

UNIVERSITY OF ULSTER

REGULATIONS

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Regulations for the Enrolment of Students

1. Subject to the Charter, Statutes, Ordinances and Regulations of the University, intending students shall apply for initial enrolment at the commencement of their programmes of study or research. Thereafter students shall enrol annually as required, normally at the commencement of the academic session.
2. Enrolment is effected by the completion and endorsement by the Dean of the appropriate faculty or his or her nominee, acting on the authority of the Senate, of the appropriate enrolment form.
3. The Senate shall prescribe the procedures to be followed at enrolment. Enrolment is conditional upon the fulfilment by students of the following requirements:
 - (a) the provision to the University of information required by the University that is accurate, complete and up to date; and the granting of consent to the University to process this information, for such purposes as are necessary for the University to perform its objectives pursuant to its Charter and for the efficient and smooth running of the University in accordance with legislation in force;
 - (b) the granting of consent to the submission of their work to any electronic system for the detection of plagiarism as may be necessary.
4. At initial enrolment all students shall sign or give by electronic means an undertaking to comply with the Charter, Statutes, Ordinances and Regulations of the University as are from time to time in force.
5. Persons who are unable to satisfy the conditions for enrolment at the appropriate time, being the time laid down by the Senate under section 3, may at the discretion of the Senate be provisionally enrolled for such period not exceeding three months as may be authorised by or on behalf of the Senate. Students who are provisionally enrolled are subject to the Charter, Statutes, Ordinances and Regulations of the University as are from time to time in force. The provisional enrolment of a person shall become null and void if he or she has not fulfilled the conditions for enrolment by the end of the period allowed for provisional enrolment.
6. If a registered, occasional or affiliate student fails to meet such requirements in relation to enrolment as Council and Senate may prescribe, his or her enrolment may be revoked at any time by the Vice-Chancellor or his or her nominee acting under the authority of the Senate.
7. A registered, occasional or affiliate student who has been granted an intermission in his or her studies or leave of absence from his or her studies shall not be required to enrol for the period of intermission or leave.
8. A registered student may be excused enrolment for part of his or her programme of study or research following his or her election or appointment to office in any representative student body approved for the purposes of this paragraph by the Senate, and a student so excused shall remain a registered student for as long as may be approved by the Senate.

General Regulations for Registered and Occasional Students

1. At initial enrolment all students must make the following declaration:

“I undertake, as a Student of the University, to comply with the Charter, Statutes, Ordinances, Regulations and Rules of the University as are from time to time in force.”
2. Students are required to notify the Registry Office immediately of any change in the information provided by them at the time of enrolment.
3. Students are responsible for keeping themselves acquainted with notices posted on official notice boards and through the University’s IT infrastructure, for example, the Virtual Learning Environment and the Student Portal, and by accessing their University email account regularly.
4. Every registered student shall have an adviser of studies or research supervisor. The adviser or supervisor will agree with the student the frequency and format of meetings, which will normally take place at least once during each semester. Students may be required to attend meetings at other times.
5. Students should raise any concerns or complaints about any aspect of programme delivery or supervision as soon as they arise.

Attendance

6. Students must be punctual and regular in their attendance at such classes or other forms of instruction as may be prescribed.
7. Students shall keep the prescribed dates for their programmes of study and may have to fulfil such additional requirements either in vacation or in intercalary periods as may be specified in course regulations.
8. A student who has been absent without permission for more than three days through illness or other cause must notify immediately either the Course/Subject Director or the research supervisor. Where the absence is for a period of more than five working days, and caused by illness which may affect the student's studies, the student shall arrange, save in exceptional circumstances, for a medical certificate to be presented in accordance with section 19 hereof and Section 36 of the Regulations Governing Examinations in Programmes of Study.
9. Students may apply in accordance with rules approved by the Senate for a period of leave of absence from their programmes of study or research. Applications shall be considered on behalf of the Senate by the board of the faculty or the Doctoral College Board which, in granting leave of absence, may prescribe that the student be required on resumption of studies to repeat any part of the programme of study or research, or that the point of resumption be not decided until the time of the student’s return.
10. A student who for any reason intends to withdraw from the University before the completion of the programme of study or research must inform the Registry Office.
11. The board of the faculty shall deem a student to have withdrawn from the University if the student has been absent without leave from prescribed instruction for a period of four weeks or an aggregate of four weeks within the semester.

Progress

12. The Senate reserves the right to discontinue at any time the studies of any student whose academic work proves unsatisfactory.

A decision that a student should discontinue studies may be taken on behalf of the Senate by the Board of a Faculty in accordance with section 13 hereof, or by a Board of Examiners in accordance with the Regulations Governing Examinations in Programmes of Study.

13. If at any time the Board of a Faculty, on the advice of a Course/Subject Committee, is of the opinion that a student's progress is unsatisfactory it may:
 - (a) send to the student due notice in writing that, unless there is an improvement, it will debar the student from taking examinations; or
 - (b) decide on behalf of the Senate that the student be required to discontinue studies.

Where subjects are in different faculties, each faculty board should consult the other faculty.

14. A student whose studies have been discontinued by the board of the faculty may appeal against the decision:
 - (a) on the basis of evidence of extenuating circumstances, relevant to his/her progress which, in his/her view, was not in the possession of the board of the faculty when it received the advice of the Course/Subject Committee; or
 - (b) on the basis of procedural or other irregularities associated with the decision.

The decision shall be reviewed in accordance with the procedures established by the Senate.

Fitness to Practise

15. Students undertaking preparation for entry to a profession whose members work with, or come into contact with, vulnerable or potentially vulnerable individuals may be judged unsuitable for entry to that profession on grounds of physical or mental health, or behaviour, which may include conduct which has been or will be referred to the Student Disciplinary Committee. Students deemed to be unsuitable for entry to that profession may be required to withdraw, either temporarily or permanently, from the programme leading to entry to that profession.

Accommodation

16. Students are required to notify the Registry Office immediately of any change in their accommodation address.

Health

17. Students may be required by or on behalf of the Senate to arrange for the provision of appropriate evidence about their state of health.
18. All students living away from home are required to register with a local medical practitioner and to report the name of the doctor to the University as part of the registration process.

19. Any student who wishes to submit a medical certificate shall arrange with his or her doctor for the certificate to be forwarded directly to the Course/Subject Director for the programme on which he or she is enrolled.

Intellectual Property

20. Save as otherwise provided within regulations, a student shall hold the intellectual property of any work he or she has submitted for any form of assessment. The material so produced shall become the property of the University. It may be returned to the student in accordance with the Regulations Governing Examinations in Programmes of Study.
21. Where work by a registered or occasional student results in an invention or discovery, whether by the student working on his/her own or as a member of a team, exploitation of the invention or discovery shall be subject to the University's Code of Practice on Intellectual Property Rights.

Criminal Offences

22. A student who is convicted of a criminal offence during his or her period of enrolment at the University must notify the Registry Office without delay. Failure to disclose information about criminal convictions may result in the student being required to withdraw from the University.

When disclosing a conviction a student is required to give the University written permission to request a police check or to seek information from any other appropriate body or person.

In the case of any student convicted of a criminal offence or given a custodial sentence, whether suspended or not, the University may seek further information including a character reference from any individual or body which the University considers appropriate. The student's registration may be reviewed in the light of the reference.

General Regulations for Affiliate students

1. Affiliate students are registered students of the University but with limited rights and privileges. They are:
 - (a) persons who have been formally admitted to an Affiliate College approved under Ordinance XXIII to study franchised programmes developed and approved by the University. Persons admitted to an overseas Affiliate College will be known as Ulster University overseas students as a subcategory of affiliate students;
 - (b) persons admitted to the University to study an approved course at an Outcentre outside the UK or Ireland.
2. Upon payment of the appropriate charges by the partner institution in accordance with Ordinance XXIII a student record shall be created for each Affiliate student. Affiliate students shall be accorded the following rights and privileges of the University:
 - (a) borrowing and access rights in the University's Library. Access to the University's electronic journals (i.e. databases, electronic journals and electronic book(s);
 - (b) access to the University's Virtual Learning Environment and other electronic study skills support;
 - (c) access to off-campus counselling services;

- (d) entitlement to membership of the University's sports centre, subject to payment of the appropriate charge by the individual student, if visiting the University during their enrolment period;
 - (e) right of appeal and complaint to the University.
3. Affiliate students shall not:
 - (a) be eligible for membership of the Students' Union nor the University's Sports Union;
 - (b) have access to University bursaries, scholarships, prizes or other financial support packages offered by the University;
 - (c) have direct access to University-based academic and pastoral support, including careers guidance and counselling;
 - (d) be eligible for the privileges afforded to the families of registered students of the University.
 4. Affiliate students shall be subject to the relevant regulations and codes of the partner institution governing the conduct of students.
 5. Affiliate student status shall cease when a student ceases to study for an award of the University at a partner institution or the status has been revoked by or on behalf of the Council and Senate of the University.

General Regulations for Associate Students

1. Associate students are persons who have been formally admitted to a partner institution as candidates for an award of the University. The partner institution and course of study shall have been approved under Ordinance XXIII Recognition of Institutions.
2. Associate students shall be subject to the rules and regulations of the institution at which they are registered students.
3. Upon payment of the appropriate charges by the partner institution in accordance with Ordinance XXIII a student record shall be created for each associate student. Associate students shall be accorded the following rights and privileges of the University:
 - (a) borrowing and access rights in the University's Library. There is no right of access to the University's electronic resources (i.e. databases, electronic journals and electronic book(s)). Core electronic resources for Associate students will be provided by the Home Library;
 - (b) membership of the University's sports centre, subject to payment of the appropriate charge by the individual student;
 - (c) entitlement to join the University's Sports Union. The rights of associate students to participate in competitions organised by national student or other sports organisations as representatives of the University of Ulster shall be determined by the rules and regulations of the respective bodies;
 - (d) right of appeal and complaint to the University following completion of the internal procedures of the partner institution. Such appeals shall only be heard on the grounds of procedural irregularity.
4. Associate students shall not:
 - (a) be eligible for membership of the Students' Union;

- (b) have access to University bursaries, scholarships, prizes or other financial support packages offered by the University;
 - (c) have access to University academic and pastoral support, including careers guidance and counselling;
 - (d) be eligible for the privileges afforded to the families of registered students of the University.
5. Associate students shall be subject to the Charter, Statutes, Ordinances and Regulations of the University, including the Student Discipline procedure as set out in Ordinance XXXVI, while using University facilities or present on University premises. Conduct outside the University which brings, or is liable to bring, discredit upon the University or disrupts or interferes with the normal working and good order of the University or impedes members or employees of the University going about their lawful University business or results in substantial complaints from the general public or responsible authorities outside the University will also be considered a breach of University discipline.
 6. Associate student status shall cease when a student ceases to study for an award of the University at a partner institution or the status has been revoked by or on behalf of the Council and Senate of the University.

Regulations Governing Examinations in Programmes of Study

Appointment and duties of examiners

1. Subject to the final responsibility of the Senate the examinations for programmes of study, and the assessment of performance and determination of the academic progress of the students enrolled therein, shall be undertaken by Boards of Examiners. There shall be Course Boards of Examiners for integrated programmes of study and Subject Boards of Examiners and Progress and Award Boards of Examiners for combined undergraduate Honours degrees and the Certificate of Personal and Professional Development and Postgraduate Certificate of Professional Development.

The Senate may annul a decision of the Board of Examiners, and substitute its own decision, where circumstances make it appropriate to do so.

2. The membership of the Course Board of Examiners shall include internal examiners and one or more External Examiners. The Head of School in which the programme is located shall be an ex-officio member of the board. The Chairperson of the Course Board of Examiners shall be the Dean or Associate Dean of the faculty in which the programme is located, or a Head or Associate Head of School in the Faculty, other than the School in which the programme is located. In the absence of the designated chairman, the board shall be chaired by a person appointed by the Senior Officer responsible acting on the authority of the Senate. Members of the board are required to declare personal interest, involvement or relationship with a student being assessed to the Chairperson of the board.
3. All members of the Course Committee engaged in teaching and assessment shall be internal examiners for the programme. Internal examiners are required to inform their Head of School and the Course Director of any personal interest, involvement or relationship with a student being assessed.

Course External Examiners shall be appointed by the Senior Officer responsible acting on behalf of the Council on the recommendation of the designated committee under

delegated authority from the Senate after consideration of reports from the boards of the faculties.

Appointments shall be for a period of not more than four years but exceptionally may be extended for a period of not more than one year.

4. The duties of Course Boards of Examiners shall be:
 - (a) to determine the module results obtained by candidates;
 - (b) where such results lead directly to a degree, diploma, certificate or other academic distinction, to forward to the Senate and, where appropriate, to external bodies, lists of successful candidates, classified in accordance with the relevant programme regulations, with recommendations for the award of degrees, diplomas, certificates and other academic distinctions;
 - (c) to determine on behalf of the Senate the academic progress of students on the basis of their performance in examinations and other forms of assessment;
 - (d) to ensure that the examination and assessment of candidates are conducted in accordance with regulations and procedures prescribed by the Senate;
 - (e) if regulations regarding the classification of final results have been revised during a candidate's period of registration, to apply the regulation which gives the most favourable outcome.
 - (f) to deal with such other matters as the Senate may refer to them from time to time.

All assessed work shall be available to the Course Board.

The Course Board shall not adjust the marks awarded or progress decisions made by an earlier Course Board, except in accordance with the procedures for the Review of Decisions and the Consideration of Offences in Connection with Examinations and other Forms of Assessment.

5. The duties of Course External Examiners shall include:
 - (a) consultation with the internal examiners, through the Course Director, in relation to the approval and moderation of examination papers and other forms of assessment;
 - (b) consideration of the standard of marking of examination papers and other forms of assessment and reporting to Course Boards of Examiners on such revisions of the marking as they consider necessary;
 - (c) attendance at meetings of Course Boards of Examiners;
 - (d) attendance with one or more internal examiners at such oral examinations as are determined by the Course Board of Examiners;
 - (e) confirmation, by joint signature with chairpersons of Course Boards of Examiners, of results of candidates and the pass and classified lists of candidates including recommendations for the award of degrees, diplomas, certificates and other academic distinctions;
 - (f) submission of an annual report to the Senior Officer responsible, in the first instance;
 - (g) submission to the Senate or to committees of the Senate, as requested, of comments on any matters relating to the teaching, organisation, syllabus and structure of the programme;
 - (h) such other duties as the Senate may specify from time to time.
6. The membership of the Subject Board of Examiners shall include internal examiners and one or more External Examiners. The Head of School in which the subject is located shall be an ex-officio member of the Board. The Chairperson of the Subject Board of Examiners shall be the Dean of the Faculty in which the subject is located, or a Head of School in the Faculty, other than the School in which the programme is

located. In the absence of the designated Chairperson, the Subject Board shall be chaired by a person appointed by the Senior Officer responsible acting on the authority of the Senate.

Members of the Board are required to declare personal interest, involvement or relationship with a student being assessed to the Chairperson of the Board.

7. All members of the Subject Committee engaged in teaching and assessment shall be internal examiners for the subject.

Internal examiners are required to inform their Head of School and the Subject Director of any personal interest, involvement or relationship with a student being assessed.

Subject External Examiners shall be appointed by the Senior Officer responsible acting on behalf of the Council on the recommendation of the designated committee under delegated authority from the Senate after consideration of reports from the boards of the faculties.

Appointments shall be for a period of not more than four years but exceptionally may be extended for a period of not more than one year.

8. The duties of undergraduate Honours Subject Boards of Examiners shall be:
 - (a) to determine the module results obtained by candidates;
 - (b) to forward the results to the Progress and Award Boards of Examiners; or, where candidates are enrolled for a Single Honours degree, to determine on behalf of the Senate the academic progress of students on the basis of their performance in examinations and other forms of assessment, or where such results lead directly to a degree, to forward to the Senate and, where appropriate, to external bodies, lists of successful candidates, classified in accordance with the relevant programme regulations with recommendations for the award of degrees, diplomas, certificates and other academic distinctions;
 - (c) to ensure that the examination and assessment of candidates are conducted in accordance with regulations and procedures prescribed by the Senate;
 - (d) if regulations regarding the classification of final results have been revised during a candidate's period of registration, to apply the regulation which gives the most favourable outcome;
 - (e) to deal with such other matters as the Senate may refer to them from time to time.

All assessed work within the Subject modules shall be available to the Subject Board.

The Subject Board shall not adjust the marks awarded or progress decisions made by an earlier Subject Board, except in accordance with the procedures for Appeals and the Consideration of Offences in Connection with Examinations and other Forms of Assessment.

9. The duties of Subject External Examiners shall include:
 - (a) consultation with the internal examiners, through the Subject Director, in relation to the approval and moderation of examination papers and other forms of assessment;
 - (b) consideration of the standard of marking of examination papers and other forms of assessment and reporting to Subject Boards of Examiners on such revisions of the marking as they consider necessary;
 - (c) attendance at meetings of Subject Boards of Examiners;
 - (d) attendance with one or more internal examiners at such oral examinations as are determined by the Subject Board of Examiners;

- (e) confirmation, by joint signature with Chairpersons of Subject Boards of Examiners, of results and in the case of Single Honours degrees candidates, pass lists and classified lists of candidates including recommendations for the award of degrees, diplomas, certificates and other academic distinctions;
 - (f) submission of an annual report to the Senior Officer responsible, in the first instance;
 - (g) submission to the Senate or to committees of the Senate, as requested, of comments on any matters relating to the teaching, organisation, syllabus and structure of the programme;
 - (h) such other duties as the Senate may specify from time to time.
10. The membership of the Progress and Award Board of Examiners for Combined Honours Degrees shall include the Subject Directors for the undergraduate honours subjects contributing to undergraduate Honours Major, Main or Minor subject strands on the campus, and a Chief External Examiner. The Chairperson of the Progress and Award Board shall be a Dean appointed by the Senior Officer responsible or the Director of Access, Digital and Distributed Learning for the Progress and Award Boards for the Certificate of Personal and Professional Development and Postgraduate Certificate of Professional Development.

The membership of the Progress and Award Boards of Examiners for the Certificate of Personal and Professional Development and the Postgraduate Certificate of Professional Development shall be the programme director and a representative from each faculty and a Chief External Examiner. The Chairperson shall be the Director of Access, Digital and Distributed Learning.

Chief External Examiners shall be appointed by the Senior Officer responsible acting on behalf of the Council on the recommendation of the designated committee under delegated authority from the Senate. Appointments shall be for a period of not more than four years.

11. The duties of the Progress and Award Boards of Examiners shall be:
- (a) to receive module results from Subject Boards of Examiners;
 - (b) where such results lead directly to a Degree, Diploma, Certificate or other academic distinction, to forward to the Senate and, where appropriate, to external bodies, lists of successful candidates, classified in accordance with the relevant programme regulations, with recommendations for the award of Degrees, Diplomas, Certificates and other academic distinctions;
 - (c) to determine on behalf of the Senate the academic progress of students on the basis of their performance in examinations and other forms of assessment;
 - (d) to ensure that the examination and assessment of candidates are conducted in accordance with regulations and procedures prescribed by the Senate;
 - (e) if regulations regarding the classification of final results have been revised during a candidate's period of registration, to apply the regulation which gives the most favourable outcome;
 - (f) to deal with such other matters as the Senate may refer to them from time to time.

The Progress and Award Board shall not adjust the marks awarded by a Subject Board, nor shall it adjust the progress decisions of an earlier Progress and Award Board, except in accordance with the procedures for the Appeals and the Consideration of Offences in Connection with Examinations and other Forms of Assessment.

12. Duties of Chief External Examiners shall include:
- (a) consideration of the standards of awards for Combined undergraduate Honours Degrees or the Certificate of Personal and Professional Development or Postgraduate Certificate of Professional Development;
 - (b) attendance at meetings of Progress and Award Boards of Examiners;
 - (c) confirmation, by joint signature with the Chairpersons of Progress and Award Boards of Examiners, of the pass and classified lists of candidates including recommendations for the award of degrees, diplomas, certificates and other academic distinctions;
 - (d) submission of an annual report to the Senior Officer responsible, in the first instance;
 - (e) such other duties as the Senate may specify from time to time.

The Chief External Examiner shall not have responsibility for the approval and moderation of assessment within subjects nor for the determination of results of candidates in modules.

13. Course and Subject External Examiners need not be involved in the examining process for first year undergraduate degree modules, which do not contribute to the final award.
14. Unresolved disagreements in the Board of Examiners about results or classifications shall be reported to the Senate.
15. External Examiners shall be entitled to attend meetings of Boards of Examiners of which they are members. Subject to clauses 16 and 17, they shall be present at all meetings where the performance of candidates which contributes to the final result is being considered. The Senate may prescribe that the External Examiners shall be present for consideration of all stages of the examining of the programme.
16. In linked Postgraduate Diploma and Master's programmes, the Faculty may determine in accordance with approved procedures whether the External Examiner should attend one or both award stages.
17. In exceptional circumstances, the Senior Officer responsible, acting on the authority of the Senate, shall make arrangements for external examining during the absence of the External Examiner(s), which may include the submission of written reports or the appointment of substitute examiner(s) or both.

Conduct of examinations

18. Examinations for degrees, diplomas, certificates and other academic distinctions shall be conducted under conditions determined by the Senate.
19. To be admitted to an examination a candidate shall have complied with the conditions laid down in ordinances and regulations and paid the prescribed fees.
20. Teaching and assessment (coursework and examination(s)) shall normally be through English. Where the subject of study is a language other than English, the Course/Subject Committee may require or permit teaching and/or assessment to be conducted in that language.
21. Candidates shall not take into the examination room any books or papers or information recorded in any form relevant to the examination except with the permission of the examiners or the senior invigilator.

Candidates shall not take paper or electronic translation or other dictionaries into the examination room, unless their use is permitted by the examiners as stated in the rubric of the examination paper.

Candidates shall not take mobile phones, smart watches or similar electronic devices into the examination room. Electronic calculators, provided that they are operationally quiet, hand-held, contain their own power source, do not have an SD slot and cannot communicate with other devices, may be used by candidates in an examination unless the use of any type of calculator or of particular types of calculators has been expressly forbidden by the examiners.

Candidates shall not bring food or drink into the examination room without prior permission from the senior invigilator.

22. No information relating to the examination paper, additional to that contained in the paper, shall be conveyed to candidates during the examination, unless there is an error in the paper, in which case the information shall be provided to all candidates taking the examination.
23. Candidates shall not remove from an examination any answer books or material provided for the examination, other than the question paper unless it is specified that it may not be removed.
24. During an examination candidates shall not communicate with one another or leave their places except to obtain additional stationery or to speak to an invigilator.
25. Candidates shall not be admitted to an examination later than one hour after it has commenced, except with the permission of the senior invigilator.
26. Candidates shall not leave an examination until one hour after it has commenced, or within the last fifteen minutes, except with the permission of the senior invigilator. Candidates who leave before the end of an examination shall do so in such a way as to cause the minimum of disturbance to the other candidates.
27. Candidates may leave an examination temporarily only with the permission of the senior invigilator, and when accompanied by an invigilator or other person authorised by the senior invigilator.
28. Except when prevented by medical reasons or other sufficient cause, candidates who fail to present themselves for an examination, or to submit cumulative or other forms of assessment work by the due date, shall be deemed by the Board of Examiners to have failed in that examination or assessment.
29. Candidates shall ensure that all their examination scripts and other work submitted for assessment are legible. The examiners may decide not to mark examination scripts or other work judged by them to be illegible.
30. A person who is considered by the senior invigilator to be disruptive during an examination may be required to withdraw from that examination.
31. If the senior invigilator considers that annotation of prescribed texts used in an examination could give a candidate an unfair advantage, the texts may be retained at the end of the examination.

32. Except with the permission of the senior invigilator, no person other than the candidates for the examination and other invigilators shall be allowed in the examination room.
33. It is the responsibility of each candidate to ensure that his or her script is received by an invigilator.
34. Instructions to invigilators setting out the details of the procedures to be followed in the conduct of examinations shall be approved by or on behalf of the Senate.

Offences in connection with examinations and other forms of assessment

35. It is an offence for a candidate to infringe, or attempt to infringe, the above regulations or to engage, or attempt to engage, in conduct for the purpose of gaining for himself or herself, or for another candidate, an unfair advantage with a view to obtaining a better result than he or she would otherwise achieve.

Examples of such conduct are:

- (a) copying from the examination script or other work undertaken for assessment by another candidate;
- (b) personation of others;
- (c) fabrication of results;
- (d) plagiarism;
- (e) collusion;
- (f) use of inadmissible material;
- (g) contract cheating.

Reports of alleged offences shall be considered under procedures approved by the Council in consultation with the Senate in accordance with the Ordinance on Student Discipline.

Presentation of evidence of extenuating circumstances

36. Save in exceptional circumstances:
 - (a) (i) written medical evidence, or evidence of compassionate circumstances, relevant to the performance of a candidate in a examination must be presented to the Course/ Subject Director not later than five working days following the examination;
 - (ii) written medical evidence, or evidence of compassionate circumstances, relevant to the performance of a candidate in coursework must be presented to the Course/Subject Director not later than five working days following the date on which the work was due to be submitted.
 - (b) For periods of more than five working days, evidence of ill-health must be authenticated by the candidate's doctor or registered counsellor. Medical certificates from doctors and appropriate documentation from counsellors should be forwarded directly to the Course/ Subject Director. Self-certification will not be accepted for periods of more than five working days.

The term 'exceptional circumstances' will be given restrictive interpretation. The Senate, through the relevant committee, shall determine exceptional circumstances which allow alternative forms of authentication of ill-health in respect of clause (b). Such circumstances may include an epidemic or pandemic. A candidate claiming exceptional circumstances in relation to the late submission of evidence under clause (a) must do so in writing in accordance with clause 42.

37. Evidence of extenuating circumstances shall be considered, as appropriate, by the Board of Examiners or, in respect of semester one performance, by the Course Committee or by the Subject Committee for Single Honours degree candidates on modular programmes. The Progress and Award Board shall consider such evidence in respect of Major/Minor, Joint and Combined Honours candidates.

Publication of results

38. The list of results obtained by candidates in each examination, and the decisions about the academic progress of candidates, shall be drawn up by the appropriate Board of Examiners. The Board shall forward:
- (a) to the Senate the pass and classified lists of candidates who have successfully completed the final examinations leading to a degree, diploma, certificate or other academic distinction of the University;
 - (b) to the appropriate national or professional body results of candidates in examinations leading to an award of the body concerned.
39. The results of individual candidates shall be made available to them in their student record. The final pass and classified lists of successful candidates shall be placed in the public domain. It is the responsibility of all candidates to find out their results, and of unsuccessful candidates to request their Course/Subject Director to provide them with a written record of the decision which the Board of Examiners has taken about their progress.

Retention of examination material

40. Except where alternative arrangements have been approved by or on behalf of the Senate, a candidate's written examination scripts and work on which cumulative and other forms of assessment have been based, shall be preserved for six months following the Board of Examiners which has confirmed the candidate's results in the assessments.
41. For the purpose of providing feedback on examination performance candidates may be given access to examination scripts in the presence of a member of academic staff. Candidates shall not be permitted to retain examination scripts. Work on which cumulative and other forms of assessment have been based may be returned to candidates. It shall be given back, if required, at any time within one year from the examination. Failure on the part of a candidate to return work as required will be a sufficient reason for a Board of Examiners not to take the work into account in determining the results of a candidate.

Appeals

42. A candidate may appeal against a decision on academic progress:
- (a) on the basis of evidence of extenuating circumstances, relevant to his/her examination performance which, in his/ her view, was not in the possession of the board of examiners at the time of the Board's initial decision about his/her academic progress; or
 - (b) on the basis of procedural or other irregularities in the conduct of the examinations or in the decision making process.

The decision shall be reviewed in accordance with the procedures established by the Senate.

43. Students should raise any concerns or complaints about any aspect of programme delivery or supervision as soon as they arise.

General Regulations applying to Student Awards (Prize(s))

1. The terms and conditions of new student prizes shall be determined by the designated committee on behalf of the Senate. The Committee shall make recommendations for the establishment of new prizes to the designated Senior Officer on behalf of the Council.
2. Awards shall be authorised by the appropriate nominating body or committee. In the case of awards based on examination performance, this body shall be the Board of Examiners, and where more than one Board of Examiners is involved, the Deans of Faculties shall co-ordinate decisions.
3. At the time of nomination for a prize or award based on examination performance, a candidate must be a registered student of the University.
4. A prize or award may be divided where there are candidates of equal merit.
5. A prize or award may be withheld in a particular year if in the opinion of the nominating body there is no candidate of suitable merit.
6. The University may withdraw or cancel without notice any or all offers of prizes or awards.
7. The nominating body may determine other conditions not explicitly specified.
8. In the case of prizes or awards which are provided out of private endowment funds, the payment of the full amount shall be contingent on the necessary income being forthcoming from the endowment fund.

Library Regulations

In these regulations the term 'Library' includes the Library at Belfast, Coleraine, Jordanstown and Magee campuses and all services delivered remotely via the web. The Librarian, or the officer undertaking this function, may authorise any member of the Library staff to undertake on their behalf any of the Librarian's responsibilities contained in these regulations.

1. Hours of Opening
 - 1.1 The hours of opening of the Library shall be determined according to the needs of each campus and will be displayed prominently.
 - 1.2 No one shall enter the Library except during the official opening hours or remain in them after closing time except with the explicit permission of the Librarian or other authorised person.
2. Admission to the Library
 - 2.1 The Library is open to all students of the University and students pursuing such other programmes as may be recognised by the Council, to members of the Council of the University and to all University staff.

- 2.2 Other persons seeking to use the Library for the purposes of study and research may be admitted at the discretion of the Librarian. A charge may be levied to cover the cost of certain facilities.
- 2.3 All users shall be registered by the Library. The Librarian shall have the right to require users to produce evidence of their registration.
- 2.4 Users are admitted on the understanding that they have read and have agreed to observe Library regulations, which are prominently displayed.

3. Borrowing from the Library

- 3.1 The following are eligible to borrow from the University Library:
 - (a) Registered, occasional, associate and affiliate students as defined in Ordinance XX of the University;
 - (b) All individuals engaged by the University;
 - (c) Members of the Council of the University;
 - (d) Other persons and institutions, at the discretion of the Librarian, who may be charged an appropriate fee.
- 3.2 Current University staff and students must produce their staff/student ID card before they may borrow library material. They must produce their ID card each time an item(s) is borrowed and they are responsible for any use made of their ID card.
- 3.3 No item(s) may be removed from the Library until the loan has been recorded. Illicit removal of Library material will be treated as a serious offence.
- 3.4 Access to certain item(s) may be limited by the Librarian. The Librarian may require that certain items be used only in the Library or may place certain works on restricted access, either temporarily or permanently.
- 3.5 Except for items in high demand or categories of items available for reference, the standard loan period is two months for all categories of users.

After 7 days from the date of issue, an item will be liable to immediate recall.

Provided they are not in demand by another user or overdue, items may be renewed in person or online.

- 3.6 The standard loan quotas for borrowers are:

1. Staff and research students	25
2. Undergraduate Students	12
3. Part-time or full-time postgraduate students on taught programmes	12

Exceptions to these limits may be granted where appropriate.

- 3.7 Items must be returned on or before the date on which they are due for return. Failure to return items on time or to comply with the recall may lead to sanctions which could include the withdrawal of borrowing privileges and the imposition of a fine in accordance with procedures approved by the Senate.

- 3.8 The user who is recorded as the borrower will be held responsible for the return of the item to the Library and will be liable for the cost to repair or replace any item damaged or lost while it is recorded as being on loan to them.
- 3.9 Users must return all items borrowed by them when their entitlement to borrow ceases.
- 3.10 Journals may not normally be borrowed.

4. Electronic Resources

Electronic resources are available to registered students of the University as defined in Ordinance XX 1. Only registered students and staff as articulated in 3.1 b and c are deemed to be authorised users and can access E resources of the University. Users must adhere to the University's Acceptable Use of Information Technology Code of Practice, Athens Account Terms and Conditions, the CHEST Code of Conduct and the licence conditions attached to particular resources.

5. Borrowing from other Libraries

- 5.1 A Document Delivery service is available to students and staff of the University as specified in 3.1(a), (b), (c), and (d) above. Registered users unable to access campus libraries (e.g. E Learners studying oversea(s)) may avail of the electronic document supply service only. Limitations on the use of this service may be imposed from time to time.
- 5.2 Items borrowed from other libraries shall be subject to any conditions laid down by the lending Libraries.

6. Learning Spaces

6. Each campus library provides a range of environments to work and study including:
- Study spaces in open areas adjacent to main book and journal collections
 - Study spaces with fixed PCs that are near printing, scanning and photocopying facilities; laptops are, also, available for use within the Library by registered students
 - Group study rooms that can be booked online
 - Designated quiet and silent study zones that are clearly identified
 - Flexible learning areas with furniture and equipment that can be configured to adapt to the requirements of the individual or group

Further information on the above facilities and services are to be found at <https://www.ulster.ac.uk/library/services>

- 6.2 The Librarian has the right to enter a study room at any time and to inspect and, if necessary, to remove any property in it. A person making inadequate or improper use of such a room will be required to vacate it.

7. Copying

Copying of material, regardless of format, may only be carried out within the terms of the copyright legislation currently in force.

8. University of Ulster theses and dissertations

- 8.1 One copy of every thesis for which a higher degree has been awarded by the University and one copy of every postgraduate dissertation which has achieved a mark of 70%* or over, will be deposited with Library either physically or electronically in accordance with regulations and associated guidelines for higher degrees.

Note this only applies to dissertations and not theses for which a higher degree has been awarded by the University, will be deposited in the Library in accordance with regulations and associated guidelines for higher degrees.

- 8.2 Theses so deposited may be used only in the Library, through Ulster University's Research Portal EThOS, or by request through the Document Delivery service and any conditions imposed by the authors must be observed. In particular users must not use or reproduce without the consent of the copyright holder material incorporated in a thesis and must acknowledge the source of such information.

9. General

- 9.1 In order to provide and maintain a learning environment conducive to study and research, the Library expects users to adhere to its published Code of Conduct. If an individual breaches this code, it may result in:

- A library user's behaviour or actions being referred to a senior member of staff;
- A library user's rights to borrow from the library being withdrawn;
- A library user being asked to leave the premises.

Regulations for Recognised Teachers

The term 'Recognised Teacher' will apply to persons who, not being members of the Academic staff of the University, engage in the teaching, supervision, assessment and examination of registered or affiliate students of the University. The status shall not be conferred on persons involved in the supervision and assessment of clinical or social work practice or industrial placement.

Proposals from Faculties for the designation of Recognised Teacher status together with their duties and responsibilities shall be considered on behalf of the Senate by the designated committee which may make recommendations to the Senior Officer responsible on behalf of the Council.

Regulations for the following Programmes can be found at:

<https://www.ulster.ac.uk/learningenhancement/ccea/regulations-templates>

- **Regulations for Postgraduate Programmes**
- **Regulations for Undergraduate and Integrated Master's Programmes**
- **Regulations for Short-Cycle Programmes**

Regulations for the Degree of Master of Research

The degree of Master of Research is awarded to candidates who have successfully completed an approved programme of research and related studies and completion of a research project to the satisfaction of the examiners.

The normal period of registration for Master of Research is:

Full-time, 1 year; and

Part-time, up to three years.

1. Admission

Candidates are required to hold a first or upper second class honours degree in a relevant discipline or a qualification deemed by the Senate to be equivalent. Exceptionally, candidates who hold a lower second class honours degree but who are able to provide evidence of relevant research experience may be considered for admission to the programme.

2. Exemptions

Those admitted to the programme will be required to complete all elements.

3. Attendance requirements

Students are expected to attend all sessions associated with the programme and be punctual and regular in attendance.

A student who has not been in attendance for more than three days through illness or other cause must notify immediately the Course Director. The student shall state the reasons for the absence and whether it is likely to be prolonged. Where the absence is for a period of more than five working days, and is caused by illness which may affect their studies, the student shall provide appropriate medical certification in accordance with the General Regulations for Students.

Students who are absent without good cause for a substantial proportion of the programme may be required to discontinue studies in accordance with the General Regulations for Students.

4. Rules governing student choice

Programme elements are offered as indicated in the particular programme document. Revisions may be made in accordance with the University's quality assurance procedures.

5. Examination and assessment

The performance of candidates shall be assessed by the Board of Examiners in accordance with the Assessment Criteria set out in the Examiners Handbook. The project will be assessed by internal and external examiners. An oral assessment of the research component will form part of the overall assessment of the programme.

The pass mark for the programme overall and for each of its assessed elements shall be 50%.

The final mark shall be determined by a percentage contribution from the assessment of each element as specified in the programme document.

The assessment scheme is as prescribed in the specific programme document but must include a research project.

6. Research Component of the Award

The research component shall comprise not less than 95 credits of the total of 180 credits.

7. Appointment of Examiners

The Doctoral College Board under delegated authority from the Senate shall nominate, for approval by Council, one or more external examiners.

An external examiner must not be a collaborator on the research project and must not have acted previously as one of the candidate's supervisors.

The candidate's supervisor shall not act as an examiner for the research project.

8. Submission of coursework

Coursework shall be submitted by the dates specified by the programme committee.

Students may seek prior consent from the programme committee to submit coursework after the official deadline. Such requests must be accompanied by a satisfactory explanation and, in the case of illness of more than five working days, by a medical certificate. Such applications shall be made to the Course Director.

Coursework submitted without consent after the deadline shall not normally be accepted. Candidates must submit the research project to the Course Director by a date specified at the time of registration in accordance with the Notes of Guidance for the Presentation of Theses for Research Degrees.

Access to the project output shall not normally be restricted. Access may be restricted, in exceptional circumstances, for a period of up to two years.

9. Progress

Candidates may re-sit an assessment element once only, as prescribed in the specific programme document.

10. Consequences of failure

Candidates who fail to satisfy the Board of Examiners in an assessment may be permitted at the discretion of the Board to repeat such coursework or other assessment as shall be prescribed by the Board. Such candidates may be exempted at the discretion of the Board from the normal attendance requirements. Where candidates are required to repeat coursework, the original mark in the failed coursework component shall be replaced by a mark of 50% or the repeat mark whichever is the lower for the purpose of calculating the overall grade.

11. Classification of the final result

Candidates who attain an overall mark of 50% or more shall be recommended for the award of the degree of Master of Research. The Board of Examiners may recommend the award of a pass with distinction to candidates who achieve an overall mark of at least 70% or pass with commendation to candidates who achieve an overall mark of at least 60%. In order to be considered for the award of a pass with distinction, a candidate must normally have obtained a mark of 70% or more in the research project and 60% or more for the award of pass with commendation.

12. Illness and other extenuating circumstances

The Board of Examiners may, in the case of candidates who are prevented by illness or other sufficient cause from taking or completing the whole or part of the coursework, or whose results are substantially affected by illness or other sufficient cause:

- (a) deem the candidates to have passed the coursework;
- (b) permit the candidates to complete or take the coursework at an approved subsequent date; or
- (c) recommend the award of an Aegrotat degree.

Before an Aegrotat award is recommended a candidate must have signified that they are willing to accept the award.

Candidates who are prevented by illness or other sufficient cause from completing the project requirements by the specified date may be permitted at the discretion of the Board of Examiners to submit the written material and present the seminars at an approved subsequent date.

13. Intellectual property rights

Students registered on the programme shall be subject to the University's Code of Practice on Intellectual Property Rights.

14. Revisions to regulations

These regulations may be revised during the student's period of registration in accordance with the procedures approved by Senate.

Regulations for the Degree of Master of Philosophy (MPhil) and Associated Rules and Guidelines

1. The degree of MPhil is awarded after successful completion of an approved programme of research and related studies and submission of a thesis to the satisfaction of the examiners.

2. Admission

- 2.1 Graduates holding a first or upper second class honours degree in a relevant subject of study from a university of the United Kingdom or the Republic of Ireland or from another university approved by the Senate or from a recognised national awarding body or applicants deemed by the Senate to hold equivalent qualifications are eligible for admission.

- 2.2 Applicants who do not meet the foregoing requirements may be admitted after successful completion of a preliminary examination in accordance with rules approved by the Senate.
- 2.3 Decisions relating to admission will be made by either the Board of the Faculty (for normal admissions) or by the Doctoral College Board on the recommendation of the Board of the Faculty (for exceptional admissions) on behalf of the Senate. The programme of work to be undertaken shall be approved and supervisors appointed in accordance with the guidelines in advance of registration.
- 2.4 The programme of work approved for applicants shall be such that they shall be enabled to acquire competence in the methods of research and scholarship and to display originality and sustained independent effort.
- 2.5 An applicant who wishes to undertake a programme of work leading to the presentation of a thesis accompanied by material in other than written form shall seek the prior approval of the Board of the Faculty.

3. Registration and enrolment

- 3.1 An applicant for admission, if successful, shall be enrolled as a registered candidate for the degree of MPhil.
- 3.2 Initial enrolment shall take effect from the first day of the particular month in any year. Candidates shall enrol annually thereafter.
- 3.3 The University may refuse candidates permission to enrol if they are registered for another award of the University or with another academic or professional institution.
- 3.4 Once enrolled as a research student a candidate may not register for another award of the University or with another academic or professional institution without prior approval of the Senate.

4. Duration of programme of work

- 4.1 A candidate for the degree of MPhil shall normally be required to complete a period of full-time study lasting for two years or a period of part-time study lasting for four years, by the end of which time the thesis shall have been submitted subject to 4.2 below.
- 4.2 A reduction of the periods specified above or, in exceptional circumstances, an extension may be granted.
- 4.3 Where a candidate is registered as a full-time student and during the period of study wishes to change the registration to that of a part-time student, or vice versa, the remaining period of study shall be determined by the Senate.

5. Progress

- 5.1 Supervisors shall approve the plan of work of their candidates and shall monitor their progress. A candidate who wishes to modify the programme of work from that agreed at the time of admission shall seek the approval of the Board of the Faculty.
- 5.2 After a period of not more than four months following first enrolment, a full-time candidate for the degree of MPhil will undergo an initial assessment of progress which

will include a review of training needs. For part-time candidates the initial assessment will take place after a period of not more than ten months.

- 5.3 At the time of the initial assessment all candidates and supervisors will consider the need for ethical approval and will make a formal application if necessary. Where an application for ethical approval is not deemed necessary at the stage of initial assessment, a review of the project shall be completed on a regular basis, with a view to making an application if necessary.
- 5.4 After a period of not less than ten months and not more than twelve months from initial enrolment, a full-time candidate for the degree of MPhil will undergo a further formal assessment of progress. For part-time candidates the assessment will take place after a period of not more than twenty-four months of enrolment.
- 5.5 After a period of not more than twenty months following first enrolment a full-time candidate for the degree of MPhil will undergo a final assessment of progress. For part-time candidates this assessment will take place after a period of not more than thirty-six months. The arrangements for and format of this assessment will be at the discretion of individual faculties.
- 5.6 Candidates and supervisors shall submit separate progress reports on or before 1 May each year. These reports will be considered by the Board of the Faculty where decisions on each candidate's progression to the next year of study will be made.
- 5.7 A candidate whose programme of work and progress are deemed to be of the appropriate standard may apply to enrol as a registered candidate for the degree of PhD.
- 5.8 A candidate who fails to submit an annual progress report by the date specified, or whose progress is deemed to be unsatisfactory, will be required to discontinue their studies.
- 5.9 The Board of the Faculty may grant a candidate leave of absence for a specified period.

6. Attendance and study away from the University

- 6.1 It is expected that a full-time candidate for the degree of MPhil will be in attendance at the University on a daily basis except by mutual agreement with their supervisor and Postgraduate Tutor.
- 6.2 A candidate may be permitted to carry out part of their study away from the University provided that the arrangements are acceptable to their supervisor or supervisors. A period of absence of more than three months, except where the work is being carried out in an approved collaborating establishment, shall require the prior approval of the Board of the Faculty.

7. Submission of thesis

- 7.1 A candidate shall give the Doctoral College three months' notice in writing of submission of the thesis and shall at the same time provide the exact title of the thesis.
- 7.2 A candidate for the degree of MPhil shall, normally during the three months preceding the end of the period of study, submit a thesis embodying the results of their work.

- 7.3 The thesis must deal with the field of research originally approved or such other field of research as may have been subsequently approved.
- 7.4 Theses shall normally be presented in English but a candidate in one of the language subjects of the University may seek permission from the Board of the Faculty to present their thesis written in the language of that subject.
- 7.5 Theses, and supporting material if applicable, shall be presented in accordance with rules approved by the Senate. These rules may be found in the Notes of Guidance for the Presentation of Theses for Research Degrees.

8. Appointment of examiners

- 8.1 The Doctoral College Board under delegated authority from the Senate shall appoint one or more internal examiners and nominate, for approval by Council, one or more external examiners except as provided for in sections 8.5 and 9.5.
- 8.2 The candidate's supervisor shall not be appointed as an examiner.
- 8.3 One supervisor may attend the oral examination at the consent of the candidate who shall select a named supervisor of their choice from the supervisory team. The supervisor shall not contribute to discussions at the oral examination unless specifically asked to do so by the Chairperson. The candidate shall not ask the supervisor to speak, and neither the candidate nor the named supervisor shall be present when any discussions with regard to the decision to award the degree, or otherwise, are taking place.
- 8.4 Where a candidate is not a member of staff of the University, there shall be one internal and one external examiner, except in exceptional circumstances and subject to the case being approved by the Doctoral College Board.
- 8.5 Where the candidate has been a full-time member of staff of the University for a period exceeding two years the Senate may appoint one internal examiner and shall nominate, for approval by Council, two external examiners.
- 8.6 An external examiner must not have published with any of the candidate's supervisors in the preceding three years.
- 8.7 The examiners shall adjudicate on the thesis and, save in exceptional circumstances, shall examine the candidate orally on their programme of work and on the field of study in which the performance lies.
- 8.8 Where an oral examination is to be held the Senate shall appoint a senior member of academic staff to act as Chairperson of the Board of Examiners. The Chairperson shall not be an examiner.

9. Examination

- 9.1 Candidates for the degree of MPhil are required to have undertaken successfully an investigation and evaluation or a critical study of their approved topic, to have presented a satisfactory thesis and to have demonstrated their understanding of the context and significance of the work.
- 9.2 Following receipt of the thesis the examiners shall present independent written reports to the Doctoral College prior to the oral examination. These reports shall not be made

available to the other examiner(s) until all reports have been received by the Doctoral College; they shall not be available to the candidate or the supervisor.

- 9.3 The examiners may, exceptionally, recommend to Senate in their reports that the requirement to hold an oral examination should be waived. Where no oral examination is to be held the Board of Examiners shall meet to agree its joint report and recommendation with 9.4 and 9.6.
- 9.4 Following the adjudication of the thesis and the oral examination, the members of the Board of Examiners shall, where they are in agreement, present a joint report and recommendation for the award or otherwise of the degree. Where the examiners are not in agreement separate reports and recommendations shall be made.
- 9.5 Where the recommendation of the Board of Examiners is not unanimous, the Senate may:
- (a) accept the recommendation of the external examiner(s); or
 - (b) require the appointment of a new Board of Examiners and convene a further oral examination.
- 9.6 For a submission for the degree of MPhil the report of the Board of Examiners shall recommend:
- (a) that the degree should be awarded; or
 - (b) that the degree should be awarded subject to minor corrections to the thesis being made, or to clarifications and/or enhancements being completed, to the satisfaction of the internal examiner within three months of the oral examination in accordance with the definition of 'minor corrections' as detailed in the Handbook for Examiners; or
 - (c) that the degree should be awarded subject to corrections to the thesis being made to the satisfaction of the internal examiner within six months of the oral examination in accordance with the definition of 'corrections' as detailed in the Handbook for Examiners; or
 - (d) that the candidate should revise and resubmit the thesis for the degree of MPhil; or
 - (e) that exceptionally, and on the basis of a unanimous decision by the examiners, the degree of PhD be awarded, or a resubmission for the degree of PhD be permitted subject to minor corrections; or
 - (f) that the degree should not be awarded and no resubmission permitted.
- 9.7 One resubmission may be permitted, subject to the following:
- (a) a candidate shall submit for re-examination within the period of one year from the date on which permission for re-examination was granted;
 - (b) the examiners shall give the candidate guidance on the deficiencies of the first submission;
 - (c) the appointment of an additional external examiner may be required for the re-examination;
 - (d) the examiners may exempt the candidate from repeating any part of the original examination which was deemed to be satisfactory.
- 9.8 Where the examiners' recommendation is that the degree should not be awarded and no further submission should be accepted an indication of the deficiencies of the work shall be given.

10. Review of decision on progress

A candidate whose studies have been discontinued under section 5, or who is deemed under section 9 not to be eligible for the award of a degree, may ask for their case to be reviewed. Provided that the candidate lodges a request in writing to the Doctoral College within one month of the approval of the recommendation of the Board of the Faculty or of the Board of Examiners in accordance with procedures laid down by Senate, the case shall be reviewed and the initial decision confirmed or amended.

11. Remunerative employment

A full-time candidate for a degree of MPhil shall not undertake or continue any remunerative employment unless:

- (a) the work consists of demonstrating within the University or teaching or other forms of work directly related to the candidate's programme of work; and
- (b) the total demand on the candidate's time, including preparation and travelling, does not exceed six hours a week unless they have obtained the prior approval of the Senate.

12. Members of staff of the University

Members of the full-time staff of the University may undertake postgraduate study leading to a degree of MPhil on a part-time basis only.

13. Intellectual Property

As a precondition of registration for the degree of MPhil all students will be required, prior to or at the time of enrolment, to sign agreements which will, or will oblige them in the future, to assign to the University their rights in any intellectual property (IP) arising from their studies. Where research by a student registered for MPhil results in an invention and/or creative work, whether by the student working on their own or as a member of a team, exploitation of the invention and/or creative work shall be subject to the University's Intellectual Property Policy and Procedures, which provides, amongst other things, incentive and reward schemes should the IP be successfully exploited. If the University does not wish to exploit the IP, provisions are available for the re-assignment of such IP back to the student by the end of their studies, subject to any obligations of confidentiality assumed by the University and/ or the student in relation to the IP.

The copyright of the student's thesis will be held by the University, but will, subject to the University's Intellectual Property Policy and Procedures, be returned to the student at the end of their studies. Should the copyright in the thesis relate to any IP which has been disclosed to the University's IP Manager by the student and/or their supervisor during or at the end of the study, and should the University wish to exploit such IP, a Student Declaration of Confidentiality may be applied to the thesis for a prescribed period to provide sufficient time for the implementation of appropriate intellectual property protection measures. The student will at all times retain copyright as an author in any papers written in relation to their thesis for publication purposes. This is subject to the student at all times complying with their obligation not to submit any such papers for publication which may contain potentially exploitable IP without the prior approval of the University's IP Manager.

The University reserves the right to retain a copy of the thesis, in written or digital format, in the University Library. The University reserves the right to be granted a non-

exclusive royalty-free perpetual licence by the student for use of their thesis for non-profit academic purposes such as teaching, research and general internal use if deemed appropriate, subject always to the University's obligation to respect the moral rights of the student in relation to such copyright material.

14. Plagiarism

It is a requirement that all assessment material, including the final thesis, be presented as one electronic file in order to facilitate the use by examiners of software designed to detect plagiarism. For this purpose, students should use industry standard software, in the production of theses and should submit an electronic file on an easily readable medium.

15. Deposit of raw data and samples

In accordance with the requirements of the University Code of Practice for Professional Integrity in the Conduct of Research each student must deposit all raw data and samples with their supervisor prior to final presentation of the thesis. A statement confirming that the supervisor is content that all appropriate materials have been deposited must be presented to the Doctoral College at the time of submission.

Rules for Preliminary Examination for Admission to Research Studies

1. Applicants who are not eligible for direct admission to research studies may be permitted to take a preliminary examination in the subject of the proposed research. The preliminary examination may be preceded by a preliminary course lasting for one year of full-time study or two years of part-time study.
2. The preliminary examination is a university examination of honours level and an upper second class honours degree standard in the preliminary examination is deemed to be equivalent to the minimum standard required for direct admission as a research student. A candidate is not entitled to sit the preliminary examination on more than one occasion.

Guidelines for the Appointment of Supervisors

1. The student shall be supervised by two or more supervisors working as a team and shall be appointed by the Senate on the recommendation of the Faculty. This Supervisory Team shall include a chair, who in addition to providing a supervisory role in relation to the student's research shall deal with all administrative matters relating to the degree programme, take responsibility for all formal reporting and setting up the oral examination.
2. The Team shall also include at least one supervisor who has successfully supervised to completion at doctoral level and at least one supervisor who has a track record of achievement in research consistent with inclusion in the REF.
3. Other team members can include academic and research staff with specialist knowledge in the research area or who have extensive experience in research supervision. All team members shall have the ability to demonstrate expertise in the project area.
4. All team members shall hold a doctoral level qualification or in exceptional circumstances, the Team can include one member who is able to demonstrate considerable equivalent experience. Supervisors who have not supervised to

successful completion shall receive training in supervision prior to appointment or as soon as possible thereafter.

5. The Supervisory Team shall normally comprise two or three supervisors only.
6. Where collaboration has been arranged with another establishment, this establishment will normally appoint an additional supervisor.
7. A person who is registered for a research degree shall not normally be permitted to take on duties as a supervisor for a research student.
8. Should it be necessary, either on academic or other grounds, for a supervisor to be changed, approval of the Senate must be sought.
9. Where a supervisor cannot be appointed in accordance with the requirements of this section the Senate may make special arrangements for supervision.
10. Where the research work of a candidate is to be conducted away from the University and at the premises of another organisation, the appointment of a recognised supervisor in accordance with the appropriate guidelines may be considered. Where a candidate is a part-time student based outside the United Kingdom or Ireland, the appointment of a recognised supervisor in accordance with the Framework for Distance Research Study will be required other than in exceptional circumstances.

Rules for the Presentation of Theses

1. A thesis submitted for the degree of Master of Philosophy shall not exceed 60,000 words in length excluding appendices, footnotes, bibliographies and diagrams. This limit will be strictly enforced and only in exceptional circumstances will permission to exceed it be granted. Faculties may recommend lower lengths as standard within an academic discipline.
2. One printed copy of each complete MPhil thesis must be lodged with the Doctoral College and shall be forwarded to the lead supervisor. The thesis shall be securely bound and a summary or abstract of the work not exceeding 300 words in length shall form part of the thesis. The abstract shall be in a form suitable for publishing in learned journals. Additionally, an electronic version of the thesis shall be submitted for online distribution. No degree will be awarded until both the bound and electronic copies have been received. The Senate shall approve guidelines for the presentation of theses and supporting material.
3. The thesis must include a statement of the candidate's objectives and must acknowledge published or other sources of material and any assistance received.
4. Where a candidate's research programme is part of a collaborative group project the thesis must indicate clearly the candidate's individual contribution and the extent of the collaboration.
5. Any part of the work which has been previously submitted for any other degree must be clearly indicated in the thesis.
6. Where permission has been granted to a candidate to present a thesis in a language other than English, an appropriate digest of the thesis written in English must also be submitted. This digest should consist of a summary of the introductory material,

followed by a brief account of the contents of each chapter, and finally a statement of the general conclusions.

7. The copyright of the thesis will be held by the University but will be returned to the candidate following implementation of appropriate intellectual property protection measures.
8. A candidate or collaborating establishment may apply for the thesis to remain confidential for a period of time after completion of the work. The period approved shall not normally exceed two years. This regulation shall not apply to the abstract.
9. It is a requirement that the thesis be presented in electronic format for library storage. For this purpose, students should use industry standard software in the production of thesis.

Regulations for the Degree of Doctor of Philosophy (PhD) and Associated Rules and Guidelines

1. The degree of Doctor of Philosophy

The degree of PhD is awarded after successful completion of an approved programme of research and related studies and submission of a thesis to the satisfaction of the examiners.

2. Admission

- 2.1 Graduates holding a first or upper second class honours degree in a relevant subject of study from a university of the United Kingdom or the Republic of Ireland or from another university approved by the Senate or from a recognised national awarding body or applicants deemed by the Senate to hold equivalent qualifications are eligible for admission.
- 2.2 Applicants who do not meet the foregoing requirements may be admitted after successful completion of a preliminary examination in accordance with rules approved by the Senate.
- 2.3 Decisions relating to admission will be made by either the Board of the Faculty (for normal admission(s)) or by the Doctoral College Board on the recommendation of the Board of the Faculty (for exceptional admission(s)) on behalf of the Senate. The programme of work to be undertaken shall be approved and supervisors appointed in accordance with the guidelines in advance of registration.
- 2.4 The programme of work approved for applicants shall be such that they shall be enabled to acquire competence in the methods of research and scholarship and to display originality and sustained independent effort.
- 2.5 An applicant who wishes to undertake a programme of work leading to the presentation of a thesis accompanied by material in other than written form shall seek the prior approval of the Senate.

3. Registration and enrolment

- 3.1 An applicant for admission, if successful, shall be enrolled as a registered candidate for the degree of PhD.

- 3.2 Initial enrolment shall take effect from the first day of the particular month in any year. Candidates shall enrol annually thereafter.
- 3.3 The University may refuse candidates permission to enrol if they are registered for another award of the University or with another academic or professional institution.
- 3.4 Once enrolled as a PhD researcher a candidate may not register for another award of the University or with another academic or professional institution without prior approval of the Senate.

4. Duration of Programme of work

- 4.1 A candidate for the degree of PhD shall normally be required to complete a period of full-time study lasting for three years or a period of part-time study lasting for six years, by the end of which time the thesis shall have been submitted subject to 4.2 below.
- 4.2 In exceptional circumstances, a reduction of the periods specified above that does not fall short of the minimum stipulated in 4.3 below, or an extension may be granted.
- 4.3 The minimum period of registration for a full-time candidate shall be two and a half years and the minimum period of registration for a part-time candidate shall be four years. The thesis shall contain only research that has been conducted during the candidate's period of registration at Ulster unless prior approval of the Senate has been obtained.
- 4.4 A candidate for the degree of PhD who is accepted onto a programme with external funding and whose project requires an internship, period of study or other related activity at one or more other institutions may, subject to Doctoral College Board approval, have the duration of the programme extended for one of these purposes up to a maximum four years' registration. Additional requirements for such programmes will also be subject to Doctoral College Board approval.

5. Progress

- 5.1 Supervisors shall approve the plan of work of their candidates and shall monitor their progress. A candidate who wishes to modify the programme of work from that agreed at the time of admission shall seek the approval of the Board of the Faculty.
- 5.2 After a period of not more than four months following first enrolment, a full-time candidate for the degree of PhD will undergo an initial assessment of progress which will include a review of training needs. For part-time candidates the initial assessment will take place after not more than ten months.
- 5.3 At the time of the initial assessment all candidates and supervisors will consider the need for ethical approval and will need a formal application if necessary. Where an application for ethical approval is not deemed necessary at the stage of initial assessment, a review of the project shall be completed on a regular basis, with a view to making an application if necessary.
- 5.4 After a period of not more than thirty months following first enrolment, a full-time candidate for the degree of PhD will undergo a final assessment of progress. For part-time candidates this will take place after a period of not more than sixty months. The

arrangements for and format of this assessment will be at the discretion of individual faculties.

- 5.5 Candidates and supervisors shall submit separate progress reports on or before 1 May each year. These reports will be considered by the Board of the Faculty where decisions on each candidate's progression to the next year of study will be made.
- 5.6 A candidate who fails to submit a progress report, or whose progress is deemed unsatisfactory, may be required to discontinue their studies.
- 5.7 The Board of the Faculty may grant a candidate leave of absence for a specified period.

6. Confirmation of registration status

- 6.1 After a period of not less than ten months and, save in exceptional circumstances, not more than twelve months from initial enrolment full-time candidates shall apply to Senate for confirmation of their registration status. Part-time candidates shall apply not less than twelve months and, save in exceptional circumstances, not more than twenty-four months after initial enrolment. Candidates will be required to undergo an oral examination as part of the procedure for confirmation of registration as a candidate for the degree of PhD.
- 6.2 A candidate whose PhD registration is not confirmed may be invited to continue their studies as a candidate for the degree of MPhil and will be expected to submit their thesis as described in the Regulations for the degree of Master of Philosophy.
- 6.3 A candidate registered for the degree of PhD may apply to Senate for their registration to be changed to that for the degree of MPhil.

7. Attendance and study away from the University

- 7.1 It is expected that a full-time candidate for the degree of PhD will be in attendance at the University on a daily basis except by mutual agreement with their supervisor and Postgraduate Tutor.
- 7.2 A candidate may be permitted to carry out part of their study away from the University provided that the arrangements are acceptable to their supervisor or supervisors. A period of absence of more than three months, except where the work is being carried out in an approved collaborating establishment, shall require the prior approval of the Board of the Faculty.

8. Submission of thesis

- 8.1 A candidate shall give the Doctoral College three months' notice in writing of submission of the thesis and shall at the same time provide the exact title of the thesis.
- 8.2 A candidate for the degree of PhD shall, normally during the three months preceding the end of the period of study, submit a thesis embodying the results of their work. The thesis must deal with the field of research originally approved or such other field of research as may have been subsequently approved.
- 8.3 Theses shall normally be presented in English but a candidate in one of the language subjects of the University may seek permission from the Board of the Faculty to present their thesis written in the language of that subject.

- 8.4 Theses, and supporting material if applicable, shall be presented in accordance with rules approved by the Senate. These rules may be found in the Notes of Guidance for the Presentation of Theses for Research Degrees.

9. Appointment of examiners

- 9.1 The Doctoral College Board under delegated authority from the Senate shall appoint one or more internal examiners and nominate, for approval by Council, one or more external examiners except as provided for in sections 9.5 and 10.5.
- 9.2 The candidate's supervisor shall not be appointed as an examiner.
- 9.3 One supervisor may attend the oral examination at the consent of the candidate who shall select a named supervisor of their choice from the Supervisory Team. The supervisor shall not contribute to discussions at the oral examination unless specifically asked to do so by the Chairperson. The candidate shall not ask the supervisor to speak and neither the candidate nor the named supervisor shall be present when any discussions with regard to the decision to award the degree, or otherwise, are taking place.
- 9.4 Where a candidate is not a member of staff of the University, there shall be one internal and one external examiner, except in exceptional circumstances and subject to the case being approved by the Doctoral College Board.
- 9.5 Where the candidate has been a full-time member of staff of the University for a period exceeding two years the Senate may appoint one internal examiner and shall nominate, for approval by Council, two external examiners.
- 9.6 An external examiner must not have published with any of the candidate's supervisors in the preceding three years.
- 9.7 The examiners shall adjudicate on the thesis and, save in exceptional circumstances, shall examine the candidate orally on their programme of work and on the field of study in which the performance lies.
- 9.8 Where an oral examination is to be held the Senate shall appoint a senior member of academic staff to act as Chairperson of the Board of Examiners. The Chairperson shall not be an examiner.

10. Examination

- 10.1 Candidates for the degree of PhD are required to have undertaken successfully an investigation and evaluation or a critical study of their approved topic, to have presented a satisfactory thesis and to have demonstrated their understanding of the context and significance of the work. It is a requirement that the programme of work shall result in a significant contribution to knowledge.
- 10.2 Following receipt of the thesis the examiners shall present independent written reports to the Doctoral College prior to the oral examination. These reports shall not be made available to the other examiner(s) until all reports have been received by the Doctoral College; they shall not be available to the candidate or the supervisor.
- 10.3 The examiners may, exceptionally, recommend to the Senate in their reports that the requirement to hold an oral examination should be waived. Where no oral examination

is to be held the Board of Examiners shall meet to agree its joint report and recommendation in accordance with 10.4 and 10.6.

- 10.4 Following the adjudication of the thesis and the oral examination, the members of the Board of Examiners shall, where they are in agreement, present a joint report and recommendation for the award or otherwise of the degree. Where the examiners are not in agreement separate reports and recommendations shall be made.
- 10.5 Where the recommendation of the Board of Examiners is not unanimous, the Senate may:
- (a) accept the recommendation of the external examiner(s); or
 - (b) require the appointment of a new Board of Examiners and convene a further oral examination.
- 10.6 For a submission for the degree of PhD the report of the Board of Examiners shall recommend:
- (a) that the degree should be awarded; or
 - (b) that the degree should be awarded subject to minor corrections to the thesis being made, or to clarifications and/or enhancements being completed, to the satisfaction of the internal examiner within three months of the oral examination in accordance with the definition of 'minor corrections' as detailed in the Handbook for Examiners; or
 - (c) that the degree should be awarded subject to the corrections to the thesis being made to the satisfaction of the internal examiner within six months of the oral examination in accordance with the definition of 'corrections' as detailed in the Handbook for Examiners; or
 - (d) that the candidate should revise and resubmit the thesis for the degree of PhD; or
 - (e) that the candidate should revise and resubmit the thesis for the degree of MPhil; or
 - (f) that the candidate should be awarded the degree of MPhil subject to the presentation of an amended thesis in accordance with the provisions for the presentation of a thesis for the degree of MPhil; or
 - (g) that the degree should not be awarded and no resubmission permitted.
- 10.7 One resubmission may be permitted, subject to the following:
- (a) a candidate shall submit for re-examination within the period of one year from the date on which permission for re-examination was granted;
 - (b) the examiners shall give the candidate guidance on the deficiencies of the first submission;
 - (c) the appointment of an additional external examiner may be required for the re-examination;
 - (d) the examiners may exempt the candidate from repeating any part of the original examination which was deemed to be satisfactory.
- 10.8 If a candidate for the degree of PhD fails to satisfy the examiners and is allowed a resubmission, the candidate may apply for examination for the degree of MPhil, as an alternative to re-examination for the degree of PhD.
- 10.9 In any event, where the examiners' recommendation is that the degree for which the candidate has submitted should not be awarded a comprehensive list of the deficiencies of the submission shall be provided.

11. Review of decision on progress

A candidate whose studies have been discontinued under section 6, or who is deemed under section 10 not to be eligible for the award of a degree, may ask for their case to be reviewed. Provided that the candidate lodges a request in writing to the Doctoral College within one month of the approval of the recommendation of the Board of the Faculty or of the Board of Examiners in accordance with procedures laid down by Senate, the case shall be reviewed and the initial decision confirmed or amended.

12. Remunerative employment

A full-time candidate for a degree of PhD shall not undertake or continue any remunerative employment unless:

- (a) the work consists of demonstrating within the University or teaching or other forms of work directly related to the candidate's programme of work; and
- (b) the total demand on the candidate's time, including preparation and travelling, does not exceed six hours a week unless they have obtained the prior approval of the Senate.

13. Members of staff of the University

Members of the full-time staff of the University may undertake postgraduate study leading to a degree of PhD on a part-time basis only.

14. Intellectual Property

As a precondition of registration for the degree of Doctor of Philosophy (PhD) all candidates will be required, prior to or at the time of enrolment, to sign agreements which will, or will oblige them in the future to assign to the University their rights in any intellectual property (IP) arising from their studies. Where research by a candidate registered for a PhD results in an invention and/or creative work, whether by the candidate working on their own or as a member of a team, exploitation of the invention and/or creative work shall be subject to the University's Intellectual Property Policy and Procedures, which provides, amongst other things, incentive and reward schemes should the IP be successfully exploited. If the University does not wish to exploit the IP, provisions are available for the re-assignment of such IP back to the candidate by the end of their studies, subject to any obligations of confidentiality assumed by the University and/or the candidate in relation to the IP.

The copyright of the candidate's thesis will be held by the University, but will, subject to the University's Intellectual Property Policy and Procedures, be returned to the candidate at the end of their studies. Should the copyright in the thesis relate to any IP which has been disclosed to the University IP Manager by the candidate and/or their supervisor during or at the end of the study, and should the University wish to exploit such IP, a Student Declaration of Confidentiality may be applied to the thesis for a prescribed period to provide sufficient time for the implementation of appropriate intellectual property protection measures. The candidate will at all times retain copyright as an author in any papers written in relation to their thesis for publication purposes. This is subject to the candidate at all times complying with their obligation not to submit any such papers for publication which may contain potentially exploitable IP without the prior approval of the University's IP Manager.

The University reserves the right to retain a copy of the thesis, in written or digital format, in the University Library. The University reserves the right to be granted a non-

exclusive royalty-free perpetual licence by the candidate for use of their thesis for non-profit academic purposes such as teaching, research and general internal use if deemed appropriate, subject always to the University's obligation to respect the moral rights of the candidate in relation to such copyright material.

15. Plagiarism

It is a requirement that all assessment material, including the final thesis, be presented as one electronic file in order to facilitate the use by examiners of software designed to detect plagiarism. For this purpose, candidates should use industry standard software in the production of theses and should submit an electronic file on an easily read medium.

16. Deposit of raw data and samples

In accordance with the requirements of the University Code of Practice for Professional Integrity in the Conduct of Research each candidate must deposit all raw data and samples with their supervisor prior to final presentation of the thesis. A statement confirming that the supervisor is content that all appropriate materials have been deposited must be presented to the Doctoral College at the time of submission.

Rules for Preliminary Examination for Admission to Research Studies

1. Applicants who are not eligible for direct admission to research studies may be permitted to take a preliminary examination in the subject of the proposed research. The preliminary examination may be preceded by a preliminary course lasting for one year of full-time study or two years of part-time study.
2. The preliminary examination is a university examination of honours level and an upper second class honours degree standard in the preliminary examination is deemed to be equivalent to the minimum standard required for direct admission as a PhD researcher. A candidate is not entitled to sit the preliminary examination on more than one occasion.

Appointment of Supervisors

1. The candidate shall be supervised by two or more supervisors working as a team and shall be appointed by the Senate on the recommendation of the Faculty. This Supervisory Team shall include a chair, who in addition to providing a supervisory role in relation to the candidate's research shall deal with all administrative matters relating to the degree programme, take responsibility for all formal reporting and setting up the oral examination.
2. The Team shall also include at least one supervisor who has successfully supervised to completion at doctoral level and at least one supervisor who has a track record of achievement in research consistent with inclusion in the REF.
3. Other team members can include academic and research staff with specialist knowledge in the research area or who have extensive experience in research supervision. All team members shall have the ability to demonstrate expertise in the project area.
4. All team members shall hold a doctoral level qualification or in exceptional circumstances, the Team can include one member who is able to demonstrate considerable equivalent experience. Supervisors who have not supervised to

successful completion shall receive training in supervision prior to appointment or as soon as possible thereafter.

5. The Supervisory Team shall normally comprise two or three supervisors only.
6. Where collaboration has been arranged with another establishment, this establishment will normally appoint an additional supervisor.
7. A person who is registered for a research degree shall not normally be permitted to take on duties as a supervisor for a PhD researcher.
8. Should it be necessary, either on academic or other grounds, for a supervisor to be changed, approval of the Senate must be sought.
9. Where a supervisor cannot be appointed in accordance with the requirements of this section the Senate may make special arrangements for supervision.
10. Where the research work of a candidate is to be conducted away from the University and at the premises of another organisation, the appointment of an external supervisor in accordance with the appropriate guidelines may be considered. Where a candidate is a part-time student based outside the United Kingdom or Ireland, the appointment of an external supervisor in accordance with the Framework for Distance Research Study will be required other than in exceptional circumstances.

Rules for the Final Presentation of Theses following Examination

1. A thesis submitted for the degree of PhD shall not exceed 100,000 words in length, excluding appendices, footnotes, bibliographies and diagrams. These limits shall be strictly enforced and only in exceptional circumstances will permission to exceed them be granted. Faculties may recommend lower lengths as standard within an academic discipline.
2. One printed copy of each complete PhD thesis must be lodged with the Doctoral College and shall be forwarded to the lead supervisor. The thesis shall be securely bound and a summary or abstract of the work not exceeding 300 words in length shall form part of the thesis. The abstract shall be in a form suitable for publishing in learned journals. Additionally, an electronic version of the thesis shall be submitted for online distribution. No degree will be awarded until both the bound and electronic copies have been received. The Senate shall approve guidelines for the presentation of theses and supporting material.
3. The thesis must include a statement of the candidate's objectives and must acknowledge published or other sources of material and any assistance received.
4. Where a candidate's research programme is part of a collaborative group project the thesis must indicate clearly the candidate's individual contribution and the extent of the collaboration.
5. Any part of the work which has been previously submitted for any other degree must be clearly indicated in the thesis.
6. Where permission has been granted to a candidate to present a thesis in a language other than English, an appropriate digest of the thesis written in English must also be submitted. This digest should consist of a summary of the introductory material,

followed by a brief account of the contents of each chapter, and finally a statement of the general conclusions.

7. The copyright of the thesis will be held by the University but will be returned to the candidate following implementation of appropriate intellectual property protection measures.
8. A candidate or collaborating establishment may apply for the thesis to remain confidential for a period of time after completion of the work. The period approved shall not normally exceed two years. This regulation shall not apply to the abstract.
9. It is a requirement that the thesis is presented in electronic format so they can be stored and made available, by the library, through the Ulster Institutional Repository and/or EThOS under the terms of the Ulster eTheses Deposit Agreement. For this purpose, candidates should use industry standard software in the production of the thesis and submit the final digital copy in PDF format and as a single file where possible.

Guidelines for PhD submissions involving practice

1. Application

An applicant shall clarify in their proposal that the research will include a practical component. This must be addressed at interview, and the potential form of practice outcomes clarified at the Initial Assessment of Progress. Any amendments to the nature or extent of the practical component shall be approved by the Faculty.

2. Scope

- 2.1 The written documentation for PhDs that include a practical component must, in all cases, cover the following:
 - (a) a substantive critical review of the appropriate literature and relevant practice;
 - (b) a critical methodology appropriate to the subject;
 - (c) a comprehensive description and discussion of the research findings, which includes a contextualising explanation of the practical component; and
 - (d) a critical evaluation of the findings in the light of the literature and methodology.
- 2.2 For a PhD research programme that includes a practical component, and in line with the following principles, the supervisor and the candidate will devise a programme of research and outputs that will be approved at the Initial Assessment of Progress and confirmed at Confirmation of Registration:
 - (a) The work must be undertaken as part of a registered research programme;
 - (b) The practical component must be set in its relevant theoretical, historical, critical and, where appropriate, visual context.
 - (c) The practical component must be accompanied by a written text;
 - (d) The length of the accompanying text will be negotiated between the candidate and the supervisor at the beginning of the project and reviewed at the Initial Assessment of Progress; it will be at least 20,000 words long and not exceed 100,000 words;
 - (e) Individual faculties may set individual limits within the above range;
 - (f) The work must constitute an independent and original contribution to knowledge;
 - (g) The submission must demonstrate an understanding of appropriate research methods;

- (h) The written documentation and the practical component will together form 100% of the examined submission both are of importance in pursuing the research question;
- (i) Where the planned programme of work changes substantially, it must be approved by the Faculty.

3. Submission

- 3.1 The PhD submission shall be a substantial piece of work in which the candidate is required to demonstrate thorough knowledge and critical appreciation of the subject. It will make a distinct and original contribution to knowledge, as appropriate to the field.
- 3.2 A PhD submission may consist of a practice element, supported by appropriate documentation, and a written thesis indicating the project's originality and contribution to the discipline or interdisciplinary field.
- 3.3 All submissions that include a practical component must provide a permanent record, of the practical component, stored in a way that makes it accessible and retrievable (e.g. in the form of photographs, scores, drawings or electronically on an easily read medium).
- 3.4 The submission, including both the written and practical component, must have been completed during the candidate's period of registration with the University.

4. Examination

- 4.1 The examination arrangements will be substantially the same as for a PhD submitted by thesis.
- 4.2 Arrangements for the practical component to be considered by the Board of Examiners (if not presented by means of documentation only) shall be notified via the Application for Approval of Examination Arrangements.
- 4.3 The practical component must be accessible to the Board of Examiners prior to the viva voce and where possible not just as documentation.
- 4.4 The Application for Approval of Examination Arrangements must provide details on how, where and when the Board of Examiners will have access to the practical component.
- 4.5 If, however, access proves impossible or would delay examination beyond three months after submission, the viva voce will take place in a timely manner and the candidate will be given the opportunity to verbally present and discuss the practical component submitted.

Regulations for the Degree of Doctor of Philosophy by Published Work (PhD by Published Work) (and associated rules and guidelines)

1. The Degree of PhD by Published Work

The degree of PhD by Published Work is awarded in recognition of research which has made a significant and coherent contribution to knowledge and is of scholarly and

academic content. The submission of a thesis which must satisfy the appointed examiners is also required.

2. Admission

2.1 The degree is open to candidates:

- (a) who are members of staff of Ulster University; or
- (b) who are members of staff of an institution or organisation which has a strong research base and who have collaborated in research with staff members of Ulster University.

2.2 Applicants for admission will be expected to demonstrate that they have been active in research for a period of at least five years within the last ten years at an organisation that has a recognised research function. Applicants must demonstrate that they have produced state of the art research output which is cohesive and of an academic quality and a volume which give a prima facie indication that a significant contribution to scholarship has been made.

2.3 Applications shall be based on completed research. For this purpose 'research' is to be understood as original investigation undertaken in order to gain knowledge and understanding. It includes scholarship; the invention and generation of ideas, images, performances and artefacts including design where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products, and processes, including design and construction. It excludes routine testing and analysis of materials, components and processes. The dissemination of the results of the research shall have taken place in the form of books or of articles in academic journals of recognised standing or of conference papers, or, in the performing and creative arts, work which may be non-text based. In all cases documentary evidence relating to the research output must be available and for the purpose of these Regulations the work to be submitted shall be referred to as 'the published work'.

2.4 Research related to all published work submitted by the applicant in support of their admission to the degree of PhD by Published Work shall have been conducted during the applicant's period of employment at Ulster University and or through their direct collaboration with staff members at Ulster as indicated at 2.1 above. By exception, research conducted and published work produced prior to the applicant's employment or association with Ulster University may be included where the provenance of the research is established and currency agreed in accordance with 2.6 below.

2.5 Applications for admission shall be accompanied by the following:

- (a) details of the published work which the applicant wishes to be considered;
- (b) a statement, of between 1,000 and 2,000 words, setting in context each item of published work and indicating how and in what respect these items have made a significant and coherent contribution to knowledge;
- (c) a statement indicating the extent to which the published work has been carried out by the candidate and a clear indication of any parts of the published work which have been carried out in collaboration or which have been submitted previously for any other degree or qualification. Further, if the published work is the result of collaborative research, a statement must, where possible, be provided by the collaborating researcher(s) confirming the contribution made to the research by the candidate.

2.6 The Faculty shall convene a panel to consider the application including an assessment of the quality and quantity of the published work presented by the candidate. The Panel shall comprise the Research Director, Associate Dean (R & I), and one or more subject specialists. This Panel shall make a rigorous assessment of the published work and specifically of the provenance and currency of the

research conducted by the applicant together with a full assessment of the applicant's relationship to Ulster University. The Panel will provide a report of this assessment to inform a decision on admission. The volume of published work required in each instance is subject to individual faculty and or subject requirements.

2.7 Decisions relating to admission will be made by either the Board of the Faculty (for normal admission(s)) or by the Doctoral College Board on the recommendation of the Board of the Faculty (for exceptional admission(s)) on behalf of the Senate.

2.8 The programme of work to be undertaken shall be approved and a supervisor or supervisors appointed in accordance with the guidelines in advance of registration.

3. Registration and Enrolment

3.1 Initial enrolment shall take effect from the first day of the particular month in any year.

3.2 The University may refuse candidates permission to enrol if they are registered for another award of the University or with another academic or professional institution.

3.3 Once enrolled as a PhD researcher a candidate may not register for another award of the University or with another academic or professional institution without prior approval of the Senate.

4. Duration of Programme

4.1 A candidate for the degree of PhD by Published Work shall normally be required to complete a minimum period of part-time study lasting for six months. Published work and a thesis shall be submitted for examination not later than twelve months from admission.

4.2 A reduction of the period specified above or, in exceptional circumstances, an extension may be granted.

4.3 The Senate may grant a candidate leave of absence for a specified period.

5. Submission of Thesis and Published Work

5.1 A candidate for the degree of PhD by published work shall, on completion of the required period of registration, submit the published work, or in the case of non-text output, documentary evidence relating to the published work, which the candidate wishes to be considered and a thesis of between 10,000 and 20,000 words in length (excluding appendices, footnotes, bibliographies and diagram(s)). The thesis must demonstrate that the published work makes a significant and coherent contribution to knowledge.

5.2 A candidate shall give The Doctoral College three months' notice in writing of submission of the thesis and published work, and shall at the same time provide the exact title of the thesis.

5.3 Theses, and supporting material if applicable, shall be presented in accordance with rules approved by the Senate.

6. Appointment of Examiners

- 6.1 The Doctoral College Board under delegated authority from the Senate shall appoint one or more internal examiners and nominate, for approval by Council, one or more external examiners except as provided for in Section 7.5.
- 6.2 The candidate's supervisor shall not be appointed as an examiner.
- 6.3 One supervisor may attend the oral examination at the consent of the candidate who shall select a named supervisor of their choice from the Supervisory Team. The supervisor shall not contribute to discussions at the oral examination unless specifically asked to do so by the Chairperson. The candidate shall not ask the supervisor to speak, and neither the candidate nor the named supervisor shall be present when any discussions with regard to the decision to award the degree, or otherwise, are taking place.
- 6.4 An external examiner must not have published with any of the candidate's supervisors in the preceding three years.
- 6.5 The examiners shall adjudicate on the published work and the thesis and, save in exceptional circumstances, shall examine the candidate orally on the work submitted and on the field of study in which the research lies.
- 6.6 Where an oral examination is to be held the Senate shall appoint a senior member of academic staff to act as Chairperson of the Board of Examiners. The Chairperson shall not be an examiner.

7. Examination

- 7.1 Candidates for the degree of PhD by Published Work are required to have presented satisfactory published work and a thesis, and have demonstrated the significant and coherent contribution to knowledge made by the published work.
- 7.2 Following receipt of the published work and thesis the examiners shall present independent written reports to the Doctoral College prior to the oral examination. These reports shall not be made available to the other examiner(s) until all reports have been received by the Doctoral College; they shall not be available to the candidate or the supervisor.
- 7.3 The examiners may, exceptionally, recommend to the Senate in their reports that the requirement for an oral examination should be waived. Where no oral examination is to be held the Board of Examiners shall meet to agree its joint report and recommendation in accordance with 7.4 and 7.6.
- 7.4 Following the adjudication of the published work and the thesis the members of the Board of Examiners shall, where they are in agreement, present a joint report and recommendation for the award or otherwise of the degree. Where the examiners are not in agreement separate reports and recommendations shall be made.
- 7.5 Where the recommendation of the Board of Examiners is not unanimous, the Senate may:
 - (a) accept the recommendation of the external examiner(s); or
 - (b) require the appointment of a new Board of Examiners and convene a further oral examination.

- 7.6 For a submission for the degree of PhD by published work the report of the Board of Examiners shall recommend:
- (a) that the degree should be awarded; or
 - (b) that the degree should be awarded subject to minor corrections to the thesis being made, or to clarifications and/or enhancements being completed, to the satisfaction of the internal examiner within three months of the oral examination in accordance with the definition of 'minor corrections' as detailed in the Handbook for Examiners; or
 - (c) that the degree should be awarded subject to corrections to the thesis being made to the satisfaction of the internal examiner within six months of the oral examination in accordance with the definition of 'corrections' as detailed in the Handbook for Examiners; or
 - (d) that the candidate should be re-examined within twelve months, which may include the submission of a revised thesis and published work and an oral examination; or
 - (e) that the candidate should be permitted to re-apply as a candidate for the degree after a period of not less than five years; or
 - (f) that the degree should not be awarded and no resubmission permitted.
- 7.7 Candidates may not apply for the degree of PhD by Published Work on more than two occasions.

8. Review of Decision

A candidate who is deemed under section 7 not to be eligible for the award of a degree may ask for their case to be reviewed. Provided that the candidate lodges a request in writing to the Doctoral College within one month of the approval of the recommendation of the Board of Examiners in accordance with procedures laid down by the Senate, the case shall be reviewed and the initial decision confirmed or amended.

9. Plagiarism

It is a requirement that all assessment material, including the final thesis, be presented as one electronic file in order to facilitate the use by examiners of software designed to detect plagiarism. For this purpose, candidates should use industry standard software, in the production of theses and should submit an electronic file on an easily readable medium.

Appointment of Supervisors

1. The candidate shall be supervised by two or more supervisors working as a team and shall be appointed by the Senate on the recommendation of the Faculty. This Supervisory Team shall include a Chair, who in addition to providing a supervisory role in relation to the candidate's research shall deal with all administrative matters relating to the degree programme, take responsibility for all formal reporting and setting up the oral examination.
2. The Team shall also include at least one supervisor who has successfully supervised to completion at doctoral level and at least one supervisor who is a current Research Institute member or who has a track record of achievement in research consistent with inclusion in the REF.
3. Other team members can include academic and research staff with specialist knowledge in the research area or who have extensive experience in research

supervision. All team members shall have the ability to demonstrate expertise in the project area.

4. All team members shall hold a doctoral level qualification or in exceptional circumstances, the Team can include one member who is able to demonstrate considerable equivalent experience. Supervisors who have not supervised to successful completion shall receive training in supervision prior to appointment or as soon as possible thereafter.
5. The Supervisory Team shall normally comprise two or three supervisors only.
6. Where collaboration has been arranged with another establishment, this establishment will normally appoint an additional supervisor.
7. A person who is registered for a research degree shall not normally be permitted to take on duties as a supervisor for a research student.
8. Should it be necessary, either on academic or other grounds, for a supervisor to be changed, approval of the Senate must be sought.
9. Where a supervisor cannot be appointed in accordance with the requirements of this section the Senate may make special arrangements for supervision.

Rules for the Final Presentation of Theses and Published Work following examination

1. A thesis submitted for the degree of PhD by Published Work shall be between 10,000 and 20,000 words in length (excluding appendices, footnotes, bibliographies and diagram(s)). The thesis must demonstrate that the published work makes a significant and coherent contribution to knowledge. These limits shall be strictly enforced and only in exceptional circumstances shall permission be granted for presentation of theses outside these limits. The published work or, in the case of non-text output documentary evidence relating to the published work must be submitted with the thesis.
2. One printed copy of each complete PhD thesis must be lodged with the Doctoral College and shall be forwarded to the lead supervisor. The thesis shall be securely bound and a summary or abstract of the work not exceeding 300 words in length shall form part of the thesis. The abstract shall be in a form suitable for publishing in learned journals. Additionally, an electronic version of the thesis shall be submitted for online distribution. No degree will be awarded until both the bound and electronic copies have been received. The Senate shall approve guidelines for the presentation of theses and supporting material.
3. The thesis must include a statement of the candidate's objectives and must acknowledge published or other sources of material and any assistance received.
4. Where a candidate's research programme is part of a collaborative group project the thesis must indicate clearly the candidate's individual contribution and the extent of the collaboration.
5. Any part of the work which has been previously submitted for any other degree must be clearly indicated in the thesis.
6. Where permission has been granted to a candidate to present a thesis in a language other than English, an appropriate digest of the thesis written in English must also be submitted. This digest should consist of a summary of the introductory material,

followed by a brief account of the contents of each chapter, and finally a statement of the general conclusions.

7. The copyright of the thesis shall be held by the University but shall be returned to the candidate following implementation of appropriate intellectual property protection measures.
8. A candidate or collaborating establishment may apply for the thesis to remain confidential for a period of time after completion of the work. The period approved shall not normally exceed two years. This regulation shall not apply to the abstract.
9. It is a requirement that the thesis be presented in electronic format to enable storage and be made available, by the library, through the Ulster Institutional Repository and/or EThOS under the terms of the Ulster eTheses Deposit Agreement. For this purpose, candidates should use industry standard software in the production of the thesis and submit the final digital copy in PDF format and as a single file where possible.

Regulations for the Degree of Doctor of Medicine (MD) and Associated Rules and Guidelines

1. The degree of Doctor of Medicine

- 1.1 The degree of MD is awarded after successful completion of an approved programme of research and related studies and submission of a thesis to the satisfaction of the examiners.

2. Admission

- 2.1 Candidates who have held a medical qualification registerable with the General Medical Council for at least three years are eligible for admission.
- 2.2 Decisions relating to admission will be made by either the Board of the Faculty (for normal admissions) or by the Doctoral College Board on the recommendation of the Board of the Faculty (for exceptional admissions) on behalf of the Senate. The programme of work to be undertaken shall be approved and a supervisor or supervisors appointed in accordance with the guidelines in advance of registration. An additional supervisor working in a clinical environment may be appointed where this is necessary for the conduct of the programme of work.
- 2.3 The programme of work approved for applicants shall be such that they shall be enabled to acquire competence in the methods of research and scholarship and to display originality and sustained independent effort.
- 2.4 An applicant who wishes to undertake a programme of work leading to the presentation of a thesis accompanied by material in other than written form shall seek the prior approval of the Senate.

3. Registration and enrolment

- 3.1 Initial enrolment shall take effect from the first day of the particular month in any year. Candidates shall enrol annually thereafter.

- 3.2 The University may refuse candidates permission to enrol if they are registered for another award of the University or with another academic or professional institution.
- 3.3 Once enrolled for the degree of MD, a candidate may not register for another award of the University or with another academic or professional institution without prior approval of the Senate.
- 3.4 Continued enrolment shall be subject to annual confirmation of satisfactory performance as assessed by a written report and an oral presentation to senior staff appointed by the Board of the Faculty.

4. Duration of programme of work

- 4.1 A candidate for the degree of MD shall normally be required to complete a period of full-time study not exceeding three years or a period of part-time study not exceeding five years, by the end of which time the thesis shall have been submitted, subject to 4.2 below.
- 4.2 A reduction of the periods specified above or, in exceptional circumstances, an extension may be granted.
- 4.3 Where a candidate is registered as a full-time candidate and during the period of study wishes to change the registration to that of a part-time candidate, or vice versa, the remaining period of study shall be determined by the Senate.

5. Progress

- 5.1 Supervisors shall approve the plan of work of their candidates and shall monitor their progress in line with the requirements of the faculty in which the student is registered. A candidate who wishes to modify the programme of work from that agreed at the time of admission shall seek the approval of the Board of the Faculty.
- 5.2 Within three months of initial registration all candidates and supervisors will consider the need for ethical approval and make a formal application if necessary. Where an application for ethical approval is not deemed necessary at this stage, a review of the project shall be completed on a regular basis, with a view to making an application if necessary.
- 5.3 Candidates and supervisors shall submit separate progress reports on or before 1 May each year. These reports will be considered at a formal meeting of the Board of the Faculty where decisions on each candidate's progression to the next year of study will be made.
- 5.4 A candidate who fails to submit a progress report, or whose progress is deemed unsatisfactory, may be required to discontinue their studies.
- 5.5 The Board of the Faculty may grant a candidate leave of absence for a specified period.

6. Study away from the University

- 6.1 A candidate may be permitted to carry out part of their study away from the University provided that the arrangements are acceptable to their supervisor or supervisors. A period of absence of more than three months, except where the work is being carried

out in an approved collaborating establishment, shall require the prior approval of the Board of the Faculty.

7. Submission of thesis

- 7.1 A candidate for the degree of MD shall, normally during the three months preceding the end of the period of study, submit a thesis embodying the results of their work. The thesis must deal with the field of research originally approved or such other field of research as may have been subsequently approved.
- 7.2 A candidate shall give the Doctoral College three months' notice in writing of submission of the thesis and shall at the same time provide the exact title of the thesis.
- 7.3 Theses, and supporting material if applicable, shall be presented in accordance with rules approved by the Senate. These rules may be found in the Notes of Guidance for the Presentation of Theses for Research Degrees.

8. Appointment of examiners

- 8.1 The Doctoral College Board under delegated authority from the Senate shall appoint one or more internal examiners and nominate, for approval by Council, one or more external examiners except as provided for in Section 9.5.
- 8.2 The candidate's supervisor shall not be appointed as an examiner.
- 8.3 One supervisor may attend the oral examination at the consent of the candidate who shall select a named supervisor of their choice from the Supervisory Team. The supervisor shall not contribute to discussions at the oral examination unless specifically asked to do so by the Chairperson. The candidate shall not ask the supervisor to speak; and neither the candidate nor the named supervisor shall be present when any discussions with regard to the decision to award the degree, or otherwise, are taking place.
- 8.4 Where a candidate is not a member of staff of the University, there shall be one internal and one external examiner, except in exceptional circumstances and subject to the case being approved by the Doctoral College Board.
- 8.5 Where the candidate has been a full-time member of staff of the University for a period exceeding two years the Senate may appoint one internal examiner and shall nominate, for approval by Council, two external examiners.
- 8.6 An external examiner must not have published with any of the candidate's supervisors in the preceding three years.
- 8.7 The examiners shall adjudicate on the thesis and, save in exceptional circumstances, shall examine the candidate orally on their programme of work and on the field of study in which the performance lies.
- 8.8 Where an oral examination is to be held the Senate shall appoint a senior member of academic staff to act as Chairperson of the Board of Examiners. The Chairperson shall not be an examiner.

9. Examination

- 9.1 Candidates for the degree of MD are required to have undertaken successfully an investigation and evaluation or a critical study of their approved topic, to have presented a satisfactory thesis, to have demonstrated their understanding of the context and significance of the work, and to have completed successfully a programme of work which results in a significant contribution to knowledge.
- 9.2 Following receipt of the thesis the examiners shall present independent written reports to the Doctoral College prior to the oral examination. These reports shall not be made available to the other examiner(s) until all reports have been received by the Doctoral College. They shall not be available to the candidate or the supervisor.
- 9.3 The examiners may, exceptionally, recommend to the Senate in their reports that the requirement to hold an oral examination should be waived. Where no oral examination is to be held the Board of Examiners shall meet to agree its joint report and recommendation in accordance with 9.4 and 9.6.
- 9.4 Following the adjudication of the thesis and the oral examination, the members of the Board of Examiners shall, where they are in agreement, present a joint report and recommendation for the award or otherwise of the degree. Where the examiners are not in agreement separate reports and recommendations shall be made.
- 9.5 Where the recommendation of the Board of Examiners is not unanimous, the Senate may:
- accept the recommendation of the external examiner(s); or
 - require the appointment of a new Board of Examiners and convene a further oral examination.
- 9.6 For a submission for the degree of MD the report of the Board of Examiners shall recommend:
- that the degree should be awarded; or
 - that the degree should be awarded subject to minor corrections to the thesis being made, or to clarifications and/or enhancements being completed, to the satisfaction of the internal examiner within three months of the oral examination in accordance with the definition of 'minor corrections' as detailed in the Handbook for Examiners; or
 - that the degree should be awarded to corrections to the thesis being made to the satisfaction of the internal examiner within six months of the oral examination in accordance with the definition of 'corrections' as detailed in the Handbook for Examiners; or
 - that the candidate should revise and resubmit the thesis for the degree of MD; or
 - that the degree should not be awarded and no resubmission permitted.
- 9.7 One resubmission may be permitted, subject to the following:
- a candidate shall submit for re-examination within the period of one year from the date on which permission for re-examination was granted;
 - the examiners shall give the candidate guidance on the deficiencies of the first submission;
 - the appointment of an additional external examiner may be required for the re-examination;
 - the examiners may exempt the candidate from repeating any part of the original examination which was deemed to be satisfactory.

- 9.8 Where the examiners' recommendation is that the degree should not be awarded and no further submission should be accepted, an indication of the deficiencies of the work shall be given.

10. Review of decision on progress

A candidate whose studies have been discontinued under section 5, or who is deemed under section 9 not to be eligible for the award of a degree, may ask for their case to be reviewed. Provided that the candidate lodges a request in writing to the Doctoral College within one month of the approval of the recommendation of the Faculty or of the Board of Examiners in accordance with procedures laid down by Senate, the case shall be reviewed and the initial decision confirmed or amended.

11. Remunerative employment

A full-time candidate for a degree of MD shall not undertake or continue any remunerative employment unless:

- a. The work consists of demonstrating within the University or teaching or other forms of work directly related to the candidate's programme of work, and
- b. the total demand on the candidate's time, including preparation and travelling, does not exceed six hours a week unless they have obtained the prior approval of the Senate.

12. Members of staff of the University

Members of the full-time staff of the University may undertake postgraduate study leading to a degree of MD on a part-time basis only.

13. Intellectual Property

As a precondition of registration for the degree of MD all candidates will be required, prior to or at the time of enrolment, to sign agreements which will, or will oblige them in the future to assign to the University their rights in any intellectual property IP arising from their studies. Where research by a candidate registered for MD results in an invention and/or creative work, whether by the candidate working on their own or as a member of a team, exploitation of the invention and/or creative work shall be subject to the University's Intellectual Property Policy and Procedures, which provides, amongst other things, incentive and reward schemes should the IP be successfully exploited. If the University does not wish to exploit the IP, provisions are available for the re-assignment of such IP back to the candidate by the end of their studies, subject to any obligations of confidentiality assumed by the University and/ or the candidate in relation to the IP.

The copyright of the candidate's thesis will be held by the University, but will, subject to the University's Intellectual Property Policy and Procedures, be returned to the candidate at the end of their studies. Should the copyright in the thesis relate to any IP which has been disclosed to the University's IP Manager by the candidate and/or their supervisor during or at the end of the study, and should the University wish to exploit such IP, a Student Declaration of Confidentiality may be applied to the thesis for a prescribed period to provide sufficient time for the implementation of appropriate intellectual property protection measures. The candidate will at all times retain copyright as an author in any papers written in relation to their thesis for publication purposes. This is subject to the candidate at all times complying with their obligation

not to submit any such papers for publication which may contain potentially exploitable IP without the prior approval of the University's IP Manager.

The University reserves the right to retain a copy of the thesis, in written or digital format, in the University Library. The University reserves the right to be granted a non-exclusive royalty-free perpetual licence by the candidate for use of their thesis for non-profit academic purposes such as teaching, research and general internal use if deemed appropriate, subject always to the University's obligation to respect the moral rights of the candidate in relation to such copyright material.

14. Plagiarism

It is a requirement that all assessment material, including the final thesis, be presented as one electronic file in order to facilitate the use by examiners of software designed to detect plagiarism. For this purpose, candidates should use industry standard software, in the production of theses and should submit an electronic file on easily readable medium.

15. Deposit of raw data and samples

In accordance with the requirements of the University Code of Practice for Professional Integrity in the Conduct of Research each candidate must deposit all raw data and samples with their supervisor prior to final presentation of the thesis. A statement confirming that the supervisor is content that all appropriate materials have been deposited must be presented to Doctoral College at the time of submission.

Guidelines for Appointment of Supervisors

1. The candidate shall be supervised by two or more supervisors working as a team and shall be appointed by the Senate on the recommendation of the Faculty. This Supervisory Team shall include a chair, who in addition to providing a supervisory role in relation to the student's research shall deal with all administrative matters relating to the degree programme, take responsibility for all formal reporting and setting up the oral examination.
2. The Team shall also include at least one supervisor who has successfully supervised to completion at doctoral level and at least one supervisor who is a current Research Institute member or who has a track record of achievement in research consistent with inclusion in the REF.
3. Other team members can include academic and research staff with specialist knowledge in the research area or who have extensive experience in research supervision. All team members shall have the ability to demonstrate expertise in the project area.
4. All team members shall hold a doctoral level qualification or in exceptional circumstances, the Team can include one member who is able to demonstrate considerable equivalent experience. Supervisors who have not supervised to successful completion shall receive training in supervision prior to appointment or as soon as possible thereafter.
5. The Supervisory Team shall normally comprise two or three supervisors only.
6. A person who is registered for a research degree shall not normally be permitted to take on duties as a supervisor for a research student.

7. Should it be necessary, either on academic or other grounds, for a supervisor to be changed, approval of the Senate must be sought.
8. Where a supervisor cannot be appointed in accordance with the requirements of this section the Senate may make special arrangements for supervision.

Rules for the Presentation of Theses

1. One printed copy of each complete MD thesis must be lodged with the Doctoral College and shall be forwarded to the lead supervisor. The thesis shall be securely bound and a summary or abstract of the work not exceeding 300 words in length shall form part of the thesis. The abstract shall be in a form suitable for publishing in learned journals.

Additionally, an electronic version of the thesis shall be submitted for online distribution. No degree will be awarded until both the bound and electronic copies have been received. The Senate shall approve guidelines for the presentation of theses and supporting material.

2. A thesis submitted for the degree of Doctor of Medicine shall not exceed 100,000 words in length, excluding in cases appendices, footnotes, bibliographies and diagrams. These limits shall be strictly enforced and only in exceptional circumstances will permission to exceed them be granted.
3. Faculties may recommend lower lengths as standard within an academic discipline.
4. The thesis must include a statement of the candidate's objectives and must acknowledge published or other sources of material and any assistance received.
5. Where a candidate's research programme is part of a collaborative group project the thesis must indicate clearly the candidate's individual contribution and the extent of the collaboration.
6. Any part of the work which has been previously submitted for any other degree must be clearly indicated in the thesis.
7. Where permission has been granted to a candidate to present a thesis in a language other than English, an appropriate digest of the thesis written in English must also be submitted. This digest should consist of a summary of the introductory material, followed by a brief account of the contents of each chapter, and finally a statement of the general conclusions.
8. The copyright of the thesis will be held by the University but will be returned to the candidate following implementation of appropriate intellectual property protection measures.
9. A candidate or collaborating establishment may apply for the thesis to remain confidential for a period of time after completion of the work. The period approved shall not normally exceed two years. This regulation shall not apply to the abstract.
10. It is a requirement that the thesis be presented in electronic format so they can be stored and made available, by the library, through the Ulster Institutional Repository and/or EThOS under the terms of the Ulster eTheses Deposit Agreement. For this purpose, candidates should use industry standard software in the production of thesis and submit the final digital copy in PDF format and as a single file where possible.

Regulations for the Degrees of Doctor of Letters (DLitt) and Doctor of Science (DSc), Doctor of Fine Arts (DFA) and Doctor of Laws (LLD)

Preamble

Section 2 of the Ordinance on Degrees, Diplomas, Certificates and Other Academic Distinctions (Ordinance XXIV states: "The University may confer the following degrees upon graduates or members of staff of the University in recognition of distinguished contributions to scholarship or original research: Doctor of Fine Arts (DFA), Doctor of Laws (LLD), Doctor of Letters (DLitt) and Doctor of Science (DSc). Applications for the degrees of DFA, LLD, DLitt or of DSc may be submitted not less than six years after first graduation in the University, or in the case of members of staff who are not graduates of the University, not less than six years after taking up appointment. Periods since graduation on completion of a degree course at the New University of Ulster or the Ulster Polytechnic, or since appointment as a member of staff of either institution, may be accepted for the purpose of meeting this requirement. The procedures for the consideration of applications for higher doctorates shall be prescribed in regulations.

The degree of DLitt, DSc, DFA or LLD is awarded only for published work or other public output that is of an exceptional standard containing original contributions to the advancement of knowledge in a specific field of enquiry. The published work or other public output should provide evidence of a sustained, consistent and coherent contribution to the field of enquiry that has been established over a number of years and that has led to the development or extension of the field by other researchers.

Admission requirements

1. Applications for the degree of DLitt, DSc, DFA or LLD may be submitted not less than six years after first graduation in the University, or in the case of members of staff who are not graduates of the University, not less than six years after taking up appointment.
2. Applications shall be based on completed research. For this purpose 'research' is to be understood as original investigation undertaken in order to gain knowledge and understanding. It includes scholarship; the invention and generation of ideas, images, performances and artefacts including design where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products, and processes, including design and construction. It excludes routine testing and analysis of materials, components and processes. The dissemination of the results of the research shall have taken place in the form of books or of articles in academic journals of recognised standing or of conference papers, or, in the performing and creative arts, work which may be non-text based. In all cases documentary evidence relating to the research output must be available and for the purpose of these Regulations the work to be submitted shall be referred to as 'the published work or other public output'.
3. Applications shall be accompanied by the following:
 - a) details of the published work or other public output which the applicant wishes to be considered;
 - b) a statement, of between 1,000 and 2,000 words, setting in context each item of published work and indicating how and in what respect these items have made a significant and coherent contribution to knowledge;

- c) a statement indicating the extent to which the published work or other public output has been carried out by the candidate and a clear indication of any parts of the published work which have been carried out in collaboration or which have been submitted previously for any other degree or qualification. Further, if the published work is the result of collaborative research, a statement must, where possible, be provided by the collaborating researcher(s) confirming the contribution made to the research by the candidate.
- 4. Consideration of the quality and quantity of the published work or other public output presented by the candidate at application shall be made by a panel to comprise the relevant Research Director, Associate Dean (R&I), and one or more subject specialists. This panel shall inform the decision on the candidate's admission for examination.
- 5. Decisions relating to admission shall be made by either the Board of the Faculty (for normal admission(s) or by the Doctoral College Board on the recommendation of the Board of the Faculty (for exceptional admission(s) on behalf of the Senate
- 6. The Research Director or appropriate nominee shall be appointed as supervisor in advance of registration for the purposes of locating the candidate within a research group and to take action in relation to administrative aspects of the candidate's registration.

Appointment of Examiners

The Senate shall nominate, for appointment by the Council, at least two external examiners and one internal examiner. In addition a Chair shall be appointed who shall take action necessary in order to process the application through the University's procedures for examination of research degrees.

Submission for Examination

Submissions for the degree of DLitt, DSc, DFA or LLD shall be sent to the Doctoral College and shall be accompanied by three sets of the following documents:

- (a) copies of each of the publications which the candidate wishes to be considered;
- (b) a statement not exceeding 20,000 words showing the relationship between the various studies and indicating how far and in what respect the contributions appear to them to advance the study of their subject;
- (c) a summary of this statement not exceeding 300 words;
- (d) a statement indicating the extent to which the work has been carried out by the candidate above;
- (e) a clear indication of any parts of the work which have been carried out in collaboration or which have been previously submitted for any other degree;
- (f) such additional material as may be specified by the University.

Examination Outcomes

The examiners may recommend:

- (a) that the degree should be awarded;
- (b) (that the candidate should be permitted to re- apply for the degree after a period of not less than five years; or
- (c) that the degree should not be awarded.

A candidate may not apply for either degree on more than two occasions.

One set of the documents submitted by each successful candidate shall be retained by the University.

Notes of Guidance for the Presentation of Theses for Research Degrees¹

Submission of theses for Examination

A candidate for a research degree (including MPhil, PhD, and Doctor of Medicine) who is not a member of staff of the University should submit two temporarily bound copies of the thesis for examination in the first instance. Candidates who have been full-time member of staff for a period exceeding two years, or part-time equivalent, should submit three copies.

At the same time, candidates should submit a full copy of the thesis in electronic format in PDF to the Doctoral College and should also prepare to submit the thesis through Turnitin plagiarism detection software (available through Blackboard/ Courses/PhD Researcher Turnitin). Candidates should then submit the output report to the Doctoral College along with the e-version of the thesis. Electronic copies of the thesis will be distributed by the Doctoral College to the Supervisory Team and the Chair of the Board of Examiners. The examiners may receive an electronic version of the thesis on request. Note that in all cases industry standard software, e.g. Microsoft Word, should be used to produce the text of the thesis and any appendices in text form.

Final submission of theses

Once the Board of Examiners are satisfied that a candidate has met the requirements of the award and any amendments have been approved by the Internal Examiner, the candidate should submit one final bound copy and one final electronic version to the Doctoral College (this will be sent to the Chair of the Supervisory Team), along with the Ulster EThesis Deposit Agreement.

Presentation Guidelines

The following guidelines should be adhered to when formatting the thesis, for both submission for examination and for final copies.

1. Paper quality and typographical detail

A4 size white paper, of good quality (see end-note 1), should be used; both sides of the paper may be used for printing; however, should only one side be used, this should appear as the right hand page (recto(s)).

The size of character used in the main text, including displayed matter and notes, should be not less than 2.0mm for capitals and 1.5mm for x-height (height of lower case (x)).

2. Method of Production

The presentation should be a permanent and legible form in typescript or print with uniform density of type (see end-note 2) and drawings and sketches in black ink. Colour may be used in illustrations only if it is necessary to improve scientific clarity. Copies, produced by xerographic or comparably permanent processes, should be clearly legible and capable of photographic reproduction.

¹ These are generally in line with the British Standard recommendations for the presentation of theses and dissertations (BS4821:1990)

3. Lay-out

Margins at the binding edge should be not less than forty millimetres and other margins not less than twenty millimetres. Double or one-and-a-half spacing should be used in the typescript, except for indented quotations or footnotes where single spacing may be used. Quoted matter which is displayed, normally more than thirty words, should be indented 5 millimetres to 10 millimetres.

4. Numbering of Pages

Pages should be numbered consecutively through the thesis, including appendices but excluding photographs and/or diagrams which are not embodied in the text.

Introductory pages may be in numerals, separate from the main text. Page numbers should preferably be located in the top outer corner of each page.

5. Introduction of Thesis

The following preliminaries to the thesis shall be presented in the order listed:

(a) Title Page

The title page shall give the following information in the order listed:-

- i. the full title of the thesis and the sub-title if any;
- ii. the total number of volumes if more than one, and the number of the particular volume;
- iii. the full name of the author and full details of their degree;
- iv. the Faculty, and the University's name e.g. Faculty of Life and Health Sciences of Ulster University;
- v. the degree for which the thesis is submitted;
- vi. the month and year of submission of the thesis; and
- vii. a statement regarding the total word count of the thesis (I confirm that the word count of this thesis is less than 100,000 (or 60,000 for MPhil) word(s) excluding the title page, contents acknowledgements, summary or abstract, abbreviations, footnotes, diagrams, maps, illustrations, tables, appendices, and references or bibliography.

(b) Contents

(c) Acknowledgements

The candidate shall acknowledge any assistance received. Where the research programme is part of a collaborative group project the candidate's individual contribution and the extent of the collaboration must be clearly indicated. Any part of the work which has been previously submitted for any other degree must also be clearly indicated in the thesis.

Articles which have appeared in journals to which the copyright has been assigned should not be included within the thesis without the express permission of the journal.

(d) Abstract

There shall be an abstract of the work not exceeding 300 words in length. This shall provide a synopsis of the work and shall state clearly the nature and scope of the research undertaken and of the contribution made to the knowledge of the subject treated. There should be a brief statement of the method of investigation where

appropriate, an outline of the major divisions or principal arguments of the work and a summary of any conclusions reached.

(e) **Abbreviations**

Where abbreviations are used a key shall be provided. Abbreviations may be used at the discretion of the author. For an abbreviation not in common use, the term shall be given in full at the first instance followed by the abbreviation in brackets.

6. Footnotes

The manner of presentation of footnotes shall follow the accepted practice of the Faculty in which the author is enrolled.

7. Diagrams, Maps, Illustrations, Published Papers, Tables

(a) **Binding**

Whenever practicable diagrams, maps, illustrations, published papers and tables shall have a binding margin of at least forty millimetres and should if possible be bound in the thesis near the appropriate text.

(b) **Photographic Print**

Photographic print shall be on single weight paper or permanently mounted on cartridge paper for binding and shall be securely fixed in the thesis.

(c) **Other Illustrative Material**

Other material which cannot conveniently be bound in the text may be placed in a pocket to be attached to the inside back cover by the book binder. A list of the materials contained within the pocket must be securely affixed to it.

(d) **Numbers and Captions**

The numbers and captions shall be at the bottom of the illustrations. The top of an illustration which is bound sideways shall be to the left of the page.

(e) **Tables**

Tables shall be numbered consecutively throughout the text. The method of numbering shall be distinct from that used for other material. There should also be a title for each table which should follow a number.

9. End Matter

(a) **Appendices**

Appendices shall follow the main text and precede the index (if provided). Appendices may consist of supporting material of considerable length or of lists, publications, tables or other evidence which, if included in the main text, would interrupt its flow.

(b) **List of References**

In arranging the list of references, the author should adopt the accepted practice of theses submitted in the author's Faculty.

10. Binding

(a) Cloth

Cloth shall be of buckram with colours as follows:

PhD (Red 535)

MPhil (Green 557)

Samples of the colours used can be seen in the Library on application to the Librarian or through the Doctoral College. Theses must be bound in colours identical to these.

(b) Lettering

Gold lettering shall be used on the spine, giving the following information:

- i. Year of submission e.g. 2018
- ii. Degree e.g. PhD
- iii. Author's initials and name e.g. A.N.Other

Note: (i) and (ii) should run across the spine, the bottom of the lettering being 20 millimetres and 50 millimetres from the top of the spine. The author's name should run from top to bottom of the spine, beginning 80 millimetres from the top of the spine.

If work consists of more than one volume, the spine shall also bear the number of each volume.

(c) Responsibility for Binding of Theses

The transaction between the author of a thesis and a bindery is entirely personal and Ulster University will not act as agent.

End-Notes

1. Recommended Paper
A4 within the range 70 gsm to 100 gsm.

Paper for mounting photographs or other material

Any paper, preferably white, not below 120 gsm and not above 200 gsm.

Gsm = Grams per square metre; the higher the value the thicker the paper.