



Hull York Medical School

## Regulations for the degree of Doctor of Medicine (M.D.)

<b>Approval Process:</b>	
Committee	Outcome/Date of approval
Postgraduate Research Board	
HYMS Quality Committee	
HYMS Board of Studies	
HYMS Joint Senate Committee	10 <sup>th</sup> October 2013
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Responsibility to update:	Chair of Postgraduate Research Board

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To obtain these Regulations in an alternative format:  
Contact the HYMS Quality Officer.

The following regulations apply to all higher degrees classified as M.D.

## **I. Qualifications for admission to the degree**

- 1.1. To be eligible for registration for the M.D. degree, a candidate must:
- 1.1.1 have obtained either an M.B. or B.S. degree from a UK medical school or equivalent or hold a medical degree from any other university that is recognised for registration by the General Medical Council of the United Kingdom;
  - 1.1.2 have been practising medicine for a minimum of two years after graduation;
  - 1.1.3 where appropriate, evidence of proficiency in English Language: able to speak, understand and write in English with an IELTS or equivalent score of not less than 7.0, with at least 5.5 in each element. For certain programmes, it may be necessary to stipulate additional language proficiencies. In such cases these will be agreed as part of the programme approval and published as a requirement of admission to the course.

## **2. Application and admission to the degree**

- 2.1. Application and admission to the degree shall be in accordance with the *HYMS Code of Practice on Postgraduate Admissions for HYMS programmes governed jointly by the University of Hull and the University of York*.

## **3. Standards and criteria**

- 3.1. A thesis for the M.D. degree must deal with medicine or any branch of medicine or medical science. It must:
- 3.1.1 Demonstrate a substantial programme of independent research leading to an original contribution;
  - 3.1.2 Address diagnosis or management in a clinical environment;
  - 3.1.3 Have a well-defined research question;
  - 3.1.4 Employ methods appropriate to the enquiry;
  - 3.1.5 Provide a literature review;
  - 3.1.6 Ensure that any research involved in the thesis has been scrutinised by the appropriate ethics committee before it is undertaken. If HYMS or either awarding University is not satisfied on this point the degree will not be awarded irrespective of the merit of the thesis in other respects.

- 3.2. The thesis should be presented in a clear and scholarly manner in accordance with instructions to candidates for HYMS doctoral degrees. It should not normally exceed 80,000 words, including footnotes, appendices and tables, except with the permission of the HYMS Board of Studies and on the recommendation of the supervisor.
- 3.3. A candidate will not be permitted to submit as a thesis one which has been submitted for a degree or comparable award in this or any other university or institution, but shall not be precluded from incorporating work which they have already submitted for a degree or comparable award in this or any other university or institution in a thesis which covers a wider or substantially different field from that of earlier work, provided that the same is indicated clearly in the current submission.

#### **4. Confirmation of registration**

- 4.1. Candidates will be accepted initially as provisional MD candidates. Nine months after registration, full-time candidates are required to prepare a report and undergo a confirmation viva to assess their progress before confirmation of registration on the M.D. In the case of part-time candidates, the transfer assessment process will normally take place within the first eighteen months of study.
- 4.2. The Thesis Advisory Panel (TAP) will assess the candidate's progress through the report and viva and has the following options:
  - 4.2.1 To recommend transfer to M.D. registration.
  - 4.2.2 To require that the report is revised for reassessment within a period of time of up to six months.
  - 4.2.3 To recommend that the candidature is terminated.
- 4.3. In exceptional circumstances, candidates for the degree of M.D. may be considered for transfer to candidature for the degree of PhD, subject to approval by the Postgraduate Research Board which must be satisfied with the arrangements for the extended work.

#### **5. Period of study and maximum permitted duration including writing up period and extension**

- 5.1. For the degree of MD the prescribed period of study, training and supervision shall extend over a period of either:
  - 5.1.1 Two years full-time or
  - 5.1.2 an equivalent amount of time spent on part-time research to achieve the equivalent of 2 years full-time.

- 5.2. A qualification shall not be awarded to a candidate who fails to complete the thesis for examination by the fifth anniversary of registration for full-time students and an equivalent period as determined by the HYMS Board of Studies for part-time students. This period includes a writing up period (up to 12 months for full-time students, and a period determined by the Postgraduate Research Board on the recommendation of the TAP for part-time students) for which the prescribed writing up fee in force at the time must be paid.
- 5.3. In exceptional circumstances, a candidate may apply for extension approved by the Postgraduate Research Board. Extensions beyond the permitted duration of five years must be approved by the HYMS Board of Studies on the recommendation of the Postgraduate Research Board.
- 5.4. Candidates granted an extension under paragraph 5.3 shall be liable to pay the prescribed extension fee as in force at the time of submission.
- 5.5. A candidate shall be entitled to remission of the extension fee applicable to the year in which the thesis is submitted according to the following scale:
  - 5.5.1 Nine to twelve months before the end of the period of extension: full fee remission.
  - 5.5.2 Five to eight months before the end of the period of extension: two-thirds fee remission.
  - 5.5.3 One to four months before the end of the period of extension: one-third fee remission.
- 5.6. A candidate shall be barred from submitting the thesis unless all fees due have been paid.

## **6. Supervision**

- 6.1. Supervision will be carried out according to the *HYMS Code of Practice on Postgraduate Research Degrees*. A Thesis Advisory Panel (TAP) will be appointed.
- 6.2. In the case of candidates registered part-time, meetings with the supervisor shall be no less than six times per academic session. Before the candidate begins the course, HYMS shall be satisfied that the candidate is able to do this and has adequate facilities to pursue the research, in accordance with the *HYMS Code of Practice on Postgraduate Admissions*.
- 6.3. The candidate shall be prepared, if required, to attend the University for a period not exceeding 28 days per academic session.
- 6.4. The supervisor shall have access to the clinical or laboratory area of the candidate's research in order to examine the candidate's experimental work and facilities.

- 6.5. The supervisor will conduct a needs analysis with the student to determine whether generic or specialist research training is necessary and to make recommendations to the TAP.

## **7. Evidence of satisfactory academic progress**

- 7.1. A system for monitoring the progress of a candidate shall be in place in accordance with criteria prescribed by the HYMS Board of Studies.
- 7.2. HYMS may define specific criteria and procedures through which candidates will be required to demonstrate satisfactory progress throughout the prescribed period of study, provided that such criteria and process shall be provided to candidates in writing no later than the commencement of their prescribed period of study. Criteria and procedures shall be subject to the approval of the Thesis Advisory Panel and the HYMS Board of Studies.
- 7.3. A candidate's prescribed period of study may be terminated on the ground of unsatisfactory progress or unauthorised absence as measured against criteria established in the *HYMS Code of Practice on Termination of Research Degree Programmes*.

## **8. Method of examination**

- 8.1. Candidates shall be examined by means of a thesis on a subject selected by them and approved by their Thesis Advisory Panel. Such a thesis is to be the result of original research and to show an awareness of the relationship of the research to a wider field of knowledge.
- 8.2. A viva voce (oral) examination on the thesis.
- 8.3. The supervisor shall be entitled to attend but not participate in the oral examination with the agreement of the examiners and the candidate.
- 8.4. The examination shall be chaired by a member of academic staff appointed by the Postgraduate Research Board in accordance with the *HYMS Code of Practice Chairing Viva Voce Examinations for research degrees by Thesis / Published work*.
- 8.5. Examination of the thesis shall normally take place within three months of the date of submission.

## **9. Submission of the thesis**

- 9.1. A candidate shall give not less than three months' notice of the expected date of submission of the thesis to the HYMS postgraduate office and shall, at the same time, confirm the precise title of the thesis along with an abbreviated title which shall not exceed six words.

- 9.2. The candidate shall be responsible for ensuring that two copies of the thesis are received by HYMS in accordance with the schedules detailed as appropriate in paragraph 5. Where a candidate fails to submit the thesis by the appropriate deadline, the programme of study shall be deemed terminated without the requirement for examination of the thesis.
- 9.3. Submission shall be in such format as prescribed, from time-to-time, by the HYMS Board of Studies, and subject to the payment of the prescribed fee in force at the time.
- 9.4. In addition to the thesis, the candidate shall submit two copies of a summary of the thesis, which shall not exceed 300 words, and shall be in such format as prescribed, from time to time, by the HYMS Postgraduate Research Board.
- 9.5. The thesis may not exceed 80,000 words, including footnotes appendices and tables, except with the express permission of the HYMS Board of Studies as detailed in regulation 3.2. Applications for an increased word limit shall be made no later than the giving of notice set out in regulation 9.1 above.

## **10. Appointment of Examiners**

- 10.1. The examination shall be conducted by two examiners, at least one of whom shall be an external examiner. Appointment of examiners is made by the HYMS Joint Senate Committee, on the recommendation of the Postgraduate Research Board and Board of Studies. Honorary members of staff of HYMS, and academic members of staff employed by either the University of Hull or the University of York are not permitted to serve as external examiners.
- 10.2. Any candidate who has been a member of staff of either the University of Hull or University of York including members of HYMS honorary staff in the period from the acceptance of an offer to study for the HYMS degree to the date on which the thesis is submitted must normally be examined by two external examiners. Exemption from this requirement may only be made following a specific recommendation from the HYMS Postgraduate Research Board to Board of Studies and Joint Senate Committee demonstrating that there is no conflict of interest in nominating the proposed internal examiner.
- 10.3. The internal examiner shall not be the candidate's supervisor, nor a member of the Thesis Advisory Panel.

## **11. Examiners' Recommendation**

- 11.1. The examiners may make one of the following recommendations:
  - 11.1.1 that the candidate be awarded the degree of Doctor of Medicine.
  - 11.1.2 that the candidate be awarded the degree of Doctor of Medicine subject to corrections being made to the thesis to the satisfaction of the internal

examiner within three months of the date of being informed of the decision of the examiners. The term 'corrections' refers to typographical errors, occasional stylistic or grammatical flaws, corrections to references etc.

- 11.1.3 that the candidate be awarded the degree of Doctor of Medicine subject to amendments. The term 'amendments' refers to certain changes of substance in a specific element or elements of the thesis specified by the examiners. These shall not involve a revision of the whole thesis or of a major proportion of it. The changes must be made to the thesis to the satisfaction of the internal (and an external) examiner within six months of the date of being informed of the decision of the examiners.
- 11.1.4 that the thesis be referred subject to such of the following conditions as the examiners may think appropriate:
  - 11.1.4.1 that the candidate be permitted to submit, on one occasion only, a revised thesis for a second examination, without further research.
  - 11.1.4.2 that the candidate be permitted to submit, on one occasion only, a revised thesis for a second examination, after further research.
  - 11.1.4.3 that the thesis is not of the required standard, but the candidate be awarded if the candidate so wishes, the appropriate Master's degree as determined by the examiners.
  - 11.1.4.4 that the thesis is not of the required standard, but the candidate be awarded if s/he so wishes, an appropriate Master's degree as determined by the examiners, subject to minor corrections which shall be made to the satisfaction of the internal examiner within three months of the date of being informed of the decision of the examiners.
- 11.1.5 that the thesis is not of the required standard and no award be made to the candidate.

## **12. Resubmission**

- 12.1. Where a candidate is permitted to submit on one further occasion in accordance with regulation 11 the candidate shall be responsible for ensuring that two copies of the thesis are received by the HYMS postgraduate office in accordance with the deadline agreed under regulation 11.
- 12.2. The manner of resubmission shall be as required for first submission by regulation 9, save that resubmission shall be subject to the payment of the prescribed resubmission fee in force at the time of resubmission.

- 12.3. Where a candidate fails to submit the thesis by the deadline specified in regulation 5.1 the programme of study shall be deemed terminated without the requirement for examination of the thesis.
- 12.4. A candidate whose thesis is not of the required standard at either at first or second attempt shall be entitled to receive a written statement from the examiners of the way in which the work falls short of the requirements to pass.

### **13. Notifications of results and transcripts**

- 13.1. All candidates shall be entitled to an official acknowledgement on completion provided they are not in debt to either University.