

LTC17D011

**Title:** Revised Regulations for the Doctor of Medicine (MD)  
**Author:** Dr Vivien Easson, Head of Postgraduate Research Service  
**Date:** 11 October 2017  
**Meeting:** Learning and Teaching Committee, 18 October 2017  
**Agenda:** LTC17A001  
**Version:** Final  
**Status:** Open

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#### Issue

The postgraduate research degree Doctor of Medicine was fully reviewed during 2016/17 by the MD Review Group which reported (PGR16D090) to the Postgraduate Research Executive on 15 June 2017. The recommendations of the MD Review Group were approved at that meeting.

The attached Regulations were drafted during the summer in consultation with the Norwich Medical School and in line with the recommendations, and were approved by the Pro-Vice-Chancellor for Research and Innovation, Professor Fiona Lettice, by Chair's Action on 7 September 2017.

This paper contains:

- A clean version of the revised Regulations
- A version with tracked changes to make it clear where the changes have been made

The detailed reasons for the changes have not been included as these have already been discussed in detail at the Postgraduate Research Executive as per PGR16D090, and support the University's goals of timely submission, proper quality assurance in line with other postgraduate research degrees, and an improved student experience. There was student involvement in

#### Recommendations

The Learning and Teaching Committee is asked to approve the revised Regulations for the MD as appended immediately below, for immediate inclusion in the 2017/18 Academic Calendar.

#### Resource Implications

There are no significant resource implications. The small workload associated with making the changes to websites and in contacting supervisors have been allowed for in MED and PGR workloads.

#### Risk Implications

In line with compliance with Competition and Markets Authority requirements and as approved by a Chair's action from Postgraduate Research Executive, applications to the MD have not been allowed since May 2017, with the last intake on 1 July 2017. All offer holders, applicants and enquirers were contacted in May 2017 to ensure that they were aware of their options. Full updated marketing pages have been prepared ready to re-open the course with the new Regulations once approved.

#### Equality and Diversity

The changes should improve the fit of the MD with clinical academic training pathways and so should assist all candidates including those from groups with protected characteristics.

#### Timing of decisions

A decision is requested **immediately** to allow the MD course to re-open for applications for **1 January 2018** start. This is critical to good relations with Norwich Research Park partners at the Quadram Institute.

#### Further Information

Contact Professor Alex MacGregor (Chair of the MD Review Group and MD Programme Director), for queries about the MD, or Dr Vivien Easson, [v.easson@uea.ac.uk](mailto:v.easson@uea.ac.uk), extension 1835, for additional background.

## **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. There are currently two different routes to the award of the degree of Doctor of Medicine (MD). For the MD by Research route the candidate is required to submit a thesis; for the MD by Publication route the candidate will submit a body of published work. The MD by Publication route will no longer be available to new applicants from 1 October 2017 onwards. These Regulations will apply to both routes unless otherwise specified.
- 1.2 In these Regulations, unless explicitly stated otherwise, Head of School may be taken to refer also to the Chair of the NBI Graduate School Executive for candidates based in the Norwich Bioscience Institutes. The Head of School's nominee shall normally be the School Director of Postgraduate Research, and there may also be a nominated Institute Director of Postgraduate Research for candidates based in the John Innes Centre, Quadram Institute Bioscience, the Sainsbury Laboratory or the Earlham Institute.
- 1.3 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 Before being admitted to the degree of Doctor of Medicine at the University a candidate must:
- (1) Be approved by the appropriate Head of School (or nominee) as a candidate for the degree;
  - (2) Engage in advanced study under the direction of teachers in the University appointed by the Head of School (or nominee) as the candidate's supervisory team;
  - (3) Undertake research in a field of study approved by the Head of School (or nominee);
  - (4) Satisfactorily present the results of the research and study in a thesis, or for the MD by Publication a body of published work, and pass such oral and other examinations as may be prescribed by these Regulations.
- 2.2 The supervisory team shall consist of at least two members of the University's academic staff or research staff based at one of the Norwich Bioscience Institutes (NBI) and affiliated to the NBI Graduate School. Where approved by the Head of School (or nominee), a member of academic/research staff based at UEA or one of the Norwich Bioscience Institutes, and an honorary appointed clinical lecturer / supervisor can constitute the supervisory team. In the latter case, the primary supervisor must be a member of the University's academic staff or research staff at an affiliated Graduate School, unless otherwise approved by the Academic Director of Research Degree Programmes.

2.3 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.

2.4 Candidates will normally register on 1 January, 1 April, 1 July or 1 October.

### **3 DURATION OF COURSE**

#### **3.1 Candidates submitting a thesis (MD by Research route)**

3.1.1 For candidates registering on the MD by Research route on or before 31 December 2017, the period of study and registration for the Doctor of Medicine shall be two years. This shall be by part-time study at 0.5FTE.

For full-time candidates registering from 1 January 2018, the period of study for the Doctor of Medicine shall be two years and there will be a registration-only period of one year and a total period of registration of three years.

For part-time candidates registering from 1 January 2018, the period of study for the Doctor of Medicine shall be four years and there will be a registration-only period of one year and a total period of registration of five years. Part-time study will be at 0.5 FTE.

Full-time candidates are expected to devote a minimum of four full days per week to their research; part-time candidates are expected to devote a minimum of two full days per week to their research. No candidate should complete more than two unrelated work/clinical sessions a week.

3.1.2 The above periods of study and registration shall be subject to the following exceptions:

- (1) The candidate may, with the permission of the Head of School (or nominee), spend not more than six months of the period of study at some other approved place of study or research. When the nature of the research requires that work should be undertaken elsewhere than in the University the Head of School (or nominee) may appoint an additional supervisor.

- (2) In cases where the Head of School (or nominee) deems it appropriate, a candidate's period of study and registration may be reduced by not more than six months;
- (3) Permission to extend the normal period of study by up to six months may be granted by the Head of School (or nominee) on the recommendation of the candidate's supervisor. The Academic Director of Research Degree Programmes may give special permission for further extensions to the period of study and registration on the recommendation of the Head of School (or nominee);
- (4) 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 Candidates submitting a body of published work (MD by Publication route)

***For candidates registering on or before 30 September 2017 only  
Please note this route is no longer available to new applicants from 1 October 2017 onwards***

3.2.1 For candidates submitting a body of published work the period of 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 study and registration may be reduced by not more than three months;
- (2) Permission to extend the normal period of 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 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 on the MD by Research route from 1 October 2015 onwards, during their first year of registration (first two years for part-time students registering after 1 January 2018), the status of Doctor of Medicine students as doctoral candidates is probationary and the annual review meeting normally held in month 8 (or month 20 for part-time candidates registering after 1 January 2018), includes a Probationary Review Meeting to review their status.

- 4.3 The Probationary Review Meeting requires the involvement of an Internal Assessor who is not a member of the candidate's supervisory team. As part of the Probationary Review Meeting, the Internal Assessor should agree a joint recommendation with the supervisory team on the candidate's probationary status.
- 4.4 If there is evidence at a Probationary Review Meeting that the candidate is not making satisfactory progress or the Internal Assessor and the supervisory team do not agree in their recommendations, the candidate 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 letter will include an agreed clear list of measurable goals to be achieved and the timescale for achieving these. The candidate will also be required to attend a Second Probationary Review Meeting at which the Internal Assessor and supervisory team should reconsider the candidate's progress and agree a joint recommendation as to whether the candidate should be confirmed as a doctoral candidate. Where there is evidence that a candidate is not making satisfactory progress at the time of a Second Probationary Review Meeting they will normally be required to withdraw from the programme.
- 4.5 If the Internal Assessor and the supervisory team do not agree in their recommendations following the Second Probationary Review Meeting and consensus cannot be established by the Head of School (or nominee), the Head of School (or nominee) shall consider the evidence provided through the probationary review process and form a view as to whether there is sufficient evidence on which to base a decision regarding the candidate's probationary status.

Where there is insufficient evidence 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 Internal Assessor who shall review the available evidence, meeting with the candidate where necessary, in order to make a recommendation to the Head of School (or nominee).

The Head of School (or nominee) shall act at all times in accordance with Research Degree Policy Document 12 'Guidelines for Probationary Review'.

- 4.6 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 registering on the MD by Publication route on or before 30 September 2017 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 *For candidates registering on or before 31 December 2017:*

A candidate may submit for examination no earlier than three months before the end of the period of study and registration, providing that, not more than two years have elapsed since their registration as a candidate for the degree, notwithstanding Regulation 3.

5.5 *For candidates on the MD by Research route registering on or after 1 January 2018:*

A candidate who wishes to submit a thesis shall 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 four months of the candidate's prescribed period of study provided that not more than three years for full-time candidates and five years for part-time candidates shall have elapsed from the date of approval as a candidate for the degree. 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).

5.6 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 study and research, submit for approval to the 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, 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.
- 7.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.
- 7.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the candidate and/or their supervisory team, with the agreement of the examiners, and on the recommendation of the Head of School (or nominee), waive the requirement for the oral examination or agree to its replacement by an alternative form of assessment.
- 7.2 The examiners having examined the candidate shall send their joint final report and recommendation 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 final report and recommendation 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 three months.
- (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;

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

*For candidates registering on the MD by Publication route on or before 30 September 2017 only*

- (1) If the published work, critical analysis 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 5 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;

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

## **8 FINAL SUBMISSION OF THESIS**

- 8.1 A candidate shall submit two copies of the 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 the Postgraduate Research Service (or nominee) shall deposit one copy of the thesis in the University Library where it shall be available for consultation. The second copy shall be deposited with the Norwich Medical School or affiliated Graduate School concerned, as appropriate. 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 the candidate's written permission to consult it.

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

- 9.1 Candidates for the degree of Doctor of Medicine will be designated as Category A (including faculty of Schools and such other candidates as Senate shall determine) or Category B. Candidates in Category B shall proceed to the degree of Doctor of Medicine in accordance with Regulations 1 to 8 above. Category A candidates shall be permitted to proceed to the degree of Doctor of Medicine 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 (or nominee) 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 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 Medicine 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 (or nominee) in Regulation 4 (Progress and Probation) 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. There are currently two different routes to the award of the degree of Doctor of Medicine (MD). For the MD by Research route the candidate is required to submit a thesis; for the MD by Publication route the candidate will submit a body of published work. The MD by Publication route will no longer be available to new applicants from 1 October 2017 onwards. These Regulations will apply to both routes unless otherwise specified.

1.2 In these Regulations, unless explicitly stated otherwise, Head of School may be taken to refer also to the Chair of the NBI Graduate School Executive for candidates based in the Norwich Bioscience Institutes. The Head of School's nominee shall normally be the School Director of Postgraduate Research, and there may also be a nominated Institute Director of Postgraduate Research for candidates based in the John Innes Centre, Quadram Institute Bioscience, the Sainsbury Laboratory or the Earlham Institute.

Commented [MS(1)]: From the PhD Regulations

1.3 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 Before being admitted to the degree of Doctor of Medicine at the University a candidate must:

- (1) Be approved by the appropriate Head of School (or nominee) as a candidate for the degree;
- (2) Engage in advanced study under the direction of teachers in the University appointed by the Head of School (or nominee) as the candidate's supervisory team;
- (3) Undertake research in a field of study approved by the Head of School (or nominee);
- (4) Satisfactorily present the results of the research and study in a thesis, or for the MD by Publication a body of published work, and pass such oral and other examinations as may be prescribed by these Regulations.

Commented [MS(2)]: Adapted from the PhD Regulations

2.2 The supervisory team shall consist of at least two members of the University's academic staff or research staff based at one of the Norwich Bioscience Institutes (NBI) and affiliated to the NBI Graduate School. Where approved by the Head of School (or nominee), a member of academic/research staff based at UEA or one of the Norwich Bioscience Institutes, and an honorary appointed clinical lecturer / supervisor can constitute the supervisory team. In the latter case, the primary supervisor must be a member of the University's academic staff or research staff at an affiliated Graduate School, unless otherwise approved by the Academic Director of Research Degree Programmes.

Commented [MS(3)]: Moved here from later on in MD Regs, and adapted to reflect MD review and PGR Executive recommendations

2.3 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.

2.4 Candidates will normally register on 1 January, 1 April, 1 July or 1 October.

Commented [MS(4)]: MD review recommended quarter dates kept

### 3 DURATION OF COURSE

#### 3.1 Candidates submitting a thesis (MD by Research route)

3.1.1 For candidates registering on the MD by Research route on or before 31 December 2017, the period of study and registration for the Doctor of Medicine shall be two years. This shall be by part-time study at 0.5FTE.

For full-time candidates registering from 1 January 2018, the period of study for the Doctor of Medicine shall be two years and there will be a registration-only period of one year and a total period of registration of three years.

For part-time candidates registering from 1 January 2018, the period of study for the Doctor of Medicine shall be four years and there will be a registration-only period of one year and a total period of registration of five years. Part-time study will be at 0.5 FTE.

Full-time candidates are expected to devote a minimum of four full days per week to their research; part-time candidates are expected to devote a minimum of two full days per week to their research. No candidate should complete more than two unrelated work/clinical sessions a week.

3.1.2 The above periods of study and registration shall be subject to the following exceptions:

- (1) The candidate may, with the permission of the Head of School (or nominee), spend not more than six months of the period of study at some other approved place of study or research. When the nature of the research requires that work should be undertaken elsewhere than in the University the Head of School (or nominee) may appoint an additional supervisor.

Commented [MS(5)]: From MPhil Regulations

- (2) In cases where the Head of School (or nominee) deems it appropriate, a candidate's period of study and registration may be reduced by not more than six months;
- (3) Permission to extend the normal period of study by up to six months may be granted by the Head of School (or nominee) on the recommendation of the candidate's supervisor. The Academic Director of Research Degree Programmes may give special permission for further extensions to the period of study and registration on the recommendation of the Head of School (or nominee);
- (4) 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 Candidates submitting a body of published work (MD by Publication route)

***For candidates registering on or before 30 September 2017 only  
Please note this route is no longer available to new applicants from 1 October 2017 onwards***

3.2.1 For candidates submitting a body of published work the period of 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 study and registration may be reduced by not more than three months;
- (2) Permission to extend the normal period of 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 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 on the MD by Research route from 1 October 2015 onwards,

Commented [MS6]: Moved to General Preconditions

during their first year of registration (first two years for part-time students registering after 1 January 2018), the status of Doctor of Medicine students as doctoral candidates is probationary and the annual review meeting normally held in month 8 (or month 20 for part-time candidates registering after 1 January 2018), includes a Probationary Review Meeting to review their status.

4.3 The Probationary Review Meeting requires the involvement of an Internal Assessor who is not a member of the candidate's supervisory team. As part of the Probationary Review Meeting, the Internal Assessor should agree a joint recommendation with the supervisory team on the candidate's probationary status.

Commented [MS(7)]: Text here now mirrors that for the PhD

4.4 If there is evidence at a Probationary Review Meeting that the candidate is not making satisfactory progress or the Internal Assessor and the supervisory team do not agree in their recommendations, the candidate 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 letter will include an agreed clear list of measurable goals to be achieved and the timescale for achieving these. The candidate will also be required to attend a Second Probationary Review Meeting at which the Internal Assessor and supervisory team should reconsider the candidate's progress and agree a joint recommendation as to whether the candidate should be confirmed as a doctoral candidate. Where there is evidence that a candidate is not making satisfactory progress at the time of a Second Probationary Review Meeting they will normally be required to withdraw from the programme.

4.5 If the Internal Assessor and the supervisory team do not agree in their recommendations following the Second Probationary Review Meeting and consensus cannot be established by the Head of School (or nominee), the Head of School (or nominee) shall consider the evidence provided through the probationary review process and form a view as to whether there is sufficient evidence on which to base a decision regarding the candidate's probationary status.

Where there is insufficient evidence 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 Internal Assessor who shall review the available evidence, meeting with the candidate where necessary, in order to make a recommendation to the Head of School (or nominee).

The Head of School (or nominee) shall act at all times in accordance with Research Degree Policy Document 12 'Guidelines for Probationary Review'.

4.6 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 registering on the MD by Publication route on or before 30 September 2017 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 *For candidates registering on or before 31 December 2017:*

A candidate may submit for examination no earlier than three months before the end of the period of study and registration, providing that, not more than two years have elapsed since their registration as a candidate for the degree, notwithstanding Regulation 3.

Commented [MS8]: Used wording from PhD Regs instead

5.5 *For candidates on the MD by Research route registering on or after 1 January 2018:*

A candidate who wishes to submit a thesis shall 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 four months of the candidate's prescribed period of study provided that not more than three years for full-time candidates and five years for part-time candidates shall have elapsed from the date of approval as a candidate for the degree. 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).

Commented [MS(9)]: Same as for MPhil

5.6 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 study and research, submit for approval to the Head of School (or nominee) the precise title of the thesis to be examined.

Commented [MS(10)]: Wording from PhD Regs

## 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

Commented [MS(11)]: Wording in this section now reflects other research degree Regs

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.

7.2 Prior to the oral examination of the thesis the examiners shall each prepare independent preliminary reports regarding the candidate's performance.

Commented [MS(12): To bring in line with other research degrees

7.3 In exceptional circumstances the Academic Director of Research Degree Programmes may, on sufficient grounds submitted by the candidate and/or their supervisory team, with the agreement of the examiners, and on the recommendation of the Head of School (or nominee), waive the requirement for the oral examination or agree to its replacement by an alternative form of assessment.

7.2 The examiners having examined the candidate shall send their joint final report and recommendation 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 final report and recommendation 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 three months.

Commented [MS(13): Removal of 1 week option to bring in line with other research degrees

(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;

Commented [MS14]: To reflect changes to the Instructions to Examiners, to bring the MD in line with the other research degrees

(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;

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

Commented [MS15]: To reflect changes to the Instructions to Examiners, to bring the MD in line with the other research degrees

**For candidates registering on the MD by Publication route on or before 30 September 2017 only**

- (1) If the published work, critical analysis 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 5 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 on 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;

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

**Commented [MS16]:** To reflect changes to the Instructions to Examiners, to bring the MD in line with the other research degrees

**Commented [MS17]:** To reflect changes to the Instructions to Examiners, to bring the MD in line with the other research degrees

## **8 FINAL SUBMISSION OF THESIS**

- 8.1 A candidate shall submit two copies of the 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 the Postgraduate Research Service (or nominee) shall deposit one copy of the thesis in the University Library where it shall be available for consultation. The second copy shall be deposited with the Norwich Medical School or affiliated Graduate School concerned, as appropriate. 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 the candidate's written permission to consult it.

**Commented [MS(18):** New section from PhD Regs

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

- 9.1 Candidates for the degree of Doctor of Medicine will be designated as Category A (including faculty of Schools and such other candidates as Senate shall determine) or Category B. Candidates in Category B shall proceed to the degree of Doctor of Medicine in accordance with Regulations 1 to 8 above. Category A candidates shall be permitted to proceed to the degree of Doctor of Medicine 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 (or nominee) 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 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 Medicine 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 (or nominee) in Regulation 4 (Progress and Probation) 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.

Commented [MS(19): New section - from PhD Regs