



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

1. Qualifications for Admission

To be eligible for registration for the M.D. degree, a candidate must:

- i) 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.
- ii) have been practising medicine for a minimum of two years after graduation.
- iii) where appropriate, evidence of proficiency in English Language: 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. Application

- i) Those who satisfy the criteria for eligibility (i), (ii) and (iii) above) may apply to be accepted as candidates for the degree of MD by submitting the following for consideration:
 - a) a fully completed HYMS Application Form.
 - b) a draft title of the proposed thesis.
 - c) a short outline description (maximum 2 pages of A4) of the research project to be undertaken, indicating the research question or hypothesis to be addressed, the scope of the work and the methods to be used, and agreed with a qualifying supervisor with a University or honorary University contract.
 - d) details of where the research will be undertaken and how it will be funded, checked and signed off by the head of the Unit.
 - e) how the research time required for the proposed work will be compatible with clinical work commitments (if applicable).
 - f) a full and up-to-date curriculum vitae.
 - g) copy of degree certificates.

- ii) These documents must be sent to the Research Degrees Office, HYMS.

3. Admission

Applications for admission shall be considered by an Admissions Panel appointed by the chair of the Postgraduate Programmes Board. Suitable applicants shall be interviewed whenever possible. The decision that a candidate be offered a place shall be made after consideration of:

- a) the outline of the proposed research.
- b) the facilities and resources available to the candidate at his or her place of work.
- c) the position held by the candidate in relation to any impact on the proposed research.
- d) the availability of suitable research active supervisors who fulfil the criteria for supervisors specified in the HYMS Code of Practice on Postgraduate Research Students.

4. Acceptance Procedure

- i) 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 transfer viva to assess their progress before proceeding to Year 2 and transfer to the specific degree category of M.D. In the case of part-time candidates, the transfer assessment process will normally take place within the first eighteen months of study. The Thesis Advisory Panel will make this assessment and has the following options open to it
 - a) To recommend transfer to M.D. registration.
 - b) To require that the report is revised for reassessment within a period of time of between three and six months.
 - c) To require that the candidature is terminated.
- ii) 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 Programme Board which must be satisfied with the arrangements for the extended work.

5. Period of study

- i) Either
 - a) Two years full-time or
 - b) an equivalent amount of time spent on part-time research to achieve the equivalent of 2 years full-time
- ii) The final thesis must be submitted within five years of the application date except in exceptional circumstances approved by the Postgraduate Programmes Board.

6. Extension Fees

- i) Candidates granted an extension under 5(ii) shall be liable to pay an extension fee as prescribed by the HYMS Joint Senate Committee (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:
 - a) nine to twelve months before the end of the period of extension: full fee remission.
 - b) five to eight months before the end of the period of extension: two-thirds fee remission.
 - c) one to four months before the end of the period of extension: one-third fee remission.

- iii) A candidate shall be barred from submitting the thesis unless all fees due under paragraph 6 i) and ii) above have been paid.

7. Supervision

- i) The supervisor will be approved by the HYMS Board of Studies.
- ii) Supervision will be carried out according to the HYMS Code of Practice on Postgraduate Research Students.
- iii) 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, the academic department shall be satisfied that the candidate is able to do this and has adequate facilities to pursue the research.
- iv) The candidate shall be prepared, if required, to attend the University for a period not exceeding 28 days per academic session.
- v) 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.
- vi) The Supervisor will conduct a needs analysis with the student to determine whether training in research methods is necessary and make recommendations to the Postgraduate Programme Board.
- vii) A Thesis Advisory Panel will also be appointed.

8. The examination

- i) The candidates shall be examined by means of a thesis on a subject selected by the candidates 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. This thesis should be presented in a clear manner in accordance with instructions to candidates for HYMS Doctorate degrees.
- ii) An oral examination on the thesis.
- iii) The time from submission to the time of examination should not normally be more than three calendar months.

9. 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 School 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.
- ii) The candidate shall be responsible for ensuring that two copies of the thesis are received by the Postgraduate School office no later than the third anniversary of the commencement of his/her programme of study if undertaken full-time, or fifth anniversary if undertaken part-time.
- 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 11 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 80,000 words, 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 Academic Director of the HYMS Postgraduate Centre. Applications shall be made no later than the giving of notice set out in paragraph i) above.

10. 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) The internal examiner shall not be the candidate's supervisor, or a member of the Thesis Advisory Panel.
- iii) The supervisor shall be entitled to attend, but not participate in the examination of, the oral examination with the agreement of the examiners and the candidate.
- iv) 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.

11. Examiners' Recommendation

The examiners may make one of the following recommendations:

- i) that the candidate be awarded the degree of Doctor of Medicine.
- ii) 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.

- iii) 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.
- iv) that the thesis be referred subject to such of the following conditions as the examiners may think appropriate (a combination of ii) or iii) with (i) may be appropriate):
 - a) that the candidate be permitted to submit, on one occasion only, a revised thesis for a second examination, without further research.
 - b) that the candidate be permitted to submit, on one occasion only, a revised thesis for a second examination, after further research.
 - c) that the thesis is not of the required standard, but the candidate be awarded if the candidate so wishes, the appropriate Masters degree as determined by the examiners.
 - d) that the thesis is not of the required standard, but the candidate be awarded if s/he so wishes, an appropriate Masters 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.
 - e) that the thesis is not of the required standard and no award be made to the candidate..
- v) 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.

12. Thesis

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

- ii) 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.
- iii) A thesis will not normally exceed 80,000 words, including footnotes, appendices and tables, except with the permission of the Postgraduate Programmes Board and on the recommendation of the supervisor.
- iv) After award of the degree the candidate shall submit two hard-bound copies of the thesis which shall be retained by, and be the property of, HYMS and deposited in the library of the supervisor's university of employment.