

Professional Doctorate Regulations: Doctor of Philosophy (Professional) Education

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1. Introduction and definitions

(a) These regulations apply to the programme of study leading to the award of Doctor of Philosophy (Professional) Education and the associated exit awards described in Section 19.

(b) Programme. The group of modules comprising the taught component together with the research component leading to the award of the Doctor of Philosophy (Professional) Education. The aims and learning outcomes of the programme, as approved by the University, are set out in the programme handbook and in the programme specification.

(c) Programme Convener. The Programme Convener is responsible for the day-to-day management, administration, organisation and development and teaching effectiveness of the programme and for University quality assurance procedures for the taught and research components.

(d) Programme Board. A Programme Board oversees the curriculum, quality and standards of the taught component of the programme, in line with the responsibilities set out in the taught degree regulations. Its membership shall include the Programme Convener, the Head of Department, or nominee, Module Conveners of the taught component, and all staff members undertaking significant teaching and/or supervising on the programme and shall include at least two student representatives and the Subject Librarian. The Chair shall be the Programme Convener.

(e) Programme Examinations Board. A Programme Examinations Board oversees the assessment of the taught component of the programme, in line with the responsibilities set out in the taught degree regulations. Its membership shall include the Programme Convener, the taught Module Conveners and all staff members undertaking significant assessment duties on the programme for Stage 1 and shall include the appointed external examiner(s). The Chair shall be the Head of Department or nominee.

(f) Research Degrees Committee. The Research Degrees Committee acts with the delegated authority of the University Senate on all matters relating to the award of Research Degrees and Professional Doctorates. The terms of reference of the Research Degrees Committee with regard to Research Degrees and the research component of Professional Doctorates, the membership of the Research Degrees Committee and related matters are outlined in the research degrees regulations.

(g) Research Student Review Board. A Research Student Review Board is convened as required by Research Degrees Committee to oversee the arrangements for individual students on the research component of Professional Doctorate programmes. The terms of reference of the Research Degrees Committee, the membership of the Research Degrees Committee and related matters are outlined in the research degrees regulations.

2. Programme of study and structure

(a) The programme may be studied on a full-time and part-time basis leading to the award of Doctor of Philosophy (Professional) Education.

(b) The programme is a credit-rated award with a volume of 540 credits comprising two stages with 180 credits of taught modules at level 7 and a research component of 360 credits at level 8. The learning outcomes of the award are at Doctoral level and consistent with the QAA's Framework for Higher Education Qualifications doctoral descriptor.

(c) The programme of study will be determined for each student individually. It will consist primarily of supervised research assessed through a submission of work and an oral examination together with a complementary programme of research and transferable skills development and, in Stage 1, taught modules.

3. Admission to the programme of study

(a) The minimum requirements for admission to the programme of study are:

- (i) a minimum 2:2 honours degree from a UK university in a relevant subject area, or an equivalent academic qualification, or evidence of equivalent experience and learning acquired in a professional context (it is desirable to have evidence of successful learning at level 7 or equivalent but not a requirement to have a full Masters; and it is desirable, but not essential, to have experience of conducting empirical research);
- (ii) evidence of proficiency in spoken and written English at a suitable level;
- (iii) relevant and appropriate professional experience;
- (iv) an outline research proposal with the potential to satisfy the criteria for the intended award.

(b) An applicant will only be admitted to the programme in a given area of work where:

- (i) the University is able to provide appropriate supervision and training;
- (ii) the applicant would have access to the necessary resources;
- (iii) any issues relating to commercial funding, intellectual property and research ethics have been considered and are being addressed appropriately.

4. Credit transfer

(a) A student who has earned credit at another UK university, or a similar institution, may apply for that credit to be transferred towards the requirements of the programme of study at the University. Module marks will not be transferred.

(b) In order to qualify for consideration, the credit must:

(i) correspond, in terms of the level and subjects studied, to modules as required within the taught component of the programme (Stage 1);

(ii) have been undertaken at a UK university, or a similar institution of appropriate standing and be certified by a competent officer at that institution;

(iii) have been undertaken normally no more than five years before the proposed date of initial registration at the University; and

(iv) all applicants must satisfy the University's English language requirements.

(c) Applications for credit transfer are agreed by the Programme Convener with advice from the Academic Office. The Programme Convener will make a recommendation to the Chair of the Awards and Progression Board. The University may set conditions on the approval of the credit transfer.

(d) No more than 120 credits may be transferred towards the requirements of the taught component (Stage 1).

(e) A student who is admitted to Stage 1 with advanced standing will be required to complete an admission form that incorporates the full application requirements, including an outline research proposal with the potential to satisfy the criteria for the intended award, as described in Section 3.

(f) Direct entry to Stage 2 may be considered for applicants with a Master's degree (of 180 M level credits or equivalent) in Education, or a discipline allied to Education, or an MRes/ MSc (Research) or equivalent of a UK university or of a university outside the UK which is recognised for this purpose.

5. Exemption from the taught component of the programme of study

(a) An applicant who has undertaken, but not completed a programme of postgraduate research at another university, or a similar institution, or at the University but has subsequently withdrawn from studies, may be considered for exemption from the taught component of the programme of study at the University.

(b) In order to qualify for consideration, the applicant's previous research must:

i) correspond, in terms of the level and area of work, to the modules within the taught component of the programme and the proposed project of research at the University;

(ii) have been undertaken at a university, or a similar institution of appropriate standing and be certified by a competent officer at that institution;

(iii) have been undertaken over a period of at least 12 months of full-time study, or 24 months of part-time study no more than seven years before the proposed date of initial registration at the University;

(iv) not have been counted already towards the award of a Research Degree at any institution.

(c) Applications for exemption are considered by the Research Degrees Committee before the applicant first registers on the programme of study. If the application is approved, the Research Degrees Committee will clarify whether the applicant is required to complete the project confirmation or progress review process and any deadlines or other conditions which apply.

(d) In all cases a student must complete at least 24 months of full-time study, or 36 months of part-time study at the University before submitting work for the final examination, subject also to the requirements of Section 21.

6. Registration on the programme of study

(a) An applicant who has been offered admission by the University and has accepted and met all the conditions of the offer may register as a student on the programme of study by completing the enrolment process described in Section 7.

(b) Programmes of study commence on 1 October or 1 January in a given academic year.

(c) Registered students retain their registration status until they achieve the award, withdraw, or have their registration terminated by the University.

(d) No student may register concurrently for more than one programme of study at the University, or as a student at another university or similar institution without the permission of the Research Degrees Committee.

7. Enrolment

(a) Each student must complete the enrolment process:

- (i) at the point of initial registration with the University;
- (ii) at the beginning of each academic year during the period of study, unless the student is taking an approved interruption of study at that time;
- (iii) on returning from an approved interruption of study.

(b) If a student does not enrol or re-enrol within relevant deadlines her/his registration on the programme will be cancelled or terminated as appropriate.

(c) In order to complete the enrolment process, a student must:

- (i) complete the administrative procedures for enrolment;
- (ii) make acceptable arrangements to pay fees and any outstanding debts to the University (see the Student Fee Regulations);
- (iii) agree to comply with the terms of the Student Contract.

8. Period of study

(a) The total period of study will be between 36 months and 48 months of full-time study, or between 48 months and 84 months of part-time study.

(b) The period of study for Stage 1 will be 12 months of full-time study, or 24 months of part-time study.

(c) The period of study for Stage 2 will be between 24 months and 36 months of full-time study, or between 24 months and 60 months of part-time study.

(d) If a student transfers between full- and part-time study, the period of study is determined on the basis of the number of months that the student was registered under each mode.

(e) Any part of the programme of study from which a student has been granted exemption under the provisions of Sections 4 and 5 will be counted towards the period of study.

(f) Any interruption(s) of study approved under the provisions of Section 9 will not be counted towards the period of study.

(g) A student may apply to the Research Degrees Committee for an extension of the period of study. The Research Degrees Committee will not extend the period of study by more than 12 months at any one time. If a student exceeds the agreed period of study, her/his registration on the programme will be terminated.

(h) The extensions and/or interruptions granted to a research student by Research Degrees Committee will not normally exceed 12 months total, consecutively, or cumulatively.

9. Interruption of study and withdrawal

(a) The period of study shall normally be continuous.

(b) Students may apply to the Research Degrees Committee for permission to interrupt their studies on personal grounds for a period of up to 12 months in total, at the end of which they must either re-enrol, or withdraw from the programme of study. Students who have interrupted their studies continue to be registered on the programmes of study but are not entitled to receive supervision or to use University facilities.

(c) Students may withdraw from the programme of study and the University at any time by submitting the appropriate form. There is no guarantee that a student who has formally withdrawn may be re-admitted to the programme of study at the University at a later date.

10. Programme Management

(a) The Head of Department will appoint a Programme Convener to be responsible for the management of the programme.

(b) A Programme Board will be established as set out in the taught degree regulations.

(c) The research component of the programme will be managed by the principles set out in the research degrees regulations, including supervision and progression, as agreed by the Research Degrees Committee, including approved delegation to the Research Student Review Board.

(d) The Programme Convener shall be a member of Research Student Review Board and will ensure that the taught and research components integrate with each other so as to continue to fulfil the aims and learning outcomes of the programme as a whole.

(e) The Programme Convener will be a co-opted member of the Programme Examinations Boards that oversee the assessment of students in Stage 1 of the programme. The Programme Convener will receive relevant information about, and may make recommendations to the Board regarding, the students from the programme.

11. The supervisory team

(a) A supervisory team will be appointed for each student at the beginning of the programme. Each student will be assigned a Director of Studies, appointed by the Head of Department, who will be responsible for the overall direction and development of the student's programme of study. The Director of Studies must:

(i) normally hold the non-probationary appointment of Professor, Reader, Principal Lecturer, Senior Lecturer, Lecturer, or Senior Research Fellow at the University and have an expectation of holding such an appointment for the remainder of the student's period of study. Exceptions to this must be approved by the Chair of Research Degrees Committee;

(ii) have subject expertise at a level appropriate for research supervision in an area relevant to the student's area of work;

(iii) be familiar with current standards and procedures of research degrees in the UK, have received appropriate training in research supervision, and must normally have experience of supervising at least one doctoral student from registration to successful completion.

(b) Each student will also be assigned one or more Co-Supervisor, appointed by the Head of Department, so that there is sufficient expertise within the supervisory team to evaluate and advise on all aspects of the project. The Co-Supervisor(s):

(i) must have subject expertise at a level appropriate for research supervision in an area relevant to the student's field of research. Exceptions to the research activity requirement must be approved by the Chair of the Research Degrees Committee;

(ii) should normally hold the appointment of Professor, Reader, Principal Lecturer, Senior Lecturer, Lecturer, or Senior Research Fellow at the University and have an expectation of holding such an appointment for the remainder of the student's period of study, or else should be a suitably qualified and experienced individual from outside the University;

(iii) should have received appropriate training in research supervision. A person who meets the criteria except for having completed the appropriate training, may be appointed as a supervisor in Stage 1 subject to the requirement that the supervisor must complete the training within 12 months.

(c) Exceptions to these criteria, including recommendations for the appointment of external supervisors, must be approved by the Chair of Research Degrees Committee. The Research Degrees Committee may appoint a replacement or additional supervisor at any time if it deems this to be necessary, and shall do so if no supervisor continues to be a member of the staff of the University.

12. Assessment within, and progression from, the taught component (Stage 1).

(a) In the taught component (Stage 1), assignments will be assessed and graded on a percentage basis according to criteria specified by the relevant module and will be confirmed by the relevant examination board(s) for assignments related to the specific modules that form the student's taught programme.

(b) After the modules that form the taught component (Stage 1) have been completed and ratified by the relevant Programme Examinations Board(s), the Research Student Review Board will be responsible for progression from Stage 1 to Stage 2 subject to the requirements of the project confirmation milestone as detailed in Section 14.

(c) Where practicable, the final examination board(s) for modules that form the taught component (Stage 1) and the progression confirmation process (RDCom2) will take place near-concurrently, although they remain two separate processes.

(d) Possible awards for students who exit within Stage 1 are outlined in Section 19.

13. Milestones

Over the course of the period of study, research students, unless transferring from another university, are expected to meet the following milestones:

(a) Project Confirmation at the end of the taught component (Stage 1) prior to the research component (Stage 2).

(b) Supervisor-led annual progress review.

(c) Progression Review, 6 months after initial registration in Stage 2 for full time study or 12 months for part time study.

(d) Completion Review, if a student has not submitted the thesis within 3 years of full-time study or 5 years of part-time study since initial registration on the programme.

14. Project confirmation

(a) The purpose of the project confirmation process is to ensure at the end of the taught component (Stage 1) that, before being allowed to move to the research component (Stage 2), each student has the potential to satisfy the requirements for the intended award within the normal period of study based on the criteria set out in clause (d).

(b) Students who are admitted directly to the degree of Doctor of Philosophy (Professional) Education under the provisions of Section 5 are not required to complete the project confirmation process.

(c) The Research Student Review Board will receive the grades for the students from the relevant Programme Examinations Board(s). If the results of Stage 1 are satisfactory, including any re-sit examinations that may have been required, a student is eligible to seek progression confirmation (RDCom2) approval and register for the research component if successful. Where practicable, the final examination board(s) for Stage 1 and the progression confirmation process (RDCom2) will take place near-concurrently, although they remain two separate processes.

(d) Each student will be considered by the Research Student Review Board against the following criteria:

(i) the student has completed the necessary number of modules for Stage 1 amounting to 180 credits including a 60 credit dissertation;

(ii) the average grade for those modules (pro-rata of credits) is, normally, 58% or above;

(iii) an annual progress review that meets the criteria set out in Section 15 and which has also addressed the supervision arrangements and resources for the research; issues relating to commercial funding; intellectual property and research ethics in the light of developments or changes to the project since the student's admission to the programme of study, and the form and format that the final submission will take as a written thesis or multi-modal project.

(e) Having considered the application, the Research Student Review Board will:

(i) confirm the student can progress to the research component (Stage 2) of the programme;

or

(ii) turn down the application.

(f) A student who does not meet the criteria to move to the research component (Stage 2) may exit with the appropriate award described in Section 19.

15. Annual progress review

(a) The purpose of the annual progress review is to monitor the progress of each student on a regular basis and to ensure that the supervisory process is working well.

(b) Each student must submit an Annual Progress Report throughout the two stages of the programme. This will usually be between May and July each year. A student who is taking an approved interruption of studies at that time must submit instead not more than two months after re-enrolling. The Annual Progress Report comprises:

(i) a record of the supervisions which have taken place over the previous year;

(ii) a written account of work which has been undertaken and a plan of work which remains to be done, including where appropriate a plan for the format of the final submission;

(iii) an account of research training undertaken by the student during the year, including sessions attended in person or accessed online from the Roehampton Research Student Development Programme;

(iv) and, in specific case of the Annual Progress Report prior to project confirmation (RDCom2), an account addressing the additional matters outlined in section 14 (d) (iii).

(c) The Director of Studies will arrange a meeting between the student and all the members of the supervisory team to discuss the Annual Progress Report and the student's progress generally. Each member of the supervisory team will add written comments to the Annual Progress Report, recording the outcomes of the meeting and giving views on the student's progress over the previous year and the plan of work which remains to be done.

(d) The Annual Progress Report, including the supervisors' written comments, will be considered by the Research Student Review Board against the following criteria:

(i) evidence of satisfactory progress over the previous year;

(ii) evidence that the student is working at an appropriate level;

(iii) evidence that any developments or changes to the project are appropriate and can be supported;

(iv) evidence that the plan of work which remains to be done can realistically be achieved within the normal period of study.

(e) The completed Annual Progress Report will be sent to the Graduate School by the Director of Studies to be added to the student's record.

(f) Where a student's progress is deemed unsatisfactory, the supervisors should recommend appropriate actions to the Research Student Review Board. These may include, without limitation:

(i) use of the Cause for Concern procedure described in Section 18;

(ii) an application to the Research Degrees Committee to extend the period of study under the provisions of Section 8;

(iii) changes to the supervisory arrangements.

16. Progression review

(a) The purpose of the progression review is to determine, on the basis of the work which has been undertaken following project confirmation and the plan of work which remains to be done, whether a student has the potential to meet the requirements for the degree of Doctor of Philosophy (Professional) Education. Students admitted under the provisions of Section 5 may, in rare circumstances, also be exempted from completing progression review if they have already demonstrated the attainment of the criteria set on in clause (e) on application.

(b) The progression review application must be submitted 6 months after initial registration if full-time, or 12 months if part-time. Exceptions to these deadlines, for example where a candidate is unable to participate in the progression review due to overseas fieldwork, must be approved by the Chair of the Research Degrees Committee.

(c) The application must include supporting evidence, as follows:

(i) a significant piece of scholarly work produced by the student, such as a draft chapter for the final submission of approximately 8,000 words in length, the content of the piece of scholarly work should be such as to provide evidence demonstrating the student's ability to sustain work and scholarly writing at doctoral level, though academic departments will have discretion as regards to the format of the written submission;

(ii) a written account of work which has been undertaken and a plan of work which remains to be done, including a plan for the format of the final submission.

(d) The Research Student Review Board will convene a progression review panel, comprising two experienced supervisors who are not members of the student's supervisory team. One of these experienced supervisors should be a member of the departmental Research Student Review Board and will convene the panel. The panel will interview the student as part of the decision-making process. Supervisors may attend the interview but will not be on the panel and will not normally ask questions during the interview. The interview panel will have complete discretion in determining what questions to ask the candidate though they may consult with the supervisors before the interview if they wish. If necessary, the interview may be conducted remotely rather than in person.

(e) The progression review panel will assess the application against the following criteria and make recommendations on the outcome to the Research Student Review Board:

(i) evidence from the work which has been undertaken and the plan of work which remains to be done that the project has the potential to meet the requirements for the final submission for the degree of Doctor of Philosophy (Professional) Education, including the intended contribution of the research and its scope for originality;

(ii) evidence demonstrating the student's ability to sustain work and scholarly writing at doctoral level;

(iii) the adequacy of progress to date with the programme of work and the suitability of any adjustments made to the project, including steps taken to address any problems which have been encountered;

(iv) evidence that the plan of work which remains to be done can realistically be achieved within the normal period of study;

(v) the suitability of the plan for the format of the final submission.

(f) Having considered the panel's recommendations, the Research Student Review Board will:

(i) approve the progression review; or

(ii) not approve the application.

(g) A student does not complete progression review on the first attempt, will be given one further opportunity to submit a revised application within three months. The Research Student Review Board will provide feedback on the student's first application.

(h) A student who does not achieve progression review after two attempts, or does not submit an application within the deadline, will not be able to continue further on the programme towards the award of a doctoral degree award, but may be permitted to work towards the degree of Master of Professional Studies (MProf) Education as an alternative award under the provisions of Section 20, or the Research Student Review Board may recommend a termination of registration.

(i) A student may ask the members of the panel and the Research Student Review Board to consider any circumstances which may have affected the student's performance since initial registration, or at the oral presentation described above in clause (d);

(ii) above under the provisions of the Mitigating Circumstances Policy. A student with a disability or impairment, may ask the Research Student Review Board to review any reasonable adjustments which have been made and to take further action if appropriate.

17. Completion review

(a) Research students who submit their doctoral thesis within three years of full-time study, or five years of part-time study of initial registration on the programme, will be moved to 'completion status' at the end of their third year (or fifth if part-time). Research students under completion status will continue to receive supervision and have access to University resources but will not pay fees for a period of 12 months.

(b) Research students who have not submitted their doctoral thesis within three years of initial registration, or within five years in the case of part-time students, must undergo completion review. Students submitting a completion review do not need to complete an annual progress review.

(c) The student's departmental Research Student Review Board will assess the student's readiness to complete her/his studies within the normal period of registration on the basis of:

i) A 'completion plan' consisting of a written account of no more than 2,000 words of the work that has been undertaken and plan for successful completion within the period of registration

ii) A report from the supervisory team evaluating the feasibility of the student's completion plan

(d) The Research Student Review Board will decide either:

i) To approve the completion plan, in which case the student will be moved to 'completion status'

ii) Not to approve the plan, in which case the student's fee status will remain unchanged

(e) If the Research Student Review Board decides to approve the plan, the student will be moved to completion status.

(f) Any research student who exceeds the normal period of registration or does not complete within the period of 'completion status' will need to apply for an extension to the registration as detailed in Section 8.

18. Cause for Concern

(a) The Research Degrees Committee may terminate the registration of a student at any point in the programme where, in the absence of a satisfactory and adequately documented reason, the student's record of attendance, academic progress at the required level is unsatisfactory.

(b) The decision to terminate a student's registration under these provisions will be made on the recommendation of the Research Student Review Board in the student's department only after the Chair of the Board, or a nominee has completed the following process. If the Chair of the Board is a current or past member of the student's supervisory team, the Chair will delegate the responsibility for this process to a nominee.

(i) Where a student's record of attendance, academic progress or productivity is unsatisfactory to the extent that it would be appropriate to terminate her/his registration, s/he will be given two formal warnings by letter issued through the Graduate School.

(ii) Each letter will set out the reasons for the warning and what the student must do, within a specified period of time, in order to demonstrate a satisfactory level of improvement and to

avoid her/his registration being terminated. The second letter will state that it is the final warning.

(iii) The student will be given sufficient time and not less than one month between the first and second warning in order to demonstrate a satisfactory level of improvement.

(iv) At each warning the student will be offered the opportunity to respond in writing and at a meeting with the Chair of the Research Student Review Board, or her/his nominee. The student may arrange to be accompanied at the meeting by another student or member of staff of the University. The Chair of the Board may set the warning aside and confirm this decision to the student by letter on provision of a satisfactory and adequately documented reason for her/his record of attendance, academic progress or productivity. Formal warnings which have not been set aside will remain active for the duration of the student's period of study.

(v) If the student does not demonstrate a satisfactory level of improvement after the second warning, the Chair of the Research Student Review Board, or her/his nominee will refer the matter to the Chair of the Research Degrees Committee, setting out the grounds for the recommendation to terminate the student's registration. The Chair of the Research Degrees Committee will then make the final decision, based on the particular circumstances.

(vi) The Academic Registrar, or a nominee will write to any student whose registration has been terminated under these provisions, stating the reasons for the decision, the right to appeal and the date within which any appeal must be submitted.

19. Exit Awards

(a) A student who has successfully completed the first 60 credits at level 7 from Stage 1 may exit the programme with the award of a Postgraduate Certificate subject to the requirements for the award and classification of Postgraduate Certificates as detailed in the taught degree regulations.

(b) A student who has successfully completed 120 credits at level 7 of Stage 1 may exit with the award of a Postgraduate Diploma subject to the requirements for the award and classification of Postgraduate Diplomas as detailed in the taught degree regulations.

(c) A student who completes 180 credits at level 7 of Stage 1 but does not progress to the research component (Stage 1) may be eligible for the Master of Arts Professional Education exit award upon meeting the following criteria:

(i) the student has successfully completed the necessary number of modules for Stage 1 amounting to 180 credits including a 60 credit dissertation;

(ii) the student achieves the necessary credits at level 7 subject to the requirements for the award and classification of Master's as detailed in the taught degree regulations.

(d) A student who, after progressing to the Research component, does not successfully complete the progress review milestone (RDCom3) will not be able to continue further on the programme towards the award of a doctoral degree award, but may be permitted to complete a 25-30,000-word dissertation (or equivalent for a multi-modal project) for the award of the Master of Professional Studies (MProf) Education exit award.

(e) A student who, after completing the viva, does not meet the requirements for the award of a doctoral degree may be offered a Master of Professional Studies (MProf) Education exit award.

20. Assessment of Master of Professional Studies (MProf) Education dissertation submitted for an exit award.

In order for a student to qualify for the award of Master of Professional Studies (MProf) Education, the examiners must be satisfied that the student's dissertation, of between 25,000 and 30,000 words (or equivalent for a multi-modal project):

- (i) offers a coherent presentation of high quality professionally or creatively engaged research with the potential to stimulate or inform current debate or practice (as appropriate) and perhaps in adapted form, merit publication;
- (ii) presents a focussed and critical assessment of aspects of current praxis and research from the forefront of the discipline;
- (iii) makes a valuable contribution to an area of practice at the level of understanding, interpretation, application or implementation;
- (iv) demonstrates an appropriate grasp of techniques for research and enquiry relevant to a professional context;
- (v) represents in terms of its scope what might reasonably be achieved within a Master of Professional Studies (MProf) project.

21. Entry and re-entry for the final examination

- (a) A student must submit an examination entry form in time for it to be considered by the Research Degrees Committee when submitting the written thesis. No changes may be made to the title of the final submission which is recorded on the examination entry form without the agreement of the Research Degrees Committee.
- (b) Students with disabilities or other impairments may ask for reasonable adjustments to be made to the conduct of the final examination. Such requests should be made at the same time as the student's formal entry or re-entry to the examination and not later than the date of the final submission.
- (c) Students will be examined in accordance with the regulations which are in force at the time that they submit their examination entry form.

22. Appointment of examiners

- (a) The examiners for the final examination will be nominated in the first instance by the student's Director of Studies following a discussion with the other members of the supervisory team. In order to ensure that examiners are sufficiently independent, Directors of Studies should avoid repeatedly nominating the same individual and should not enter into reciprocal examining arrangements. The student will not be involved in the decision on the nominations.
- (b) The nominations by the Director of Studies will be considered by the Research Student Review Board in the student's department. If the nominations are deemed to be acceptable, they will be submitted to the Research Degrees Committee for final consideration and approval. Nominations must be submitted to the Research Degrees Committee not more than six months before the date on which the student intends to submit work for the final examination.
- (c) Two examiners, or exceptionally three if the scope of the student's submission is such that it cannot be examined adequately by two individuals, will be appointed to act jointly for each student as follows:
 - (i) at least one of the examiners (at least two if three examiners are appointed) shall be external to the University when the nomination is made, meaning that the external examiner shall not have been affiliated to the University during the preceding three years.
 - (ii) one examiner will normally be a member of staff, or a visiting professor at the University when the nomination is made; if no suitable individual is available from within the University,

or if the student is a member of staff of the University, a second examiner who is external to the University will be appointed.

(d) The aim of the appointment process is to appoint examiners who will be able, and be seen to be able, to make a fair and independent assessment of the candidate and her/his work and to ensure the good standing of Roehampton University research degrees through the consistent application of appropriate academic standards. To this end:

(i) the examiners will be of sufficient authority in the area to be examined to command the respect of the wider academic community;

(ii) the examiners will be familiar with current standards and procedures of research degrees in the UK and at least one of the examiners will have previous experience of examining a doctoral award in the UK;

(iii) the examiners individually will be experts in current research in the area to be examined; whilst it is accepted that each examiner individually may not have expertise in all parts of the precise topic, the examiners together should be able to cover sufficiently all aspects of the work to be presented by the student;

(iv) the examiners will be able to make an independent assessment of the student's work and will not previously have played an active role in supporting the student's academic progress on the programme of study, nor have had any other involvement with the student or with members of the supervisory team which might reasonably lead to an allegation of bias, or an allegation they could have a personal interest in the outcome of the examination.

(e) Following a formal appointment by the Research Degrees Committee, each examiner will be sent a letter of appointment and details of the University's rules, regulations and guidelines for the assessment of Research Degrees.

23. Requirements of the final submission for the degree of PhD (Prof) Education

(a) Except for the provisions of (b) below, the final submission for the degree of Doctor of Philosophy (Professional) Education will comprise a piece of scholarly writing, with a full bibliography and references and with a satisfactory standard of literary presentation. For students who achieved project confirmation, the submission shall be of between 55,000 and 60,000 words (or equivalent for a multi-modal project) for the degree of Doctor of Philosophy (Professional) Education. The word counts include references in the text, footnotes and endnotes, but exclude the bibliography and any appendices, which should only include material which the examiners are not required to read in order adequately to examine the submission, but to which they may refer if they wish.

(b) A student who has undertaken a multi-modal project may include in the final submission work which has been generated as an integral part of the research process and, that together with the piece of scholarly writing, substantiates the argument(s) of the research project. The form that the final submission takes will be determined at the point of project confirmation, so that the piece of scholarly writing is at least 20,000 words in length and the scope of the submission as a whole meets the requirements for the award of Doctor of Philosophy (Professional) Education as appropriate.

(c) The submission will consist of the student's own work undertaken while registered for the research degree, subject to the provisions of Section 8. Any work included in the submission which has been undertaken jointly by the student with other researchers, or which has been assessed previously for a research degree or comparable award and that cannot therefore be considered again, shall be clearly indicated by the student and certified by the Director of Studies. All allegations of academic misconduct regarding the final examination, including allegations of plagiarism, duplication, falsification, collusion and cheating, shall be investigated under the provisions of the Student Disciplinary Regulations.

(d) Three hard copies of the submission must be presented in formats set out in University guidelines along with an electronic copy of the thesis. All work which is to be considered by the examiners must

be included in the submission in a retainable form. Where work cannot be presented adequately in written form, it will be presented in an alternative, retainable format which has been determined at the point of project confirmation.

(e) The final submission must be presented after the minimum period of study for the relevant award and before the individual student's period of study has expired.

24. Conduct of the final examination

The procedure and requirements for the conduct of the final examination will be in accordance with the provisions contained within the research degrees regulations.

25. Outcome of the final examination for the degree of PhD (Prof) Education

(a) In order for a student to qualify for the award of Doctor of Philosophy (Professional) Education, the examiners must be satisfied that the student's final submission and performance in the oral examination, when considered together:

(i) comprise an integrated and coherent body of scholarly work of a quality to satisfy peer review and merit publication, performance, screening or display in complete or abridged form;

(ii) present a systematic and critical assessment of relevant work which is at the forefront of the field of study;

(iii) make a distinct contribution to the field of study through the creation and interpretation of new knowledge as a result of original research;

(iv) demonstrate a detailed understanding of relevant techniques for research and advanced academic enquiry;

(v) represent in terms of its scope what might reasonably be achieved within the time frame of the second stage of the programme (Stage 2).

(b) Except for the provisions of clause (c) below, the examiners shall submit to the Research Degrees Committee a joint report on the outcome of the final examination containing one of the following recommendations.

(i) The degree of Doctor of Philosophy (Professional) Education should be awarded.

(ii) The degree of Doctor of Philosophy (Professional) Education should be awarded subject to corrections being made to the submission within three months. The corrections shall be of a level which does not require re-assessment, but one or more of the examiners shall be asked to verify that the corrections have been made before the degree is awarded.

(iii) The degree of Doctor of Philosophy (Professional) Education should be awarded, subject to corrections of substance being made to the submission within six months. The corrections shall be of a level which does not require re-assessment, but one or more of the examiners shall be asked to verify that the corrections have been made before the degree is awarded.

(iv) The degree of Doctor of Philosophy (Professional) Education should not be awarded, but the student may resubmit work for assessment within 18 months, with or without a further oral examination. The student will be required to re-enrol with the University during that time and will be entitled to supervision in accordance with University guidelines. The resubmission will be examined where possible by the same examiners who assessed the first submission. A student shall be given only one opportunity to resubmit.

(v) The degree of Doctor of Philosophy (Professional) Education should not be awarded, but the degree of Master of Professional Studies (MProf) Education should be awarded under the

provisions of Section 20 subject to corrections being made to the submission within three months. The corrections shall be of a level which does not require re-assessment, but one or more of the examiners shall be asked to verify that the corrections have been made before the degree is awarded.

(vi) The degree of Doctor of Philosophy (Professional) Education should not be awarded, but the student may resubmit work for assessment for the degree of Master of Professional Studies (MProf) Education within 18 months, with or without a further oral examination. The student will be required to re-enrol with the University during that time and will be entitled to supervision in accordance with University guidelines. The resubmission will be examined where possible by the same examiners who assessed the first submission. A student shall be given only one opportunity to resubmit.

(vii) The student should fail the examination without an opportunity to resubmit and the student's registration should be terminated.

c) If the examiners are unable to reach agreement on the outcome, they shall each submit separate reports to the Research Degrees Committee.

26. Options at resubmission for the degree of PhD (Prof) Education

(a) At resubmission, examiners for the degree of Doctor of Philosophy (Professional) Education shall submit to the Research Degrees Committee a joint report on the outcome of the final examination containing one of the following recommendations:

(i) The degree of Doctor of Philosophy (Professional) Education should be awarded.

(ii) The degree of Doctor of Philosophy (Professional) Education should be awarded subject to corrections being made to the submission within three months. The corrections shall be of a level which does not require re-assessment, but one or more of the examiners shall be asked to verify that the corrections have been made before the degree is awarded.

(iii) The degree of Doctor of Philosophy (Professional) Education should be awarded, subject to corrections of substance being made to the submission within six months. The corrections shall be of a level which does not require re-assessment, but one or more of the examiners shall be asked to verify that the corrections have been made before the degree is awarded.

(iv) The degree of Doctor of Philosophy (Education) should not be awarded, but the degree of Master of Professional Studies (MProf) Education should be awarded under the provisions of Section 20 subject to corrections being made to the submission within three months. The corrections shall be of a level which does not require re-assessment, but one or more of the examiners shall be asked to verify that the corrections have been made before the degree is awarded.

(v) The student should fail the examination without an opportunity to resubmit and the student's registration should be terminated.

27. Ratification of recommendations from the final examination

The processes for the ratification of recommendations from the final examination will be in accordance with the provisions contained within the research degrees regulations.

28. Aegrotat and Posthumous awards

(a) A candidate who has submitted a thesis but through serious illness or other grave cause will not be able to complete the examination process, may be considered for an Aegrotat award.

(b) The examiners, having reviewed the thesis, may make the following recommendations to the Research Degrees committee:

- i) that the degree of Doctor of Philosophy (Professional) Education be awarded
- ii) that the degree of Master of Professional Studies (MProf) Education be awarded
- iii) no award.

(c) In the case of outcomes 1 and 2, a statement should be included in the degree certificate to indicate that this was an Aegrotat award. A statement to this effect should also be included in the copy of the thesis submitted to the Roehampton Research Repository, acknowledging that this is an uncorrected thesis.

(d) A candidate who dies before submitting the thesis for examination may be considered for a posthumous research degree if the supervisory team consider that the candidate had completed sufficient work to be likely to merit the award of a research degree. In these circumstances, the supervisors should approach the Chair of the Research Degrees Committee who will consider the request. If the request is supported, the supervisors will be asked to provide a supporting statement to accompany the candidate's work and recommend appropriately qualified examiners to the Chair of the Research Degrees Committee. The examiners will be notified that the thesis is being considered for a posthumous award.

(e) The examiners, having reviewed the thesis, may make the following recommendations to the Research Degrees Committee:

- i) that the degree of Doctor of Philosophy (Professional) Education be awarded;
- ii) that the degree of Master of Professional Studies (MProf) Education be awarded
- iii) no award

(f) In the case of outcomes 1 and 2, a statement should be included in the degree certificate to indicate that this was a posthumous award. A statement to this effect should also be included in the copy of the thesis submitted to the Roehampton Research Repository, acknowledging that this is an uncorrected thesis.

29. Availability of the final submission

The requirements and processes availability of the final submission will be in accordance with the provisions contained within the research degrees regulations.

30. Appeals

(a) The appeals process related to specific modules that form the taught element of the programme in Stage 1 will be in accordance with the provisions contained within the taught degrees regulations.

(b) The appeals process in stage 2, including the progression review process, will be in accordance with the provisions contained within the research degrees regulations.