

REGULATIONS FOR THE AWARD OF THE UNIVERSITY'S DEGREES OF MASTER OF PHILOSOPHY, DOCTOR OF PHILOSOPHY, AND PROFESSIONAL DOCTORATE.

What follows are the regulations approved by Senate on May 1993 incorporating amendments which were approved by Senate on 11 October 1996, 12 June 1998, 15 October 1999, March 2000 and July 2003, June 2005, May 2006, June 2009, March 2010, June 2013 and June 2015.

1 PRINCIPLES

- 1.1 Glasgow Caledonian University (hereinafter referred to as 'the University') shall award the degrees of Master of Philosophy (MPhil), Doctor of Philosophy (PhD) and Professional Doctorate (Prof.D) to registered candidates who successfully complete approved programmes of supervised research/methods of investigation.
- 1.2 Programmes may be proposed in any field of study subject to the requirement that the proposed project is capable of leading to scholarly activity/leading edge professional practice and to its presentation for assessment by appropriate examiners. The written thesis/portfolio may be supplemented by material in other than written form. All proposed higher degree programmes shall be considered for registration on their academic merits and without reference to the concerns or interests of any associated funding body.
- 1.3 The MPhil shall be awarded to a candidate who, having critically investigated and evaluated an approved topic and demonstrated an understanding of methods of investigation appropriate to the chosen field, has presented and defended a thesis by oral examination to the satisfaction of the examiners. The Prof.M shall be awarded to a candidate who has critically investigated and evaluated an area(s) of study and demonstrated an understanding of methods of investigation appropriate to their chosen field.
- 1.4 The PhD/Prof.D shall be awarded to a candidate who, having critically investigated and evaluated an approved topic resulting in an independent and original contribution to knowledge and demonstrated an understanding of methods of investigation appropriate to the chosen field, has presented and defended a thesis/portfolio by oral examination to the satisfaction of the examiners.
- 1.5 The University shall encourage co-operation with industrial, commercial, professional or research establishments for the purposes of advanced study leading to higher degree awards. Such co-operation shall be intended:
 - a to encourage outward-looking and relevant research/leading edge professional practice;

- b to extend the candidate's own experience and perspectives of the work;
- c to provide a wider range of experience and expertise to assist in the development of the project
- d to be mutually beneficial; and,
- e where appropriate, to enable the candidate to become a member of a research community/community of professional practice.

Co-operation may be formalised with one or more bodies external to the University. For the purpose of the higher degree regulations these shall be referred to as Collaborating Establishments. Formal collaboration shall normally involve the candidate's use of facilities and other resources, including supervision, which are provided jointly by the University and the Collaborating Establishment.

In such cases a formal letter from the Collaborating Establishment confirming the agreed arrangements should be submitted with the application, except where collaboration is an integral part of the project (as for instance with NERC/SERC CASE awards). The name(s) of the Collaborating Establishment(s) shall appear on the candidate's thesis/portfolio and degree certificate. Where a candidate has indicated informal contact with an establishment, for the purposes of the higher degree regulations, these shall be referred to as Co-operating Establishments. No formal letter of agreement shall be required.

1.6 Registration may only take place following approval, of the Higher Degrees Committee acting on behalf of the University, of the following:

- a the suitability of the candidate to undertake a programme of advanced study;
- b the programme of study; and
- c the supervision arrangements and facilities for the study

Since this approval requires appropriate academic judgement to be brought to bear on the viability of each programme of study, the Higher Degrees Committee shall be composed of persons who are, or have recently been engaged in research/leading edge professional practice, and who have appropriate experience of successful higher degrees supervision.

2 APPLICATION AND QUALIFICATIONS FOR REGISTRATION

- 2.1 A person may apply to register, by completing the appropriate form (see Appendix 13), for the degree of:
- a Master of Philosophy; or
 - b Master of Philosophy with possibility of transfer to Doctor of Philosophy; or
 - c Doctor of Philosophy.
 - d Professional Doctorate
- 2.2 In approving an application for registration, the Higher Degrees Committee shall satisfy itself that:
- a the candidate is suitably qualified;
 - b the candidate is embarking on a viable programme of study;
 - c supervision is adequate and likely to be sustained; and
 - d the University is able to provide or approve appropriate facilities for the conduct of a programme of advanced study.
- 2.3 An applicant for registration for a higher degree shall normally hold a first or second class honours degree of a university in the UK or a qualification which is regarded by the Higher Degrees Committee as equivalent to such an honours degree.
- 2.4 An applicant holding qualifications other than those in paragraph 2.3 shall be considered on his/her merits and in relation to the nature and scope of the programme of work proposed. In considering an applicant in this category, the Higher Degrees Committee shall look for evidence of the candidate's ability and background knowledge in relation to the proposed programme of study. Professional experience, professional achievements, publications, written reports or other appropriate evidence of accomplishment shall be taken into consideration. The Higher Degrees Committee would expect applicants for the Prof. D degree to normally have had a minimum of 5 years at an appropriate level of professional experience. The Higher Degrees Committee may also require an applicant to pass an externally assessed qualifying examination at final year honours degree level before registration is approved. An applicant wishing to be considered under this regulation shall include in the application for registration the names of two suitable persons whom the University may consult concerning the candidate's academic attainment and fitness for advanced study.

- 2.5 Direct registration for the degrees of PhD or Prof.D may be permitted to an applicant who holds a Master's degree awarded by a UK university or an overseas Master's degree recognised by our University provided that the Master's degree is in a discipline which is appropriate to the proposed programme of study and that the Master's degree included training in appropriate methods of investigation and the execution of a suitable project. Direct registration for the degrees of PhD or Prof.D may be permitted a candidate who, although lacking a Master's degree, has a good honours degree (or equivalent) in an appropriate discipline and has had appropriate research or professional experience at postgraduate level which has resulted in published work, written reports or other appropriate evidence of accomplishment.
- 2.6 An applicant whose work forms part of a larger group project may register for a higher degree. In such cases each individually registered project shall in itself be distinguishable for the purposes of assessment and be appropriate for the award being sought. The application shall indicate clearly each individual contribution and its relationship to the group project.
- 2.7 Where a higher degree project is part of a piece of funded research or part of the work programme of an organisation, the Higher Degrees Committee shall establish to its satisfaction that the terms on which the project is initiated do not detract from the fulfilment of the objectives and requirements of the candidate's higher degree.
- 2.8 The Higher Degrees Committee may approve an application from a person proposing to work outside the UK, provided that:
- a there is satisfactory evidence as to the facilities available for the project both in the University and abroad;
 - b the arrangements proposed for supervision enable frequent and substantial contact between the candidate and the supervisor(s) based in the UK. Prof. D candidates should refer to their programme specific regulations.
- 2.9 Registration of a research degrees project should normally be completed within one month following matriculation for both full time and part time candidates. Professional Doctoral candidates shall submit their proposal within one month following confirmation of progression to stage 2 of their programme.
- 2.10 Where a research degree candidate has previously undertaken research as a registered candidate for a higher degree the Higher Degrees Committee may approve a shorter than usual registration period which takes account of all or part of the time already spent by the candidate on such research.

- 2.11 Professional doctorates, in line with SCQF level requirements and standards, will be awarded on the completion of 540 credits of which a minimum of 420 must be at level 12 and the remainder at level 11

In the case of professional doctoral candidates prior learning can be used either, as a means of entry for an individual who does not have the qualifications normally required for entry or, can be credit rated as part of the framework essentially allowing an individual to complete the degree at an accelerated level. Credit gained through prior learning can count towards up to 50% of the overall award. However, it is not possible to gain an award through prior learning alone.

3 INITIAL REGISTRATION

- 3.1 A candidate shall follow a programme of related studies as detailed in the Research Student Logbook or programme specific regulations. Other such training may be undertaken externally as necessary for the attainment of competence in research methods and of knowledge related to the subject of the thesis/portfolio. This programme shall be intended:

- a to provide the candidate with the skills and knowledge necessary for the pursuit of the proposed study;
- b to provide a body of knowledge normally associated with a degree in the field of study of the proposed investigation; and
- c to provide breadth of knowledge in the related subjects.

Where the programme of related studies includes an approved programme of studies leading to another award and a candidate is registered for that programme and fulfils all its requirements, he/she may be recommended for that award in addition to the degree of MPhil, PhD or Prof.D (see also paragraph 3.7).

- 3.2 A candidate may undertake a programme of study in which the candidate's own creative work forms, as a point of origin or reference, a significant part of the intellectual enquiry. Such creative work may be in any field (for instance, fine art, design, engineering and technology, architecture, creative writing, musical composition, film, dance and performance), but shall have been undertaken as part of the registered programme of study. In such cases, the presentation and submission may be partly in other than written form.

The creative work shall be clearly presented in relation to the argument of a written thesis/portfolio and set in its relevant theoretical, historical, critical or design context. The thesis/portfolio itself shall conform to the usual scholarly and professional requirements and be of an appropriate length (see paragraph 13.6).

The final submission shall be accompanied by some permanent record (for instance, video, photographic record, musical score, and diagrammatic representation) of the creative work, where practicable, bound with the thesis/portfolio.

The application for registration shall set out the form of the candidate's intended submission and of the proposed methods of assessment. Where there are any ethical implications from the methods employed this should be stated on the appropriate section of the application form. Approval of the project from the University Ethics Committee may also be required.

- 3.3 A candidate may undertake a programme of study in which the principal focus is the preparation of a scholarly or professional edition of a text or texts, musical or choreographic work, or other original artefacts.

The final submission shall include a copy of the edited text(s) or collection of artefact(s), appropriate textual and explanatory annotations, and a substantial introduction and critical commentary which set the text in the relevant professional, historical, theoretical or critical context. The thesis or portfolio shall conform to the usual scholarly requirements and be of an appropriate length (see paragraph 13.6).

- 3.4 A candidate for a PhD or Prof.D, may undertake an integrated programme of work which, as well as the investigative element, shall include a programme of postgraduate study on which his/her performance shall be formally assessed. Such a course of study shall not occupy more than one third of the total period of registration and shall complement the project. This regulation shall not apply to the MPhil.

- 3.5 Except where permission has been given for the thesis/portfolio and the oral examination to be in another language, the Higher Degrees Committee shall satisfy itself that the candidate has sufficient command of the English language to complete satisfactorily the programme of work and to prepare and defend a thesis/portfolio in English. Permission to present a thesis/portfolio in another language shall normally be sought at the time of application for registration. Permission to present a thesis/portfolio in a language other than English shall normally only be given if the subject matter of the thesis/portfolio involves language and related studies.

- 3.6 A candidate may register on a full-time or a part-time basis. A full-time candidate shall normally devote on average at least 35 hours per week to the study; a part-time candidate on average at least 12 hours per week but under 21 hours per week.

- 3.7 The Higher Degrees Committee may permit a candidate to register for another course of study concurrently with the higher degree registration, provided that either the higher degree registration or the other course of study is by part-time

study and that, in the opinion of the Higher Degrees Committee, the dual registration will not detract from the project.

- 3.8 Where a candidate or the University wishes the thesis/portfolio to remain confidential for a period of time after completion of the work, application for approval shall normally be made to the Higher Degrees Committee at the time of registration. In cases where the need for confidentiality emerges at a subsequent stage, a special application for the thesis/portfolio to remain confidential after submission shall be made immediately to the Higher Degrees Committee. The period approved shall normally not exceed two years from the date of the oral examination.

4 THE REGISTRATION PERIOD

- 4.1 The minimum and maximum periods of registration shall be as follows:

	Minimum	Maximum
MPhil/Prof.M		
full-time	1 ½ years	3 years
part-time	2 ½ years	4 years
PhD [via transfer from MPhil registration and including that period of MPhil registration]		
full-time	2 years*	4 years
part-time	2 years	6 years
PhD [direct]*		
full-time	2 years*	4 years
part-time	2 years	6 years
Prof.D		
Full time	2 years	4 years
Part time	3 years	6 years

- 4.2 A full-time candidate shall normally reach the standard for MPhil within eighteen months of registration and for PhD or Prof.D within three years.
- 4.3 Where there is evidence that the programme of study is proceeding exceptionally well, the Higher Degrees Committee may approve a shorter minimum period of registration. An application for such shortening should be submitted at the same time as the application for approval of examination arrangements accompanied by letters of support from the Director of Studies and the Dean of School.

* The minimum period for a PhD candidate, whether registered for PhD direct or by the MPhil/PhD route, engaged in a programme of research including formally assessed postgraduate study shall be 2 years and 9 months for a full time student and 3 years and 9 months for a part-time student (see paragraph 3.4).

- 4.4 Where a candidate changes from full-time to part-time study or vice versa, the minimum and maximum registration periods shall be calculated as if he/she were a part-time candidate. Notification of such a change shall be made on the appropriate form.
- 4.5 A candidate seeking a change to a registered programme of study shall apply in writing to the Higher Degrees Committee for approval.
- 4.6 At least once a year the Higher Degrees Committee shall establish whether the candidate is still actively engaged on the programme of study and is maintaining regular and frequent contact with the supervisors and shall consider a report from the candidate and the supervisors on the candidate's progress. As a result of obtaining this report, the Committee shall take appropriate action which may include the withdrawal of the candidate's registration.
- 4.7 Where the candidate is prevented, by ill health or other cause, from making progress with the programme of study, the registration may be suspended by the Higher Degrees Committee, normally for not more than one year at a time.
- 4.8 A candidate shall submit the thesis/portfolio to the Secretary to Higher Degrees Committee of the University before the expiry of the maximum period of registration. The Higher Degrees Committee may extend a candidate's period of registration, normally for not more than one year at a time. A candidate seeking such an extension shall apply on the appropriate form.
- 4.9 Where a candidate has discontinued the programme of study the withdrawal of registration shall be notified to the Higher Degrees Committee on the appropriate form.
- 4.10 A candidate shall pay such fees as may be determined from time to time by the University.

5 SUPERVISION

- 5.1 A higher degree candidate shall have at least two and not more than three supervisors.
- 5.2 A supervision team need have two supervisors one of whom must be an experienced supervisor. That is, someone who has supervised one candidate to successful completion and who has also attended the University's supervisor training programme. In the case of registration for PhD/Prof.D, the supervisory experience must be at doctoral level. Where a supervisory team contains an inexperienced supervisor and it is their first doctoral supervision, the inexperienced supervisor should be mentored throughout the duration of the supervision

- 5.3 One supervisor shall be Director of Studies (first supervisor) with responsibility to supervise the candidate on a regular and frequent basis. The Director of Studies can be either the experienced or inexperienced supervisor. Externals can be supervisors; however, the Director of Studies shall normally be from GCU. At least one member of the supervisory team must be a current member of staff at GCU.
- 5.4 In addition to the supervisors, an adviser or advisers may be proposed to contribute some specialised knowledge or a link with an external organisation.
- 5.5 A candidate registered for a higher degree, at any university, shall be ineligible to supervise another higher degree candidate. The only exception is a candidate undertaking a PhD by Previous Works. As their research is already in published form, the candidate is not considered to have a conflict of interest with the student.
- 5.6 A proposal for a change in supervision arrangements shall be made to the Higher Degrees Committee on the appropriate form.
- 5.7 Supervisors will normally be allocated no more than 6 full-time students as Director of Studies and up to 10 doctoral students in total, where part-time students will be weighted as needing 2/3 the resource time in supervision per year to that of full-time students since part-time PhD timeframes are 1.5 times longer than full-time PhD timeframes.

6. PROGRESSION OF REGISTRATION TO DOCTOR LEVEL

- 6.1 All candidates whether registered initially for MPhil with possibility of transfer to PhD or PhD direct must undertake a Progress/Confirmation Review to show that they have made satisfactory progress and to clearly demonstrate their ability to pursue study to doctoral level. This shall normally be completed before the first 12 months for full time students and before 18 months for part time students. It is recommended that the review begin at 9 months for full time students and 14 months for part time students.
- 6.2 The candidate shall prepare a full progress report on the work undertaken for the supervisors and the relevant member of the Committee. A 500-word abstract should accompany the RDC 2 form. The progress process should normally include:
 - a. normally c. 6,000 to 8,000 word report.
 - b. A presentation of their research to date and their intended line of investigation to an audience (of research students and staff) to be followed by questions from the audience. This should take place at some point during the first year.
 - c. A 'viva' examination by a panel of at least 2 academic staff acting as internal assessors, one of whom should have experience of PhD supervision.

- 6.3 A candidate registered for the degree of MPhil only may apply to transfer the registration to PhD. In such cases the candidate's full progress report shall be submitted to the Higher Degrees Committee along with the application for transfer.
- 6.4 A candidate who is registered for the degree of PhD and who is unable to complete the approved programme of work may, at any time prior to the submission of the thesis/portfolio for examination, apply to the Higher Degrees Committee, on the appropriate form for the registration to revert to that for MPhil.

7 EXAMINATIONS - GENERAL

- 7.1 The examination for the MPhil, PhD and Prof.D shall have two stages: firstly the submission and preliminary assessment of the thesis/portfolio and secondly its defence by oral or approved alternative (see paragraph 7.3) examination. Assessment of the Prof.D degrees may include assessed coursework.
- 7.2 A candidate whose programme of work includes formally assessed course work in a programme of work leading to the degree of PhD/Prof.D (see paragraph 3.4) shall not be permitted to proceed to a further stage of the examination for the degree until the course work examiners are satisfied with the candidate's performance. The result of the assessment shall be communicated to the examiners of the thesis/portfolio.
- 7.3 A candidate shall normally be examined orally on the programme of work and on the field of study in which the programme lies. Where for reasons of sickness, disability or comparable valid cause the Higher Degrees Committee is satisfied that a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved. Such approval shall not be given on the grounds that the candidate's knowledge of the language in which the thesis is presented is inadequate.
- 7.4 An oral examination shall normally be held at the University.
- 7.5 The candidate may request that the supervisor or adviser attend the oral as an observer. The supervisor/adviser may participate in discussion when invited by the Chair, but will withdraw prior to the deliberations on the outcome of the examination.
- 7.6 The Higher Degrees Committee shall make a decision on the reports and recommendation(s) of the examiners in respect of the candidate. The power to confer the degree shall rest with the Senate of the University.

- 7.7 The degree of MPhil, PhD or Prof.D may be awarded posthumously on the basis of a thesis/portfolio completed by a candidate who is ready for submission for examination. In such cases the Higher Degrees Committee shall seek evidence that the candidate would have been likely to have been successful had the oral examination taken place.
- 7.8 Where evidence of cheating or plagiarism in the preparation of the thesis/portfolio or other irregularities in the conduct of the examination come to light subsequent to the recommendation of the examiners, the Higher Degrees Committee shall consider the matter, in consultation with the examiners, and take appropriate action (see also section 15).
- 7.9 The Higher Degrees Committee shall ensure that all examinations are conducted and the recommendations of the examiners are presented wholly in accordance with the University's regulations. In any instance where the Higher Degrees Committee is made aware of a failure to comply with all the procedures of the examination process, it may declare the examination null and void and appoint new examiners.

8 EXAMINATION PROCEDURES

- 8.1 The Director of Studies shall propose on the appropriate form the arrangements for the candidate's examination to the Higher Degrees Committee for approval.* The examination may not take place until the examination arrangements have been approved. In special circumstances the Higher Degrees Committee may act directly to appoint examiners and arrange the examination of a candidate.
- 8.2 The Secretary to Higher Degrees Committee shall make known to the candidate the procedure to be followed for the submission of the thesis/portfolio (including the number of copies to be submitted for examination) and any conditions to be satisfied before the candidate may be considered eligible for examination.
- 8.3 The Secretary to Higher Degrees Committee shall formally notify the candidate, all supervisors and the examiners of the date of the oral examination.
- 8.4 The Secretary to Higher Degrees Committee shall send a copy of the thesis/portfolio to each examiner, together with the examiner's preliminary report form and the University's regulations, and shall ensure that the examiners are properly briefed of their duties.

* This should be done about three months before the expected date of the examination.

- 8.5 The Secretary to Higher Degrees Committee shall ensure that all the examiners have completed and returned the preliminary reports to the University before the oral examination takes place.

9 THE CANDIDATE'S RESPONSIBILITIES IN THE EXAMINATION PROCESS

- 9.1 The candidate shall ensure that the thesis/portfolio is submitted before the expiry of the registration period.
- 9.2 The submission of the thesis/portfolio for examination shall be at the sole discretion of the candidate.*
- 9.3 The candidate shall satisfy any conditions of eligibility for examination required by the Higher Degrees Committee.
- 9.4 The candidate shall take no part in the arrangement of the examination and shall have no formal contact with the external examiner(s) between the appointment of the examiners and the oral examination.
- 9.5 The candidate shall confirm, through the submission of a declaration form, that the thesis/portfolio has not been submitted for a comparable academic award. The candidate shall not be precluded from incorporating in the thesis/portfolio, covering a wider field, work which has already been submitted for a degree or comparable award, provided that it is indicated, on the declaration form and also in the thesis/portfolio, which work has been so incorporated.
- 9.6 The candidate shall ensure that the thesis/portfolio format is in accordance with the requirements of the University's regulations (see section 13). Theses/portfolios may be submitted for examination either in a permanently bound form or in a temporarily bound form which is sufficiently secure to ensure that pages cannot be added or removed.** The thesis/portfolio shall be presented in a permanent binding of the approved type (see paragraph 13.11) before the degree may be awarded. A thesis/portfolio submitted in a temporarily bound form shall be in its final form in all respects save the binding. In such cases the candidate shall confirm that the contents of the permanently bound thesis/portfolio are identical with the version submitted for examination, except where amendments have been made to meet the requirements of the examiners.

10 EXAMINERS

*For instance, perfect-binding which is a method of binding single pages by gluing them together on the spine of the document.

- 10.1 A candidate shall be examined by at least two and normally not more than three examiners (except where paragraphs 11.6, 12.2 or 12.8 apply), of whom at least one shall be an external examiner. Where there are two external examiners, a maximum of one internal examiner may be proposed.
- 10.2 An internal examiner shall be defined as an examiner who is:
- a a member of staff within the University; or
 - b a member of staff of the candidate's Collaborating Establishment.
- 10.3 No member of a candidate's supervisory team or an adviser to a candidate's programme of study may act as examiner to that candidate. The candidate may request that his/her supervisor attend as an observer (see also paragraph 7.5).
- 10.4 Where the candidate and the internal examiner are both on the permanent staff of the same establishment, a second external examiner shall be appointed. A candidate who is on a fixed short-term employment contract shall be exempt from the requirements of this regulation.
- 10.5 Examiners shall be experienced in the general area of the candidate's thesis/portfolio and, where practicable, have experience as a specialist in the topic(s) to be examined.
- 10.6 **At least one examiner shall have experience of examining higher degree candidates. In an examination for PhD/Prof.D, at least one examiner shall normally have experience of examining at doctorate level.** The Higher Degrees Committee shall ensure that the examining team is balanced in that it has experience in the subject area and in examining higher degrees.
- 10.7 An external examiner shall be independent both of the University and of the Collaborating Establishment and shall not have acted previously as the candidate's supervisor or adviser on this particular project. An external examiner shall normally not be either a supervisor of another candidate or an external examiner on a taught course in the same department at the University. Former members of staff of the University shall normally not be approved as external examiners until three years after the termination of their employment with the University.
- The Higher Degrees Committee shall ensure that the same external examiner is not approved so frequently that his/her familiarity with the department might prejudice objective judgement.
- 10.8 No candidate for a higher degree shall act as an examiner.
- 10.9 The University shall determine and pay the fees and expenses of the external examiner(s).

11 FIRST EXAMINATION

- 11.1 The oral examination shall normally be chaired by the candidate's Associate Dean of Research, or nominee from that School/Division, subject to approval by the Higher Degrees Committee as part of the approval of Examination Arrangements.
- 11.2 Each examiner shall read and examine the thesis/portfolio and submit, on the appropriate form, an independent preliminary report on it to the Secretary to Higher Degrees Committee before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the thesis/portfolio provisionally satisfies the requirements of the degree (as set out in paragraphs 1.3 and 1.4) and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.
- 11.3 Following the oral examination the examiners shall, where they are in agreement, submit, on the appropriate form, a joint report and recommendation relating to the award of the degree to the Secretary to Higher Degrees Committee. The preliminary reports and joint recommendation of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work to enable the Higher Degrees Committee to satisfy itself that the recommendation chosen in paragraph 11.4 is correct.

Where the examiners are not in agreement, separate reports and recommendations shall be submitted. The recommendations shall be made on the appropriate form.

- 11.4 Following the completion of the examination the examiners may recommend* that:
- a the candidate be awarded the degree;
 - b the candidate be awarded the degree subject to minor amendments being made to the thesis/portfolio (see paragraph 11.5);
 - c the candidate be permitted to re-submit for the degree and be re-examined, with or without an oral examination (see section 12);
 - d the candidate be not awarded the degree and be not permitted to be re-examined (see paragraphs 11.9 and 11.10); or,
 - e in the case of a PhD examination, the candidate be permitted to re-submit the thesis for the degree of MPhil and be re-examined, with or without an oral examination'.

* Examiners may indicate informally their recommendation on the result of the examination to the candidate but they shall make it clear that the decision rests with the Higher Degrees Committee.

- 11.5 Where the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the candidate's thesis/portfolio requires some minor amendments and corrections not so substantial as to call for the submission of a revised thesis/portfolio, and recommend that the degree be awarded subject to the candidate amending the thesis/portfolio to the satisfaction of the internal and/or the external examiner(s) (see sub-paragraph 11.4b), they shall indicate to the candidate in writing what amendments and corrections are required.
- 11.6 Where the examiners' recommendations are not unanimous, the Higher Degrees Committee may:
- a accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);
 - b accept the recommendation of the external examiner(s); or
 - c require the appointment of an additional external examiner.
- 11.7 Where an additional external examiner is appointed under sub-paragraph 11.6c, he/she shall prepare an independent preliminary report on the basis of the thesis/portfolio and, if considered necessary, may conduct a further oral examination. That examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner the Higher Degrees Committee shall complete the examination as set out in paragraph 7.6.
- 11.8 A further examination in addition to the oral examination may be requested by the examiners. In such cases the approval of the Higher Degrees Committee shall be sought without delay. Where such an examination is arranged following an oral examination, it shall normally be held within two calendar months of the oral examination unless the Higher Degrees Committee permits otherwise. Any such examination shall be deemed to be part of the candidate's first examination
- 11.9 Where the examiners are of the opinion that the thesis/portfolio is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the Higher Degrees Committee dispense with the oral examination and refer the thesis/portfolio for further work. In such cases the examiners shall provide the Higher Degrees Committee with written guidance for the candidate concerning the deficiencies of the thesis/portfolio. The examiners shall not recommend that a candidate fail outright without holding an oral examination or other alternative examination (see paragraph 7.3).
- 11.10 Where the Higher Degrees Committee decides that the degree be not awarded and that no re-examination be permitted (see sub-paragraph 11.4d), the examiners shall prepare an agreed statement of the deficiencies of the thesis/portfolio and the reason for their recommendation, which shall be forwarded to the candidate by the Secretary to Higher Degrees Committee.

12 RE-EXAMINATION

12.1 One re-examination may be permitted by the Higher Degrees Committee, subject to the following requirements:

- a a candidate who fails to satisfy the examiners at the first examination, including where appropriate the oral or approved alternative examination (see paragraph 7.3) or any further examination required under paragraph 11.8 may, on the recommendation of the examiners and with the approval of the Higher Degrees Committee, be permitted to revise the thesis/portfolio and be re-examined.
- b the examiners shall provide the candidate, through the Higher Degrees Committee, with written guidance on the deficiencies of the first submission; and
- c the candidate shall submit for re-examination within the period of one calendar year from the date of the latest part of the first examination; where the Higher Degrees Committee has dispensed with the oral examination the re-examination shall take place within one calendar year of the date of this dispensation (see paragraph 11.9). The Higher Degrees Committee may, where there are good reasons, approve an extension of this period.

12.2 The Higher Degrees Committee may require that an additional external examiner be appointed for the re-examination.

12.3 There are five forms of re-examination:

- a where the candidate's performance in the first oral or approved alternative examination (see paragraph 7.3) or further examination (see paragraph 11.8) was satisfactory but the thesis/portfolio was unsatisfactory and the examiners on re-examination certify that the thesis/portfolio as revised is satisfactory, the Higher Degrees Committee may exempt the candidate from further examination, oral or otherwise;
- b where the candidate's performance in the first oral or approved alternative examination (see paragraph 7.3) or further examination (see paragraph 11.8) was unsatisfactory and the thesis/portfolio was also unsatisfactory, any re-examination shall include a re-examination of the thesis/portfolio and an oral or approved alternative examination (see paragraph 7.3);
- c where on the first examination the candidate's thesis/portfolio was so unsatisfactory that the Higher Degrees Committee dispensed with the oral examination (see paragraph 11.9), any re-examination shall include a re-examination of the thesis/portfolio and an oral or approved alternative examination (see paragraph 7.3);

- d where on the first examination the candidate's thesis/portfolio was satisfactory but the performance in the oral and/or other examination(s) was not satisfactory the candidate shall be re-examined in the oral and/or other examination(s), subject to the time limits prescribed in sub-paragraph 12.1c, without being requested to revise and re-submit the thesis/portfolio;
- e where on the first examination the thesis/portfolio was satisfactory but the candidate's performance in relation to the other requirements for the award of the degree was not satisfactory, the examiners may propose instead a different form of re-examination to test the candidate's abilities; such examination may take place only with the approval of the Higher Degrees Committee.

12.4 In the case of a re-examination under sub-paragraphs 12.3a, b or c, each examiner shall read and examine the thesis/portfolio and submit, on the appropriate form, an independent preliminary report on it to the Secretary to Higher Degrees Committee before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the thesis/portfolio provisionally satisfies the requirements of the degree (as set out in paragraphs 1.3 and 1.4) and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.

12.5 Following the re-examination of the thesis/portfolio under sub-paragraph 12.3a or following an oral or other examination under 12.3b, c, d or e, the examiners shall, where they are in agreement, submit, on the appropriate form, a joint report and recommendation relating to the award of the degree to the Secretary to Higher Degrees Committee. The preliminary reports and joint recommendation of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work to enable the Higher Degrees Committee to satisfy itself that the recommendation chosen in paragraph 12.6 is correct.

Where the examiners are not in agreement, separate reports and recommendations shall be submitted. The recommendations shall be made on the appropriate form.

12.6 Following the completion of the examination the examiners may recommend* that:

- a the candidate be awarded the degree;
- b the candidate be awarded the degree subject to minor amendments being made to the thesis/portfolio (see paragraph 12.7);

* Examiners may indicate informally their recommendation on the result of the examination to the candidate but they shall make it clear that the decision rests with the Higher Degrees Committee.

- c the candidate be not awarded the degree and be not permitted to be re-examined (see paragraphs 12.11 and 12.12); or
 - d in the case of a PhD examination, the candidate be permitted to re-submit the thesis for the degree of MPhil and be re-examined, with or without an oral examination’.
- 12.7 Where the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the candidate’s thesis/portfolio requires some minor amendments and corrections not so substantial as to call for the submission of a revised thesis/portfolio, and recommend that the degree be awarded subject to the candidate amending the thesis/portfolio to the satisfaction of the internal and/or external examiner(s) (see sub-paragraph 12.6b), they shall indicate to the candidate in writing what amendments and corrections are required.
- 12.8 Where the examiners’ recommendations are not unanimous the Higher Degrees Committee will invite the examiners to confer to attempt to agree a joint report with a clear recommendation or, alternatively the examiners can request a further viva examination. If after this process no agreement has been reached then the Higher Degrees Committee may:
- a accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);
 - b accept the recommendation of the external examiner; or
 - c require the appointment of an additional external examiner.
- 12.9 Where an additional external examiner is appointed under sub-paragraph 12.8c, he/she shall prepare an independent preliminary report on the basis of the thesis/portfolio and, if considered necessary, may conduct a further oral examination. That examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner the Higher Degrees Committee shall complete the examination as set out in paragraph 7.6.
- 12.10 A further examination in addition to the oral examination may be requested by the examiners. In such cases the approval of the Higher Degrees Committee shall be sought without delay. Where such an examination is arranged following an oral examination, it shall normally be held within two calendar months of the oral examination unless the Higher Degrees Committee permits otherwise.
- 12.11 In the case of a re-examination under sub-paragraph 12.3c, where the examiners are of the opinion that the thesis/portfolio is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the Higher Degrees Committee dispense with the oral examination and not award the degree under sub-paragraph 12.6c (see also paragraph 12.12).

- 12.12 Where the Higher Degrees Committee decides that the degree be not awarded, the examiners shall prepare an agreed statement of the deficiencies of the thesis/portfolio and the reason(s) for their recommendation, which shall be forwarded to the candidate by the Secretary to Higher Degrees Committee.

13 THESIS/PORTFOLIO

- 13.1 Except with the specific permission of the Higher Degrees Committee the thesis/portfolio shall be presented in English (see paragraph 3.5).

- 13.2 There shall be an abstract of approximately 300 words bound into the thesis/portfolio which shall provide a synopsis of the thesis/portfolio stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject treated. A loose copy of the abstract shall be submitted with the thesis/portfolio. The loose copy of the abstract shall have the name of the author, the degree for which the thesis/portfolio is submitted, and the title of the thesis/portfolio as a heading. One unbound copy of a PhD/Prof.D thesis/portfolio is required for transmission to the British Library following the award of the degree.

- 13.3 The thesis/portfolio shall include a statement of the candidate's objectives and shall acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.

- 13.4 Where a candidate's programme of study is part of a collaborative group project, the thesis/portfolio shall indicate clearly the candidate's individual contribution and the extent of the collaboration.

- 13.5 The candidate shall be free to publish material in advance of the thesis/portfolio but reference shall be made in the thesis/portfolio to any such work. Copies of published material should either be bound in with the thesis/portfolio or placed in an adequately secured pocket at the end of the thesis.

- 13.6 The text of the thesis/portfolio should normally not exceed the following length (excluding ancillary data):

for a PhD or Prof.D in Science, Engineering, Art and Design 40,000 words

for an MPhil in Science, Engineering, Art and Design 20,000 words

for a PhD or Prof.D in Arts, Social Sciences and Education 80,000 words

for a MPhil in Arts, Social Sciences and Education 40,000 words

Where the thesis/portfolio is accompanied by material in other than written form or the programme of study involves creative writing or the preparation of a scholarly edition, the written thesis/portfolio should normally be within the range:

for a PhD/Prof.D	30,000 - 40,000 words
for an MPhil	15,000 - 20,000 words

- 13.7 Following the award of the degree the Secretary to Higher Degrees Committee shall:
- a with the student's signed authorisation, send one unbound non-returnable copy of a PhD/Prof.D thesis/portfolio to the British Library which will retain a copy on microfilm; and
 - b lodge one copy of the thesis/portfolio in the library of the University and in the library of any Collaborating Establishment.
- 13.8 Where the Higher Degrees Committee has agreed that the confidential nature of the candidate's work is such as to preclude the thesis/portfolio being made freely available in the library of the University (and Collaborating Establishment, if any) and, in the case of a PhD/Prof.D, the British Library, the thesis/portfolio shall, immediately on completion of the programme of work, be retained by the University on restricted access and, for a time not exceeding the approved period (see paragraph 3.8), shall only be made available to those who were directly involved in the project.

The Higher Degrees Committee shall normally only approve an application for confidentiality in order to enable a patent application to be lodged or to protect commercially or politically sensitive material. A thesis/portfolio shall not be restricted in this way in order to protect research leads. While the normal maximum period of confidentiality is two years, in exceptional circumstances the Higher Degrees Committee may approve a longer period. Where a shorter period would be adequate the Higher Degrees Committee shall not automatically grant confidentiality for two years.

With regard to the protection of confidentiality and/or anonymity of research participants, the Director of Studies and the candidate are jointly responsible for ensuring that the full content of the thesis/portfolio can enter the public domain without compromising ethical principles. There can be no provision for post examination removal of sections of the thesis for reasons of sensitivity of the data.

- 13.9 The copies of the thesis/portfolio submitted for examination shall remain the property of the University but the copyright in the thesis/portfolio shall be vested in the candidate.
- 13.10 The following requirements shall be adhered to in the format of the submitted thesis/portfolio. Where a candidate desires fuller guidance, reference may be made to the British Standards Institution specification BS 4821 (1990). Where the University's regulations differ from BS 4821 in points of detail, a candidate may follow either.

- a Theses/portfolio shall normally be in A4 format; the Higher Degrees Committee may give permission for a thesis/portfolio to be submitted in another format where it is satisfied that the contents of the thesis/portfolio can be better expressed in that format; a candidate using a format larger than A4 should note that the production of microfiche copies and full-size enlargements may not be feasible;
- b copies of the thesis/portfolio shall be presented in a permanent and legible form either in typescript or print; where copies are produced by photocopying processes, these shall be of a permanent nature; where word processor and printing devices are used, the printer shall be capable of producing text of a satisfactory quality; the size of character used in the main text, including displayed matter and notes, shall not be less than 2.0 mm for capitals and 1.5 mm for x-height (that is, the height of lower-case x);
- c the thesis/portfolio shall be printed on the recto side of the page only; the paper shall be white and within the range 70 g/m² to 100 g/m²;
- d the margin at the left-hand binding edge of the page shall not be less than 40 mm; other margins shall not be less than 15 mm;
- e one-and-a-half spacing or double where necessary shall be used in the typescript except for indented quotations or footnotes where single spacing may be used;
- f pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
- g the title page^{*} shall give the following information:
 - i the full title of the thesis/portfolio;
 - j the full name of the author;
 - k that the degree is awarded by the University;
 - l the award for which the degree is submitted in partial fulfilment of its requirements;
 - m the Collaborating Establishment(s), if any; and
 - n the month and year of submission.

13.11 The University library copy shall be bound as follows:

* See specimen title page on page 22.

- a the binding shall be of a fixed type so that leaves cannot be removed or replaced; the front and the rear boards shall have sufficient rigidity to support the weight of the work when standing upright; and
- b in at least 31 pt type (8 mm capital height) when all the lettering is in capitals and 44 pt (10 mm capital height) when capitals and lower case are used, the outside front board shall bear the title of the work, the name and initials of the candidate, the qualification, and the year of submission; the same information (excluding the title of the work) shall be shown on the spine of the work, reading downwards.

[Specimen thesis title page]

THE ORIGINS OF HOT CROSS BUNS: THE DIRECTION OF TRAVEL

JEAN MURRAY

A thesis submitted in partial fulfilment of the
requirements of Glasgow Caledonian University
for the degree of Master [or Doctor] of Philosophy
or for the degree of Professional Doctorate

This research programme was carried out
in collaboration with the Dickie Institute of Food Technology, Renfrew.

JUNE 2015

14 REVIEW OF AN EXAMINATION DECISION

- 14.1 A candidate may in the circumstances set out below request a review of an examination decision, whether at the first examination or re-examination.
- 14.2 Given the existence of procedures for complaint and grievance during the study period, alleged inadequacy of supervisory or other arrangements during the period of study shall not constitute grounds for requesting a review of the examination decision.
- 14.3 A request for review may only be made on the following grounds:
- a that there were circumstances affecting the candidate's performance of which the examiners were not aware at the oral examination; and/or
 - b that there is evidence of procedural irregularity in the conduct of the examination (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity; and/or
 - c that there is evidence of unfair or improper assessment on the part of one or more of the examiners; a candidate may not otherwise challenge the academic judgement of the examiners.
- 14.4 A candidate shall give notice, in a letter to the Secretary to Higher Degrees Committee, within three months from the date of notification of the result that he/she wishes to request a review and shall submit the case for review within a further three months from the date of giving notice.
- 14.5 The request for a review shall first be considered by the Secretary to Higher Degrees Committee who shall determine whether there is a prima facie case for a review. If it is considered that the request is clearly frivolous, vexatious or outside the permitted grounds, he/she shall discuss the request with the Secretary and the Chair of the Higher Degrees Committee. If it is agreed that there is no prima facie case, the recommendation shall be submitted to the Chair of the Senate for decision. The Chair of the Senate may support the recommendation or require further investigation or action on the review. There shall be no appeal from the decision of the Chair of the Senate.
- 14.6 If it is considered that there is a prima facie case for a review the Secretary to Higher Degrees Committee shall gather such evidence as considered appropriate and likely to assist a Panel in reviewing the case. This may include seeking written or oral testimony from the examiners, from other persons present at the oral examination, from supervisors or other members of the academic staff, or further evidence or statements by way of elucidation from the candidate.
- 14.7 The request for a review shall be considered by a Panel, constituted by the Higher Degrees Committee, from persons having experience of supervising and examining higher degrees and who have had no previous involvement in

the case. No student or higher degree candidate shall be a member of a Higher Degree Review Panel.

- 14.8 If the Review Panel decides that a candidate has valid grounds for a review, it shall recommend that the Higher Degrees Committee either:
- a invite the examiners to reconsider their decision; or
 - b appoint new examiners.

There shall be no appeal from the decision of the Review Panel.

- 14.9 A Review Panel shall not be constituted as an examination board and shall not have the authority to set aside the decision of the Higher Degrees Committee and thereby to recommend the award of the degree.

15 CHEATING AND PLAGIARISM

- 15.1 There are four main stages at which an academic irregularity might come to light:

- a at some stage during the currency of the programme of study but prior to the reading of the thesis/portfolio by the examiner, eg at the transfer stage
- b during the reading of the thesis/portfolio by the examiner but prior to the preliminary recommendations
- c during the oral examination
- d subsequent to the oral examination even after the conferment of the higher degree.

- 15.2 In the event of an academic irregularity being suspected at any of the above stages, the person who discovers the alleged irregularity must inform the Secretary to Higher Degrees Committee in writing who must notify the following:

the Chair to Higher Degrees Committee
the supervisors
the Head of Division/and
the Dean of School
the School Manager

- 15.3 Where an allegation of an academic irregularity has been made at stage a, the Chair to the Higher Degrees Committee will inform the Dean of School of the allegation. The Dean of School (or nominee as agreed with the Chair) will investigate, as soon, as is reasonably practicable, whether an academic

irregularity has occurred and submit a written report to the Higher Degrees Committee.

Where no academic irregularity is found, the Chair to Higher Degrees Committee, shall inform the complainant and the candidate of the outcome of the Dean of School's investigation.

Where an academic irregularity is deemed to have occurred the Dean of School will produce a written report of the investigation detailing whether lesser or major offences have occurred (see below for definitions) and submit this to the Higher Degrees Committee. Where an academic irregularity, whether lesser or major, is admitted by the candidate the report will include details of any disciplinary action taken.

Where an academic allegation is not admitted by the candidate concerned the Dean of School shall investigate alleged lesser offences.

In the case of alleged lesser offences, for example a diagram or table used without reference or reference given but little attempt made to paraphrase the original words, minor attempts at falsifying data, inadvertent collusion, the Dean of School (or nominee) will investigate the allegations soon as is reasonably practicable and decide the appropriate action to be taken. Should the candidate not accept the findings of the Dean of School's (or nominee) investigations he/she has the right to request that an Academic Investigating Panel (see below) be set up. This right must be exercised within ten working days of the candidate being informed of the findings of the Dean of School.

In the case of alleged major offences, for example major changes in data, use of commissioned material, the extensive use of another writer's material or ideas without reference or acknowledgement in this particular piece of work, an Academic Investigating Panel shall be established comprising:

the Chair to the Higher Degrees Committee (or nominee if the Chair is from the candidate's School) - Chair

two members of the Higher Degrees Committee appointed by the Chair to the Higher Degrees Committee (not being from the candidate's School)

Secretary to Higher Degrees Committee - Clerk

- 15.4 In the event of an academic irregularity being suspected at stages b or c in paragraph 15.1, the examiner should halt the proceedings at that stage and not proceed with making a preliminary recommendation in the case of stage b or a final recommendation in the case of stage c, until the facts have been established by an Academic Investigation Panel (constituted as above). The examiner should not attempt, at this stage, to determine whether an academic irregularity has taken place; that is for the Academic Investigating Panel to determine and only then should the examiner consider the matter further.

- 15.5 In the event of an academic irregularity being suspected at stage d an Academic Investigating Panel (constituted as above) shall be convened at the earliest opportunity to consider the allegations. In the event of the Panel concluding that an academic irregularity has taken place the original team of examiners shall, if possible, be reconvened to consider the implications including whether the candidate should be deprived of the higher degree in question. If it is not possible for the original examining team to be reconvened then the matter shall be referred to the Senate for resolution.
- 15.6 The Academic Investigating Panel shall be convened by the Secretary who shall notify the members of the Panel and the candidate concerned, within three working days of the receipt of the written allegation of the date, time and place of the meeting of the Panel:
- a The candidate shall be provided by the Secretary with full details of the alleged irregularity and informed of his/her right to appear before the Panel accompanied by a friend or representative of his/her choice and to submit a written statement concerning the alleged irregularity.
 - b Failure by the candidate to appear before the Panel or to submit a statement shall not prevent the investigation proceeding.
 - c The Panel may call witnesses, as appropriate, to substantiate the allegations and shall not unreasonably refuse permission for staff or candidates concerned to call such witnesses as they deem appropriate.
 - d The Panel shall interview the candidate, staff and witnesses as appropriate, shall consider the candidate's written statement and shall come to a decision on the basis of the candidate's statement and the supporting evidence.
- 15.7 The order of proceedings shall be as follows -
- a Statement of the case against the candidate and production of evidence in support of it
 - b Statement of the case for the candidate and production of evidence in support of it
 - c Reply to the case for the candidate provided that, except by leave of the Panel, a reply shall not be allowed where the candidate has produced no evidence other than his/her own
 - d Evidence may be received by the Panel by oral statement or by written and signed statement
 - e The candidate shall withdraw while the Panel deliberates
 - f All decisions of the Panel shall be by majority vote of the members of the Panel
 - g The candidate shall then be asked to return and be informed of the Panel's decision
 - h The candidate shall have, at this stage, no right of appeal.