## RESEARCH DEGREE REGULATIONS
### SUMMARY OF REGULATORY AMENDMENTS AND/OR ADDITIONS FOR ACADEMIC YEAR

2020/21

*The wording in bold reflects the amended wording.*

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<td>All as relevant</td>
<td>References to programmes have been amended to courses.</td>
<td>Throughout the regulations</td>
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| Section 3 Admission to a Research Degree Course | **A new paragraph has been added to clarify when a student would normally start their course of study.**
(7) An applicant will normally be expected to start their course of study at standard points in the academic year.                                                                                       | 4                                                                      |
| Section 8 (1) (c) | **Paragraph (1) (c) has clarified the standard enrolment points throughout the year.**
(c) providing relevant documentation to verify their identity and the right to study in the UK at the outset of the course and, where required, during their studies.

In the case of collaborative provision students may have these obligations to the partner institution rather than the College.

**The standard enrolment points are September, January or April each year.** The College reserves the right to decline to enrol a student who arrives after the advertised dates without prior approval and in the absence of medical or other good cause deemed acceptable by the Director of Academic Services. | 8                                                                      |
| Section 10 | **With the academic restructure, the regulations have been amended to reflect the current practice in issuing formal warnings.**

(1) Where a student’s record of attendance, academic performance or productivity is unsatisfactory, the Head(s) of School or an authorised nominee may recommend to the Senior Vice-Principal (Research and Enterprise) or nominee that the student’s registration should be terminated. If the Head(s) of School or an authorised deputy is a member of the student’s supervisory team, it may be appropriate for a different member of staff to be involved in making such a recommendation and in monitoring the student’s progress. In addition, for students holding a Tier 4 (General) Student Visa, the College has obligations placed on it to report non-attendance to UK Visas and Immigration and may terminate a student’s registration without following the formal warning process.

(2) Before making a recommendation to the Senior Vice-Principal (Research and Enterprise) or nominee, Student Administration, *(inclusive of the Doctoral School)*, on behalf of the Head(s) of School or authorised |

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nominees, will issue the student with two formal warnings by letter. Each letter shall state the reason(s) for the warning, the nature of any requirement made of the student in order to demonstrate improvement and the period of time within which this is to be done in order for the student to avoid his/her registration being terminated. The second letter of formal warning shall state the fact that it is the final warning.

(3) Normally four weeks will elapse between the first and second formal warnings in order to give adequate time for the student to demonstrate a satisfactory level of improvement.

(4) At each warning the student will be offered the opportunity to submit a written response and/or to meet with the Head(s) of School or an authorised nominee in order to discuss the grounds for the warning. The student may be accompanied at the meeting by another student or member of staff of the College. On provision of satisfactory and adequately documented explanation for the student’s record of attendance, academic performance or productivity Student Administration, on behalf of the Head of School or nominee, may set the warning aside. This decision will be confirmed to the student by letter. Formal warnings which have not been set aside will remain active for the duration of the student’s course of study.

(5) If after the second letter of formal warning there is insufficient improvement, the Head(s) of School or authorised nominee may recommend, that the student’s registration should be terminated. Student Administration will present the case to the Senior Vice-Principal (Research and Enterprise) or nominee, who will make a final decision based on the particular circumstances.

(6) The Director of Academic Services, or a nominee, will write to each student whose registration has been terminated informing him/her of the decision and the reasons for it, of the right to appeal against the decision and the appeals procedure as set out in Section 22 of these regulations, and of the date by which any appeal must be submitted.

Section 15

The College is moving, where possible, to electronic/online submission of assessments. The regulations have been amended to reflect this change. This includes the removal of paragraph (2) in Section 15 and the renumbering of subsequent paragraphs in the Section.

(1) An electronic copy of the thesis must be submitted by the student to the Doctoral School, except in cases where agreement is in place for a restriction of access for reasons of confidentiality, commercial sensitivity or patents where instead two hard copies of the thesis must be submitted by the student. In such cases, the student may be required to submit a third copy of the thesis in the event that a third examiner is appointed at any stage in the examination process. The thesis must be submitted within the maximum period of registration in Section 2 (4) (a) and (b). Failure to submit within the required period will normally result in the student failing the degree without the option to present the thesis for a
second time, unless there are severe extenuating circumstances which are deemed acceptable by the Research Degrees Programmes Committee.

(2) Failure to submit by the submission deadline will normally result in the student failing the degree without the option to present the thesis for a second time, unless there are severe extenuating circumstances which are deemed acceptable by the Research Degrees Programmes Committee.

(3) All components of the thesis must be presented for examination in a final form and in the case of hard copies bound in accordance with the Instructions and Notes on Submission.

(4) The decision to submit a thesis in any particular form rests with the student alone.

Section 16 (2) The regulations have been amended to allow for the viva recording to be retained until the student has received their award or discontinued their studies. This is to ensure that the viva recording is available for any appeal cases or in cases of queries arising from a resubmission.

Each school must have an audio recording made of the oral examination. The recording will be kept by the Doctoral School until the student is awarded or discontinues their studies, after which time it will normally be destroyed. The recording will only be listened to in the event of an academic appeal or complaint, and only by those involved with investigating the appeal or complaint. In cases where an independent chair is appointed in addition to the recording of the oral examination, his/her role will be to act as an observer and to ensure that the procedures are followed. S/he will not be directly involved with examining the thesis. The independent chair will normally be a member of the academic staff, but not the Head of School, who has had no involvement with the student’s course of study. It is expected that the independent chair will normally have had experience of conducting at least three Research Degree viva voce examinations as an examiner.

Section 20 (4) The regulations have been amended to reflect current practice in respect of embargo requests.

Formal requests for restriction of access beyond the period outlined in Section 20 (3) must be submitted in writing by the student or supervisor(s) to the Doctoral School. This can be submitted at the time of the student’s entry for the examination, or, within eighteen months following the successful viva and must be supported in writing by the student’s supervisor(s), or Head of School or their representative, if the supervisor has left the College. The request will be considered by the Senior Vice-Principal (Research and Enterprise) or their representative.