

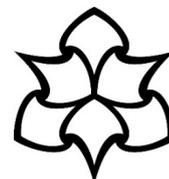


Manchester
Metropolitan
University

REGULATIONS FOR POSTGRADUATE RESEARCH DEGREES

2019-20

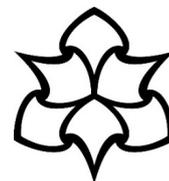




Regulations for Postgraduate Research Degrees 2019-20

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Major changes for 2019-20

These Regulations are reviewed annually, with changes approved by the Academic Board.

Major changes for 2019-20 are below:

Regulation	Amendment/Addition
All	Amendments have been made throughout the document to provide clarity, reduce duplication and ambiguity in the text and ensure ease of reference between the suite of regulatory documents.
All	To provide consistency and clarity in decision making, where the term “delegated authority” is noted, unless stated otherwise, this means the Faculty Research Degrees Committee.
All	Where the term “normally” appears, if a situation does not fall within this criterion, it will be assessed on a case-by-case basis by the Head of Faculty Research Degrees, in liaison with the Research Degrees Manager.
All	Terminology has been amended from <i>conferment</i> to <i>completion and award</i> throughout the document.
3.1	Regulation has been updated to confirm that the application for registration deadline for students who enrol in October will be 15 January 2020.
3.5	The option of transfer from PhD to MPhil has been included.
8	Change in Mode of Study has been added to the regulation. This option has always been available to students; however, the details of how to change mode were not referenced in the previous regulations.
9	Change in Programme of Study has been added to the regulation. This option has always been available to students; however, the details of how to change programme were not referenced in the previous regulations.
13.1	Information related to timescales for completing and reviewing revisions and communicating examination outcomes have been updated to clarify expectations for all parties and fall in line with sector standard practice.
14.1	Regulation has been updated to clarify the resubmission options available to students.

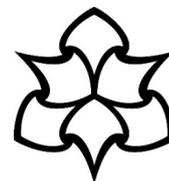
These Regulations are owned and updated by the Manchester Metropolitan University Graduate School on behalf of Academic Board. Queries should be directed to the Graduate School (gsresearchdegrees@mmu.ac.uk).

Introduction

Manchester Metropolitan University produces a suite of documents that outline the formal regulations and procedures for postgraduate research degrees, and provide operational guidance to students and staff:

- The **Regulations for Postgraduate Research Degrees** outlines the rules governing the formal stages of postgraduate research programmes: registration, progression and assessment.
- The **Institutional Code of Practice for Postgraduate Research Degrees** details the procedures and practices that apply to all aspects of undertaking and administering postgraduate research programmes.
- The **Research Degrees Handbook** provides detailed, practical guidance for students and staff about research degrees.

These and other key documents are available on the [Graduate School website](#).



1. General principles

1.1 Manchester Metropolitan University assures its academic standards for research degrees through engagement with external reference points established by the [Quality Assurance Agency Frameworks for Higher Education Qualifications](#) (FHEQ), and through the [QAA UK Quality Code for Higher Education: Advice and Guidance – Research Degrees](#). This is demonstrated by the development and implementation of the [Institutional Code of Practice for Postgraduate Research Degrees](#). The standards of the University's awards are regulated through the [Regulations for the Academic Awards of the Manchester Metropolitan University](#), and the [Regulations for Postgraduate Research Degrees](#).

1.2 The rules and procedures relating to postgraduate research degrees work, including written and oral examinations, are set out in this document. These regulations provide mechanisms to ensure that students are assessed fairly and objectively, while maintaining the University's high academic standards. Ignorance of these rules and assessment requirements will not constitute a defence in any disciplinary procedures. Queries about the Regulations should be directed to the appropriate [Faculty Research Degrees Team](#) in the first instance.

1.3 Assessment at Manchester Metropolitan University is an integral part of the research degree. It is the principal instrument with which we recognise and reward student achievement and maintain levels of achievement and academic standards.

1.4 The University regulations on assessment support this principle and they aim to make the processes inclusive, fair, consistent and clear to both staff and students. The regulations also reflect the expectation and relevant indicators of the QAA UK Quality Code.

1.5 These Regulations and their underlying principles apply to postgraduate research degrees provision approved by the University and delivered by the University or by its collaborative partners leading to awards or academic credit of the University. They apply to all work that formally contributes to the award of the University, at whatever point in a programme the work is undertaken.

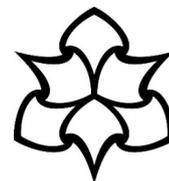
1.6 Collaborative Partner Institutions authorised by the Academic Board to deliver Manchester Metropolitan University's postgraduate research degrees on its behalf shall comply with these Regulations.

1.7 Any exemption or variation from these Regulations shall be exceptional (for example to address the requirements of a Professional, Statutory and Regulatory Body) and must be approved in advance by the University Research Degrees Committee and Academic Board.

1.8 These Regulations shall be applied consistently to ensure equity of treatment of students regardless of their discipline or their mode of study.

2. Enrolment

2.1 Students are required to renew their enrolment annually. If a student does not re-enrol, their registration shall lapse and they will be deemed to have withdrawn from their studies. A student whose registration has lapsed may be considered for re-admission to the same programme, as long as the lapse in registration was not a consequence of academic failure and is within one month from the re-enrolment start date.



2.2 Enrolment on time is the expected standard. If exceptional circumstances prevent timely enrolment or re-enrolment, then backdating of that enrolment may be possible at the discretion of the University Research Degrees Committee or delegated authority.

3. Registration

3.1 Registration to an approved programme may only take place following approval of the application for registration (RD1) by the University Research Degrees Committee or delegated authority. The Head of Faculty Research Degrees and the relevant Head of Department (or equivalent) where the research programme will be undertaken must support applications. The application for registration will normally take place within three months of enrolment for full-time students and within six months for part-time students, except for students who enrol in October; their registration will become 15 January 2020 to take into account the university closure days in December/January. Only in exceptional circumstances shall students obtain an extension of registration from the University Research Degrees Committee or delegated authority.

3.2 In approving an application for registration, the University Research Degrees Committee or the delegated authority must satisfy itself that:

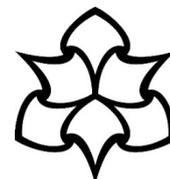
- (i) The student is embarking on a feasible research programme
- (ii) Supervisors are suitably qualified and experienced and have attended the required training within the last three years
- (iii) Appropriate facilities for the conduct of scholarly research in the area of the research programme are available and have been confirmed by the relevant budget holder, i.e. Head of Department/School and/or Research Centre Head
- (iv) Any required ethical approval, including a suitable risk assessment (if required) has been obtained, or confirmation has been given that approval will be obtained prior to research work requiring ethical approval commencing
- (v) Any Personal Learning Plan recommendations have been implemented (if applicable).

3.3 All students on a PhD programme will be registered directly on to a PhD, subject to approval of the application for registration (RD1). For all research degrees, the registration period commences on a date determined by the University Research Degrees Committee or delegated authority, and includes any backdating to enrolment approved by the Committee.

3.4 The registration period continues until the degree is awarded or withdrawal from the programme. Where a student is unsuccessful on first examination and is permitted a re-examination, the registration period will continue on the same basis as for the first examination.

Maximum thesis submission and enrolment to award timescales

3.5 There is a prescribed maximum period of time from enrolment to submission of the thesis. The maximum time to thesis submission and subsequent completion and award are laid out in the following table:

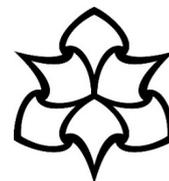


	Thesis submission deadline	Completion & Award deadline
Master's degree (by Research)		
Full-time	12 months	24 months
Part-time	24 months	36 months
MPhil, including via transfer from Master's degree (by Research) [and including any period of Master's degree (by Research) registration] or transfer from PhD		
Full-time	18 months	30 months
Part-time	36 months	48 months
PhD, including via transfer from Master's degree (by Research) or MPhil [including any period of Master's degree (by Research) and/or MPhil registration]		
Full-time	36 months	48 months
Part-time	72 months	84 months
PhD by Published Work (Route 1), see Guidelines for PhD by Publication		
Full-time	24 months	36 months
Part-time	48 months	60 months
PhD by Published Work (Route 2), see Guidelines for PhD by Publication		
Full-time	6 months	18 months
Part-time	12 months	24 months
PhD by Professional Practice (Route 3), [For candidates who have a portfolio of outputs already completed] see Guidelines for PhD by Publication		
Full-time	24 months	36 months
Part-time	48 months	60 months
PhD by Professional Practice (Route 3), see supporting document [For candidates who are still working towards their portfolio of outputs at enrolment]		
Full-time	36 months	48 months
Part-time	72 months	84 months
Doctor of Education (part-time only); Professional Doctorate in Health and Social Care		
Full-time	36 months	48 months
Part-time	60 months	72 months
Doctor of Clinical Science		
Part-time	60 months	72 months

4. Progression review

4.1 All students undertaking a research degree (with the exception of those on programmes that last for less than 12 months full-time or 24 months part-time) will complete a progression review. This takes place after 12 months (or 24 months if part-time) of registration and enables the University to judge whether the student has made sufficient progress on their research studies to continue their registration.

4.2 In support of the progression review, the student shall submit a progression report (RD2) in accordance with requirements prescribed by the University, details of which shall be made available to all students. Before approving the progression review outcome, the University Research Degrees Committee or delegated authority shall be satisfied that the student has made sufficient progress in their studies. The submitted documentation must evidence work at the appropriate standard and prove that the student is capable of pursuing their research studies to timely completion. An oral assessment ('research proposal defence') will be used as part of the progression review assessment.



4.3 Having considered the application to progress, the University Research Degrees Committee or delegated authority can make the following recommendations:

- Progress is satisfactory. The research student may continue with their studies.
- Progress is unsatisfactory. The research student:
 - May continue with their studies but is required to make revisions and amendments to their report. A work plan of supportive or corrective action must be agreed and a date for further review of progress set. If progress were to remain unsatisfactory, the student may be required to withdraw (see '10. Withdrawal').
 - Should undertake a second progression oral assessment. Following the second oral assessment, if progress were to remain unsatisfactory, the student may be required to withdraw (see '10. Withdrawal').
 - Should transfer to a master's programme from a doctoral programme. The student would have the right of appeal in accordance with the [University Academic Appeals Procedure](#).
 - Should withdraw (see '10. Withdrawal'). This recommendation would have to be taken in accordance with the relevant University regulations. The research student would have the right of appeal in accordance with the [University Academic Appeals Procedure](#).

Annual review

4.4 Most students undertaking a research degree (with the exception of students on suspension, Master's (by Research) students studying full-time, students who have submitted already or students who are within three months of their thesis submission date) will have an annual review in the summer term of each academic year, which focuses on the student's engagement with the research programme, quality and frequency of supervisory meetings, and wider research skills development support (see [Institutional Code of Practice for Postgraduate Research Degrees, 8](#)).

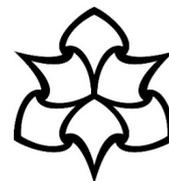
5. Transfer of registration

Transfer of registration from Master's degree (by Research) to MPhil and MPhil to PhD

5.1 A student registered initially for a Master's degree (by Research) who wishes to transfer to an MPhil may apply to the University Research Degrees Committee or delegated authority when they have made such progress on the work and can provide evidence that the work is capable of development to an MPhil. The application should normally be made after 6 months of full-time study or 12 months of part-time study.

5.2 A student registered for an MPhil who wishes to transfer to a PhD may apply to the University Research Degrees Committee or delegated authority when they have made such progress on the work and can provide evidence that the work is capable of development to a PhD. The application should normally be made after 12 months of full-time study or 24 months of part-time study.

5.3 In support of an application for transfer, the student shall submit a transfer report in accordance with requirements prescribed by the Committee, details of which are included in the [Research Degrees Handbook](#). Before approving transfer from a Master's degree (by Research) to an MPhil, or from an MPhil to a PhD, the University Research Degrees Committee or delegated



authority shall be satisfied that the student has made sufficient progress in their studies. The proposed programme must provide a suitable basis for work at the standard to which the student wishes to transfer and which the student is capable of pursuing to completion. An oral assessment will be used to support the case for transfer. Having considered the application, the Committee shall provide the student with written confirmation of its decision.

5.4 A student whose transfer request is unsuccessful will have no further opportunity to request transfer to a higher degree. Normally the student will have a period of six months (12 months for part-time students) from their oral assessment date in which to submit their thesis for a Master's degree (by Research) or an MPhil. The student would have the right of appeal in accordance with the [University Academic Appeals Procedure](#).

Transfer of registration from Master's degree (by Research) to PhD

5.5 A student registered initially for a Master's degree (by Research) under the aegis of the University Research Degrees Committee or delegated authority may, in exceptional circumstances, apply to transfer direct to PhD. The application should normally be made after 6 months of full-time study or 12 months of part-time study. The application must be accompanied by a transfer report, which must include a statement of the intended further work, including details of the likely contribution to knowledge. Before approving such a transfer from Master's degree (by Research) to PhD, the University Research Degrees Committee or delegated authority shall satisfy itself that the transfer report presented is of Master's standard and that the incorporated research proposal for future work provides a suitable basis for work at PhD standard which the student is capable of pursuing to completion. An oral assessment will be used to support the case for transfer.

5.6 A student whose transfer request is unsuccessful will have no further opportunity to request transfer to a higher degree. Normally the student will have a period of six months (12 months for part-time students) from their oral assessment date in which to submit their thesis for a Master's degree (by Research).

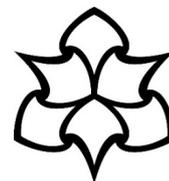
Transfer of registration from MPhil to Master's degree (by Research) or PhD to MPhil

5.7 Transfer from MPhil to Master's degree (by Research) or PhD to MPhil may be requested by a registered student or recommended by the Director of Studies at any time prior to the submission of the thesis for examination.

5.8 The transfer is subject to approval by the University Research Degrees Committee or delegated authority. If the registered student does not agree with the recommendation of the Director of Studies, then the decision of the University Research Degrees Committee or delegated authority must take the views of both the registered student and the Director of Studies into account. If the transfer is approved, and the registered student is in disagreement with this decision, the registered student shall be given the opportunity to submit an appeal in accordance with the [University Academic Appeals Procedure](#).

6. Extension of studies

6.1 A student may apply, in accordance with the [Code of Practice on Extensions and Suspensions](#) for an extension to the deadline date for the submission of their thesis, thesis corrections, revised thesis or resubmission. The request is submitted to the Faculty Research Degrees Committee. Extensions are normally for periods of one to three months; longer extensions of up to six months



(or for separate extensions that cumulatively total six months) may be requested where there have been exceptional circumstances.

6.2 An application for an extension to the thesis submission date should be submitted at least three months before the submission deadline.

An application for an extension to the submission of corrections, a revised thesis or resubmission should be submitted as early as possible in advance of the deadline.

The application should be submitted using an application for extension form (RD4), and should be accompanied by satisfactory documentary evidence to support the request.

6.3 If the Faculty Research Degrees Committee considers that the extension request is valid, and the application is supported by satisfactory documentary evidence, the Committee may agree to an extension of the deadline date.

6.4 Students will be charged a monthly non-submission fee for the duration of the requested period of extension. Details of the non-submission fee and other University fees can be found in the Financial and Legal Services document [Regulations for the Payment of University Fees and other related Financial Information for Postgraduate Research Students](#).

7. Suspension of studies

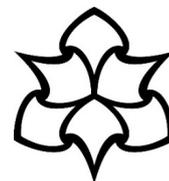
7.1 A student may apply, in accordance with the [Code of Practice on Extensions and Suspensions](#), to suspend their studies. The request is submitted to the Faculty Research Degrees Committee using an application for suspension form (RD5), and should be accompanied by satisfactory documentary evidence to support the request. If the Committee considers that the request is valid, and the application is supported by satisfactory documentary evidence, it may agree to a suspension of studies for a period of up to one year. Retrospective applications for suspension will only be considered in exceptional circumstances, and will be reviewed on a case-by-case basis. The total time of suspension will not normally exceed 24 months over the duration of the student's studies.

8. Change in Mode of studies

8.1 A student may apply to change their mode of study from full-time to part-time, or part-time to full-time at any point.

- Student fees will be adjusted in accordance with the approved changes.
- Students who are funded will need to seek confirmation from their sponsor before applying, to confirm if a change in mode of study will affect their financial situation.
- Overseas students will need to consult with International Operations to clarify whether there are visa restrictions that preclude them from being able to change their mode of study from full-time to part-time.

8.2 The request is submitted to the Faculty Research Degrees Committee using a Notification of Change in Approved Mode of Study (RDMS) form, and must be supported by the Director of Studies, and accompanied by satisfactory documentary evidence to support the request. If the Committee considers that the request is valid, and the application is supported by satisfactory documentary evidence, it will agree to a change in mode of study.



8.3 If the student wishes to revert to their original mode of study, a new application must be submitted and approved by the Faculty Research Degrees Committee.

- Students who are funded will need to seek confirmation from their sponsor before they request this, to confirm that there are no restrictions on the number of times they can change their mode of study.

9. Change in Programme of studies

9.1 A student may apply to change their approved programme of study when there has been a change in the direction of their research. Students will not be permitted to change their programme of study after their progression review (RD2) has been approved.

- Student fees will be adjusted (if applicable) in accordance with the approved changes.
- Students who are funded will need to seek confirmation from their sponsor before applying, to confirm if a change in programme of study will affect their financial situation.
- Overseas students will need to consult with International Operations to confirm if a change in their programme of study will have any implications to their visa status.

9.2 The request is submitted to the Faculty Research Degrees Committee using a Notification of Change in Approved Programme of Study (RDCP) form, and must be supported by the Director of Studies, and accompanied by satisfactory documentary evidence to support the request. If the Committee considers that the request is valid, and the application is supported by satisfactory documentary evidence, it will agree to a change in programme of study.

10. Withdrawal

10.1 The University Research Degrees Committee shall require a registered student to withdraw if there is no likelihood that the registered student will successfully complete the programme within the maximum period allowed for submission of the research degree programme (see '3. Registration') in accordance with the [Unsatisfactory Academic Progress Procedure for Postgraduate Research Students](#).

10.2 A registered student who is required to withdraw shall be given the opportunity to submit an appeal in accordance with the [University Academic Appeals Procedure](#).

11. Examination arrangements

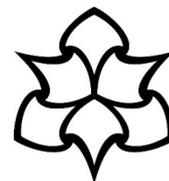
11.1 The examination for the Master's degree (by Research) shall have one formal stage:

- i) The submission and assessment of the thesis.

Where necessary, examiners can request an oral examination or other appropriate assessment in support of this.

11.2 For Part B of the Professional Doctorate, MPhil and PhD, the examination shall have two formal stages:

- i) The submission and preliminary assessment of the thesis
- ii) Its subsequent defence by oral examination, or approved alternative examination, as provided in these Regulations.



11.3 Where students with disabilities and other special educational needs require alternative assessment arrangements they must inform their Director of Studies and must ensure that they have a Personal Learning Plan in place so that the Faculty is able to make reasonable adjustments for their examination. The student's Personal Learning Plan will be drawn up by a Disability Advisor, and will offer recommendations for support that could be put in place. The Faculty Research Degrees Team should be kept informed about any requirements in the Personal Learning Plan that will require alternative assessment arrangements.

11.4 If applicable, a student should inform the Faculty Research Degrees Team, in writing, of any mitigating circumstances that should be brought to the attention of the examiners at the same time as the thesis is submitted.

12. Nomination and appointment of examiners

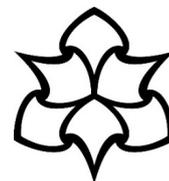
12.1 The University Research Degrees Committee or delegated authority shall appoint the examination team for awards following examiner proposals made by the Director of Studies at least three months before the expected date of thesis submission. Examinations shall not take place until the examiners have been approved by the relevant Committee or delegated authority. In exceptional circumstances, the University Research Degrees Committee or delegated authority may act directly to appoint a new examination team and arrange the examination of a student. Where an examination cannot be held within six months of thesis submission because of the unavailability of an examiner, the University Research Degrees Committee or delegated authority may rescind the appointment of all or any of the examiners and appoint new examiners as appropriate.

12.2 The student shall take no part in the appointment of examiners and shall not have contact with the examiner(s) between the appointment of the examiners and the oral examination. All persons who act as an examiner shall declare any potential conflicts of interest.

12.3 An external examiner shall be independent both of the University and of any collaborating establishment and shall not have acted as the student's supervisor or advisor. The external examiner shall not be a current member of staff of this University, and former members of the University shall not be used unless at least five years have elapsed since they relinquished their post. An external examiner shall not normally be a supervisor of another student in the same department at the University. The external examiner should not have been a former higher degree student of the University unless at least five years have elapsed. The external examiner should not normally have worked collaboratively with the supervisory team, or the student, in the last five years. The University Research Degrees Committee or delegated authority shall not normally appoint an external examiner more than twice in three years to examine a research degree.

12.4 A student who is also a member of University staff shall not have an internal examiner, but will have a second external examiner instead. A student who holds a fixed short-term employment contract (e.g. a research assistant) shall be exempt from the requirements of this regulation. For a student who is appointed as a permanent member of staff at the University during any stage of the research programme, two external examiners will be appointed.

12.5 All other research degree students shall be examined by one external examiner and one independent internal examiner. An independent internal examiner shall be defined as an examiner who has not been a supervisor or advisor to the student, but must have relevant knowledge of the thesis subject area. Independence implies independence in all respects relating to both the specific



programme of work and any close personal relationships with any member of the supervisory team or student.

12.6 For research degree students who are required to undertake an oral examination, an independent chair shall be appointed for MPhil, PhD and Part B of Professional Doctorates, who is solely responsible for chairing the examination and ensuring the associated administration of the oral examination is completed satisfactorily. The chair will not examine the thesis, but may, on request, be provided with a copy of the thesis.

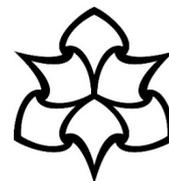
12.7 For the purpose of satisfying the provisions of these Regulations, the University Research Degrees Committee, and the delegated authority, act as the Assessment Boards for Research Degrees. Recommendations for the awarding of research degrees will be approved by the University Research Degrees Committee.

13. Examination outcomes

13.1 The examining team shall make recommendations to the University Research Degrees Committee or delegated authority. Where an oral examination has taken place the outcome and an overview of the recommendations will be communicated at the time, and where additional work on the thesis is required, this will commence from the date the written report is sent from the Graduate School. The report will be completed within five working days of the oral examination, and where possible, on the day.

The following outcomes may be recommended:

- i) The student **be awarded the degree**.
- ii) The student **be awarded the degree subject to minor typographical amendments** being made to the thesis. Such amendments will include typographical errors, grammatical errors and/or replacement of, or additions to, the text or diagrams. For example, the replacement or addition of up to one or two paragraphs of text. Such amendments should be capable of being completed within **two weeks**, and approved by one member of the examination team. The examination team will decide which examiner(s) will check the amendments.
- iii) The student **be awarded the degree subject to minor revisions** being made to the thesis. Such revisions would not normally constitute a significant amount of work and may include empirical work, for example the revising of a complete chapter of the thesis, and/or typographical or grammatical errors that are so numerous as to suggest carelessness on the part of the student, or so intrusive as to distract the reader's attention from the argument of the thesis. The revisions should be capable of being completed within **two months**, and approved by at least one member of the examination team. The examination team will provide an overview of the revisions at the end of the oral examination, promptly followed by the production of a written report detailing the revisions requirements. No further revisions can be added by examiners after the written report has been submitted. The examination team will decide which examiner(s) will check the amendments.
- iv) The student **be awarded the degree subject to major revisions** being made to the thesis. Major revisions are matters which are in excess of minor revisions, but not, in the opinion of the examiners, sufficient to require the student to revise and resubmit. Such revisions may involve rewriting more than one chapter, correction of calculations, and/or clarification and amendment of arguments. The revisions should be capable of being completed within **six months**, and approved by



both examiners. The examination team will provide an overview of the revisions at the end of the oral examination, promptly followed by the production of a written report detailing the revision requirements. No further revisions can be added by the examiners after the written report has been submitted.

v) The student **be referred in the first examination** and be permitted to revise and re-submit the thesis for re-examination for the degree with or without a further oral examination as provided for in these Regulations. A resubmission may include the substantial restructuring of the thesis and should be capable of being completed within **12 months** from receipt of the written notification of their outcome.

vi) The student **be awarded a lower qualification** (see '15. Awards of the University' for appropriate exit awards).

13.2 The examiners must not recommend on first examination that a degree shall not be awarded. Only following a resubmission can a recommendation not to award the degree be made.

13.3 For examinations that do not require an oral examination - if the examiners reports are not unanimous, the examiners should exchange reports and have a discussion to try to reach a consensus. If no consensus is agreed, the University Research Degrees Committee may either:

(i) Apply the most strenuous outcome

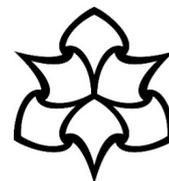
(ii) Require the appointment of an additional examiner in order to achieve a majority recommendation. In such a case, the original examiners will be kept informed of the outcome.

13.4 Where an additional examiner is appointed for the above purpose, they shall prepare an independent preliminary report on the thesis. That examiner should not be informed of the recommendations of the other examiners prior to the submission of the report. On receipt of the report from the additional examiner, the examination outcome shall reflect the outcomes as detailed in '13. Examination outcomes' of these regulations. If the outcome is different to the original examiners reports, the most strenuous outcome will be applied and feedback from the examiners will be produced to support the agreed outcome.

14. Re-assessment and resubmission

14.1 The University Research Degrees Committee or delegated authority on the recommendation of the examiners will permit students one opportunity to resubmit their thesis, unless the award of a lower qualification is made. In such cases, the examiners will have provided the student with detailed written guidance on the deficiencies of the first submission.

14.2 The student shall be required to re-submit for re-examination and approval within a period of time specified by the University Research Degrees Committee, or delegated authority, which shall normally be **12 months** from receipt of the written notification of their outcome. The form of the re-examination shall be as specified by the University Research Degrees Committee or delegated authority subject to the provisions of these Regulations, and shall cover those aspects of the first examination in which the student's performance was not satisfactory and may cover any new or amended material included in the thesis presented for re-examination.



14.3 Where the recommendation of an examination team is that a student resubmits their thesis the period of registration from the submission date to the intended award date will automatically be extended by a further 12 months.

14.4 Students who fail to resubmit their amendments by the date specified may be deemed to have failed their degree and may be withdrawn by the University (see '10. Withdrawal').

14.5 Upon resubmission, the examination team have the following options available for recommendation:

(i) The student **be awarded the degree**.

(ii) The student **not be awarded the degree**. The student would have the right of appeal in accordance with the [University Academic Appeals Procedure](#).

(iii) The student **be awarded the degree subject to minor revisions**, subject to the presentation of the thesis amended to the satisfaction of the examiners.

(iv) The student **be awarded the degree subject to major revisions**, subject to the presentation of the thesis amended to the satisfaction of the examiners.

(v) The student **be awarded a lower qualification without corrections or revisions**. In the case of a PhD examination, the student be awarded the degree of MPhil. In the case of an MPhil examination, the student be awarded the degree of Master's (by Research). In the case of a Professional Doctorate examination, the student be awarded the exit award of Master of Arts, Master of Science, or appropriate alternative title.

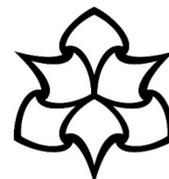
(vi) The student **be awarded a lower qualification with corrections or revisions**. The student is required to amend and correct their thesis and after corrections may reach the standard of a lower qualification. In the case of a PhD examination, the student be awarded the degree of MPhil, subject to the presentation of the thesis amended to the satisfaction of the examiners. In the case of an MPhil examination, the student be awarded the degree of Master's (by Research), subject to the presentation of the thesis amended to the satisfaction of the examiners. In the case of a Professional Doctorate examination, the student be awarded the exit award of Master of Arts, Master of Science, or appropriate alternative title, subject to the presentation of the thesis amended to the satisfaction of the examiners. If the amendments are not completed to the satisfaction of the examiners they may be deemed to have failed their degree, and may be withdrawn by the university (see '10. Withdrawal').

14.6 Students who fail to re-submit their thesis by the date specified may be deemed to have failed their degree and may be withdrawn by the University (see '10. Withdrawal').

14.7 The original examiners will normally undertake the re-examination, but in the event of non-availability, new examiners shall be appointed, by completing a new approval of examiners (RD6) form. The University Research Degrees Committee or delegated authority may require that an additional external examiner be appointed for the re-examination.

14.8 A student may appeal and request a review of an examination decision (for further information see the [University Academic Appeals Procedure](#)).

14.9 In all cases having considered the recommendation, the University Research Degrees Committee shall submit its recommendations for an award to the Academic Board.



15. Awards of the University

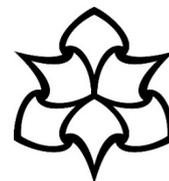
Eligibility for awards and granting of interim awards

15.1 Students who

- register for a postgraduate research degree shall receive only one academic award of the University
- exit with an award of the University and proceed to register on another non-cognate programme leading to an unrelated award, shall be eligible for all awards for which they become registered by so doing.

15.2 The Academic Board may, on behalf of the University, grant the following research degrees to students who complete approved programmes of supervised research successfully and who have been registered for a research degree:

Awards of the University	
Master of Arts (by Research) (MA)	
Master of Laws (by Research) (LLM)	
Master of Science (by Research) (MSc)	
Master of Philosophy (MPhil)	
Doctor of Philosophy (PhD)	
PhD by Published Work	
PhD by Professional Practice	
Doctor of Medicine (MD)	
Doctor of Clinical Science (DClinSci)	
The Doctorate in Education (EdD) with five named pathways:	
Doctor of Education	Doctor of Education: Inclusive Learning
Doctor of Education: Early Years Education	Doctor of Education: Leading and Managing Learning Institutions
Doctor of Education: Health Care Studies	
Interim exit award:	
Master of Arts: Professional Studies in Education	
The Professional Doctorate Programme in Health and Social Care with 15 named awards:	
Doctor of Clinical Science (DClinSci)	Doctor of Social Work (DSocW)
Doctor of Nursing (DNurse)	Doctor of Dental Technology (DDenTech)
Doctor of Community Health (DCommHealth)	Doctor of Clinical Physiology (DClinPhys)
Doctor of Physiotherapy (DPT)	Doctor of Health (DHealth)
Doctor of Speech and Language Therapy (DSLTL)	Doctor of Health and Social Care (DH&SC)
Doctor of Counselling (DCounsel)	Doctor of Health Care Science (DHCS)
Doctor of Social Care (DSocCare)	Doctor of Psychological Therapies (DPsych)
Doctor of Biomedical Science (DBMS)	
Interim exit award:	
Master of Arts: Professional Practice	



Posthumous Award

15.3 A research degree may be awarded posthumously on the basis of work already achieved. In such cases, evidence shall be provided that the student was likely to have been successful. The work will be submitted to an external reviewer for a judgment to be made on the level of award.

Glossary

Academic Board: The body that oversees the University's academic activities, and considers matters relating to the awarding of degrees.

Advisor: An optional member of the student's supervisory team who may be brought in to contribute specialist knowledge or connections.

Annual review (RDAR): The formal review of a student's engagement with and progress in their research project.

Application for registration (RD1): The formal process of defining and approving a student's research project.

Department, Faculty, School: Manchester Metropolitan University is made up of five Faculties. Each Faculty is subdivided into a number of different Schools or Departments.

Director of Studies (DoS): Leads the supervision of the student.

Ethics: Research ethics are a set of core principles defining how researchers interact with research participants, including their data or tissue.

Examiner: A specialist academic who can assess a student's research output. Examiners may be internal (employees of Manchester Metropolitan University) or external (not employed by Manchester Metropolitan University).

Extension of study: Where a student has exceptional factors that mean they require additional time to submit (or re-submit) their thesis, they can apply for an extension of study.

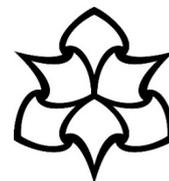
Faculty Research Degrees Team: The team within Faculties responsible for the day-to-day administration and oversight of research degrees.

Faculty Research Degrees Committee: The strategic body within each Faculty that reviews student progress and key milestones, and which takes a wider interest in postgraduate research policies and procedures. The delegated authority for the Research Degrees Committee in many instances.

Graduate School: The University's Graduate School oversees the administration and quality assurance of research degrees, as well as working to enhance the student experience and raise the profile of postgraduate research.

Head of Faculty Research Degrees (HFRD): Provides strategic leadership within Faculties, ensuring the interests of postgraduate research students are protected, and that the standard and quality of research degrees is maintained.

Independent chair: A member of the examination team. The chair does not examine the thesis, but will be responsible for ensuring the oral examination is run and administered appropriately.



Oral examination (viva, viva voce): Most research degrees are examined via an oral examination, sometimes referred to as a viva or viva voce.

Personal Learning Plan (PLP): Students who declare a disability will have a Personal Learning Plan (PLP) that details any reasonable adjustments they require

PGR: Abbreviation for postgraduate research, or postgraduate researcher.

Progression review (RD2): A formal process to review the progress a student is making with their research.

Referral and re-examination: On first examination, a student may be referred; this means the student is required to revise and re-submit their research in order to be re-examined.

Registration period: The formal period that a student is registered on a research degree.

University Research Degrees Committee: Has University-wide strategic responsibility for the enhancement and quality assurance of research degrees, and for oversight of students' registration, transfer, progression and examination.

Supervisory team: The team that will supervise the research student. The supervisory team includes a Director of Studies (DoS), supervisor(s) and – in some cases – advisor(s).

Suspension of study: Where a student has exceptional factors that prevent them from progressing with their research, they can apply for a temporary break of study, known as a suspension of study.

Thesis submission: The formal submission of the thesis in the required format to the University.

Main forms and processes used by PGR students

- RD1: Application to register
- RD2: Progression review / Transfer of study
- RD3: Changes to supervisory arrangements
- RD4: Application for extension
- RD5: Application for suspension
- RD6: Approval of examiners
- RDAR: Research degrees annual review
- RD9: Record of supervision

Additional guidance and support

Supporting regulations are available from the Graduate School website, including the Institutional Code of Practice for Postgraduate Research Degrees and the Research Degrees Handbook.

Additional supporting documents include:

- [Guidelines on the Examination of Postgraduate Research Degrees](#)
- [Guidelines on PhD by Publication](#)
- [Assessment Arrangements for Disabled Students](#)
- [Code of Practice on Extensions and Suspensions](#)
- [Unsatisfactory Progress Procedure](#)
- [Appeals and Complaints: Guidance for Students](#)
- [Ethics and Research Governance](#)
- [Research Misconduct](#)