

# **Ordinances and Regulations: Degree of Doctor of Philosophy (PhD)**

**June 2005**

**Research Office Graduate Education Team**

**CONTENTS:**

**A. Ordinances**

**B. Regulations**

1. Admission to the Programme
2. Duration of the Programme
3. Extension of the Thesis Submission Deadline
4. Skills Development
5. Progression
6. Study Away From the University
7. Change of Institution During the PhD Programme
8. Interruption of the Programme
9. Changes to the Nature of the Programme
10. Thesis Submission
11. Registration and Fees
12. Content and Length of Thesis
13. Examination

**A. ORDINANCES**

1. The Degree of Doctor of Philosophy (PhD) is awarded by the University in recognition of the successful completion of a programme of supervised research and training, the results of which show convincing evidence of the capacity of the candidate 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 programme.
4. Except in so far as relaxation is granted in accordance with the Regulations:
  - a. for full-time study the programme shall be a continuous one, extending over such period as may be prescribed by the Regulations; and students will be required to devote their whole time to the programme and to attend in the University at all appropriate times;
  - b. for part-time study the programme shall be continuous and include study time equivalent to a full-time programme but should not exceed twice the full-time study. The students shall be required to attend the University at all appropriate times.

## **B. REGULATIONS**

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

- a. Applicants for admission will normally hold a Bachelors degree or equivalent qualification, a Masters Degree or equivalent qualification, or both. 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 Bachelor's degree. Some areas of study may require a Master's level qualification in a relevant discipline for admission to a PhD.
- b. Professional qualifications other than a Bachelor's Degree and/or relevant and appropriate experience may be taken into account for entry to a PhD programme.
- c. Applicants for admission to PhD who do not meet the above criteria, but who hold a Bachelor's degree with Lower Second Class Honours or equivalent qualification, may be admitted to the degree of MPhil in the first instance. Following completion of one year's registration, candidates will be required to demonstrate, through a formal progress report and meeting (see 5), that they have achieved a satisfactory performance in terms of a standard consistent with the award of the degree of MPhil, in order to be allowed to progress to year two of PhD registration.
- d. 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 programme.
- e. Applicants may also be admitted as a part-time student for the degree of PhD if:
  - i. the periods for which they will be free from employment or other commitments will be sufficient for the purposes of the programme;
  - and*
  - ii. the subject is suitable for part-time study.
- f. A student may be admitted to a PhD programme only if an appropriate research environment is available for the duration of the programme. This should include the availability of appropriate academic staff to provide supervision and training, other research-support staff, research facilities and learning resources.

### **2. Duration of the Programme**

- a. Candidates for the degree of PhD shall normally be registered for a continuous programme of not less than 3 years and no more than 4 years full-time study. In exceptional circumstances, approval may also be given for the minimum duration of the PhD programme to be reduced by up to one year.

- b. The duration of a part-time PhD programme will be dependent upon the time to be committed by the candidate for study but shall normally be no more than 6 years.
- c. Candidates shall be expected to submit their thesis upon completion of the PhD programme unless they have received prior approval from the University for an extension to their thesis submission deadline (see section 3).
- d. Extensions to the duration of a PhD programme to permit further supervised research may be considered only in exceptional circumstances.

### **3. Extension of the Thesis Submission Deadline**

- a. Extensions of the thesis submission deadline may be granted at the discretion of the University to allow additional time for preparation of the thesis.
- b. Candidates shall normally be granted extension(s) of their thesis submission deadline up to one year beyond the completion date of their PhD programme. A fee will be payable for any such additional extension that is granted by the University.
- c. Further periods of extension of the thesis 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.

### **4. Skills Development**

- a. A programme of skills training and development is a mandatory component of the PhD degree.
- b. All candidates for the degree of PhD must undertake a skills audit at the beginning of their programme, and annually thereafter throughout their prescribed period of study 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.

### **5. Progression**

- a. Students admitted to a programme leading to the degree of PhD shall demonstrate satisfactory progress before the end of the first year of their research programme by submission of a substantial progress report which will be discussed at a formal progress meeting with the supervisory team and an independent assessor. Satisfactory performance in the report and progress meeting by those registered for MPhil in the first instance will normally result in transfer to registration for PhD.
- b. The progress report shall be of sufficient length to demonstrate the student's understanding of the subject, and ability to pursue doctoral level research.

- c. Successful completion of the agreed programme of skills development and training will be a condition of progression between each year of the prescribed period of study.
- d. All candidates for the degree of PhD shall maintain a record of their progression and personal development throughout their degree programme.
- e. Students who are not able to demonstrate satisfactory progress before the end of their first year of registration, will not be permitted to register for the second year of the programme. They may, at the discretion of the supervisory team and independent assessor, be offered the opportunity to submit a thesis for the degree of MPhil.
- f. At the end of the second year of research a student shall submit a short progress report which will be discussed at a formal progress meeting with the supervisory team and an independent assessor. Students who are not able to demonstrate satisfactory progress after two years of registration will not be permitted to register for the third year of the programme, but may be offered the opportunity to submit a thesis for the degree of MPhil.
- g. Part-time students shall submit a progress report on an annual basis, with a major report occurring after the equivalent of one year's full-time registration.

#### **6. Study Away From the University**

- a. A student may be permitted to devote part of the PhD programme to 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.

#### **7. Change of Institution During the PhD Programme**

- a. Students who start a programme leading to PhD at the University of Manchester may complete their programme 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 programme has been completed at the University of Manchester.
- b. Students who start a programme leading to PhD at another institution may complete their programme 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 programme 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.

**8. Interruption of the Programme**

- a. A student may be granted a temporary interruption of their PhD programme 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 seek permission as soon as the requirement for the interruption becomes apparent.

**9. Changes to the Nature of the Programme**

- 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.

**10. Thesis Submission**

- a. Notice to submit a PhD thesis shall be made on the prescribed form not less than two months and not more than six months before submission.
- b. If a thesis is not submitted before the end of the programme or period of approved extension, the student's candidacy automatically lapses and the student cannot subsequently submit, unless further approval is granted by the University.
- c. If a student wishes to submit a thesis more than 3 months before the completion of their PhD programme (or 6 months if part-time) they will require the permission of the supervisory team and the University.
- d. 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 Faculty Graduate Office for approval. The request will be considered in accordance with the alternative format principles and conditions described within the 'Guidance Notes for the Presentation of Theses in an Alternative Format'. If approval is granted for submission in alternative format, the student must complete the *Permission to submit a PhD thesis in alternative format* form and return the form to the Faculty Graduate Office when submitting their thesis.

**11. Registration and Fees**

- a. A student shall register with the University for the degree of PhD at the beginning of their programme and shall re-register at the same time annually unless a change to this conventional pattern results from an approved period of interruption. Appropriate fees are payable annually during the prescribed duration of the programme and for each period of approved extension of the thesis submission deadline.

**12. Content and Length of Thesis**

- a. Candidates shall submit two copies of a thesis embodying the results of the research undertaken during the programme. 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 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 programme 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 80,000 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 candidate 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 Guidance Notes for the Presentation of Theses. Candidates submitting their PhD in alternative format should submit their thesis in accordance with the information set out in the University's Guidance Notes for the Presentation of Theses in Alternative Format.

**13. Examination**

- a. The candidate shall be required to attend an oral examination on the subject of the thesis and matters relevant thereto. The candidate may also be required by

the examiners to undergo a written or other examination. The oral examination shall be attended by the candidate and the examiners. The examiners may, at their discretion and subject to the agreement of the candidate, invite the candidate's supervisors to attend an oral examination as silent observers and to answer questions put directly to them. If requested in writing by the candidate, an open invitation shall also be issued for the attendance of additional appropriate members of the University, for example, teaching staff and other postgraduate students. If such an invitation is issued, all attendees 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.

- b.** Each candidate 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 Notes for the Guidance of Examiners.
- c.** After examining the thesis presented by a candidate 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 candidate be awarded the degree of PhD with no corrections to the thesis being required;
  - ii.** That the candidate be awarded the degree of PhD subject to minor corrections being made to the thesis;
  - iii.** That the candidate be invited to revise and resubmit the thesis for the degree of PhD. A candidate 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 candidate be awarded the degree of MPhil;
  - v.** That the candidate be awarded the degree of MPhil subject to minor corrections being made to the thesis;
  - vi.** That the candidate be invited to revise and resubmit the thesis for the degree of MPhil. A candidate 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 candidate and no resubmission be permitted.