

# **Ordinances and Regulations: Degrees of Doctor of Philosophy / Master of Research – Economics (PhD/MRes Econ)**

August 2011

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**A. ORDINANCES**

- 1.** The Degrees of Doctor of Philosophy / Master of Research in Economics (PhD/MRes Econ) are awarded by the University in recognition of the successful completion of a period of supervised research and training. Students will satisfactorily pursue an approved programme of research and training which combines advanced study, research methodology and independent research, the results of which show convincing evidence of the capacity of the student to pursue research and scholarship and make an original contribution and substantial addition to knowledge. The results of this research shall then be embodied in a thesis or other appropriate form and must contain material of a standard appropriate for peer-reviewed publication.
- 2.** The mode of admission to the programme and other conditions relating to the degree shall be prescribed in Regulations.
- 3.** Applicants for admission to the programme must hold a degree or some equivalent qualification prescribed by the Regulations and must satisfy the University that they are fit by reason of their ability and training to undertake the degrees.
- 4.** Except in so far as relaxation is granted in accordance with the Regulations:
  - a.** for full-time study the degrees shall be continuous, extending over such period as may be prescribed by the Regulations; and students will be required to devote their whole time to the degrees and to attend in the University at all appropriate times;
  - b.** for part-time study the degrees shall be continuous and include study time equivalent to a full-time degree but should not exceed twice the full-time study. The students shall be required to attend the University at all appropriate times.
- 5.** These regulations provide a general framework for the PhD/MRes(Econ) programme and should be read in conjunction with programme specific detailed notes of guidance and handbooks.
- 6.** Regulations for student complaints and appeals are provided in the University's General Regulations XVII and XIX respectively

## **B. REGULATIONS**

### **1. Admission to the Programme**

- a.** Applicants for admission to year one of the PhD/MRes(Econ) programme will normally hold a Bachelors degree or equivalent qualification in a quantitative programme in economics. Applicants with similar awards from related quantitative Bachelors degrees may be considered on a case by case basis. The level of attainment for the Bachelor's degree will normally be equivalent to that of a First Class or Upper Second Class Honours UK Bachelors degree.
- b.** Professional qualifications other than a Bachelor's Degree and/or relevant and appropriate experience may be taken into account for entry to the PhD/MRes(Econ).
- c.** Following completion of year one of the programme, students will be required to satisfy examiners and achieve a minimum of 60% in assessed work to be considered for progression to year 2 of the PhD/MRes(Econ) programme.
- d.** Applicants who hold a Masters degree which is deemed equivalent to the requirements of year one of the PhD/MRes(Econ) may be admitted directly into year two of the programme.
- e.** Applicants must demonstrate that they have reached the minimum acceptable level of proficiency in use of the English language according to the published requirements of the degree.
- f.** Applicants may also be admitted as a part-time student for the degrees of PhD/MRes(Econ) if:
  - i.** the periods for which they will be free from employment or other commitments will be sufficient for the purposes of the degrees;  
  
*and*
  - ii.** the subject is suitable for part-time study.
- g.** A student may be admitted to the PhD/MRes(Econ) degrees only if an appropriate research environment is available for the duration of the degree. This should include the availability of appropriate academic staff to provide supervision and training, other research-support staff, research facilities and learning resources.

### **2. Accreditation of Prior Learning (APL)**

- a.** Candidates who are expected to have a UK Masters degree (or overseas equivalent) in Economics (or related subject) with a minimum overall average of 60%, normally including a minimum dissertation mark of 60% , will be considered for direct entry into year 2 of the PhD/MRes(Econ) programme.
- b.** Any unit which is exempted from the MRes(Econ) component of the PhD/MRes(Econ) programme through APL credits will not be awarded a mark,

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but will be graded pass and hence excluded from the calculation of the overall mark.

**3. Duration of the Programme**

- a. Candidates for the PhD/MRes(Econ) programme shall normally be registered at the University of Manchester for a continuous period of four years full-time study. Students who meet the appropriate criteria and enter the PhD/MRes (Econ) programme at the start of year two, will normally be registered at the University of Manchester for a continuous period of three years full-time study.
- b. The part-time duration of the PhD/MRes(Econ) degrees will be dependent upon the time to be committed by the student for study but shall normally be no more than 8 years.
- c. After successfully completing the required assessment for each year of full-time study (pro rata for part-time students), students will be permitted to register for the subsequent year of study
- d. Candidates shall be expected to submit one electronic copy and two paper copies of their thesis upon completion of the PhD component of the PhD/MRes(Econ) programme unless they have received prior approval from the University to register for the submission pending period (see section 7).
- e. Extensions to the duration of the PhD/MRes(Econ) programme to permit further supervised research may be considered only in exceptional circumstances.

**4. Credits for the MRes(Econ) component of the PhD/MRes(Econ) programme**

- a. The MRes(Econ) component of the PhD/MRes(Econ) programme will consist of a minimum of 300 graduate credits, comprising a combination of advanced course units approved by the University and a programme of research.
- b. All course units will normally be of 15 credits, or multiples thereof. The MRes(Econ) component of the PhD/MRes programme will normally include a dissertation or equivalent of at least 60 credits in year one (for full-time students) or year two (for part time students) and a research proposal or equivalent of at least 60 credits in year 2 (for full-time students) or year 4 (for part time students)

**5. Dissertation and Research Proposal for the MRes(Econ) component of the PhD/MRes(Econ) programme**

- a. Dissertations should be set out in accordance with the information set out in the University's Guidance notes for the Presentation of Taught Masters Dissertations. Research Proposals should be set out in accordance with information provided in the programme handbook.
- b. Dissertations (or equivalent) submission dates will normally be 51 weeks after the start of the programme for full-time students and will be published in programme handbooks. Draft research proposal submission dates will normally be 38 weeks after the start of year 2. Submission dates for part-time students

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will reflect the length of the programme (pro rata compared to the full time programme)

- c. Students are required to submit the dissertation and the research proposal by the required submission date, unless an extension for extenuating circumstances has been granted (see Section 6). The maximum period for an extension to submit a dissertation will normally be four months.
- d. Where students do not meet the progression requirements for continuation onto the PhD component of the PhD/MRes(Econ) programme, students will normally, at the recommendation of the Board of Examiners, be allowed one resubmission of a failed dissertation or research proposal and this will normally be within four months of the date of the publication of the result. The Board of Examiners, in agreement with the External Examiner may, exceptionally, decide not to allow resubmission and the Faculty will agree that the grounds for not allowing a resubmission are justified.
- e. The maximum mark to be awarded for resubmitted dissertations or research proposal will normally be 50%.
- f. A student may be required to attend an examination, orally or otherwise, in the subject of their dissertation, or a related matter published in the programme handbook

**6. Extension of the dissertation or research proposal submission deadline for the MRes(Econ) component of the PhD/MRes(Econ) programme**

- a. Where students have not met progression requirements at the end of year one (for full-time students) or year two (for part-time students), but have fulfilled the minimum assessment criteria, extensions of the dissertation submission may be granted in exceptional circumstances at the discretion of the University to allow additional time for preparation of the dissertation for an exit award of MSc. An extension of up to four months beyond the required submission date may be granted in exceptional circumstances and a fee will be payable for any such extension.
- b. Where students have not met progression requirements at the end of year two (for full-time students) or year 4 (for part-time students), but have fulfilled the minimum assessment criteria, extensions of the research proposal submission may be granted in exceptional circumstances at the discretion of the University to allow additional time for preparation of the research proposal for an exit award of MRes(Econ). An extension of up to four months beyond the required submission date may be granted in exceptional circumstances and a fee will be payable for any such extension.
- c. Further periods of extension of the dissertation submission deadline may be sought only in exceptional circumstances. A fee will be payable for each period of extension that is granted by the University
- d. Where permission for extension has not been granted by the University and a student submits their dissertation or research proposal late, zero marks will be awarded.

**7. Submission Pending Period**

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- a. Candidates registered on the PhD/MRes(Econ) programme may request permission to register for the submission pending period at the discretion of the University to allow additional time for preparation of the thesis for up to one year beyond the completion date of the programme, as detailed in the [Policy on Circumstances Leading to Changes to Postgraduate Research Study](#). Candidates are advised to check any conditions imposed by the relevant faculty and of any restrictions applied by funding bodies.
- b. A fee will be payable for any such submission pending registration that is granted by the University.
- c. Extensions to the submission pending period may be sought only in exceptional circumstances.

**8. Skills Development**

- a. A programme of skills training and development is a mandatory component of the PhD degree.
- b. All students must undertake a skills audit at the beginning of their degree, and annually thereafter throughout their degree to determine their research, transferable and generic skills requirements. The audit will provide the basis for a planned programme of skills training and development. The outcomes of the audit and programme of skills development must be agreed by the student and the supervisory team. The supervisory team will be responsible for ensuring that the student has access to the required skills training and development opportunities.

**9. Progression & Assessment**

- a. Students of the PhD/MRes(Econ) programme, will present themselves for assessment of their progress as required in the programme handbook.
- b. Assessment for years one and two (full-time) and years one to four (part-time) of the PhD/MRes(Econ) programme normally comprises two components:
  - i. Course Units  
Comprising tutorial, seminar and assessed reports
  - ii. Research  
Candidates must present a dissertation and research proposal by the required submission date which embody the results of a substantial research project or series of projects carried out during the programme. Candidates must have satisfied examiners in the assessment of the course units before they can progress to the dissertation and research proposal.
- c. Students will normally successfully complete the taught component of year one (full-time) or year two (part time) of the MRes/PhD(Econ) before they can progress to the dissertation, and must successfully complete the taught component before submission of the dissertation.
- d. Progression from year one to year two (for full time students) or year two to year three (for part-time students) normally requires (i) a weighted average

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of at least 60% in the course unit element, (ii) a minimum mark of 50% in the course unit element and (iii) a minimum of 60% for the dissertation. Candidates who do not meet these criteria may be considered, at the discretion of the University, for the MSc exit award, PG Diploma exit award or the PG Certificate exit award in accordance with the regulations for the degree of Master, Postgraduate Diploma and Postgraduate Certificate.

- e.** A compensated pass for an MSc exit award may be considered, at the discretion of the University, in line with the Ordinances and Regulations for the degree of Master, Postgraduate Diploma and Postgraduate Certificate
- f.** Progression from year two to year three (for full-time students) or year four to year five (for part-time students) normally requires (i) a weighted average of at least 60% in the course unit element, (ii) a minimum mark of 50% in the course unit element and (iii) a minimum of 60% for the research proposal. Candidates who do not meet this criteria, but meet the minimum level of achievement specified in the programme handbook, may be considered, at the discretion of the University, for the MRes(Econ) exit award.
- g.** A student who fails to satisfy the Examiners in any assessment of course units may be permitted to resubmit the assessment on one further occasion as detailed in the programme handbook.
- h.** The maximum mark to be awarded for resubmitted coursework will normally be 50%. Candidates who need to resubmit coursework will therefore be prohibited from continuing on the PhD/MRes(Econ) programme and will only be considered for an exit award of MSc or MRes(Econ).
- i.** Any candidate who submits a piece of assessed coursework (including the dissertation) after the submission deadline, without being granted an extension, will receive a mark of zero.
- j.** Students may, in exceptional mitigating circumstances, and with prior permission of the Faculty, be permitted to retake years one or two (full-time) or years one to four (part-time) for the exit awards of MSc and MRes(Econ) respectively, subject to all outstanding fees being paid.
- k.** The programme handbook will contain specific regulations on failing course units.
- l.** Students going into to year three of the PhD/MRes(Econ) programme (full time) or year five (part-time) shall demonstrate satisfactory progress before the end of the that year by submission of a substantial progress report which will be discussed at a formal progress meeting with the supervisory team and an independent assessor.
- m.** The progress report shall be of sufficient length to demonstrate the student's understanding of the subject, and ability to pursue doctoral level research.
- n.** Successful completion of the agreed programme of skills development and training will be a condition of progression between each year of study.
- o.** All students for the degree of PhD shall maintain a record of their progression and personal development throughout their degree.



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- p. Students who are not able to demonstrate satisfactory progress before the end of year three (for full time students) or year six (for part time students) of the PhD/MRes(Econ), will not be permitted to register for the subsequent year of the PhD degree. They may, at the discretion of the University, be offered the opportunity to exit the programme with a MRes(Econ) award.
- q. Part-time students shall submit a progress report on an annual basis, with a major report occurring after year six of the PhD/MRes(Econ).

**10. Study Away From the University**

- a. A student may be permitted to devote part of the PhD component of study and research outside the University (in addition to fieldwork or short laboratory visits) if:
  - i. it is in the interests of the student's research and training;
  - ii. the institution or location of proposed study is suitable;
  - iii. a suitable work-plan for the period of study outside the University is agreed with the supervisory team;
  - iv. satisfactory supervision arrangements are in place.

**11. Change of Institution During the Degree**

- a. Students who start a degree leading to the PhD component of the PhD/MRes(Econ) at the University of Manchester may complete their degree at another academic institution, subject to agreement of the student, supervisory team and the two institutions involved. A University of Manchester qualification may only be awarded where at least 50% of the degree has been completed at the University of Manchester.
- b. Students who start a degree leading to PhD at another institution may complete their degree at the University of Manchester, subject to agreement of the student, supervisory team and between the two institutions. A University of Manchester qualification may only be awarded where at least 50% of the degree has been completed at the University of Manchester.
- c. In each of the above cases the final decision for a transfer of registration lies with the Universities.

**12. Interruption of the Degree**

- a. A student may be granted a temporary interruption of the PhD/MRes(Econ) programme degree for approved reasons at the discretion of the University where the continuation of research or thesis preparation is not possible. An application should be made before the beginning of the proposed period of interruption with the support of the supervisory team. Retrospective applications will not normally be considered.
- b. Where appropriate, students and the supervisory team should seek the advice of relevant sponsors before applying for an interruption and should in all cases

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seek permission as soon as the requirement for the interruption becomes apparent.

**13. Changes to the Nature of the Degree**

- a. Permission for significant changes to the nature of the research to be undertaken must be sought by the supervisory team with the agreement of the student. Where appropriate, students and supervisors should seek the advice of relevant sponsoring body before making such changes.

**14. Thesis Submission**

- a. Notice to submit a PhD thesis shall be made on the prescribed form not less than six weeks and not more than six months before submission.
- b. A PhD thesis submission shall consist of one electronic copy in Portable Document Format (PDF) with a plain-text metadata record, and two paper copies downloaded and printed directly from the submitted electronic copy. The University shall have the right to retain both the electronic and paper copies. Full details of thesis presentation requirements can be found in the Presentation of Theses Policy.
- c. If a thesis is not submitted before the end of the PhD degree or submission pending period, the student's candidacy automatically lapses and the student cannot subsequently submit, unless further approval is granted by the University.
- d. If a student wishes to submit a thesis more than 3 months before the end of their PhD degree (or 6 months if part-time) they will require the permission of the supervisory team and the University. Permission will only be granted up to one year before the end of the PhD degree for full time students, and 2 years before the end of the PhD degree for part time students. Students who are granted permission to submit early, will still be required to pay full fees for the degree period for which they originally registered.
- e. Students wishing to submit a thesis in an alternative format must first prepare a written request giving an outline of the proposed thesis structure to their supervisor and appropriate Graduate Office for approval. The request will be considered in accordance with the alternative format principles and conditions described within the Presentation of Theses Policy. If approval is granted for submission in alternative format, the student must complete the prescribed form and return it to the appropriate Graduate Office when submitting their thesis.

**15. Registration and Fees**

- a. A student shall register with the University for the PhD/MRes(Econ) programme and shall re-register on that programme at the same time annually unless a change to this conventional pattern results from an approved period of interruption.
- b. Appropriate fees are payable annually for the duration of each degree and for any period of submission pending registration.

**16. Content and Length of PhD Thesis**

- a. Candidates shall submit one electronic copy and two paper copies of a PhD thesis embodying the results of the research undertaken during the degree. The thesis may embody reprints of published material, must be free from restrictions on publication, and must be presented and bound in a satisfactory manner. The University shall have the right to retain both hard copies.
- b. Matter which has been included in a thesis or report submitted in support of a successful application for a degree or qualification of any university or professional or learned body must not be embodied in the thesis submitted for the degree, except that such matter:
  - i. If unpublished, may be reported in sufficient detail to enable the work done during and for the purpose of the degree to be fairly evaluated;
  - or*
  - ii. If published, may be mentioned for purposes of reference in the same way as publications by other workers.

In either case the fact of the previous submission of such matter must be made clear at all relevant points in the thesis.

- c. Work to be embodied in the thesis should be reported concisely. The normal maximum length is 50,000 words of main text (including footnotes and endnotes).
- d. All theses must be written in English; quotations, however, may be given in the language in which they were written. In exceptional circumstances a student may be granted permission to submit a thesis written in a language other than English where the nature of the research makes this appropriate.
- e. PhD theses should be submitted in accordance with the information set out in the University's Presentation of Theses Policy. Candidates submitting their PhD in alternative format should submit their thesis in accordance with the information set out in the University's Presentation of Theses Policy.

**17. Examination & Recommendation of Award for the MRes(Econ) component of the PhD/MRes(Econ) programme**

- a. There will normally be a minimum of two Examination Board meetings during years one and two (for full time students) and years one to four (for part time students), one at which the marks for the course units are confirmed, and one where the marks for the dissertation/research proposal are confirmed. Each student's marks will determine whether they qualify to progress onto the PhD component of the programme. Normally, all staff who have been involved in the assessment of the course units shall be present at the Examination Board meetings. The External Examiner will be present for at least one meeting per year and preferably at both, will confirm all the marks agreed at Examination Board meetings and be consulted when decisions on awards and classifications are made.

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**b.** In order to progress to the PhD component of the PhD/MRes(Econ) programme, the student must normally obtain a weighted average of at least 60% in the course unit element and at least 60% on the dissertation and research proposal.

**c. *Pass Marks***

- i.** To obtain a pass for the MRes(Econ) component of the PhD/MRes(Econ) will require the student to obtain both a weighted average of at least 50% on the course unit element, and at least 50% on the project/dissertation element. Student's who have completed all required taught elements and the dissertation/research proposal, and obtain between 50 and 59% in both the course unit element and the dissertation/research proposal elements, will not be permitted to progress to the PhD component of the PhD/MRes(Econ) programme, but may, at the discretion of the University, be awarded an MRes(Econ) as an exit award.
- ii.** The Faculty shall, on report from the Examiners, recommend to Senate the award of the degree of MRes(Econ) for those students who have completed all requirements of the regulations and satisfied the Examiners.

**d. *Distinction***

- i.** A distinction may be awarded to a student who has consistently achieved excellence in the assessments of the MRes(Econ) component of the programme.
- ii.** The student will have satisfied the following criteria in order to be awarded a distinction for the MRes(Econ):
  - A.** A weighted average at first assessment of 70% or more in the course unit component of the programme with no mark below 50% in any course unit.
  - B.** A mark of 70% or more for the research proposal.
  - C.** A Pass at first assessment in components of the programme where only a Pass/Fail is recorded.
  - D.** Submission of the dissertation by the end of the period of programme.
  - E.** Students who have been reassessed in any unit(s), or individual components of any unit(s), or have been granted a compensated pass will not be eligible for the award of distinction

**e. *Merit***

- i.** Merit may be awarded to a student who has consistently achieved good marks in the assessments of the MRes(Econ) component of the programme.
- ii.** The student will have satisfied the following criteria in order to be awarded a merit:

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- A.** A weighted average at first assessment of 60% or more in the course unit component of the programme with no mark below 50% in any course units.
- B.** A mark of 60% or more on the research proposal.
- C.** A Pass at first assessment in components of the programme where a Pass/Fail is recorded.
- D.** Students who have been reassessed in any unit(s), or individual components of any unit(s), or have been granted a compensated pass will not be eligible for the award of merit

**18. Examination & Recommendation of Award for the PhD component of the PhD/MRes(Econ) programme**

- a.** The student shall be required to attend an oral examination on the subject of the thesis and matters relevant thereto. The student may also be required by the examiners to undergo a written or other examination. The oral examination shall be attended by the student and the examiners and, if required, an independent chair.
- b.** A PhD oral examination is open to members of University staff, including the student's supervisor, and other postgraduate research students of the University. The student, however, has the right to exclude particular individuals if they feel their presence will be detrimental to their performance in the examination. The examiners and/or the independent chair have the right to exclude from the examination anyone they believe may jeopardise the smooth running or integrity of the oral examination. All attendees other than the student, examiners and, where applicable, independent chair, shall be required to give a prior undertaking in writing to maintain confidentiality in respect of the subject matter of the thesis, and in relation to any matters relevant thereto which may arise during the course of the examination
- c.** Each student shall be examined by two or more examiners of whom at least one shall be an external examiner. The appointment of examiners shall proceed in accordance with the policy set out in the University's Examination of Doctoral Degrees Policy (excluding MPhil).
- d.** After examining the thesis presented by a student and considering the results of any oral or written examination which they have conducted, the examiners, at their discretion, shall make one of the following recommendations:
  - (i)** That the student be awarded the degree of PhD with no corrections to the thesis being required;
  - (ii)** That the student be awarded the degree of PhD subject to minor corrections being made to the thesis;
  - (iii)** That the student be invited to revise and resubmit the thesis for the degree of PhD. A student will be permitted to resubmit on only one occasion. A fresh examination of the thesis, normally by the original examiners, is required and may include further oral examination.
  - (iv)** That the student be awarded the degree of MPhil;
  - (v)** That the student be awarded the degree of MPhil subject to minor corrections being made to the thesis;

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- (vi) That the student be invited to revise and resubmit the thesis for the degree of MPhil. A student will be permitted to resubmit on only one occasion. A fresh examination of thesis, normally by the original examiners, is required and may include further oral examination;
- (vii) That no award be made to the student and no resubmission be permitted.