

# Summary of all changes to the Academic Regulations and Procedures 2017/2018

**Student and Academic Services August 2017**

## Regulations for 2017/18

<b>B4.2R</b> Amendment to the regulation	<b>Awards of the University</b> Removal of the Masters in Teaching and Learning (MTL) award from the list of awards as it does not run anymore.
<b>B7.1R</b> Amendment to the text	<b>Research Degrees</b> <b>B7.1R</b> The list of research awards granted by the University can be found in <b>Part 1 of the Postgraduate Research Degrees Regulations</b> (previously referred to 'Section K1').
<b>B8.1R</b> Amendment to the regulation	<b>Minimum and maximum length of taught award routes</b> Remove 'Diploma in extension studies' from the table. The correct award is 'Diploma of extension studies' and this is already listed.
<b>B11.3R</b> Removal of a regulation	<b>The designation of professors</b> 'The process for the designation of Professors is set out in Appendix B1'. Text removed as not a regulation.
<b>C4.4R</b> Amendment to the regulation	<b>Postgraduate awards: minimum credit requirements</b> Removal of the Masters in Teaching and Learning (MTL) award from the list as it does not run anymore.
<b>C11 – C17</b> Re-write regulations and associated application of the regulations	<b>Recognition of Prior Learning</b> Revision of Accredited Learning / Accredited Experiential Learning sections to remove duplication, streamline the section and better reflect the operation of the processes.  <b>Current text</b>  <b>C11. Recognition of prior learning</b>  <b>Definitions:</b> The terminology 'recognition of prior learning' is used to describe the process which relates to awarding credit based on recognising learning achieved within a defined or formal higher education programme, or outside of it. It occurs in two forms:  Prior certificated learning (or accredited learning) is accredited or otherwise certificated by an institution of higher education, including the University of the West of England, or other external body.  Prior experiential learning (or accredited experiential learning) is that which is achieved through experience gained by an individual outside

	<p>formalised learning arrangements and where the learning outcomes are open to assessment by the University.</p> <p><b>C11.1R</b> Learning achieved outside the University may, within limits set by the Academic Regulations, contribute to an award of the University where it has been accredited or otherwise certificated by an institution of higher education or body and is recognised for credit purposes by the University, or where it results from experiential learning which has been successfully assessed and awarded credit by the University.</p> <p><b>C12. Credit for learning undertaken within the University</b></p> <p><b>C12.1R</b> There is no limit to the amount of credit from prior certificated learning that a student may transfer from one award achieved from study and assessment under the University's academic regulations to another, provided that the student is proceeding towards a higher award (and subject to the provisions of C4.5R and C15.14R). Students must seek approval to transfer between awards and apply for credit to be accredited against the learning outcomes of the new award.</p> <p><b>Application of the regulation</b></p> <p><b>C12.2</b> The process is not automatic and the programme team retain the right to determine entry for both logistical and educational reasons.</p> <p><b>C13. Credit for prior learning undertaken externally to the University</b></p> <p><b>C13.1R</b> Where prior certificated learning (accredited learning) or prior experiential learning (accredited experiential learning) or a combination of the two contribute to the credit requirements of an award of the University, this shall not exceed two-thirds of the total credit requirements for the award.</p> <p><b>C13.2R</b> Where a student fails to meet the requirements of their award they may be eligible to receive a lower award. In such cases, the two-thirds maximum will then become directly proportional to the overall number of credits required for the lower level award.</p> <p><b>C14. Re-using credit towards another same-level award</b></p>
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	<p><b>C14.1R</b> Where a student has previously accepted an award which is at non-honours degree level or higher, they may re-use a maximum of 20% of the credit achieved to contribute to another <b>same-level</b> award.</p> <p><b>C14.2R</b> This regulation applies only to awards achieved at non-honours degree level or above (including interims at postgraduate level).</p> <p><b>C14.3R</b> The recognition of such credit between awards at the same level is not automatic but at the discretion of an appropriate faculty committee. A faculty and programme team retains the right to determine entry for both logistical and educational reasons.</p> <p><b>C14.4R</b> The recognised credit may be at any level.</p> <p><b>Application of the regulation</b></p> <p><b>C14.5</b> With regard to this regulation, a non-honours degree is judged to be at the same-level as another non honours degree and at a lower level than an honours degree.</p> <p><b>C15. Approval process for the recognition of prior certificated learning (accredited learning)</b></p> <p><b>C15.1R</b> The University shall establish procedures for faculty scrutiny of applications for the recognition of prior certificated learning (accredited learning) to enable matching of the learning achieved by the student, with the specified learning outcomes for modules or groups of modules for which the accredited learning will be a substitute or with those required of programme learning outcomes within the Shell Award Framework.</p> <p><b>Application of the regulation</b></p> <p><b>C15.2</b> To be recognised as contributing credit to an award of the University, the evidence of prior certificated learning (accredited learning) must be capable of demonstrating:</p> <ul style="list-style-type: none"> <li>• authenticity, the applicant completed what was claimed;</li> <li>• direct comparison, by matching the learning outcomes with those of comparable specified modules approved for the award sought, or with</li> </ul>
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	<p>those required of programme learning outcomes within the Shell Award Framework;</p> <ul style="list-style-type: none"> <li>• currency, the learning is in keeping with expectations of current knowledge in the area of expertise required.</li> </ul> <p><b>C15.3</b> The scrutiny of prior certificated learning (accredited learning) for the purpose of University recognition of credit towards a named award shall be undertaken by designated staff within each faculty. Such staff shall have appropriate subject, discipline and/ or professional expertise and shall have regard for relevant University information and guidance on recognised qualifications and certificated learning.</p> <p><b>C15.4</b> The recognition of prior certificated learning (accredited learning) shall identify the level and the amount of credit in accordance with procedures set down by the University. The amount of credit being recognised must be of the equivalent level and same or greater size as the module against which it is being accredited.</p> <p><b>C15.5</b> Prior certificated learning (accredited learning) may be recognised by the University as contributing to the credit requirements of its awards.</p> <p><b>C15.6</b> Recognition of prior certificated learning (accredited learning) may be internal (credit achieved under the regulations of the University of the West of England) or external (credit achieved through study at another UK or overseas institution).</p> <p><b>C15.7</b> Prior certificated learning (accredited learning) may be achieved prior to, or concurrent with, learning undertaken under the Academic Regulations.</p> <p><b>C15.8R</b> Evidence of the prior certificated learning (accredited learning) shall be open to scrutiny and verification by the University. This is in order to establish that the learning achieved by the student meets the learning outcomes of modules or groups of modules valid for the award for which the student is registered or with those required by programme learning outcomes within the Shell Award Framework.</p> <p><b>C15.9R</b> The University may recognise credit or credit equivalence from successful study in other UK and overseas institutions which can then contribute towards the University's awards. Such study may have been</p>
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	<p>completed before or be undertaken in parallel with a student's registration at the University.</p> <p><b>C15.10R</b> Students who are registered for an award and undertake a period of study outside of the UK which is assessed by another institution may transfer the credit achieved towards the University award.</p> <p><b>C15.11R</b> All decisions to recognise credit awarded by, or certificated by an external institution or body will be reported to the relevant examining board and identified against the relevant module/s. This will be identified as recognised certificated learning (accredited learning) on the student's certificate of credit.</p> <p><b>Application of the regulation</b></p> <p><b>C15.12</b> An applicant for the recognition of external prior certificated learning (accredited learning) may receive credit through University recognition of the following if supported by verifiable evidence:</p> <ul style="list-style-type: none"> <li>• credit awarded by other Higher Education Institutions;</li> <li>• qualifications or credit awarded by recognised agencies (e.g. professional bodies or other awarding bodies).</li> </ul> <p><b>C15.13</b> Applicants to a programme or award may wish to transfer credit achieved elsewhere or seek University recognition of certificated learning to contribute credit to the award. Faculties must have procedures in place to verify such credit or learning before it can be formally recognised and recorded as contributing to the requirements of the UWE award.</p> <p><b>C15.14</b> Registered students who wish to apply for recognition of prior certificated learning (accredited learning) or prior experiential learning (accredited experiential learning) as contributing credit towards their credit total for an award are required to apply to the relevant faculty.</p> <p><b>C15.15R</b> Credit awarded for prior certificated learning (accredited learning) will not:</p> <ul style="list-style-type: none"> <li>• carry marks or grades awarded by another institution;</li> <li>• carry marks achieved under study and assessment under the University's assessment regulations;</li> <li>• be used to gain an award in its entirety.</li> </ul>
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	<p><b>C15.16R</b> Marks or grades used in the prior certificated learning (accredited learning) process will not be shown on the University of the West of England Notification of Credit and Assessment Marks, nor will they be used in the calculation for honours or other differential level of award.</p> <p><b>C16. Approval process for the recognition of prior experiential learning (accredited experiential learning)</b></p> <p><b>C16.1R</b> The University shall establish procedures for awarding credit for prior experiential learning (accredited experiential learning); this is learning that has not yet been assessed for example, from work experience. Credit, but not a mark may be awarded if the applicant's experience can either be matched against the learning outcomes of a module or group of modules, by way of the presentation of documentation or through University assessment procedures.</p> <p><b>Application of the regulation</b></p> <p><b>C16.2</b> The assessment of applications for prior experiential learning (accredited experiential learning) must be undertaken by designated staff within each faculty. The designated staff must have appropriate subject, discipline and/or professional expertise and must have relevant experience of, or training in, the appropriate procedures.</p> <p><b>C16.3R</b> Assessment of prior experiential learning requires the matching of the learning achieved by the student with the learning outcomes specified for the module/s valid for the award for which the student is registered.</p> <p><b>Application of the regulation</b></p> <p><b>C16.4</b> Applicants are required to apply to the relevant faculty or affiliated institution conducting the programme.</p> <p><b>C16.5</b> Assessment of prior experiential learning (accredited experiential learning) may take a variety of forms, including the following:</p> <p>a structured interview plus corroborating evidence; work based observation plus a portfolio or other record;</p>
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	<p>a form of assessment, including assessments and examinations set for relevant approved modules devised to meet the specific requirements of a programme or award.</p> <p><b>C16.6</b> The outcome of the assessment of applications must be reported as recommendations for the award of credit to the relevant Field Board for a decision, referencing the module/s against which the assessed learning outcomes are being matched. Where credit is awarded, this will be identified as recognised experiential learning (accredited experiential learning) on the student's certificate of credit.</p> <p><b>C16.7</b> The module outcome will be pass or fail.</p> <p><b>C17. Monitoring and review</b></p> <p><b>C17.1</b> Monitoring the prior certificated learning (accredited learning) and prior experiential learning (accredited experiential learning) processes is the responsibility of appropriate faculty committees and reference to it shall be included in the faculty's annual monitoring processes and the faculty's report on the programme or award.</p> <p><b>New text</b></p> <p><b>C11. Accreditation of prior learning</b>  Accreditation of prior learning allows a student to be exempted from a module/s where credit can be awarded based upon the prior achievement of learning outcomes. The exempted module/s will contribute to the credit requirements of the University's awards.</p> <p>Accreditation of Prior Learning (AL) is learning accredited or certificated by a UK or overseas higher education institution or by an external body (e.g. a professional or other awarding body).  Accreditation of Prior Experiential learning (AEL) is learning achieved through experience which may not be formally certificated.</p> <p><b>C11.1</b> The award of AL/AEL credit will be recorded at the appropriate examination board and identified as AL or AEL against the relevant module/s on the student's certificate of credit.</p> <p><b>C12 Re-using credit towards a higher level qualification</b></p>
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	<p><b>C12.1R</b> Where AL or AEL or a combination of the two contribute to the credit requirements of an award of the University, this must not exceed two-thirds of the total credit requirements for the award. This limit does not apply to AL credit which has been achieved under the University's own academic regulations where the student is proceeding towards a higher award.</p> <p><b>C12.2R</b> Where a student fails to meet the requirements of their award they may be eligible to receive a lower level award. In such cases, the two-thirds maximum will become directly proportional to the overall number of credits required.</p> <p><b>C13. Re-using credit towards the same level of qualification</b></p> <p><b>C13.1R</b> Where a student has previously accepted an award they may re-use a maximum of 20% of the credit achieved to contribute to the same level of qualification.</p> <p><b>C14. Approval process for the recognition of AL</b></p> <p><b>C14.1R</b> The process for faculty scrutiny of applications for AL must be undertaken by designated staff within each faculty who have the appropriate subject, discipline and/or professional expertise. The learning achieved by the student, must be matched with the specified learning outcomes for the modules or groups of modules for which the AL will be a substitute or with programme learning outcomes within the Shell Award Framework.</p> <p><b>Application of the regulation</b></p> <p><b>C14.2</b> To be recognised as contributing credit to an award of the University, the evidence for AL must be capable of demonstrating:</p> <ul style="list-style-type: none"> <li>• authenticity, the applicant completed what was claimed;</li> <li>• direct comparison, by matching the learning outcomes with those of comparable specified modules approved for the award sought, or with programme learning outcomes within the Shell Award Framework;</li> <li>• currency, the learning is in keeping with expectations of current knowledge;</li> <li>• an equivalent academic level of achievement to the module/s being applied for;</li> <li>• an equivalent credit size to the module/s being applied for.</li> </ul>
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	<p><b>C14.3</b> Learning which could be accredited may be achieved prior to, or concurrent with, the student's registration at the University. Applying for AL is the responsibility of the applicant or student but an application may be made at any time.</p> <p><b>C14.4R</b> Credit awarded for AL will not:</p> <ul style="list-style-type: none"> <li>• carry marks or grades awarded by another institution;</li> <li>• carry marks achieved under the University's own academic regulations;</li> <li>• be used to gain an award in its entirety.</li> </ul> <p><b>C14.5R</b> Marks or grades used in the AL process will not be shown on the students' Notification of Credit and Assessment Marks, nor will they be used in the calculation for honours or other differential level of award.</p> <p><b>C15. Approval process for the recognition of AEL</b></p> <p><b>C15.1R</b> Credit, but not a mark may be awarded if the applicant's experience can be matched against the learning outcomes of a module or group of modules by way of the presentation of documentation or through University assessment procedures.</p> <p><b>Application of the regulation</b></p> <p><b>C15.2</b> The assessment of applications for AEL must be undertaken by designated staff within each faculty. The designated staff must have appropriate subject, discipline and/or professional expertise and must have relevant experience of, or training in, the appropriate procedures.</p> <p><b>C15.3R</b> Assessment of AEL requires the matching of the learning achieved by the student with the learning outcomes specified for the module/s valid for the award for which the student is registered.</p> <p><b>Application of the regulation</b></p> <p><b>C15.4</b> Applicants are required to apply to the relevant faculty or affiliated institution conducting the programme.</p> <p><b>C15.5</b> Assessment of AEL may take a variety of forms, including the following:</p>
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	<ul style="list-style-type: none"> <li>• a structured interview plus corroborating evidence;</li> <li>• work based observation plus a portfolio or other record;</li> <li>• a form of assessment, including assessments and examinations set for relevant approved modules devised to meet the specific requirements of a programme or award.</li> </ul> <p><b>C15.6</b> The module outcome will be pass or fail.</p> <p><b>C16. Monitoring and review</b></p> <p><b>C16.1</b> Monitoring the AL/AEL processes is the responsibility of appropriate faculty committees and reference to it shall be included in the faculty's annual monitoring processes and the faculty's report on the programme or award.</p> <p><b>C17. Transfer of marks</b></p> <p><b>C17.1R</b> A student who has discontinued registration without having achieved or accepted an award may resume registration for that award later subject to continuing to meet its requirements. Credit and marks achieved from modules passed before registration ceased may contribute to the resumed award if the modules continue to be valid for the award.</p> <p><b>C17.2R</b> Where an individual module or group of modules have been achieved and are valid for another award, the credit and the marks may be transferred provided the credit has not already been used to contribute towards the attainment of another award.</p>
<p><b>C18.3R</b></p> <p>Removal of a regulation</p>	<p><b>Regulation removed as it is repeated in H5.6R</b></p> <p><b>Transfer of marks</b></p> <p>When the credit for a non-honours degree awarded for study and assessment under the University's academic regulations, has been used towards a subsequent <b>honours</b> degree, relevant marks will be used in the calculation of the honours degree classification. In such cases the classification will be based upon the marks for 120 credits (the best marks for 100 credits at level 3 being weighted at three times the value of the marks for the remaining 20 credits see H5.6R).</p>
<p><b>E1.5R</b></p> <p>Amendment to the text</p>	<p><b>Amend reference to 'extenuating circumstances' to say 'missed assessments'</b></p> <p><b>Current text</b></p>

	<p><b>E1.5R</b> ... If they choose not to sit an exam or submit coursework, then they may submit an <b>extenuating</b> circumstances application to justify any non-submission for the sit or resit (see Appendix E2). If a student has chosen to submit an assessment or attend an exam, the implication will be that there were no <b>extenuating</b> circumstances present which could have adversely affected them and so it will not normally be possible to submit an application (but see Appendix E2 E16.62R-E16.67R).</p> <p><b>New text</b></p> <p><b>E1.5R</b> ... If they choose not to sit an exam or submit coursework, then they may submit a <b>missed assessments</b> application to justify any non-submission for the sit or resit (see Appendix E2). If a student has chosen to submit an assessment or attend an exam, the implication will be that there were no circumstances present which could have adversely affected them and so it will not normally be possible to submit an application.</p>
<p><b>E3.3R</b> Amendment to the regulation</p>	<p><b>Amendment to the regulation on changing modules as the University may not change module provision without notice</b></p> <p><b>Current text</b></p> <p><b>E3.3R</b> The University may change module provision without notice but will ensure that students who have legitimately registered for an award will be able to follow an appropriate programme of modules to qualify for the registered award within the normal maximum period for completion (B8.1R).</p> <p><b>New text</b></p> <p><b>E3.3R</b> Students who have legitimately registered for an award will be able to follow an appropriate programme of modules to qualify for the registered award within the normal maximum period for completion (B8.1R).</p>
<p><b>E16.1R</b> Amendment to the text</p>	<p><b>Application for personal circumstances</b></p> <p><b>Current text</b></p> <p><b>E16.1R</b> The University's definition of extenuating circumstances and the approved process for submitting evidence of extenuating circumstances are set out in the University's extenuating circumstances regulations (Appendix E2). It is the student's responsibility to submit an application if affected by extenuating circumstances.</p> <p><b>New text</b></p> <p><b>E16.1R</b> It is the student's responsibility to submit an application for a five working day extension, missed assessment or for the exceptional</p>

	removal of a mark if they are affected by personal circumstances which can be evidenced (Appendix E2).
<b>E18.4</b> Amendment to the application of a regulation	<p><b>To clarify that students who need an adjustment to a deadline for five days or less can use the five working day extension process.</b></p> <p><b>Adjustment to assignment deadlines</b></p> <p><b>Current text</b></p> <p>Where students require adjustments to coursework deadlines they should request these via the Disability Service with as much notice as possible and at least 24 hours before the deadline</p> <p><b>New text</b></p> <p><b>Where students require adjustments to coursework deadlines of five working days or less they should apply through the five working day extension process.</b> Where students require adjustments to coursework deadlines <b>longer than five working days they</b> should request these via the Disability Service with as much notice as possible and at least 24 hours before the deadline.</p>
<b>F5.3</b> Amendment to the application of a regulation text	<p><b>Feedback and assessment outcome dates</b></p> <p><b>Text updated for clarity / typo</b></p> <p><b>Current text</b></p> <p>The period for providing feedback will not normally exceed 20 working days (excluding University closure days) following the deadline for submission of the assessment concerned. This period may be shorter or longer for some forms of assessment. Where the period is greater than 20 working days, students will be informed of the deadline and the rationale for the extension.</p> <p><b>New text</b></p> <p>The period for providing feedback <b>and an outcome</b> will not normally exceed 20 working days (excluding University closure days) following the deadline for submission of the assessment concerned. This period may be shorter or longer for some forms of assessment. Where the period is greater than 20 working days, students will be informed of the <b>feedback date</b> and the rationale for the extension.</p>
<b>Section G</b> Addition of a definition	<p><b>Assessment Offences</b></p> <p>Definition of assessment offences inserted to match the one set out in the newly revised assessment offences policy</p> <p><b>What is an assessment offence?</b></p>

	<p>Assessment offences threaten academic integrity and standards. An assessment offence is any action which has the potential to give a student an unfair advantage in an assessment.</p>
<p><b>G2.4R</b> Removal of a regulation</p>	<p><b>Assessment offences</b> Removal of the text because it is not a regulation.</p> <p><b>Current text</b> The penalties which shall be applied where an offence has been committed are set out in the Assessment Offences policy.</p> <p><b>New text</b> <b>G2.3</b> The penalties which shall be applied where an offence has been committed are set out in the Assessment Offences policy and process.</p>
<p><b>Section G3 to G9</b> Removal of the application of a regulation</p>	<p><b>Removal of the process of investigation of assessment offences</b> Process of investigation removed as this is now covered in the revised Assessment Offences policy.</p> <p><b>G3. Process of investigation</b></p> <p><b>G3.1</b> An individual who considers that a student has committed an assessment offence shall, as soon as possible, report the allegation to the Module Leader. If there is evidence to support it, the Module Leader will then give the details in writing to the Executive Dean (or nominee) for the relevant faculty. The Executive Dean's nominee will normally be the faculty Assessment Offence Adviser.</p> <p><b>G3.2</b> In cases where the assessed work is found to display poor levels of scholarship, advice and support will be offered.</p> <p><b>G3.3</b> Where it is found that there is no case to answer, the investigative process will cease.</p> <p><b>G3.4</b> In other cases, the Executive Dean (or nominee) shall seek to establish the nature and extent of the offence and in doing so will consider the contribution of the element or component to the assessment of the whole module or unit of study and whether the student has previously been found to have committed an assessment offence.</p> <p><b>G3.5</b> Alleged assessment offences will normally be processed as one offence in the following situations:</p> <ul style="list-style-type: none"> <li>a. where the assessments have been submitted in parallel;</li> <li>b. where an offence has not been admitted to by the student and proven, or;</li> </ul>

	<p>c. where the student has not yet been notified of the first assessment offence allegation.</p> <p><b>G3.6</b> The Executive Dean (or nominee) shall notify the student in writing of the nature and details of the allegation, the extent of the offence and the procedure to be followed.</p> <p><b>G3.7</b> The student shall have three working days from the date of the notification to indicate to the Executive Dean (or nominee) whether they admit to the offence/s and whether they wish to exercise the right to meet with them to discuss the nature and potential implications of the allegations.</p> <p><b>G4. Confirmation of the decision</b></p> <p><b>G4.1</b> Within three working days of receiving the student's response, either in writing or during the meeting, the Executive Dean (or nominee) shall report the decision in writing to them and issue a warning if appropriate.</p> <p><b>G4.2</b> In serious cases involving students on professional programmes, the Executive Dean (or nominee) may request that the relevant Department consider whether there is also a case to be considered under the Professional Suitability Policy and Procedures:  <a href="http://www1.uwe.ac.uk/aboutus/policies">http://www1.uwe.ac.uk/aboutus/policies</a>.</p> <p><b>G5. Investigating panels</b></p> <p><b>G5.1</b> Where the student does not admit the offence, the Executive Dean (or nominee) shall invite two members of staff not concerned with the allegation to join him or her in an investigating panel. Where possible the membership shall include a member of staff from the field of the module or unit of study about which the allegation is made. The purpose of the investigation is to re-consider the evidence, establish whether an offence occurred and, if so, its nature and effect, and the appropriateness of any penalties to be imposed.</p> <p><b>G5.2</b> The investigating panel shall itself determine the procedure to be followed, the extent and manner of its enquiries, the admissibility of evidence, and the standard of proof to be required. Where appropriate,</p>
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	<p>the investigating panel shall seek the advice of the Director of Corporate and Academic Services/Academic Registrar.</p> <p><b>G5.3</b> The student shall be invited to meet the investigating panel and to submit a written statement and to speak to the investigators. The student may be accompanied by a friend or Adviser from the Students' Union Advice Centre who may speak on their behalf. The Executive Dean (or nominee) shall give such notice of the meeting as they consider reasonable.</p> <p><b>G5.4</b> The Executive Dean (or nominee) shall require the person(s) making the allegation to attend a meeting of the investigating panel to explain it. At the discretion of the Executive Dean (or nominee), the identity of the person making the allegation may be withheld from the student.</p> <p><b>G6. Confirmation of the decision</b></p> <p><b>G6.1</b> Within three working days of the meeting, the Executive Dean (or nominee) shall report the decision in writing to the student.</p> <p><b>G7. Group work and assessment offences</b></p> <p><b>G7.1</b> Every student who is part of a group undertaking an assignment or other piece of assessed group work is required to take, and will be deemed to have taken, individual as well as joint responsibility for all the work submitted by the group. In particular, this includes individual as well as joint responsibility for any assessment offence committed, whether by the student or any other student in the group. Any penalty applied in the event of an assessment offence will normally be applied to all members of the group. The two exceptions to the application of this penalty to all members of the group are:</p> <ul style="list-style-type: none"> <li>a. where a member of the group acknowledges, in writing to the Executive Dean (or nominee) for the faculty owning the module, that they have committed an assessment offence;</li> <li>b. where the offence can be shown to have been committed by (a) specific member(s) of the group responsible for those sections of the work that are the subject of an assessment offence.</li> </ul>
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	<p><b>G7.2</b> In the case of these exceptions the penalty will only be applied to the member(s) of the group who has committed the assessment offence.</p> <p><b>G8. Reporting penalties to the Field and Award Boards</b></p> <p><b>G8.1</b> In each case, the Chair of the relevant Field and Award Board (or examining board for a non-modular programme) will receive a report from the Executive Dean (or nominee) on the nature and extent of assessment offences and the decision made on any penalties.</p> <p><b>G8.2</b> The Executive Dean (or nominee) shall report to the Award Board any instances where the same student has committed more than one offence and any penalties imposed.</p> <p><b>G8.3</b> It is not within the remit of the Field or Award Board to consider an alleged assessment offence, to determine whether an offence has occurred or to make a decision on an appropriate penalty. However, once the process for an alleged assessment offence case has been concluded, the Award Board may implement an approved outcome when considering the student's academic profile in accordance with H1.3.</p> <p><b>G8.4</b> Where an assessment offence is found to have occurred in relation to two or more modules or units of study contributing to a student's award and taking into account any extenuating circumstances submitted by the student, the Award Board may decide to take further action in relation to the recommendation for a particular award. It may decide one of the following:</p> <ul style="list-style-type: none"> <li>a. to take no further action;</li> <li>b. to vary the class of award recommended.</li> </ul> <p><b>Application of the regulation</b></p> <p><b>G8.5</b> The Director of Academic Services or the examining board, through the Director of Academic Services, may decide that a report shall be made in order that the Vice-Chancellor could consider instituting action in accordance with the student conduct policy.</p> <p><b>G8.6</b> The University's process governing the suspension and expulsion of students for academic reasons can be found at Appendix H4.</p>
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	<p><b>G8.7</b> The University's student conduct policy can be found on the policies web page: <a href="http://uwe.ac.uk/aboutus/policies">uwe.ac.uk/aboutus/policies</a>.</p> <p><b>G8.8</b> Information on the assessment offences process and penalties applied for undergraduate and postgraduate taught and postgraduate research students may be found on the assessment offences web page: <a href="http://uwe.ac.uk/students/academicadvice/assessments/assessmentoffences">uwe.ac.uk/students/academicadvice/assessments/assessmentoffences</a>.</p> <p><b>G8.9</b> See section K17 for details of assessment offences relating to MPhil and doctoral level awards.</p> <p><b>G9. Assessment offences and extenuating circumstances</b></p> <p><b>G9.1</b> Where extenuating circumstances have been disclosed as part of an assessment offence investigation and taken into account in determining a penalty, an application made for the same reasons cannot be taken into account at the Award Board.</p> <p><b>G9.2</b> In cases of a student making an extenuating circumstances application for reasons which were not disclosed at the time of the assessment, the applicant will need to explain why it was not possible for the reasons to have been disclosed during the initial investigation. The student must be able to show that the circumstances had a serious enough effect on their studies to call the decision into doubt.</p>
<p><b>H4.2R</b> Re-write the regulation</p>	<p><b>Differential levels of awards</b> Rewrite sentence to match format of H4.3R</p> <p><b>Current text</b> Awards granted with merit are permitted for the following awards:</p> <p><b>New text</b> The following awards may be granted with merit:</p>
<p><b>H5.6R</b> Amendment to the text</p>	<p><b>Current text</b> <b>H5.6R</b> Students whose marks have been transferred to an honours degree programme under regulation C18.3R will have their honours degree classification based upon 120 credits. The best marks for 100 credits at level 3 (FHEQ level 6) being weighted at three times the value of the marks for the remaining 20 credits.</p> <p><b>New text</b> <b>H5.6R</b> When the credit for a non-honours degree awarded for study and assessment under the University's academic regulations, is used towards a subsequent honours degree, relevant marks will be used in the calculation of the honours degree classification. Students will have their</p>

	honours degree classification based upon 120 credits. The best marks for 100 credits at level 3 (FHEQ level 6) being weighted at three times the value of the marks for the remaining 20 credits.
<b>H6.1R</b> Addition to the text	<b>Undergraduate awards other than honours degrees: differential levels of awards</b> <b>Addition of text for clarification / accuracy</b> Differential levels of undergraduate awards other than honours degrees are limited to pass and distinction with the exception of Foundation Degrees and <b>Integrated Masters awards</b> which may also be awarded with merit, and the following named awards for which the level of the award is limited to pass: FdA Professional Acting, FdA Professional Stage Management, and FdA Costume for Theatre, Television and Film.
<b>H18.1R</b> Addition to the regulation	<b>Masters degrees variation</b> A differential level of award is not available for the new Bristol Old Vic Theatre School (BOVTS) Masters Degrees. These awards are vocationally orientated and based on professional practice. BOVTS is an affiliate of the Conservatoire of Dance and Drama (CDD). If the awards are to meet the expectations of the CDD they cannot be classified. <b>New regulation:</b> The award of a Masters Degree with merit is not available for the following named awards: MA Scenic Art, MA Theatre Production Management and MA Film Production.
<b>H18.2R</b> Addition to the regulation	<b>Masters degrees variation</b> A differential level of award is not available for the new Bristol Old Vic Theatre School (BOVTS) Masters Degrees. These awards are vocationally orientated and based on professional practice. BOVTS is an affiliate of the Conservatoire of Dance and Drama (CDD). If the awards are to meet the expectations of the CDD they cannot be classified. <b>New regulation:</b> The award of a Masters Degree with distinction is not available for the following named awards: MA Scenic Art, MA Theatre Production Management and MA Film Production.
<b>I. 2</b> Removal of text from a heading	<b>Operation of examining boards</b> Removal of the word 'responsibilities' from the title 'Examining Board Chair: responsibilities' as the section is not about The Chair's responsibilities.
<b>I.8.4R</b> Addition to the regulation	Reword section on external examiner attendance at examining boards to reflect practice and to facilitate greater flexibility. <b>Current text</b> <b>I. 8.4R</b> An examining board which does not include an external examiner either in person or contributing via a video, web, telephone or other link is not authorised to assess students for an award or for credit or to

	<p>recommend the grant of an award to a student. The contribution of the external examiner must be reflected in the minutes.</p> <p><b>New text</b></p> <p><b>I.8.4R</b> An examining board must include an external examiner; either in person or contributing via a video, web, telephone or other link, in order to have the authority to grant credit or an award to students.</p> <p><b>However, when a field board is considering results for the resit of a module, it may award credit for that module without the relevant external examiner being present; providing the Module Leader has confirmed to the chair in advance that due process in the setting, marking and moderation of assessment has been followed and there are no other issues that require discussion.</b></p> <p>The contribution of the external examiner for all boards of which they are a member of must be reflected in the minutes.</p>
<p><b>I.9.3R</b></p> <p>Addition to the regulation</p>	<p><b>Examining Board membership</b></p> <p>Additional information in regard to Module Leader attendance at Field Boards to reflect practice and facilitate greater flexibility.</p> <p><b>*When a field board is considering results for the resit of a module, if the module leader has already confirmed the marks in writing and there are no other issues for discussion then at the discretion of the chair, they are not required to attend the board.</b></p>
<p><b>I. 13.3Rb</b></p>	<p><b>Award Board Terms of Reference</b></p> <p>Change the reference to 'extenuating' circumstances to 'personal' circumstances.</p>
<p><b>I. 13.3Rg</b></p> <p>Re-write of the text</p>	<p><b>Award Board terms of reference</b></p> <p>Rewording of the regulation in regard to how Award Boards should use their discretion in regard to allowing students to take more than 150 credits at their next enrolment. This has been reworded because students who don't pass 50% of the credit are unlikely to be in a position to take more credit in the next year.</p> <p><b>Current text</b></p> <p>...whether, in the case of students who have not passed more than 50% of the credits presented to the board, to permit them to enrol on more than 150 credits at any one time at their next enrolment;</p> <p><b>New text</b></p> <p>...whether a student may be permitted to enrol on more than 150 credits at their next enrolment.</p>
<p><b>I. 14.1Rd</b></p>	<p><b>Single Tier Board Terms of Reference</b></p> <p>Change the reference to 'extenuating' circumstances to 'personal' circumstances.</p>

<p><b>I.14.1RI</b></p> <p>Re-write of the text</p>	<p><b>Single Tier Board Terms of Reference</b></p> <p>Rewording of the regulation in regard to how Award Boards should use their discretion in regard to allowing students to take more than 150 credits at their next enrolment. This has been reworded because students who don't pass 50% of the credit are unlikely to be in a position to take more credit in the next year.</p> <p><b>Current text</b></p> <p>...whether, in the case of students who have not passed more than 50% of the credits presented to the board, to permit them to enrol on more than 150 credits at any one time at their next enrolment;</p> <p><b>New text</b></p> <p>...whether a student may be permitted to enrol on more than 150 credits at their next enrolment (changed because students who don't pass 50% of the credit are unlikely to be in a position to take more credit next year);</p>
<p><b>I.17</b></p>	<p><b>Extenuating circumstances</b></p> <p>Change all references to '<b>extenuating</b>' circumstances to '<b>personal</b>' circumstances.</p>
<p><b>I.18</b></p>	<p><b>Achievement of 80% of the credit total</b></p> <p>Change all references to '<b>extenuating</b>' circumstances to '<b>personal</b>' circumstances.</p>
<p><b>Appendix B1</b></p> <p>Removal of a process</p>	<p><b>Process for the designation of professors</b></p> <p>Removed because the entire process is set out in the HR website. If this section remains there will be duplication and also the potential for issues around version control.</p>
<p><b>Appendix E2</b></p> <p>Re-write of the whole section</p>	<p><b>N.B. This section has been renumbered and prefixed with 'APPE2'</b></p> <p>Rename all references to 'extenuating circumstances' to 'personal circumstances'.</p> <p><b>Extenuating (Personal) circumstances</b></p> <p><b>Overview of key changes:</b></p> <ul style="list-style-type: none"> <li>• Reorganisation and reworking of the entire appendix to clarify the difference between applying for an extension, applying where assessments have been missed due to personal circumstances and exceptionally applying for a mark to be removed after an assessment has taken place (formerly 'early intervention').</li> </ul> <p>Retitled as 'Students experiencing difficulties which impact on their ability to meet assessment deadlines'.</p> <p>Following discussion with the Academic Quality and Regulation Steering Group, align all reasons for applying for a five working day extension with reasons for applying for extenuating circumstances (i.e. will now</p>

	<p>allow students to apply on the grounds of a major household problem – fire, burglary, natural disaster, relationship breakdown, unanticipated or non-negotiable commitment to duties of an elected office, or service with reserve forces).</p> <ul style="list-style-type: none"> <li>• Retitle 'examples of circumstances' in the evidence table to 'circumstances which may prevent submission of, or attendance at assessments on the required date'.</li> <li>• Circumstances and evidence required for applying for extensions and five working day extensions separated from the evidence for applying for the removal of a mark, because there are different requirements.</li> <li>• Re-written text relating to students with fluctuating disabilities and added in where a condition has been recently diagnosed and where a student is a primary carer for someone with a disability.</li> <li>• Addition of gastroenteritis to list of contagious illnesses.</li> <li>• Addition of evidence from a fire officer, police officer, court or tribunal officer as being acceptable for a major household problem e.g. fire or burglary.</li> <li>• Text explaining the 'specific conditions for documentary evidence relating to extenuating circumstances' moved to the evidence section alongside the circumstances table.</li> <li>• Removal of the heading 'Definition of extenuating circumstances' to enable separation of the extenuating circumstances process for missing assessments from other methods of support.</li> <li>• Moved the list of scenarios which are not classed as extenuating circumstances to the start of the appendix.</li> <li>• Moved 'self-certification' from the personal circumstances evidence table into its own section for clarity.</li> <li>• Self-certification may be applied for all assessments due on one day per year (rather than one assessment per year).</li> <li>• Self-certification will not be accepted as evidence for an application relating to a practice placement, a late extenuating circumstances application or withdrawal from a module (self-certification should only be used for one acute circumstance affecting one assessment).</li> <li>• Remove section on the '24 hour window' as this is covered in section E15 of the regulations.</li> </ul>
<b>Appendix E2</b> Definition Update	<p><b>Current text</b></p> <p>It is each student's personal responsibility to undertake the required assessments for their programme of study on the dates set by the University. However, the University recognises that at times students may encounter significant personal difficulties or circumstances major</p>

	<p>situations which affect their ability to sit an exam or submit a piece of coursework or other assessment. These situations are known as 'extenuating circumstances'.</p> <p>Extenuating circumstances are significant personal difficulties or circumstances which may impact on a student's ability to complete, submit or attend a specific assessment and are defined as significantly disruptive matters which are outside of the control of the student.</p> <p>The purpose of this document is to outline the three main ways in which the in order that the most appropriate outcome can be reached in each case.</p> <p><b>New text</b>  <b>APPE2.1R</b> It is each student's personal responsibility to undertake the required assessments for their programme of study on the dates set by the University. However, the University recognises that at times students may encounter personal difficulties or circumstances outside of their control which affect their ability to sit an exam or submit a piece of work on or by the required date.</p>
<p><b>Appendix E2</b>  Heading</p>	<p><b>Current heading</b>  Five working day extensions</p> <p><b>New heading</b>  A student cannot submit on time due to the impact of a significant and serious event arising shortly before the deadline.</p>
<p><b>Appendix E2</b>  <b>APPE2.6R</b>  Amendment to the text</p>	<p><b>Five working day extensions</b>  The grounds for submitting an making an extension request are now identical to the reasons for submitting extenuating circumstances. This has been done to make the process clearer for students.</p> <p>Reinforce that students with disabilities who may need an externsion to a deadline of five days or less should use the five working day extension process.</p> <p><b>Current text</b>  Students are expected to plan their workload to avoid being impacted upon by a minor illness or other cause <b>which is not considered to be extenuating circumstances.</b> However, if a significant and serious event arises shortly before the published deadline for a piece of work which may prevent submission and for which a student can provide original, independent documentary evidence, they may apply for an extension.</p>

	<p><b>New text</b></p> <p><b>APPE2.6R</b> Students are expected to plan their workload to avoid being impacted upon by a minor illness or other cause. However, if a significant and serious event arises shortly before the published deadline for a piece of work which may prevent submission and for which a student can provide original, independent documentary evidence, they may apply for a five working day extension.</p>
<p><b>APPE2.10R</b> Removal of text</p>	<p><b>Removal of text because it is not relevant to the process.</b></p> <p><b>Current text</b></p> <p>The extension request must normally be submitted at least two full working days (48 hours) before the deadline. <b>The student should be prepared to explain what duration of extension they would need.</b></p> <p><b>New text</b></p> <p>The extension request must normally be submitted at least two full working days (48 hours) before the deadline.</p>
<p><b>Appendix E2</b> Heading</p>	<p><b>Current heading</b></p> <p>Submission of an extenuating circumstances application.</p> <p><b>New heading</b></p> <p>A student is unable to submit or attend an assessment due to their personal circumstances – missed assessments process.</p>
<p><b>APPE2.14R</b></p>	<p><b>Five working day extensions</b></p> <p>Assessments which contribute to the Graduate Diploma in Law may not have a five working day extension (this was confirmed during the 16/17 academic year).</p>
<p><b>APPE2.19R</b> Re-written regulation</p>	<p><b>New text (taken from a number of existing regulations)</b></p> <p>A student may use the missed assessments process if they do not submit an assignment or do not attend an examination or other controlled conditions assessment such as a presentation due to the impact of their personal circumstances. Students must ensure they have read regulation E1.5R before submitting an application for a missed assessment. Applications for missed assessments will be rejected if a student goes onto submit their work after making an application.</p>
<p><b>E16.25 (old number)</b> Removal of text</p>	<p><b>Text removed as the process is explained in E16.20</b></p> <p>Designated staff or the extenuating circumstances panel shall decide whether to accept or reject each application.</p>
<p><b>APPE2.30</b> Amendment to dates</p>	<p><b>Update to the deadlines for applying for extenuating circumstances 2017/2018</b></p> <ul style="list-style-type: none"> <li>• Postgraduate Dissertation modules (for students completing their award) 14:00 20 October 2017</li> </ul>



	<ul style="list-style-type: none"> <li>• Health and Applied Sciences (November 2017 exam boards) 14:00 17 November 2017</li> <li>• Modules completed by the end of assessment period 1 14:00 9 February 2018</li> <li>• Health and Applied Sciences (March 2018 exam boards) 14:00 16 March 2018</li> <li>• Modules completed by the end of assessment period 2 14:00 8 June 2018</li> <li>• Modules completed by the end of assessment period 3 14:00 3 August 2018</li> <li>• Modules completed by the end of assessment period 4 14:00 17 August 2018</li> </ul>
<p><b>APPE2.33R – APPE2.35R</b></p> <p>Amendment to a regulation</p>	<p><b>Self-certification</b></p> <p>Self-certification has been removed from extenuating circumstances evidence table into its own section for clarity.</p> <p>Self-certification is now permitted for assessments which happen on one day (but students may still only use it as evidence once in an academic year).</p> <p><b>Current text</b></p> <p>Students are expected to plan their work so that they can complete their assessments, even if they lose a day or two through illness or other disruption. However, in exceptional circumstances, where they have been prevented from submitting or attending an individual assessment, students may use self-certification for an extenuating circumstances application if they cannot provide any other form of evidence.</p> <p>Self-certification may only be used once for one assessment during each academic year (a period determined by the programme start date). The table of acceptable extenuating circumstances provides details on the circumstances in which self-certification can be accepted.</p> <p><b>New text</b></p> <p><b>APPE2.33R</b> In exceptional circumstances, where a student has been prevented from submitting or attending an individual assessment, they may use self-certification to accompany an application under the missed assessment/s process if they cannot provide any other form of evidence.</p> <p><b>APPE2.34R</b> Self-certification may only be used <b>once during each academic year</b> (a period determined by the programme start date). It</p>

	<p>may be used to cover one or more assessments which are due to be submitted or taken on the <b>same</b> day.</p> <p><b>APPE2.35R Self-certification will not be accepted as evidence for:</b></p> <ul style="list-style-type: none"> <li>• absence from a group assessment;</li> <li>• for a five working day extension;</li> <li>• <b>an application for a practice placement;</b></li> <li>• <b>withdrawal from a module;</b></li> <li>• <b>a late personal circumstances application;</b></li> <li>• for an assessment a student has submitted or attended.</li> </ul>
<p><b>APPE2.36R – APPE2.38R</b></p> <p>Clarification of the regulations</p>	<p><b>Late missed assessment applications</b></p> <p>Clarification of the regulations around the evidence requirements for late applications on the grounds of personal circumstances.</p> <p><b>Current text</b></p> <p><b>E16.16R</b> Applications for extenuating circumstances received after the relevant deadline will not be considered, unless at the same time a student gives a valid and acceptable reason for submitting the application late. Students are expected to provide evidence as to why they did not submit an application at the appropriate time. Late claims for extenuating circumstances must be received no later than ten working days after the formal notification of the examining board's decision. In exceptional circumstances, where a student is in a position to demonstrate, with the support of documentary evidence, that they could not reasonably have been expected to have complied with the University's regulations in respect of extenuating circumstances owing to the specific nature of the issues involved, a claim which has been submitted beyond this time frame may be reviewed. Where appropriate, if the late claim of extenuating circumstances is upheld after the relevant examining board has met, the Chair of the Examining Board will be notified and a sub-Award Board convened to reconsider the student's academic profile.</p> <p><b>E16.17</b> If a student encounters any problems which might prevent them from submitting an application or the accompanying evidence by the relevant deadline, they should contact an infopoint as soon as possible. They may be advised either to submit the application with a full explanation for the reasons for the lack of required evidence and an indication of when it might be available or to make an appointment with a Student Support Adviser. Students studying at international partner institutions should contact their local administration office.</p>

	<p><b>E16.18R</b> If the evidence is still not available when the application is considered by designated staff or the panel and no other independent corroborating evidence is available, it will be rejected.</p> <p><b>New text</b></p> <p><b>APPE2.36R</b> Applications received after the final deadline will not be considered unless a student can demonstrate that circumstances beyond their control prevented the disclosure of the relevant factors at that time. These applications must be received no later than ten working days after the formal notification of the examining board's decision. In addition to providing evidence of their circumstance, students must also provide evidence showing why they did not apply at the appropriate time.</p> <p><b>APPE2.37R</b> In exceptional circumstances, where a student can demonstrate, with the support of independent documentary evidence, that they could not reasonably have been expected to have complied with the University's regulations owing to the specific nature of the issues involved, a claim which has been submitted beyond this time frame may be reviewed.</p> <p><b>APPE2.38R</b> Where appropriate, if the late claim is upheld after the relevant examining board has met, the Chair of the Examining Board will be notified and a sub-Award Board convened to reconsider the student's academic profile.</p>
<p><b>APPE2.40</b> Removal of text</p>	<p><b>Removal of text as it is repeated in E16.21</b></p> <p><b>Current text</b></p> <p>The University operates a two stage process which has full delegated authority from Faculty Award Boards to make decisions whether to accept or reject extenuating circumstances applications. Designated staff have the authority to consider extenuating circumstances applications.</p> <p><b>New text</b></p> <p><b>APPE2.40</b> The University operates a two-stage process which has full delegated authority from Faculty Award Boards to make decisions whether to accept or reject missed assessments applications.</p>
<p><b>E16.45R – E16.47R</b> <b>(Old numbers)</b> Removal of regulations</p>	<p><b>Remove the following regulations as they are covered in section E15:</b></p> <p><b>E16.45R</b> Assessments must be submitted on or before the published hand in date and before 14:00 (2.00pm) or they are treated as late work.</p> <p><b>E16.44R</b> Faculties will inform students of the deadline by which assessed work should be submitted.</p>

	<p><b>E16.46R</b> Work for which no extension has been agreed and which is submitted up to 24 hours after the published deadline will receive a mark penalty. Similarly, Work will not be accepted after the 24 hour 'window' and will be recorded as a non-submission if no request for an extension has been approved.</p> <p><b>E16.47</b> Full details are available in section E15 of the Academic Regulations.</p>
<p><b>APPE2.46R – APPE2.52R</b></p> <p>Clarification of the regulations</p>	<p><b>Section re-written to clarify the requirements for students who are applying exceptionally for extenuating circumstances after engaging with an assessment</b></p> <p><b>Current text</b></p> <p>Exceptional extenuating circumstances</p> <p><b>E16.62R</b> Exceptionally, a student may apply for extenuating circumstances <b>after</b> attempting an assessment. This is permitted on only two grounds:</p> <ul style="list-style-type: none"> <li>a. The student's circumstances impaired their judgement to the extent that they were unable to recognise or determine the impact they had on them at the time of the assessment.</li> <li>b. The student attended an examination or other controlled conditions assessment but was taken ill during the event.</li> </ul> <p><b>1. A student's judgement is impaired at the time of the assessment</b></p> <p><b>E16.63R</b> Circumstances could include but are not limited to:</p> <ul style="list-style-type: none"> <li>a. Chronic medical condition of self or close family member (including mental health). For example, an incapacitating illness or unexpected deterioration in an ongoing illness or medical condition.</li> <li>b. Death of close family member (e.g. partner, parent, child). The definition of 'close' is not confined to partner, parent or child and might reasonably include significant others (e.g. primary carers, grandparents, or friends).</li> <li>c. Acute personal crisis at the time of assessment. Due to a personal crisis the student was unable to exercise the judgement necessary at the time to deem themselves well enough to do an assessment (e.g., relationship breakdown or anxiety).</li> </ul> <p><b>E16.64R</b> Applications on the grounds of impaired judgement must be supported by independent evidence which specifically covers the period of assessment and explains the impact on the student at the time.</p>

	<ul style="list-style-type: none"> <li>a. The evidence must relate directly to the student not a family member, friend etc.</li> <li>b. Medical evidence must state the whole period when the student was unfit to study. Providing evidence of an existing medical condition with hospital appointment letters, prescriptions or medicine boxes alone would not be deemed sufficient to demonstrate impaired judgement.</li> <li>c. A doctor's note for a seriously ill relative would not allow a claim to be approved. Evidence confirming the impact on the student during the period relating to the assessment would be required.</li> <li>d. Evidence for bereavement may include a death certificate, an order of service or a newspaper announcement. In addition, regardless of the type of relationship, the impact of the death on the student needs to be clearly explained.</li> </ul> <p><b>Please note:</b> self-certification will not be accepted as evidence to support any application made on the grounds of impaired judgement.</p> <p><b>2. A student attempts a controlled conditions assessment but is taken ill during the event</b></p> <p><b>E16.65R</b> The application must be supported by written, verifiable, and independent evidence of their medical condition. The student evidence may be corroborated by the report of the examination invigilator or academic staff responsible for supervising the assessment.</p> <p><b>3. A student requests the exceptional removal of a mark due to difficulties affecting an assessment they have attempted.</b></p> <p>Exceptionally, a student may apply to have their mark for an assessment removed <b>after</b> attempting the assessment. This is permitted on only two grounds and there are specific requirements for the evidence which must be provided:</p> <p><b>i) The student's circumstances affected their judgement to the extent they were unable to determine that they should not have done the assessment.</b></p> <p><b>E16.63R</b> Circumstances could include but are not limited to: chronic medical condition of self or close family member (including mental</p>
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	<p>health), death of close family member or significant other, acute personal crisis at the time of the assessment.</p> <p><b>ii) The student attended an examination but was taken ill during the event and was unable to complete the assessment.</b></p> <p><b>E16.65R</b> If a student leaves an exam due to illness it is their responsibility to inform the responsible person/s and to promptly seek medical evidence covering that day.</p> <p><b>Acceptable evidence</b> The application must be supported by written, verifiable, and independent evidence of the medical condition. The medical evidence may must also be corroborated by a University record of the student leaving the assessment (the for example, a report of the examination invigilator or academic staff responsible for supervising the assessment).</p> <p><b>New text</b> <b>A student requests the exceptional removal of a mark due to difficulties affecting an assessment they have attempted.</b></p> <p><b>APPE2.46R</b> Exceptionally, a student may apply to have their mark for an assessment removed <b>after</b> attempting the assessment. This is permitted on only two grounds and there are specific requirements for the evidence which must be provided:</p> <p><b>The student's circumstances affected their judgement to the extent they were unable to determine that they should not have done the assessment.</b></p> <p><b>APPE2.47R</b> Circumstances could include but are not limited to: chronic medical condition of self or close family member (including mental health), death of close family member or significant other, acute personal crisis at the time of the assessment.</p> <p><b>Acceptable evidence</b> <b>APPE2.48R</b> The only form of evidence which can be considered is that from a Doctor or qualified practitioner (e.g. a health professional, or counsellor).</p> <p><b>APPE2.49R</b> The evidence must cover the period of assessment and explain the impact on the student's judgement at that time. It must relate directly to the student not to a family member or friend. <b>No other form of evidence will be admissible.</b></p>
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	<p><b>APPE2.50R</b> A doctor's note for a seriously ill relative, or evidence of an existing medical condition with hospital appointment letters, prescriptions or medicine boxes is not sufficient to show that a student's decision making was affected and will not be accepted.</p> <p><b>The student attended an examination but was taken ill during the event and was unable to complete the assessment.</b></p> <p><b>APPE2.51R</b> If a student leaves an exam due to illness it is their responsibility to inform the responsible person/s and to promptly seek medical evidence covering that day.</p> <p><b>Acceptable evidence</b></p> <p><b>APPE2.52R</b> The application must be supported by written, verifiable, and independent evidence of the medical condition. The medical evidence must also be corroborated by a University record of the student leaving the assessment (for example, a report of the examination invigilator or academic staff responsible for supervising the assessment).</p>
<p><b>APPE2.55</b> Amendment to the application of a regulation</p>	<p><b>Current text</b></p> <p><b>The process for considering exceptional extenuating circumstances applications.</b></p> <p>Applications made on exceptional grounds will be considered by a review group specially convened to make decisions on these cases. The group is constituted of staff from across the University in order to ensure that that each case is treated equitably. The group will include at least one member of academic staff.</p> <p><b>New text</b></p> <p><b>The process for applying for the exceptional removal of a mark</b></p> <p><b>APPE2.53</b> Applications for the exceptional removal of a mark should be made by the student using an personal circumstances form <b>as soon as possible</b> after the assessment. The application will be considered by <b>designated staff or</b> a review group specially convened to make decisions on cases. The group is constituted of staff from across the University to ensure that that each case is treated equitably. The membership of the group will include at least one member of academic staff.</p> <p>The process of application and deadlines will be the same as for the missed assessments process.</p>
<p><b>APPE2.54R</b></p>	<p><b>Current text</b></p> <p><b>Outcome if the exceptional application is accepted</b></p>

Clarification of a regulation	<p>If a student applies for extenuating circumstances under one of the two exceptional grounds after the assessment and the application is accepted by the review group, the mark for it will be removed and will be replaced by a non-submission. Where appropriate an Award Board may then use its discretion to act as per regulation I.17.1a-e.</p> <p><b>New text</b></p> <p><b>What happens when a missed assessments or exceptional removal or mark application is accepted?</b></p> <p>If an application for the removal of a mark application is accepted, the mark will be removed and replaced by a non-submission. This means that where appropriate an Award Board may then use its discretion to act as per APPE2.55 - 56R.</p>
<b>APPE2.56R</b> Addition to a regulation	<p><b>Addition of one item to the list of things an accepted application cannot permit:</b></p> <p>...if a mark is removed for an assessment where an assessment offence has been proven to have taken place, the record of the assessment offence will remain.</p>
<b>APPE2.57</b> Amendment to the application of a regulation	<p><b>Adverse circumstances affecting a whole student cohort or sub-cohort</b></p> <p><b>Additional text – to clarify existing procedure</b></p> <p>In such cases students should <b>not</b> submit an individual application for extenuating circumstances or for the exceptional removal of a mark.</p>
Amendment to a heading.	<p><b>Suspension of studies</b></p> <p><b>Current heading</b></p> <p>Suspension of studies</p> <p><b>New heading</b></p> <p>A student has experienced serious but temporary circumstances which have impacted upon their learning / ability to complete or attend assessments</p>
<b>APPE2.60R – APPE2.62</b> Amendment to the application of a regulation	<p><b>Current text</b></p> <p>Where a student has experienced serious but temporary circumstances which have impaired their learning (for example, a long period of illness or medical treatment or another unexpected but disruptive occurrence) they may request a temporary withdrawal or 'suspension of studies'. A temporary withdrawal is a break from study and, as such, a request to suspend studies during the current academic year must be received no later than one of the following deadlines...</p> <p>...This allows the examining board to fully consider the impact of the temporary withdrawal on the student's academic profile. After the deadline if the student does not withdraw and they are experiencing</p>



	<p>serious but temporary circumstances, they should refer to the regulations on submitting an extenuating circumstances application.</p> <p><b>E16.41</b> A student may temporarily withdraw with the intention to return to the programme within an agreed time period. The date of withdrawal is the date that the University receives written notification of the student's decision.</p> <p><b>New text</b>  <b>APPE2.60R</b> A student may <b>suspend their studies</b> with the intention to return to the programme within an agreed time period. The date of the <b>suspension</b> is the date that the University receives written notification of the student's decision.</p> <p><b>APPE2.61R</b> A request to suspend studies during the current academic year must be received no later than one of the following deadlines:</p> <table border="1"> <thead> <tr> <th>Programme start date</th><th>Suspension of Studies</th></tr> </thead> <tbody> <tr> <td>September 2017</td><td>06 April 2018</td></tr> <tr> <td>January 2018</td><td>03 August 2018</td></tr> <tr> <td>April 2018</td><td>9<sup>th</sup> November 2018</td></tr> </tbody> </table> <p><b>APPE2.62</b> After the deadline if the student does not withdraw and they are experiencing serious but temporary circumstances <b>preventing them from doing their assessments</b> they should refer to the regulations on submitting an extenuating circumstances application.</p>	Programme start date	Suspension of Studies	September 2017	06 April 2018	January 2018	03 August 2018	April 2018	9 <sup>th</sup> November 2018
Programme start date	Suspension of Studies								
September 2017	06 April 2018								
January 2018	03 August 2018								
April 2018	9 <sup>th</sup> November 2018								
<p><b>APPE2.64</b>  Amendment to the application of a regulation</p>	<p><b>Current text</b>  Students <b>temporarily withdrawing</b> from the University should note the following:</p> <p><b>New text</b>  Students <b>suspending their studies</b> should note the following:</p>								
<p><b>APPE2.67</b>  Removal of text</p>	<p><b>Removal of text as it is now superseded by the new Postgraduate Research Degree regulations (Part 7)</b></p> <p><b>Current text</b>  <b>E16.54</b> In the case of submissions to the Research Degrees Examining Board, these should be addressed to the Postgraduate Research Assessment Manager, marked with the name of the award and the words 'personal circumstances'.</p> <p><b>New text</b>  <b>APPE2.67</b> Applications relating to personal circumstances for postgraduate research candidates are managed separately (although the</p>								

	list of acceptable and non-acceptable grounds for application does apply). Further information is available in Part 7 of the Postgraduate Research Degree regulations. Taught modules which are part of professional doctorate programmes do fall under the regulations as described in this document.
<b>Appendix H3:</b> Renumbered H27.7 – H27.17 are now H27.4 – H27.14)	<b>Appeals from students at affiliated institutions</b> Section renumbered as there was previously some duplication of numbering.
<b>PGR appendix</b>	<b>Higher doctorates</b> Change contact details from 'Officer to the Research Degrees Award Board' to 'Director of Student and Academic Services' Change references to a committee to the Research Degrees Award Board.
<b>Variant regulations</b> Removal of two sets of variant regulations	<b>Removal of the complete sets of variant regulations for the Professional Graduate Certificate in Education and the Postgraduate Certificate in Education.</b> The programmes have developed over time to increasingly align with the main UWE regulations. The small variances which remain will be recorded in the programme specification (the requirement for which is set out in A2.7 of the Academic Regulations and Procedures).  <b>Professional Graduate Certificate in Education regulations and Postgraduate Certificate in Education regulations</b> <b>3.3.2</b> 'there are no intermediate awards for which a student could be eligible' <b>Postgraduate Certificate in Education regulations</b> <b>3.4.3</b> 'a student whose work is not recommended for a pass at the first sit for a Level M module of study will receive counselling from their tutor and no later than 6 University working weeks after submission of the original work, and will normally decided either to a) resubmit the assessed work against a resit opportunity or b) cease her/his registration on the Postgraduate Certificate in Education and her/his enrolment on the Level M modules of study and transfer her/his registration to the Professional Graduate Certificate in Education. In this case, the decision will be irrevocable'.

# Review of Postgraduate Research (PGR) Degree Regulations

Since the formation of the Graduate School there has been an ongoing ambitious programme of work to review and improve processes to ensure consistent practice in the delivery of PGR across the University and to improve the quality of the PGR experience at UWE. As result PGR academic regulations and procedures are generally fit for purpose. Therefore the focus for PGR within the wider University review has been to ensure that regulatory information, advice and guidance about research degree processes is presented clearly and is more accessible and relevant to a research specific audience.

Relatively few major changes have been introduced to the PGR regulations themselves, although there is now a more explicit emphasis on good practice and compliance with the requirements of the University's recently approved Code of Good Research Conduct across all sections of PGR. The following regulatory areas are highlighted below.

## PGR Regulatory highlights

### **Composition of supervisory teams (PGR part 8)**

Current PGR regulations require a member of staff to have at least one supervisory completion under UWE processes before they can be appointed as a Director of Studies. Consequently faculties are increasingly reliant upon a relatively small pool of experienced staff to be Directors of Studies, leading to overuse of some staff that reach and exceed the recommended maximum on a regular basis, and underuse of other staff who would like to supervise. This has potential detrimental impact for the growth of PGR numbers and the quality of supervision provided.

The revised regulations allow faculties look at the combined expertise and experience of the supervisory team. The team as a whole must include both the necessary subject expertise **and** supervisory experience through to completion, but these skills need not reside in the one individual and can be shared across the team. This is in line with QAA Quality Code recommendations (Chapter B11) and will reduce the number of instances where staff experienced in supervision are appointed as Directors of Studies even though they might not be the most appropriate choice to lead the project from the point of view of subject area expertise.

Academic quality will be safeguarded by an explicit regulatory requirement for all newly appointed Directors of Studies to undertake the Graduate School supervisor development

session, including those Directors of Studies who are new to UWE to facilitate adjustment to UWE specific procedures and good practice.

### **Research governance in PGR projects: research conduct expectations: (PGR Part 10)**

The responsibilities of the Director of Studies as designated project manager are made explicit in part 10 of the PGR regulations, and the policy areas where the DoS must ensure that the PGR is given effective induction, training, support and monitoring are clearly laid out. These now align explicitly to the requirements of the University's Code of Good Research Conduct and other University research policies.

### **PGR Personal circumstances process (PGR part 7a) and Reasonable adjustments (PGR part 7b)**

New regulations and guidance at part 7 will codify good practice used in faculties by providing a framework of personal circumstances options (NB. personal circumstances will be the new University terminology replacing extenuating circumstances). Currently the only formal option a PGR has is to suspend their registration where they are not permitted to work on their research at all and cannot access supervision or other resources and support. (The approximate equivalent in Undergraduate Taught terms would be a 'time out'). Informally Faculty Research Degrees Committees have used discretion support personal circumstances by extending progress review milestone deadlines, usually for a maximum of a month, on presentation of valid evidence. This is used where the PGRs can still work on their research but at a reduced rate needing more time due to their circumstances.

In the new framework extensions to PGR progress review milestones will be given for up to 28 days. For circumstances of over a month in impact suspension will continue to be used. It will be clearer to PGRs how they go about applying for consideration of their personal circumstances, and they will be able to complete a standardised form from the online Graduate School PGR web pages. The new regulations provide clarity where previously there was confusion about what did, and did not apply to PGRs from the wider University regulations, while continuing to align closely to the University's principles about extenuation.

For PGRs with ongoing circumstances e.g. due to an ongoing or chronic health condition, a disability or specific learning difficulties, the Graduate School and Disability Services have developed a joint PGR reasonable adjustments process which is outlined briefly in part 7b of the PGR regulations but described in more detail in procedures for that section.

### **Consideration process and format**

The re-presented PGR regulations have received detailed scrutiny at the following:

Graduate School Committee; Faculty Research Degree Committee Chairs; the Research Degrees Award Board; the Research and Knowledge Exchange Committee; and the Academic Quality and Regulation Operational Group.

The PGR regulations will appear as a set within the University's Academic Regulations for 2017/18. However on the Graduate School web pages the regulations will be incorporated with procedures and other supporting guidance in an on-line handbook format. The user will select the handbook chapter they want from the interactive contents list and be taken straight to the information relevant to them without unnecessary scrolling through the complete PGR regulations. There will be simple navigation options to move between chapters and links to other parts of the UWE website e.g. to specialist services, or documents within RBI's research pages. It is intended that the on-line handbook will become available in October 2017.

# Postgraduate Research Degrees Regulations

## Introduction to the Regulations

The Academic Regulations is the framework of rules in which all the University's learning and assessment activities take place. Regulations are mandatory; they set out what must happen and what the impact will be.

These Postgraduate Research Degree (PGR) regulations are applicable to all postgraduate researchers and are about the research project element of their research degree award. They are also for all those who are involved in supporting postgraduate research degree study at UWE.

Where postgraduate researchers undertake taught modules either as part of their research development and training programme, or as part of a Professional Doctorate award, the University's general Academic Regulations and Procedures apply to those taught elements. This includes [personal circumstances for assessments and coursework in taught modules](#).

Processes for making an academic appeal against the decision of an Award Board, or for making a complaint are the same for both research and taught aspects of research degree awards and may be accessed at:

<http://www1.uwe.ac.uk/students/academicadvice/academicappeals.aspx>

As students of the University, all postgraduate researchers are also subject to and supported by the University's published [non-academic policies](#), such as the student conduct policy and the tuition fees policy. These can be found

here: <http://www1.uwe.ac.uk/about/corporateinformation/policies.aspx>

Any postgraduate researcher who is uncertain about which regulations apply to them should contact the Graduate School: [graduateschool@uwe.ac.uk](mailto:graduateschool@uwe.ac.uk) in Room 3E37, Frenchay Campus.

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### **Quality Assurance matters**

Part 16. Quality assurance including: representation, consultation and providing feedback, complaints, monitoring and evaluation.

## **Postgraduate Research Degrees: Part 1 – postgraduate research degree awards of the University**

### **PGR 1. Postgraduate research degree awards granted by the University**

**PGR1.1R** The following awards may be granted to persons who successfully complete approved supervised research (including, where required, taught units of study) and satisfy the conditions in the Academic Regulations and Procedures:

Masters degree by Research;<sup>1</sup>  
Master of Philosophy (MPhil);  
Doctor of Philosophy (PhD);  
Master of Philosophy by publication (MPhil);  
Doctor of Philosophy by publication (DPhil);  
Professional Doctorate (award titles as approved by the Academic Board from time to time).

### **PGR 1.2. Research degrees by published research**

**PGR1.2.1R** The awards of Doctor of Philosophy (DPhil) and Master of Philosophy (MPhil) may be granted to persons who successfully submit evidence of scholarship through a collection of published work and satisfy the conditions in the Academic Regulations and Procedures.

### **PGR 1.3. Professional Doctorate**

**PGR1.3.1R** The University may award a professional doctorate to persons who successfully complete an approved programme requiring completion of taught elements and supervised research of relevance and application to a defined area of professional practice and appropriate to the level and nature of the award. The following award titles have been approved by Academic Board and others may be approved from time to time:

Doctor of Biomedical Sciences (DBMS);  
Doctor of the Built Environment (DBEnv);  
Doctor of Business Administration (DBA);  
Doctor of Counselling Psychology (DCounsPsych);  
Doctor of Education (EdD);  
Doctor of Health Psychology (DHealthPsych);  
Doctor of Health and Social Care (DHSC);  
Doctor of Spatial Planning (DPlan);  
Doctor of Engineering (DEng).

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<sup>1</sup>In the context of the FARSCOPE Doctoral Training Programme joint award developed with the University of Bristol, UWE may award a Masters degree by Research as this is required by the University of Bristol regulations which govern the programme.



## **PGR 1.4. Creative Practice**

**PGR1.4.1R** A postgraduate researcher (PGR) may undertake research in which their own creative work forms a significant part of the intellectual enquiry, and where the creative work is undertaken as part of the registered research programme approved by the Faculty Research Degrees Committee. The project registration proposal (RD1) should set out the intended form of submission as described at a. below.

**PGR1.4.2R** A postgraduate researcher may also undertake research in which the principal focus is preparation of a scholarly edition of the works of others e.g. one or more texts, musical or choreographic works, works of fiction or other original artefacts.

**PGR1.4.3R** In both such cases:

- a. part of the final submission for assessment may comprise examples of original works in addition to the thesis, for example: works of fiction, musical or choreographic works, designs, devices and products, short film, exhibition of works, installation or other original artefacts, or examples of creative work. Where practical this should be bound into the thesis;
- b. any submitted creative work must be clearly presented in relation to the argument of a thesis written by the candidate and set in its relevant theoretical, historical, critical or design context;
- c. the final deposition of the thesis to the University research repository must be accompanied by some permanent record (for example, electronic recording, photographic record, musical score, or diagrammatic representation) of the creative work.

## **PGR1.5 Collaboration with other bodies**

**PGR1.5.1R** The University encourages co-operation with industrial, governmental, commercial, professional or research establishments for the purpose of research leading to research degree awards. All such collaborative working will be governed by contractual arrangement agreed by the University and the external party.

## **PGR 1.6 Establishing a relationship with external institutions for delivery of programmes of supervised postgraduate research**

Definition: relationships between the University and a) institutions of higher education with degree-awarding powers for taught programmes only, or b) affiliated institutions of the University where the institution wishes its postgraduate researchers to be registered for awards of the University.

**PGR1.6.1R** An initial inquiry concerning a possible academic relationship of this kind shall be referred to the Academic Registrar who will manage the application process, working in close collaboration with the Director and the Manager of the UWE Graduate School from the outset.

**PGR1.6.2R** The external institution, with the agreement of the Principal, shall indicate in writing that it seeks formal approval of the relationship.

Processes governing the consideration and approval of any such relationship are described at Appendix PGR1. to the Graduate School Handbook

### **PGR 1.7 Higher doctorates**

PGR 1.7.1R The following awards may be granted to persons who provide evidence of work of high distinction in accordance with the Academic Regulations:

Doctor of Letters (DLitt);  
Doctor of Science (DSci).

Processes governing higher doctorate awards are described in the appendix to the Postgraduate Research Degrees regulations.

## **Postgraduate Research Degrees: Part 2 - postgraduate qualification descriptors**

### **PGR 2.1 Expectations**

**PGR2.1.1** In higher education, levels of learning and achievement are described in the [Framework for Higher Education Qualifications of degree awarding bodies in England, Wales and Northern Ireland \(FHEQ\) published by the QAA.](#)

[www.qaa.ac.uk/en/Publications/Documents/qualifications-frameworks.pdf](http://www.qaa.ac.uk/en/Publications/Documents/qualifications-frameworks.pdf)

**PGR2.1.2** Qualification descriptors are used to describe the relative intellectual demands, complexity, depth and independent learning associated with a particular level of learning. To gain an award students are expected to be able to demonstrate that they meet the outcomes and have developed the wider skills and abilities set out in the descriptor for that qualification level.

**PGR2.1.3** Postgraduate research degrees at UWE align with the QAA qualification descriptors for Doctoral Level 8, and Masters Level 7.

### **PGR2.2 Doctoral descriptor**

**PGR2.2.1R** The award of a doctorate of the University requires the postgraduate researcher to demonstrate that they:

- a. have conducted enquiry leading to the creation and interpretation of new knowledge through original research or other advanced scholarship, shown by satisfying scholarly review by accomplished and recognised scholars in the field;
- b. can demonstrate a critical understanding of the current state of knowledge in that field of research and / or practice;
- c. show the ability to conceptualise, design and implement a project for the generation of new knowledge at the forefront of the field of research and/or practice including the capacity to adjust the project design in the light of emergent issues and understandings;
- d. can demonstrate a critical understanding of the methodology of enquiry;
- e. have developed independent judgement of issues and ideas in the field of research and / or practice and are able to communicate and justify that judgement to appropriate audiences;
- f. can critically reflect on their work and evaluate its strengths and weaknesses including understanding validation procedures.

### **PGR2.3 MPhil descriptor**

**PGR2.3.1R** The award of a Master of Philosophy requires the postgraduate researcher to demonstrate that they:

- a. have engaged in enquiry which makes a contribution to knowledge within their field of study;
- b. can demonstrate a systematic understanding of the current state of knowledge within their field of research and / or practice;
- c. show the ability to conceptualise, design and implement a project capable of contributing new knowledge close to the forefront of the field of research and / or practice;
- d. can demonstrate a sound understanding of the methodology and techniques of enquiry relevant to the discipline or field of practice;
- e. have developed a capacity to form judgements of issues and ideas in the field of research and / or practice and communicate and justify these to relevant audiences;
- f. can critically reflect on their work and evaluate its strengths and weaknesses.

**PGR2.3.2** The overall difference between a doctorate and an MPhil is not one of time or length but rather an issue of depth and sophistication.

## **Postgraduate Research Degrees: part 3 – applications and admissions**

### **PGR3.1 Consideration of applications**

**PGR3.1.1R** Applicants must submit a complete application, according to the University's published process.

**PGR3.1.2R** Proposed research can be in any field of study in which the University has the expertise and resource to offer supervision. The proposal must be capable of leading to scholarly work, and the production of a written thesis or other agreed outputs.

**PGR3.1.3R** Applications will be reviewed in the appropriate faculty. Research proposals are considered according to academic merit.

**PGR3.1.4** The following factors will be considered: suitability for research degree study, alignment to the faculty's research priorities and available resources; mode and place of study; availability of funding; any related accredited studies and research training; ethics and confidentiality; intellectual property rights; arrangements with any collaborators.

### **PGR 3.2 Entry requirements**

**PGR3.2.1R** Applicants for the MPhil, PhD, DPhil or Professional Doctorate are normally expected to have a UK 2:1 honours degree or above, or a UK Masters qualification (or from a University of comparable standard, if outside the UK).

**PGR3.2.2R** Applicants must meet minimum English language proficiency requirements. For international applicants wishing to pursue research at UWE these are IELTS 6.5 – 7.5 overall or accepted equivalents. Faculties may vary their requirements within this range. Any such variation will be published on the Graduate School website.

**PGR3.2.3R** Applicants for professional doctorate programmes are also expected to have experience of relevant professional practice, and may need to demonstrate that they have access to a suitable professional context in which to conduct their research.

**PGR3.2.4R** Eligibility to apply for the MPhil (by publication) or DPhil is met by one of the following:

- a. The applicant is employed by the University or an affiliated institution for a minimum of one year, with at least six months remaining on contract;
- b. The applicant has a close association with the University in line with published criteria, and as agreed by the Executive Dean of the relevant Faculty, or the Vice-Chancellor.

Registration for DPhil or MPhil by publication is on a part-time basis.

### **PGR 3.3 Offer of a place**

**PGR3.3.1R** Successful applicants will only receive a formal offer with terms and conditions, after a successful formal interview.

**PGR3.3.2R** The appropriate Faculty Research Degrees Committee will approve any offer of a place on a research degree programme.

**PGR3.3.4R** The formal offer will name an appropriate Director of Studies.

## **Postgraduate Research Degrees Part 4: postgraduate researcher registration**

### **Initial registration, changes to registration and withdrawal of registration.**

#### **PGR 4.1 Initial registration**

**PGR4.1.1R** Normal minimum and maximum periods of registration are as follows:

	Minimum	Maximum
Master of Philosophy (FT)	18 mths	36 mths
Master of Philosophy (PT)	30 mths	48 mths
Doctor of Philosophy (PhD) (FT)	24 mths	48 mths
Doctor of Philosophy (PhD) (PT)	36 mths	84 mths
Professional Doctorate (FT)	36 mths	48 mths
Professional Doctorate (PT)	48 mths	72 mths
Doctor of Philosophy (DPhil) (PT)	12 mths	72 mths
Master of Philosophy by publication (MPhil) (PT)	12 mths	48 mths

**PGR4.1.2R** Initial registration will take place at the postgraduate researcher's (PGR's) start date, and PGRs are required to re-register each year until their completion of, or withdrawal from, the award. Annual fees are due at the start of each registration year.

**PGR 4.1.3R** PGRs must demonstrate satisfactory progress at each stage of their award for registration to continue.

#### **PGR 4.2 Changes to registration, including suspension and extension**

**PGR4.2.1R** Faculty Research Degrees Committees (FRDCs) are responsible for considering applications to make changes to a PGR's registration, where supported by appropriate evidence, including:

- Research project
- Supervisory team
- Mode of attendance
- Registration status (suspension, extension or withdrawal)
- Change of doctoral registration to MPhil (before submission of thesis)

**PGR4.2.2R** A PGR can apply for suspension from their registration if they are unable to work on their research degree due to health or other acceptable reasons. The FRDC will not normally approve a suspension of more than one year at a time.

**PGR4.2.3R** Where recommended by the FRDC, the Research Degrees Award Board may extend the PGR's registration where there are acceptable reasons, presented with appropriate supporting evidence and a realistic timescale for completion.

(See also information about personal circumstances at Part 7 of these PGR Regulations.)

### **PGR 4.3 Withdrawal of registration**

**PGR4.3.1R** Withdrawal of registration may be initiated by the PGR or the University at any time on application to the Faculty Research Degrees Committee (FRDC). Where withdrawal is initiated by the University the application must be supported by appropriate evidence and comply with the published PGR withdrawal policy.

**PGR4.3.2R** The decision to withdraw a PGR's registration is the responsibility of the Research Degrees Award Board on recommendation from the FRDC.

### **PGR4.4 Additional circumstances in which postgraduate researchers may be required to leave the award or may be expelled by the University**

**PGR4.4.1R** PGRs may also be required to leave the award by the University for reasons other than those described in the PGR withdrawal policy. These reasons may include admission on the basis of an application subsequently found to be incorrect or fraudulent and/or that the PGR has acquired a status which renders continuation on the award inappropriate. For PGRs registered on Professional Doctorate awards where there are concerns regarding their professional suitability or fitness to practice the professional suitability policy and procedure will be used.

Processes governing the expulsion of students of the University, including postgraduate researchers, are described at appendix H4 of the University Academic Regulations and Procedures.

## **Postgraduate Research Degrees: part 5 - postgraduate researcher personal conduct and expectations**

### **PGR5.1 Responsibilities of Postgraduate Researchers**

**PGR5.1.1R** The rights of PGRs to supervision, tuition, resources, assessment, certification and conferment of an award are subject to remaining in good standing with the University.

**PGR5.1.2R** PGRs are individually responsible for providing the University with such information as it requires for admission, registration and the collection of fees, for the certification of credit and awards, and for any other purpose connected with the University's functions.

**PGR5.1.3R** PGRs are required to comply with the written terms and conditions of their registration on the award, supplied with their formal offer at admission. Non-compliance with these terms and conditions may result in withdrawal of registration.

### **PGR 5.2 Compliance with University policies – personal academic integrity**

**PGR5.2.1R** PGRs are individually responsible for their own conduct and are required to act with integrity in relation to the production and representation of academic research and outputs, and in acknowledging the contributions of others in their work. They are subject to the requirements of the University's [Code of Good Research Conduct](#) and its [Assessment Offences policy](#), as well as the University's policy about Intellectual Property Rights.

**PGR5.2.2** PGRs are also subject to the requirements of other published [University policies](#). These include but are not limited to: non-academic student policies such as the student conduct policy and the tuition fees policy; relevant corporate policies, and the IT acceptable use and security policies.

See also part 10. of this handbook: Research Governance; research conduct and expectations



**Postgraduate Research Degrees: Part 6 - postgraduate researcher professional development and research training requirements; accredited learning; PGR involvement in teaching.**

### **PGR 6.1 Professional development and research skills training requirements**

**PGR6.1.1R** All postgraduate researchers are required to undertake an assessed professional development and research skills training programme of a minimum Masters(M) level credit value to enable them to meet the requirements of the UWE MPhil or Doctoral descriptor and become effective researchers. This programme should align with the aims and objectives of the [Vitae Researcher Development Framework](#)

**PGR6.1.2R** The credit requirements for the assessed programme are:

Master of Philosophy  
60 of which at least 60 are at level M

Doctor of Philosophy (PhD)  
60-120 of which at least 60 are at level M

Professional Doctorate  
120 – 270 at level M

Master of Philosophy by publication  
60 of which at least 60 are at level M

Doctor of Philosophy by publication (DPhil)  
60-120 of which at least 60 are at level M.

It is recognised that some PGRs will benefit from undertaking research training beyond the minimum required to fulfil the credit requirement.

**PGR6.1.3R** Where the programme of related studies includes approved studies leading to a taught award and a PGR is registered for that award and fulfils all its requirements, they may be recommended for that award in addition to the degree of MPhil or PhD.

### **PGR 6.2 Recognition of prior certificated learning (accredited learning, AL) in MPhil, PhD, MPhil and DPhil by publication awards**

Prior certificated learning is learning that has been accredited or otherwise certificated by an institution of higher education, including the University of the West of England or other recognised external body acceptable to the University. It is usually referred to as accredited learning or AL.

**PGR 6.2.1R** Postgraduate researchers on MPhil, PhD, MPhil and DPhil by publication awards may apply to use accredited learning to contribute towards some, or all of the accredited training requirement of the award for which they are registered, where the Faculty Research Degrees Committee has agreed that this is appropriate for that individual.

**PGR 6.2.2R** The Graduate School has established procedures for the scrutiny and verification of applications for recognition of accredited learning from PGRs in this respect.

### **6.3 Recognition of prior experiential learning (AEL)**

Experiential learning is defined as learning achieved through experience gained by an individual outside formalised learning arrangements and where the learning is assessable by the University.

**PGR6.3.1R** Assessment of experiential learning requires the matching of the learning achieved by the PGR to the learning outcomes of a specified UWE module.

### **PGR 6.4 Recognition of prior learning (AL or AEL) in Professional Doctorates**

**PGR6.4.1R** Where prior learning (accredited and / or experiential learning) contributes to the credit requirements of a professional doctorate, the combination shall not exceed two-thirds of the total credit requirements for the award. The two-thirds ceiling shall not apply where a PGR has obtained all credit by study and assessment under the UWE Academic Regulations.

**PGR6.4.2R** Where a professional doctorate researcher fails to meet the requirements of the award on which they are registered but is eligible to receive a lower award, the two-thirds limit for credit gained by external accredited learning and / or accredited experiential learning shall be reduced accordingly for the lower award.

### **PGR 6.5 Reporting AL and AEL to exam boards**

**PGR6.5.1R [C15.11R]** All decisions to recognise credit awarded or certificated by an external institution or body (AL) will be reported to the Research Degrees Award board and identified against the relevant modules. This will be identified as recognised certificated learning (accredited learning) on the certificate of credit.

**PGR6.5.2R [C15.15R]** Credit awarded for accredited learning will not:

- Carry marks or grades awarded by another institution
- Carry marks achieved under study and assessment under the University's assessment regulations.

**PGR6.5.3R [C16.6]** The outcome of the assessment of experiential learning (AEL) applications must be reported as recommendations for the award of credit to the relevant Field Board for decision, referencing the module/s against which the assessed learning outcomes are being matched. Where credit is awarded, this will be identified as recognised

experiential learning on the certificate of credit. Outcomes of modules will be reported to the Research Degrees Award Board in the normal way.

**PGR6.5.4** The module outcomes in both instances will be pass or fail.

### **PGR 6.6 Postgraduate researchers who teach**

The University's 2020 strategy identifies research activity, output and knowledge exploration as key to informing and enriching its taught curricula. Postgraduate researchers have the potential to play a significant role in supporting learning and teaching in this respect and the Graduate School has developed a [policy for PGRs who teach](#) which underpins this aim.

**PGR6.6.1R** Contribution to teaching by postgraduate researchers can only occur with the permission of the Director of Studies and must not impede progress on the research degree.

**PGR6.6.2R** For full time postgraduate researchers, teaching commitments may not amount in total to more than 120 hours per academic year.

**PGR6.6.3R** Postgraduate researchers who teach more than 120 hours per year must be registered on their research degree award part-time.

**PGR6.6.4R** Postgraduate researchers who teach must undertake the training available that is appropriate to the number of hours they teach per year.

## **Postgraduate Research Degrees: Part 7 – sources of support and help for postgraduate researchers**

This part of the handbook includes regulations, information and guidance about:

- Personal circumstances for Postgraduate researchers (part 7a)
- Reasonable adjustments (part 7b)
- Links to other resources and sources of help available (part 7c)

### **7.1 Expectations and accessing support and help**

**PGR7.1.1R** All PGRs are entitled to expect access to proper levels of support during their studies, provided by the University via the Graduate School and other professional and special services, from within faculties, and by the supervisory team.

Information about sources of support and help will be made available to postgraduate researchers via the Graduate School Handbook and the Graduate School web pages.

### **Part 7a Personal Circumstance for postgraduate researchers**

#### **Introduction**

- Personal circumstances in this context are significant personal difficulties or significantly disruptive matters outside your control which impact upon your ability to make progress with your research, or to meet the deadline for completing/submitting your work for a specific progress milestone, or to attend a progression viva voce/progress review meeting.
- They can also apply when completing or submitting your thesis/work for final assessment or undertaking a final assessment viva voce examination, but there is special advice that you must follow for the final assessment period.
- The University Graduate School has a personal circumstances process in place to help PGRs facing these situations.
- The help available varies according to the nature and seriousness of the situation, and you need to read the guidance below and on the Graduate School personal circumstances webpage carefully to decide which option is most relevant for you.
- All personal circumstances requests must be supported by *relevant evidence* and must be made by the deadlines indicated in the application process on the webpage.

#### **Who is this guidance for?**

This guidance is for PGRs registered on post graduate research degrees where personal circumstances are affecting progress with their research study.

It is **not** applicable for circumstances affecting any Masters level modules that PGRs may be taking as part of their training development credit requirement or modules being undertaken by PGRs registered on Professional Doctorate programmes.

If you have circumstances affecting a specific assessment for a module you are taking, you will need to complete the University's personal circumstances process for taught modules which can be found at

<http://www1.uwe.ac.uk/students/academicadvice/assessments/personalcircumstances.aspx>

If your circumstances affect both your research study *and* a specific taught module assessment you will need to complete both the PGR and the taught module processes. This is because the range of appropriate options is different for each process. If you are unsure about what which process applies to you please contact the [Graduate School](#) for more advice.

To submit a PGR personal circumstances application you need to use the form provided on the Graduate School personal circumstances webpage

### **Regulations about personal circumstances for PGRs**

**PGR7.2.1R** Postgraduate researchers are expected to engage with all progress review milestones and assessment events (i.e. progression examination and final assessment viva voce examination) that are required of them.

**PGR7.2.2R** If a PGR does not submit the required work/thesis by the specified deadline for a progress review milestone, progression examination, or at final submission, this will be recorded as a non-submission. If this is due to significant personal reasons outside the PGR's control then they may submit a personal circumstances application.

**PGR7.2.3R** If the PGR has chosen to submit the required work/thesis and attend the progress review meeting or viva voce examination it will not normally be possible to submit a personal circumstances application subsequently. (See also late personal circumstances at PGR7.4.7).

**PGR7.2.4R** If personal circumstances prevent a PGR from actively engaging with their research project, meeting a submission deadline, or attending a progress review or viva voce examination they may apply for one of the following:

- Up to 5 working days (Monday – Friday) for the late submission of a progress examination report or progress review work. Evidenced or self-certified where no evidence collectible (once only per stage, not available for final submission or within final assessment period).
- An extension to a progress milestone submission deadline i.e. progress examination report or progress review work (for up to 28 days, once only per stage. Not available for final submission or within final assessment period);

- The postponement and rearrangement of a progression examination or progress review meeting;
- A suspension of registration (for up to 12 months, not within the final assessment period);
- An extension to the registration end date (available post stage 3 progress review only – extra time to complete and make final submission.);
- Postponement and re-arrangement of the final assessment viva voce;
- Suspension during the final assessment period, or extension of the final assessment period.

NB. The final assessment period commences at the point of submission of the thesis or critical commentary for final assessment.

In all cases appropriate supporting evidence will be required. Processes for making applications are described on the Graduate School PGR personal circumstances web page. Additional guidance is provided below.

**PGR7.2.5R** Faculty Research Degrees Committees will have mechanisms to consider applications for personal circumstances confidentially up to the commencement of the final assessment period.

**PGR7.2.6R** The Research Degrees Award Board will have mechanisms to consider applications for personal circumstances confidentially within the final assessment period.

**PGR7.2.7R** The Research Degrees Award Board is responsible for considering personal circumstances relating to the withdrawal of a postgraduate researcher's registration.

## **Procedures about personal circumstances**

### **PGR7.3 How can the PGR personal circumstances process support me?**

#### **7.3.1 Summary of options available**

<b>Type of help available</b>	<b>Applicable registration stages</b>	<b>Typically relevant situations and impact</b>
<b><u>Up to 5 working days extension</u></b> to progress milestone submission deadline <ul style="list-style-type: none"> <li>• Complete Pers Circs form on Grad School Pers Circs webpage. Submit by email with</li> </ul>	<ul style="list-style-type: none"> <li>• Stages 1, 2 or 3 for: RD1 proposal; progression exam report; progress review work.</li> </ul>	<ul style="list-style-type: none"> <li>• Short term circumstances affecting your ability to meet your submission deadline.</li> <li>• Self-certification is sometimes permissible in these cases.</li> <li>• Milestone specific – does not extend your registration.</li> <li>• Available for Tier 4 visa PGRs</li> </ul>

evidence to <a href="#">Graduate School</a>	<ul style="list-style-type: none"> <li>Not for final assessment period</li> </ul>	
<p><b><u>Up to 28 days extension</u></b> to milestone submission deadline or postponement of progression exam or progress review meeting</p> <p>Complete Pers Circs form on Grad School Pers Circs webpage. Submit by email with evidence to <a href="#">Graduate School</a></p>	<ul style="list-style-type: none"> <li>Stages 1, 2 or 3: For: RD1 proposal, progression exam report or viva, progress review work or meeting.</li> <li>Not for final assessment period</li> </ul>	<ul style="list-style-type: none"> <li>Circumstances that mean you need more time to submit your work, typically those affecting your work rate, rather than stopping you from working altogether;</li> <li>Circumstances that mean you need to postpone your progression exam viva or progress review meeting;</li> <li>Milestone specific - does not extend your overall registration completion date or impact your fees or funding;</li> <li>No adjustment of future milestone deadlines;</li> <li>Once only per stage of your award;</li> <li>Self-certification <b>not</b> permissible;</li> <li>This is available for Tier 4 visa PGRs.</li> </ul>
<p><b><u>Suspension of Registration:</u></b> one month or more - up to 12 months</p> <ul style="list-style-type: none"> <li>Complete an <a href="#">RD4</a> form and submit via email with evidence to the <a href="#">Graduate School</a></li> <li>Tier 4 visa PGRs: complete <a href="#">RD4</a> form submit to Graduate School as above, <b>And</b></li> <li>Complete an authorised absence request form(if for more than 2 weeks); available from, and submitted to, UWE Info points</li> </ul>	<ul style="list-style-type: none"> <li>Stages 1, 2, or 3 (For final assessment period see below)</li> </ul>	<ul style="list-style-type: none"> <li>For more serious or longer term circumstances which mean you cannot work at all and need a complete break or 'time out' from your research studies;</li> <li>Affects your overall registration completion date and all interim progress milestones;</li> <li>NB. This may also affect any modules you are registered on for the duration of your suspension and you may need to submit personal circumstances separately for these;</li> <li>Fees not payable during suspension, but neither is any bursary, stipend or other funding support. You may be financially liable for any funding shortfall as a consequence of suspension;</li> <li>PGRs subject to Tier 4 visa requirements must submit a completed 'Authorised Absence' request form which is available from <a href="#">UWE Info points</a> and gain approval for any authorised absences or suspension of more than two weeks prior to the start of the absence.</li> </ul>
<b><u>Exceptional Extension of Registration</u></b>	<ul style="list-style-type: none"> <li>Stage 3: after PR3 progress review – usually</li> </ul>	<ul style="list-style-type: none"> <li>Where circumstances occur during the completion phase of your registration (after stage 3 progress review) affecting your ability to</li> </ul>

Complete an <a href="#">RD3</a> form and submit with supporting evidence to Graduate School	<p>during completion period.</p> <ul style="list-style-type: none"> <li>Not for final assessment period (see below)</li> </ul>	<p>complete your project and submit your thesis on time;</p> <ul style="list-style-type: none"> <li>You may be financially liable for any additional fees payable as a consequence of an extension to your registration;</li> <li>Is available for Tier 4 PGRs but you must get advice from the <a href="#">Visa Support Team</a> if you will need to extend your visa.</li> </ul>
<p><b>ALL</b> personal circumstances concerning the submission of thesis for final assessment or occurring after submission has taken place.</p> <ul style="list-style-type: none"> <li>Contact <a href="#">Graduate School PGR Assessment Team</a> for advice</li> </ul>	<ul style="list-style-type: none"> <li>Final Assessment Period: For deadlines once submission has been made for final assessment .</li> </ul>	<p>Including but not confined to:</p> <ul style="list-style-type: none"> <li>deadlines for submitting thesis for final assessment;</li> <li>postponement of viva;</li> <li>suspension during final assessment period or during thesis resubmission period;</li> <li>extension of resubmission period;</li> <li>Tier 4 PGRs must get advice from the <a href="#">Visa Support Team</a> if any request will need an extension to your visa.</li> </ul>

## Part 7b Reasonable Adjustments

### 7.5 Regulations about reasonable adjustments

**PGR7.5.1R** The Graduate School in collaboration with other professional and specialist services will ensure that there are confidential opportunities for PGRs to disclose disabilities, health or other ongoing conditions, or specific learning difficulties (including dyslexia) for which additional support and/or reasonable adjustment may be required.

**PGR7.5.2R** The Graduate School in collaboration with other professional and specialist services will ensure that mechanisms are in place for PGRs with a documented disability, health or other ongoing condition, or specific learning difficulty to access additional support and/or reasonable adjustments.

### 7.6 Reasonable adjustments in viva voce examinations, progress review and examination of taught modules

**PGR7.6.1R [E18.1R]** Where appropriate, PGRs may receive extra time or other exam adjustments. In the case of viva voce examinations and progress review these adjustments can be varied and wide ranging and must be discussed and agreed individually with the Graduate School in advance.



## **Postgraduate Research Degrees Part 8: supervisory teams and the supervision process**

### **PGR8.1 The supervisory team**

**PGR8.1.1R** Faculty Research Degree Committees (FRDCs) will appoint at least two supervisors, including one Director of Studies, based upon their collective experience and knowledge of the research area.

#### **PGR8.1.2R**

i) The Director of Studies will be a permanent member of UWE staff and is responsible for the conduct and governance of the project (see also Part 10 of these regulations Research Governance).

ii) At least one UWE member of the supervisory team will have previous experience of successful supervision at all stages through to completion at the appropriate level, either at UWE or at another UK University.

iii) Where this completion is with another UK University they will also have completed the UWE supervisor training prior to the appointment of the supervisory team (RD1 approval). This individual will advise the Director of Studies should they not have this experience.

**PGR8.1.3R** All newly appointed Directors of Studies and Directors of Studies who are new to UWE must undertake in full the supervisory training specified by the Graduate School within 12 months of their appointment as a UWE DoS. Failure to comply with this requirement without good reason will prevent the member of staff being allocated any further Director of Studies appointments until the training is completed.

**PGR8.1.4R** Any changes to the supervisory team are subject to the consideration and approval of the FRDC.

### **PGR8.2 The supervision process**

**PGR8.2.1R** The supervisory team is responsible for meeting with the candidate regularly, discussing progress made and agreeing any actions and objectives.

**PGR8.2.2R** The supervisory team may raise concerns at any time with the Faculty Research Degrees Committee about progress being made by the candidate, which may result in further action being taken.

**PGR8.2.3R** The FRDC will monitor supervisory arrangements through data about progress and completion rates, progression and review reports, supervision training attendance, and feedback from PGRs.

## **Postgraduate Research Degrees: Part 9 – registration of the research project (RD1)**

### **PGR 9.1 Confirmation of project registration (RD1)**

**PGR9.1.1R** Within 3 months for full-time and 6 months for part-time of their initial registration, all postgraduate researchers (PGRs) must submit their project registration proposal (RD1) for review and approval by the Faculty Research Degree Committees (FRDCs).

**PGR9.1.2R** The RD1 submitted should include:

- a) a definition of the research project title;
- b) supervision arrangements;
- c) a detailed schedule of work ;
- d) an outline of proposed research skills development, training plan and module selection.

In addition, and where applicable to the project:

- e) an indication of ethical approval application;
- f) documentary evidence of a collaborative agreement with an external funder, identifying ownership of research data and/or Intellectual Property contract (IP);
- g) An application for the restriction of access to the final published thesis or critical commentary where this is deemed necessary (see also Part 10 Research Governance).

**PGR9.1.3R** Consideration of the RD1 proposal has two possible outcomes which are:

- Satisfactory – continue registration, **or**
- Unsatisfactory – refer for resubmission

PGRs will have one opportunity to rework and resubmit their RD1 proposal.

**PGR9.1.4R** The resubmission deadline is normally 4 weeks for full-time PGRs and 6 weeks for part-time PGRs from the date of notification. At resubmission stage, the only outcomes available are:

- Satisfactory – continue registration, **or**
- Fail – registration withdrawn.

There will be no further opportunity for resubmission.

**PGR9.1.5R** The RD1 must be satisfactory in order to continue on the award and advance to the progression exam. Failure at this stage will result in the PGR's withdrawal from the award by the Research Degrees Award Board (RDAB).

## **PGR 9.2 Major changes to the research project**

**PGR9.2.1R** Any fundamental or major change to either the overall aim or methodology of the research project requires the approval of the Faculty Research Degrees Committee.

## **Postgraduate Research Degrees: part 10 – Research governance including research project conduct and expectations; ethics; intellectual property and misconduct.**

Research governance is the framework by which the University manages research to ensure research integrity is maintained. This framework includes principles, legal and regulatory provisions, standards of good practice, policies, guidance, systems, management and supervision. Further information about UWE's framework for research governance is set out in the [University's Code of Good Research Conduct](#)

### **PGR 10.1 Expectations about PGR research project conduct**

All UWE Bristol research must have a designated project manager who is responsible for the conduct of the research including compliance with The University's Code of Good Research Conduct and University policies on:

- Health & safety and risk management
- Research ethics
- Research data management
- Intellectual property
- IT acceptable use
- Staff welfare and dignity at work

**PGR10.1.1R** For postgraduate research projects at UWE the designated project manager is the Director of Studies who is responsible for ensuring that the project is carried out in line with the University's [Code of Good Research Conduct](#), and that the PGR is given effective induction, training, support and monitoring to assure good research practice (see also Code of Good Research Conduct, annex 1, research role definitions).

**PGR10.1.2R** The Director of Studies is responsible for ensuring that the PGR submits any necessary application for [ethical approval](#) for the project where appropriate. Non-compliance with the University's ethics requirements may lead to investigation under research misconduct procedures.

**PGR10.1.3R** A PGR who, having received appropriate advice and guidance from their Director of Studies/supervisory team, deliberately and wilfully chooses to ignore it resulting in a breach of the requirements of the Code may be personally liable and lead to investigation under research misconduct procedures. (See Code Chapter 5, 5.3.1 pg. 1)

<http://www1.uwe.ac.uk/research/researchgovernance/codeofgoodresearchconduct.aspx>

### **PGR10.2 Intellectual Property**

**PGR10.2.1R** The Director of Studies is responsible for providing guidance to the PGR on the application of the University's policy on Intellectual Property (IP) both with regard to the

PGR's own research study and outputs, and to the use of any third party intellectual property within their thesis.

<http://www1.uwe.ac.uk/about/corporateinformation/policies.aspx>

**PGR10.2.2R** Having received this advice PGRs are responsible for compliance with the University's policy on Intellectual Property within their research work and outputs. (See also part 5 of this handbook PGR personal conduct and expectations).

### **PGR 10.3 Restricting access to a thesis**

**PGR10.3.1R** Any application to restrict access to a thesis should normally be made at RD1 stage, with appropriate supporting evidence, and will be considered by the Research Degrees Award Board on the recommendation of the Faculty Research Degrees Committee.

**PGR10.3.2R** Where the need to restrict access to a thesis emerges at a subsequent stage of registration, exceptional application must be made to the Research Degrees Award Board.

**PGR10.3.3R** The agreed period of restriction will not normally be longer than two years from the date of the confirmation of the award; however the Research Degrees Award Board may approve a shorter or longer period where it considers this to be appropriate.

## **Postgraduate Research Degrees: part 11 – the progression examination**

### **Purpose of this progress milestone**

To demonstrate that the postgraduate researcher (PGR) is making satisfactory progress with their project so far.

### **How progress is measured**

The University uses the Doctoral/MPhil award criteria (set out at PGR regulations part 2) as the benchmark for measuring progress. Two independent reviewers internal to the University consider the progression report submitted by the PGR against these criteria and discuss this with the PGR at viva voce (oral examination).

PGRs must pass the progression examination to be able to continue with their research degree.

### **Milestone objectives**

In particular the reviewers must be confident that the PGR, supported by their supervisory team, has done the following:

- Defined the detailed objectives and scope of the research project;
- Been actively engaged in working on the research project and has made progress in line with initial objectives agreed at the registration of the project (RD1 stage) and with the time spent;
- Made a suitable survey of the relevant research literature and shown an ability to make a critical evaluation of published work;
- Developed an appropriate knowledge of research methods relevant to the area of research, and can explain and justify their choice of research methods;
- Taken action to deal with any conditions of ethical approval and / or identified any changes to ethical requirements;
- Been actively engaged in any professional development or training activities identified at RD1 stage;
- Developed an adequately detailed plan of future work so that the research degree can be completed within the registration period allowed.

## **Regulations about the progression examination**

These regulations describe what must happen at the Progression Examination and are applicable to all PGRs including those registered on Professional Doctorate programmes.

**PGR11.1.1R** By the end of stage 1 of their research registration, all PGR candidates must have undertaken and passed the progression examination in order to continue on their award and move to Stage 2.

### **PGR 11.2 Format of the progression examination**

**PGR11.2.1R** The progression examination has two components:

#### Component 1)

Evidence of progress submitted in the form of a progression report (part 1), together with other work or outputs submitted by the PGR on an optional basis (part 2);

#### Component 2)

A viva voce examination conducted by two independent internal reviewers unconnected with the project, the PGR or the supervisory team.

**PGR11.2.2R** All PGRs are required to attend the viva voce examination in person at the location and on the date specified by the University. This will normally be at one of the University's campus sites.

### **PGR 11.3 Outcomes of the progression examination**

**PGR11.3.1R** Possible outcomes from the progression examination are:

- Pass – continue registration
- Fail – withdrawal of registration
- Discretionary resubmission with or without a further viva voce examination

The outcome is of the examination as a whole; it is not possible to pass one component and be referred in the other.

**PGR11.3.2R** There is no automatic right to resubmission at progression examination stage and resubmission is not available at all to PGRs registered for PhD, MPhil or DPhil whose initial registration date is prior to 1 October 2013, or to PGRs registered on Professional Doctorate programmes whose initial registration date is prior to 1 September 2013.

**PGR11.3.3R** At resubmission the only outcomes available are pass or fail. There will be no further resubmission opportunity.

**PGR11.3.4R** Failure to demonstrate appropriate progress and pass the progression examination will result in withdrawal of registration on the award by the Research Degrees Award Board (RDAB). Non submission of the progression report by the deadline advised without good reason and supporting evidence will result in loss of opportunity, and may

result in withdrawal of registration. Non submission at resubmission without good reason and supporting evidence will result in withdrawal of registration.

#### **PGR 11.4 Deciding the outcome of the progression examination**

**PGR11.4.1R** Faculty Research Degrees Committees (FRDCs) will consider the recommendation of the reviewers and decide the outcome of the progression examination.

**PGR11.4.2R** Where the FRDC agree a fail recommendation this will be forwarded to the Research Degrees Award Board (RDAB) which will consider withdrawal of the PGR's registration from the award.

**PGR11.4.3R** Where the reviewers' recommendations are not unanimous they shall each submit a separate report to the FRDC which will consider both reports and agree an outcome decision. There will be no further viva voce examination of the PGR within that assessment attempt.

**PGR11.4.4R** The FRDC may seek independent advice to inform this decision-making process from an academic colleague who is unconnected with the project, supervisory team or the PGR, but has subject or other appropriate expertise.

**PGR11.4.5R** PGRs have the right of appeal against an RDAB decision only within specified limited grounds. These grounds and the process for submitting an appeal are set out in the Academic Regulations at Appendix H2.



## **Postgraduate Research Degrees: part 12 – progress review in stages 2 and 3**

**PGR12.1R** Postgraduate researchers (PGRs) must demonstrate continuing satisfactory progress in order to progress to the next stage of their award and continue their registration.

### **PGR12.2 Progress Review**

**PGR12.2.1R** A review of academic progress must be completed by the end of each stage of the PGR's award subsequent to the progression examination.

**PGR12.2.2R** The possible outcomes of the progress review are:

- Satisfactory progress – progress to the next stage;
- Unsatisfactory progress – refer for further work and resubmission

In the case of unsatisfactory progress the reviewers report must also indicate the nature of the additional work or evidence needed to demonstrate that the project is back on a satisfactory footing.

### **PGR12.3 Deciding the outcome of the progress review**

**PGR12.3.1R** Faculty Research Degree Committees will consider the recommended outcome report of the progress review for each PGR and agree an outcome decision.

**PGR12.3.2R** Failure to submit both review form and evidence of progress by the deadline specified without good reason accepted by the FRDC will be deemed unsatisfactory and will result in loss of submission opportunity.

**PGR12.3.3R** Continued unsatisfactory progress at resubmission, or failure to resubmit by the deadline specified without good reason, will result in withdrawal of registration on the award by RDAB, no further resubmission will be permitted.

## **Postgraduate Research Degrees: part 13 – preparing for the final Assessment**

### **Regulations about preparing for the final assessment**

These regulations describe what must happen during the preparation for the final assessment and are applicable to all postgraduate research degree candidates. The final assessment period begins once the thesis or critical commentary has been submitted for final assessment

NB. In chapters concerning the final assessment process the PGR may be referred to as the PGR candidate, or simply the candidate.

### **PGR 13.1 Responsibility for submitting the thesis for final assessment**

**PGR13.1.1R** The PGR candidate is ultimately responsible for deciding on the content of the thesis and when to submit the thesis for assessment. Submission can only take place between the minimum and maximum registration periods.

**PGR13.1.2R** The candidate will submit a full first draft of their thesis to their Director of Studies for comment and receive comments from the DoS and/or other members of the supervisory team prior to submitting the thesis for assessment.

### **PGR 13.2 Preparing the thesis for final assessment**

**PGR13.2.1R** The language of the thesis will be English unless an application for an alternative has been approved by the Research Degrees Award Board.

**PGR13.2.2R [PGR14.2.2R]** Where candidates are assessed for MPhil and PhD awards with an approved creative practice focus, the assessment will be by submitted thesis and viva voce, but may also include submission of original creative work in any medium undertaken as part of the registered research project. This creative work may include but is not limited to: one or more scholarly texts, works of fiction, musical or choreographic works, designs, devices and products, short film, exhibition of work, installation or other original artefacts.

### **PGR 13.3 Preparing the collection of published works for MPhil or DPhil by publication for final assessment**

**PGR13.3.1R** A candidate for an MPhil or DPhil by publication will submit a critical commentary and their collection of published works. Published work may include books, original and exhibited creative work in any medium, peer reviewed publications in the public domain, published patents or designs, or other forms of published scholarly output embodying original research.

**PGR13.3.2R** The language of the critical commentary will be English.

## **PGR13.4 Deposition of the e-thesis or critical commentary on the University research repository**

**PGR13.4.1R** The candidate must deposit an identical electronic version of the work submitted for final assessment to the University Research Repository. This will be held by the University on a closed access basis until the completion of the award when it will be replaced by the final version of the thesis or critical commentary.

## **PGR13.5 The Examining Panel**

### **Appointment of the panel**

**PGR13.5.1R** Examining panels are appointed by the Research Degrees Award Board (RDAB) on behalf of the Academic Board.

### **Composition of the panel**

**PGR13.5.2R** Candidates for MPhil, PhD and professional doctorates are examined by at least two and not normally more than three examiners. At least one examiner will be external to the University.

**PGR13.5.3R** Candidates for MPhil or DPhil by publication are examined by two examiners both of whom are external to the University.

**PGR13.5.4R** If the candidate and internal examiner are both permanent members of staff at the same work place, a second external examiner must be added to the examining panel. This is not needed if the candidate is on a fixed term contract of employment of less than 12 months.

**PGR13.5.5R** All examinations will be overseen by an Independent Chair appointed by RDAB. The role of the Independent Chair is to make sure the assessment is fair and held in line with the regulations.

### **Criteria for examiner appointment**

#### **External examiners**

**PGR13.5.6R** External examiners will be:

- a. independent of the University and affiliated institutions registering candidates with the University for research degrees, and any collaborating establishment linked to the research project;
- b. must not have acted previously as the candidate's supervisor or adviser;
- c. must not have co-authored or worked collaboratively with any member of the supervisory team or the other examiners on the panel, and their own work must not be the focus of the research being examined.
- d. Former members of UWE staff are not permitted to be an external examiner until five years after their employment has ended.

## Internal examiners

**PGR13.5.7R** Internal examiners will be:

- a) a member of staff of the University;  
or
- b) a member of staff of the candidate's collaborating establishment;  
or
- c) a member of staff of an affiliated institution where the candidate is registered.

Internal examiners must not:

- d) have been a candidate's Director of Studies, supervisor or adviser;
- e) have co-authored more than 5 publications with any member of the supervisory team;
- f) have worked closely in collaboration\* with any member of the supervisory team (e.g. research projects or bids), nor will their own work be the focus of the research project being examined.

In addition:

- g) An internal examiner who is also a candidate for a research degree at UWE may only be used if the Board is confident there is no potential for conflict of interest;
- h) Members of staff who have previously acted as an independent reviewer for the candidate may be appointed as internal examiners, but must also meet examiner appointment criteria.

\*Directors of studies who are unsure about the eligibility of a member of staff for appointment as an internal examiner should seek advice from the Officer to the Research Degrees Award Board **before** submitting the EX1 examination arrangements form.

## **Postgraduate Research Degrees: part 14 - final assessment regulations**

NB. In all chapters concerning the final assessment process the PGR may be referred to as the 'PGR candidate', or simply 'the candidate'.

### **PGR14.1 Principles of assessment for MPhil and Doctoral level research based awards**

**PGR14.1.1R** To be awarded an MPhil or Doctoral level research degree by the University, PGR candidates must demonstrate to the satisfaction of the examiners that they meet the requirements of the University's published qualification descriptor for that degree (see PGR Part 2 postgraduate qualification descriptors).

**PGR14.1.2R** In addition, candidates must successfully complete assessment of any required taught credit, and fulfil any other academic or professional assessment requirements for the award as detailed in published award specifications and elsewhere in these regulations.

### **PGR14.2 Forms of assessment for MPhil and Doctoral level research based awards**

#### **MPhil and Doctoral level research based awards**

**PGR14.2.1R** MPhil and Doctoral level research based awards (MPhil, PhD, Professional Doctorate degrees) are assessed by submission of a written thesis and a viva voce (oral) examination.

**PGR14.2.2R** Where PGR candidates are assessed for MPhil and PhD awards with an approved creative practice focus, the assessment will be by submitted thesis and viva voce, but may also include submission of original creative work in any medium undertaken as part of the registered research project. This creative work may include but is not limited to: one or more scholarly texts, works of fiction, musical or choreographic works, designs, devices and products, short film, exhibition of works, installation or other original artefacts, or examples of creative work.

#### **Research awards by publication**

**PGR14.2.3R** Research awards by publication (including MPhil and DPhil degrees by publication) are assessed by submission of a collection of published work together with a critical commentary setting out the nature and significance of the collection as a whole in terms of its contribution to new knowledge within the subject field, and a viva voce (oral) examination.

**PGR14.2.4R** Published work may include books, original and exhibited creative work in any medium, peer reviewed publications in the public domain, published patents or designs, or other forms of published scholarly output embodying original research.

#### **Variations to the prescribed submission formats**

**PGR14.2.5R** Very exceptionally parts of the thesis, or all of it, may be presented other than in written, printable form where it can be demonstrated that the contents can be better expressed in that form and are capable of being assessed. In all such cases the permission of the Research Degrees Award Board (RDAB) must be obtained before the final examination arrangements have been approved.

### **Variations to examination by viva voce**

**PGR14.2.6R** Exceptionally RDAB may approve an alternative to the viva voce where it is satisfied that a candidate would be seriously disadvantaged on health, disability, or other grounds by being required to undergo an oral examination. Normally RDAB's permission must be sought and obtained **before** the final examination arrangements have been approved.

### **Viva location**

**PGR14.2.7R** All candidates are required to attend the viva voce examination in person at the location and on the date specified by the University. This will normally be at one of the University's campus sites, unless otherwise specified for PGRs within an approved academic agreement or schedule thereto between the University and an affiliated institution.

## **PGR14.3 Regulations about the final assessment process for postgraduate research degrees**

**PGR14.3.1R** A candidate for PhD, MPhil or Professional Doctorate is assessed by a panel of at least two and normally not more than three examiners, of whom at least one must be an external examiner and one an internal examiner. Candidates for MPhil and DPhil by publication are assessed by two external examiners.

**PGR14.3.2R** The final assessment has two parts:

- i) The examiners' independent reports (one per examiner) containing a preliminary assessment of the work submitted by the candidate;
- ii) A viva voce (oral) defence by the candidate of the submitted work in the context of the field of study in which the research lies.

The viva voce will normally be conducted in English.

(\*NB. 'Submitted work' in this context means the thesis, or the published work and critical commentary, or other approved variant)

**PGR14.3.3R** Both the viva voce examination and examiners' reporting processes are overseen by an Independent Chair appointed by RDAB for this purpose.

**PGR14.3.4R** No candidate may be failed and the degree not awarded without having had the opportunity of a viva voce examination, either at first attempt or where a resubmission attempt has been granted. But there is no automatic right to resubmission.

NB. Part 15 Assessment Offences, PGR15.11.7R provides the exception to this regulation in the case of a proven assessment offence.

**PGR14.3.5R** At final assessment a candidate may be referred for resubmission and reassessment once only, and may undergo a maximum of two viva voce examinations in total, unless RDAB permits otherwise on the grounds of accepted personal circumstances or other exceptional grounds.

#### **PGR14.6. The range of outcomes of the final assessment following viva**

**PGR14.6.1R** Following the viva voce examination the examiners may recommend to the Research Degrees Award Board one of the following outcomes:

##### **A. The candidate fulfils the criteria for the award on which they are registered:**

The candidate fulfils the Doctoral / MPhil award criteria and the candidate is recommended for the degree:

- i. Without further correction or amendment;

**or**

- ii. Subject to **satisfactory correction** of presentational / typographical errors within the material<sup>†</sup> (maximum 4 weeks FT / 6 weeks PT). Corrections to be approved by one or all examiners;

**or**

- iii. Subject to **satisfactory minor amendment** of the material<sup>†</sup> as indicated by the examiners and which can reasonably be completed within a maximum 12 weeks FT / 18 weeks PT. Amendments to be approved by one or all examiners;

**or**

- iv. Subject to **satisfactory major amendments**. The material<sup>†</sup> submitted displays some deficiencies of content, analysis and / or presentation in areas specified by the examiners requiring additional work which can reasonably be expected to be completed within a maximum 6 months FT / 9 months PT. No further viva examination is required, amendments to be approved by all examiners.

(NB. These recommendations are collectively known as **Pass** outcomes)

##### **B. The candidate does not currently fulfil the criteria for the award on which they are registered:**

The examiners recommend that the candidate is referred for resubmission and re-assessment.

The candidate does not currently fulfil the Doctoral / MPhil criteria and the material<sup>†</sup> as submitted displays significant deficiencies of content and / or presentation in areas specified by the examiners. The candidate may be permitted to revise and re-submit the material for the degree and be re-assessed on one further occasion with or without viva voce examination. Revisions indicated by examiners may reasonably be expected to be completed within a maximum 12 months FT / 18 months PT. The re-assessment shall be of the submitted material<sup>†</sup> as a whole and undertaken by all examiners.

(NB. This recommendation is a **referral** outcome, at this point the candidate has not yet passed their degree)

### **C. Additional outcomes for PhD or DPhil assessment only:**

#### **i. MPhil with amendments**

The candidate does not fulfil the doctoral award descriptor criteria but does meet the award criteria for MPhil and may be recommended for this award subject to satisfactory amendment of the material<sup>†</sup> in a manner and to a timescale as recommended by the examiners (**up to** a maximum of 6 months FT / 9 months PT). No further viva voce examination is required. Amendments to be approved by one or all examiners;

**or**

#### **ii. Resubmit and be assessed for MPhil**

The candidate does not fulfil the doctoral award criteria but has the potential to meet the award criteria for MPhil and may revise and resubmit the material<sup>†</sup> as indicated by the examiners for assessment for the award of MPhil (within a maximum of 12 months FT / 18 months PT). The assessment shall be of the submitted material <sup>†</sup>as a whole, conducted by all examiners and a viva voce examination will be required.

<sup>†</sup>NB. Material and/or amendment of material in the case of DPhil / MPhil by publication refers to the critical commentary element of the submission only, since the publications/outputs will already be in the public domain.

### **D. Degree not awarded**

The candidate is not recommended for the award of any degree and is not permitted to resubmit for re-assessment. Unsuccessful candidates for DPhil / MPhil by publication may be permitted to re-apply after a period of three years.

(NB. This recommendation is a **Fail** outcome).

### **PGR 14.7 Regulations in the event of disagreement between examiners**



**PGR14.7.1R** Where the examiners' recommendations are not unanimous, this will be reported by the Independent Chair to the Research Degrees Award Board (RDAB) which may:

- a. uphold the recommendation of the external examiner (where there is one external examiner);  
**or**
- b. uphold a majority recommendation provided that the majority includes at least one external examiner (where there is more than one external examiner);  
**or**
- c. appoint an independent external assessor to review the thesis and make an independent report together with an outcome recommendation to RDAB. No further viva voce examination of the candidate will take place within that assessment attempt. RDAB will consider all reports and agree an outcome decision in accordance with regulations at PGR14.6.1R. Where this process takes place in the context of resubmission assessment however, outcome B (i.e. a further resubmission for that degree) cannot be granted.

#### **PGR14.8 Regulations in the case of unsatisfactory amendments following category A outcomes**

**PGR14.8.1R** Should the amendments submitted, whether major or minor, not be considered satisfactory by the examiners the candidate will be given 12 additional weeks to make the necessary adjustments.

**PGR14.8.2R** If after this additional time the examiners confirm that they are not yet content with the amended material, RDAB may exceptionally permit the candidate up to a maximum of 12 further weeks to make final adjustments. There is no automatic right to this further time.

**PGR14.5.3R** If the amended material continues to be unsatisfactory the candidate will be considered not to have complied with the academic requirements of the award, will be withdrawn by RDAB and the degree will not be awarded.

#### **PGR14.9 Regulations about the resubmission process following a category B outcome, and the range of possible outcomes at resubmission**

**PGR14.9.1R** Only one re-assessment may be permitted by RDAB, subject to the candidate submitting for re-assessment within 12 months FT / 18 months PT of the date of the formal notification of the outcome of the first assessment.

**PGR14.9.2R** RDAB may require that an additional external examiner is appointed for the re-assessment.

**PGR14.9.3R** RDAB may, where there is good reason, approve an extension of the resubmission period.

**PGR14.9.4R** In all other respects the re-assessment will be conducted in the same way as the first assessment, and the candidate will be required to submit a draft of the resubmission to their Director of Studies and receive comments as at regulation PGR13.1.2R.

**PGR14.9.5R** Following completion of the re-assessment the examiners may recommend an outcome from the list set out in PGR14.6.1R with the following exceptions:

- Outcome option B (resubmission for the same degree) **is not** available;
- A PhD or DPhil candidate may be recommended for the award of MPhil subject to satisfactory amendments (outcome option C.i), but **may not** be recommended for a further resubmission to be assessed for MPhil (outcome option C.ii).
- A PhD or DPhil candidate who, as an outcome of their first assessment, has resubmitted and been assessed for the award of MPhil (i.e. outcome C.ii) **may not** be given a further resubmission opportunity for MPhil.

#### **PGR14.10 Regulations when the examiners recommend outcome D: Degree not awarded and no resubmission permitted**

**PGR14.10.1R** Where the examiners recommend that the degree is not awarded i.e. that the candidate has 'failed' the award, the examiners will prepare an agreed joint statement of the deficiencies of the thesis or collection of published work and critical commentary including the rationale for their recommendation. This will be considered by the Research Degrees Award Board. Where RDAB agrees this outcome, the examiners' statement will be forwarded to the candidate by the Board together with the formal notification of the outcome. The candidate will be withdrawn from the award.

#### **PGR 14.11 Responsibility for deciding the assessment outcome and granting the research degree award: the Research Degrees Award Board**

**PGR14.11.1R** The Research Degrees Award Board is the examining board approved by the University to be responsible for granting postgraduate research degree awards, or amending a properly executed decision about postgraduate research degree awards, on behalf of the Academic Board. RDAB must include a Chief External Examiner appointed by the Academic Registrar on behalf of the Academic Board.

**PGR14.11.2R** RDAB will decide the assessment outcome and grant research degree awards on behalf of Academic Board on consideration of the reports and recommendation of the examiners following the viva voce examination, and on consideration of outcomes from taught components/modules from the appropriate Field Boards.

**PGR14.11.3R** The result of the candidate's assessment and the award granted will be produced by the Graduate School, signed by the Chair of RDAB and published in the format approved by the University.

**PGR14.11.4R** The candidate will be considered to have completed their award on the date that RDAB decides that the award is granted.

**PGR14.11.5R** The University may withhold an award from a candidate who:

- has outstanding obligations, financial or otherwise, to the University; **or**
- has not successfully completed the requirement for accredited learning (i.e. taught modules) for the programme;
- is the subject of an ongoing investigation concerning an allegation of a breach of discipline or an assessment offence allegation.

NB. Candidates may appeal against the decision of RDAB only on the grounds that:

*"There has been material and significant administrative error or other material irregularity such that the assessment was not conducted in accordance with the approved regulations for the award."*

[Appendix H2, extract, H26.4R]

The processes governing the consideration of such appeals for all students of the University including postgraduate research degree candidates are described at appendix H2 of the UWE Academic Regulations and Procedures

### **PGR14.13 Deposition of the final version of the thesis or collection of published works and critical commentary, and intellectual property requirements**

**PGR14.13.1R** All candidates for PhD, Professional Doctorate and MPhil awards must deposit the final version of their thesis, incorporating any amendments required by the examiners, on the UWE Bristol Research Repository before the award can be conferred. For the awards of DPhil/MPhil by publication only the critical commentary and bibliography listing the published works submitted for consideration for the award must be added to the UWE Research Repository.

**PGR14.13.2R** The candidate must ensure that use of any third party intellectual property complies with the requirements of the University's intellectual property policy. The thesis or critical commentary must include the following statement:

*'Material in this thesis/commentary\* is the author's with the exception of third party material where appropriate permissions have been obtained and attributed. This copy has been supplied on the understanding that no use of material may be made without proper acknowledgement.'*

\*For awards by publication

**PGR14.13.3R** Access to a thesis or critical commentary via the UWE Research Repository may only be restricted where a previous application to do so has been agreed by RDAB.

#### **PGR14.14 Posthumous awards**

The processes governing the granting of a posthumous award to a deceased student of the University, including postgraduate researchers, are described at section H22 of the UWE Academic Regulations and Procedures. These are applicable to postgraduate researchers where a full draft thesis in assessable form has been submitted to the Graduate School in accordance with PGR regulations and procedures at PGR Part 13.

## **Postgraduate Research Degrees: Part 15 – assessment offences**

### **Expectations**

The University considers that allegations of assessment offences relating to research study undertaken by postgraduate researchers for the purpose of an MPhil or Doctoral level award are serious, and must be investigated accordingly. All students of the University, including PGRs, are subject to the University's published policy about academic integrity and assessment offences.

### **Regulations about the investigation of assessment offence allegations, possible outcomes and applicable penalties**

**PGR15.1.1R** Assessment offence allegations made against PGRs registered on an MPhil or doctoral level award (including those who are also members of University Staff or affiliated Staff) will be investigated under the University's Academic Regulations and Procedures or where appropriate the UWE research misconduct procedures.

- i) Assessment offence allegations made against PGRs relating to the assessment of taught elements of the award for which UWE credit is awarded (e.g. taught modules) will be investigated in accordance with procedures at Part G of the University regulations and procedures.
- ii) Assessment offence allegations made against PGRs relating to the assessment of the research project, the thesis or the critical commentary (MPhil/DPhil by publication), or any other element of research undertaken directly relating to the award, will be investigated under PGR regulations and procedures at PGR Part 15. The investigation will align with the principles of the University [Code of Good Research Conduct](#) as appropriate.
- iii) Allegations of research misconduct relating to any other area of research with which the postgraduate researcher is connected will be investigated under procedures set out in the University [Code of Good Research Conduct](#) and [Research misconduct procedures](#)

**PGR15.1.2R** Investigation of assessment offence allegations will normally be led by the Chair of the Faculty Research Degrees Committee for the faculty in which the PGR is registered, who will act as the Executive Dean's nominee. If there is potential for conflict of interest, the allegation will be investigated by another member of the FRDC, or the Chair of the FRDC for another Faculty.

### PGR15.2.1R Summary of possible outcomes and applicable penalties

Offence Outcomes	Nature of the Offence committed	Normal penalty to be applied, or range of penalties where there is more than one available.
<b>Poor scholarship</b>	Incomplete, inaccurate or missing citation in a small number of instances.	<ul style="list-style-type: none"> <li>• Details of areas for concern are included in written feedback and sent to both the candidate and the Director of Studies (DoS), who must meet to agree a plan of action to improve the candidate's understanding of good academic practice and any further training needed.</li> <li>• All examples must be rectified within the work concerned.</li> <li>• Poor scholarship within a thesis submitted for final examination will be raised as part of the viva process and will require correction and / or amendment as appropriate.</li> <li>• No offence will be recorded on the candidate's student file/record.</li> </ul>
<b>First and lesser offence</b>  (Not applicable for offences found in a thesis submitted for final examination)	Evidence shows plagiarism or other assessment offence of a minor nature in terms of volume with very little significance to the piece of work overall.	<ul style="list-style-type: none"> <li>• FRDC Chair/Panel issues a formal written warning to the candidate copied to the DoS, advising that further offences will be deemed 'serious' and may result in a severe penalty being applied from the range described.</li> <li>• The offence is recorded on the candidate's student file/record until graduation.</li> <li>• Candidate and DoS must meet to agree an action plan as above which will be subject to FRDC scrutiny.</li> </ul>

		<ul style="list-style-type: none"> <li>• All examples must be rectified within the work concerned.</li> </ul>
<p><b>All other offences</b> including:</p> <ul style="list-style-type: none"> <li>• First and serious offence;</li> <li>• Second / subsequent offences;</li> <li>• <b>All</b> offences detected within the thesis after its submission for final examination, other than instances of poor scholarship.</li> </ul>	<p>Evidence shows plagiarism or other assessment offence that:</p> <ul style="list-style-type: none"> <li>• Is not extensive and is of relatively minor significance to the piece of work or thesis;</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>• Is extensive amounting to a considerable portion of the piece of work or thesis, or there are numerous occurrences throughout the work.</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>• Is significant and compromises the academic integrity of piece of work or thesis as a whole;</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>• The candidate has committed a second / subsequent offence, where previously found guilty of a first offence.</li> </ul>	<ul style="list-style-type: none"> <li>• Affected material is redacted within the work and RDAB permits the assessment to go ahead.</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>• Candidate is required to resubmit the work or thesis for assessment in a manner and within a timescale approved by RDAB, no further resubmission outcome permitted;</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>• Candidate is required to withdraw by RDAB and their registration is terminated, no resubmission is permitted. The candidate will not qualify for the award on which they are registered;</li> <li>• In all cases the offence will be recorded on the candidate's student file/record and included in future academic references.</li> </ul>

**PGR is required to withdraw, registration is terminated and no award is made**

**PGR 15.2.2R** Where the offence committed is sufficiently serious the Research Degrees Award Board may require the PGR to withdraw. Their registration will be terminated and no award will be made. In the case of an offence in work submitted for final assessment this

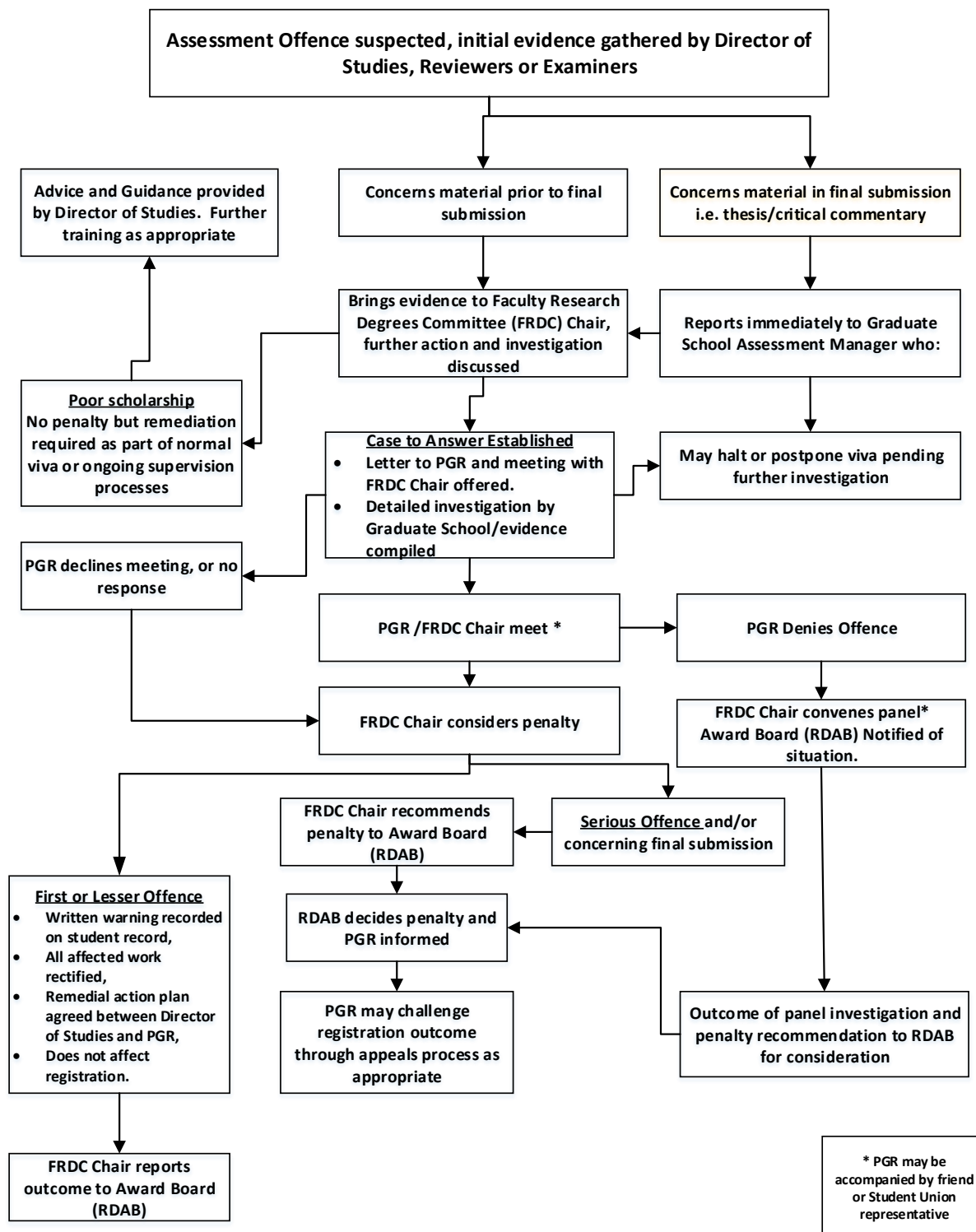
decision will override regulation PGR14.3.4R and the PGR candidate may be withdrawn without a viva voce examination.

### **Procedures for investigating assessment offence allegations in PGR research**

**PGR15.3** These procedures are used for investigating assessment offence allegations within research relating postgraduate research degree awards as defined at PGR15.1.1R ii) only. The process is summarised in the diagram below:



Diagrammatic Summary of investigative processes for allegations about Assessment Offences in Supervised Postgraduate Research



## **Quality Assurance Matters**

### **Postgraduate Research Degrees: Part 16 – Representation, consultation, complaints, monitoring and evaluation**

#### **PGR 16.1 Representation**

**PGR 16.1.1R** All Academic Board Committees concerned with the provision of postgraduate research degrees will have opportunities for postgraduate researcher (PGR) representation within their membership. These include Faculty Research Degree Committees (FRDC), the Graduate School Committee (GSC) and the Research and Knowledge Exchange Committee (RKE).

#### **PGR 16.2 Consultation and feedback**

**PGR 16.2.1R [D16.1R]** The Academic Board requires faculties and Academic Partners to establish and promote arrangements for securing consultation with, and feedback from, all students including postgraduate researchers. The Graduate School will provide mechanisms to enable those concerned with postgraduate research programmes to provide regular feedback both collectively and individually.

#### **PGR 16.3 Complaints about PGR academic provision**

**PGR 16.3.1R [H28.2R]** An academic complaint is defined as a matter of concern to a student, including a PGR, about the delivery, management, assessment methods and procedures of an award that includes supervised research which has not been resolved through the normal consultation process.

**PGR 16.3.2** Procedures for dealing with complaints from students, including PGRs, about academic matters are available on the [University complaints webpage](#).

#### **PGR 16.4 Annual Monitoring and evaluation**

**PGR16.4.1R** All provision contributing to MPhil and doctoral awards of the University is subject to annual monitoring to an approved format and in accordance with policies and procedures established by Academic Board.

Graduate School  
June 2017