

Higher Degree Regulations

2023/24

Contents

University of Chichester Higher Degree Regulations	3
Appendix 1: Research degrees in Music.....	17
Appendix 2: Regulations for submission by published work and for staff members in candidature for the degree of Doctor of Philosophy	18
Appendix 3: Regulations for the Completion of Research Degree Candidature.....	23
Appendix 4: Research Degree Candidature: Procedures for Circumstances that may lead to Withdrawal or Termination.....	33
Appendix 5: Regulations for the Professional Doctorate (DProf)	41

The Higher Degree Regulations of the University of Chichester are reviewed annually. This version supersedes all previous versions of the Higher Degree Regulations and takes effect from 01 September 2023.

University of Chichester Higher Degree Regulations

These Regulations cover higher degrees by research of the University of Chichester.

These Regulations should be read in conjunction with Appendices 1-5 and with the Code of Practice for Research Candidature and Supervision.

Award of the Degree

1. The degrees of Master (MPhil) or Doctor of Philosophy (PhD) or Professional Doctorate (DProf)¹ or Professional Masters (MProf)¹ may be awarded by the University to postgraduate research students who have successfully pursued a course of study as prescribed in these regulations to the satisfaction of the Research Degrees Group and have fulfilled any other University requirements.

Regulations for the degrees of Master of Philosophy and Doctor of Philosophy

Admission

The following Regulations should be applied in conjunction with the University's Admissions Policy, and the University's [Code of Practice for Research Candidature and Supervision](#).

2. The requirements for candidature shall normally be a degree in a suitable subject of any approved university or whatever award/range of experience might be deemed equivalent by the Research Degrees Group.
3. Candidates may be admitted on transfer from another university (with or without their supervisor) according to the guidelines set out in the University's [Code of Practice for Research Candidature and Supervision](#).
4. Candidates satisfying the requirement for candidature may be admitted provided the Research Degree Coordinator, relevant Head of Academic Department/Director of Institute and Cross-Institutional Lead for Research are satisfied with their chosen subject for research, that there is access to appropriate resources and facilities, and that there are satisfactory supervisory arrangements in place. An application form must be sent to the Research Office in all circumstances, even in the case of externally-funded or bursaried students, since the details in the form are needed for administrative purposes (e.g., setting up the student's IT account, ChiView profile etc.).
5. The effective starting date will be the first working day of October, February or June in any given year. Other start dates may be considered by exception and with approval of the Cross-Institutional Lead for Research.

Candidature

6. The programme to be followed shall be one of supervised study, including research and generic skills training, and may be undertaken on a full-time or part-time basis. Full-time

¹ Regulations. Full

Approved by Academic Board June 2023

Approved by Academic Board June 2023

supervisory team. It is a normal expectation that a research degree supervisor at the University will not exceed a maximum supervisory load of six current research students by headcount or 5.0FTE, whichever is the greater. Any exception to this maximum will need to be justified by the relevant Head of Department/Director of Institute who will need to provide

15. In exceptional circumstances, and for academic reasons only, a research student may be permitted to submit a thesis earlier than the specified minimum period of candidature. In such a case, the request must be made by the Director of Studies to the Research Office for recommendation to the Research Degrees Group for approval. The period of study for a research degree ends when the thesis is submitted. The maximum period of candidature,

Approved by Academic Board June 2023

- a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences
- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.

And holders will have:

- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

The MPhil

19. The MPhil is an award of considerable distinction in its own right, and is awarded for the successful completion of a substantial element of research or

Approved by Academic Board June 2023

21. The Research Office may allow transfer to **nominal registration** for both full and part-time research students for a period not exceeding twelve months in the first instance. The supervisor(s) must confirm that the minimum period of candidature for either the MPhil or the PhD has been completed, major review (or where relevant transfer/upgrade) has taken

Extension of Candidature

27. The minimum and maximum periods of candidature should be strictly adhered to. Extensions of candidature beyond the maximum period will be granted only where there is good cause and on specific application by the research student, supported by the supervisory team, before the candidature is due to expire. The Research Degrees Group may allow extension of candidature having considered a request from the research student accompanied by a

Approved by Academic Board June 2023

nature and extent of each component must be agreed

Approved by

47. The viva voce (oral) examination will normally be chaired by an independent chair. However, when this is not possible either the internal or external examiner, by agreement between them, may chair the examination. The role of independent chair should normally be filled by a senior academic member of staff with substantial experience in supervising research students and who has received appropriate training. If required, qualified members of the Research Office may also act as independent chair.
48. The use of an independent chair encourages consistency in examination processes and provides an additional viewpoint if the conduct of the viva should become the subject of a research student appeal. An independent chair, who will not contribute to the assessment judgement, will provide guidance on the Higher Degree Regulations.
49. In certain circumstances (e.g. where it is not possible for one of the examiners to attend the viva in person) video conferencing or other suitable technical communication arrangements can be made for conduct of the viva, provided all parties are agreeable to these arrangements and all necessary safeguards are in place to facilitate the smooth running of the examination. The examiners should make explicit reference to the fact that the viva was undertaken through video-conference in their examination report.
50. Having agreed to a viva voce examination involving video-conferencing, the candidate will not be permitted to use this as grounds for appeal, unless the circumstances of technical failure or other unforeseen eventualities beyond the control of the Board of Examiners were deemed to have adversely affected the candidate's performance and these were identified at the end of the examination (See [Code of Practice](#)).
51. In preparing for and conducting the oral examination, arrangements will be made, where necessary, to accommodate the requirements of research students with special communication needs. In particular, examiners should be informed of any measures or adjustments needed in conducting the examination. For example, it is important that the room in which the viva is to be held is appropriately arranged to ensure accessibility and clear communication. The responsibility for approving all examination arrangements lies with the Research Degrees Group.
52. A supervisor should be available to provide clarification at the oral examination if requested by the examiners. At the request of the research student, one member of the supervisory team may be invited. Where the research student wishes a supervisor to be invited, a

- a. That the degree for which the research student has submitted a thesis be awarded.
 - b. That the degree for which the research student has submitted a thesis be awarded subject if necessary to minor amendments to the thesis being made by a date specified (minor amendments include: minor omissions of substance, typographical errors, occasional stylistic or grammatical flaws, corrections to references, addition/modification of one or two figures, and minor changes to layout, and require no new research. These changes need only be certified by the internal examiner). The date specified for the submission of such minor amendments should normally be no later than three months after the formal notification to the research student.
 - c. That the degree for which the research student has submitted a thesis be awarded subject to the correction of major errors/omissions of substance being made, by a date specified (the procedure for certification of the amendments should be clearly specified in the report). Such amendments may require limited further analysis but will not affect the originality of the central thesis. They will be of a scale to require certification by both the internal and external examiners, though normally not so extensive that an oral is required. The date specified for the submission of such intermediate amendments should normally be no later than six months after the formal notification to the research student.
 - d. That the research student be required to attend for a further oral examination.
 - e. That the research student be permitted to submit by a date specified a revised thesis for the same degree for re-examination on one subsequent occasion. The date specified for submission of the revised thesis should normally be no later than twelve months after the formal notification to the research student. As a fee is payable, the Finance department should be informed when a research student has been asked to submit a revised thesis.
 - f. That, in the case only of a PhD research student who has failed to satisfy the examiners, permission be given to the research student to apply within a specified time for the award of the degree of MPhil. This may be allowed without re-examination, subject to any minor amendment of the thesis which may be required by the examiners, or may be subject to re-examination of a revised thesis. In such circumstances, the work must meet the normal criteria for the award of the MPhil degree.
 - g. That the degree be not awarded and that resubmission of the thesis be not permitted.
55. Research students required to make minor or major amendments, or to submit a revised thesis for re-examination, should be given a clear and prompt statement by the examiners of what is required and by what date. The timescale should be agreed by all parties. When minor corrections have been submitted, the research student should normally be informed whether they have been approved within three weeks of their submission. In the case of major corrections/amendments, the research student should normally be informed whether they have been approved within six weeks of their submission, or sooner if possible. It is the

Approved by Academic Board June 2023

responsibility of the Director of Studies to ensure that the corrections are approved promptly (although in practice this may be delegated to an a

Approved by Academic Board June 2023

independent reports, and the Chair of the Research Degrees group shall recommend to the Research Degrees Group and Academic Board the appointment of an additional external examiner. The Research Office shall provide the additional examiner with a copy of the thesis/dissertation and the separate reports of the original examiners. The additional examiner shall be permitted to interview the research student before submitting a final report and recommendation to the Board of Examiners who shall consider all three reports and agree an outcome. This outcome should be reported to the Research Degree Group

Appeals

63. Appeals against the decisions of a Board of Examine

Appendix 2: Regulations for submission by published work and for staff members in candidature for the degree of Doctor of Philosophy

Staff candidature requires either submission by thesis or submission by published works as set out below.

General regulation for staff candidature

- 1) With the approval of the Research Degrees Group, a member of staff may be admitted to staff candidature for the degree of MPhil or PhD. Standard regulations for higher degree candidature will apply in such cases.
- 2) Members of staff registered under these regulations will be liable for standard supervision fees at the part-time rate unless specific arrangements for fee waivers have been arranged by the relevant Head(s) of Academic department and/or Institute.
- 3) Two external examiners and, if suitable, subject expertise is available, an internal examiner shall be appointed for all staff examinations.
- 4) An Independent Chair shall be appointed for all staff examinations.

Regulations for submission by Publin

Approved by Academic Board June 2023

- d) The minimum number of papers, or other submissions if relevant to the Research area, should be three. The Research Degree Area will help to determine the maximum amount of papers or other submissions to be submitted and will be determined during the Research Approvals process.

- e) If reliant on publications as such, the preferred submission is three to ten sole-authored and primary researched; papers published in reputable, peer-

Approved by Academic Board June 2023

- a) been registered as a part-time candidate for at least three months, and
- b) served as a member of staff for a period of not less than 36 months.

Approved by Academic Board June 2023

made to appoint examiners. This process will take some time and it will save inconvenience to you and others if you give notice of your intention to

Writing the thesis

15. A thesis may not normally exceed 80,000 words in length in the case of a PhD, or 50,000 words in the case of an MPhil, unless prior permission to exceed this length has been given by the Chair of Research Degrees Group on the recommendation of the

be checked for accuracy, including references, cross-references and sequences of numbers. Text, diagrams and tables must be numbered sequentially.

21. As a general rule, your main supervisor is not expected to edit a thesis. If a thesis requires editing, your main supervisor should advise you of the need and, if appropriate, give advice on where to obtain help with proof-reading and editing. You are responsible for:

- (a) arranging for assistance with proof-reading or editing and paying for the service, if required; and
- (b) acknowledging the role of the editor in the 'Acknowledgements' section of the thesis using the following words:

'With the oversight of my main supervisor, editorial advice has been sought. No changes of intellectual content were made as a result of this advice.'

22. If you seek assistance with editing your thesis, you and your main supervisor are responsible for:

- (a) ensuring that your main supervisor, and other members of the supervisory team as appropriate, are aware of the entire intellectual content (i.e. the structure, logic and organisation) of the thesis before assistance is sought from an editor
- (b) ensuring that the editor is directed on the nature of assistance

Approved by Academic Board June 2023

Acknowledgements
Definitions, abbreviations used
Text, divided into chapters, sections etc.
Appendices
Glossary
Bibliography/List of references
Index

*Please see paragraphs below for requirements for additional copies of individual sections and further paperwork /forms

Abstract

31. The abstract should provide a synopsis of the thesis, stating the nature and scope of work undertaken, and the contribution made to knowledge in the subject treated.

32. The abstract should not exceed one page (prefer

Approved by Academic Board June 2023

37. It may occasionally be necessary for non-print material, such as computer programmes, tapes or film to be included as part of a thesis. As far as possible such material should be avoided or submitted only as illustrative or supporting material. If material in this form is an integral part of the thesis, then you must consult with your main supervisor, or other members of the supervisory team as appropriate, with regard to its presentation and the number of copies required.

Reproduction (for hard copies)

Approved by Academic Board June 2023

45. If you are in any doubt about the law regarding copyright of material, you should consult the University Library. If you are still uncertain, the safest course is to seek permission to make the copies you require.

Binding of the thesis (for hard copies)

46. You are responsible for the payment of all costs incurred in the preparation and submission of hard copies of your thesis when these are required. Soft-bound copies can be obtained from The Print Shop situated in the Bognor Regis Campus (

51. You may wish to include the title of the thesis on the front cover of each volume but only the lettering indicated above would normally appear on the spine.

Examination

52. Candidates for a doctoral degree and for an MPhil degree are normally required to attend an oral examination. Your main supervisor or your co-ordinating supervisor will inform you in good time of the arrangements for the oral examination.

Approved by Academic Board June 2023

60. The thesis will be made publicly available at t

Approved by

example, a medical certificate). Failure to provide new written evidence at this stage to the **independent assessor** may be taken into account at any later appeal.

- 1.8 The evaluation of this evidence by the **independent assessor** should be completed within 10 working days following receipt of the evidence.

- 1.9 If significant concerns about supervision arise as part of the evidence collection the **independent assessor** must in the first instance discuss these with the relevant Head of Academic Department.

- 1.10 If the perception is that progress has been significantly hampered by a lack of (or lack of reasonable access to) facilities and/or equipment, then the independent assessor must discuss this with the relevant Head of Academic Department/Institute Director, the relevant budget holder and the supervisory team. These discussions should refer to agreements and requirements described in the original Form 1 (Application to Register for a Research Degree) and 'Additional Information' form and consideration as to whether or not the existing facilities and/or equipment continue to meet those requirements or whether enhancements

the supervisory team. If it is still not possible to resolve such matters then they will be referred to the Deputy Vice Chancellor.

1.14 Membership of the review panel meeting with the student is set out below:

- the supervisory team
- a member nominated by the Chair of the RDG i.e. either the Head of Academic Department/ Director of Institute or an alternate academic representative who is not a member of the supervisory team and who has supervised at least two postgraduate research students to successful completion as appropriate
- a Review Panel Chair who will be a Research Degree Coordinator from an unrelated Research Degree Area, and who should not have acted as the independent assessor
- a clerk, agreed by the Review Panel Chair, who will minute the meeting.

In choosing the non-supervisory member for the review panel, the Chair of RDG should avoid any potential conflicting line-management issues. The student may be accompanied if they so wishes by a friend, who may offer moral support and/or ensure that the procedures are followed properly. A 'friend' may include a representative from the Students' Union, other personal friend or family member, but excludes any form of legal representation.

1.15

1.17

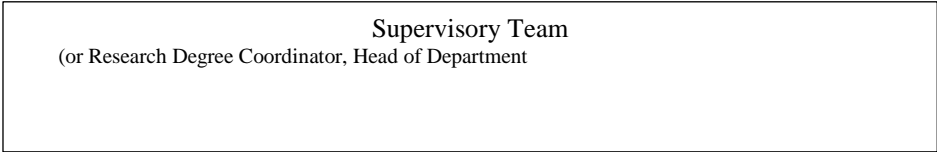
3 Termination as a result of failure to complete a formal administrative milestone in a timely manner²

- 3.1 After failure to complete a formal administrative milestone, a series of formal letters will then be set in train to ensure compliance. This will normally consist of two letters sent by the Research Office at fortnightly intervals to the student's university email account and by registered post to the postal address of the student registered with the University. If no response is received within one month of the sending of the second letter, a third letter will be sent informing the student that they have been deemed to have withdrawn. The student must also be informed of their right to appeal as indicated in the [University Academic Regulations](#).

Approved by Academic Board June 2023

Students should be aware of their responsibility to inform the Research Office of any circumstances (personal or otherwise) that would prevent them from meeting any

Figure 1 - Termination due to significant academic concerns procedures flowchart



Approved by Academic Board June 2023

Appendix 5: Regulations

16. Every candidate's research shall be completed by the presentation of a thesis (normally not exceeding 40,000 words in length, excluding Appendices and genuine footnotes) which embodies the methods and results of the research or a portfolio of work (which will usually be between 20,000 and