re-enrol by the specified date may

¹ There are no new registrations on this programme.

² There are no new registrations on this programme.

be deemed to have lapsed and will be terminated. No student is entitled to register or re-enrol unless the prescribed fees have been paid.

Simultaneous registration

10. A student pursuing a research degree may not simultaneously register for another award of the University, or any other university, except that:
- if a student has completed a programme of study for another award but the award has not been made, the student may register provisionally for a period not exceeding three months
 - if a student is studying for a dual award as approved in accordance with the *Code of practice for the approval and management of collaborative provision*.

Subsidiary awards

11. Where the taught component of a research degree is credit-bearing students who exit the programme early, having accumulated sufficient credit, will be entitled to a subsidiary award of a Postgraduate Certificate or a Postgraduate Diploma. Any credit-based subsidiary award offered as a part of a research degree must be approved through the validation and/or periodic programme review procedures.
12. No student may receive more than one award for a given programme of study. Exceptionally, a student who has received a subsidiary award may be permitted by the Executive Dean of Faculty to re-enrol for the next part of the programme but may receive the more advanced award only upon surrendering the first award.

Transfer from another institution

13. The University Research Degrees Committee may permit a student who has started a research degree at another institution to complete it as a registered student of the University of Surrey. The University Research Degrees Committee shall specify the minimum and maximum periods of study and research in each case and the student will be required to apply to the University through the standard admissions procedure.

Mode of study

14. A research degree may be pursued:
- on a full-time or part-time basis at the University
 - on a full-time or part-time basis with a collaborative organisation including placement providers
 - on a full-time or part-time basis where the research student's time is divided between the University and a collaborative organisation.

Study on a collaborative basis

15. Where an application to study on a collaborative basis is being considered, a formal, written, collaborative agreement between the University and the collaborating organisation is required in accordance with the *Code of practice for the approval and management of collaborative provision*.

Transfer between modes of study

16. A student may be permitted by the University Research Degrees Committee to transfer between full-time and part-time registration. The minimum and maximum periods of registration shall be determined in each case according to the periods in which the student was registered under each mode.

Doctoral programmes

17. A programme of research for doctoral degrees must include all of the following:
- original research leading to a contribution to new knowledge
 - sufficient study in discipline-specific matters as to permit a graduate to contribute at the forefront of the relevant profession or research
 - training in elements that allow the student to develop discipline-specific and transferable and generic skills

PhD

18. In accordance with the QAA *Framework for Higher Education Qualifications* (FHEQ)³, the thesis will demonstrate:
- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication
 - a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice
 - the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems
 - a detailed understanding of applicable techniques for research and advanced academic enquiry

MD

19. The thesis submitted for Doctor of Medicine will have the characteristics listed above but the research is likely to draw on clinical or laboratory work and may involve clinical trials or other work with patients in the practical/clinical setting⁴.

MPhil

20. A thesis submitted for the degree of Master of Philosophy will be informed by the forefront of an academic or professional discipline, will show originality in the application of knowledge, and will understand how the boundaries of knowledge are advanced through research⁵. The student will have an in-depth knowledge and understanding of the discipline informed by current scholarship and research, including a critical awareness of current issues and developments in the subject; the ability to study independently in the subject; the ability to use a range of techniques and research methods applicable to advanced scholarship in the subject⁶.

Practitioner doctorates

21. Theses or portfolios submitted for a practitioner doctorate will demonstrate the same characteristics listed in Regulation 17 above but the research will normally be rooted in a professional field as well as in an academic discipline.

³ [Framework for Higher Education Qualifications in England, Wales and Northern Ireland](#)

⁴ [Doctoral degree characteristics.](#)

⁵ [UK Quality Code for Higher Education: Part A Setting and maintaining academic standards: Chapter A1 the national level.](#)

⁶ [Master's degree characteristics.](#)

Minimum and maximum periods of study

22. The minimum and maximum periods of study for the awards covered by these regulations are:

Programme	Minimum period of registration	Maximum period of registration
MPhil Full-time	20 months	36 months
MPhil Part-time	40 months	72 months
PhD Full-time	30 months	48 months
PhD Part-time	60 months	96 months
MD Full-time	24 months	36 months
MD Part-time	48 months	72 months
DBA Part-time	48 months	72 months
DClinPrac Part-time	48 months	60 months
EngD Full-time	45 months	54 months
PsychD Full-time	36 months	48 months
PsychD Part-time ⁷	60 months	72 months

23. The minimum period of registration can be reduced further on the condition that the case for reduction is supported by the student, supervisors and Executive Dean of Faculty and is approved by the University Research Degrees Committee.

Extensions and withdrawal

24. A student retains the right to permanently withdraw from a research degree.

Extension of time

25. The University Research Degrees Committee will consider requests for extension where there has been:
- for part-time students in full-time employment only, an increase in their workload due to circumstances beyond their control
 - difficulties in the research that were beyond the student's control
 - difficulties relating to continuity of supervision
 - other exceptional circumstances

⁷ PsychD in Clinical Psychology is available only on a full-time basis; PsychD in Psychotherapeutic and Counselling Psychology may be pursued on the basis of full-time study for the first twelve months, followed by part-time study over the following four years.

26. A student may apply for an extension to the maximum period of registration or resubmission period by submitting a request to the University Research Degrees Committee. The maximum extension to a period of registration is twelve months aggregate. If a student is not granted an extension and has reached the maximum period of registration then their registration will be terminated on the grounds that it has lapsed.
27. All requests for extension will be made by the student on the standard pro-forma and accompanied by supporting evidence. Requests for extension without supporting evidence will not be considered by the University Research Degrees Committee. Students are required to provide a timeline for submission with interim, testable milestones.
28. A request for extension requires the support of the supervisors and Executive Dean of Faculty. If the supervisors or Executive Dean of Faculty do not support the extension request, the student is at liberty to submit the request directly to the University Research Degrees Committee for consideration. All requests for extension are subject to approval by the University Research Degrees Committee.
29. Students in receipt of funding are advised to check the terms of their scholarship. International students are also advised to check their visa status before making a request for extension.

Temporary withdrawal

30. It is expected that registration for a research degree will be continuously pursued. However, the Executive Dean of Faculty may recommend to the University Research Degrees Committee that a student be granted a period of temporary withdrawal. In all but the most exceptional cases, students will not be permitted a period of temporary withdrawal in excess of twelve months aggregate over the period of registration.
31. The University Research Degrees Committee will consider requests for temporary withdrawal where there has been:
 - bereavement through the death of a close relative or significant other* that in employment would lead to a reasonable employer to grant compassionate leave
*[in such cases the University Research Degrees Committee will require independent evidence of the nature of the relationship]
 - serious short-term illness or accident of a nature that, in employment, would lead a reasonable employer to agree absence on sick leave
 - a long-term (chronic) health problem suddenly worsening
 - for part-time students in full-time employment only, a significant increase in their workload due to circumstances beyond their control
 - maternity or paternity
 - difficulties relating to continuity of supervision
 - difficulties in research beyond the student's control
 - other exceptional circumstances
32. All requests for temporary withdrawal will be made by the student on the standard pro-forma and accompanied by supporting evidence. Requests for temporary withdrawal without supporting evidence will not be considered by the University Research Degrees Committee. A request for temporary withdrawal requires the support of the supervisors and Executive Dean of Faculty. If the supervisors or Executive Dean of Faculty do not support the request for temporary withdrawal, the

student is at liberty to submit the request directly to the University Research Degrees Committee for consideration. All requests for temporary withdrawal are subject to approval by the University Research Degrees Committee.

33. Where a period of temporary withdrawal is approved, the student's registration will be extended by the same period of time.
34. Retrospective applications for temporary withdrawal will not be considered except in exceptional circumstances.
35. Students in receipt of funding are advised to check the terms of their scholarship. International students are also advised to check their visa status before making a request for temporary withdrawal.

Supervisors

36. The Executive Dean of Faculty shall appoint at least two supervisors for each student. The Executive Dean of Faculty may appoint a replacement or additional supervisor at any time if necessary or desirable. In all cases, at least one of the supervisors shall have supervised solely or as a team member at least one research student through to successful completion of a doctoral degree. The Principal Supervisor will be the main point of contact between the student and the University.
37. In addition to the University supervisors, a collaborative student will be allocated a Collaborative Supervisor in accordance with the *Code of practice for the approval and management of collaborative provision*.
38. The Executive Dean of Faculty shall inform the University Research Degrees Committee of any changes to supervision.

Principal Supervisor

39. At least one supervisor, the Principal Supervisor, shall be a member of the University's staff holding an appointment as Professor, Reader, Senior Lecturer, Lecturer, Professorial Research Fellow, Senior Research Fellow or Research Fellow.
40. The Principal Supervisor will:
 - be an active researcher in an area relevant to the student's field of research
 - have completed the relevant training as set out in the *Code of practice for research degrees* if new to supervision
 - have an expectation of holding the appointment with the University for at least the minimum period of the student's registration

Co-supervisor

41. The Co-supervisor should be appointed from among the following:
 - a member of the University's staff holding an appointment as Professor, Reader, Senior Lecturer, Lecturer, Professorial Research Fellow, Senior Research Fellow, Research Fellow, Research Officer / Research Assistant, Emeritus/a staff, and Honorary NHS Appointments.
42. A Co-supervisor will:
 - have appropriate knowledge and normally be an active researcher
 - have an expectation of holding the appointment with the University for at least the minimum period of the student's registration
 - have completed the relevant training as set out in the *Code of practice for research degrees* if new to supervision

Collaborative Supervisor

43. A Collaborative Supervisor may be appointed in situations where: i) a research student spends a part or all of their research degree in another organisation; ii) where additional external expertise is required which would be of benefit to the research student and project. A Collaborative Supervisor is typically drawn from industry, clinical organisations, a research institution, or other university
44. A Collaborative Supervisor will:
 - have specialist knowledge or expertise in order to support the student's research and/or manage the student's day-to-day performance in the collaborative organisation
 - normally have experience of successfully supervising research students at doctoral level. Collaborative Supervisors will be offered guidance and training opportunities to enable them to fulfil their responsibilities.

Supervisor responsibilities

45. The responsibilities of supervisors are set out in the *Code of practice for research degrees*. If supervisors are found not to be fulfilling their responsibilities under the *Code* then they will not be permitted to supervise new students.

Reports to supervisors and reviews

46. As a minimum, all research students will have at least one supervisory session per month
47. Student progress will be formally monitored at six month intervals through the interim review and end of year review procedures.
48. An unsatisfactory outcome of a review or refusal by a student to complete a review will result in the initiation of unsatisfactory academic progress procedures.

Programme structure and training

49. Students and supervisors will agree at the outset a programme of discipline-specific and skills courses ensuring that the compulsory elements are included. Students and supervisors will keep this under review and formally report on progress every six months.
50. Practitioner doctorates and structured PhD programmes will include a series of credit bearing modules at FHEQ Level 7 or non-credit bearing taught units which students shall be required to pass before progressing to the research stage of their programme.

Board of Examiners

51. The assessment of components of the programme other than the thesis or portfolio shall be the responsibility of a Board of Examiners which will operate in accordance with the terms of reference for Boards of Examiners as set out in the *Code of practice for academic governance*.

Repetition of assessment

52. In the case of non-credit bearing taught units, the Board of Examiners may allow a student who has failed a unit of assessment other than the thesis or portfolio to repeat the assessment on one subsequent occasion, normally within one year of the first attempt.
53. The programme of a student, who has not been permitted to repeat an assessment or who has failed an assessment a second time, shall be terminated by the University Research Degrees Committee.

54. In the case of credit bearing modules, repetition of an assessment and progression to the next stage of the programme will be managed in accordance with the *Regulations for taught programmes*.

Extenuating circumstances

55. During the course of their research programme, students may need to make a claim for the recognition of extenuating circumstances affecting: i) assessment for a credit bearing module or taught unit; ii) progress monitoring and/or confirmation; iii) unsatisfactory academic progress procedures. Research students wishing to make a claim for the recognition of extenuating circumstances shall follow the procedures as set out in the *Regulations for extenuating circumstances*.

Unsatisfactory academic progress

56. A student's registration may be terminated on the grounds of unsatisfactory academic progress. If the Principal Supervisor judges a student's progress to be unsatisfactory they will first consult the Faculty Postgraduate Research Director⁸. The details of this consultation will be documented and both parties must be in agreement that the student's progress is unsatisfactory. If there is a disagreement between the parties then the case will be referred to the University Research Degrees Committee for a decision.
57. The student will be sent written notification that their progress has been deemed unsatisfactory and offered the opportunity to remedy this. The student will be offered at least three months to meet specified targets.
58. Following the specified period, the student's case will be reviewed by the Principal Supervisor, Faculty Postgraduate Research Director, and one other academic member of staff not previously involved in the case but with experience of postgraduate research supervision. If all parties agree that the student has failed to meet the targets to the required standard then a recommendation for programme termination will be made to the University Research Degrees Committee. If there is a disagreement between the parties then the case will be referred to the University Research Degrees Committee for adjudication.

Loss of contact

59. In cases where the student appears to have withdrawn from the research degree and failed to make contact with the Faculty (normally for 3 months or more), it will be sufficient for a recommendation of termination to be made to the University Research Degrees Committee solely on the basis of evidence showing that reasonable efforts have been made to contact the student at the last email and postal address provided and warning the student of the consequences of not contacting the Faculty within 10 working days.

Fitness to practise and study

60. The *Regulations for fitness to study* and *Regulations for fitness to practise* apply to postgraduate research students and should be consulted where there are concerns about a student's fitness to study and/or practice.

⁸ If the Faculty Postgraduate Research Director is the Principal Supervisor then they will consult the Faculty Associate Dean (Research).

Confirmation of registration

61. Research students on the following programmes are required to undergo a confirmation of registration examination:
 - PhD
 - MD
 - EngD
62. For students registered on a traditional PhD or MD degree, the confirmation will normally take place twelve to fifteen months after initial registration for full-time students and twenty-four to thirty months for part-time students. With the agreement of the University Research Degrees Committee, students may undergo the confirmation earlier.
63. In the cases of an EngD or a PhD programme that contains a structured taught element, the confirmation must take place no later than 24 months for full-time students and no later than 48 months for part-time students.
64. The Principal Supervisor shall arrange a meeting to consider the application. The meeting shall involve: the student; with at least one supervisor in attendance; and the examiners.
65. The student will be examined by two examiners (normally, internal). The examiners will:
 - have expertise in an area relevant to the student's research
 - have completed the relevant confirmation examiner training if they have no prior experience of examining a confirmation
 - not have had any involvement with the project that could give rise to a conflict of interest
 - have no personal relationship with the student that could give rise to a conflict of interest
 - any external will have examined at least one confirmation, or equivalent, at another institution
66. Where the candidate is also a member of staff of the University, at least one examiner will be external to the University.
67. Where an external examiner is used, the internal examiner will perform the dual role of examiner and Chair.
68. The appointment of the examiners is subject to the approval of the Executive Dean of Faculty.
69. Following the examination, the Executive Dean of Faculty shall consider the recommendation of the examination panel that:
 - the student be permitted to continue registration on the degree
 - the student's registration should not be confirmed but that the student may resubmit for confirmation of registration on a single occasion only, normally three months later with or without further oral examination. One of the examiners will supply the candidate with a written statement within five working days after the meeting of the action to be taken in order to satisfy the criteria for confirmation of registration.
70. The Executive Dean of Faculty may require other evidence, for example fitness to practise or fitness to study, before reaching a decision.

71. Following the second examination, the Executive Dean of Faculty shall consider the recommendation of the examination panel that:
- the student be permitted to continue registration on the degree or
 - in the case of PhD and MD students, the student should be registered for the degree of Master of Philosophy or
 - the student's registration be terminated
72. The Executive Dean of Faculty may require other evidence, for example fitness to practise or fitness to study, before reaching a decision.

Continuing status

73. A student may apply to register as a 'continuing student' while completing the thesis or portfolio. Continuing status may be granted provided that:
- a student has completed a minimum period of research and study as follows:

MPhil	24 Months (Full-time)
	48 Months (Part-time)
PhD	36 Months (Full-time)
	72 Months (Part-time)
MD	24 Months (Part-time/Collaborative)
DBA	48 month (Part-time)
DClinPrac	48 months (Part-time)
EngD	48 months (Full-time)
PsychD	36 months (Full-time)
	60 months (Part-time)

- the transfer is approved by both the Principal Supervisor and Executive Dean of Faculty
- the student is making use only of the University's general facilities; is no longer using facilities of the Faculty such as laboratories or other specialist facilities and is receiving advice solely related to the writing up of his/her thesis

Thesis or portfolio

74. A student shall present a thesis or portfolio for examination⁹.

References to work of others and previous work

75. A student shall indicate by means of explicit references the citation of the work of others or work by the student which is not part of the submission for the degree. Work submitted for another degree may not comprise part of the submission.

⁹ For the purposes of these *regulations* the term "thesis" hereafter shall be taken to imply also "portfolio".

Joint or group project

76. A student who has submitted work forming part of a joint or group research project, shall be required to satisfy the examiners that the student's share of the work is sufficient to justify the award of the degree. In such cases the thesis must contain an introductory note stating the student's own claims to his or her contributions. A copy of such a note should be countersigned by the co-researchers.

Performing arts and creative writing

77. A student registered for an MPhil or PhD award in the fields of performing arts and creative writing may submit, in lieu of a thesis, a portfolio of original works that the student has undertaken while registered for the degree. The portfolio shall include notes on each item within it and either an extended analysis of one item or a dissertation on a related theme.

Examination entry form

78. A student shall be required to complete an examination entry form not earlier than six months nor later than two months before the thesis is presented; the proposed title of the thesis will be stated on the form. The title of the thesis must be approved by the Executive Dean of Faculty. No change in the approved title may be made except with the consent of the Executive Dean of Faculty.

Time limits

79. The thesis shall be submitted no earlier than the end of the minimum period of registration and no later than the end of the student's period of registration. In exceptional circumstances, the University Research Degrees Committee may permit the student to submit the thesis at an earlier date

Format of thesis

80. The thesis shall be temporarily bound before it is examined. One copy per examiner shall be submitted to the Student Services and Administration Directorate for distribution and, if required, a copy shall be submitted for use by the supervisors. Where appropriate, a copy of the thesis may also be required by a collaborating organisation.
81. The thesis shall be typed on A4 sized paper. All pages should be numbered. The title page shall bear the approved title, and student's name, the degree for which the student is registered and the year in which the thesis is presented. A summary of the work, not exceeding 300 words in length and a signed Statement of Originality must be included in each copy following the title page. Whenever possible, any other material should form part of the thesis, but a student is at liberty to submit such material separately for consideration by the examiners.
82. The thesis shall be written in English except when the University Research Degrees Committee has given permission for another language to be used owing to the nature of the subject. The summary should always be written in English.
83. Following recommendation by the examiners that an award be made, the final version of record of the thesis will be uploaded by the student to the University's digital repository.
84. No alterations or additions may be made to a thesis after it has been submitted except with the agreement of the examiners.

Examiners

85. The examination shall be conducted by at least two examiners, at least one of whom must be external to the University.

86. Normally, there should be one internal and one external examiner. The internal examiner will have the dual role of examining and chairing¹⁰ the viva voce examination unless an independent chair is appointed.
87. The examiners must have expertise in examining at the appropriate level so that they are familiar with the standards expected and the achievement likely to be attained. The appointed examiners should, between them, normally have examined a minimum of six candidates at the appropriate level; an external examiner must have experience of at least one relevant examination.

Selection and appointment of examiners

88. The examiners shall be appointed by the University Research Degrees Committee on the recommendation of the Executive Dean of the Faculty.

External examiner nominations

89. Nominees for consideration for appointment as external examiners should normally:
- have expertise in the area relevant to the student's field of research and be demonstrably research active
 - hold an academic appointment (a curriculum vitae should accompany any nomination to the University Research Degrees Committee)
 - have experience of examining at doctoral level;
 - not have, nor have previously had, a personal relationship with the student or member of the supervisory team
 - not have had any professional relationship with the student which may give rise to a conflict of interest (for example supervisory, collaborative research, co-authoring of papers)
 - not have had a significant research relationship (for example, co-authoring of numerous research outputs such as papers and conferences) with any member of the supervisory team within the last five years
 - not hold (or have held) any appointment of the University, other than that of external examiner, during the period in which the student has been registered for the degree
 - be appointed from within the European Economic Area (EEA) and have the right to work in the United Kingdom. In cases where the candidate is located outside of the EEA and is experiencing extenuating circumstances which render them unable to travel to the UK it would be permissible to appoint an examiner from outside of the EEA
90. Normally, an external examiner would not examine more than three candidates of the University in any five year period without permission from the University Research Degrees Committee.

¹⁰ In this role the internal examiner will be responsible for ensuring the proper and fair conduct of the meeting, including conformity with the regulations. They will sign the final joint examination report to confirm that the examination took place according to the regulations, resulting in one of the permitted outcomes by the regulations.

Internal examiner nominations

91. Nominations for appointment of internal examiners should normally:
- have expertise in the area relevant to the student's field of research and be demonstrably research active
 - hold appointments as Professor, Reader, Senior Lecturer, Lecturer, Professorial Research Fellow, Senior Research Fellow, Research Fellow, Research Officer / Research Assistant, Emeritus/a staff, or Honorary NHS Appointments
 - not have, nor have previously had, a personal relationship with the student
 - not have had any professional relationship with the student which may give rise to a conflict of interest (e.g. supervisory, collaborative research, co-authoring of papers)
 - Internal Examiners with no previous experience of examining or chairing *viva voce* examinations at the University will have undergone appropriate training prior to appointment

Independent Chairs

92. Independent Chairs will be appointed by the University Research Degrees Committee in the following circumstances:
- where a student is being re-assessed upon appeal
 - in cases where two external examiners are required including:
 - (i) where the candidate is a member of the staff of the University. This would normally apply to candidates holding permanent lectureships or research positions but not to candidates on short-term research contracts such as Research Officers / Research Assistants;
 - (ii) where the University is unable to provide an internal examiner with the appropriate subject matter expertise and a second external examiner is appointed;
 - where the internal examiner has no previous experience of doctoral-level *viva voce* examinations in the UK
 - where the external examiner has no previous experience of the doctoral-level *viva voce* examinations in the UK
 - where the internal examiner holds an Emeritus/a or Honorary Appointment
 - in any other special case as determined by the University Research Degrees Committee

Criteria for the appointment of an Independent Chair

93. The Chair will be appointed by the University Research Degrees Committee on the recommendation of the Executive Dean of the Faculty.
94. The Independent Chair will:
- be internal to the University
 - not have, nor have previously had, a personal relationship with the student
 - not have had any professional relationship with the student which may give rise to a conflict of interest (e.g. supervisory, collaborative research, co-authoring of papers)
 - have experience of examining at doctoral level

- not be Emeritus/a or honorary staff

Examiners' reports

95. Each examiner shall submit via the student's Faculty an independent report on the content and style of the thesis prior to the *viva voce* examination.

Viva voce examination

96. The *viva voce* examination should normally be held not less than 30 days and not more than 90 days after submission of the thesis. Only with the approval of the University Research Degrees Committee and with the written agreement of the examiners and the candidate, the *viva voce* examination may exceptionally be held earlier.
97. The content of the thesis, the conduct of the examination of a student and matters related thereto shall be regarded as confidential to those taking part in the examination and to appropriate officers of the University until such time as the outcomes of the examination are agreed by the University Research Degrees Committee.
98. Each appointed examiner will receive a copy of the thesis to be examined in advance of the *viva voce* examination and will prepare an independent, written report on the content and style of the thesis in advance of the examination. The reports will be submitted and considered at the *viva voce* examination.
99. The *viva voce* examination is concerned with the content of the thesis and any related matters which the examiners consider appropriate. The student should expect to be questioned by the examiners on matters including: the focus of the research, the existing literature, the methodology used, the conduct of the research, the outcomes and conclusions.
100. The *viva voce* examination shall be conducted in the presence of the examiners at the University in Guildford. Exceptionally, and subject to the approval of the University Research Degrees Committee, the examination may be arranged at another venue, provided all parties, including the student, agree. Exceptionally, and subject to the approval of the University Research Degrees Committee, the *viva voce* examination may take place via video-conference provided that the student is accompanied by at least one of the examiners.
101. Supervisors are not expected to be present at the closed *viva voce* examination but should endeavor to make themselves available for the conclusion of the examination when the verdict is given and any required corrections to the thesis are explained. In exceptional circumstances, students may make a written case to the Faculty Postgraduate Research Director to request that their supervisors attend the *viva voce* examination. The case must explain why the presence of the supervisors is necessary to ensure the effective and proper conduct of the examination. On the rare occasion that a supervisor is present at the examination they must not participate in the examination and may only speak at the behest of the chair.
102. No persons other than the above shall be present at or otherwise take part in the *viva voce* examination

Examiners' recommendation

103. After the examination, the examiners shall report on the *viva voce* examination, together with any reports that may have been submitted by the supervisors in response to a request by the examiners. They shall preferably present a joint report but are at liberty to present separate ones if they so wish.

104. They shall jointly make one of the following recommendations, as appropriate:
- (i) that the degree be awarded;
 - (ii) that the degree be awarded, subject to specified minor corrections¹¹ being made to the thesis or portfolio to the satisfaction of the internal examiner within a period not exceeding one month;
 - (iii) that the degree be awarded, subject to specified, minor revisions¹² being made to the thesis or portfolio to the satisfaction of the internal examiner within a period not exceeding six months;
 - (iv) that the degree not be awarded, but that the student be permitted to submit a revised thesis, by a specified date, normally twelve months, with or without further research, and be examined with or without a further *viva voce* examination;
 - (v) that for those students registered for the PhD or MD, that the degree not be awarded but that the degree of Master of Philosophy be awarded, if appropriate, after specified minor corrections or minor revisions have been made to the thesis or portfolio, and if the student submits the thesis for that degree within one month in the case of minor corrections or six months in the case of minor revisions;
 - (vi) that for those students registered for the PhD or MD, that degree not be awarded but the student be permitted to submit a revised thesis, for the degree of Master of Philosophy, by a specified date, (normally twelve months), with or without further research, and be examined with or without a further *viva voce* examination;
 - (vii) that the degree not be awarded and with no recommendation regarding a re-submission of the thesis.
105. If specified minor corrections or revisions are required to the thesis, the internal examiner shall inform the student of the nature of the corrections, within 10 working days of the *viva voce*, in the form of a written list¹³.
106. Any corrections required to the thesis shall be completed and the thesis uploaded to the online repository within one month of receipt of the corrections and minor revisions shall be completed and the thesis uploaded to the online repository within six months of receipt of the corrections, unless the University Research Degrees Committee allows a longer time.
107. The Internal Examiner shall, within 20 working days of submission of the corrected thesis, certify that any specified, minor corrections or minor revisions have been carried out satisfactorily. Where there is no internal examiner on the panel, the Chair will ask the panel to agree who will assume responsibility for certifying completion of the specified, minor corrections or revisions.
108. In the case of any resubmission, the student may be liable for additional composition and/or re-examination fees.

¹¹ The phrase “specified, minor corrections” shall be taken to include the correction of minor corrections, minor errors of fact, typography, grammar, style, syntax and/or layout of graphs/tables etc., which would enhance the readers’ understanding of the author’s argument but which does not alter the intellectual content and reasoning of the thesis.

¹² “Minor revisions” are those which do not involve further supervision or any further original research. Such additions might include, for example, additional sentences, tables, paragraphs or pages but not normally additional chapters. They may additionally include specified minor corrections.

¹³ The examiners may indicate in general terms a need to correct grammar and/or spelling, and, in addition, may return to the student an annotated copy of the thesis or portfolio.

109. The recommendation of the examiners shall be considered by the University Research Degrees Committee. If a recommendation that the degree be not awarded is approved, the student's programme shall be terminated.

Submission of revised thesis

110. A student may submit a revised thesis once only, on the recommendation of the examiners and with the approval of the University Research Degrees Committee.
111. A student shall be informed in writing within 10 working days after the *viva voce* of the reasons for the examiners' rejection of the original thesis, normally by being sent by the Student Services and Administration Directorate a Statement of Requirements prepared by the examiners listing the principal aspects of the thesis which require improvement, a copy of which will be appended to the Examination Entry Form.
112. A student may submit a revised thesis once only. The examiners shall determine the date by which the revised thesis shall be submitted, normally twelve months from the date that the Statement of Requirements is sent to the student. The student is entitled to supervisory support in the form of monthly meetings during the resubmission period.
113. The procedure for submitting a revised thesis shall be the same as that for submitting the original one.
114. A revised thesis shall normally be examined by the original examiners but the University Research Degrees Committee may appoint different examiners in exceptional cases. examiners may not recommend re-submission for a second time but may make one of the following recommendations, as appropriate, and should do so within 90 days of receipt of the revised thesis:
- (i) that the degree be awarded;
 - (ii) that the degree be awarded, subject to specified minor corrections¹⁴ being made to the thesis or portfolio to the satisfaction of the internal examiner within a period not exceeding one month;
 - (iii) that the degree be awarded, subject to specified, minor revisions¹⁵ being made to the thesis or portfolio to the satisfaction of the internal examiner within a period not exceeding six months;
 - (iv) that for those students registered for the degree of PhD or MD, that the degree not be awarded but that the degree of Master of Philosophy be awarded, if appropriate, after specified minor corrections or minor revisions have been made to the thesis or portfolio, and if the student submits the thesis for that degree within one month in the case of minor corrections or six months in the case of minor revisions;
 - (v) that the degree not be awarded

¹⁴ The phrase "specified, minor corrections" shall be taken to include the correction of minor corrections, minor errors of fact, typography, grammar, style, syntax and/or layout of graphs/tables etc., which would enhance the readers' understanding of the author's argument but which does not alter the intellectual content and reasoning of the thesis.

¹⁵ "Minor revisions" are those which do not involve further supervision or any further original research. Such additions might include, for example, additional sentences, tables, paragraphs or pages but not normally additional chapters. They may additionally include specified minor corrections.

Disagreement between examiners

115. If the examiners are unable to agree on a recommendation, the University Research Degrees Committee shall appoint an additional external examiner to review the thesis and the original examiners' reports which will be anonymised. The additional examiner may require the student to undergo another *viva voce* examination. The University Research Degrees Committee shall consider the reports of all examiners before reaching a decision.

Copyright and access to dissertations

116. Dissemination of knowledge is one of the objectives of the University. Copies of theses accepted for research degrees are stored in an online repository and are available for anyone to consult. A student is therefore advised to mark the thesis as copyright.
117. Under special circumstances it is possible to restrict access to a thesis.

Intellectual property

118. Postgraduate research students are required to adhere to the [University's Intellectual Property Code](#)

Award

119. The degree shall be awarded to a successful student by the University Research Degrees Committee on behalf of Senate. The date of the award shall be the date on which the University Research Degrees Committee approves the award.

Students in debt

120. No student shall be entitled to the award of a degree unless all fees for tuition have been paid.

Formal conferment

121. Degrees shall be formally conferred at a congregation held for the purpose.

Degree certificate

122. After the formal conferment, each graduate shall be given a degree certificate. The certificate shall either be handed to the graduate or sent through the ordinary post to the student's address as listed in the University records. A replacement certificate can be issued only on receipt of a written request from the graduate and on payment of the appropriate fee.

Appeals and complaints

123. The grounds for and procedures for appeals are set out in the *Regulations for academic appeals* and the grounds and procedures for complaints are set out in the *Procedure for complaints*.