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***For candidates matriculating after September 2014:***

- 6.2 The research thesis will consist of a portfolio of written material, comprising a systematic review and an empirical data study and additional bridging chapter(s) detailing additional methodology and results, with a final discussion and reflective chapter.

**7 APPOINTMENT OF EXAMINERS FOR THE THESIS**

- 7.1 The Head of the School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research, the names of two or more examiners, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the thesis.

**8 EXAMINATION OF THE THESIS**

- 8.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within a timetabled series of viva examinations in the final year of registration. Where the examination will be held outside of the timetabled examination period it shall normally be held within three months of the date of the submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes.
- 8.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.
- 8.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the examiners and on the recommendation of the Head of School (or nominee), excuse the candidate from the oral examination or agree to its replacement by a written examination.
- 8.4 The examiners having examined the candidate shall send their final report and recommendation to the Head of School (or nominee). If the examiners do not agree upon their recommendation or if for any other reason the Head of School (or nominee) needs a further opinion, they shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional examiner who shall conduct a further examination of the candidate.

8.5 The Head of School (or nominee) having considered the final report and recommendation of the examiners appointed in respect of the examination of the thesis shall then proceed in one of the following ways:

***For candidates examined before 1 September 2015:***

(1) If the performance in the assessment has reached the standard required for the degree in all respects, they shall recommend that the candidate be approved for the award of the degree of Doctorate in Clinical Psychology;

(2) If the thesis and performance in the oral examination are of sufficient merit, but minor corrections are required, they shall recommend that the candidate be approved for the award of the degree of Doctorate in Clinical Psychology, subject to completion of minor corrections within (a) three months or (b) if the required corrections are of a presentational nature, within six weeks;

(3) If the candidate's performance in the assessment has reached the standard required for the degree in all respects, except that the thesis requires substantial amendments, it shall recommend that the candidate be asked to present the thesis in a revised form within six months;

(4) If the candidate's thesis has not reached the standard required for the Doctorate in Clinical Psychology but there is reasonable expectation that the thesis, if revised, could reach the standard required for the degree, they shall recommend that the candidate be asked to submit a revised thesis. A candidate who submits a revised thesis shall do so within one calendar year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion;

(5) If the candidate's performance in the assessment has not reached the standard required for the degree, they shall recommend that the degree be not awarded.

***For candidates examined after 1 September 2015:***

(1) If the thesis and performance in the oral examination are of sufficient merit, they shall recommend that the candidate be considered for the award of the degree at the Final Assessment Board, subject to successful completion of all assessment components;

(2) If the thesis and performance in the oral examination are of sufficient merit, but minor corrections are required, they shall recommend that the candidate be required to complete minor corrections within (a) three months or (b) if the required corrections are of a presentational nature, and be considered for the award of the degree at the subsequent Final Assessment Board, subject to successful completion of all assessment components;

(3) If the candidate's performance in the assessment has reached the standard required for the degree in all respects, except that the thesis requires substantial amendments, it shall recommend that the candidate be asked to present the thesis in a revised form within six months;

(4) If the candidate's thesis has not reached the standard required for the Doctorate in Clinical Psychology but there is reasonable expectation that the thesis, if revised, could reach the standard required for the degree, they shall recommend that the candidate be asked to submit a revised thesis. A

candidate who submits a revised thesis shall do so within one calendar year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion;

(5) If the candidate's performance in the assessment has not reached the standard required for the degree, they shall recommend that no degree award be considered. Failure in the thesis element of the programme represents an outright failure of the course and the candidate shall normally be required to withdraw from the University.

## **9 FINAL SUBMISSION OF THE THESIS**

(1) A candidate shall submit two copies of the research thesis in accordance with rules approved by Senate;

(2) If a candidate is approved for the award of the degree the Head of Postgraduate Research Service (or nominee) shall deposit one copy of the research thesis in the University Library, where it shall be available for consultation. The second copy shall be deposited with the Norwich Medical School. The Head of School (or nominee), at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee), be available only to those who have written permission to consult it.

## **10 FINAL ASSESSMENT FOR THE AWARD**

10.1 There shall be a Final Assessment Board at which the Board of Examiners shall consider the results of all candidates at the end of their period of study. The Final Assessment shall be carried out by the Board of Examiners with the external examiners in attendance and in accordance with the Instructions to Examiners for the Doctorate in Clinical Psychology.

10.2 The examiners shall receive the results of all assessments, including the thesis and any reassessment of the assessment components, which count towards the award and any recommendations made by the Extenuating Circumstances Panel.

10.3 The Board of Examiners shall recommend to Senate that the degree be awarded, provided that they are satisfied in all respects as to:

(1) Performance in the Year 3 assessment or permitted reassessment, including the thesis (see Regulations 5.2-5.5 and Regulation 8 above);

(2) Confirmation from the relevant examiners of satisfactory performance in any permitted re-assessment relating to an earlier year of study but deferred in accordance with Regulation 5.5 above.

## **11 EXTENUATING CIRCUMSTANCES**

11.1 The Extenuating Circumstances Panel advising the Board of Examiners shall consider extenuating circumstances formally reported to it, and make

recommendations to the Board, in accordance with the University's Extenuating Circumstances Regulations:

[http://www.uea.ac.uk/calendar/section3/regs\(gen\)](http://www.uea.ac.uk/calendar/section3/regs(gen))

- 11.2 The Board of Examiners shall formally approve the compensation/remedy/assessment or other recommendation made by the Extenuating Circumstances Panel. Any alternative arrangement shall only be approved by the Board if it is in the candidate's best interest.
- 11.3 The Extenuating Circumstances Panel advising the Board shall treat all statements of extenuating circumstances as confidential, not to be disclosed outside the meeting of the Panel. Where circumstances are particularly sensitive, candidates may ask that the disclosure of the information be limited.

## 12 **PART-TIME STUDY**

Candidates will be recruited to the programme on a full-time basis but may by concession be able to transfer to part-time study on a temporary or permanent basis. Transfer to part-time study will require the prior approval of the Academic Director of Research Degree Programmes.

# **Regulations for the Degree of Doctor of Education and Master of Education**

## **1 SCOPE OF THESE REGULATIONS**

- 1.1 These regulations govern the awards of degrees of Doctor of Education (EdD) and Master of Education (MEd) in the School of Education and Lifelong Learning and apply for candidates registering on or after 1 October 2010. Regulations for candidates registering before 1 October 2010 may be consulted in previous sessions' Calendars, obtainable from the Postgraduate Research Service.
- 1.2 Alterations to the programmes of courses and seminars published in these Regulations may be made without notice.
- 1.3 Candidates shall initially register for the degree of Master of Education. The process for students who wish to transfer from the Master of Education to the Doctor of Education is outlined in Section 4.7.

## **2 GENERAL PRECONDITIONS TO AN AWARD**

- 2.1 Candidates registered for the degree of Master of Education must normally be a graduate of this University or another approved university or possess some other qualifications approved by this University.
- 2.2 Candidates wishing to transfer to the Degree of Doctor of Education must normally possess a relevant Master's degree from this University or another approved university or a similar qualification approved by this University.
- 2.3 Candidates must submit evidence of adequate training and ability to undertake the proposed course of advanced study to the satisfaction of the Head of School (or nominee), be approved by the Head of School (or nominee) as a candidate for the degree and study in accordance with these Regulations.
- 2.4 Before being admitted to the degree of Master of Education or Doctor of Education candidates must:
  - (1) undertake research in fields of study approved by the Head of School (or nominee);
  - (2) engage in advanced study under the direction of a teacher in the University appointed by the Head of School (or nominee). For the thesis, candidates will study under the direction of teachers in the University appointed by the School as the candidate's supervisory team;

- (3) satisfactorily present the results of the research, study and training in research projects, essays and a research thesis and pass such academic assessments as may be required by these Regulations.

### **3 DURATION OF COURSE**

- 3.1 For candidates registering on or before 30 September 2016, the period of study for the Doctor of Education shall be four years and the period of study for the Master of Education shall be two years. In each case this shall be by part-time study at 0.5FTE. Candidates will normally initially register on the Master of Education programme.
- 3.2 For candidates registering from 1 October 2016, the period of study for the Doctor of Education shall be five years and the period of study for the Master of Education shall be two years and six months. In each case this shall be by part-time study at 0.4FTE. Candidates will normally initially register on the Master of Education programme.
- 3.3 The Head of School (or nominee) may grant permission to extend the normal period of study by a specified period not in excess of six months on the recommendation of the academic supervisor. In such a case, the Head of School (or nominee) may also extend the period within which the thesis is to be submitted, by not more than the extension in the period of study;
- 3.4 The Head of School (or nominee) may grant permission to interrupt the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months. In such a case they may also extend the period within which the thesis is to be submitted by not more than the length of the interruption. The Academic Director of Research Degree Programmes may give special permission for further extensions to the period of study on the recommendations of the Head of School (or nominee).

### **4 ATTENDANCE, ASSESSMENT AND PROGRESS**

- 4.1 A candidate shall attend lectures, seminars, tutorials and supervisions as prescribed by the School.

- 4.2 A candidate shall be subject to assessment as follows:

4.2.1 ***Doctor of Education (first registered on or before 30 September 2016)***

Year 1	Critical Analysis (3,500 words) Comparative Methodology (6,500 words)
Year 2, first half	A research proposal including a consideration of the ethical protocols

Year 2, second half to Year 3 to be followed totalling not more than 5,000 words  
 Formative assignments including Literature Review, Methodology and Issues Emerging from Data

Year 4 A thesis of up to 60,000 words, incorporating the three formative assignments, with an oral examination.

**4.2.2 Master of Education (first registered on or before 30 September 2016)**

Year 1 Critical Analysis (3,500 words)  
 Comparative Methodology (6,500 words)

Year 2 A thesis of up to 30,000 words, incorporating the three formative assignments, with an oral examination.

**4.2.3 Doctor of Education (first registered from 1 October 2016)**

Year 1 Critical Analysis (3,500 words)  
 Comparative Methodology (6,500 words)

Year 2 Research Proposal (5,000 words)  
 Ethics application

Transfer from initial registration on the Master of Education programme to the Doctor of Education programme is subject to successful completion of coursework and ethics approval for proposed research.

Year 3 and Year 4 Formative assignments including Literature Review, Methodology and Issues Emerging from Data

Year 5 A thesis of up to 60,000 words, incorporating the three formative assignments, with an oral examination.

**4.2.4 Master of Education (first registered from 1 October 2016)**

Year 1 Critical Analysis (3,500 words)  
 Comparative Methodology (6,500 words)

Year 2 and Year 3 A thesis of up to 30,000 words with an oral examination

4.3 There shall be an annual review of work leading to the thesis, undertaken by the candidate and supervisory team and monitored by

or on behalf of the Head of School (or nominee). The supervisory team shall also report to the Head of School (or nominee) at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree;

- 4.4 In order to proceed to the thesis element of either programme a candidate must satisfy the examiners that there is a reasonable expectation that he/she will successfully complete the programme for the degree for which he/she is registered, in accordance with Regulations 4.5 and 4.7.
- 4.5 At the end of the first year the examiners shall review the candidate's progress to date. Each candidate shall be examined by two or more examiners, at least one of whom shall be an external examiner. The examiners will make recommendations to the Head of School (or nominee), supervisory team or other delegated member of academic staff regarding any student who warrants special attention in respect of their attendance or progress. A candidate who does not satisfy the examiners in this way may be permitted by the examiners, on one occasion only, to be reassessed.
- 4.6 A candidate who is aiming to transfer to the Degree of Doctor of Education and who fails to satisfy the examiners on the assessment or reassessment at the end of Year 1 by a narrow margin may be permitted, at the discretion of the examiners, to continue as a candidate for the degree of Master of Education.
- 4.7 During the period of study a candidate for the degree of Master of Education may, with the approval of the Head of School (or nominee), be permitted to withdraw as a candidate for the degree and be approved as a candidate for the Doctor of Education no later than six months prior to the end of the period of study for the degree of Master of Education. The period of study already completed shall count towards the period of study for the degree of Doctor of Education.

Sufficient evidence of progress must be provided including:

- a) passing all assignments
- b) submitting an appropriate research proposal of 5,000 words

The assessment will be undertaken by a panel of at least two members of academic staff, appointed by the Head of School (or nominee); no more than one member of the supervisory team may belong to the panel. The research proposal will also be subject to approval by the School's Ethics Committee.

- 4.8 In circumstances where a reassessment, because of its nature or timing, cannot with reasonable practicability be completed within the year of study to which it relates, the examiners may permit a candidate to proceed to the next year of the course on condition that:

- (1) the reassessment shall be arranged and completed as soon as practicable in accordance with a timetable to be stipulated by them; and
- (2) the examiners shall consider the outcome of the reassessment at the earliest feasible opportunity.

4.9 A candidate who fails to satisfy the examiners in any reassessment of work completed in the first year and conducted in accordance with the regulations in this section shall normally be required to withdraw from the University.

## **5 SUBMISSION OF THE THESIS**

5.1 The degree shall be awarded on the recommendation of the examiners at the assessment or reassessment undertaken:

5.1.1 In the case of candidates registered for the degree of Doctor of Education, in respect of the thesis produced in the final year of study, provided that they are satisfied in all respects as to performance in the final assessment or permitted reassessment. In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas (whether the candidate's own or those of others) and to understand the relationship of the theme of the investigations to a wider field of knowledge. The thesis should show evidence of adequate industry and application. The candidate is also expected to show understanding of the relationships of the special theme to a wider field of knowledge. The thesis should represent a significant contribution to the development of understanding, for example, through the discovery of new knowledge, the connection of previously unrelated facts, the development of a new theory or the revision of older views. The thesis shall not exceed 60,000 words in length.

5.1.2 In the case of candidates registered for the degree of Master of Education, in respect of the thesis produced in the final year of study, provided that they are satisfied in all respects as to performance in the final year assessment or permitted reassessment. In the thesis and examination the candidate is required to show distinct ability to conduct original investigations, to test ideas (whether the candidate's own or those of others) and to obtain appropriate conclusions from the research. The thesis should be presented in a clear and systematic manner and not exceed 30,000 words in length.

5.2 A candidate who wishes to submit a thesis must apply to the Head of Postgraduate Research Service (or nominee). A thesis may be presented for examination at any time after the beginning of the last six months of the candidate's prescribed period of study provided that not more than the following times have elapsed since the date of registration as a candidate for the degree:

### Doctor of Education

Initial date of registration before 30 September 2014	Four years
Initial date of registration after 1 October 2014 and before 30 September 2016	Five years
Initial date of registration after 1 October 2016	Six years

### Master of Education

Initial date of registration before 30 September 2014	Two years
Initial date of registration after 1 October 2014 and before 30 September 2016	Two years
Initial date of registration after 1 October 2016	Two years six months

- 5.3 The Academic Director of Research Degree Programmes may give special permission for extensions to the period within which the thesis must be presented on the recommendation of the Head of School (or nominee) concerned.
- 5.4 A candidate for the degree shall, not later than three months before the submission of the thesis and in any case no later than three months before the end of the period of advanced study and research, submit for approval to the appropriate Head of School (or nominee) the precise title of the thesis to be examined.

## 6 APPOINTMENT OF EXAMINERS

- 6.1 The Head of School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research the names of two or more examiners for the thesis, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of the submission of the thesis.

## 7 EXAMINATION

- 7.1 A candidate shall be examined orally on the thesis and on subjects relevant to it. The examination shall normally be held within three months of the date of the submission of the thesis. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes. In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the examiners and on the recommendation of the Head of School (or nominee), excuse the candidate from the oral examination or agree to its replacement by a written examination.
- 7.2 The examiners having examined the candidate shall send their reports and recommendations to the Head of School (or nominee) concerned. If the examiners do not agree in their recommendations or if for any other reason the Head of School (or nominee) of the School needs a

further opinion, the Head of School (or nominee) shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional external examiner who shall conduct a further examination of the candidate.

- 7.3 The Head of School (or nominee) having considered the reports and recommendations of all the examiners shall then proceed in one of the following ways:

***Candidates for the degree of Doctor of Education***

- (1) if the thesis and performance in the oral examination are of sufficient merit it shall recommend that the candidate be approved for the award of the degree of Doctor of Education.
- (2) if the thesis and performance in the oral examination are of sufficient merit, but that minor corrections are required, it shall recommend that the candidate be approved for the award of the degree of Doctor of Education, subject to completion of minor corrections within (a) three months or (b) if the required corrections are of a presentational nature, within six weeks.
- (3) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Education but there is reasonable expectation that the thesis, if revised, could reach the standard required for the degree, the Head of School (or nominee) shall recommend either that the candidate be asked to submit a revised thesis or that the candidate be given the option either of submitting a revised thesis or of being approved for the award of Master of Education. A candidate who is given this option shall be allowed a period of not more than fourteen days from receipt of formal notification of the outcome of the examination to decide which of these alternatives to accept. A candidate who submits a revised thesis shall do so within one year and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion.
- (4) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Education and the Head of School (or nominee) is not of the opinion that the candidate should be permitted to submit a revised thesis, it shall, if the thesis and performance in the oral examination are of sufficient merit for the degree of Master of Education recommend that the candidate be approved for the award of the degree of Master of Education. In the event of the need for substantive amendments the Board may recommend that the candidate be permitted to resubmit the thesis for the degree of Master of Education in not more than six months.

- (5) if the thesis and performance in the oral examination are not of sufficient merit to entitle the candidate to the degree of Master of Education it shall recommend that no degree be awarded.

***Candidates for the degree of Master of Education***

- (1) if the thesis and performance in the oral examination are of sufficient merit it shall recommend that the candidate be approved for the award of the degree of Master of Education.

- (2) if the thesis and performance in the oral examination are of sufficient merit, but minor corrections are required, it shall recommend that the candidate be approved for the award of the degree of Master of Education, subject to completion of minor corrections within (a) six weeks or (b) if the required corrections are of a presentational nature, within one week.

- (3) if the thesis and performance in the oral examination are not of sufficient merit for the degree of Master of Education it shall recommend:

*either:*

- (a) that the candidate be permitted to submit a revised thesis. Such a candidate shall submit a revised thesis within twelve months and may be required to undergo further oral examination. A candidate shall not be allowed to submit a revised thesis on more than one occasion;

*or*

- (b) that no degree shall be awarded.

7.4 In all cases the recommendations of the Head of School (or nominee) shall be laid before the Head of Postgraduate Research Service (or nominee) who shall ensure that appropriate action is taken on behalf of the Senate.

7.5 A candidate who submits a satisfactory thesis but who fails to satisfy the examiners in the oral examination may be permitted by the Academic Director of Research Degree Programmes on the recommendation of the examiners and of the Head of School (or nominee), to take a second oral examination or a written examination within six months.

**8 FINAL SUBMISSION OF THESIS**

8.1 A candidate shall submit two copies of the research thesis in accordance with rules approved by the Senate.

8.2 If a candidate is approved for the award of the degree, the Head of Postgraduate Research (or nominee) shall deposit one copy of the research thesis in the University Library, where it shall be available for consultation. The second copy shall be deposited with the School of

Education and Lifelong Learning. The Head of the School (or nominee), at the request of the candidate, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee), be available only to those who have written permission to consult it.

## **9 MODIFICATIONS FOR CATEGORY A CANDIDATES, INCLUDING STAFF CANDIDATES**

- 9.1 Candidates for the degree of Doctor of Education or Master of Education will be designated as Category 'A' (including faculty of Schools and such other candidates as the Senate shall determine) or Category 'B'. Candidates in Category 'B' shall study the degree of Doctor of Education or Master of Education in accordance with Regulations 1 to 8 above. Category 'A' candidates shall be permitted to proceed to the degree of Doctor of Education or Master of Education in accordance with Regulations 1 to 8, subject to the following modifications.
- 9.2 In the case of Category 'A' candidates, references to the Head of School in Regulations 2 (General Preconditions to an Award), 3 (Duration of Course) and 7 (Examination) shall be interpreted as references to the Academic Director of Postgraduate Research Degree Programmes, or to their nominee if they have a conflict of interest. Thus the examination of any Category 'A' candidate for the degree of Doctor of Education or Master of Education shall be conducted exclusively by external examiners appointed by the Senate on the recommendation of the Academic Director of Research Degree Programmes.
- 9.3 In the case of Category 'A' candidates, references to the Head of School in Regulation 4 (Attendance, Assessment and Progress) shall be interpreted as references to the Faculty Associate Dean of Postgraduate Research, or to their nominee if they have a conflict of interest.
- 9.4 In the case of Category 'A' candidates, references to the Faculty Associate Dean of Postgraduate Research in Regulation 6 (Appointment of Examiners) shall be interpreted as references to the Academic Director of Research Degree Programmes or to their nominee if they have a conflict of interest.
- 9.5 The Academic Director of Research Degree Programmes shall be advised of any application from any Category 'A' candidate to continue the period of study as a candidate for the degree after ceasing to be a member of staff.

# Regulations for the Degree of Doctor of Medicine

## 1 SCOPE OF THESE REGULATIONS

- 1.1 These regulations govern the awards of degrees of Doctor of Medicine.
- 1.2 A candidate may register for the degree of Doctor of Medicine in the Norwich Medical School at the University of East Anglia (Norwich Medical School).

## 2 GENERAL PRECONDITIONS TO AN AWARD

- 2.1 The degree of Doctor of Medicine (MD) may be awarded by the Senate on the recommendation of the Head of the Norwich Medical School (or nominee) at the University of East Anglia to a candidate who:
  - (1) Has held, for at least three years at the time of submission of thesis, a qualification which is recognised for registration by the General Medical Council for the United Kingdom.
  - (2) Is either a Bachelor of Medicine/Bachelor of Surgery (MBBS) graduate of this University or a graduate of another approved university holding an appointment or an honorary appointment within a health or social care facility that has established research or teaching links with the Norwich Medical School at the University of East Anglia.
  - (3) Has been employed for at least two years in appropriate clinical or scientific work, and has completed all the work for the degree during that employment.
  - (4) Has fulfilled any other University requirements.
- 2.2 The proposed area of study must be approved by the Head of School (or nominee) at the time of registration.

## 3 DURATION OF COURSE

- 3.1 For candidates submitting a thesis, the period of advanced study and registration shall be twenty-four months prior to submission, subject to the following exceptions:
  - (1) In cases where the Head of School (or nominee) deems it appropriate, a candidate's period of advanced study and registration may be reduced by not more than six months;
  - (2) Permission to extend the normal period of advanced study and registration by up to six months may be granted by the Head of School (or nominee) and the Academic Director of Research Degree Programmes may give special permission for further

extensions to the period of advanced study and registration on the recommendation of the Head of School (or nominee);

- (3) The Head of School (or nominee) may permit the interruption of the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed twelve months. In such a case the Head of School (or nominee) may also extend the period within which the thesis is to be submitted by not more than the length of the interruption.

3.2 For candidates submitting a body of published work the period of advanced study and registration shall be twelve months prior to submission subject to the following exceptions:

- (1) In cases where the Head of School (or nominee) deems it appropriate, a candidate's period of advanced study and registration may be reduced by not more than three months;
- (2) Permission to extend the normal period of advanced study and registration by up to three months may be granted by the Head of the School (or nominee) and the Academic Director of Research Degree Programmes may give special permission for further extensions to the period of advanced study and registration on the recommendation of the Head of School (or nominee);
- (3) The Head of School (or nominee) may permit the interruption of the period of study if there are special reasons for doing so. The Head of School (or nominee) shall specify the length of interruption which may not exceed six months. In such a case the Head of School (or nominee) may also extend the period within which the thesis is to be submitted by not more than the length of the interruption.

#### **4 PROGRESS AND PROBATION**

4.1 For each candidate, the Head of School (or nominee) shall appoint a supervisory team, which shall consist of at least two members of academic staff of the School. Where approved by the Head of School (or nominee), a member of academic staff of the School and an honorary appointed teacher of the School can constitute the supervisory team. In the latter case, the primary supervisor shall be the member of academic staff, unless otherwise approved by the Academic Director of Research Degree Programmes.

4.2 There shall be an annual review of the progress of each candidate in each year of the candidate's period of study and/or registration undertaken by the candidate and supervisory team and monitored by or on behalf of the Head of School (or nominee). For students registering from 1 October 2015 onwards, during their first year of registration, the status of Doctor of Medicine students as doctoral candidates is

probationary and their annual review includes the confirmation review of their status.

- 4.3 Confirmation review requires the involvement of an Internal Assessor who is not a member of the candidate's supervisory team. As part of confirmation review, the Internal Assessor should agree a joint recommendation with the supervisory team on the candidate's probationary status.
- 4.4 If the candidate is not making satisfactory progress at a confirmation review, they will be warned promptly in a formal letter from the Head of School (or nominee) that they may be asked to withdraw from the University. The candidate will be set a clear list of measurable goals to be achieved and the timescale for achieving these. They will also be required to attend a Continuation Review Meeting at which the Internal Assessor should agree a further joint recommendation with the supervisory team on the candidate's probationary status. A student not making satisfactory progress at a Continuation Review Meeting will normally be required to withdraw from the programme.
- 4.5 The supervisory team shall also report to the Head of School or nominee at any time when the candidate appears not to be making satisfactory progress, is otherwise not fulfilling the conditions that have been laid down or appears unlikely to reach the standard of the degree.

## **5 SUBMISSION OF THE THESIS**

- 5.1 A candidate is normally required to submit a thesis of not more than 65,000 words to the satisfaction of the examiners.
- 5.2 Alternatively, subject to the approval of the Head of School (or nominee), a candidate may submit a substantial body of published work or works with a common theme embodying the result of his/her personal observation or research in some subject of Medicine. Such a submission should also include:
  - (1) A list of the publications on which the assessment for the degree is to be based;
  - (2) In cases where multi-authored works are included in the submission, evidence (preferably in the form of written confirmation by at least one co-author per published work) of the candidate's own original contribution to the work in respect of:
    - (a) design of the investigation
    - (b) conduct of the research
    - (c) analysis of the outcome
    - (d) preparation of the work for publication;
  - (3) A critical analysis of the work submitted (normally 15,000-20,000 words).
- 5.3 The thesis or published work(s) must be deemed to make an original

contribution to the field in some subject of Medicine to the satisfaction of the examiners.

- 5.4 A candidate who is about to make a submission shall give to the Head of Postgraduate Research Service (or nominee) at least three months' prior notice in writing which shall include the full title of the thesis or body of work.
- 5.5 A candidate may submit for examination no earlier than three months before the end of the period of advanced study and registration, providing that, not more than two years have elapsed since their registration as a candidate for the degree, notwithstanding Regulation 3.

## **6 APPOINTMENT OF EXAMINERS**

- 6.1 The Head of School (or nominee) shall recommend for approval by the Faculty Associate Dean of Postgraduate Research the names of two or more examiners, at least one of whom shall be an external examiner. This recommendation shall normally be made not later than three months before the expected date of submission.

## **7 EXAMINATION**

- 7.1 A candidate shall be examined orally on the submission and on subjects relevant to it. The examination shall normally be held within three months of the date of submission. Exceptions to this shall require approval by the Academic Director of Research Degree Programmes. In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the examiners and on the recommendation of the Head of School (or nominee), excuse the candidate from the oral examination or agree to its replacement by a written examination.
- 7.2 The examiners having examined the candidate shall send their reports and recommendations to the Head of School (or nominee). If the examiners do not agree in their recommendations or if for any other reason the Head of School (or nominee) needs a further opinion, the Head of School (or nominee) shall recommend to the Academic Director of Research Degree Programmes the appointment of an additional external examiner who shall conduct a further examination of the candidate.
- 7.3 The Head of School (or nominee) having considered the reports and recommendations of all the examiners shall then proceed in one of the following ways:

### ***Thesis and oral examination***

- (1) If the thesis and performance in the oral examination are of sufficient merit the Head of School (or nominee) shall recommend

that the candidate be approved for the award of the degree of Doctor of Medicine;

- (2) If the thesis and performance in the oral examination are of sufficient merit, but that minor corrections are required, the Head of School (or nominee) shall recommend that the candidate be approved for the award of the degree of Doctor of Medicine, subject to completion of minor corrections within (a) three months or (b) if the required corrections are of a presentational nature, within one week;
- (3) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Medicine but there is a reasonable expectation that the thesis, if revised, could reach the standard required for the degree, the Head of School (or nominee) shall recommend that the candidate be asked to submit a revised thesis. A candidate who submits a revised thesis shall do so within one year, may be required to undergo further oral examination, and shall be required to pay a reassessment fee. A candidate shall not be allowed to submit a revised thesis on more than one occasion;
- (4) If the thesis and performance in the oral examination are not of sufficient merit for the degree of Doctor of Medicine and the Head of School (or nominee) is not of the opinion that the candidate should be permitted to submit a revised thesis, it shall recommend that no degree be awarded;
- (5) If the candidate submits a satisfactory thesis but fails to satisfy the examiners in the oral examination, the Head of School (or nominee), on the recommendation of the examiners, may permit the candidate to take a second oral examination within six months.

***Substantial body of published work and oral examination***

- (1) If the published work and performance in the oral examination are of the standard required for the degree in all respects, the Head of School (or nominee) shall recommend that the candidate be approved for the award of the degree;
- (2) If the examiners have considered that the criteria for the award as set out in Regulation 6 above are not yet met but there is a reasonable expectation that they may be fulfilled if further publication(s) are achieved within twenty-four months, the Head of School (or nominee) shall recommend that the candidate be permitted an opportunity to make a revised submission within a period proposed by the examiners (not to exceed twenty-four months from the date of assessment). A candidate who is permitted and wishes to make a revised submission under this regulation:
  - (a) shall be required to pay a reassessment fee
  - (b) may be required to undergo a further oral examination

- at the discretion of the examiners
- (c) shall not be allowed to make a revised submission on more than one occasion;
- (3) If the examiners have considered that the criteria for the award are not met and that there is no reasonable expectation of their fulfilment within twenty-four months from the date of assessment, they shall recommend that no degree be awarded and that no reassessment be offered;
  - (4) If the examiners have considered that the submission of published work is of sufficient merit but that performance in the oral examination has been unsatisfactory, the candidate may be permitted by the Head of School (or nominee), on the recommendation of the examiners, to take a second oral examination within six months, in which case the candidate:
    - (a) shall be required to pay a reassessment fee
    - (b) shall not be allowed to re-take the oral examination on more than one occasion.

In all cases the recommendations of the Head of School (or nominee) shall be laid before the Head of Postgraduate Research Service (or nominee) who shall ensure that appropriate action is taken on behalf of the Senate.

7.4 In cases where a candidate is reassessed, the Head of School (or nominee) having considered the reports and recommendations of all the examiners shall then proceed in one of the following ways:

- (1) if a candidate's performance in the reassessment has reached the standard required for the degree in all respects, the Head of School (or nominee) shall recommend that the candidate be approved for the award of the degree;
- (2) if a candidate's performance in the reassessment has not reached the standard required for the degree, the Head of School (or nominee) shall recommend that the degree be not awarded.

# Regulations for the Degrees of Doctor of Laws, Doctor of Letters and Doctor of Science

## 1 SCOPE OF THESE REGULATIONS

1.1 A candidate for the degree of Doctor of Laws (LLD), Doctor of Letters (LittD) or Doctor of Science (ScD) must be approved by the Academic Director of Research Degree Programmes on the recommendation of the Head of School (or nominee) of one of the University's Schools of Studies on the basis of:

- (1) Possession of the degree of Bachelor of Arts, Bachelor of Laws, Bachelor of Medicine/Bachelor of Surgery, or Bachelor of Science of this University at least nine years previously.
- (2) Possession of the Integrated Master's degree of Master of Chemistry, Master of Computing, Master of Mathematics, Master of Natural Sciences or Master of Pharmacy of this University at least eight years previously.
- (3) Possession of the degree of Master of Arts, Master of Business Administration, Master of Clinical Education, Master of Education, Master of Laws, Master of Music, Master of Research, Master of Science, or Master of Social Work of this University at least eight years previously.
- (4) The degree of Master of Philosophy of this University at least seven years previously.
- (5) The degree of Doctor of Philosophy, Doctor of Philosophy (Integrated Studies), Doctorate in Clinical Psychology, Doctor of Education, Doctor of Medicine or Doctor of Social Work of this University at least six years previously.
- (6) A first degree of another approved university at least nine years previously and  
*either* (a) be a member of the academic staff of this University, or an equivalent member of staff of an Affiliated Institute or of any partner institution of the University of at least four years' standing.  
*or* (b) be an honorary or visiting member of the academic staff of this University of at least seven years' standing.
- (7) a nomination and statement of support for the candidate from a member of that School who shall be obliged to confirm the existence of a common research interest with the nominee; and
- (8) the availability of suitable expertise in the School to advise and (if appropriate) examine the candidate.

2 After candidature for the degree has been approved on the basis set out in Regulation 1 above, an application may then be made at any time to the Registrar and Secretary (or nominee) and should contain:

- (1) Three copies of a critical analysis of the work submitted (a

minimum of 30,000 words in length) covering the development of the candidate's submitted work and its sustained, original and distinguished contribution to knowledge.

- (2) Three copies of a list of the works on which the candidate bases the submission. The list shall clearly indicate:
  - (a) what part, if any, of the work has already been submitted for a degree of this or any other University.
  - (b) what part, if any, of the work has been produced jointly with others and to what extent the candidate was responsible for the initiation, direction or conduct of the work.
- (3) Three copies of all works on which the candidate bases the application for the degree.

### **3 GENERAL PRECONDITIONS TO AN AWARD**

3.1 An application for the degree of Doctor of Laws, Doctor of Letters or Doctor of Science must be based either wholly or to a substantial extent on a sustained original and distinguished contribution to knowledge. Unless stipulated by the Senate, the work presented for consideration shall have been published.

3.2 If the application is approved by the Academic Director of Research Degree Programmes on the recommendation of the Head of School (or nominee), the Academic Director of Research Degree Programmes shall, after consultation with the Head of School (or nominee) concerned, recommend to the Faculty Associate Dean of Postgraduate Research, the appointment of at least two examiners, one of whom shall be an external examiner. Any member of the academic staff of the University who is a candidate for the degree shall be examined exclusively by external examiners.

### **4 SUBMISSION OF THE THESIS**

4.1 One copy of the work or works approved for the award of the degree of Doctor of Laws, Doctor of Letters or Doctor of Science shall be deposited in the University Library.

### **5 APPOINTMENT OF EXAMINERS AND EXAMINATION**

5.1 Each examiner shall send to the Head of Postgraduate Research Service (or nominee) a report upon the candidate's claim and upon the work submitted and a recommendation whether or not the degree should be awarded. The reports shall be submitted to the Academic Director of Research Degree Programmes. If the examiners recommend that the degree be awarded the Academic Director of Research Degree Programmes shall so recommend to the Senate.

# Rules for the Submission of Work for Higher Degrees

## 1 *Theses submitted for Research Degrees*

A candidate must submit:

- (1) two copies of the work submitted, but doctoral candidates should see below. Any thesis must be written in English and presented in the required form.
- (2) three copies of an abstract of the thesis, not exceeding 300 words, in a form suitable for publication. If the candidate is awarded the degree, the University may publish this abstract in any manner approved by the Senate or by the Head of the School concerned.
- (3) a statement showing what part, if any, of the material offered has previously been submitted by the candidate for a degree in this or any other University and, if joint work is submitted, what part of it is the candidate's independent contribution.
- (4) a statement of the length of the thesis (which should include footnotes and the bibliography but not other, appendicised material) or of the length of the critical analysis where such an analysis is required.
- (5) a certificate from the primary supervisor that any required taught courses have been satisfactorily completed.
- (6) for the degrees of PhD by Publication, and of Doctor of Medicine where the candidate is submitting a body of published work, the bound copies of the work submitted must include a list of the publications on which the assessment for the degree is to be based, a critical analysis of the work submitted and, where multiauthored works are included in the list, written evidence of the candidate's own original contribution to the work in respect of:
  - (a) design of the investigation;
  - (b) conduct of the research;
  - (c) analysis of the outcome;
  - (d) preparation of the work for publication.

Copies of all the published work to be assessed must also be included, either bound together with the above or separately contained.

- (7) One copy of the thesis/submission shall be deposited in the University Library and the other in the School concerned.

Candidates should submit the Library copy of the thesis as an electronic copy in portable document format (pdf) on a CD, DVD or USB flash drive. The electronic copy must be submitted at the same time as the final version of the printed copy and should be identical to the printed version.

The Library may also, in exceptional circumstances, accept a hard copy of the thesis where the form of the submission makes it difficult to accept in purely digital format, for example, where there are multiple objects that cannot be digitised. The Library will provide advice on this and exceptions will be agreed with the Head of Library Academic Services.

## **2 Rules for the Submission of Work for Higher Degrees (Taught Masters' Degrees)**

- (1) A candidate must submit two hard copies of the dissertation (or research project completed in place of a dissertation).
- (2) Both copies of the dissertation are for the purposes of assessment only. Where the School of registration wishes, students may subsequently be asked to deposit one copy of the dissertation with the School for the purpose of future consultation by students or staff.
- (3) The dissertation must be written in English, unless the subject of the dissertation dictates that it is partly written in another language (for example, where the subject of the dissertation is translation or a language).
- (4) The text of a dissertation shall, as far as possible, be typewritten on ISO A4 size paper of good quality.
- (5) The dissertation must be submitted for assessment in a secure soft binding sufficiently durable for the assessment process.
- (6) The volumes when submitted for assessment shall bear the registration number of the candidate, the title of the dissertation, the name of the degree for which the dissertation is submitted and the date of submission.
- (7) A volume deposited with the School shall bear the name of the candidate, the title of the dissertation, the name of the degree for which the dissertation is submitted and the date of submission. The title page should include the following words: "This copy of the dissertation has been supplied on condition that anyone who consults it is understood to recognise that its copyright rests with the author and that use of any information derived there-from must be in accordance with current UK Copyright Law. In addition, any quotation or extract must include full attribution."
- (8) Where a dissertation is deposited with a School following the assessment process and for the purpose of future consultation, it may be hard-bound or in portable document format (pdf) on a CD.
- (9) Diagrams, maps and similar documents may be submitted in a portfolio of any size or in the form of a CD-ROM and must bear equally the particulars mentioned in rule 6 (and rule 7) above.

- (10) When submitting the dissertation for assessment, a candidate must also submit a statement showing what part, if any, of the material contained in the dissertation has previously been submitted by the candidate for a degree in this or any other University.
- (11) When submitting the dissertation for assessment, a candidate must confirm that the work contained within the dissertation is their own (in accordance with the University's regulations relating to Plagiarism and Collusion) or, where joint work is submitted, what part of it is the candidate's independent contribution.
- (12) A statement of the length of the dissertation, which includes footnotes, but excludes appendices, bibliography and reference lists.

## **Rules for the Form of Theses (Research Degrees)**

(1) A candidate shall submit the thesis in a condition suitable for preservation in the University Library. A candidate should consult the Head of Library Academic Services as to the proper form of binding for the thesis or to the format of the electronic thesis submission.

(2) Two copies are required of the candidate. If a candidate is successful one copy of the thesis shall be deposited in the University Library and shall be allowed to leave it only on conditions approved by the Senate. The second copy shall be deposited with the School most concerned with the thesis. Candidates should submit the Library copy of the final version of their thesis, as approved by their Examiners, in electronic format in portable document format (pdf) on a CD, DVD or USB flash drive. The electronic copy must be submitted at the same time as the printed copy and should be identical to the printed version, which is deposited with the School.

### *For hard copies of the thesis*

(3) The texts of theses shall, as far as possible, be typewritten on ISO A4 size paper of good quality and bound in a fixed binding of boards with black cloth back or other suitable binding. The volume shall bear the name of the candidate, the title of the thesis, the name of the degree for which the thesis is submitted and the date of submission. The title page should include the following words: "This copy of the thesis has been supplied on condition that anyone who consults it is understood to recognise that its copyright rests with the author and that use of any information derived there-from must be in accordance with current UK Copyright Law. In addition, any quotation or extract must include full attribution."

(4) Diagrams, maps and similar documents may be submitted in a portfolio of any size and must bear equally the particulars mentioned in rule (3) above.

(5) A candidate may with the permission of the Learning and Teaching Committee submit recorded material, such as audiotape, videotape and film, of not more than one hour's running length as supporting evidence. This must be in addition to a written thesis and not a substitute for any part of it. The examiners may require candidates to deposit copies of the recorded material with the thesis in the Library and in the appropriate School. Work submitted in non-book material form should be in a durable form suited to preservation over long periods. The item should be provided with an appropriate container approved by the Head of Library Academic Services and bearing on its exterior the particulars listed above (3).

### *In the case of the Musical Composition programme in the School of Music*

(6) Recorded material may be submitted when the musical work is able to exist (as in the case of types of electro-acoustic composition) only in recorded form.

### *In the case of the Professional Practice programme in the School of Art, Media and American Studies*

(7) A substantial part of the thesis may be curatorial, archival, educational or creative in content. This will be represented in the thesis submission by a substantial dossier of practical work presented in an appropriate, accessible and enduring format.

*For all candidates*

(8) A candidate shall initially submit a thesis in electronic format and in a secure soft binding sufficiently durable for the assessment process. No Pass List will be issued after successful assessment until the thesis has been resubmitted in the form outlined in rules (1) to (6) above and the candidate has confirmed that no changes, other than any required by the examiners, have been made to any part of the thesis from that previously assessed. The Pass List will not be issued until both the print version and electronic version of the thesis have been deposited with the University.

(9) Whether soft-bound, hard-bound or in electronic format, all submitted research degree theses must be prepared in accordance with the instructions set out in the 'Research Degrees: Submission, Presentation, Consultation and Borrowing of Theses'.

## Consultation and Borrowing of Theses

If a candidate for a Research Degree is approved for the award of the degree, one electronic copy of the thesis is deposited in the University Library where it shall be available for consultation and/or copying in the manner described in the following paragraph. The second (hard) copy is deposited with the School of Studies or Institute concerned.

Theses deposited in the University Library cannot be removed from the Library. However, copies may be taken, normally in one of the following ways:

- (1) by the British Library Document Supply Centre which may make a digital copy of UEA PhD theses available for download via EThOS, the British Library's E-theses initiative;
- (2) by the University Library which will make theses submitted in hard copy available for reference for use in the Library.

All copies made in accordance with the above provisions will include the title page of the thesis which should include a statement protecting the author's copyright (See Rules for the Form of Theses (Research Degrees) Regulation (3)).

In particular cases where the original hard copy (if deposited in that form) is sought, the University Library passes on inter-library loan requests to the School of Studies or Institute concerned. Hard-bound copies of theses deposited in the University Library are never lent to other libraries.

The Head of School (or nominee), at the request of the author, may determine that a particular thesis shall, for a period of up to three years specified by the Head of School (or nominee), be available only to the author or to those who have written permission to consult it. A candidate wishing to apply for a consultation restriction to be placed on their thesis should apply for the appropriate form from the Postgraduate Research Service. The completed form must accompany the copies of the thesis, when submitted. Theses whose use is restricted in this way are not sent to the British Library Document Supply Centre either in electronic format or for digitisation by EThOS. The embargoed thesis will still be stored electronically in the UEA Digital Repository, but restricted so as not to display to users until the restriction has lapsed.