



## **HYMS Regulations for MPhil and PhD by Thesis**

The following regulations apply to all higher degrees classified as MPhil and PhD by Thesis.

### **1. Admission to the degrees**

To be admitted to undertake the degrees of Master of Philosophy or Doctor of Philosophy a candidate shall:

- i) have been admitted to the degree of Bachelor or to the degree of Master of either the University of Hull or York or to the corresponding degree in another university approved by the HYMS Joint Senate Committee (HJSC) for this purpose or have achieved a comparable qualification as approved by the HYMS Joint Senate Committee.
- ii) have satisfied such additional entry requirements as may be approved by the HYMS Board of Studies from time-to-time.
- iii) if not a native speaker, be able to speak, understand and write in English with an IELTS score of not less than 7.0. 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. Duration of period of study**

- i) For the degree of MPhil the prescribed period of study, training and supervision shall extend over a period of either:
  - (1) two years as a full-time student.
  - (2) three years as a part-time student.
- ii) For the degree of PhD the prescribed period of study, training and supervision shall extend over a period of either:
  - (1) three years as a full-time student
  - (2) five years as a part-time student
- iii) The prescribed period of study can be set at a greater length, on application to the HYMS Board of Studies in special circumstances (such as in response to the requirements of the Research Councils). This will require the payment of tuition fees at the rate set for that year.

- iv) Any period of intercalation granted shall be disregarded in determining the prescribed period of study under paragraph i) above.
- v) A research student who teaches in either University for not more than six hours per week shall not for that reason be debarred from being considered as a full-time student for the purposes of this Regulation.

### **3. Standards and criteria**

- i) The degree of MPhil shall be awarded to a candidate who has undertaken a programme of independent research, involving a critical appreciation of the field of study and the background relevant to the work. The candidate must be able to demonstrate originality in the application of knowledge. The research will be presented in a thesis, and defended in a viva voce to the examiners' satisfaction unless a student presents a case for there to be no viva, and the examiners and the HYMS Postgraduate Programme Board agree.
- ii) The degree of PhD shall be awarded to a candidate who has undertaken a substantial programme of independent research, leading to an original contribution to the advancement of knowledge and its interpretation, and involving a critical appreciation of the field of study and the background relevant to the work. The candidate must be able to demonstrate the creation and interpretation of new knowledge. The research will be presented in a thesis and defended in a viva voce to the satisfaction of the examiners.
- iii) The candidate shall present the results of the research in a submission, embodying a thesis of not more than 70,00 words for an MPhil, 100,000 words for a PhD, presented and defended in a clear and scholarly manner.
- iv) The candidate shall demonstrate technical competence in the chosen field, including appropriate knowledge and use of research methods and of a substantial body of other relevant work, and an appreciation of the context and significance of the thesis.
- v) The candidate also has to complete the required number of credits in the Postgraduate Training Scheme: 40 credits for an MPhil and 60 credits for a PhD.

### **4. Supervision**

- i) Supervision of the candidate's thesis shall be conducted in accordance with the HYMS Code of Practice on Postgraduate Research Students.
- ii) Candidates registered full-time should meet with their supervisor no less than nine times, and part-time candidates no less than six times per year. Before the candidate begins the course, the academic unit shall be satisfied that the candidate is able to do this and has adequate facilities to pursue the research.
- iii) Where applicable, the supervisor shall have access to the laboratory in which the candidate's research is being pursued in order to examine the candidate's experimental work and facilities.
- iv) A Thesis Advisory Panel will also be appointed.

**5. Reduction in period of study**

- i) A candidate may be permitted to count towards the period of study and research required by regulation 2 up to one year spent in full-time research at another institution approved by the HYMS Board of Studies for this purpose, provided this work has not already been counted towards another qualification.
- ii) Applications under paragraph i) shall be subject to the approval of the Chair of the Postgraduate Programme Board, on the recommendation of the Thesis Advisory Panel, and the Head of Unit.

**6. Permitted duration for the completion of the training credits and thesis**

A qualification shall not be awarded to a candidate who has not completed training credits and the thesis for examination by the fifth anniversary for full-time and sixth for part-time of initial registration for the degree for an MPhil and within six years, six months of initial registration for a full-time PhD and eight years, six months for a part-time PhD.

**7. Repeating a period**

A candidate shall not be permitted to register for the degree for a second time other than with the approval of the HYMS Board of Studies. Approval shall only be granted where the candidate has demonstrated significant medical or exceptional personal circumstances affecting the period which is sought to be repeated.

**8. Evidence of satisfactory academic progress**

- i) A system for monitoring the progress of a candidate shall be in place in accordance with criteria prescribed by the Postgraduate Programme Board.
- ii) Units 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 Postgraduate Programme Board.
- iii) A candidate's prescribed period of study may be terminated on the ground of unsatisfactory progress as measured against criteria established under paragraph i) provided that the candidate has first been issued with a HYMS Board of Studies Warning, accompanied with written guidance as to what improvement is required and a reasonable time period – of no less than six months - within which to achieve this improvement. The decision to terminate the prescribed period of study shall be made by the Chair of the Postgraduate Programme Board on the recommendation of the Head of Unit and the Thesis Advisory Panel. See HYMS Code of Practice on Research degrees: Termination of programme.
- iv) Where the Unit is satisfied that the candidate is not making satisfactory progress towards achieving a PhD, but may be able to achieve an MPhil, a recommendation may be made to the Chair of the Postgraduate Programme Board that the candidate be transferred to the appropriate Masters degree, with an agreed deadline for submission.

## **9. Method of examination**

The candidate shall be examined by means of:

- i) a thesis on a subject selected by the candidate and approved by the Postgraduate Programme Board; such a thesis to be the result of original research and to show an awareness of the relationship of the research to a wider field of knowledge. A candidate may not submit as a thesis the work for which credits or a qualification of either University or any other institution have been conferred, but shall not be precluded from incorporating such work in a submission which covers a wider, or substantially different field from that of earlier work, provided that the same is indicated clearly in the current submission.
- ii) an oral examination: see HYMS Code of Practice on chairing viva voce examinations for research degrees by thesis.
- iii) an assessment of any additional studies prescribed by the candidate's Unit and notified in writing at the commencement of the prescribed period of study.

## **10. Submission of the thesis**

- i) A candidate shall give not less than three months notice of the expected date of submission of the thesis to the Postgraduate Centre office and shall, at the same time, confirm the precise title of the thesis along with an abbreviated title.
- ii) The candidate shall be responsible for ensuring that two copies of the thesis are received by the HYMS Postgraduate Centre office no later than, for an MPhil within two years, nine months if full-time and three years, nine months if part-time, or for a PhD the fourth anniversary of the commencement of his/her programme of study if undertaken full-time, or sixth anniversary if undertaken part-time. These timings include a writing-up period of one year for MPhil (full- and part-time) and one year (full time) or two years (part-time) for PhD. Extensions may be granted subject to conditions specified in 11 below.
- iii) Submission shall be in such format as prescribed, from time-to-time, by the Postgraduate Programme Board, and subject to the payment of such fees as prescribed by the HJSC.
- iv) A candidate shall be barred from submitting the thesis unless the conditions of regulation 18 have been satisfied.
- v) 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 Postgraduate Programme Board.
- vi) The thesis may not exceed 70,000 words for an MPhil and 100,000 words for a PhD, including footnotes, appendices and tables, except with the express permission of the Postgraduate Programme Board. Applications to exceed the word limit shall be subject to the recommendation of the candidate's supervisor and the Thesis Advisory Panel. Applications shall be made no later than the giving of notice set out in paragraph i).

## **11. Extensions**

- i) A candidate who is unable to submit the thesis for an MPhil within two years, nine months of commencing the degree if full-time and three years, nine months if part-time, for a PhD within four years of commencing the degree if full-time, or six years of commencing the degree if part-time may apply, using the approved application form, to the Postgraduate Programme Board for an extension of up to nine months in the case of an MPhil or one year in the case of a PhD, provided the application is submitted before the expiry of the deadline stated in this paragraph.
- ii) Any grant of extension under paragraph i) shall be made subject to Regulation 6 above and any additional criteria published by the Postgraduate Programme Board.
- iii) Where a candidate fails to submit the thesis by the deadline stated in Regulation 10 or any extended deadline arising from an extension granted in accordance with paragraph i) is not allowed, the programme of study shall be deemed terminated without the requirement for examination of the thesis.

## **12. Extension fees**

- i) Candidates granted an extension under Regulation 11 shall be liable to pay an extension fee as prescribed by HJSC and in force at the time of submission.
- ii) 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:
  - 1 Full-time
    - 1.1 Rebate for submission before three months: 100%
    - 1.2 Rebate for submission before six months: 50%
    - 1.3 Rebate for submission before nine months: 25%
    - 1.4 Rebate for submission before twelve months: 0
  - 2. Part-time
    - 2.1 Rebate for submission within six months: 100%
    - 2.2 Rebate for submission before nine months: 50%
    - 2.3 Rebate for submission before twelve months: 0
- iii) A candidate shall be barred from submitting the thesis unless all fees due under paragraph 0 above have been paid.

## **13. Appointment of examiners**

- i) The examination shall be conducted by one external examiner and one internal examiner, both appointed by the Postgraduate Programme Board from the list approved by HJSC on the recommendation of the Head of the relevant Unit. Examination of the thesis shall normally take place within three months of the date of submission.
- ii) Where the candidate is a member of HYMS staff, two external examiners will be required.
- iii) The internal examiner shall not be the candidate's supervisor, or a member of the Thesis Advisory Panel.

- iv) The supervisor shall be entitled to attend but not participate in the oral examination with the agreement of the examiners and the candidate.
- v) The examination shall be chaired by a member of academic staff appointed by the Postgraduate Programmes Board in accordance with the HYMS code of practice governing the chairing of research degree by thesis viva voce examinations.

#### **14. Examiners' recommendations**

The examiners may make one of the following recommendations:

- i) that the candidate be awarded the degree of Master of Philosophy or Doctor of Philosophy as appropriate.
- ii) that the candidate be awarded the degree of Master of Philosophy or Doctor of Philosophy 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.
- iii) that the candidate be awarded the degree of Master of Philosophy or Doctor of Philosophy subject to amendments but with no further research undertaken. 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.
- iv) that the thesis be referred for resubmission following further research after a period of not more than twelve nor less than three months for the degree of Master of Philosophy or Doctor of Philosophy. It shall normally be re-examined by the original examiners who may require another oral examination.
- v) that the thesis is not of the required standard for the award of the degree of Doctor of Philosophy, but the candidate be awarded if the candidate so wishes, the degree of Master of Philosophy.
- vi) that the thesis is not of the required standard, but if they wish, candidates may be awarded the degree of Master of Philosophy, 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.
- vii) that the thesis is not of the required standard and no award be made to the candidate.

#### **15. Resubmission**

- i) Where a candidate is permitted to submit on one further occasion in accordance with Regulation 14 iii) and iv) the candidate shall be responsible for ensuring that two copies of the thesis are received by The Postgraduate Centre office no later than twelve months from the date on which the candidate was notified of the result.
- ii) The manner of resubmission shall be as required for first submission by Regulation 10 save that resubmission shall be subject to the payment of such resubmission fee as prescribed by HJSC and in force at the time.

- iii) Where a candidate fails to submit the thesis by the deadline specified in paragraph i) the programme of study shall be deemed terminated without the requirement for examination of the thesis.
- iv) 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.

**16. Resubmission following award of a Masters**

A candidate who has been awarded a Masters degree or a diploma under Regulation 14 shall not again submit a thesis for the PhD unless it is on a subject that is significantly different from that of the previous thesis.

**17. Notifications of results and transcripts**

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

**18. Postgraduate Training Scheme**

- i) All candidates shall register for and achieve a minimum of 40 credits for an MPhil and 60 credits for a PhD from modules designated as part of the Postgraduate Training Schemes (PGTS).
- ii) The requirement in paragraph i) may be in part be satisfied by the accreditation of a maximum of 20 credits for an MPhil and 40 credits for a PhD achieved by prior learning. Any application for such accreditation shall be subject to the approval of the Postgraduate Programmes Board on the recommendation of the candidate's supervisor.