

University Regulations 2021/22

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I. GENERAL REGULATIONS FOR TAUGHT AND RESEARCH PROGRAMMES

A. General Requirements

1. You should make yourself familiar with all regulations and rules affecting you and note all posted notices (whether in electronic or paper form) across the University. In particular you should note the dates of semesters and all **three** examination periods and note both the times and places where University examinations are to be held. Where programmes adopt alternative semester dates and examination periods, details will be included in individual programme handbooks.
2. Research students should make themselves familiar with the *Guidelines for Research Students* provided in the Handbook for Research Students and Supervisors [Handbook for Research Students and Research Supervisors](#).
3. In order to be admitted to the University you are required to accept the following declarations:
 - a) *I hereby promise to conform to the discipline of the University and to all statutes, regulations and rules in force for the time being, in so far as they concern me; and*
 - b) *I have read the University's Student Privacy Notice and understand how my personal data will be used, as outlined in the notice.*

See <https://www.ncl.ac.uk/pre-arrival/regulations/#studentdeclaration>.

4. If you are not able to attend University you should inform your school or institute and submit an Absence Request Form via S3P, where instructed to do so. For absences longer than seven days, you must also submit a medical certificate. A Student Notice of Absence Form is not compulsory, but any absence may be recorded as unauthorised if it has not been authorised in advance. Additional requirements may be stipulated by some programmes, details will be included in individual programme handbooks. (<https://s3p.ncl.ac.uk/login/index.aspx>)
5. You are expected to comply with any additional regulations and agreements required for the use of computing facilities and the University libraries. Newcastle University IT Service (NUIT) and Library agreements are available at <http://www.ncl.ac.uk/itservice/rules/> and at www.ncl.ac.uk/library.
6. You are expected to comply with any additional University policies and procedures which may be introduced during your time at the University.
7. Some students are also apprentices undertaking an apprenticeship training programme run by the University and are subject to the same regulations as other students, apart from those areas where exceptions are agreed or are required by the rules of the Education and Skills Funding Agency.
8. You should immediately notify your academic unit or graduate school office of changes to your home or local address. It is particularly important for

undergraduate students that your academic unit has your contact details during and following the Semester 2 assessment period in order to send details of examination and other assessment results. You are encouraged to check, through the Student Self-Service Portal (S3P), that your details have been correctly recorded. The Student Self-Service Portal is accessible at <https://s3p.ncl.ac.uk/login/index.aspx>.

9. If you are appointed to any office which Senate and Council approve formally as having sabbatical status, you must be a registered student of the University.

10. Graduates of the University elected to a position which has sabbatical status will be registered as full-time students during their period of office.

11. No-one shall hold sabbatical office (or offices) for more than two academic years, whether consecutively or in total. An academic year for the purpose of this regulation shall be defined as the year, or such part of a year served, for which student sabbatical officers are normally elected, which normally commences in July.

12. The special provisions and exemptions which sabbatical officers may claim in respect of University and degree programme regulations are described in the Progress Regulations III. F.39. These provisions for sabbatical officers shall apply unless such an officer informs the Academic Registrar, by the end of the induction week of Semester 1, that they do not wish to rely on such provisions and exemptions, in which case the Progress Regulations shall apply normally to the officer concerned.

13. Academic dress in the form prescribed by Senate shall be worn at all graduation ceremonies of the University and at such times and on such occasions as may be prescribed by Senate.

B. Fees

14. You should arrange for fees and other charges to be paid at the times prescribed by the University. These are reviewed annually and are detailed in the Fees Schedule – <https://www.ncl.ac.uk/tuition-fees/costs/> . Tuition fees are composite and include registration, tuition or supervision, access to library and IT services, examination, re-examination as an internal candidate and graduation at one of the University's campuses. Additional fees and charges may arise from specific activities – see the Fees Schedule and exemplar additional charges at <https://www.ncl.ac.uk/study/student-life/cost/> .

15. Composite tuition fees do not include accommodation charges. It is a condition of registration that you have made adequate financial arrangements to cover the cost of all tuition fees and maintenance expenses for the whole period of study at the University.

16. You must pay any residential charges relating to University accommodation in accordance with the invoice issued by the Accommodation and Hospitality Service. If you cannot show good cause for late payment, and/or give a satisfactory undertaking to pay, you may be subject to sanctions outlined in the University Credit Policy, and may be expelled from your

University residence. For details see <https://www.ncl.ac.uk/tuition-fees/credit-policy/>

17. You should notify the University in writing if you are in financial difficulties and you are unable to pay any charges by the due date, explaining the reason for the difficulties and your proposals for payment.

18. Where there are any delays in the payment of tuition fees either by you or by a grant awarding body or other sponsor, and where you cannot show reasonable cause or give a satisfactory assurance about payment, the Academic Registrar or nominee may determine an appropriate sanction, which may include:

- a) Suspension of your NUIT account, and thus access to University controlled facilities such as NUIT clusters and the Library;
- b) Denial of the opportunity to sit University examinations or to have assignments assessed;
- c) Denial of access to other University facilities, or such sanctions as may be approved by the Academic Registrar;
- d) Exclusion from further study in the University. In special circumstances a student so excluded may be readmitted to the University on the authority of the Academic Registrar, on payment of all outstanding fees and debts to the University together with an administration charge.

19. If you owe tuition fees you will not be allowed to re-register at the start of the next academic year and will not be permitted to graduate. No degree, diploma or other qualification shall be conferred upon you if you have not fulfilled your financial obligations to the University in relation to tuition fees, or are subject to ongoing disciplinary procedures. If you withdraw from the University, a refund of tuition fees may be due, or a payment reclaimed, in line with the *University Credit Policy*. <https://www.ncl.ac.uk/tuition-fees/credit-policy/> .

20. Any outstanding debt, tuition fees or other charges relating to academic study at the University may be referred to an external collection agency and, if necessary, court action may be instigated.

C. Student Behaviour

21. Once you have registered and signed the Declaration you are subject to the discipline of the University.

22. You are required at all times during your period of study to be of good behaviour, and to observe all the regulations affecting you, whether made by the University or any other institutions which you attend as part of your programme of study.

23. In cases of misconduct, you will be liable to such sanctions as set out in the *Student Disciplinary Procedures* at: <https://www.ncl.ac.uk/student-progress/policies/procedures/disciplinary/>

Misconduct may include being found guilty of an offence in the criminal courts.

24. In cases where you withdraw from the University whilst disciplinary investigations are ongoing, the disciplinary case may be concluded in your absence.
25. You are required to make good any damage or injury you cause to the property of the University or to any other institution attended as part of your programme of study, or to the property of individuals.
26. The University is legally required to take all reasonable steps to ensure that freedom of speech within the law is secured for members, students and employees of the University and for visiting speakers. This requirement also extends to the use of University premises, which must not be denied to any individual or body of persons, on any grounds connected with the beliefs or views of that individual, or of any member of that body, or with the policy or objectives of that body. You must comply with the code of practice approved by the University for the purpose of meeting these statutory requirements.
27. The University is legally required to take such steps as are reasonably practicable to ensure your adherence to the Copyright, Designs and Patents Act 1988 and to the Photocopying, Scanning and Digital Re-use under the terms of the Higher Education Licence. Copies of the provisions of the Act and the agreements are available in all schools, and you must comply with these requirements. Failure to comply with the relevant legislation could result in legal action against you and the University.
28. As a registered student you will have access to tutorial support. The purpose of this is to support your personal and general academic development through your Personal Tutor. Further details are provided in the Framework for Personal Tutoring (available at <https://newcastle.sharepoint.com/sites/LTDS/Internal%20Only%20Webdocs/FileStore/Files/qsh-personaltutoring-fwk.pdf>). Students who are not fully registered on a programme of study (e.g. leave of absence) will not have access to the same level of tutorial or pastoral support. In such cases you should contact the academic unit office in the first instance.
29. You may request a change of tutor. You should consult either the relevant Head of School, Degree Programme Director, the Senior Tutor or other appropriate member of staff nominated for this purpose.
30. Support for Research Students is provided via their supervisors, in accordance with the Code of Practice for Research Degree Programmes (<https://www.ncl.ac.uk/student-progress/pgr/publications/>)
31. If you take up a place in University accommodation you will do so for the full academic year, unless other arrangements are explicitly prescribed for a particular University residence. In exceptional cases or if a substitute is found who is acceptable to the Accommodation Office, this rule may be relaxed at the discretion of the Accommodation Office. Additionally, if you are in a hall of residence, you may apply to transfer to non-catered University accommodation within the first six weeks of the start of the academic year on payment of a fixed transfer fee, at a rate which is set annually by the University.

32. The University, through its risk assessments, aims to ensure that this is a safe place for you to study and undertake research. You must comply with the University's arrangements for safety and occupational health which are set out in the *University Safety Policy* and the respective school safety policies. It is especially important that the University fire safety rules are complied with as these are in place in order to protect lives. All specific policy supplements and guidance are available on the University Safety Office website. Assistance can be obtained from school safety officers on all safety and occupational health issues and, if necessary, from the University Safety Office. Failure to comply with the *University Safety Policy* is a disciplinary matter. For some high hazard work, you may be expressly required by law to undertake training which is provided by the University Safety Office.

33. To comply with the University's licence with the Home Office, the Academic Registrar may terminate your studies if you do not have a valid visa, or are in breach of your visa conditions or failing to fulfil academic requirements or attend classes.

34. You are responsible for ensuring that you have and continue to maintain appropriate and lawful immigration status from the point of initial registration and throughout the duration of your programme of studies. If you are not in possession of appropriate and lawful immigration status at any point throughout your programme of studies, you may have your studies terminated in accordance with Progress Regulation III. F.24. Even if you have been granted an extension to normal study under the progress regulations, in order to comply with the University's licence with the United Kingdom Home Office, the Academic Registrar may withhold visa renewal support for you where one or more of the following applies:

- a) You have any outstanding tuition or accommodation debt to the University;
- b) You are more than two years behind the original completion date for the programme;
- c) You have substantial academic failures on your record at the time of seeking visa renewal;
- d) You are a research student with unsatisfactory progression at the time of seeking visa renewal;
- e) You are in breach of any visa condition;
- f) You have been found guilty of misconduct under University disciplinary, assessment irregularity or other relevant procedures;
- g) There is any other matter that gives the University reason to doubt your commitment to study or meet Home Office requirements.

D. Admissions and Registration

35. The Academic Registrar may exclude you from the University, if you gained admission to the University by providing materially false or misleading information or not disclosing information that would materially and adversely have affected the success of your application.

In such cases the University would still have a contractual right to seek payment from you for the provision of tuition and other services provided up to the date of exclusion and compensation for direct and consequential losses caused to the University.

36. If you are excluded under the preceding regulation, you have the right of appeal under the University *Student Disciplinary Procedures* at <https://www.ncl.ac.uk/student-progress/policies/procedures/disciplinary/>

37. Unless otherwise approved by the University, and explicitly stated in the relevant module or programme documentation, the language of teaching and assessment for all provision leading to a University award must be English.

38. In order to progress from a pre-sessional English Language training course to a University Degree Programme you will need to have satisfactorily completed the pre-sessional course. Failure to make satisfactory progress on a pre-sessional programme will lead to the termination of your studies.

39. All new students whose first language is not English may be required to take part in a free assessment at registration to assess their level of English language proficiency. Your performance in the assessment will not prejudice registration, but will identify whether you need support in one or more language skills. In that case you may be required to undertake free in-session language training. This language training may be via credit-bearing modules or non-credit-bearing courses as directed by the Degree Programme Director. Achievement of the desired level of proficiency can be made a condition of satisfactory progress by the Degree Programme Director or, in the case of a PhD student, by the Dean of Postgraduate Studies, who will communicate this requirement to you in writing.

You may be exempted from the language proficiency assessment if:

- a) You can provide evidence of English language proficiency at IELTS 7.0 in all four language skills;
- b) You have been educated in an English-speaking country as defined in the list of exempted countries (*see the English Language Policy, available at: <https://www.ncl.ac.uk/international/language/#overview>*);
- c) You can provide other evidence of a high level of competence in English, for example successful completion of 'A' levels or an undergraduate programme taught through the medium of English;

Exemptions from the University's English Language Proficiency Assessment can be granted only by the In-session English Programme Managers (or agreed nominee) on behalf of Newcastle University.

40. Unless you live at home, you are required to bring your National Health Service medical card with you when you come into residence, and to register under the National Health Service with a local medical practitioner or make other local arrangements.

41. If you are suffering from an illness deemed, on the advice of medical authorities and/or Student Health and Wellbeing, to represent a significant risk to yourself or others, you should not attend the University until medical evidence is presented that there is no longer any risk. When deemed

appropriate, the Support to Study and/or Fitness to Practise procedures may be applied.

<https://www.ncl.ac.uk/students/progress/Regulations/Procedures/index.htm>

42. In the event of an infectious illness, the University will consult the Health Protection Agency (HPA) to ensure that appropriate steps are taken to minimise the risk to you or to others. You will be bound by the measures put in place to minimise the risk of spreading the illness. Such measures may include conditions relating to study patterns or accommodation.

E. Disclaimer and Emergency Situations

43. The University shall not be liable for non-performance of any obligation where performance is the result of acts, events, omissions or accidents beyond the reasonable control of the University, including the following whilst not excluding other causes: strikes, lockouts or other industrial disputes (whether involving the workforce of the party so prevented or of any other party); failure of a utility service or transport network; Act of God, terrorist attack, nuclear, chemical or biological contamination; disease, sonic boom, war, riot, civil commotion, malicious damage; compliance with any law or governmental order, rule, regulation or direction; accident, breakdown of plant or machinery; fire, flood or storm; or the default of suppliers or sub-contractors.

44. Assessment arrangements approved by the relevant Faculty Education Committee may be adjusted by the chair of that committee in emergency circumstances, if a University-wide emergency has been declared by a resolution of Senate, to allow a final assessment mark for a module to be based on some, rather than all the normal component assessments, provided that such components amount to at least 50% of the normal assessment requirements. Exceptionally, and only if a Head of School declares that a Board of Examiners cannot be convened or declares that a Board of Examiners is unable to make decisions on a significant number of students, the chair of the Faculty Education Committee has the authority to convene a faculty review board to consider the results for all students on the affected programme(s).

45. Some professional programmes are required to ensure students are competent in all aspects of the programme and therefore require students to pass all elements of assessments. In emergency circumstances alternative arrangements would be made to ensure students have the opportunity to complete all assessments.

F. Occasional Study, Study Abroad and Exchange Students

46. Occasional study at the University is an individually designed programme of learning, with clear learning objectives and outcomes, approved by a Degree Programme Director or Director of Postgraduate Studies at the time of admission.

47. The individually designed programme can include modules and a period of time developing experience and skills within a laboratory or research team to meet agreed learning outcomes. All occasional students must apply through the normal admissions processes and a tuition fee is levied.

48. Occasional student status is not appropriate for work experience within a laboratory or research group. If there is not an individually designed programme of learning, guest member of staff status may be considered.

49. If you are an occasional student (not pursuing an undergraduate or postgraduate programme of study leading to a degree or other qualification awarded by the University and including studying for professional development) you are not required to pass any entrance examination, but must satisfy the Head of School, or nominee, of your educational fitness to enter your proposed programme of study. Although not registered on a designated award of the University, you may nevertheless register for specific modules. If as an occasional student you complete any assessments at the University, the normal module assessment rules applicable to the rest of the cohort apply to you.

50. As occasional, exchange and CATS students, the discipline of the University applies to you. You are expected to register as students, pay the prescribed fees and abide by the regulations regarding progress and the examination regulations.

G. Credit Accumulation and Transfer

51. As a student under the CATS scheme you may only study modules of 10 credits or more.

52. Modules may only be used once towards any award of the same credit value and level, but may be used, in line with the programme regulations, towards a larger award at the same level. e.g. modules used for a PG Certificate could not also be used towards another PG Certificate, but could subsequently be used, in accordance with the programme regulations to obtain a PG Diploma. In such cases you would not normally be required to give up the lower award; it would be subsumed into the new award.

53. Modules have a maximum validity of five years from the date of the Board of Examiners' meeting until the point where they are converted into an award. Programme Regulations may set a shorter period of validity where it is considered that modules, in the context of that award, have a shorter currency. This rule applies to the smallest award available to you. Once credits have been converted into an award, you may proceed to obtain further credits towards the next largest award available and there is a five year maximum time limit for this.

54. As a CATS student you will not normally be assigned a personal tutor. You should use the Module Leader as your first point of academic contact, but schools should also nominate a member of staff to deal with personal and academic enquiries from CATS students, to ensure that support is available in line with the Framework for Personal Tutoring (<https://newcastle.sharepoint.com/sites/LTDS/Internal%20Only%20Webdocs/FileStorage/Files/qsh-personaltutoring-fwk.pdf>)

H. Appeals

55. You are entitled to submit an Academic Appeal against the following University decisions:

- a) Board of Examiners' decisions;
- b) Personal Extenuating Circumstances Committee decisions;
- c) Unsatisfactory Progress decisions;
- d) Degree Programme Director request decisions;
- e) Termination of studies due to breach of Tier 4 visa rules;
- f) End point assessment for an Apprenticeship Standard carried out by the University.

<https://www.ncl.ac.uk/student-progress/policies/procedures/appeals/>

You are also entitled to submit appeals against University disciplinary sanctions, the outcome of Fitness to Study Panel hearings and the outcome of Fitness to Practise hearings.

<https://www.ncl.ac.uk/student-progress/policies/procedures/disciplinary/>

<https://www.ncl.ac.uk/student-progress/policies/procedures/support%20to%20study/>

<https://www.ncl.ac.uk/student-progress/policies/procedures/fitness%20to%20practise/>

REGULATIONS FOR TAUGHT PROGRAMMES

II Glossary of Terms for Taught Programmes

Where the following terms appear in these regulations, they shall have the meanings assigned below:

1. **Apprentice:** An employee of a third party or of the University undertaking approved apprenticeship training offered by the University, commissioned by the apprentice's employer and leading to a University award.
2. **Assessment:** A set of processes that measure a student's achievement of the intended learning outcomes in terms of knowledge acquired, understanding developed, skills gained and attributes demonstrated. These may include, for example, written, aural and oral examinations, essays, poster or professional skills assessment, other course work, dissertations and practical activity.
3. **Award:** A qualification awarded by the University on completion of a programme of study.
4. **Carrying a fail:** in certain specific circumstances a student may be allowed by the Personal Extenuating Circumstances Committee to proceed to the following stage with a fail mark in one or more modules.
5. **CATS:** credit accumulation and transfer (see 11 and 13).
6. **Class of award:** a means of distinguishing the achievement of different students of the intended learning outcomes of a programme. At undergraduate level only modules studied in Stage 2 and beyond contribute towards the degree classification. Credits for programmes where students spend a full year off-campus undertaking a work placement or study abroad as a part of their programme, are not generally counted towards degree classification unless this is specified in degree programme regulations. All modules that contribute to the degree classification are referred to as DC (Degree Classification) modules. Postgraduate entry awards are classified as Pass, Pass with Merit and Pass with Distinction as defined in the *University Common Scale* for returning marks.
7. **Compensation:** a process whereby a Board of Examiners treats certain marginal failures as passes. This only applies at undergraduate level and is subject to conditions.
8. **Compulsory module:** a module which a student, registered for a degree programme, is required to study.
9. **Condoned Fail:** a decision that a Level 7 module has been failed at the first attempt with a mark in the range 40-49, but that a pass on resit is not required in order to maintain eligibility for a Merit or Distinction Award on a classified programme.

10. **Core module:** a module which students must pass, and in which a fail mark may neither be carried nor compensated; such modules are designated by the Board of Studies as essential for progression to a further stage of the programme, for further study in a further module, or (in some accredited programmes) essential for the award of the degree and shall clearly be shown as core in the programme regulations. A final stage undergraduate module can be deemed core only if there is an accreditation requirement to pass the module.
11. **Credit:** A quantitative measure of learning effort. The size of a module, measured by reference to student learning time so that for every 10 credits a student is expected to spend 100 hours in a combination of programmed activities, independent study and assessment.
12. **Credit accumulation:** the process by which credits for modules taken may be accumulated and retrospectively brought together to qualify a student for an award.
13. **Credit level descriptors:** A description of the defined levels at which a module is taught. These levels are: a) Level 3; b) Level 4; c) Level 5; d) Level 6 and e) Level 7. Full descriptors can be seen as part of *The Qualifications and Credit Framework* in the Quality and Standards Handbook <https://www.ncl.ac.uk/ltds/governance/handbook/>.
14. **Credit transfer:** the system that allows students to move between programmes and institutions, taking with them the credit, earned on modules studied.
15. **Degree Programme Director:** a member of University academic staff who is responsible for the day-to-day management of a degree programme.
16. **Degree Programme Regulations:** the regulations approved by the University for a particular programme of study.
17. **Dissertation:** an exercise in research or scholarship forming part of a student's programme of study.
18. **Entry award:** the award for which the student is registered.
19. **Exit award:** awarded where a student does not satisfy the requirements for the award on which they are registered, but meets the requirements of an award with fewer credits (e.g. postgraduate certificates; postgraduate diplomas; pass degrees; higher education certificates; higher education diplomas).
20. **Extra credit modules:** modules taken in addition to the normal programme requirements, which do not affect the academic outcomes of the programme but will be recognised in the transcript.
21. **Foundation degree programme:** a two-year programme of study consisting of 240 credits and two stages. Each Stage consists of 120 credits with the level of the modules prescribed in the programme regulations. The University's Qualification and Credit Framework requires a minimum of 90 credits at Level 4 and a minimum of 90 credits at Level

5. No more than 30 Level 4 credits can be taken after Stage 1. Stage 1 may include up to 30 Level 3 credits.
- 22. Graduate Certificate:** the qualification awarded, in line with the University's Qualification and Credit Framework, to a candidate who undertakes a programme of 120 credits, at least 90 of which are at Level 6.
- 23. Higher Education Certificate:** the qualification awarded, in line with the University's Qualification and Credit Framework, to a candidate on an Honours degree programme who has satisfied the examiners in at least 120 credits worth of study of which at least 90 are at Level 4 or above and who does not complete the degree programme; Higher Education Certificates can also exist as an entry award.
- 24. Higher Education Diploma:** the qualification awarded, in line with the University's Qualification and Credit Framework, to a candidate on an Honours degree programme who has satisfied the examiners in at least 240 credits worth of study, of which at least 90 credits are at Level 5 or above, and who does not complete the degree programme.
- 25. Honours' degree programme:** a three- or four-year programme of study consisting of 360 or 480 credits and comprising a number of stages. Each stage consists of 120 credits with the level of modules taken as prescribed in individual degree programme regulations and in the Qualifications and Credit Framework.
- 26. Module:** A discrete component of a programme of study that has stated intended learning outcomes, teaching and learning opportunities designed to achieve those outcomes, and assessment tasks designed to enable students to demonstrate achievement of the outcomes. Modules are allocated credit values and have a defined level.
- 27. Non-modular aggregated assessment:** assessment having the purpose of assessing a student's cross-modular understanding.
- 28. Non-modular degree programme.** A programme that does not adopt a modular and credit bearing structure with teaching, learning and assessment instead being integrated across the programme. Pattern of study and duration is individual to the programme, as are progression requirements and the calculation of the award. The terms compulsory and core may be used by these programmes, however relate to specific teaching activities and programme assessments rather than modules. Alternative regulatory requirements in respect of these programmes are detailed in individual programme regulations.
- 29. Occasional student:** an individually designed programme of learning, with clear learning objectives and outcomes, approved by a Degree Programme Director or Director of Postgraduate Studies at the time of admission, which does not lead to a University award.
- 30. Part-time student:** a student studying a maximum of 60 credits of a programme in one academic year.

31. **Pass degree:** the qualification awarded to a candidate on an Honours degree programme who has satisfied the examiners in at least 300 credits worth of study of which at least 60 are at Level 6.
32. **Postgraduate academic year:** An academic year, from the first day of the first semester to two weeks before the start of the following academic year (i.e. September to September). Some programmes may have alternative start dates.
33. **Postgraduate Certificate:** a programme or exit award comprising 60 credits in line with the University's Qualifications and Credit Framework, at least 40 of which are at Level 7.
34. **Postgraduate Diploma:** a programme or exit award comprising 120 credits in line with the University's Qualifications and Credit Framework, with at least 90 credits at Level 7.
35. **Pre-requisite module:** a module that is required to be studied (but not necessarily passed) before undertaking a further module that assumes prior knowledge.
36. **Sabbatical office:** any office so designated from time to time by Senate and Council, allowing the student to take up a full-time position as an officer of the Students' Union.
37. **Stage:** A sub-division of a programme, normally corresponding to one academic year (for full-time students) and 120 credits for undergraduate students.
38. **Standalone modules:** modules studied in their own right, normally by occasional students. Credit accumulation may apply.
39. **Taught element:** the remainder of a taught master's programme once the dissertation is excluded.
40. **University Common Scale:** the scale for the return of marks as set out in *Undergraduate and Postgraduate Examination Regulations*. The scale defines the range of marks to be given to represent degree classifications, and is designed to ensure consistency and fairness to students across all modules.
41. **Viva Voce:** an oral examination used in the assessment of research degrees and sometimes on taught postgraduate programmes to monitor standards.

REGULATIONS FOR TAUGHT PROGRAMMES

III Progress Regulations For Taught Programmes

These regulations apply to all taught students registered in academic year 2021/22

These regulations shall be used in conjunction with the requirements laid down in the General Regulations for Taught and Research Programmes and the relevant Assessment Regulations, and shall be read together with any assessment regulations specific to the relevant degree programme, as approved by the relevant Faculty Education Committee.

Variations to these regulations, non-standard stage weightings and exceptions to the Qualifications and Credit Framework can only be agreed by University Education Committee (UEC), except where the power is explicitly vested in the relevant Faculty Education Committee (FEC) or Degree Programme Director (DPD) in the regulations themselves.

A. General Entrance Requirements

1. Before being admitted to a degree, diploma or certificate programme, you need to:
 - a) Satisfy the entrance requirements for that degree, diploma or certificate;
 - b) Satisfy, in the case of applicants whose first language is not English, the required minimum level of English language ability for the programme of study, in accordance with the University's English Language Policy; and

Satisfy such additional requirements for admission as may be set out in the programme regulations or otherwise published by the University.

2. Where you do not satisfy the requirements above, a selector may nevertheless make a conditional or unconditional offer to you, subject to being satisfied that you are, or will be on achievement of any conditions stipulated in the offer, likely to succeed on the programme of study.

B. Module Registration

3. If you are a student on a taught programme, you are required to register and be in attendance from the beginning of each stage of the programme. Ordinarily, this is in the first week of studies (induction week). Only exceptionally, and with the special permission of the Degree Programme Director, will you be permitted to register after this time and an administration fee may be charged if you register late.

Exceptionally you may be permitted to register conditionally, pending verification of essential admission criteria (e.g. health clearance). If you fail to meet the required criteria you will be excluded from further study.

4. If you are registering for a modular programme you are required to record your choice of modules for the entire academic year by the end of the induction week of Semester 1. Your module choice is subject to the written approval of the Degree Programme Director and must meet the requirements of the relevant degree programme regulations.

5. All transfers between modules must normally be completed before the end of the second week of teaching of a semester and are subject to the written approval of the Degree Programme Director. Transfers beyond this period are permitted only in exceptional circumstances. You should also keep a record of the approval and check that your registration is correct.

6. You should note that all modules are offered subject to the constraints of the timetable and to any restrictions on the number of students who may be taught on a particular module. All modules are listed in the relevant degree programme handbook, but are not necessarily offered every year. Degree programme regulations are revised annually.

7. You may be permitted by your Degree Programme Director to study additional modules (known as extra credit modules) alongside your programme of study. These extra credit modules stand outside of normal programme/stage requirements and do not count towards your programme award either in terms of credit value or classification. However, they will be recognised on the transcript. Please see <https://www.ncl.ac.uk/regulations/programme/extra-credit/> for a list of the available modules. A maximum of 20 credits of Extra Credit modules may be taken during any stage.

C. Preconditions for an Award

8. Before being eligible for an award from the University, you must:
- a) Register for, and satisfactorily complete, each stage and its constituent modules;
 - b) Satisfy the examiners as required under the *Assessment Regulations* and the degree programme regulations.
 - c) Satisfy any conditions in the relevant programme regulations which define progress to the dissertation element of the programme (postgraduate taught only).

D. Patterns of Study

9. The standard pattern of study and the number of stages for an award shall be as prescribed in *The Qualifications and Credit Framework* and the relevant programme regulations. Exceptions to the *Qualifications and Credit Framework* can only be agreed by the University Education Committee.

Approval of Non-standard Patterns of Study

10. A Degree Programme Director may permit a full-time student to select modules having a total credit value of not less than 50 and not more than 70 in any one semester, subject to satisfying the requirements of the Qualifications and Credit Framework, excluding any Extra Credit modules (see III.7). However, a Degree Programme Director may also approve exceptional variations to this standard, taking into account the workload implications and on the understanding that the student is fully aware of the consequences.

11. You will not be permitted to register for a module that is a substitution for a module previously studied.

12. At the discretion of the Degree Programme Director, you may be permitted to transfer from full-time to part-time study (or vice versa). This is subject to specific arrangements being agreed by the Degree Programme Director to accommodate the pattern of part-time study, and to your having appropriate immigration status. International students should seek advice from the Visa Team <http://www.ncl.ac.uk/students/progress/visa/>. Part-time students will be required to pass each stage of the part-time programme.

13. Apprenticeship training programmes may be studied on a part-time basis in accordance with the relevant programme regulations.

14. You may select modules other than those prescribed in your degree programme regulations with permission from your Degree Programme Director. However, such permission cannot override the provisions of Progress Regulations III.4 (registration of module choice) or the requirements of the Qualification and Credit Framework <https://www.ncl.ac.uk/ltds/governance/modules/qualifications/>. In exercising this power, the Degree Programme Director will take account of relevant credit transfer or recognition of prior learning, the requirements of accrediting bodies, fairness within the cohort and the level and relevance to the programme of any alternative module selected.

15. The Pattern of Study for non-modular programmes varies and is detailed within individual programme regulations. Due to the integrated approach to study the opportunity to select other modules or study on a part-time basis is not normally possible.

E. Transfers between Programmes

16. The Degree Programme Directors of both programmes may permit you to transfer from one stage of a degree programme to the same stage of another degree programme at any time, provided that there is significant overlap in the modules previously studied. This permission also applies to transfers between corresponding stages of Bachelor's and Integrated Master's programmes, provided this permission is given before the meeting of the Board of Examiners. In addition, degree programme regulations may specify, in the case of Integrated Master's programmes, a threshold for entry into the programme at Stage 2, one for continuation from Stage 2 to Stage 3 and one for continuation from Stage 3 to stage 4; students not continuing on the four-year programme are transferred to the corresponding three-year programme.

17. Degree Programme Directors may permit you, as an undergraduate student, if you have satisfied the examiners in all the assessments in a stage of a programme, to transfer to the same or subsequent stage of another degree programme at the start of the next academic year. Such permission may be conditional upon your following specified variations to the degree programme in order, for example, to ensure that:

- a) Compulsory modules not previously studied are taken;
- b) There is no repetition of modules studied.

18. The Degree Programme Director may permit you, if you have not satisfied the examiners in all the assessments in a stage of a degree programme, to transfer to the same stage of another degree programme at the start of the next academic year. The Degree Programme Director will consult relevant Heads of School and may make permission to transfer conditional upon your following specified variations to the degree programme.

19. Where a transfer is considered for a Tier 4 visa holder, you should be aware that a further Tier 4 application may be required as part of the process. You should seek guidance from the Visa Team.

20. A Degree Programme Director may grant you permission, if you are transferring under Regulation III.18, to repeat modules you have failed subject to the following conditions:

- a) If the total number of credits to be repeated is no more than 20, then you will be deemed not to have been previously assessed in these modules;
- b) If the total number of credits to be repeated is more than 20, then all previous attempts at these modules will be carried forward;
- c) You cannot repeat a module in which you have already been assessed twice, which might render a transfer impossible.

21. If you are permitted to transfer under Regulation III.18 to Stage 3 or 4 of another degree programme, you will carry forward your performance in the earlier stages of the previous programme.

22. All transfers shall be reported to relevant schools and the Student Progress Service. All transfer arrangements are subject to your having the appropriate immigration status. Further advice should be sought from the Visa Team in any case involving an international student <http://www.ncl.ac.uk/students/progress/visa/>.

F. General Provisions Governing Attendance and Progress

Satisfactory Progress

23. You are required to make satisfactory progress in your programme of study and, during each semester, your progress in all modules will be reviewed by the Degree Programme Director.

24. Failure to make satisfactory progress may be grounds for:
- a) Further monitoring of your progress, or requiring the submission of written work in addition to that required by the programme regulations, where there is a clear academic rationale;
 - b) Delay of your attempt at the whole assessment for the module(s) concerned or individual assessment for non-modular programmes to the August/September resit examinations, or equivalent resit period, in the same academic year. Where such a delay is imposed, the attempt shall count as the second attempt;
 - c) Interruption or termination of your programme of study.

Evidence of Failure to make Satisfactory Progress

25. Any of the following may constitute failure to make satisfactory progress:
- a) Failure to attend for interview with your Personal Tutor, Degree Programme Director or other academic staff as required in connection with failure to attend your programme of study or failure to make satisfactory progress
<https://newcastle.sharepoint.com/sites/LTDS/Internal%20Only%20Webdocs/FileStore/Files/qsh-personaltutoring-fwk.pdf> ;
 - b) Failure to attend regularly your programme of study without good cause; for distance learning or online programmes engagement will be measured by alternative means as determined by your school; Failure to perform adequately in work prescribed for your programme;
 - c) Failure to submit written work required under your programme regulations (whether or not such work counts for assessment purposes) at the required time;
 - d) Failure to attend examinations or pass the prescribed examinations for your programme; provisional examination results may be used as evidence;
 - e) Failure to attend English language assessment and attend in-session English language classes as directed by your Degree Programme Director;
 - f) Failure to attend briefings relating to health and safety, especially where they apply to laboratory work, and to pass any assessments in relation to these briefings that are designed to ensure that you are safe to operate in that environment;
 - g) Failure to attend or complete satisfactorily an INTO pre-session programme.
 - h) If you are an international student who is breach of your visa conditions, please refer to General Regulations I 33-34.

Procedure for Dealing with Unsatisfactory Progress

26. If your progress is considered unsatisfactory by the Degree Programme Director, you will be notified in writing of the reasons for this, invited to make a

written response and given the opportunity of an interview with your Degree Programme Director or nominee. Following this notice and any interview, and taking account of all known circumstances, your Degree Programme Director may:

- a) Take further action under Regulation III.24;
- b) Take further action under Regulation III.24 in consultation with the Student Progress Service, provided that you were invited to attend an interview, including notice that the interruption or termination of your programme of study was likely to be considered, and advised to bring details of any medical or personal circumstances (with evidence) relevant to your progress.

Appeals against Penalties for Unsatisfactory Progress

27. You may appeal against action taken under regulation III.24 by submitting a Level 1 Academic Query under the Academic Queries and Appeals procedure within 14 calendar days of the written notification of the action. <https://www.ncl.ac.uk/student-progress/policies/procedures/appeals/> .

28. Even though discussion and correspondence with you about unsatisfactory progress may be ongoing, the University may be obliged to report you to the Home Office, if you are an International student who has failed to attend timetabled, taught sessions. The report to the Home Office may necessitate termination of your studies at the University under General Regulation I 34.

G. Personal Extenuating Circumstances (PEC)

29. If your academic performance is seriously affected by medical or personal circumstances, and you would like to request some adjustment to take account of this, you should submit a Personal Extenuating Circumstance Form in line with the Personal Extenuating Circumstance policy <https://www.ncl.ac.uk/students/progress/Regulations/Procedures/change/PEC.htm> .

30. The Board of Examiners shall, accordingly, be made aware if medical or other circumstances have been put forward by you; however, no more detail than is necessary shall be disclosed, and this shall include no personal or medical details. All personal information shall be handled by the Personal Extenuating Circumstances Committee and the Board of Examiners in accordance with the requirements of data protection legislation. Guidance on Personal Extenuating Circumstances procedures is provided by the Student Progress Service (www.ncl.ac.uk/students/progress)

31. You will be reminded annually by notice (in electronic or paper form) of the Personal Extenuating Circumstances procedure and reminded that applications should be made in a timely manner. If you fail to disclose relevant circumstances to the Committee at the time of impact, this may lead to no adjustment being made to take account of the personal extenuating circumstances.

H. Provisions for Interruption of Progress

32. The University reserves the right to suspend or terminate your studies. This will generally be in accordance with normal academic regulations or student procedures noted within University Regulations.

33. In such cases you will have the right to appeal under the Academic Queries and Appeals procedure.

Exclusion for Delayed Progress

34. a) If you are an undergraduate student who is two years overdue in passing any stage, whether you are a full-time or a part-time student; or
- b) If you are a full-time undergraduate student who is three years in arrears with progress in your degree programme; or
- c) If you are a full-time postgraduate taught student following a one year programme and you are more than one year overdue; or
- d) If you are a full-time postgraduate taught student following a programme lasting longer than one year and you are more than two years overdue; or
- e) If you are a part-time postgraduate taught student and are more than two years overdue

you will be automatically excluded from further study unless given express permission by the Personal Extenuating Circumstances Committee. The Personal Extenuating Circumstances Committee will be advised by the Degree Programme Director on any quality and accreditation issues relevant to the degree programme in question and on whether you have met the learning outcomes of the programme as currently delivered. The Personal Extenuating Circumstances Committee shall specifically consider the needs of disabled students where the disability leads to delays in progress and take into account any recommendations from the Student Health and Wellbeing Service along with any recommendations arising from the Support to Study Procedure.

Permission for Interruption of Normal Progress

35. Subject to regulation III.32 and 34 above, the Degree Programme Director may give you permission to interrupt normal progress within the programme.

Resumption of Progress

36. Where you:
- a) Initially fail all or part of the assessment relating to a stage of your programme but later satisfy the examiners; *or*
- b) Interrupt normal progress within your programme; *or*
- c) Are exempted from attendance and progress requirements as a Sabbatical Officer

you will be entitled to proceed with your programme of study only under the regulations then applicable to the next and remaining stages of the programme. Any variation in module selection made necessary by the interruption shall be considered as set out in the Section on Patterns of Study (III.10-15), with

Personal Extenuating Circumstances Committee approval required if assessments need to be varied or set aside.

Permission to Repeat Tuition

37. You will only be permitted to repeat a period of tuition with the express approval of the Personal Extenuating Circumstances Committee. The Personal Extenuating Circumstances Committee may also consider the setting aside of previous assessment attempts. You will be required to pay tuition fees for any additional period of registration. In some professional programmes a student may be required to repeat tuition following failure of assessments.

Assessment Requirements for Students Returning after an Interruption of Study

38. Where you are permitted by the Degree Programme Director to interrupt your programme of study at any time during a stage, and are required to resume those studies at the same point during a subsequent academic year, any assessments completed prior to the date of interruption shall be carried forward to the end of that stage. The Degree Programme Director may approve appropriate variations to the normal pattern of study where your programme has changed. For non-modular programmes you may be required to resume your studies at the beginning of the academic year and may be required to retake assessments you have previously taken.

Exemption for Sabbatical Officers

39. As a student who holds a sabbatical office you will during your term of office be exempt from all requirements to attend, make satisfactory progress, and to attend for tutorial interviews. The period during which a student occupies a sabbatical office shall be discounted in calculating the time elapsed on the degree programme.

I. Miscellaneous Provisions

Approval of Study at another Institution

40. You may be allowed to follow an approved course of study at another institution, in whole or part substitution for one or more stages of your degree programme, in accordance with arrangements for collaborative provision in the relevant degree programme regulations or with the permission of the Degree Programme Director. For international students, this is subject to your having appropriate immigration status. Advice should be sought from the Visa Team - <http://www.ncl.ac.uk/students/progress/visa/>.

41. Where standing arrangements governing study at another institution are specified in your degree programme regulations, those regulations and the relevant examination regulations govern how your performance is assessed during any such period of study and the manner in which this contributes to the assessment of your overall performance.

42. Where no standing arrangements exist, and your period of study at another institution is specifically approved by your Degree Programme Director, your performance during this period will be assessed in accordance with the

arrangements approved by your Degree Programme Director in granting permission.

J. Applications from Members of Staff of the University

43. If you are a member of staff of the University, you may apply to undertake a part-time programme in order to enhance your ability to carry out your current or agreed future work within the University provided that you hold an appointment which covers the prescribed period of registration for your programme.

44. The relevance of the chosen programme to your employment at the University (or agreed future work) will be determined by the relevant Head of School/Service and the Dean of Undergraduate or Dean of Postgraduate Studies as appropriate (or the relevant Pro-Vice-Chancellor in the case of staff who are not attached to faculties) before your academic suitability is considered by the relevant Degree Programme Director. Appeals against the decision of the Head of School and Deans of Undergraduate or Postgraduate Studies (or Pro-Vice-Chancellor) concerning the relevance of the programme will be determined by the Chair of the Staff Committee.

45. As a member of staff you may be permitted to register for a programme in your own school, but in such a case all your work must be externally assessed.

46. If you are a member of staff registered for a programme you will not normally be permitted to teach or examine any aspect of the programme or to take part in discussion relating to the assessment of students in that programme.

K. Exemptions to these Regulations

47. Certain programmes have been granted exemptions from the requirements of the Regulations on *Patterns of Study, Degree Programme Regulations* and *Assessment*. Alternative arrangements in respect of these programmes are detailed in the degree programme regulations.

Note that referral to each individual set of degree programme regulations for full information on programme exemptions is required. A complete register of exemptions can be found at:

<https://www.ncl.ac.uk/ltds/governance/modules/regulations-specifications/>

REGULATIONS FOR TAUGHT PROGRAMMES

IV. Assessment Regulations For Taught Programmes

These regulations apply to all students registered on taught programmes in the academic year 2021/22.

Variations to these regulations, non-standard stage weightings and exceptions to the Qualifications and Credit Framework can only be agreed by University Education Committee (UEC), except where the power is explicitly vested in the relevant Faculty Education Committee (FEC) or Degree Programme Director (DPD) in the regulations themselves.

A. Introduction

1. These regulations shall be understood alongside the definitions of terms and in conjunction with requirements laid down in the General Regulations of the University and in the specific regulations on progression and classification of awards set out later, and shall be read together with any examination regulations specific to the relevant degree programme, as approved by the relevant Faculty Education Committee.

B. Credit Transfer and the Recognition of Prior Learning

2. The University policy on Credit Transfer and Recognition of Prior Learning (RPL) <https://www.ncl.ac.uk/ltds/governance/policies/> applies to taught modules and taught units in non-modular programmes you may have studied, including taught modules and units in postgraduate research programmes, subject to individual programme specific limitations.

3. Decisions to grant credit transfer and RPL under this policy are academic decisions, based on your application and academic judgement about whether or not the prior learning maps appropriately onto the stated learning outcomes for modules at the University.

4. If you have studied at another institution, or have studied at Newcastle University, you may be admitted directly to the second stage of an Undergraduate degree programme (the third stage in the case of a four year degree or Integrated Master's degree or the fourth year of a five year degree) in accordance with the University's policy on Credit Transfer and Recognition of Prior Learning (RPL) (<https://www.ncl.ac.uk/ltds/governance/policies/>) and with the approval of the Degree Programme Director in consultation with the Admissions Tutor. You will need to show that the modules studied elsewhere have been passed, are at an appropriate level and of an appropriate credit value and have resulted in the achievement of equivalent learning outcomes.

Individual School credit transfer and RPL policies are made available on the University website <https://www.ncl.ac.uk/ltds/governance/policies/>

5. If you are admitted to any degree programme on the basis of credit transfer or RPL, you will not be required to relinquish any previous award from this or any other higher education institution.

6. The maximum credit for which credit transfer or RPL can be offered is one third (i.e. 120 credits) of a three year undergraduate degree or one half (i.e. 240 credits) of a four year undergraduate degree or of an Integrated Master's degree or three-fifths of a five year degree. The maximum credit transfer or RPL allowed on a postgraduate taught award (Postgraduate Certificate, Postgraduate Diploma, Master's) is one third of the taught component, unless an individual exemption is approved by the relevant Dean of Postgraduate Studies, in which case the maximum is half of the taught credits. The maximum number of credits for which credit transfer or RPL can be allowed on a taught doctorate or the taught element of an integrated PhD is 40 credits. Any exemptions from this must be approved by the relevant Dean of Postgraduate Studies. In addition, University Education Committee can grant a specific exemption which would be written into the programme regulations.

7. In all cases where credit transfer or RPL has been approved, the classification of the award, as set out in The University policy on Credit Transfer and Recognition of Prior Learning (RPL) <https://www.ncl.ac.uk/ltfs/governance/policies/> shall be based on the modules you have studied at Newcastle University, including any credit transferred in from modules studied at Newcastle University. If as an undergraduate student you have been allowed to transfer in credits from another higher education institution or have had prior learning recognised for any stage beyond Stage 1, the stage weightings specified in the programme regulations shall apply, but only to those modules studied at Newcastle. This means that the average mark on the reduced number of modules studied at Newcastle University in conjunction with the relevant stage weightings shall be used in the calculation of your weighted average mark and through this your final classification.

8. If you are a postgraduate taught student, only modules studied at Newcastle University will be used to determine the classification of your award, meaning that the final programme average will be based on the reduced number of credits studied at Newcastle, including any Newcastle credits transferred in.

C. Absence from Examinations, Failure to Submit Assessed Work and Assessment Irregularities

9. Where you have been absent without formal approval from an examination, a mark of zero will be returned for that component of the assessment. Where you have failed to submit any other element of the assessment, a mark of zero shall be returned for that element. For those programmes using an alternative marking scheme the equivalent failing grade will be used. Any late submissions must be considered in line with the University's Submission of Work Policy, available at <https://newcastle.sharepoint.com/sites/LTDS/Internal%20Only%20Webdocs/FileStore/Files/qsh-assmt-assessedwork-policy.pdf>.

10. Where you have failed to comply with any other assessment requirement, the consequence, if any, stipulated in the degree programme handbook shall apply.

11. The University's procedure for assessment irregularities shall apply to any reported or suspected cheating or plagiarism. The procedures are available at:

<https://www.ncl.ac.uk/student-progress/policies/procedures/assessment%20irregularities/>

D. Aural and Oral Examinations

12. The details of any aural or oral assessment must be published in the appropriate module handbook or relevant section of the University's Virtual Learning Environment. The chair of the appropriate Board of Examiners shall be responsible for ensuring that you are informed of the timing and form of any such assessment.

E. Marking Procedures

13. All examiners should carry out assessments in accordance with the published assessment criteria available in degree programme handbooks.

14. In line with the University Policy and Guidance on Moderation and Scaling <https://newcastle.sharepoint.com/sites/LTDS/Internal%20Only%20Webdocs/FileStore/Files/qsh-assmt-modscal-pol.pdf> , the following shall constitute the procedure and, where appropriate, minimum requirements, for marking throughout the University:

- a) All marking shall be guided by the marking criteria, which shall be published in the degree programme handbook;
- b) Each Board of Examiners shall have a written Moderation and Scaling policy which should comply with the University's guidance.
- c) When coursework is submitted late but remains eligible for a capped mark, the mark that would have been awarded if the work had been submitted on time must be recorded and must be available to the Board of Examiners if required.

F. Module and Aggregated Assessment

15. There is one final mark for each module but, where module outlines so specify, you may be required to meet a prescribed threshold in specific 'essential' components of a module in order to be deemed to have passed the module overall. The module outline must indicate components for which such thresholds apply and must make clear the consequence of failing to meet the threshold: either failure in the module with a fail mark returned, or a deferred pass in which the component failure may be redeemed as part of the same attempt without any increase in the original mark. In addition, module outlines may specify 'zero weighted pass/fail assessments', i.e., assessments that do not contribute to the module mark but that must be passed in order to pass the module.

16. The modes of assessment permitted for each degree programme shall be those specified in the degree programme regulations, programme specifications and module specifications. Where the assessment does not take the form of written examinations, rules to be observed by students (for example, in relation to the size, form and submission arrangements for examinable

coursework or dissertations, and including rules governing the arrangements for the retention and recall of assessed work) shall be those specified in the degree programme handbook.

17. For non-modular programmes marks or grades are allocated for each or a combination of assessments along with a weighting where appropriate.

G. Assessments and Conduct of Examinations

18. You must follow the rules governing the conduct of University examinations published by the Academic Registrar (<https://www.ncl.ac.uk/exams/rules/>). Alternative arrangements may be made for students with permanent or temporary disabilities in accordance with the Student Health and Wellbeing Assessment and Examination Provision <https://www.ncl.ac.uk/exams/alternative-arrangements/#examarrangements>

19. If you register for a module or other programme of study, you automatically register for the related assessment.

20. You are required to present yourself for all components of an examination for which you have entered. If you fail to attend, you will be subject to the terms of the Assessment Regulations for Taught Programmes (except where the consideration of an 'aegrotat' (see IV.P.55 & 56 for definition) degree is appropriate.

21. You are expected to retain all forms of assessed work returned to you after marking. Assessed work so retained may be recalled from students, if required by external examiners or for examination review purposes, or for quality assessment or audit purposes. Rules governing the arrangements for the retention of assessed work are specified in the Policy on Disclosure of Marks and Return of Assessed Work which is available at <https://newcastle.sharepoint.com/sites/LTDS/Internal%20Only%20Webdocs/FileStore/Files/qsh-assmt-assessedwork-policy.pdf>.

22. Any examination invigilator shall, on finding an irregularity in your conduct in the examination room, warn you of the nature of the suspected irregularity, confiscate any illicit material, and tell you that a report of this event will be made in writing to the Chair of the Board of Examiners and to the Academic Registrar.

23. If your examination script, or other work submitted for assessment contains the unacknowledged work of another, either verbatim or in substance, or contains fabricated research results, or is found to be a case of self-plagiarism, you will be subject to the University's Assessment Irregularity Procedure <https://www.ncl.ac.uk/student-progress/policies/procedures/assessment%20irregularities/>.

At an assessment irregularity interview you may be asked questions similar to a viva on your work to establish the ownership of the work

24. For the purposes of determining the number of attempts which a candidate may have for an examination, an extraordinary examination or approved deferral, counts as the same attempt as the examination for which it was granted.

H. Return of Marks

25. The final mark for a module, or for any non-modular aggregated assessment, will be the rounded nearest whole number on the marking scale.

26. The rounding of marks shall follow the regulation: decimal marks with a decimal component of 0.5 or larger shall be rounded up to the next whole number; marks with a decimal component of less than 0.5 shall be rounded down to the next whole number.

I. Principles of Discretion

27. The Board of Examiners has the discretion to override the normal regulations to pass you, in the whole (or any part) of the assessment, at any stage. Your case will be considered on its own merits, but students in similar circumstances must be treated in a consistent manner, however, discretion must not be used to your disadvantage. Where the Board of Examiners exercises discretion the reasons for the decision must be recorded in the minutes.

28. Despite your results, whilst taking account of any requirements for professional accreditation, the Board of Examiners may, in its ultimate discretion (and where applicable):

- a) Deem you to have passed specific modules – including core modules;
- b) Deem you to have passed the stage of a programme;
- c) Deem you to have progressed to the next stage of a programme, despite not meeting a specific progress regulation or examination regulation;
- d) Make you an award or a higher award, or decide on a higher degree classification, subject to any restriction specified elsewhere in the regulations (including the Rules for Boards of Examiners).

J. Reassessment

Note: The rules in this section also apply to non-modular programmes, however reference to module should be substituted with assessment.

29. If you pass a module (including by compensation or discretion), at any stage of the degree programme, you cannot be reassessed for any component of that module.

Honours Degrees and Foundation Degrees

30. If you fail the final stage of an Honours degree, Foundation Degree or Integrated Master's programme, you are entitled, under the conditions laid down in Regulations V.B.17.b. (Foundation Degree), V.C.37.d (Honours Degree), and V.D.6365 (Integrated Master's Degree), to one reassessment of some or all failed modules.

31. If you fail a module at any other stage of an Honours degree, Foundation Degree or Integrated Master's programme, or you fail a module in a Foundation Certificate programme, you have the right to one reassessment of each failed module.

Postgraduate Taught Programmes

32. If you fail modules on a taught postgraduate programme you are entitled to one reassessment for each taught module failed at the first attempt provided that:

- a) No more than 40 credits of the taught element is failed at the first attempt on a 180 credit master's programme or a postgraduate diploma programme;
- b) No more than 20 credits of a postgraduate certificate is failed at the first attempt.

33. On a postgraduate taught programme the deeming of a first attempt failure on a module as a 'condoned fail' in line with convention V F. 91 does not remove the right to reassessment. If you have one or more modules deemed to be condoned fails, you may still undertake reassessment in those modules either for the purpose of improving your transcript or for the purpose of improving your overall average.

34. A Master's programme with more than 180 credits may set a higher number of credits that may be resat in its programme regulations, but the proportion of credits available for resit should be in proportion to those on a 180 credit programme.

35. If you are a Master's or Postgraduate Diploma student who fails more than 40 credits, or a Postgraduate Certificate student who fails more than 20 credits, at the first attempt of the taught element of the programme, you will not be permitted to continue without explicit consent of the Board of Examiners (see also Regulation V F 90 (d)).

36. If you are a Postgraduate Diploma student taking further credit to 'top-up' a previously awarded Postgraduate Certificate (entry award), you can only be reassessed in 20 credits of the additional 60 credits taken to gain the higher award.

General rules

37. The form of the reassessment at any stage may vary from the original, at the discretion of the Board of Studies. The Board of Studies may delegate this authority to the Board of Examiners, but if you are to be reassessed you must be informed of the style of reassessment to be adopted, including identification of the various assessment components and weightings. Changes to the format of assessment must apply to the whole cohort.

38. If you are entitled to a second attempt, you will automatically be entered for failed modules (and any failed non-modular aggregated assessments) at the next available occasion of assessment (normally in August/September of the same academic year as the first attempt) or at an alternative occasion designated by the Board of Examiners. The timing of any reassessment will be such that your progression is not unduly delayed. The Board of Examiners may stipulate a period for reassessment which is outside the University's normal assessment and resit periods.

39. Your final module mark is calculated by using the most recent component marks. In some cases, this may be a combination of second and first attempt component marks, depending on the resit arrangements for the module. It is not the case, however, that the best component marks automatically carry forward to the final module mark.

40. Exceptionally, you may be permitted to resit a module that has been passed at University standard, but not to external accreditation requirements. Such resits are for accreditation purposes only and stand outside of the University Assessment Regulations. Final module marks and award calculations are not affected. Programme-specific arrangements for accreditation resits are included in the degree programme regulations <http://www.ncl.ac.uk/regulations/programme/>.

41. If the Board of Examiners meets before you have completed a first attempt at the final stage, either because you are studying part-time or because your personal circumstances have delayed progress, and if you have failed a module for which you might require a second attempt, then the Chair of the Board of Examiners may permit you to take second attempt at the module before the completion of the first attempt at the stage, provided that it is clearly understood that a second attempt might prove unnecessary

K. Resubmission of Dissertation – Postgraduate Taught

42. As a Master's student, you are entitled to one resubmission of your dissertation provided you have failed no more than 40 credits of the taught element of the programme at the first attempt. If you fail more than 40 credits of the taught element of the programme at the first attempt, you will not normally be permitted to resubmit your dissertation without explicit agreement of the Board of Examiners. Resubmission should be within a defined period agreed by the Board of Examiners, normally within three months of the Board of Examiners' decision.

L. Timing of Reassessment at any Stage Other Than the Final Stage – Undergraduate Programmes

43. *Second Attempt*

- a) If you have the right to a second attempt, you will automatically be entered for failed modules (and any failed non-modular aggregated assessments) at the next available occasion of assessment (normally in August/September of the same academic year as the first attempt);
- b) If you are required, under degree programme regulations, to spend a period outside the United Kingdom, or take up a placement within the United Kingdom, during the reassessment period in August/September you may, subject to the approval of the Degree Programme Director, elect to be reassessed in the following August/September.

Timing of reassessment at the final stage of a degree programme

44. *Second Attempt*

If you elect to be reassessed in some or all failed assessments in the final stage of a degree programme, the reassessment will normally be at the next normal occasion or at an alternative occasion designated by the Board of Examiners. The timing of reassessment may vary for non-modular programmes and in some circumstances students may be required to complete a further period of study prior to reassessment.

M. Mid-year Student Withdrawals

45. If you withdraw from the University during the academic year you will be considered for the appropriate exit award at the next scheduled meeting of the Board of Examiners.

N. Awarding of Qualifications

46. A University qualification shall be deemed to be awarded on publication of the relevant pass list, authorised by the Academic Registrar. However, the University reserves the right to correct any errors that are subsequently identified on such lists.

47. If you wish to attend your graduation ceremony you should apply to do so in the form prescribed, and must pay such fees as may be prescribed. If you fail to apply you may be excluded from the ceremonies. Only students on whom an award has been conferred shall be eligible to attend graduation.

48. Graduation ceremonies shall be held at such times and places, and in such manner as Senate may prescribe.

49. If your programme title changes during the course of your degree, you may graduate with the programme title under which you first registered. Otherwise you will by default graduate with the new programme title.

O. Assessment of Incoming Study Abroad, Exchange and Occasional Students

50. Modules taken by Study Abroad, Exchange and Occasional students shall have marks returned in the normal way. Compensation will **not** apply to such students and the module decision will be either pass or fail. However, the Board of Examiners may still exercise discretion, particularly where a Personal Extenuating Circumstance Committee has assessed personal extenuating circumstances as having an impact on the student's performance.

51. You are entitled to one resit attempt for every module studied under the CATS scheme, or as a Standalone or Extra Credit module, whatever its level, unless the module is exempted.

52. There is no requirement for Standalone and CATS students to pass one module before commencing the study of another, except where passing the earlier module is a requirement for studying the later module.

53. Non-EU exchange or Study Abroad students studying at Newcastle only for Semester 1 will normally be able to take only modules that are made available to Study Abroad students and indicated as such on the module outline form. Where assessment normally takes place before the University closure in December, the module will be assessed in the normal manner. Where assessment normally takes place in January, these students will be provided with an alternative assessment (either at an alternative time, which might be straight after the end of term in December, or in the form an alternative format assessment). EU exchange students are not entitled to an alternative assessment for these modules, nor are students spending the whole academic year at Newcastle. The most appropriate format of assessment will be determined by Boards of Studies on a module-by-module basis. Where the introduction of an alternative form of assessment changes the learning outcomes for a module, a new module will need to be created and approved.

54. EU exchange students and (in some circumstances) Study Abroad students might wish to take modules that are not indicated as available to Study Abroad students on the module description, but are marked as 'Contact School'. In such cases students may contact the School or unit owning a module, but should note that an alternative assessment (by time or format) might not be available.

P. Aegrotat

Undergraduate Programmes

55. The Board of Examiners may award an aegrotat degree to a candidate who has registered for the final stage of the programme, but presents sufficient evidence of ill health or any other extenuating circumstance that, in the judgement of the Board, there is no reasonable possibility that the candidate can complete the programme.

Postgraduate Taught Programmes

56. The Board of Examiners may award an aegrotat degree to a student who has demonstrated postgraduate ability typically over at least 50% of the programme on which they are registered, but who presents sufficient evidence of ill health or other extenuating circumstances such that, in the judgement of the Board, there is no reasonable possibility that then student can complete the programme.

57. When considering the option of making this award, Boards of Examiners should be mindful of the possibility of enabling the student to sit the assessments at a later date, and so be eligible for a classified degree. In addition, the Board should consider the appropriateness of awarding an appropriate exit award.

58. It is not open to the Board to grant an aegrotat to students registered on certain professionally accredited programmes. A student to whom an aegrotat is awarded shall be deemed to have obtained honours but without classification.

59. The Board of Examiners shall have the power to award a degree posthumously.

Q. Exemptions to these Regulations

60. Certain programmes are exempt from the requirements of these *Assessment Regulations* which relate to assessment, reassessment and the use of the University Common Scale.

Note that referral to each individual set of degree programme regulations for full information on programme exemptions is required. A complete register of exemptions can be found at:
<https://www.ncl.ac.uk/ltds/governance/modules/regulations-specifications/>

REGULATIONS FOR TAUGHT PROGRAMMES

V. Specific Progression and Classification Rules for Different Types of Taught Programme

A. Specific Progression Rules for Foundation Certificates

Return of Marks

1. The mark for each module on a Foundation Certificate programme shall be returned to the Board of Examiners, and disclosed to students, using the following mark scale, unless there are different requirements in the programme regulations (e.g. for English language modules):

	Summary description applicable to modules <i>not used for degree classification</i>
0-39	Failing
40-49	Pass
50-59	Good
60-69	Very Good
70-79	Excellent
80-100	Outstanding

2. The final programme average mark shall be the average of all the module marks weighted according to their credit value.

When calculating a Stage average after the second attempt at the stage, the marks used shall be:

- i The module mark, for modules passed at the first attempt.
- ii A mark of 40 for modules passed at the second attempt.
- iii The best mark for modules failed after two attempts.

Principles of Compensation

The principles in this section shall apply unless the programme regulations state otherwise.

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3. You will, on assessment and any reassessment, be deemed to have passed all modules, even if marks of less than 40 have been obtained in one or more modules for that stage, provided that each of the following conditions for compensation are met:

- a) The average of the modular marks is not less than 40;
- b) No single mark for any module is below 35;
- c) The modules for which marks lies between 35 and 39 do not include core modules and have total credit value no greater than 40 (out of the 120 credits studied). Where a Foundation Certificate contains more than 120 credits the maximum number of credits which can be compensated is one third of the total credits in the award.

The modules in c) above will be deemed to be **passed by compensation**.

The Award

4. You are entitled to a Foundation Certificate if all the requirements for the award as set out in the programme regulations are met and the programme average is not less than 40.

Use of Discretion

5. Following the Principles set out in IV Assessment Regulations, I and J,, the Board of Examiners may:

- a) Deem you to have passed specific modules – including core modules,
- b) Deem you to have passed the programme.

B. Specific Progression and Classification Rules for Foundation Degrees

Return of Marks

6. The mark for each module on a Foundation degree programme will be returned to the Board of Examiners, and disclosed to you, using the following marking scale:

	Summary description applicable to Foundation Degrees
0-39	Fail
40-59	Pass
60-69	Commendation
70-100	Distinction

Progression from One Stage to Another

7. Your stage average is defined as the weighted average mark over all modules at that stage, where the weighting reflects the credit value of each module. Your stage average shall be calculated and rounded to one decimal place.

- a) When calculating your Stage 1 average, whether for the purposes of compensation under Regulation V.B.9 or otherwise, the calculation must use the best module marks that relate to the given stage, regardless of whether the best marks are from first or second attempts, except that a mark of 40 must be used for any module passed by discretion;
- b) When calculating your Stage 2 average, after the first attempt at the stage, the marks used shall be the module marks:
- c) When calculating a Stage 2 average after the second attempt at the stage, the marks used shall be:
 - i The module mark, for modules passed at the first attempt.
 - ii A mark of 40 for modules passed at the second attempt.
 - iii The best mark for modules failed after two attempts.

Note that a Stage 1 average will need to be recalculated after the application of discretion or compensation and after reassessment.

8. You will be permitted to proceed from Stage 1 to Stage 2 of the programme of study if you pass or are deemed to have passed all the modules in Stage 1, or Stage 1 is passed by discretion despite failures in specific modules.

- a) When Stage 1 is passed by discretion, any failed marks in specific modules remain fails, as the individual modules are not deemed to have been passed;
- b) If you fail a first attempt at one or more modules at Stage 1 and have not yet completed a second attempt, you may not proceed to Stage 2. If you have Personal Extenuating Circumstances, you may submit a PEC Form to the Personal Extenuating Circumstances Committee which may grant you permission to proceed.

If you are not permitted to proceed, you may be considered for the award of a Higher Education Certificate.

9. At Stage 1 of a Foundation degree programme you will, on assessment and any reassessment, be deemed to have passed all modules at the stage and to be eligible to progress to the next stage of the degree programme, even though marks of less than 40 have been obtained in one or more modules for that stage, provided that each of the following conditions for compensation are met:

- a) The stage average is not less than 40;
- b) No single mark for any module of Levels 3-5 is below 35;

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- c) The modules for which marks lie between 35 and 39 do not include core modules and have a total credit value of no more than 40 (out of the 120 credits studied).

The modules in c) above are deemed to be **passed by compensation**.

10. The principles of compensation also apply to any consideration for the award to you of a Higher Education Certificate.

11. Where the rules for compensation do not apply, the Board of Examiners may still exercise discretion under Regulations V.B.15.

12. Exceptionally, you may be permitted to resit a module that has been passed at University standard, but not to external accreditation requirements. Such resits are for accreditation purposes only and stand outside of the University Examination Regulations. Your final module marks and award calculations are not affected. Programme-specific arrangements for accreditation resits are included in the degree programme regulations <http://www.ncl.ac.uk/regulations/programme/>.

The Award and Classification of Degrees

13. You are entitled to the award of a Foundation degree of the class on the classification scale indicated by the Stage 2 average calculated as specified in Regulation V B 6 if all the requirements for the award are met, and:

- a) All the modules in the degree programme are passed, or
- b) No more than a maximum of 20 credits at Stage 2 are failed
and:
- c) The Stage 2 average is not less than 40.

14. Your final module mark is calculated by using the most recent component marks. In some cases, this may be a combination of second and first attempt component marks, depending on the normal resit arrangements for the module. It is not the case, however, that the best component marks automatically carry forward to the final module mark.

Use of Discretion

In addition to the principles set out in IV Assessment Regulations I 27 and 28

15. The Board of Examiners must consider whether or not to exercise discretion, after the first attempt at Stage 2 (including the possibility of awarding a higher classification of degree, if relevant) when:

- a) You have a Stage 2 average within two marks of a class boundary. The Board of Examiners shall have regard to the following:
 - i. The overall profile of individual marks you achieved in your modules;
 - ii. Exceptional performance by you in any particular module, including, for example, research-based modules or in an oral examination where this is part of the degree programme regulations;

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- b) You have a positive assessment of the impact of medical or other mitigating circumstances by the Personal Extenuating Circumstances Committee.

The Board may also use discretion to award a Foundation degree of any class to a student who is not entitled to a Foundation degree under Regulation V.B. 13.

16. The University does not permit the use of a viva voce either as a means of monitoring standards or for determining whether you should be awarded a higher classification.

Failing Performance by Foundation Degree Students

17. If you, following a first attempt at Stage 2, have not been awarded a Foundation degree under Regulations V.B.13 or by the use of discretion under Regulation V.B.15, you have a number of options. You must elect whether to accept a Higher Education Certificate, or to proceed to one reassessment of some or all failed modules, or to withdraw from the programme. The various routes available are:

- a) The Board of Examiners may award a Higher Education Certificate (subject to Regulation V.B.19).
- b) You may elect to be reassessed in some or all failed modules, subject to:
 - i After reassessment you meet the requirement of Regulation V B 13. In which case you will be recommended for the foundation degree of the class indicated by your Stage 2 average following your first attempt at the stage, provided that the average is at least 40.;
 - ii Your Stage 2 average, following your first attempt, was below 40 and after reassessment, meets the requirements of Regulation V B 15. In which case, you will be recommended for a pass in the foundation degree, provided that your Stage 2 average following your second attempts at the stage is at least 40.

18. If you are awarded a foundation degree by the Board of Examiners after the first occasion of assessment, you may not enter for reassessment.

Award of other than a Foundation Degree

Higher Education Certificate

19. If you are not entitled to a Foundation degree, but have satisfied the examiners in at least 120 credits, of which at least 90 are at Level 4 or above, you may be awarded a Higher Education Certificate in that programme, typically when:

- a) You are entitled to proceed into Stage 2, but instead elect to withdraw from study; or
- b) You choose to withdraw from study at the University during Stage 2;

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or

- c) You leave the programme to transfer to an unrelated programme, without transferring any credit; or
- d) You fail to satisfy the examiners in Stage 2 of the programme.

20. The award of a Higher Education Certificate is not classified and, unless specific recognition arrangements are in place, carries no professional accreditation. The certificate will be 'Higher Education Certificate in X' corresponding to the 'Foundation degree in X' for which you were a candidate, unless an alternative is agreed by the Faculty Education Committee

Subsuming of Awards

21. If you are awarded a Foundation degree, you will not be eligible for the award of a Higher Education Certificate for the same programme of study.

22. If you successfully complete a Foundation Degree, you will be eligible for progression to Newcastle University Undergraduate programmes to either Stage 2 or Stage 3 as outlined in the relevant Undergraduate degree programme regulations.

23. If you progress to a Newcastle University Undergraduate Programme, your degree classification will be determined using the relevant regulations for Undergraduate degrees (Section C), where it is possible to do so. Any necessary variations (agreed by University Education Committee) from the regulations for Undergraduate degrees will be set out in your Undergraduate degree programme regulations

C. Undergraduate degrees – specific rules on progression and classification

Return of Marks

24. The mark for each module on an Honours degree programme shall be returned to the Board of Examiners, and disclosed to you, using one of the established University Common Scales below, either the Degree Classification (DC) Scale or the one applicable to modules not used for degree classification:

	Summary description applicable to <i>level 7</i> Degree Classification (DC) Modules	Summary description applicable to Degree Classification (DC) Modules <i>below level 7</i>	Summary description applicable to modules <i>not used for degree classification</i>
0-39	Fail	Fail	Failing
40-49	Fail	Third Class	Pass

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50–59	Second Class, Second Division	Second Class, Second Division	Good
60–69	Second Class, First Division	Second Class, First Division	Very Good
70–100	First Class	First Class	Excellent

Stage Averages and Progression from One Stage to Another

25. A stage average is defined as the weighted average mark over all modules at that stage, where the weighting reflects the credit value of each module. Degree programme regulations may allow for additional credit value for non-modular aggregated assessment. The stage average shall be calculated and rounded to one decimal place.

- a) When calculating a (non-final) stage average for the purposes of compensation, the calculation must use the best module marks that relate to the given stage, regardless of whether the best marks are from first or second attempts, except that the pass mark must be used for a module passed by discretion;
- b) When calculating a (non-final) stage average under all other circumstances the marks used shall be:
 - i The module mark, for modules passed at the first attempt;
 - ii The pass mark (i.e., a mark of 40 for modules up to Level 6 and 50 for Level 7 modules) for modules passed by discretion, compensation or on reassessment;
 - iii The best mark, for modules failed after two attempts.
- c) When calculating the stage average, after the first attempt at the final stage the marks used shall be the module marks.
- d) When calculating the stage average after the second attempt at the final stage, the marks used shall be:
 - i The module mark, for modules passed at the first attempt ;
 - ii The pass mark (i.e., a mark of 40 for modules up to Level 6 and 50 for Level 7 modules) for modules passed at the second attempt;
 - iii The best mark for modules failed after two attempts.

Note that non-final stage averages will need to be recalculated after the application of discretion or compensation and after reassessment.

26. You will be permitted to proceed from one stage to the next of the programme of study if you pass or are deemed to have passed all the modules in the current stage, or the stage is passed by discretion (exercised under Regulation V.C.35 despite failures in specific modules. Decisions on modules and progression will be taken at the end of each attempt for each stage, other than set out in d) below:

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- a) When the stage is passed by discretion, despite failures in specific modules, the specific modules are not deemed to have been passed, and any subsequent calculations must use the best actual mark for each of the specified modules.
- b) If you fail up to 20 credits of non-core modules at Stage 2 of a 3 year programme after two attempts, or over Stages 2 and 3 of a 4 year programme, it is the normal expectation that the stage will be passed by discretion (in recognition of the fact that it is still possible for a student to gain an Honours degree by right subject to regulation V.C.31). A Board of Examiners deciding not to exercise discretion on this matter must minute a specific reason for not doing so.
- c) If you fail a first attempt at one or more modules and have not yet completed a second attempt, you may not proceed to the next stage unless granted permission by the Personal Extenuating Circumstances Committee in accordance with Regulations VI.A.8 - 10, if you are not permitted to proceed, you may be considered for the award of a Higher Education Certificate or Higher Education Diploma.
- d) If the Board of Examiners meets before you have completed a first attempt at a stage, either because you are studying part-time or because your personal circumstances have delayed progress, then
 - i. The Board may decide that you have passed a module by right, passed a module by discretion or failed a module when there is sufficient information to make such a decision.
 - ii. The Board may defer a decision on a module when there insufficient information to make such a decision. Typically this will occur when there is a reasonable possibility of you passing by compensation or discretion
 - iii. If a decision on a module is deferred, the Chair of the Board may permit you to take a second attempt at the module before the completion of the first attempt of the stage, provided that it is clearly understood that a second attempt might prove unnecessary.

Principles of Compensation

27. At Stages 0, 1 and 2 of degree programmes (and at Stage 3 where the final stage is Stage 4) you will, on assessment and on any reassessment, be deemed to have passed all modules at the stage and to be eligible to progress to the next stage of the degree programme, notwithstanding the fact that you have obtained marks of less than 40 in one or more modules for that stage, provided that each of the following conditions for compensation is met:

- a) The stage average is at least 40;
- b) No single mark for any module of Levels 4-6 is below 35;

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- c) No single mark for any Level 7 module assessed is below 40;
- d) The modules for which marks lie between 35 and 39 (Levels 4-6) or 40- 49 (Level 7) do not include core modules and have total credit value of no greater than 40 (out of the 120 credits studied).

The modules in d) above are deemed to be **passed by compensation**.

28. In any case where any form of non-modular aggregated assessment is used at Stages 1 and 2 of Honours degree programmes (and at Stage 3 where the final stage is Stage 4), the relevant degree programme regulations shall specify whether compensation may be applied to the non-modular aggregated assessment and, if so, how such compensation may be applied.

29. The principles of compensation (Regulation V.C.27) shall also apply to any consideration for the award of a Higher Education Certificate or Higher Education Diploma.

30. Where the rules for compensation do not apply, the Board of Examiners may still exercise discretion under Regulation V.C.35.

The Award and Classification of Degrees

31. You will be entitled to the award of an Honours degree of the class on the Degree Classification Scale indicated by the final programme average calculated using V C 34 (below) if all the requirements for the award are met, and:

- a) All the modules beyond Stage 1 in the degree programme are passed; *or*
- b) No more than 20 credits beyond Stage 1 are failed; and
- c) All final Stage core modules are passed and;
- d) The final programme average is at least 40.

32. Marks from all modules studied at Stages 2 and 3 (or at Stages 2, 3 and 4 of a four-year programme) are used to determine degree classification and so the marks for these modules must be returned using the University Common Scale (DC Scale); note that appropriate modules taken during an intercalating year, in accordance with the degree programme regulations, may be excluded from the calculation.

33. Any non-modular aggregated assessment at Stage 2, Stage 3 and, where appropriate, Stage 4, may contribute to degree classification as specified in the relevant degree programme regulations.

34. The degree programme regulations shall specify the weight to be given to each stage beyond Stage 1. The stage averages (as defined in Regulation IV C 36) shall be combined, according to the prescribed weightings, to produce an **overall average**, which is also rounded to one decimal place. The **final programme average** is then obtained by rounding the overall average to the nearest whole number. For a three-year programme, the weighting for Stage 2: Stage 3 shall be one of 1:1, 1:2; 1:3. For a four-year programme (unless Stage 3 is regarded as an intercalating year) the weighting Stage 2: Stage 3: Stage 4 shall be one of 1:2:2; 1:3:3; or 1:2:3.

Use of Discretion

In addition to the principles set out in IV Assessment Regulations I 27 and 28

35.

- a) After the first attempt at the final stage, the Board of Examiners must consider whether or not to exercise discretion to award a higher classification of degree when you have a final programme average within two marks of a classification boundary. The Board of Examiners shall have regard to the following:
 - i The overall profile of individual marks achieved in modules;
 - ii Exceptional performance in any particular module (for example research-based modules or an oral examination where this is part of the degree programme regulations);
 - iii Where the stages which determine your degree classification are equally weighted, progressive improvement in performance during the final 2 (or 3) stages of study.
- b) When there is a positive assessment of the impact of medical or other mitigating circumstances by the Personal Extenuating Circumstances Committee.

36. The University does not permit the use of a viva voce either as a means of monitoring standards or for determining whether a higher classification should be awarded at undergraduate level.

Failing Performance by Honours Degree Students

37. If, following a first attempt at the final stage, you have not been awarded an Honours degree (or an accredited Honours degree where applicable) under Regulation V.C.31 or by the use of discretion under Regulation V.C.35, the Board of Examiners may:

- a) Make you the award of an unaccredited Honours degree (N.B. only for certain accredited programmes);
- b) Make you the award of a Pass degree (subject to Regulations V.C.41);
- c) Make you for the award of a Higher Education Diploma (subject to Regulation V.C.45 or a Higher Education Certificate (subject to Regulation V.C.47)
- d) However, you may still choose to be reassessed in some or all failed modules, subject to:
 - i. Whether, after reassessment, you meet the requirements of Regulation V C 31. If you do, you will be recommended for an Honours degree of the class indicated by your final programme average following your first attempt at the final stage, provided the average you achieve is at least 40.
 - ii. Whether, your final programme average following your first attempt was below 40 and after reassessment, you meet the requirements of Regulation V C 31. If you do, you will be

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recommended for a third class Honours degree, provided that your final programme average following your second attempt at the final stage is at least 40.

38. If you are awarded an Honours degree by the Board of Examiners after the first occasion of assessment, you may not enter for reassessment except if you are on an accredited programme and recommended for the award of a non-accredited Honours degree.

39. The chair of the Board of Examiners shall, in the return of marks to the Examinations Office, make clear that a student has an automatic right to resit final stage modules, when a Pass degree, Higher Education Diploma, or Higher Education Certificate is awarded by the Board or when an unaccredited Honours degree is recommended for a student on an accredited programme. The chair of the Board of Examiners shall then consult you as soon as possible to confirm whether you wish to receive the unaccredited Honours degree, Pass degree, Higher Education Diploma or Higher Education Certificate to which you are entitled, or to proceed to re-assessment. You must advise the chair of the Board of Examiners in writing by the deadline laid down by the Chair.

Award of other than an Honours Degree

Unaccredited degree

40. If you are on an accredited programme for which one or more of the final Stage modules are deemed core as an accreditation requirement and you are not recommended for an Honours degree under the accredited degree programme regulations but you would otherwise be eligible for an Honours degree. You will be entitled to the award of an unaccredited exit degree, the degree will be classified as set out in Regulation V C 31-34. The degree title will be '*Unaccredited Honours degree in X*' which will correspond to the title '*Honours degree in X*' for which you were a candidate, unless another title has been agreed by the relevant Faculty Education Committee.

Pass Degree

41. If you are not awarded Honours under the preceding regulations, you will be considered by the Board of Examiners for the award of a Pass degree. You are entitled to a Pass degree, if you have satisfied the examiners in at least 300 credits, of which 60 must be at Level 6, provided that your final programme average is not less than 35. If you are on a programme for which a Pass degree is accredited, you will also have to meet any accreditation requirements.

42. If you are on a programme for which a Pass degree is accredited, where one or more of the final Stage modules are deemed core as an accreditation requirement and you are not recommended for a the Pass degree under the accredited degree programme regulations, you would be eligible for the award of an unaccredited exit Pass degree. Unless a separate title has been agreed by the relevant Faculty Education Committee, the degree title will be '*Unaccredited Pass degree in X*' which will correspond to the title '*Honours degree in X*' for which you were a candidate.

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43. If you are not entitled to a Pass degree, you may still be awarded a Pass degree by the Board of Examiners, using its ultimate discretion, following the principles laid down in Regulations V.C.35.

44. The award of a Pass degree is not classified and, unless specific recognition arrangements are in place, carries no professional accreditation. The degree will be '*Pass degree in X*' corresponding to the '*Honours degree in X*' for which you were a candidate, unless an alternative is agreed by the appropriate Faculty Education Committee

Higher Education Diploma

45. If you have satisfied the examiners in at least 240 credits, of which at least 90 credits are at Level 5 or above, you will be awarded a Higher Education Diploma in that programme, typically when:

- a) You are entitled to proceed into Stage 3, but instead elect to withdraw from study at the University; *or*
- b) You withdraw from study at the University during Stage 3 of the programme; *or*
- c) You leave the programme to transfer to an unrelated programme within the University, without carrying forward any credit; *or*
- d) You fail to satisfy the examiners for the award of the Honours degree or Pass degree.

Boards of Examiners may use discretion in awarding a Higher Education Diploma in accordance with Regulations V.C.35. In particular boards may wish to take account of modules that are failed solely because they are core.

46. The award of a Higher Education Diploma is not classified and, unless specific recognition arrangements are in place, carries no professional accreditation. The diploma will be '*Higher Education Diploma in X*' corresponding to the '*Honours degree in X*' for which you were a candidate, unless an alternative is agreed by the Faculty Education Committee.

Higher Education Certificate

47. If you have satisfied the examiners in at least 120 credits, of which at least 90 are at Level 4 or above, you will be awarded a Higher Education Certificate in that programme, typically when:

- a) You are entitled to proceed into Stage 2, but instead elect to withdraw from study at the University; *or*
- b) You elect to withdraw from study at the University during Stage 2 or Stage 3 of the programme; *or*
- c) You leave the programme to transfer to an unrelated programme within the University, without carrying forward any credit; *or*
- d) You fail to satisfy the examiners in Stage 2 or Stage 3 of the programme.

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Boards of Examiners may use discretion in awarding a Higher Education Certificate in accordance with Regulations V.C.35. In particular boards may wish to take account of modules that are failed solely because they are core.

48. The award of a Higher Education Certificate is not classified and, unless specific recognition arrangements are in place, carries no professional accreditation. The certificate will be 'Higher Education Certificate in X' corresponding to the 'Honours degree in X' for which you were a candidate, unless an alternative is agreed by the Faculty Education Committee.

49. Boards of Examiners for non-modular programmes may recommend other awards, however criteria for these will vary and not all of the above awards may be offered. All awards offered are subject to approval by the relevant Faculty Education Committee.

Subsuming of Awards

50. If you are awarded an Honours degree or Pass degree, you will not be eligible for the awards of a Higher Education Certificate and/or a Higher Education Diploma for the same programme of study. Similarly, if you are awarded a Higher Education Diploma, you will not be eligible for the award of a Higher Education Certificate for the same programme of study.

D. Specific Progression and Classification Rules for Integrated Master's Programmes

Return of Marks

51. The mark for each module on an Integrated Master's degree programme shall be returned to the Board of Examiners, and disclosed to you, using the established University Common Scales below, depending on the level of the module.

	Summary description applicable to <i>level 7</i> Degree Classification (DC) Modules	Summary description applicable to Degree Classification (DC) Modules <i>below level 7</i>	Summary description applicable to modules <i>not used for degree classification</i>
0-39	Fail	Fail	Failing
40-49	Fail	Third Class	Pass
50-59	Second Class, Second Division	Second Class, Second Division	Good
60-69	Second Class, First Division	Second Class, First Division	Very Good

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70- 100	First Class	First Class	Excellent
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Progression from One Stage to Another

52. A stage average is defined as the weighted average mark over all modules at that stage, where the weighting reflects the credit value of each module. Degree programme regulations may allow for additional credit value for non-modular aggregated assessment. The stage average shall be calculated and rounded to one decimal place.

- a) When calculating a (non-final) stage average for the purposes of compensation, the calculation must use the best module marks that relate to the given stage, regardless of whether the best marks are from first or second attempts, except that the pass mark must be used for a module passed by discretion;
- b) When calculating a (non-final) stage average under all other circumstances the marks used shall be:
 - i The module mark, for modules passed at the first attempt;
 - ii The pass mark (i.e., a mark of 40 for modules up to Level 6 and 50 for Level 7 modules) for modules passed by discretion, compensation or on reassessment;
 - iii The best mark, for modules failed after two attempts.
- c) When calculating the stage average, after the first attempt at the final stage the marks used shall be the module marks.
- d) When calculating the stage average after the second attempt at the final stage, the marks used shall be:
 - i The module mark, for modules passed at the first attempt;
 - ii The pass mark (i.e., a mark of 40 for modules up to Level 6 and 50 for Level 7 modules) for modules passed at the second attempt;
 - iii The best mark for modules failed after two attempts.

Note that non-final stage averages will need to be recalculated after the application of discretion or compensation and after reassessment.

53. Subject to meeting the internal progression thresholds described below, you are permitted to proceed from one stage to the next of the programme of study if you pass or are deemed to have passed all the modules in the current stage or the stage is passed by discretion, exercised under Regulations V.D.64 despite failures in specific modules. Decisions on modules and progression will be taken at the end of each attempt for each stage, other than set out in d) below:

- a) When you pass the stage by discretion, despite failures in specific modules, the specific modules are not deemed to have been passed, and any subsequent calculations must use the best actual mark for each of the specific modules;

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- b) If you fail up to 20 credits of non-Core modules at Stage 2 after two attempts, or accumulate such fails in up to 20 credits over Stages 2 and 3, it is the normal expectation that the stage will be passed by discretion (in recognition that it is still possible for you to gain an Honours degree by right). A Board of Examiners deciding not to exercise discretion in this context must minute a specific reason for not doing so;
- c) If you have failed a first attempt at one or more modules and have not yet completed a second attempt may, you not proceed to the next stage unless granted permission by the Personal Extenuating Circumstances Committee.
- d) If the Board of Examiners meets before you have completed a first attempt at a stage, either because you are studying part-time or because your personal circumstances have delayed progress, then
 - i The Board may decide that you have passed a module by right, passed a module by discretion or failed a module when there is sufficient information to make such a decision.
 - ii The Board may defer a decision on a module when there insufficient information to make such a decision. Typically this will occur when there is a reasonable possibility of you passing by compensation or discretion.
 - iii. If a decision on a module is deferred, the Chair of the Board may permit you to take a second attempt at the module before the completion of the first attempt of the stage, provided that it is clearly understood that a second attempt might prove unnecessary.

To progress on an Integrated Masters programme, you must meet the internal progression thresholds at the end of Stages 2 and 3. If you do not meet the threshold at the end of Stage 2, you will be transferred onto the appropriate Bachelor's degree programme. If you do not meet the threshold at the end of Stage 3, you will not be permitted to progress to Stage 4 and will be considered for the appropriate Stage 3 exit award applying the principles of the Assessment Regulations for students on a 3 year degree. The Board of Examiners must consider all students whose final stage average (after rounding of marks) is within two marks of the progression threshold for the exercise of discretion as outlined in Regulation V.D.64.

The thresholds for all Integrated Masters Programmes shall be stated in the degree programme regulations for each award, but must as a minimum be:

Stage 2 to 3 – stage average of 50

Stage 3 to 4 – stage average of 50

Degree programme regulations may stipulate thresholds that are more demanding and/or more specific than the minimum stage averages listed above.

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If you are not permitted to proceed, you may be considered for the award of a Bachelor's Degree, a Higher Education Certificate or Higher Education Diploma, applying the principles of Regulations V.D.68-76.

Principles of Compensation

54. At Stages 1, 2 and 3 of degree programmes you will, on assessment and any reassessment, be deemed to have passed all modules at the stage, even though marks of less than 40 have been obtained in one or more modules of Levels 4-6 and/or marks of less than 50 in one or more Level 7 modules for that stage, provided that each of the following conditions for compensation are met:

- a) The stage average is not less than 40;
- b) No single mark for any module of levels 4-6 is below 35;
- c) No single mark for any level 7 module is below 40;
- d) The modules for which marks lie between 35 and 39 (levels 4-6) or 40-49 (level 7) do not include core modules and have total credit value no greater than 40 (out of the 120 credits studied).

The modules in d) above are deemed to be **passed by compensation**.

If you pass all modules, including modules passed by compensation, and meet the threshold requirements in V.D.50, you will pass the stage and will be eligible to progress to the next stage of the programme.

55. A combination of Level 6 and Level 7 modules at Stage 3 does not lead to any difference in weighting.

56. Where any form of non-modular aggregated assessment is used at Stages 1, 2 and 3 of the degree programme, the relevant degree programme regulations shall specify whether compensation may be applied to the non-modular aggregated assessment and, if so, the relevant degree programme examination regulations shall set out how such compensation may be applied.

57. The principles of compensation shall also apply to any consideration for the award of a Higher Education Certificate or Higher Education Diploma.

58. Where the rules for compensation do not apply, the Board of Examiners may still exercise discretion under V.D.64.

The Award and Classification of Degrees

59. You will be entitled to the award of an Integrated Master's degree of the class on the Degree Classification Scale indicated by the final programme average (calculated as specified in Regulation V D 51) if all the requirements for the award are met, and

- a) All the modules beyond Stage 1 in the degree programme are passed; *or*
- b) No more than a maximum of 20 credits beyond Stage 1 are failed; and
- c) All final stage core modules are passed; and
- d) The final programme average is no less than 50.

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60. Marks from all modules studied at Stages 2, 3 and 4 are used to determine your degree classification and so the marks for these modules must be returned using the University Common Scale (DC Scale); note that appropriate modules taken during an intercalating year, in accordance with the degree programme regulations, may be excluded from the calculation.

61. Any non-modular aggregated assessment at Stages 2, 3 and 4, may contribute to your degree classification as specified in the relevant degree programme regulations.

62. The degree programme regulations specify the weight to be given to each stage beyond Stage 1. The stage averages shall be combined, according to the prescribed weightings, to produce an **overall average**, which is also rounded to one decimal place. The **final programme average** is then obtained by rounding the overall average to the nearest whole number. For a four-year programme the weighting Stage 2: Stage 3: Stage 4 is either 1:2:2; 1:3:3; or 1:2:3.

63. A final module mark is calculated by using the most recent component marks. In some cases, this may be a combination of second and first attempt component marks, depending on the normal resit arrangements for the module. It is not the case, however, that the best component marks automatically carry forward to the final module mark.

Use of Discretion

In addition to the principles set out in IV Assessment Regulations I 27 and 28

64.

- a) After the first attempt at the final stage, the Board of Examiners must consider whether or not to exercise discretion to award a higher classification of degree when you have a final programme average within two marks of a classification boundary. The Board of Examiners shall have regard to the following:
 - i The overall profile of individual marks achieved in modules;
 - ii Exceptional performance in any particular module (for example research-based modules or an oral examination where this is part of the degree programme regulations).
- b) When there is a positive assessment of the impact of medical or other mitigating circumstances by the Personal Extenuating Circumstances Committee.

Failing Performance by Integrated Master's Degree Students

65. If you are a student who, on consideration by the Board of Examiners at the end of Stage 4, has not been awarded an Integrated Master's (Hons) degree (or an accredited Integrated Masters degree where applicable) under Regulation V.D.59 or by the use of discretion under Regulation V.D.64 will be considered for the appropriate Stage 3 exit award (i.e. a BEng, BA or BSc) under the University Assessment Regulations and applying the principles therein.

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66. You may elect to be reassessed in some or all of the failed modules, subject to the following:

- a) After reassessment you meet the requirements of Regulation V D 64. In which case, you will be recommended for an Integrated Masters degree of the class indicated by your final programme average following your first attempt at the final stage, provided that the average is at least 50.;
- b) Your programme average following your first attempt was below 50 and after reassessment, meets the requirement of Regulation V D 62. In which case, you will be recommended for a lower second class Honours degree, provided that your final programme average following your second attempt at the final stage is at least 50.

67. If you are awarded an Integrated Master's degree by the Board of Examiners after the first occasion of assessment, you may not enter for reassessment except if you are on an accredited programme and are recommended for the award of a non-accredited Integrated Masters degree.

Unaccredited degree

68. If you are on an accredited programme for which one or more of the final Stage modules are deemed core as an accreditation requirement and you are not recommended for an Integrated Masters degree under the accredited degree programme regulations but you would otherwise be eligible for an Integrated Masters degree. You will be entitled to the award of an unaccredited exit degree, the degree will be classified as set out in Regulation V D 59-62. The degree title will be '*Unaccredited Masters degree in X*' which will correspond to the title '*Masters degree in X*' for which you were a candidate, unless another title has been agreed by the relevant Faculty Education Committee.

Bachelor's Degree

69. If you are a candidate for an Integrated Master's degree who, on consideration by the Board of Examiners at the end of Stage 3 or later, cannot be considered for an Integrated Master's award, you shall be considered for the appropriate Stage 3 exit award (i.e. a BEng, BSc or BA) under the University Assessment Regulations and applying the principles therein.

The normal circumstances in which this is relevant are where:

- a) You are entitled to proceed to Stage 4, but instead elect to withdraw from study at the University; *or*
- b) You elect to withdraw from study at the University during Stage 4 of the programme; *or*
- c) You leave the programme to transfer to an unrelated programme within the University, without carrying forward any credit; *or*
- d) You have not met the academic progress requirements to proceed to Stage 4

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70. The award and classification of the Bachelor's Degree is calculated on the basis of your performance at the end of Stage 3 (first attempts) and following the principles laid out in *the Progression and Classification Rules for Undergraduate Degrees V C*. This includes the possibility of the award of a Pass Degree (as a Bachelor's award). Unless specific recognition arrangements are in place, the Bachelor's award carries no professional accreditation. The Bachelor's degree will be 'BSc/BEng/BA in X' corresponding to the 'Integrated Master's degree in X' for which you were registered, unless an alternative is agreed by the Faculty Education Committee.

71. If you are on an Integrated Masters programme for which a Bachelor's award is accredited, where one or more of the final Stage modules are deemed core as an accreditation requirement, and you are not recommended for a Bachelor's degree under the accredited degree programme regulations, you would you would be entitled to the award of an unaccredited Bachelor's degree. The Bachelor's degree will be 'Unaccredited BSc/BEng/BA in X' corresponding to the 'Integrated Master's degree in X' for which you were registered, unless an alternative is agreed by the Faculty Education Committee.

Higher Education Diploma

72. If you are a candidate for an Integrated Master's degree and have not gained that award but have satisfied the examiners in at least 240 credits, of which at least 90 credits are at Level 5 or above, you will be awarded a Higher Education Diploma in that programme.

The normal circumstances in which this is relevant are where:

- a) You are entitled to proceed into Stage 3, but instead elect to withdraw from study at the University; *or*
- b) You withdraw from study at the University during Stage 3 of the programme;
- c) You leave the programme to transfer to an unrelated programme within the University, without carrying forward any credit;
- d) You fail to satisfy the examiners in Stage 3 of the programme

73. The award of a Higher Education Diploma is not classified and, unless specific recognition arrangements are in place, carries no professional accreditation. The diploma will be '*Higher Education Diploma in X*' corresponding to the '*Honours degree in X*' for which you were a candidate unless an alternative is agreed by the Faculty Education Committee.

Higher Education Certificate

74. A candidate for an Integrated Master's degree who has satisfied the examiners in at least 120 credits, of which at least 90 are at Level 4 or above, shall be awarded a Higher Education Certificate in that programme, typically when:

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- a) You are entitled to proceed into Stage 2, but instead elect to withdraw from study at the University; *or*
- b) You elect to withdraw from study at the University during Stage 2 or Stage 3 of the programme;
- c) You leave the programme to transfer to an unrelated programme within the University, without carrying forward any credit;
- d) You fail to satisfy the examiners in Stage 2 or Stage 3 of the programme.

75. The award of a Higher Education Certificate is not classified and, unless specific recognition arrangements are in place, carries no professional accreditation. The certificate will be '*Higher Education Certificate in X*' corresponding to the '*Honours degree in X*' for which you were a candidate unless an alternative is agreed by the Faculty Education Committee.

76. Boards of Examiners for non-modular programmes may recommend other awards, however criteria for these will vary and not all of the above awards may be offered. All awards offered are subject to approval by the relevant faculty education committee.

Subsuming of Awards

77. If you are awarded an Integrated Master's level honours degree you will not be eligible for a Bachelor's Honours degree and/or a Higher Education Diploma / Certificate for the same programme of study. Similarly, if you are awarded a Higher Education Diploma you will not be eligible for the award of a Higher Education Certificate for the same programme of study.

E. Specific Progression and Classification Regulations for Graduate Diplomas and Graduate Certificates

Return of Marks

78. The mark for each module on a Graduate Diploma or Graduate Certificate programme must be returned to the Board of Examiners and disclosed to students using the following scale:

	Marking scale applicable to Graduate Diploma and Graduate Certificate Programmes
0-39	Fail
40-59	Pass
60-69	Pass with Merit
70 and over	Pass with Distinction

79. The overall mark for the programme will be the average of the module marks weighted according to their credit values.

Compensation, Failure and Core Modules

80. You will, on assessment and any reassessment, be deemed to have passed all modules of the programme, even where marks of less than 40 have been obtained in one or more modules, provided that each of the following conditions for compensation are met:

- a) The average mark over all modules taking due account of the credit value, is not less than 40;
- b) No single mark for any module of Levels 4-6 assessed is below 35;
- c) No single mark for any Level 7 module assessed is below 40;
- d) Module marks less than 40 (for modules at Levels 4-6) or 50 (for Level 7 modules) may be passed by compensation, provided the total credit value of these modules does not exceed 40 out of the 120 credits studied as part of a Graduate Diploma, or 20 out of the 60 studied as part of a Graduate Certificate;
- e) No such compensation is permitted for core modules.

81. All calculations used to determine your right to pass modules by compensation must use the best module marks available, regardless of whether the assessments are first or later attempts.

82. Where the rules for compensation do not apply, the Board of Examiners may still exercise discretion to make an award to which you are not entitled as of right.

83. As a candidate for a Graduate Diploma or Graduate Certificate award, you are required to pass all modules (including by resit, compensation or discretion). Graduate Diploma students failing modules outright may be considered for the award of Graduate Certificate.

Reassessment

84. If you fail up to 40 credits of the Graduate Diploma or 20 credits of the Graduate Certificate, you have the right to one reassessment for each module failed. The form of the reassessment may vary from the original, at the discretion of the Board of Studies.

85. If you fail more than 40 credits of the Graduate Diploma or 20 credits of the Graduate Certificate, you will not normally be permitted to continue or be reassessed without the support of the Board of Examiners.

The Award and Classification of Graduate Diplomas and Graduate Certificates

86. You are entitled as of right to the class of award (i.e. Pass, Merit or Distinction) yielded by the final programme average mark.

87. The Board of Examiners must consider whether or not you should be awarded a higher classification of award by the exercise of discretion in the following cases:

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- a) Where you have a final programme average within two marks (after rounding of marks) of a class boundary. The Board of Examiners shall have regard to the overall profile of individual marks achieved in modules;
- b) The Board may also use discretion to award a Graduate Diploma or Graduate Certificate of any class to a student who has not been made an award under clauses V.E.86 of these regulations;
- c) Where there is a positive assessment of the impact of medical or other mitigating circumstances on you by the Personal Extenuating Circumstances Committee.

Failing Performance by Graduate Diploma students

88. If as a candidate for a Graduate Diploma you fail to meet the criteria for the Diploma award, you may be awarded a Graduate Certificate by the Board of Examiners:

- a) Where there is an associated Graduate Certificate, this may be awarded using the criteria laid down in these regulations;
- b) Where there are no associated regulations, a Graduate Certificate may be awarded to a candidate who has achieved an average mark of at least 40 over the course of 60 credits, which satisfy the requirements of Credit and Qualifications Framework.

Under this provision, the award of a Graduate Certificate is not classified.

F. Specific Progression and Classification Regulations for Postgraduate Taught Awards

Return of Marks

89. The mark for each module on a Master's degree programme, postgraduate diploma or postgraduate certificate must be returned to the Board of Examiners and disclosed to you using the following University Common Scale for the return of marks:

	Marking scale applicable to Level 7 modules and master's programmes	Marking scale applicable to modules below Level 7	Marking scale applicable to postgraduate certificate and diploma programmes
0-39	Fail	Fail	Fail
40-49	Fail	Pass	Fail
50-59	Pass	Pass	Pass

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60–69	Pass with Merit	Pass with Merit	Pass
70-100	Pass with Distinction	Pass with Distinction	Pass

90. The final mark for any module will be rounded to the nearest whole number before being returned to the Board of Examiners.

91. The rounding of marks shall follow the regulation: decimal marks with a decimal component of 0.5 or larger shall be rounded up to the next whole number; marks with a decimal component of less than 0.5 shall be rounded down to the next whole number.

Progression within Taught Postgraduate Programmes

92. In addition to a Board of Examiners meeting at the end of a programme, a meeting of the Board will normally be held at the end of the taught component of a Master's programme to consider progression; the Board may also meet to consider progression at other times if appropriate. Internal members of the Board of Examiners will need to liaise with the external examiner(s) as appropriate.

- a) If you remain eligible for the entry award on your programme, you may continue on the programme;
- b) If you do not remain eligible for the entry award on your programme, taking account of any rights to reassessment, you will not be permitted to continue on the programme;
- c) If you are a Master's student who, at the end of the taught component, is eligible to be reassessed in any failed modules, you will normally also be permitted to proceed to the dissertation without any delay;
- d) If you are a Master's or Postgraduate Diploma student who, when considered at a progression meeting, has failed more than 40 credits at the first attempt and who is not permitted to continue on your original programme, you may nevertheless be permitted to be reassessed solely for the purposes of gaining an exit award; such permission is a matter of discretion for the Board of Examiners. When you are permitted such reassessment, you will not normally be permitted to continue on your original programme, even if successful in the reassessments.

Use of Discretion

Following the principles set out in IV Assessment Regulations I 27 and 28, the Board of Examiners may:

93. Deem first attempt failures on one or more Level 7 modules on a classified programme to be 'condoned fails', provided that:

- i You have passed all other taught modules;

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- ii The relevant marks are in the range 40- 49; and
- iii You do not accumulate more than 20 credits in condoned fails (10 credits for students registered for a Postgraduate Certificate);

A condoned fail will be treated as a fail for the purposes of Regulation V.F.89, but will not diminish your eligibility for a Merit or Distinction under this Regulation. In such circumstances you retain the right to a second attempt at the module, subject to the provision of Assessment Regulations IV.J.32-36 (Reassessment).

Stage and Programme Averages

94. A Stage average is defined as the weighted average mark over all modules at that stage, where the weighting reflects the credit value of each module. Degree programme regulations may allow for additional credit value for non-modular aggregated assessment. The stage average shall be calculated and rounded to one decimal place. When calculating a stage average the marks used shall be:

- i The module mark, for modules passed at the first attempt;
- ii The pass mark (i.e., a mark of 40 for modules up to Level 6 and 50 for Level 7 modules) for modules passed by discretion or on reassessment;
- iii The best mark, for modules failed after two attempts.

Note that stage averages will need to be recalculated after the application of discretion and after reassessment.

95. For programmes with a single stage, the final programme average will be obtained by rounding the stage average to the nearest whole number. For programmes with more than one stage the overall average shall be calculated according to the programme regulations and shall also be rounded to one decimal place. The final programme average is then obtained by rounding the overall average to the nearest whole number according to Regulation V F 91.

G The Award and Classification of Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates (entry awards)

96. You are entitled to the award of an appropriate Master's degree, Postgraduate Diploma or Postgraduate Certificate if all the requirements for the award are met and all the modules in the programme are passed (at either first or second attempt).

If you pass all core modules and fail up to 20 credits of non-core modules from the taught stage of the programme (whether after one attempt or two), you will be entitled to the appropriate Master's degree or Postgraduate Diploma, provided that the final programme average is at least 50. If you are on a classified programme (except as provided by Regulation IV.F.103) you will be eligible as of right for the award of a pass only; you would be entitled to a Merit or Distinction, as indicated by your final programme average, only if you have passed all modules (at either first or second attempt, or have accumulated no more than 20 credits in condoned fails). The same principle

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applies to the award of a Postgraduate Certificate if you fail up to 10 credits of non-core modules.

97. Postgraduate Diploma and Postgraduate Certificate entry awards may be classified if this is stipulated in the programme regulations. In such cases, the classification is determined by the principles in Regulation V.F.98 a–d below.

98. The class of your award is normally determined as follows:

- a) You are entitled to the class of award yielded by the final programme average;
- b) If you are a Master's student with a final programme average within two marks (after rounding of marks) of a class boundary, you will always be considered for the next higher class of award taking account of:
 - i The overall profile of individual marks achieved in modules;
 - ii Exceptional performance in any particular module, including, for example, research based modules;
 - iii Progressive improvement in your performance.
- c) If you are a Postgraduate Diploma or Certificate student with a final programme average of 48 or 49, you will be considered for the award of a Pass. Postgraduate Diploma and Certificate students with final programme averages of 58 or 59, and 68 or 69 shall be considered for the next higher class of award if provision for classification is included in the programme regulations, using the criteria in b) above.
- d) The Board of Examiners, when considering the exercise of discretion will also take account any recommendation from the Personal Extenuating Circumstances Committee on the effect and scope of medical or other mitigating circumstances affecting you that were submitted to the Personal Extenuating Circumstance Committee.

99. In exceptional circumstances, an individual programme, with Faculty Education Committee approval, may set additional criteria which must also be taken into account when determining the class of award. The additional criteria must be written into the individual programme regulations and programme handbooks.

100. You may be required to take a viva voce examination at the discretion of the Board of Examiners, as a means of monitoring standards.

101. If you are on an accredited programme for which one or more of the final Stage modules are deemed core as an accreditation requirement and you are not recommended for an entry award under the accredited programme regulations, but you would otherwise be eligible for an entry award, you will be entitled to an unaccredited exit award. If applicable, it will be classified as set out in Regulation V G 96-100 where the title will be an 'Unaccredited' award 'in X' which will correspond to the title award 'in X' for which you were a candidate, unless another title has been agreed by the relevant Faculty Education Committee Award of a Postgraduate Diploma (exit award)

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102. If you:

- a) Are a candidate for a Master's degree and fail to meet the criteria for the Master's degree; and
- b) Have at least 120 credits in which your performance meets the requirements for the award of a Postgraduate Diploma, you will be entitled to the award of a Postgraduate Diploma.

103. If you are not entitled as of right to a Postgraduate Diploma, you may still be awarded a Postgraduate Diploma by the Board of Examiners, using its ultimate discretion under Regulation V.F.93.

104. The award of a Postgraduate Diploma as an exit award is not classified.

105. Boards of Examiners for non-modular programmes may recommend exit awards, however criteria for these will vary and not all exit awards may be offered. All awards offered are subject to approval by the relevant faculty education committee.

Award of a Postgraduate Certificate (exit award)

106. If you:

- a) Are a candidate for a Master's degree or Postgraduate Diploma and fail to meet the criteria for the Master's degree or Postgraduate Diploma; and
- b) Have at least 60 credits in which your performance meets the requirements for the award of a Postgraduate Certificate you will be entitled to the award of a Postgraduate Certificate.

107. If you are not entitled as of right to a Postgraduate Certificate, you may still be awarded a Postgraduate Certificate by the Board of Examiners, using its ultimate discretion under Regulation V.F.93.

108. The award of a Postgraduate Certificate as an exit award is not classified.

109. Boards of Examiners for non-modular programmes may recommend exit awards, however criteria for these will vary and not all exit awards may be offered. All awards offered are subject to approval by the relevant faculty education committee.

VI RULES FOR BOARDS OF EXAMINERS

Procedure for Boards of Examiners and Personal Extenuating Circumstances Committees for Taught Programmes

These should be read in conjunction with the Assessment Regulations and the Progression and Classification Regulations for Specific Types of Programme

A. The Board of Examiners

1. A Board of Examiners shall be appointed for each award-bearing programme. A Board of Examiners may be responsible for a number of programmes. Membership of a Board of Examiners shall include the relevant Degree Programme Directors, named representatives of the main areas of study involved in the programme and the appointed external examiners. The Board of Examiners for those BA and BSc Joint and Combined degrees specified by the University Education Committee (UEC) shall include an external assessor who is required to report to the University on the reliability and integrity of the processes used in the award of these degrees.
2. The membership of each Board of Examiners shall be agreed by the relevant Board of Studies and names of the chair and secretary reported to the appropriate Faculty Education Committee and to the Examinations Office.
3. The relevant degree programme directors and named representatives of the main areas of study involved in the programme shall be present at meetings of the Board of Examiners. The appointed external examiners or assessors shall normally be present at meetings of the Board at which qualifications are awarded.
4. Where it is necessary to call an additional or reconvened meeting of the Board of Examiners, the external examiners shall be notified and, if they are unable to attend, shall be given the opportunity to make known in writing their views on the cases to be discussed, or to take part remotely.

Chair of the Board

5. The chair of the Board of Examiners shall be appointed by the Head of School and appointment annually reported to the relevant Faculty Education Committee. The chair is responsible for conducting all meetings of the Board, and for ensuring that all decisions are taken by the Board in the full knowledge of all the results for each student. In appropriate cases, the Board may delegate to the chair the right to consider and make decisions. In so doing, the chair should consult as many members of the Board as possible (including the external examiners). Action taken by the chair must be reported to the next scheduled meeting of the Board. The chair shall exercise discretion only in a manner consistent with the normal practices and any additional agreed principles of the Board. All agreed mark sheets, confirming decisions taken by the Board, shall be signed by the chair. For cross faculty provision, the chair of the board is appointed by the Pro-Vice-Chancellor (Education)

Secretary

6. The Board of Studies shall appoint a secretary who shall be responsible for ensuring that all members of the Board of Examiners, including the external examiners, are informed of meetings. The secretary shall also be responsible for keeping a record of all decisions reached by the Board. In all cases of the exercise of discretion, the reason for the decision shall be recorded.

External Examiners and External Assessors

7. Procedures for appointing external examiners and external assessors are set out in the Policy and Procedures for External Examiners of Taught Programmes at <http://www.ncl.ac.uk/ltts/assets/documents/gsh-extexam-policy.pdf>. The policy is the definitive source on matters relating to external examining and in the event of any conflict between the policy and these regulations, the Policy would prevail. The duties of external examiners are set out in the policy.

Personal Extenuating Circumstances (PEC) Committee

8. A Personal Extenuating Circumstances (PEC) Committee shall be appointed by each Board of Studies to review and consider medical and mitigating circumstances which may have an effect on a student's performance, as set out in the PEC Policy at <https://www.ncl.ac.uk/students/progress/Regulations/Procedures/change/PEC.htm>. One PEC Committee may cover more than one programme within a school. This Committee shall normally consist of a chair, secretary and two other senior members of academic staff,. The chair should be a senior member of academic staff with experience of sitting on a Board of Examiners. If the secretary is not a member of academic staff then a fourth senior member of academic staff must be appointed to the Committee. The chair of the PEC Committee shall report the Committee's recommendations, including a summary of action taken throughout the year by the PEC Committee, members and delegated staff, to the chair of the Board of Examiners. The Board of Examiners shall, accordingly, be made aware if medical or other circumstances have been put forward for or by a student; however, no more detail than is necessary shall be disclosed, and this shall include no personal or medical details. All personal information shall be handled by the PEC Committee and the Board of Examiners in accordance with the requirements of data protection legislation. Guidance on PEC procedures is provided by the Student Progress Service (www.ncl.ac.uk/students/progress)

9. The Personal Extenuating Circumstances Committee shall have the power to grant the following, subject to the appropriate evidence being provided for or by the student:

- a) Extensions within and beyond those permitted as part of the Submission of Work policy;
- b) Exemptions from minor elements of assessed work (normally a maximum of 20% of the module in question);

- c) Deferral of a formal examination or assessment attempt to the next normal occasion (generally August);
- d) Deferral of a formal examination or assessment attempt to a later normal occasion;
- e) Extraordinary examinations, including those outside of the regular assessment periods;
- f) Setting aside previous attempt(s) at a module, semester or stage and allowing repeat tuition if required;
- g) Allowing a student to retake a module, semester or stage with tuition (subject to payment of the appropriate tuition fees);
- h) Allowing a student to proceed to the next Stage of a programme carrying fails;
- i) To provide Boards of Examiners with a recommendation of support/no-support depending on the severity of the mitigating circumstances affecting a student, which have not been addressed by a-h above or where alternative adjustments would unreasonably add to the circumstances (i.e. to recommend the use of discretion where appropriate).

10. A Personal Extenuating Circumstances committee may, on occasion, need to consider other adjustments in response to a student's personal extenuating circumstance case. Adjustments other than those listed in 14. a-i above must be approved by the appropriate Dean.

11. Due to the professional requirements of some programmes not all the above adjustments may be available to the PEC Committee.

12. Students should be reminded annually by notice (in electronic or paper form) of the Personal Extenuating Circumstances procedure and reminded that applications should be made in a timely manner. If students fail to disclose relevant circumstances to the committee at the time of impact, this may have a bearing on any future appeal.

B. Board of Examiners Procedures

13. Members of the Board of Examiners should declare any personal (i.e. non-academic) interest relating to any individual students to the Chair of the Board prior to the meeting. Such declarations are required despite the anonymity of the board of examiners meeting.

14. Where the Board of examiners is unable to reach a decision on any issue by common consent, a vote shall be taken and the matter shall be decided by the majority of members then present and voting. The academic members of the Board, including the external examiners and the chair, shall each have one vote. In the event of a tied vote, the Chair shall have a casting (i.e. second) vote.

15. As soon as possible, following the meeting of the Board of Examiners, students will be notified of the decisions of the Board by the Secretary to the Board. In the case of final year students, the decisions of the Board will normally be released within 48 hours of the meeting of the Board.

16. The reasons for exercising or not exercising discretion shall be recorded in the minutes of the proceedings in every case where the exercise of discretion is considered, both those where such consideration is required by the Regulations or where it is considered on other grounds. The minutes shall record the issues raised and the decisions reached, whilst maintaining, wherever possible, the anonymity of board members contributing to the debate. Boards of Studies are required to report annually on the exercise of discretion as part of the Annual Monitoring and Review Process. No student shall be identified by name in this report.

17. The exercise of discretion does not set a precedent as each individual case should be considered individually. However, in any discussion regarding the possible exercise of discretion, the Board shall ensure that no student in similar circumstances has been treated less favourably. Academic grounds for discretion should be considered prior to PEC grounds.

18. For Foundation, Undergraduate and Integrated Masters programmes, the requirements set out in IV J 29-31 have a particular application in respect of resits at the final stage. Boards of Examiners must not use discretion after the first attempt to deprive a student an opportunity available on resit. Nor must it use discretion to improve a resitting student's opportunities beyond those available to a first attempt student. To this end:

- a) At the end of the first attempt at the final stage, if a board of examiners considers using discretion to make a higher level or class of award than a student is entitled to, it must not make an award that is lower than indicated by the final programme average.
- b) At the end of the second attempt at the final stage, if a board of examiners considers using discretion to make the minimum award on the entry programme (i.e. a Pass on a Foundation Degree, a Third Class Honours on a Bachelor's programme and Second Class, Second Division on an Integrated Master's programme), they may take account of performance in any second attempts at final stage modules and of any PEC recommendations relevant to the first and second attempts.
- c) At the end of the second attempt at the final stage, if a board of examiners considers using discretion to make a higher level or class of award than indicated by the first attempt final average (and higher than the minimum award on the entry programme), grounds are limited to PEC recommendations relevant to consideration at the first attempt meeting of the board, and the board of examiners must ensure that decisions are consistent with those made at the first attempt meeting of the board. The board must not use performances in second attempts or PEC recommendations relevant only to the second attempts as grounds for making a higher award.

C. Releasing and Adjusting Marks

19. Marks awarded for course work shall be disclosed to students as soon as they are available and within 20 working days. It should be made clear to

students that such marks are provisional and will be subject to review, and to possible moderation.
(<https://newcastle.sharepoint.com/sites/LTDS/Internal%20Only%20Webdocs/FileStore/Files/qsh-assmt-assessedwork-policy.pdf>)

20. Semester 1 examination marks should be returned within 20 working days of the end of the examination period, however the provisional semester 1 module marks should be released within two weeks after this. It should be made clear to students that the marks are provisional and will be subject to review and to possible moderation.

21. Any adjustment of marks of a cohort shall take place prior to the meeting of the Board of Examiners. Once marks have been returned to the Board of Examiners they shall not be adjusted, except that the correction of errors in the transcribing of marks is permitted. It should be noted that the regulations governing the award of classes of degrees and particularly the use of discretion by the Board of Examiners, shall not result in any adjustment of marks.

22. Any sanctions imposed under the Assessment Irregularity Procedure take precedence over the Board of Examiners' decisions, and therefore cannot be overturned.

D. Module Marks after Reassessment, Compensation or Discretion

23. Where a passing mark is achieved following reassessment at any stage, including the final stage, or a modules has been deemed to have been passed by the exercise of compensation or discretion, the actual (uncapped) module mark achieved will be shown, using the normal University scale, on the transcript, with an appropriate note if compensation or discretion has been applied, and a statement that a mark of 40 (or 50 for level 7 modules) will be used in any calculations. However, the Board of Examiners may, in its ultimate discretion, have regard to the actual module mark obtained at resit. For non-modular programmes this section refers to individual assessment marks rather than modular marks.

E. Retention of Data

24. Student data relevant to student assessment should be retained as follows:

- i Component marks, and Personal Extenuating Circumstances Committee and Board of Examiners minutes to be retained for six years after graduation.
- ii Personal Extenuating Circumstances information (including Stage 1 Personal Extenuating Circumstance information for Board of Examiners' discretion usage) to be retained for two years after graduation.

F. Retention of Assessed Work

25. All material for assessment, which contributes to 30% or more of a final module mark, should be retained for a minimum period of the current academic year plus one year. All work will be retained for non-modular programmes. Further information can be found in the Policies on Submission of Assessed Work, Feedback on Assessed Work and Return of Assessed Work at

<https://newcastle.sharepoint.com/sites/LTDS/Internal%20Only%20Webdocs/FileStore/Files/qsh-assmt-assessedwork-policy.pdf> .

VII. Regulations for Research Masters Degree Programmes (excluding MPhil programmes)

These regulations apply to all postgraduate students registered in academic year 2021/2 (or in the case of B. Research Masters' Degree Entrance Requirements, are applying during 2020/21).

These regulations will be understood in conjunction with requirements laid down in the General Regulations and the Examination Regulations of the University, and will be read together with any examination regulations specific to the relevant programme, as approved by the relevant Faculty Postgraduate Research Committee.

Variations to the regulations, non-standard stage weightings and exceptions to the Qualifications and Credit Framework can only be agreed by University Education Committee (UEC), except where the power is explicitly vested in the relevant Faculty Education Committee (FEC), Degree Programme Director and/or Dean of Postgraduate Studies in the regulations themselves.

Where these regulations refer to Academic Unit, this is an overarching term for School and Institute.

Where reference is made in these regulations to any named University role, such references are to be read as including reference to their nominees.

A. Glossary of Terms

1. These regulations will apply to full-time and part-time Research Masters degree programmes, excluding MPhil programmes. Where the following terms appear they will have the meanings assigned below:

- a) **Assessment:** A set of processes that measure the students' achievement of the intended learning outcomes in terms of knowledge acquired, understanding developed, skills gained and attributes demonstrated. These assessments may include for example, written, aural and oral examinations, essays, poster or professional skills assessment, other course work, dissertations and practical activity;
- b) **Award:** A qualification awarded by the University on completion of a programme of study;
- c) **Class of award:** A means of distinguishing the achievement of different students of the intended learning outcomes of a programme. Postgraduate entry awards are classified as Pass, Pass with Merit or Pass with Distinction as defined in the *University Common Scale* for returning marks;
- d) **Compulsory module:** A module which a student, registered for a degree programme, is required to study;
- e) **Condoned fail:** A decision that a Level 7 module has been failed at the first attempt with a mark in the range 40 – 49, but that a pass on resit is not required in order to maintain eligibility for a Merit or Distinction on a classified programme;
- f) **Core module:** A module which students must pass, and in which a fail mark may neither be carried nor compensated; such modules are designated by the

Board of Studies as essential for progression to a further stage of the programme or for further study in a further module and will clearly be shown as core in the programme regulations;

- g) **Credit:** A quantitative measure of learning effort. The size of a module, measured by reference to student learning time so that for every 10 credits a student is expected to spend 100 hours in a combination of programmed activities, independent study and assessment;
- h) **Degree Programme Director:** A member of University academic staff who is responsible for the day-to-day management of a degree programme;
- i) **Degree programme Regulations:** The regulations approved by the University for a particular programme of study;
- j) **Dissertation:** An exercise in research or scholarship forming part of the student's programme of study;
- k) **Entry award:** The award for which a student is registered;
- l) **Exit award:** Awarded where a student does not satisfy the requirements for the award on which they are registered, but meets the requirements of an award with fewer credits (e.g., postgraduate certificate or a postgraduate diploma);
- m) **Module:** A discrete component of a programme of study that has stated intended learning outcomes, teaching and learning opportunities designed to achieve those outcomes and assessment tasks designed to enable students to demonstrate achievement of the outcomes. Modules are allocated credit values and have a defined level;
- n) **Non-modular aggregated assessment:** Assessment having the purpose of assessing a student's cross-modular understanding;
- o) **Postgraduate academic year:** An academic year from the first day of the first semester to two weeks before the start of the following academic year (i.e. September to September). Some programmes may have alternative start dates;
- p) **Postgraduate Certificate:** A programme or exit award comprising 60 credits in line with the University's *Qualifications and Credit Framework*, with at least 40 of at Level 7;
- q) **Postgraduate Diploma:** A programme or exit award comprising 120 credits in line with the University's *Qualifications and Credit Framework*, with at least 90 credits at Level 7;
- r) **Research Masters Degree programme:** A tailor-made programme that reflects specific research themes and aims incorporating, research preparation. A programme comprising at least 180 credits of which at least 80 credits will be dedicated to the research project/ dissertation, as outlined in the University's *Qualifications and Credit Framework*;
- s) **Stage:** A sub-division of a programme, for example into a taught element and a dissertation element, which, if present in a programme, must be clearly defined in the individual programme regulations. Where such stages are defined, the requirements relating to progression from one stage to the next must be stated in the programme regulations;

- t) **Taught element:** The remainder of the Research Master programme once the dissertation is excluded;
- u) **University Common Scale:** The scale for the return of marks as set out in *Taught Programme Regulations – Specific Progression and Classification Rules*. The scale defines the range of marks to be given to represent degree classifications and is designed to ensure consistency and fairness to students across all modules.

B. Research Masters Degree Entrance Requirements

- 2. Before being admitted to a Research Masters degree programme, you need to:
 - a) Be a graduate of this or another approved University or degree-awarding body or holds other qualifications approved by the relevant Dean of Postgraduate Studies; *and*
 - b) Satisfy such additional requirements for admission as may be set out in the relevant programme regulations or otherwise published by the University and approved by the relevant Dean of Postgraduate Studies.

Where you do not satisfy the requirements above, a selector may nevertheless make a conditional or unconditional offer to you, subject to being satisfied that you are, or will be on achievement of any conditions stipulated in the offer, likely to succeed on the programme of study.

C. Preconditions for an Award

- 3. Before being awarded a Research Masters degree, or the appropriate exit award, you must:
 - a) Register for and make satisfactory progress in the relevant full-time or part-time programme of study as prescribed by the programme regulations; *and*
 - b) Satisfy the examiners under the relevant Assessment Regulations and the programme regulations;
 - c) Satisfy any conditions in the relevant programme regulations which define progress leading to the dissertation element of the programme.

D. Patterns of Study

4. The standard pattern of study and the number of stages for an award will be as prescribed in *The Qualifications and Credit Framework* and the relevant programme regulations. Exceptions to the *Qualifications and Credit Framework* can only be agreed by the University Education Committee.

5. A Degree Programme Director has the discretion to permit you to commence the programme at the start of Semester 2 and complete the programme in the following academic year.

6. At the discretion of the Degree Programme Director, you may be permitted to transfer from full-time to part-time study (and vice versa). This is subject to specific arrangements being agreed by the Degree Programme Director to accommodate the part-time study pattern and should be reported to the Board of Studies and Graduate School. This is also subject to you having appropriate immigration status. International students should seek advice from the [Visa Team](#). Part-time students will be required to pass each stage of the part-time programme.

7. The Degree Programme Directors of both programmes may permit you to transfer programme during the academic year, provided there is significant overlap in the modules previously studied.

8. Where a transfer is considered for a Student visa holder, you should be aware that a further visa application may be required as part of the process. You should seek guidance from the Visa Team.

9. All transfers will be reported to relevant Schools and the Graduate School. All transfer arrangements are subject to you having the appropriate immigration status. International students should seek advice from the [Visa Team.](#))

10. You may select modules other than those prescribed in your degree programme regulations with permission from your Degree Programme Director. However, such permission cannot override the provisions of 'III Progress Regulations for Taught Programmes - B Module Registration' or the requirements of the [Qualification and Credit Framework](#). In exercising this power, the Degree Programme Director will take account of relevant credit transfer or recognition of prior learning, the requirements of accrediting bodies, fairness within the cohort and the level and relevance to the programme of any alternative module selected. All such variations will be reported to the School and Graduate School.

11. You will not be permitted to select modules of more than 70 credits in either semester one or semester two. However, a Degree Programme Director may also approve exceptional variations to this standard, taking into account the workload implications and on the understanding that the student is fully aware of the consequences.

12. You will not be permitted to register for a module that is a substitution for a module previously studied.

E. General Provisions Governing Attendance and Progress

Length of Study

13. If you are a full-time student, you are normally expected to complete the programme in 1 year. If you are a part-time student, you are normally expected to complete the programme in 2 years.

14. Where there are no programme-specific regulations regarding length of study, the maximum time for you to is 4 years.

Satisfactory Progress

15. You are required to make satisfactory progress in your programme of study and, during each semester, your progress in all modules will be reviewed by the Degree Programme Director.

16. Failure to make satisfactory progress may be grounds for:

- a) Further monitoring of your progress, or requiring the submission of written work in addition to that required by the programme regulations, where there is a clear academic rationale;
- b) Delay of your attempt at the whole assessment for the module(s) concerned to the August/September resit examinations, or equivalent resit period, in the same academic year. Where such a delay is imposed, the attempt will count as the second attempt;

- c) Interruption or termination of your programme of study.

Evidence of Failure to make Satisfactory Progress

17. Any of the following may constitute failure to make satisfactory progress:

- a) Failure to attend for interview with your Personal Tutor, Degree Programme Director or other academic staff as required in connection with failure to attend your programme of study or failure to make satisfactory progress;
<http://www.ncl.ac.uk/ltds/assets/documents/gsh-personaltutoring-fwk.pdf>
- b) Failure to attend regularly your programme of study without good cause;
- c) Failure to perform adequately, or satisfy the examiners, in work prescribed for your programme of study;
- d) Failure to submit written work required under your programme regulations (whether or not such work counts for assessment purposes) at the required time;
- e) Failure to attend examinations or pass the prescribed examinations for your programme; provisional examination results may be used as such evidence;
- f) Failure to attend as required for dissertation supervision, failure to submit evidence of progress as required by your Research Dissertation Supervisor or to submit your dissertation by the date stipulated;
- g) Failure to attend English language assessment and attend in-session English language classes as directed by your Degree Programme Director;
- h) Failure to attend or complete satisfactorily an INTO pre-session programme;
- i) Failure to attend briefings relating to health and safety, especially as they apply to laboratory work, and to pass any assessments in relation to these briefings that are designed to ensure that you are safe to operate in that environment;
- j) If you are an international student who is in breach of your visa conditions, please refer to General Regulations I 33-34.

You are expected to acquaint yourself with the attendance and submission requirements for lectures, seminars, tutorials, practicals, laboratory work, language classes, performances, fieldwork and examinations as well as with dissertation supervisions for your programme of study.

Procedure for Dealing with Unsatisfactory Progress

18. If your progress is considered unsatisfactory by the Degree Programme Director, you will be notified in writing of the reasons for this, invited to make a written response and given the opportunity of an interview with your Degree Programme Director. Following this notice and any interview, and taking account of all known circumstances, your Degree Programme Director may:

- a) take further action under regulation E16 (a) or (b);
- b) take further action under regulation E16 (c) in consultation with the appropriate Dean of Postgraduate Studies, provided that you were invited to attend an interview, including notice that the interruption or termination of your programme was likely to be considered, and advised to bring details of any medical or personal circumstances (with evidence) relevant to your progress.

Appeals against Penalties for Unsatisfactory Progress

19. You may appeal against action taken under regulation E16 by submitting a Level 1 Academic Query under the [Academic Queries and Appeals procedure](#) within 14 calendar days of the written notification of the action.

20. Even though discussion and correspondence about unsatisfactory progress may be ongoing, the University may be obliged to report you to the Home Office, if you are an International student who has failed to attend timetabled taught sessions. The report to the Home Office may necessitate termination of your studies at the University under General Regulation I 34.

F. Study Undertaken Outside the University

21. You may be permitted by your Degree Programme Director on the recommendation of your Research Dissertation Supervisor, to study outside the University (or an approved campus) for more than one month. You should normally seek approval three months in advance of the start of the period of outside study, where possible, and the Degree Programme Director should be satisfied before the beginning of the period of study that:

- a) you will have access to adequate facilities, resources and appropriate research training;
- b) you will have sufficient time available for study and research;
- c) appropriate arrangements have been made for your supervision and progress monitoring during the period of study outside the University, including arrangements for your Research Dissertation Supervisor to maintain contact with and to meet with you, in accordance with requirements stated in the Code of Practice for Research Degree programmes and as often as is necessary;
- d) appropriate arrangements have been made in any case where you are attached to or working at an institution outside the University and are offered local supervision and support by staff at that institution;
- e) any relevant health and safety issues have been considered and approved by the Head of Academic Unit in line with University guidelines and University Insurance policies.

All approvals should be reported to the School and the Graduate School.

All study visits, of any duration to high-risk location must also be signed off by the Degree Programme Director, or Faculty PVC under certain circumstances (more information is available in the [Guidance for Postgraduate Student Travel](#)).

Notes:

(i) that periods of study outside the University of less than one month should be agreed within a student's Academic Unit and you should complete a Student Notice of Absence form.

(ii) that if you are permitted to undertake part of your study outside of the University you are still required to:

- *pay the standard fees whilst within candidature, unless alternative arrangements were approved as part of the admission process;*
- *have your attendance monitored on the programme;*

- *adhere to your deadline for research dissertation submission, unless an extension or interruption of studies has been agreed as part of the outside study approval.*

(iii) that it is unlikely that an outside study request will be approved in the month before your research dissertation submission deadline.

Notes for Student Visa Holders

(iv) you are required to inform the University if you are away from Newcastle (or approved campus) as a condition of your visa sponsorship.

(v) if you leave the UK to write-up in your home country or elsewhere, you will normally have your visa curtailed.

G. Assessment

22. There is one final mark for each module but, where module outlines so specify, you may be required to meet a prescribed threshold in specific 'essential' components of a module in order to be deemed to have passed the module overall. The module outline must indicate components for which such thresholds apply and must make clear the consequence of failing to meet the threshold: either failure in the module with a fail mark returned, or a deferred pass in which the component failure may be redeemed as part of the same attempt without any increase in the original mark. In addition, module outlines may specify 'zero weighted pass/fail assessments', i.e., assessments that do not contribute to the module mark but that must be passed in order to pass the module.

23. The modes of assessment permitted will be those specified in the degree programme regulations, programme specifications, module specifications and handbook. Where the assessment does not take the form of written examinations, rules to be observed by you (for example, in relation to the size, form and submission dates for examinable coursework or dissertations, and including rules governing the arrangements for the retention and recall of assessed work) will be those specified in the degree programme handbook.

24. Any late submission of an assessment or dissertation will be considered in line with the University's [Submission of Work Policy](#).

H. Provisions for Interruption of Progress

25. The University reserves the right to suspend or terminate your studies. This will generally be in accordance with normal academic regulations or student procedures noted within University Regulations.

26. In such cases you will have the right to appeal under the Academic Queries and Appeals procedure.

Exclusion for Delayed Progress

27. a) If you are a full-time student following a one-year programme and you are more than one year overdue;
- b) If you are a full-time student following a programme longer than one year and you are more than two years overdue; or
- c) If you are a part-time student who is more than two years overdue.

You will automatically be excluded from further study unless given express permission by the Personal Extenuating Circumstances Committee. The Personal Extenuating Circumstances Committee will be advised by the Degree Programme Director on any quality and accreditation issues relevant your programme and on whether you have met the learning outcomes of the programme as currently delivered. The Personal Extenuating Circumstances Committee will specifically consider the needs of disabled students where the disability leads to delays in progress and take into account any recommendations from the Student Health and Wellbeing Service along with any recommendations arising from the Support to Study Procedure

Permission for Interruption of Normal Progress

28. Subject to Regulation 27 above, the Degree Programme Director may give you permission to interrupt normal progress within the programme;

Resumption of Normal Progress

29. When you resume normal progress, you will be entitled to proceed with your programme of study only under the regulations then applicable to the next and remaining stages of the programme. Any variation in module selection made necessary by the interruption will be considered as set out in Section D (Patterns of Study), with Personal Extenuating Circumstances Committee approval required if assessments need to be varied or set aside.

Permission to Repeat Tuition

30. You will only be permitted to repeat a period of tuition with the express approval of the Personal Extenuating Circumstances Committee. The Personal Extenuating Circumstances Committee may also consider the setting aside of previous assessment attempts (see Regulation L44). You will be required to pay tuition fees for any additional period of registration.

Assessment Requirements for Students Returning after an Interruption of Study

31. Where you are permitted by the Degree Programme Director to interrupt your programme of study at any time during a stage and are required to resume those studies at the same point during a subsequent academic year, any assessments completed prior to the date of interruption will be carried forward to the end of that stage. The Degree Programme Director may approve variations to the normal pattern of study where your programme has changed.

J. Supervisory Arrangements

32. The University requires that individual supervisors are appointed for the research project/dissertation element of your programme. This should normally be undertaken by a member of academic staff, who should be demonstrably research active and on the approved research supervisors list for the Academic Unit or Faculty. You should always have a second named person acting as advisor, either an additional disciplinary expert, the Degree Programme Director or School PGR Director.

Note: The [Code of Practice for Research Degree Programmes](#) provides details on changes to supervisory teams and on appropriate supervisory support for research students.

K. Applications from Members of Staff of the University

33. If you are a member of staff of the University, you may apply to undertake a part-time postgraduate programme in order to enhance your ability to carry out your current or agreed future work within the University provided that you hold an appointment which extends to cover the prescribed period of registration for your programme.

34. The relevance of the chosen programme to your employment at the University (or agreed future work) of the member of staff will be determined by the relevant Head of Academic Unit/Service and Dean of Postgraduate Studies (or relevant Pro-Vice-Chancellor in the case of staff who are not attached to faculties), before your academic suitability is considered by the relevant Degree Programme Director. Appeals against the decision of the Head of Academic Unit and Dean of Postgraduate Studies (or Pro-Vice-Chancellor) concerning the relevance of the programme will be determined by the Chair of the Staff Committee.

35. As a member of staff, you may be permitted to register for a postgraduate programme in your own Academic Unit, but in such a case all your work must be externally assessed.

36. If you are a member of staff registered for a postgraduate programme you will not normally be permitted to teach or examine in any aspect of the programme or to take part in discussion relating to the assessment of students in the programme.

L. Examination Committee

37. An Examination Committee will be appointed for each award-bearing programme. An Examination Committee may be responsible for a number of programmes. Membership of an Examination Committee will include the relevant Degree Programme Director(s), named representatives of the main areas of study involved in the programmes and the appointed External Examiners. The membership of each Examination Committee will be agreed by the relevant Board of Studies and names of the Chair and Secretary reported to the appropriate Faculty Postgraduate Research Committee.

Chair of the Examination Committee

38. The Chair is responsible for conducting all meetings of the committee, and for ensuring that all decisions are taken by the committee in the full knowledge of all the performances for each student. In appropriate cases, the Examination Committee may delegate to the chair the right to consider and make decisions. In so doing, the chair should consult as many members of the committee as possible (including the internal and external examiners). Action taken by the Chair must be reported to the next scheduled meeting of the examination committee. The Chair will exercise discretion only in a manner consistent with the normal practices and any additional agreed principles of the committee. All agreed mark sheets, confirming decisions taken by the Examination Committee, will be signed by the Chair.

Secretary

39. The Examination Committee will appoint a Secretary who will be responsible for ensuring that all Examiners and Examination Committee Members are informed of meetings. The Secretary will also be responsible for keeping a record of all decisions reached by the committee. In all cases of the exercise of discretion, the reason for the decision will be recorded.

Personal Extenuating Circumstances (PEC) Committee

40. A Personal Extenuating Circumstances Committee will be appointed by each Examination Committee to review and consider medical and mitigating circumstances which may have an effect on your performance. One Personal Extenuating Circumstances Committee can cover a number of programmes. This committee will normally consist of the Chair and Secretary of the Examinations Committee and two other senior members of academic staff, one of whom should be selected from outside of the academic unit. If the Secretary is not a member of academic staff, then a fourth senior member of academic staff must be appointed to the committee. The Chair of the PEC committee will report the Committee's recommendations, including a summary of action taken throughout the year by the Personal Extenuating Circumstances Committee, members and delegated staff, to the Chair of the Examination Committee.

41. If your academic performance is seriously affected by medical or personal circumstances, and you would like to request some adjustment to take account of this, you should submit a Personal Extenuating Circumstance Form in line with the [Personal Extenuating Circumstance policy](#).

42. The Examination Committee will, accordingly, be made aware if medical or other circumstances have been put forward by you; however, no more detail than is necessary will be disclosed, and this will include no personal or medical details. All personal information will be handled by the Personal Extenuating Circumstances Committee and the Examination Committee in accordance with the requirements of data protection legislation. *Guidance on [Personal Extenuating Circumstances procedure](#) is provided by the Student Progress Service.*

43. You will be reminded annually by notice (in electronic or paper form) of the Personal Extenuating Circumstances procedure and reminded that applications should be made by in a timely manner. If you fail to disclose relevant circumstances to the Committee at the time of impact, this may lead to no adjustment being made to take account of the personal extenuating circumstances.

44. The Personal Extenuating Circumstances Committee will have the power to grant the following, subject to the appropriate evidence being provided for or by the student;

- a) Extensions within and beyond those permitted as part of the Submission of Work policy;
- b) Exemptions from minor elements of assessed work (normally a maximum of 20% of the module in question);
- c) Deferral of a formal examination or assessment attempt to the next normal occasion;
- d) Deferral of a formal examination or assessment attempt to a later normal occasion;
- e) Extraordinary examinations, including those outside of the regular assessment periods;
- f) Setting aside previous attempt(s) at a module, stage or semester and allowing repeat tuition if required;

- g) Allowing you to retake a module, semester or stage with tuition (subject to payment of the appropriate tuition fees);
- h) Allowing you to proceed to the next Stage of a programme carrying fails;
and
- i) To provide the Examination Committee with an assessment of the scope and severity of mitigating circumstances affecting a student, which have not been addressed by a-h above (i.e., to recommend the use of discretion).

A PEC Committee may, on occasion, need to consider other adjustments in response to your personal extenuating circumstance case. Adjustments other than those listed in Regulation 44 a-i above must be approved by the appropriate Dean of Postgraduate Studies.

M. Absence from Examinations, Failure to Submit Assessed Work and Assessment Irregularities

45. Where you have been absent without formal approval from an examination, a mark of zero will be returned for that component of the assessment. Where you have failed to submit any other element of the assessment, a mark of zero will be returned for that element. Any late submissions must be considered in line with the University's [Submission of Work Policy](#).

46. Where you have failed to comply with any other assessment requirement, the consequence, if any, stipulated in the programme or module handbook will apply.

47. The University's procedure for assessment irregularities will apply to any reported or suspected cheating or plagiarism. It should be clear that sanctions imposed under the [Assessment Irregularity Procedure](#) take precedent over the Examination Committee, and therefore cannot be overturned.

N. Marking Procedures

48. All examiners should carry out assessments in accordance with the published assessment criteria available in programme handbooks.

49. In line with the University's [Policy and Guidance on Moderation and Scaling](#) the following will constitute the procedure and, where appropriate, minimum requirements, for marking throughout the University.

- a) All marking will be guided by the marking criteria, which will be published in the degree programme handbook
- b) Each Examination Committee will have a written Moderation and Scaling policy which should comply with the University's guidance
- c) When coursework is submitted late but remains eligible for a capped mark, the mark that would have been awarded had the work been submitted on time must be recorded and must be available to the Examination Committee, if required.

P. Assessments and Conduct of Examinations

50. You must follow the rules governing the conduct of University examinations published by the Academic Registrar (<https://www.ncl.ac.uk/exams/rules/>). Alternative arrangements may be made for students with permanent or temporary disabilities in

accordance with the [Student Health and Wellbeing Assessment and Examination Provision](#).

51. If you register for a module or other programme of study, you automatically register for the related assessment.

52. You are required to present yourself for all components of an examination for which you have entered. If you fail to attend, you will be subject to the terms of the Assessment Regulations for Taught Programmes (except where the consideration of an 'aegrotat' (see Regulations 100-103 for definition) degree is appropriate).

53. You are expected to retain all forms of assessed work returned to you after marking. Assessed work so retained may be recalled from students, if required by external examiners or for examination review purposes, or for quality assessment or audit purposes. Rules governing the arrangements for the retention of assessed work are specified in the [Policy on Disclosure of Marks and Return of Assessed Work](#).

54. Any examination invigilator will, on finding an irregularity in your conduct in the examination room, warn you of the nature of the suspected irregularity, confiscate any illicit material, and tell you that a report of this event will be made in writing to the Chair of the Examination Committee and to the Academic Registrar.

55. If your examination script, or other work submitted for assessment contains the unacknowledged work of another, either verbatim or in substance, or contains fabricated research results, or is found to be a case of self-plagiarism, you will be subject to the University's [Assessment Irregularity Procedure](#).

At an assessment irregularity interview you may be asked questions similar to a viva on your work to establish the ownership of the work

56. For the purposes of determining the number of attempts which a candidate may have for an examination, an extraordinary examination or approved deferral, counts as the same attempt as the examination for which it was granted.

R. Return of Marks

57. The mark for each module on a Research Masters degree programme, postgraduate diploma or postgraduate certificate must be returned to the Examination Committee and disclosed to you using the University Common Scale for the return of marks below:

	Marking scale applicable to <i>level 7</i> modules and master's programmes	Marking scale applicable to modules <i>below level 7</i>	Marking scale applicable to postgraduate certificate and diploma programmes
0-39	Fail	Fail	Fail
40-49	Fail	Pass	Fail
50-59	Pass	Pass	Pass

60–69	Pass with Merit	Pass with Merit	Pass
70-100	Pass with Distinction	Pass with Distinction	Pass

58. The final mark returned for the assessment of any module, will be rounded to the nearest whole number on the marking scale.

59. The rounding of marks will follow the regulation: decimal marks with a decimal component of 0.5 or larger will be rounded up to the next whole number; marks with a decimal component of less than 0.5 will be rounded down to the next whole number.

S. Releasing and Adjusting Marks

60. Marks awarded for coursework and examinations will be disclosed to you as soon as they are available and within 20 working days. It should be made clear to you that the marks are provisional marks only and will be subject to review, and to possible moderation.

T. Credits Required and Using Credit Value

61. You are required to study 60 credits for a postgraduate certificate, 120 credits for a postgraduate diploma and 180 credits for a Research Masters degree in line with the requirements outlined in the University's *Qualifications and Credit Framework*. All modules of a programme contribute towards the final award and its classification. The weighting of modules for assessment purposes will correspond to the credit value of the module specified in the relevant programme regulations. Such weighting of modules may be adjusted in accordance with any programme regulations only to allow for additional weighting allocated to non-modular aggregated assessment.

U. Progression within Research Masters Programmes

62. Where there are progression requirements specified in the programme regulations, you must, before proceeding from one stage to another, satisfy the examiners in the assessment for each module of that stage. This may require your profile of modules to be considered by the Chair of the Examination Committee prior to being allowed to progress to the research dissertation.

V. Reassessment

63. If you pass a module, including by discretion, you cannot be reassessed for any component of that module.

64. If you fail modules you are entitled to one reassessment for each taught module failed at the first attempt provided that: no more than 40 credits of the taught element of the programme are failed at the first attempt.

65. The deeming of a first attempt failure on a module as a 'condoned fail' in W70 (b) does not remove the right to reassessment. If you have one or more modules deemed to be condoned fails, you may still undertake reassessment in those modules either for the purpose of improving your transcript or the purpose of improving your overall average (calculated as prescribed in X72).

66. The form of the reassessment at any stage may vary from the original, at the discretion of the Board of Studies. The Board of Studies may delegate this authority to the Examination Committee, but if you are to be reassessed you must be informed of the style of the reassessment to be adopted, including identification of various assessment components and weightings. Changes to the format of assessment must apply to the whole cohort.

67. If you fail more than 40 credits at the first attempt of the taught element of the programme you will not normally be permitted to continue or be reassessed without the explicit consent of the Examination Committee.

68. If you are entitled to a second attempt, you will automatically be entered for failed modules (and any failed non-modular aggregated assessments) at the next available occasion of assessment (normally in August/September of the same academic year as the first attempt) or at an alternative occasion designated by the Examination Committee. The timing of any reassessment will be such that your progression is not unduly delayed. The Examination Committee may stipulate a period for reassessment which is outside the University's normal assessment and resit periods.

W. Principles of Discretion

69. The Examination Committee has the discretion to override the normal regulations to pass you, in the whole (or any part) of the assessment, at any stage. Your case will be considered on its own merits, but students in similar circumstances must be treated in a consistent manner, however, discretion must not be used to your disadvantage.

70. Despite your student's results, while taking account of any requirements for professional accreditation, the Examination Committee may, in its ultimate discretion (and where applicable):

- a) Deem you to have passed specific modules – including core modules,
- b) Deem first attempt failures on one or more Level 7 modules on a classified programme to be 'condoned fails', provided that:
 - i. You have passed all other taught modules
 - ii. The relevant marks are in the range 40 – 49 and
 - iii. You do not accumulate more than 20 credits in condoned fails (10 credits for students registered for a Postgraduate Certificate).

A condoned fail will be treated as a fail for the purposes of Regulations V64 – V67, but a condoned fail will not diminish eligibility for a Merit or Distinction under Regulation AA81. In such circumstances you will retain the right to a second attempt at the module, subject to the provision of Section V Reassessment.

- c) Make you an award or a higher award, or decide on a higher degree classification, subject to any restriction specified elsewhere in the regulations.

71. Where the Examination Committee exercises discretion the reasons for the decision must be recorded in the minutes. The reasons for exercising or not exercising discretion will be recorded in the minutes of the proceedings in every case where the exercise of discretion is considered, both those where such consideration is required under Regulation AA81-82 or where it is considered on other grounds. The minutes will record the issues raised and the decisions reached, whilst maintaining, wherever possible, the anonymity of Examination Committee members contributing to the

debate. Chairs of Examination Committees should report in writing annually to the relevant Board of Studies on the exercise of discretion for the recent examination sessions. Reports should then be forwarded to Faculty Postgraduate Research Committees for review.

X. Use of Marks after Reassessment or Discretion

72. Where you have achieved a passing mark following reassessment, or has been deemed to have passed in an assessment by the exercise of discretion, the actual (uncapped) module mark achieved by you, using the normal University scale, will be shown on the transcript, with an appropriate note if discretion has been applied, and a statement that a mark of 50 will be used in any calculations. However, in such cases, the Examination Committee may, in its ultimate discretion, have regard to the actual module mark obtained at the second occasion of assessment. Where you fail a module after reassessment, the better of the two marks for the module will be used in calculations.

Y. Nature of the Dissertation Examination

73. The examination will consist of a review and assessment of your research dissertation (and where appropriate other artefacts) by one Internal and one External Examiner nominated by the Head of Academic Unit and appointed by the Dean of Postgraduate Studies.

You may be required to take an oral examination in addition to submitting a research dissertation.

74. A member of the Supervisory Team will not be appointed as an Internal Examiner. Where the University is unable to appoint an Internal Examiner a second External Examiner will be appointed.

75. The Examiners will determine whether or not you should be examined orally. The normal practice will be that an oral examination is only convened when the External Examiner contacts the Graduate School to request an oral examination. Such a request will be considered by the Dean of Postgraduate Studies. If approved, the Research Dissertation Supervisor will be asked to co-ordinate the arrangements.

76. In all cases where two External Examiners are appointed and an oral examination is required by the examiners, the Dean of Postgraduate Studies will also appoint an independent member of University staff who will chair the oral examination. In all cases where the Dean of Postgraduate Studies has determined that an Independent Chair is required, where possible the independent chair should normally be from outside your Academic Unit. (*The [Code of Practice for Research Degree Programmes](#) provides further details in the section, 'Criteria for Appointment of Examiners'*).

77. Where an oral examination is held, the purpose of such an examination is to enable the examiners to:

- a) establish that the research has been undertaken by you;
- b) test your ability to defend your work;
- c) establish whether you have a satisfactory knowledge of the wider field surrounding the research topic.

78. If an oral examination is required, your Research Dissertation Supervisor may, at your request, be present during the oral examination but will make no contribution to

the examination. However, in all cases, the Research Dissertation Supervisor should be available to be consulted by the Examiners on the occasion of the oral examination and will have the right to confer with the examiners on request.

79. In examining your research dissertation, the Examiners should take into consideration both the extent and merit of the work submitted and the quality of the exposition. With regard to the extent of the work, the examiners should satisfy themselves that your work shows evidence of adequate industry and application. With regard to the merit of the work, you are expected to show distinct ability in conducting research investigations and in testing ideas, whether your own or others'. The exposition of the work in the research dissertation must be clear and must show that you understand the relationship of the work embodied in the research dissertation and the theme of that work to a wider field of knowledge.

Z. Recommendations Open to the Examiners

80. Following submission and examination of your research dissertation, the examiners should return an agreed mark and make one of the following recommendations:

- a) That you be awarded the relevant Research Masters degree;
- b) That you be allowed to revise and resubmit your research dissertation, normally within a period of six months of receiving formal notification of the revisions to be made. The revised research dissertation will be examined by your Internal Examiner;
- c) That the Research Masters degree is not awarded and that you be returned to the Examination Committee for consideration of a postgraduate diploma or postgraduate certificate.

AA. The Award and Classification of Research Masters Degrees

81. You are entitled, as of right, for the award of an appropriate Research Masters degree if all the requirements for the award are met and all the modules in the degree programme are passed (at either first or second attempt).

If you pass all core modules and fail up to 20 credits of non-core modules from the taught stage of the programme (whether after one attempt or two) you will be entitled to the appropriate Research Masters degree or Postgraduate Diploma, provided that the weighted average mark for all modules and all non-modular aggregated assessment (taking credit values into account) is at least 50. In classified programmes, you will be eligible as of right only for the award of a pass only; you would be entitled to a Merit or Distinction, as indicated by your final programme average, only if you have passed all modules (at either first or second attempt, or have accumulated no more than 20 credits in condoned fails). The same principle applies to the award of a Postgraduate Certificate to a student failing up to 10 credits of non-core modules.

82. The class of your award is determined as follows and returned to the Graduate School by the Examination Committee:

- a) You are entitled to the class of degree yielded by the final programme average for all modules and all non-modular aggregated assessment taking credit values into account.

- b) If you have a final programme average within two marks (after rounding of marks) of a class boundary, you will always be considered for the next higher class of award, taking account of:
 - i. The overall profile of individual marks achieved in modules;
 - ii. Exceptional performance in the research dissertation, as recommended by the examiners;
 - iii. Progressive improvement in your performance
- c) The Examination Committee when considering the exercise of discretion, will also take into account any recommendation from the Personal Extenuating Circumstance Committee on the effect and scope of Medical or other mitigating circumstances affecting you that were submitted to the Personal Extenuating Circumstance Committee.

However, the Examination Committee are not limited to this category of student when considering the use of discretion.

BB. Award of a Postgraduate Diploma (exit award)

83. If you are a Research Masters degree student and fail to meet the criteria for the Research Masters degree, you can be recommended for the award of a Postgraduate Diploma by the Examination Committee:

- a) Where there is an associated Postgraduate Diploma, this may be awarded using the criteria laid down in those regulations;
- b) Where there are no associated regulations, a Postgraduate Diploma may be awarded to if you have achieved an average mark of at least 50 over the course of 120 credits, which may include the dissertation element.

84. If you are not entitled to a Postgraduate Diploma as of right, you may be recommended for a postgraduate diploma by the Examination Committee, using its ultimate discretion under Regulations W69-71.

85. The award of a Postgraduate Diploma as an exit award is not classified.

CC. Award of a Postgraduate Certificate (exit award)

86. If you are a Research Masters degree or Postgraduate Diploma student, who fails to meet the criteria for the Research Masters degree or Postgraduate Diploma, you can be recommended for the award of Postgraduate Certificate by the Examination Committee:

- a) Where there is an associated Postgraduate Certificate, this may be awarded using the criteria laid down in those regulations;
- b) Where there are no associated regulations, a Postgraduate Certificate may be awarded if you have achieved an average mark of at least 50 over the course of 60 credits.

87. If you are not entitled to a Postgraduate Certificate as of right, you may be recommended for a Postgraduate Certificate by the Examination Committee, using its ultimate discretion, under Regulations W69-71.

88. The award of a Postgraduate Certificate as an exit award is not classified.

DD. Minor Revisions or Corrections

89. Where resubmission of the research dissertation is required, you will normally be required to make the revisions within six months of receiving formal notification of the revisions to be made.

90. In exceptional cases, an extension of time for making the corrections may be granted by the appropriate Degree Programme Director, subject to you presenting a case justifying such an extension, supported by your Research Dissertation Supervisor. Any extensions should be notified to the School and Graduate School.

91. It will be the expectation that the research dissertation will not require referral back to the External Examiner and that you will not be expected to undergo a further oral examination. However, if the Internal Examiner feels that it is appropriate following reconsideration of the research dissertation after the revisions have been made, the Internal E External Examiner. Where a research dissertation is thus referred to the External Examiner, the examiners may determine that a further oral examination is required.

EE. Recommendations After Resubmission of the Dissertation for Re-examination by the Internal Examiner

92. Where you have been permitted to revise and resubmit a research dissertation the options open to the examiners when re-examining the research dissertation will be those set out in Regulations 80 (a) or (c) only.

FF. Provision of Information about Revisions Required

93. In all cases where you are required to make revisions to a research dissertation, it will be the responsibility of the examiners to provide full details of the corrections and/or revisions required. The Examiners will provide you and your Research Dissertation Supervisor, as soon as possible after the examination, with a written statement of the nature of the changes they wish to see made to the research dissertation. The Examiners should also attach a copy of this statement to their final report which the Graduate School will share with you and your Research Dissertation Supervisor. When forwarding the final report to the you, it will be made clear to you that resubmission will not guarantee the award of a qualification.

GG. Communication of the Result

94. In any case where an examiner chooses to give you an informal indication as to the recommendation that will be put forward, the examiner concerned must stress that the recommendation is subject to ratification. Only the Graduate School, on behalf of the Academic Registrar is empowered to issue the official result and provide notification of this to you.

HH. Disagreement between the Examiners

95. If there is a disagreement between the Examiners of the research dissertation where possible they will initially collaborate to resolve the matter. Where there is irreconcilable disagreement between the Examiners an additional independent External Examiner will be appointed.

96. The additional Examiner will be told that the original Examiners have failed to reach agreement but will not have sight of their report. The additional External Examiner will be asked to read the student's research dissertation and decide whether

an oral examination is required. If there is to be an oral examination the student's Research Dissertation Supervisor (and where appropriate the Internal Examiner) will be available to be consulted by the additional External Examiner. The Dean of Postgraduate Studies will appoint a member of University staff as an Independent Chair, who will report on the conduct of the oral examination, if required. The additional External Examiner's recommendation will be final. They will submit a final report to the relevant Graduate School which will, subject to the approval of the relevant Examinations Committee, be forwarded to you and your Research Dissertation Supervisor in the normal way.

97. Where an additional External Examiner has been appointed, you will be informed of this and whether another oral examination is required. You will not be informed as to the nature of the disagreement and will not be given a copy of their report. If, however, you subsequently appeal against the final decision in respect of the award of the degree, the report of the original Examiners will form part of the formal record of appeal. Once a decision as to the award of the degree has been made the final report of the additional External Examiner will be made available to you and your Research Dissertation Supervisor.

98. In the event that recommendation 80 (b) is made, that is, *admission to the degree subject to revisions being made within six months*, the revisions will be subject to the satisfaction of the additional External Examiner.

JJ. Mid-year Student Withdrawals

99. If you withdraw from the University during the academic year, you will be considered for the appropriate exit award at the next scheduled meeting of the Examination Committee.

KK. Aegrotat

100. The Examination Committee may award an aegrotat degree to a student who has demonstrated postgraduate ability typically over at least 50% of the programme on which they are registered, but who presents sufficient evidence of ill health or other extenuating circumstances such that, in the judgement of the Examination Committee, there is no reasonable possibility that then student can complete the programme.

101. When considering the option of making this award, the Examination Committee should be mindful of the possibility of enabling the student to sit the assessments at a later date, and so be eligible for a classified degree. In addition, the Examination Committee should consider the appropriateness of awarding an appropriate exit award.

102. A student to whom an aegrotat is awarded shall be deemed to have obtained the award but without classification.

103. The Examination Committee shall have the power to award a degree posthumously.

VIII. Master of Philosophy Progress Regulations

These regulations should be read in conjunction with the:

- [Master of Philosophy Assessment Regulations](#), except where [programme specific regulations](#) have been approved by University Education Committee (UEC).
- *Doctor of Philosophy Progress Regulations as directed in these regulations.*
- *Code of Practice for Research Degree Programmes approved by Senate, which is reviewed annually and made available each academic year and included in the [Handbook for Research Students and Supervisors](#):*

The basis for the award of the degree of Master of Philosophy to staff candidates will be the same as the basis for the award of the degree to students.

Where these regulations refer to Academic Unit, this is an overarching term for School and Institute.

Where reference is made in these regulations to any named University role, such references are to be read as including reference to their nominees.

A. Introduction

1. Applicants for the degree of Master of Philosophy are required to show familiarity and understanding of the chosen subject and its principal sources and authorities. A student must demonstrate the ability to deal with the chosen subject in a competent and scholarly manner displaying critical discrimination and a sense of proportion in evaluating the evidence and opinions of others. (The University [Handbook for Examiners of Research Degrees](#) provides further details in the section, 'Criteria for the Master of Philosophy'.) The thesis submitted by the student should be clear, well-written and orderly in arrangement and include a bibliography in which the sources used are accurately and systematically presented.
2. Applicants, including members of staff, who are approved for admission as Master of Philosophy students will be required to pay the fees for the degree as set out in the annual [Fees Schedule](#).

B. General Entrance Requirements for the Degree of Master of Philosophy

3. An applicant may be approved for admission by a minimum of two Postgraduate Admissions Selectors in accordance with the University's *Postgraduate Admissions Policy* and Faculty/Programme criteria approved by respective Deans of Postgraduate Studies where an applicant:

- a) is a graduate of this or another approved university or other approved degree awarding body or holds other qualifications approved by the Dean of Postgraduate Studies;
 - b) has completed an approved application, including:
 - i. evidence of the applicant's suitability to become a student in terms of academic ability and prior training and experience;
 - ii. evidence that the applicant's English language proficiency meets the published requirements for the programme of research;
 - iii. a research proposal, if required.
 - c) has supplied details of two recent referees and evidence of qualifications and experience as the Postgraduate Admissions Selectors and/or the Dean of Postgraduate Studies may require.
4. Where an applicant has previously studied for a Master of Philosophy at another institution and wishes this to be taken into account at Newcastle University, a '[Previous Study](#)' application must be submitted and approved by the Dean of Postgraduate Studies.
5. In considering an application, the Postgraduate Admissions Selectors must be satisfied of the applicant's suitability for the programme. In addition, the Postgraduate Admissions Selector must be satisfied of the availability of appropriate supervision, suitable facilities and resources once the applicant is admitted. It is the responsibility of the relevant Head of Academic Unit, directly or through the Postgraduate Admissions Selectors, to ensure that these will be available to an applicant once admitted.

C. Admission as a Staff Candidate for the Degree of Master of Philosophy

6. In addition to the requirements set out in Regulation B, if you are a member of staff of the University seeking approval as a staff candidate for the degree of Master of Philosophy you will be required to complete and submit an application at the outset of studies in which is set out:
- a) a description of proposed research as specified by the relevant Faculty;
 - b) details of the nature of the appointment held by you and its duration;
 - c) approval from both your Head of the Academic Unit of employment and your Head of Academic Unit of study.

Notes:

(i) For the purpose of agreeing a staff fee, you must hold a substantive post, defined as being a contract of employment of at least 25% FTE over a full 12-month period, and covering the annual period of registration with the University. This does not include students who are employed part-time by the University, e.g., as demonstrators, General Duty Assistants, Laboratory Technicians.

(ii) Retrospective registration requests will continue to be considered on a case-by-case basis, but requests of more than one year of retrospective registration would not normally be supported.

D. Preconditions for the Award of the Degree of Master of Philosophy

7. Before being awarded the degree of Master of Philosophy, you must:
- a) satisfy the entrance requirements for the degree;
 - b) register for and make satisfactory progress throughout your programme of study;
 - c) satisfy the examiners as required under the Assessment Regulations and any specific programme regulations.

E. Research Degree Supervision

See [Section F of the Doctor of Philosophy Progress Regulations](#).

F. Candidature Categories, Period of Study and Registration Requirements

8. You may be approved as a student for the degree of Master of Philosophy in one of the following candidature categories:
- a) Full-time – as a student whose minimum period of candidature will normally be not less than 12 months of full-time study; *or*
 - b) Part-time – as a student whose minimum period of candidature will normally be not less than 24 months of part-time study.

9. In all cases of candidature approved under Regulation 8, you will be required to register continuously from commencement of your candidature until completion. During this time, you must abide by the requirements of the University's *General Regulations*. Your period of study is calculated from the date of first registration for the degree of Master of Philosophy.

Notes:

(i) If you are a staff candidate, you will normally be registered part-time (Regulation 8b). However, if the Dean of Postgraduate Studies is satisfied that the greater part of your time is devoted to supervised research, you can be registered full-time (Regulation 8a).

(ii) The normal expectation is that you will study at the Newcastle University, or approved overseas campuses. If study will be carried out away from these approved campuses and this is known at the admissions stage, then 'Outside Study' approval should be sought from the Dean of Postgraduate Studies, in advance of registration on the programme.

10. If you wish to transfer from one of the categories of candidature to another, as specified in Regulation 8, you may do so only with the approval of the appropriate Dean of Postgraduate Studies and subject to the recommendation of the relevant Supervisory Team and Head of Academic Unit.

G. Study Undertaken Outside the University

See [Section H of the Doctor of Philosophy Progress Regulations](#).

H. Attendance and Progress

See [Section J of the Doctor of Philosophy Progress Regulations.](#)

J. Progress of Students Intending to Transfer to Registration for the Degree of Doctor of Philosophy

11. If you are intending to subsequently transfer to the degree of Doctor of Philosophy, you must normally have received the recommendation of the Annual Progress Review panel and the approval of the Dean of Postgraduate Studies to transfer not later than 12 months after commencing your studies (if studying full-time) and not later than 24 months (if studying part-time). Transfer from a Master of Philosophy to the Doctor of Philosophy will not normally be permitted unless you have been registered for the Master of Philosophy for at least nine months.

Where a transfer to the Doctor of Philosophy is approved, you will be deemed to have registered for the Doctor of Philosophy on the date of your initial registration on the Master of Philosophy.

K. Mid-Year Procedure for Dealing with Unsatisfactory Progress

See [Section K of the Doctor of Philosophy Progress Regulations.](#)

L. Procedure for Review of Annual Progress Review Outcomes

See [Section L of the Doctor of Philosophy Progress Regulations.](#)

M. Change of Circumstances

See [Section M of the Doctor of Philosophy Progress Regulations.](#)

N. Teaching Duties

See [Section N of the Doctor of Philosophy Progress Regulations.](#)

P. Pending Submission for Students Completing their Minimum Period of Candidature

Minimum Candidature is the period during which you are expected to conduct and complete your primary research (e.g., a full time Master of Philosophy student has a 1-year period of minimum candidature, a part time Master of Philosophy student has a 2-year period of minimum candidature.)

12. The fact that you have completed your period of minimum candidature does not of itself constitute grounds for transferring to 'pending submission' registration.

13. If you have completed your period of minimum candidature and have not submitted your thesis, but you have completed your primary research, you will

be permitted on the recommendation of your Supervisory Team to proceed to 'pending submission' student status for one further year. As a 'pending submission' student you are required to register with the University.

14. If you are registered as a 'pending submission' student you will not be permitted to work in laboratories or studios or to take part in field trips (unless you have the approval authority of the appropriate Head of Academic Unit to do so for teaching or demonstrating purposes).

15. It is expected that as a registered 'pending submission' student that you will continue to receive regular structured interactions with your Supervisory Team and full access to Library and IT facilities will be available.

16. If you have completed your minimum candidature but are still actively researching, you must continue with full registration and pay the relevant tuition fee.

R. Submission

17. The results of your advanced study and research must be embodied in a submitted thesis in an approved format in accordance with the [Rules for the Form of Theses and Submission of Work for Higher Degrees \(Section XIV\)](#). The length of a thesis will be determined, by the Faculty Postgraduate Research Committee as set out in [Rules for the Form of Theses and Submission of Work for Higher Degrees \(Section XIV\)](#). You must submit an electronic version of your thesis to the Graduate School, along with a completed Examination Entry form.

18. All submitted theses will be scrutinised by the University using plagiarism identification software. If any incidences of plagiarism are detected, then the University's [Procedure for Assessment Irregularities](#) will apply.

19. You must seek approval of the exact title of your thesis from the Dean of Postgraduate Studies, via ePortfolio, normally three months before you submit your thesis. You must notify your Graduate School of any subsequent change to your approved title of thesis so that this can be approved by the Dean of Postgraduate Studies.

20. Your thesis must be submitted for examination within the period specified below from the date appointed as the beginning of the period of study:

- a) within two years if you are a full-time candidature student;
- b) within three years if you are a part-time candidature student.

21. Except with the permission of a Dean of Postgraduate Studies, you may not submit your thesis earlier than the beginning of the last term of your minimum period of candidature.

22. If the Dean of Postgraduate Studies permits you to submit your thesis earlier than the minimum period of candidature Studies, you will still be required to pay tuition fees for the whole of your minimum prescribed period of candidature.

23. If you have an outstanding tuition fee debt upon submission of your thesis, the Graduate School will accept and record your thesis submission, however,

the examination of your thesis will be on hold until receipt of the outstanding tuition fees.

S. Language of Submission

See [Section S of the Doctor of Philosophy Progress Regulations](#).

T. Examination

24. Details of the required arrangements for the examination are provided in the [VII Master of Philosophy Assessment Regulations](#).

Note: The University cannot guarantee the examination of your thesis immediately after its submission. You are advised that several weeks may elapse between the submission of your thesis and the completion of the examination process. The normal period between submission of a thesis and an examination is ten weeks, although circumstances may necessitate a longer time frame. The Graduate School will keep you informed of the progress of the examination, should the examination process extend beyond the normal ten-week period.

IX. Master of Philosophy Assessment Regulations

A. Scope

1. These *Assessment Regulations* apply to all candidates of Newcastle University who, having met the requirements of the University's *General Regulations* and of the *Master of Philosophy Degree Regulations*, are eligible to submit a thesis for examination for the degree of Master of Philosophy. The basis for the award of the degree of Master of Philosophy to staff candidates will be the same as the basis for the award of the degree to student candidates.

These regulations use Academic Unit as an overarching term for School and Institute.

Where reference is made in these regulations to any named University role, such references are to be read as including reference to their nominees.

B. Appointment of Examiners

2. Your thesis will be examined by Examiners appointed by the Dean of Postgraduate Studies on behalf of Senate.

3. There will ordinarily be one External Examiner and one Internal Examiner appointed for you. If you are a staff candidate, the examination will normally be conducted by two External Examiners, although if you are a junior member of staff, one External and one Internal Examiner may be appointed, at the discretion of the Dean of Postgraduate Studies.

4. All Examiners will be nominated by a Head of Academic Unit in consultation with your Supervisory Team. You will have an opportunity to see who has been nominated as your Examiners. If you believe that there is a conflict of interest, it should be drawn to the attention of your Supervisory Team, Head of Academic Unit, or Graduate School, as soon as possible. Examiner appointments will only be reviewed if it is clear there may be bias or prejudice by an Examiner.

5. Examiner nominations will be submitted by your Supervisory Team, following your submission of your thesis title for approval. This should normally be three months before your thesis is submitted, so that Examiners are fully appointed by the time of your thesis submission. (*The [Code of Practice for Research Degree Programmes](#) provides further detail in the section 'Criteria for Appointment of Examiners'.*)

6. Where the University is unable to appoint, or chooses not to appoint, an Internal Examiner, a second External Examiner will be appointed.

7. In all cases where two External Examiners are appointed, the Dean of Postgraduate Studies will also appoint an independent member of University staff who will chair the oral examination. The Independent Chair will normally be from outside your subject area. The Independent Chair does not examine the thesis but provides guidance on University regulations and procedures to ensure that your oral examination is conducted in accordance with normal University practice. The Independent Chair is required to be present for the

duration of the oral examination. (*The [Code of Practice for Research Degree Programmes](#) provides further detail in the section 'Criteria for Appointment of Examiners'*)

8. A former member of staff of the University will not normally be appointed as an External Examiner until at least five years have elapsed since that person left the employment of the University. A retired member of staff of the University will not normally be appointed as an External Examiner. A retired member of staff of another institution may be appointed as an External Examiner only if they are still active in the field of research and study concerned.

Note: The University cannot guarantee the examination of your thesis immediately after its submission. You are advised that several weeks may elapse between the submission of your thesis and the completion of the examination. The normal period between submission of a thesis and an examination is ten weeks, although circumstances may necessitate a longer time frame. The Graduate School will keep you informed should the examination process extend beyond the normal ten-week period.

C. Nature of the Examination

9. The examination will consist of a review and assessment of your thesis by the appointed Examiners and normally of an oral examination on the contents of the thesis and subjects related thereto, chaired by the External Examiner, where an Independent Chair has not been appointed.

- a) The normal practice will be that an oral examination is convened unless the External Examiner contacts the Graduate School to confirm that the oral examination is not required.
- b) In the event of a disagreement between Examiners about the need for an oral examination, then the oral examination will be held.
- c) It should be noted that the Examiners cannot make the recommendation of a fail without giving you the opportunity of an oral examination.

10. The oral examination will be conducted in accordance with the guidelines in the University's [Handbook for Examiners of Research Degrees](#).

The purpose of the oral examination will be to enable the examiners to:

- a) establish that the research has been undertaken by you;
- b) test your ability to defend your thesis;
- c) establish whether you have a satisfactory knowledge of the wider field surrounding the research topic.

11. In examining your thesis, the Examiners should take into account the assessment criteria detailed in the 'Criteria for the Master of Philosophy' section of the University's [Handbook for Examiners of Research Degrees](#).

12. In the case of any work done jointly, or in wider collaborations, or under direction, it is important that the extent of your own contribution is made clear both in any introductory element of the thesis and at relevant points within the thesis.

D. Examiners' Preliminary Reports

13. Your Examiners should independently write a preliminary report indicating their provisional assessment of your thesis and of the issues to be explored in the oral examination, if required. It is expected that, if the criteria for the award of the degree have clearly been met, the preliminary reports will be brief. However, if your Examiners have serious concerns about whether the criteria have been met, fuller reports will be expected.

14. Each examiner's preliminary report should be sent to the Graduate School in advance of an oral examination taking place. Examiners should not consult with each other before both independent reports have been submitted to the Graduate School. The reports will be forwarded to the Dean of Postgraduate Studies. They must not be shown to you or your Supervisory Team in advance of the oral examination. However, Examiners should be aware that preliminary reports will be made available to you after the oral examination, if requested by you, under the provisions of the Data Protection Act.

15. Exceptionally, and two weeks or more in advance of a scheduled oral examination, if the External Examiner upon initial independent review of the thesis is unequivocally of the view that the thesis is not worthy of defence without significant re-work by you, they will contact the Graduate School. The Dean of Postgraduate Studies will then determine whether it is appropriate for extraordinary arrangements to be put in place to allow your Examiners to confer before the oral examination. If approved by the Dean of Postgraduate Studies, your Examiners will be asked to prepare a joint report. The decision reached under these arrangements will be limited to Regulation 30b only, i.e., recommending resubmission with an oral examination.

E. Personal Extenuating Circumstances

16. Following submission of your thesis, if you are aware of any circumstances that may prevent you from attending the oral examination (where one is required), these should be brought to the attention of your Supervisory Team and the Graduate School immediately, to determine if it necessary to delay the oral examination.

17. When preparing for your oral examination, if you believe that you will require reasonable adjustments to your oral examination due to your personal circumstances, you should contact your Supervisory Team and the Graduate School if you require reasonable adjustments to the oral examination due to your personal circumstances. The Graduate School will discuss your requirements with you and where appropriate seek approval for any adjustments from the Dean of Postgraduate Studies and inform your Examiners of these.

18. If you experience unexpected personal circumstances which you believe could impact on your performance at the oral examination, you should contact your Supervisory Team and the Graduate School. The Graduate School will discuss your requirements with you and where appropriate seek approval for any adjustments from the Dean of Postgraduate Studies and inform your Examiners of these.

19. Irrespective of your personal circumstances, your Examiners will be expected to assess you against the Master of Philosophy assessment criteria.

20. By attending an oral examination, you are declaring that you are fit to attend the examination and, as such, it is unlikely that you would be able to submit a later claim that your performance was affected by personal circumstances.

F. Role of your Supervisory Team during the Examination

21. A member of your Supervisory Team will not be appointed as an Internal Examiner.

22. The Supervisory Team will co-ordinate the arrangements for the oral examination, where required, and inform the Graduate School of the date, in advance of the oral examination taking place.

23. There should normally be no discussion about the oral examination, between the Supervisory Team and your Examiners in advance of the oral examination.

24. Under no circumstances should your Supervisory Team send the electronic copy of your thesis direct to the Examiners. All formal submissions (first submission and any further submission as determined by the examination outcome) should be sent to the Graduate School, which will send the submission to the Examiners.

25. A member of your Supervisory Team may at your request, be present at (but will make no contribution to) the oral examination. They should in all cases be available to be consulted by the Examiners during the oral examination. The Supervisory Team will have the right to confer with the Examiners following the oral examination, and to be given an oral report on its outcome.

G. Your Role during the Examination

26. Under no circumstances should the arrangements for the oral examination be delegated to you.

27. There should normally be no discussion about the oral examination, or direct contact between you and your Examiners in advance of the oral examination, where required.

28. Following the oral examination there should continue to be no direct contact between you and your Examiners. If you require clarification on points raised by the Examiners, this clarification should be sought via your Supervisory Team.

29. Under no circumstances should you send the electronic copy of your thesis direct to your Examiners. All formal submissions (first submission and any further submission as determined by the examination outcome) should be sent to the Graduate School, which will send the submission to the Examiners.

H. Examiners' Final Reports

30. Having considered all the evidence presented to them, your Examiners will submit a Joint Report form on your examination. The report will include a

written statement concerning your performance together with a recommendation as to the outcome of your examination. The report should also address directly any concerns raised in the preliminary reports and make clear the areas required for amendment if your Examiners are recommending corrections/revisions or a resubmission (See Regulation 39).

31. The Joint Report form must be sent to the Graduate School, which will forward the report to the Dean of Postgraduate Studies for consideration and confirmation that due process has been followed. Exceptionally, the Dean of Postgraduate Studies may require further information from the Examiners to justify their recommendation. After consideration and approval of the Joint Report and recommendation by the Dean of Postgraduate Studies, the Graduate School will send a copy to you, your Supervisory Team and your Head of Academic Unit (unless there is disagreement between the Examiners, see Regulations 44-49 below).

32. Where two External Examiners have examined the thesis and it is agreed that revisions are required in the recommendation 33aii, they should agree between them which Examiner will receive the revised thesis and ensure that the required revisions have been made.

Note: that Preliminary Reports and a Joint Report should be completed for all examinations requiring the input of both Examiners. This applies to both first submission and resubmission.

J. Recommendations Open to the Examiners

33. Following your first submission and examination, the Examiners may make the following recommendations:

- a)
 - i. that you be admitted to the degree of Master of Philosophy; *or*
 - ii. that you be admitted to the degree of Master of Philosophy subject to minor corrections or revisions (e.g., of detail or presentation but not involving changes to the substance of the text) made to the satisfaction of the Internal Examiner, normally within a period of six months of receiving formal notification of the corrections to be made; *or*
- b) that you have not satisfied the Examiners in the oral examination and or thesis. You are permitted to revise and resubmit the thesis within twelve months for re-examination by both Examiners and be re-examined orally, if the Examiners so require by indication in their joint report; *or*
- c) that no degree be awarded and that you are adjudged to have failed.

Minor Revisions or Corrections

34. Recommendation 33a may be made subject to a requirement that you make minor corrections or revisions to your thesis before the deposit of an electronic copy of the thesis in the University Library in accordance with the [Section XIV Rules for Form of Theses and Submission of Work for Higher Degrees](#).

35. Where minor corrections or revisions are required, you will be advised by the Graduate School that these must be made within six months of receiving

formal notification of the corrections to be made. It will be the responsibility of the Internal Examiner (or nominated External Examiner) to certify that the necessary corrections have been made before a pass list can be issued.

36. The expectation is that your thesis will not require referral back to the External Examiner and that you will not be expected to undergo a further oral examination. However, if the Internal Examiner (or nominated External Examiner) feels that any recommendation other than recommendation 33ai is appropriate following reconsideration of the thesis after the minor revisions have been made, the thesis will also be referred to the External Examiner. Where a thesis is referred to the External Examiner, the Examiners may determine that a further oral examination is required and may subsequently make any of the recommendations normally open following full revision and resubmission as set out in Regulation 33 above.

Resubmission for Re-examination by Internal and External Examiners

37. Where you are permitted to revise and resubmit a thesis in accordance with Regulation 33b the recommendations open to Examiners are those set out in Regulation 33ai, 33aii, or 33c only.

38. Your Examiners will indicate in their original joint report if they require an oral examination upon resubmission of your thesis. Where your oral performance on the first occasion of examination was satisfactory, your Examiners may determine that a further oral examination is not required, and they will be able to submit their resubmission recommendation without re-examining you orally.

39. However, if your Examiners feel that a further oral examination is required on review of your resubmitted thesis, they should contact the Graduate School of this requirement, so that the appropriate arrangements can be made.

40. At resubmission, you must provide a written report indicating the changes you have made to your thesis in response to the requirements of the Examiners.

Extension to Deadlines

41. In exceptional cases, an extension of time for making the required revisions, corrections or resubmission may be granted by the Dean of Postgraduate Studies, subject to you providing a strong justification and evidence supported by your Supervisory Team. Requests to extend your deadline must be submitted, in advance of your current corrections or resubmission deadline.

Information about Corrections/Revisions Required or Resubmission

42. In all cases where you are required to make corrections/revisions to your thesis or resubmit your thesis, it will be the responsibility of your Examiners to provide full details of the corrections and/or revisions required of the thesis, but not extending to proof-reading or editing of the thesis. Your Examiners should provide a detailed written statement of the nature of the changes they wish to be made to the thesis, along with their completed Joint Report form. These should be sent to the Graduate School which will formally forward these documents on to you and your Supervisory Team. When forwarding the final report to you, the Graduate School will make it clear that resubmission in itself will not guarantee the award of a qualification.

K. Communication of the Result

43. The Dean of Postgraduate Studies acts as the Chair of the Research Degree Board of Examiners. Examiner recommendations are considered by the Dean of Postgraduate Studies who will then confirm or otherwise these recommendations, following receipt of examiner reports by the Graduate School. The results of the examination or re-examination will then be communicated formally to you by the Graduate School.

In any case where an Examiner chooses to provide you with an informal indication of their recommendation, the Examiner concerned must stress that the recommendation is subject to ratification by the Dean of Postgraduate Studies. Only the Graduate School, on behalf of the Academic Registrar, is empowered to issue an official result and provide you with this.

L. Disagreement between the Examiners

44. If there is a disagreement between the Examiners or doubt about their intentions, they will be consulted by the Dean of Postgraduate Studies with a view to resolving the matter. Where there is irreconcilable disagreement between the Examiners an additional External Examiner will be appointed.

45. The additional External Examiner will be asked to read your thesis and to conduct an oral examination. The additional External Examiner will be told that the previous Examiners had failed to reach agreement but will not have sight of their reports. On the occasion of this oral examination your Supervisory Team (and where appropriate the Internal Examiner) will be available to be consulted by the additional External Examiner. The Dean of Postgraduate Studies will appoint an Independent Chair, who will report on the conduct of the oral examination.

46. The Supervisory Team will co-ordinate the arrangements for the examination. After the conclusion of the examination, the additional External Examiner will make a recommendation which will be final. They will submit a final report to the Graduate School which will, subject to the approval of the Dean of Postgraduate Studies, be forwarded to you and your Supervisory Team in the normal way. In the event that changes to the thesis are required it will be the additional External Examiner who will examine the thesis

47. In the event that the recommendation is '*admission to the degree subject to minor revisions within six months*', the revisions will be subject to the satisfaction of the additional External Examiner. In the event that the recommendation is that '*the candidate be permitted to revise and resubmit the thesis within 12 months*', the resubmitted thesis will be examined by the additional External Examiner who will decide whether to conduct a further oral examination.

48. Where a disagreement between Examiners is identified at the examination of a resubmission, the additional External Examiner will be asked to read the candidate's thesis and to consider the work submitted against the Examiners joint report from the first submission. If an oral examination is required for the resubmission the Dean of Postgraduate Studies will appoint an Independent Chair, who will report on the conduct of the viva. After the conclusion of the oral

examination, the additional External Examiner will make a recommendation which will be final. They will submit a final report which will, subject to the approval of the Dean of Postgraduate Studies, be forwarded to the candidate and the supervisory team in the normal way. In the event that minor textual corrections are required, they will need to be made to the satisfaction of the additional External Examiner.

49. Where you are subject to the procedure set out in Regulations 41 and 42) you will be informed that the Examiners originally appointed have disagreed and that an additional External Examiner will be appointed. You will not be informed as to the nature of the disagreement between the original Examiners and will not be given a copy of their reports. If, however, you subsequently appeal against the final decision in respect of the award of the degree, the report of the original Examiners will form part of the formal record of appeal. You will be informed that an oral examination will be required. After the oral examination, and once a final decision as to the award of the degree has been made in accordance with Regulation 46, the final report of the additional examiner will be made available to you and your Supervisory Team, provided that the additional External Examiner's recommendation has been approved.

M. Provision for an Oral Examination to be Conducted Outside the University

50. It is expected that all oral examinations will normally take place with both you and your Examiners present at an approved University campus.

51. A video link oral examination may be arranged where either you and/or your Examiners are not able to be present at the University. When conducting an oral examination in this way, the guidelines outlined in the University's [Handbook for Examiners of Research Degrees](#) must be followed to guarantee the integrity of the examination.

52. Your Supervisory Team will normally discuss the oral examination arrangements with you at the point at which your Examiners are nominated. In all cases where the oral examination is conducted via video link or at a location other than an approved University campus, your consent must be obtained. If you choose not to participate in a video link oral examination you should advise your Graduate School and the examination process will be placed on hold, until a present in person oral examination is possible.

53. A present in person oral examination may be arranged at a location other than an approved University campus, subject to the approval of the Dean of Postgraduate Studies.

54. A member of your Supervisory Team is not normally expected to attend the oral examination (via video link or at a location other than an approved University campus) unless at your request, but is expected to be available to be contacted by the Examiners if required.

N. Posthumous Awards

55. A posthumous degree can be awarded where a deceased student's body of work is sufficient to meet the criteria for the award. To initiate a request for a

posthumous award, the Supervisory Team should provide a statement to the Dean of Postgraduate Studies outlining why the deceased student should be considered for the posthumous degree. Requests should be endorsed by the Head of Academic Unit in which the student was registered and should normally have the support of the student's family. (See the [Policy on Posthumous Awards for Postgraduate Research Students](#))

X. Doctor of Philosophy Degree Progress Regulations

For Doctor of Philosophy students, these regulations should be read in conjunction with the:

- [Doctor of Philosophy Assessment Regulations \(section XI\)](#) for all doctoral programmes, except where [programme specific regulations](#) have been approved by University Education Committee (UEC).
- *Code of Practice for Research Degree Programmes approved by Senate, which is reviewed annually and made available each academic year and included in the [Handbook for Research Students and Supervisors](#).*

For Doctor of Philosophy (Integrated) students, these regulations apply to the research element of the programme and should be read in conjunction with the:

- [Specific Progress Regulations for the Doctor of Philosophy \(Integrated\) \(Section XII\)](#).

The basis for the award of the degree of Doctor of Philosophy to staff candidates will be the same as the basis for the award of the degree to students.

These regulations use Academic Unit, as an overarching term for School and Institute.

Where reference is made in these regulations to any named University role, such references are to be read as including reference to their nominees.

A. Introduction

1. Applicants for the degree of Doctor of Philosophy are required to show ability to conduct original investigations, to explore critically, evaluate and test their ideas, and those of others, and to relate them to a wider body of knowledge. A doctoral thesis should be a body of work which a capable, well-qualified and diligent student, who is properly supported and supervised, can produce in:

- three years of full-time study for a full-time Doctor of Philosophy degree
- six years of part-time study for a part-time Doctor of Philosophy degree

The thesis should exhibit substantial evidence of original scholarship and contain material worthy of publication. (The University [Handbook for Examiners of Research Degrees](#) provides further details in the section, 'Criteria for the Doctorate'.)

2. Applicants, including members of staff, who are approved for admission as Doctor of Philosophy students, will be required to pay the fees for the degree as set out in the annual [Fees Schedule](#).

B. General Entrance Requirements

3. An applicant may be approved for admission to a research programme by a minimum of two Postgraduate Admissions Selectors in accordance with the University's *Postgraduate Admissions Policy* and Faculty/Programme criteria approved by respective Deans of Postgraduate Studies, where an applicant:

- a) is a graduate of this or another approved university or other approved degree-awarding body or holds other qualifications approved by the Dean of Postgraduate Studies;
- b) has completed an approved application including:
 - i. evidence of the applicant's suitability to become a student in terms of academic ability and prior training and experience.
 - ii. evidence that the applicant's English language proficiency meets the published requirements for the programme of research;
 - iii. a research proposal, if required.
- c) has supplied details of two recent referees and evidence of prior qualifications and experience as the Postgraduate Admissions Selectors and/or the Dean of Postgraduate Studies) may require.

4. Where an applicant has previously studied for a Doctor of Philosophy at another institution and wishes this to be taken into account at Newcastle University, a '[Previous Study](#)' application must be submitted and approved by the Dean of Postgraduate Studies

5. In considering an application, the Postgraduate Admissions Selectors must be satisfied of the applicant's suitability for the programme. In addition, the Postgraduate Admissions Selector must be satisfied of the availability of appropriate supervision, suitable facilities, and resources once the applicant is admitted. It is the responsibility of the Head of Academic Unit, directly or through the Postgraduate Admissions Selectors, to ensure that these will be available to an applicant once admitted.

C. Admission as a Staff Candidate for the Degree of Doctor of Philosophy

(This section does not apply to the Doctor of Philosophy (Integrated) degree.)

6. In addition to the requirements set out in Regulation B, if you are a member of staff of the University seeking approval as a staff candidate for the degree of Doctor of Philosophy you will be required to complete and submit an application at the outset of studies in which is set out:

- a) a description of proposed research as specified by the relevant Faculty;
- b) details of the nature of the appointment held by you and its duration;
- c) approval from both your Head of Academic Unit of employment and your Head of Academic Unit of study.

Notes:

(i) *For the purpose of agreeing a staff fee, you must hold a substantive post, defined as being a contract of employment of at least 25% FTE over a full 12-month period, and covering the annual period of registration with the University. This does not include students who are employed part-time by the University, e.g., as demonstrators, General Duty Assistants, Laboratory Technicians.*

(ii) *Retrospective registration requests will continue to be considered on a case-by-case basis, but requests of more than one year of retrospective registration would not normally be supported.*

D. Doctoral Candidature Status

7. You commence your programme with doctoral candidature status. It is the annual review of progress, either through the Board of Examiners at the end of the first year for the Doctor of Philosophy (integrated) degree or through the Annual Progress Review Panel recommendation for all Doctor of Philosophy degrees (*and for the research element of the Doctor of Philosophy (Integrated) degree*) which determines whether your doctoral candidature status should continue. (See Regulation 22)

E. Preconditions for the Award of the Degree of Doctor of Philosophy

8. Before being awarded the degree of Doctor of Philosophy, you must:
- a) satisfy the entrance requirements for the degree;
 - b) register for and make satisfactory progress throughout your programme of study. (*If you are a Doctor of Philosophy (Integrated) student, the full programme will comprise of taught modules and a research thesis. There will be between 120 and 200 credits drawn from taught modules and the research element will include generic and specific skills training elements, as well as the thesis*);
 - c) satisfy the examiners as required under the Assessment Regulations and any specific programme regulations.

F. Research Degree Supervision

9. You will engage in advanced study and research under the direction of a Supervisory Team approved by the University. The Supervisory Team normally consists of at least two members of University staff and an Academic Supervisor is appointed by your Head of Academic Unit, before you are accepted onto your programme of study.

It is expected that you will normally have a Supervisory Team of at least two supervisors at the point of your initial registration on your programme. Review of the supervisory arrangements will be carried out at Project Approval stage and approved by the Dean of Postgraduate Studies.

If you are a Doctor of Philosophy (Integrated) student, your Supervisory Team will be appointed by your Head of Academic Unit before you are transferred on to the research element of your programme.

10. To be eligible to supervise postgraduate research degree students, a member of staff must hold the degree of Doctor of Philosophy or an equivalent research degree or have equivalent research expertise. The appropriateness of an equivalent research degree or expertise should be determined by the Head of Academic Unit in consultation with the Dean of Postgraduate Studies.

11. The Academic Supervisor will be a Newcastle University staff member and will normally have had previous experience of at least one successful supervision. The Academic Supervisor will have primary responsibility for supporting you throughout your period of study.

12. In any case where you are studying outside the University at another institution, arrangements may also be made for local supervision and support to be provided to you by staff at that institution (see Regulation 18d). Such arrangements will supplement the role of the Academic Supervisor and Supervisory Team detailed in Regulations 9 and 11 above. Where External Advisors are added to the Supervisory Team, the [Principles for the Appointment of an External Advisor](#) should be consulted and are in addition to your appointed Supervisory Team.

Notes:

(i) *Where the members of the Supervisory Team are permanently changed you should normally be consulted in advance. The outcome of the consultation informs decisions made regarding the Supervisory Team.*

(ii) *On rare occasions supervisory relations may break down. In such circumstances, in the first instance you should consult with another member of the Supervisory Team. If it is not possible to resolve the problems in this manner, then you and/or a member of the Supervisory Team should report difficulties, to the Head of Academic Unit, who may refer the matter, if necessary, to the Graduate School or Dean of Postgraduate Studies.*

(iii) *Your Academic Unit should notify the Graduate School of any changes to your Supervisory Team, who will arrange for approval from the Dean of Postgraduate Studies.*

(iv) *The [Code of Practice for Research Degree Programmes](#) provides further details on changes to Supervisory Teams and on appropriate supervisory support for a research student.*

G. Candidature Categories, Period of Study and Registration Requirements

Doctor of Philosophy

13. You may be approved as a student in one of the following candidature categories:

- a) Full-time - as a student whose minimum period of candidature will normally be not less than three years of full-time study;

- b) Combined - as a student whose minimum period of candidature will be not less than four years, of which normally not less than one year will be spent in full-time study in the University, in periods of at least three months duration;
- c) Part-time - as a student whose minimum period of candidature will be not less than six years of part-time study.

14. If you wish to transfer from one of the categories of candidature to another, as specified in Regulation 13, you may do so only with the approval of the appropriate Dean of Postgraduate Studies), following a recommendation from the Supervisory Team and Head of Academic Unit.

Notes:

(i) You will normally only be registered under Regulation 13(b) if this is specified in your offer of admission.

(ii) You will not normally be transferred on to Regulation 13(b), if you have previously been registered under Regulation 13(a) or 13(c).

(iii) If you are a staff candidate you will normally be registered on part-time candidature (Regulation 13 (c)), unless the Dean of Postgraduate Studies is satisfied that the greater part of your time is devoted to supervised research. In these cases, you can be registered on full-time candidature (Regulation 13(a)).

(iv) The normal expectation is that you will study at Newcastle University, or approved overseas campus. If study will be carried out away from these approved campuses and this is known at the admissions stage, then '[Outside Study](#)' approval should be sought from the Dean of Postgraduate Studies, in advance of registration on the programme.

Doctor of Philosophy (Integrated)

15. You may be approved by your Postgraduate Admissions Selectors in one of the following candidature categories:

- a) A student whose minimum period of candidature will normally be not less than four years of full-time study.
- b) A student who has already obtained a relevant masters or equivalent qualification can be considered during the admission process to be registered into year 2 of the programme. This means that a student will normally have a minimum period of candidature of not less than three years of full-time study.

16. If you wish to transfer from one of the categories of candidature specified in Regulation 15 to another such category, you may only do so with the approval of the appropriate Dean of Postgraduate Studies and subject to the recommendation of your Supervisory Team and Head of Academic Unit.

17. In all cases of candidature approved under Regulation 13 and 15, you will be required to register continuously from commencement of your candidature until completion. During this time, you must abide by the requirements of the University's *General Regulations*. Your period of study is calculated from the date of first registration for the degree of Doctor of Philosophy (or Master of Philosophy if you have upgraded to a Doctor of Philosophy). You will be required to register at the start of each Academic Year.

H. Study Undertaken Outside the University

18. You may be permitted by a Dean of Postgraduate Studies on the recommendation of your Supervisory Team and Head of Academic Unit, to study outside the University (or an approved campus) for more than one month. You should normally seek approval three months in advance of the start of the period of outside study, where possible, and the Dean of Postgraduate Studies should be satisfied before the beginning of the period of outside study that:

- a) you will have access to adequate facilities, resources, and appropriate research training;
- b) you will have sufficient time available for study and research;
- c) appropriate arrangements have been made for your supervision and progress monitoring during your period of outside study, including arrangements for the Supervisory Team to maintain contact with and to meet with you, in accordance with requirements stated in the Code of Practice for Research Degree programmes and as often as is necessary;
- d) appropriate arrangements have been made in any case where you are attached to or working at an institution outside the University and you are offered local supervision and support by staff at that institution;
- e) any relevant health and safety issues have been considered and approved by the Head of Academic Unit in line with University guidelines and University Insurance policies.

All study visits, of any duration, to a high-risk location must also be signed off by the Dean of Postgraduate Studies, or Faculty PVC under certain circumstances. More information is available in the [Travel and Outside Study \(off-campus and abroad\) Guidance for Postgraduate Research Students](#).

Notes:

- (i) *periods of study outside the University of less than one month should be agreed within your Academic Unit and you should complete an [Absence Request](#).*
- (ii) *if you are permitted to undertake outside study you are still required to:*
 - *pay the standard fees whilst within your candidature unless alternative arrangements were approved as part of the admission process.*
 - *have your engagement with your studies monitored as agreed in the Learning Agreement, including time registered as a pending or extended submission student.*
 - *to adhere to your thesis submission deadline, unless an extension or interruption of studies has been agreed as part of the outside study approval.*

Notes for Student Visa Holders:

- (iii) *you are required to inform the University if you are away from Newcastle (or approved campus) as a condition of your visa sponsorship.*

(iv) if you are under candidature and undertaking primary research outside the UK, you will only normally be permitted to do this for 12 months without curtailment of your visa.

(v) if you leave the UK to write-up in your home country, or elsewhere, you will normally have your visa curtailed.

J. Attendance and Progress

19. You will comply with the University's requirements for progression, as follows *(if you are registered on a Doctor of Philosophy (Integrated) degree the following applies to the research element of your programme)*:

- a) Within one month of your initial registration *(or the start of the research element of your programme if you are registered on a Doctor of Philosophy (Integrated) degree)*, you and your Supervisory Team (on behalf of the University) will have signed an approved Learning Agreement to cover your period of candidature;
- b) Within three months (six months for part-time students) of your initial registration *(or the start of the research element of your programme if registered on a Doctor of Philosophy (Integrated) degree)* you should submit a project proposal, in accordance with guidelines identified by your Faculty Postgraduate Research Committee. (If you are registered on a Cohort Programme, different timescales may apply.)
- c) Your project proposal must be considered by an impartial Project Approval Panel and your Head of Academic Unit, before being submitted to the Dean of Postgraduate Studies for approval.

Where your project proposal has already been reviewed and approved by external peer review, a project plan and Supervisory Team arrangements should still be submitted to the Project Approval Panel for consideration before being submitted to the Dean of Postgraduate Studies for approval.

- d) Progression on the programme *(or research element of the programme for a Doctor of Philosophy (Integrated) degree)* will be dependent upon approval of your project proposal.

If the impartial Project Approval Panel is unable to support the initial project proposal, you will be permitted an opportunity for re-assessment, normally within three months (six months for part-time students).

If your impartial Project Approval Panel supports your project proposal but is not satisfied that the proposed supervisory arrangements are adequate, the panel may seek the approval of your Head of Academic Unit, to make a recommendation to the Dean of Postgraduate Studies for the replacement of all or part of the Supervisory Team.

If, even after a re-assessment opportunity, the impartial Project Approval Panel does not approve your project proposal, an 'Extraordinary' Annual Progress Review will be arranged and your Annual Progress Review Panel will be required to make a recommendation regarding your continued progress on the programme (see Regulation 22);

- e) You should attend the University as regularly as required by your Supervisory Team, bearing in mind your candidature category and allowing for any period of outside study.

If you are a full-time student, in accordance with the [Code of Practice for Research Degree Programmes](#), you should have regular contact with members of your Supervisory Team at least ten times a year, approximately once per month, and should have formal contact with your full Supervisory Team at least three times a year, normally once per term while you are in candidature and until submission of the thesis.

If you are a part-time student, you should have regular contact with your Supervisory Team and you should discuss and agree the number of formal interactions with your Supervisory Team as part of your Learning Agreement, ensuring there is no more than a 10-week gap between meetings.

- f) The University requires that you record and confirm the outcomes of your supervisory meetings, via your ePortfolio.
- g) In addition to e) above, if you are a Student Visa holder you should continue to record and confirm the outcomes of your regular supervisory meetings, via ePortfolio, while under examination through to completion of your studies, as a condition of your visa sponsorship.
- h) You should maintain a record of your personal skills development throughout your studies and submit this annually to your Annual Progress Review Panel as evidence of your development;
- i) You should submit an Annual Progress Review report and evidence of achievement as specified by your Academic Unit/Faculty Postgraduate Research Committee on an annual basis, via ePortfolio. You may also be required to make a project presentation, submit a piece of work or to attend a viva as prescribed by the Academic Unit.

20. Your Supervisory Team will submit an annual report via ePortfolio concerning the progress of your research, until you have submitted your thesis for examination.

21. Your Academic Unit will appoint an impartial Annual Progress Review Panel for you which will review your progress annually, via ePortfolio, until you have submitted your thesis for examination. The Annual Progress Review Panel will consider your report and any other submitted material, along with the Supervisory Team report.

22. Your Annual Progress Review Panel will make a report to the Dean of Postgraduate Studies, via ePortfolio, which will include any detailed feedback that they wish to provide to you and your Supervisory Team. In addition to the report, the Annual Progress Review Panel is also required to make a progress recommendation to the Dean of Postgraduate Studies in relation to your continued progress on your programme. The following progress recommendations are available:

- i. Proceed - that your performance is satisfactory and you can proceed to the next stage;

- ii. Proceed with Concerns – the Annual Progress Review Panel has some concerns, which you and your Supervisory Team should note, however your overall performance is satisfactory and you can proceed to the next stage;
- iii. Re-Assessment - that your performance is unsatisfactory and that a further progress review should be held normally within two months (four months for part-time students) to determine whether progress on the programme will be recommended;
- iv. Downgrade to MPhil (*for Doctor of Philosophy and Doctor of Philosophy (Integrated) students only*) - that your performance is unsatisfactory and that a submission for a Master of Philosophy examination is recommended instead of a submission for a Doctor of Philosophy examination;

Note: Where the Annual Progress Review Panel recommends submission for the Master of Philosophy rather than the Doctor of Philosophy, the normal expectation, is that you will be able to either:

- *submit immediately for the Master of Philosophy; or*
- *submit for the Master of Philosophy following a period of pending submission, which should be up to one year following the date of the decision to downgrade.*

You will not normally receive an additional period of minimum candidature.

There will be no expectation of an upgrade back on to a Doctor of Philosophy at a later stage.

- v. Termination - that your performance is unsatisfactory and that no submission for a Master of Philosophy or Doctor of Philosophy examination is recommended. You will not be permitted to continue as a registered student for either degree, and your registration will be terminated.

Note: If you are registered on the research element of Doctor of Philosophy (Integrated) programme please also refer to the [Specific Progress Regulations for the Doctor of Philosophy \(Integrated\): Section D Award of a Master's Degree](#).

23. In exceptional cases where your Annual Progress Review Panel is not satisfied that the supervisory arrangements are adequate and appropriate, but considers that you would otherwise be able to achieve the standards of the award, the Annual Progress Review Panel may seek approval from your Head of Academic Unit to make a recommendation to the Dean of Postgraduate Studies for the replacement of all or part of your Supervisory Team.

24. The Annual Progress Review procedure is deemed to be equivalent to a Board of Examiners and therefore the [University's Procedure for Assessment Irregularities](#) applies to any reported or suspected cheating or plagiarism.

Notes:

(i) *The Annual Progress Review Panel should not normally recommend that your registration is terminated (Regulation 22(v)), without having previously provided you with a further progress review/re-assessment opportunity (Regulation 22(iii)).*

(ii) *Any further progress review/re-assessment opportunity should be recorded via ePortfolio.*

(iii) *In each Annual Progress Review, you will only normally have one further progress review/re-assessment opportunity.*

K. Mid-Year Procedure for Dealing with Unsatisfactory Progress

25. If your progress is considered unsatisfactory by your Supervisory Team at times other than the normal annual review of your progress, you will be notified in writing of the reasons for this opinion and will be given the opportunity of an interview with your Supervisory Team. *(This also applies to the research element of the Doctor of Philosophy (Integrated) degree.)* Following this notice and any interview, and taking account of all known circumstances, your Supervisory Team may, either

- a) monitor your attendance, progress and performance for a specified period; this may require you to undertake additional pieces of work.

If your academic performance has not improved within the period specified in the written notice, your Supervisory Team will notify the Head of Academic Unit and submit a report for review by your Annual Progress Review Panel; *or*

- b) notify the Head of Academic Unit and submit a report for review by your Annual Progress Review Panel without undertaking a period of monitoring.

In either case, where a report is made to your Annual Progress Review Panel for a review of your progress, you will also be given the opportunity to submit a report to your Annual Progress Review Panel. The Annual Progress Review Panel will make a report and recommendation to the Dean of Postgraduate Studies (in accordance with Regulation 22). This review will be recorded in ePortfolio.

L. Procedure for Review of Annual Progress Review Outcomes

26. If you wish to request a review of your Annual Progress Review outcome you may do so using the University's [Academic Queries and Appeals Procedure](#) specifying one or more of the following grounds:

- a) the Annual Progress Review Panel were unaware of circumstances affecting your performance. (That is: you were adversely affected by illness or other factors of which you were previously unaware, or which for a good cause you were unable to disclose to the Annual Progress Review Panel, or unable to provide evidence at the time);

- b) procedural irregularity on the part of the Annual Progress Review Panel;
- c) bias or prejudice on the part of the Annual Progress Review Panel;
- d) that the decision reached was perverse in that it was one which no reasonable person or body could have reached on the available evidence.

M. Change of Circumstances

27. If your progress is being seriously affected by unforeseen and unavoidable personal extenuating circumstances, including illness, you should advise your Supervisory Team and/or Graduate School and the following actions may be taken, where appropriate.

Interruption of Studies

28. The University normally expects you to complete your candidature in a single continuous period (i.e., to be continuously registered until completion) and to submit within the maximum candidature for the programme. However, it recognises that this may not always be possible.

29. The Dean of Postgraduate Studies will give sympathetic consideration to requests for periods of interruption, subject to you providing a strong justification and evidence, supported by your Supervisory Team.

30. Interruption requests should be submitted via ePortfolio prior to the time of occurrence, where possible, or as soon as possible thereafter.

31. Your candidature should not normally be interrupted for more than 12 months.

32. Retrospective (backdated) interruptions will not be considered unless there are exceptional circumstances.

33. Retrospective (backdated) interruptions are not permitted if you are a Student visa holder.

34. Absences of more than 1 month will normally be classed as an interruption of study.

35. A formal interruption of study will adjust your thesis submission deadline, in line with the period of interruption.

36. You should record absences of less than one month via the Student Notice of Absence form, but these do not constitute a formal interruption of study and as such your thesis submission deadline is not adjusted.

Extension to Thesis Submission Deadline

37. In exceptional cases, the Dean of Postgraduate Studies will consider requests for an extension to your thesis submission deadline, subject to you providing a strong justification and evidence, supported by your Supervisory Team.

38. Requests to extend your thesis submission deadline should be submitted via ePortfolio in advance of your current thesis submission deadline.

39. If you are granted an extension to your thesis submission deadline you will be required to register as an 'extended submission' student and pay tuition fees as stipulated in the University's Fee Schedule.

Notes:

(i) You should not assume that an interruption or extension request will be approved and should continue with your studies, where possible, until the formal decision is received.

(ii) If you are still actively researching during an 'extended submission' period, you must continue with full registration and pay the full tuition fee for the period of your continued candidature.

(iii) It is expected that if you are registered as an 'extended submission' student you will continue to receive regular structured interactions with your Supervisory Team and full access to Library and IT facilities will be available.

(iv) This section applies to the research element of a Doctor of Philosophy (Integrated) degree.

N. Teaching Duties

40. You may undertake employment in the University in any period of full-time study, provided that you consult your Supervisory Team about the time that may be devoted to such duties and provided you do not contravene the terms of any studentship that you might hold and/or any visa restrictions. Ordinarily, this will mean that teaching duties are additional to the normal commitments of a sponsored full-time student. All teaching *must be conducted in accordance with the University's [Postgraduates Who Teach Policy](#)*

P. Pending Submission for Students Completing their Minimum Period of Candidature

Minimum Candidature is the period during which you are expected to conduct and complete your primary research (see Regulations 13 and 15 for minimum candidature periods.)

41. The fact that you have completed your period of minimum candidature does not of itself constitute grounds for transferring to 'pending submission' registration.

42. If you have completed your period of minimum candidature and have not submitted your thesis, but you have completed your primary research, you will be permitted on the recommendation of your Supervisory Team to proceed to 'pending submission' student status for one further year. As a 'pending submission' student you are required to register with the University.

43. If you are registered as a 'pending submission' student you will not be permitted to work in laboratories or studios or to take part in field trips (unless you have the approval of the appropriate Head of Academic Unit to do so for teaching or demonstrating purposes).

44. It is expected that as a registered 'pending submission' student you will continue to receive regular structured interactions with your Supervisory Team and full access to Library and IT facilities will be available.

45. If you have completed your period of minimum candidature but are still actively researching and require more time to work on your primary research, you must continue with full registration and pay the relevant tuition fee.

R. Submission for Examination by Thesis

46. The results of your advanced study and research must be embodied in a thesis in an approved format in accordance with [Rules for the Form of Theses and Submission of Work for Higher Degrees \(Section XIV\)](#). The length of a thesis will be determined by the Faculty Postgraduate Research Committee as set out in [Rules for the Form of Theses and Submission of Work for Higher Degrees \(Section XIV\)](#). You must submit an electronic version of your thesis to the Graduate School, along with a completed Examination Entry form and other relevant material.

47. All submitted theses will be scrutinised by the University using plagiarism identification software. If any incidences of plagiarism are detected, then the University's [Procedure for Assessment Irregularities](#) will apply.

48. You must seek approval of the exact title of your thesis from the Dean of Postgraduate Studies, via ePortfolio, normally three months before you submit your thesis. You must notify your Graduate School of any subsequent change to your approved title of thesis so that this can be approved by the Dean of Postgraduate Studies.

49. Your thesis must be submitted for examination within the period specified below from the date appointed as the beginning of the period of study:

Doctor of Philosophy

- a) within four years if you are a Full-Time candidature student (Regulation 13a);
- b) within five years, if you are a Combined candidature student (Regulation 13b);
- c) within seven years, if you are a Part-Time candidature student (Regulation 13c).

Doctor of Philosophy (Integrated)

- a) within five years (Regulation 15a)

Unless you were admitted directly into the second year of the Doctor of Philosophy (Integrated) where you will need to submit:

- b) within four years (Regulation 15b)

50. Except with the permission of a Dean of Postgraduate Studies, you may not submit your thesis earlier than the beginning of the last term of your minimum period of candidature.

51. If the Dean of Postgraduate Studies permits you to submit your thesis earlier than the minimum period candidature you will still be required to pay tuition fees for the whole of your minimum period of candidature.

52. If you have an outstanding tuition fee debt upon submission of your thesis, the Graduate School will accept and record your thesis submission, however, the examination of your thesis will be on-hold until receipt of the outstanding tuition fees.

S. Language of Submission

53. The normal expectation is that your thesis must be written in English. In exceptional cases, the Dean of Postgraduate Studies may consider submission in a modern language other than English, subject to you justifying such a concession at the time of your application to your degree. Such a concession will be granted only where you can demonstrate that the language of submission is integral to the research project, for example where the object of study is an aspect of the literary or linguistic culture of the language of submission and/or a significant proportion of the secondary literature on the object of study is written in the language of submission. Where approval is granted, the abstract of the thesis must be written in English and any oral examination must be conducted in English.

T. Examination

54. Details of the required arrangements for the examination are provided in the [Doctor of Philosophy Assessment Regulations \(Section XI\)](#).

Note: The University cannot guarantee the examination of your thesis immediately after its submission. You are advised that several weeks may elapse between the submission of your thesis and the completion of the examination process. The normal period between submission of a thesis and an examination is ten weeks, although circumstances may necessitate a longer time frame. The Graduate School will keep you informed of the progress of the examination, should the examination process extend beyond the normal ten-week period.

XI. Doctor of Philosophy Assessment Regulations

A. Scope

1. These Assessment Regulations apply to all candidates at Newcastle University who, having met the requirements of the University's *General Regulations* and the [Doctor of Philosophy Degree Progress Regulations \(Section X\)](#), are eligible to submit for examination for the degree of Doctor of Philosophy.

These Assessment Regulations apply to a submission either by thesis or by published work (for staff candidates). The basis for the award of the degree of Doctor of Philosophy to staff candidates will be the same as the basis for the award of the degree to student candidates.

These regulations use Academic Unit as an overarching term for School and Institute.

Where reference is made in these regulations to any named University role, such references are to be read as including reference to their nominees.

Notes for Published Work Submissions – for Staff Candidates Only

(i) A submission by published work is only available to you if you are registered as a staff candidate. If you are a member of staff who wishes to be a staff candidate for the degree of Doctor of Philosophy on the basis of the submission of published work, you must have held an appointment in the University for a continuous period of at least three years at the time of submission and the study and research carried out during your period of appointment must have formed a significant contribution to the published work.

(ii) The published work submitted should overall be seen to be broadly comparable to a PhD thesis in the same discipline, so that it is evidently the result of a sustained level of recent research activity normally in a single field of study to which it makes an original contribution.

(iii) The submission will consist of a collection of published material including papers, chapters, monographs or books. The publication of papers will normally have taken place in refereed journals, or other journals held in high standing by academics working in the relevant field. Books, monographs, and chapters in books will normally have been published by established publishing houses or other recognised publishing media. The publications submitted will normally relate to work undertaken during a minimum period of three years and a maximum period of six years.

(iv) Work will only be regarded as published if at the time of submission copies of the work are generally obtainable through normal sources, such as publishing houses, bookshops and academic libraries. Proofs of papers not yet published but accepted for publication are acceptable. However, reports or other documents prepared for organizations such as private companies, government departments or charities or for internal University purposes are not acceptable unless they have been published widely outside the organization for which they were prepared.

B. Appointment of Examiners

2. Your thesis will be examined by Examiners appointed by the Dean of Postgraduate Studies on behalf of Senate.
3. There will ordinarily be one External Examiner and one Internal Examiner appointed for you. If you are a staff candidate, the examination will normally be conducted by two External Examiners, although if you are a junior member of staff, one External Examiner and one Internal Examiner may be appointed, at the discretion of the Dean of Postgraduate Studies.
4. All Examiners will be nominated by the Head of Academic Unit in consultation with your Supervisory Team. You will have an opportunity to see who has been nominated as your Examiners. If you believe there is a conflict of interest it should be drawn to the attention of your Supervisory Team, Head of Academic Unit or Graduate School, as soon as possible. Examiner appointments will only be reviewed if it is clear there may be bias or prejudice by an Examiner.
5. Examiner nominations will be submitted by your Supervisory Team, following your submission of your thesis title for approval. This should normally be three months before your thesis is submitted so that Examiners have been appointed by the time of your thesis submission. (*The [Code of Practice for Research Degree Programmes](#) provides further details in the section, 'Criteria for Appointment of Examiners'*)
6. Where the University is unable to appoint, or chooses not to appoint, an Internal Examiner for you, a second External Examiner will be appointed.
7. In all cases where two External Examiners are appointed, the Dean of Postgraduate Studies will also appoint an independent member of University staff who will chair the oral examination. The Independent Chair will normally be from outside your subject area. The Independent Chair is not an examiner of your thesis but provides guidance on University regulations and procedures to ensure that your oral examination is conducted in accordance with normal University practice. The Independent Chair is required to be present for the duration of the oral examination. (*The [Code of Practice for Research Degree Programmes](#) provides further details in the section, 'Criteria for Appointment of Examiners.'*)
8. A former member of staff of the University will not normally be appointed as an External Examiner until at least five years have elapsed since that person left the employment of the University. A retired member of staff of the University will not normally be appointed as an External Examiner. A retired member of staff of another institution may be appointed as an External Examiner only if he or she is still active in the field of research and study concerned.

Note: The University cannot guarantee the examination of your thesis immediately after its submission. You are advised that several weeks may elapse between the submission of your thesis and the completion of the examination process. The normal period between submission of a thesis and an examination is ten weeks, although circumstances may necessitate a longer time frame. The Graduate School will keep you informed of the progress of your

examination, should the examination process extend beyond the normal ten-week period.

C. Nature of the Examination

9. The examination will consist of a review and assessment of your thesis by the appointed Examiners and of an oral examination on the content of the thesis and subjects related thereto, chaired by the External Examiner, where an Independent Chair has not been appointed.

10. The oral examination will be conducted in accordance with the guidelines in the University's [*Handbook for Examiners of Research Degrees*](#).

The purpose of the oral examination is to enable the Examiners to:

- a) establish that the research has been completed by you;
- b) test your ability to defend your thesis;
- c) establish whether you have a satisfactory knowledge of the wider field surrounding your research topic.

11. In exceptional circumstances the Dean of Postgraduate Studies may, subject to the agreement of the Examiners, exempt you from the oral examination, subject to alternate arrangements being in place to assess the above aspects.

12. In examining your thesis, the Examiners should take into account the assessment criteria detailed in the 'Criteria for the Doctorate' section of the University's [*Handbook for Examiners of Research Degrees*](#).

13. The results of the research and study must be satisfactorily presented in the thesis which should include matter worthy of publication. The thesis itself need not however be submitted in a form suitable for publication.

14. In the case of any work done jointly, or in wider collaborations, or under direction, it is important that the extent of your own contribution is made clear both in any introductory element of the thesis and at relevant points within the thesis.

D. Examiners' Preliminary Reports

15. Your Examiners should independently write a preliminary report indicating their provisional assessment of your thesis and of the issues to be explored in the oral examination. It is expected that, if the criteria for the award of the degree have clearly been met, the preliminary reports will be very brief. However, if your Examiners have serious concerns about whether the criteria have been met, fuller reports will be expected.

Each examiner's preliminary report should be sent to the Graduate School in advance of the oral examination taking place. Examiners should not consult with each other before both independent reports have been submitted to the Graduate School. The reports will be forwarded to the Dean of Postgraduate Studies, but they must not be shown to you or your Supervisory Team in advance of the oral examination. However, Examiners should be aware that

preliminary reports will be made available to you after the oral examination if requested by you under the provisions of the Data Protection Act.

16. Exceptionally, and two weeks or more in advance of a scheduled oral examination, if the External Examiner upon initial independent review of the thesis is unequivocally of the view that the thesis is not worthy of defence without significant re-work by you, they will contact the Graduate School. The Dean of Postgraduate Studies will then determine whether it is appropriate for extraordinary arrangements to be put in place to allow your Examiners to confer before the oral examination. If approved by the Dean of Postgraduate Studies, your Examiners will be asked to prepare a joint report. The decision reached under these arrangements will be limited to Regulation 35b permitting resubmission in 12 months with an oral examination, and the terms of Regulation 39 must apply.

E. Personal Extenuating Circumstances

17. Following submission of your thesis, if you are aware of any circumstances that may prevent you from attending the oral examination, these should be brought to the attention of your Supervisory Team and the Graduate School immediately, to determine if it necessary to delay the oral examination.

18. When preparing for your oral examination, if you believe that you will require reasonable adjustments to your oral examination due to your personal circumstances, you should contact your Supervisory Team and the Graduate School if you require reasonable adjustments to the oral examination due to your personal circumstances. The Graduate School will discuss your requirements with you and where appropriate seek approval for any adjustments from the Dean of Postgraduate Studies and inform your Examiners of these.

19. If you experience unexpected personal circumstances which you believe could impact on your performance at the oral examination, you should contact your Supervisory Team and the Graduate School. The Graduate School will discuss your requirements with you and where appropriate seek approval for any adjustments from the Dean of Postgraduate Studies and inform your Examiners of these.

20. Irrespective of your personal circumstances, your Examiners will be expected to assess you against the doctoral assessment criteria.

21. By attending an oral examination, you are declaring that you are fit to attend the examination and, as such, it is unlikely that you would be able to submit a later claim that your performance was affected by personal circumstances.

F. Public Presentation

22. In association with the examining process, you may be encouraged to give a presentation of the work embodied in your thesis in the form of a public lecture or seminar. Such a presentation will not, however, form part of the formal examination and will not contribute to the Examiners' decision on your performance.

G. Role of your Supervisory Team during the Examination

23. A member of your Supervisory Team will not be appointed as an Internal Examiner.

24. The Supervisory Team will co-ordinate the arrangements for the oral examination and inform the Graduate School of the date, in advance of the oral examination taking place.

25. There should normally be no discussion about the oral examination, between the Supervisory Team and your Examiners in advance of the oral examination.

26. Under no circumstances should your Supervisory Team send the electronic copy of your thesis direct to the Examiners. All formal submissions (first submission and any further submission as determined by the examination outcome) should be sent to the Graduate School, which will send the submission to the Examiners.

27. A member of your Supervisory Team may, at your request, be present at (but will make no contribution to) the oral examination. They should in all cases be available to be consulted by the Examiners during the oral examination. The Supervisory Team will have the right to confer with the Examiners following the oral examination, and to be given an oral report on its outcome.

H. Your Role during the Examination

28. Under no circumstances should the arrangements for the oral examination be delegated to you.

29. There should normally be no discussion about the oral examination, or direct contact between you and your Examiners in advance of the oral examination.

30. Following the oral examination there should continue to be no direct contact between you and your Examiners throughout the rest of the examination process. If you require clarification on points raised by the Examiners, this clarification should be sought via your Supervisory Team.

31. Under no circumstances should you send the electronic copy of your thesis direct to your Examiners. All formal submissions (first submission and any further submissions determined by the examination outcome) should be sent to the Graduate School, which will send the submission to the Examiners.

J. Examiners' Final Reports

32. Having considered all the evidence presented to them, your Examiners will submit a Joint Report form on your examination. The report will include a written statement concerning your performance and the manner in which your work submitted has contributed to the advancement of knowledge and understanding, together with a recommendation as to the outcome of your examination. The report should also address directly any concerns raised in the preliminary reports and make clear the areas required for amendment, if your Examiners are requiring corrections/revisions or a resubmission (See Regulation 46).

33. The Joint Report form must be sent to the Graduate School, which will forward the report to the Dean of Postgraduate Studies for consideration and confirmation that due process has been followed. Exceptionally, the Dean of Postgraduate Studies may require further information from the Examiners to justify their recommendation. After consideration and approval of the Joint Report and recommendation by the Dean of Postgraduate Studies, the Graduate School will send a copy to you, your Supervisory Team and your Head of Academic Unit (unless there is disagreement between the Examiners, see *Section M Disagreement between the Examiners* below).

34. Where two External Examiners have examined the thesis and it is agreed that revisions are required (in the recommendations 35a.ii or 35c.ii) they should agree between them which examiner will receive the revised thesis and ensure that the required revisions have been made.

Note: that Preliminary Reports and a Joint Report should be completed for all examinations requiring the input of both Examiners. This applies to both first submission and resubmission.

K. Recommendations Open to the Examiners

35. Following your first submission and examination, the Examiners may only make the following recommendations:

- a)
 - i. that you be admitted immediately to the degree of Doctor of Philosophy; *or*
 - ii. that you be admitted to the degree of Doctor of Philosophy subject to minor corrections or revisions, (e.g., of detail or presentation but not involving changes to the substance of the text) made to the satisfaction of the Internal Examiner, within a period of up to six months of receiving formal notification of the corrections to be made; *or*
- b) that you have not satisfied the Examiners in the oral examination and/or thesis/doctoral statement and that you are permitted to revise and resubmit your thesis/doctoral statement within 12 months for re-examination by both Examiners and be re-examined orally if the examiners require by indication in their joint report.
- c)
 - i. that you have reached the standard required for the appropriate Master's Degree and should immediately be awarded that degree instead; *or*
 - ii. that you have reached the standard required for the appropriate Master's Degree and should be awarded that degree instead subject to minor corrections or minor revisions of the thesis/doctoral statement made *to the satisfaction of the Internal Examiner*, within a period of six months of receiving formal notification of the corrections to be made; *or*
- d) that you be permitted to revise and re-submit your thesis/submission for the appropriate Master's Degree within twelve months for re-examination by both Examiners and be re-examined orally if the Examiners so require by indication in their written report; *or*

e) that no degree be awarded and that you be adjudged to have failed.

Minor Revisions or Corrections

36. Recommendations 35a or 35c may be made subject to a requirement that you make minor corrections or revisions to your thesis before the deposit of an electronic copy of the thesis in the University Library in accordance with the [Rules for the Form of Theses and Submission of Work for Higher Degrees \(Section XIV\)](#).

37. Where minor corrections or revisions are required, you will be advised by the Graduate School that these must be made within six months of receiving formal notification of the corrections. It will be the responsibility of the Internal Examiner (or nominated External Examiner) to certify that the necessary corrections have been made before a pass list can be issued.

38. The expectation is your thesis will not require referral back to the External Examiner and that you will not be expected to undergo a further oral examination. However, if the Internal Examiner (or nominated External Examiner) feels that any recommendation other than recommendations 35a.i, (following an initial 35a recommendation), 35c.i or 35c.ii (following an initial 35c recommendation) is appropriate following reconsideration of the thesis after the minor revisions have been made, the thesis will also be referred to the External Examiner.

Resubmission for Re-Examination by Internal and External Examiners

39. If you are subject to recommendations 35b or 35d above, the revisions expected will be more substantial than in the case of recommendations 35a or 35c. However, these recommendations will be made only where your Examiners are of the view that the thesis is basically acceptable for the degree concerned and/or that it is reasonable to expect you to be able to attempt to revise and resubmit the thesis successfully in the normal time available and without conducting significant further basic research.

40. At resubmission, you must provide a written report indicating the changes you have made to your thesis in response to the requirements of the Examiners.

41. If the extraordinary arrangements under Regulation 16 have been applied, the Examiners will be required to conduct an oral examination upon resubmission.

Extension to Deadlines

42. In exceptional cases, an extension of time for making the required corrections/revisions or resubmission may be granted by the Dean of Postgraduate Studies, subject to you providing a strong justification and evidence, supported by your Supervisory Team. Requests to extend your deadline must be submitted, in advance of your current corrections or resubmission deadline.

Recommendations after Resubmission for Re-examination by Internal and External Examiners with or without an Oral Examination

43. Your Examiners will indicate in their original joint report if they require an oral examination upon resubmission of your thesis. Where your oral performance on your initial examination was satisfactory and the Examiners are

agreed, after considering the resubmitted thesis, that a further oral examination is not required, they may submit their recommendations without re-examining you orally.

44. However, Examiners may require a further oral examination on consideration of your revised thesis, even if this had not originally been required as part of your resubmission.

45. Where you are permitted to revise and resubmit your thesis in accordance with Regulations 35b or 35d, the only options open to the Examiners when re-examining the thesis will be one of the following, as appropriate;

- a) i. that you be admitted immediately to the degree of Doctor of Philosophy; *or*
 - ii. that you be admitted to the degree of Doctor of Philosophy subject to minor corrections or minor revisions, (e.g., of detail or presentation but not involving major changes to the substance of the text/doctoral statement) made to the satisfaction of the Internal Examiner, normally within a period of six months of receiving formal notification of the corrections to be made; *or*
- b) i. that you have reached the standard required for the appropriate Master's Degree and should immediately be awarded that degree instead; *or*
 - ii. that you have reached the standard required for the appropriate Master's Degree and should be awarded that degree instead subject to minor corrections of the text/doctoral statement made *to the satisfaction of the Internal Examiner*, normally within a period of one month of receiving formal notification of the corrections to be made; *or*
- c) that no degree be awarded and that the candidate be adjudged to have failed.

Provision of Information about Corrections/Revisions

46. In all cases where you are required to make corrections/revisions to your thesis or resubmit your thesis, it will be the responsibility of your Examiners to provide full details of the corrections, revisions or additional publishable material (for published work submission) required of the thesis, but not extending to proof-reading or editing of the thesis. The Examiners should provide a detailed written statement of the nature of the changes they wish to be made to the thesis, along with their completed Joint Report form. These should be sent to the Graduate School which will formally forward these documents on to you and your Supervisory Team. When forwarding the final report to you, the Graduate School will make it clear that resubmission in itself will not guarantee the award of a qualification.

L. Communication of the Result

47. The Dean of Postgraduate Studies acts as the Chair of the Board of Examiners. Examiner recommendations are considered by the Dean of Postgraduate Studies who will then confirm or otherwise these

recommendations, following receipt of examiner reports by the Graduate School. The results of the examination or re-examination will then be communicated formally to you by the Graduate School.

In any case where an Examiner chooses to provide you with an informal indication of their recommendation, the examiner concerned must stress that their recommendation is subject to ratification by the Dean of Postgraduate Studies. Only the Graduate School, on behalf of the Academic Registrar, is empowered to issue an official result and provide you with this.

M. Disagreement between the Examiners

48. If there is a disagreement between the Examiners or doubt about their intentions, they will be consulted by the Dean of Postgraduate Studies or Graduate School, with a view to resolving the matter. Where there is irreconcilable disagreement between the Examiners an additional External Examiner will be appointed.

49. The additional External Examiner will be asked to read your thesis and to conduct an oral examination. The additional External Examiner will be told that the previous Examiners had failed to reach agreement but will not have sight of their reports. On the occasion of the second oral examination the Supervisory Team (and where appropriate the Internal Examiner) will be available to be consulted by the additional External Examiner. The Dean of Postgraduate Studies will appoint an Independent Chair, who will report on the conduct of the oral examination.

50. The Supervisory Team will co-ordinate the arrangements for the oral examination. After the conclusion of the oral examination, the additional External Examiner will make a recommendation which will be final. They will submit a final report which will, subject to the approval of the Dean of Postgraduate Studies, be forwarded to you and the Supervisory Team in the normal way. In the event that changes to the thesis are required it will be the additional external examiner who will examine the thesis.

51. Where a disagreement between Examiners is identified at the examination of a resubmission, the additional External Examiner will be asked to read your thesis and to consider the work submitted against the Examiners joint report from the first submission. If an oral examination is required for the resubmission the Dean of Postgraduate Studies will appoint an Independent Chair, who will report on the conduct of the viva. After the conclusion of the oral examination, the additional External Examiner will make a recommendation which will be final. They will submit a final report which will, subject to the approval of the Dean of Postgraduate Studies, be forwarded to you and your Supervisory Team in the normal way. In the event that minor textual corrections are required, they will need to be made to the satisfaction of the additional External Examiner.

52. If you are subject to the procedure set out in Regulations 49 - 52 you will be informed that the Examiners originally appointed have disagreed and that an additional External Examiner will be appointed. You will not be informed as to the nature of the disagreement between the original Examiners and will not be given a copy of their reports. If, however, you subsequently appeal against the final decision in respect of the award of the degree, the report of the original

Examiners will form part of the formal record of appeal. You will be informed that a second oral examination will be required. After the second oral examination, and once a final decision as to the award of the degree has been made in accordance with Regulations 35 and 45, the final report of the additional Examiner will be made available to you and your Supervisory Team.

N. Provision for an Oral Examination to be Conducted Outside the University

53. It is expected that all oral examinations will normally take place with both you and your Examiners present at an approved University campus.

54. A video link oral examination may be arranged where either you and/or your Examiners is not able to be present at the University. In order for an oral examination to be conducted in this way the guidelines outlined in the University's [Handbook for Examiners of Research Degrees](#) must be followed to guarantee the integrity of the examination.

55. Your Supervisory Team will normally discuss the oral examination arrangements with you at the point at which your Examiners are nominated. In all cases where the oral examination is conducted via video link or at a location other than an approved University campus, your consent must be obtained. If you choose not to participate in a video link oral examination you should advise your Graduate School and the examination process will be placed on hold, until a present in person oral examination is possible.

56. An oral examination may be arranged at a location other than an approved University campus, subject to the approval of the Dean of Postgraduate Studies.

57. A member of your Supervisory Team is not normally expected to attend the oral examination (via video link or at a location other than an approved University campus) unless at your specific request, but is expected to be contactable by the Examiners if required.

P. Posthumous Awards

58. A posthumous degree can be awarded where a deceased student's body of work is sufficient to meet the criteria for the award. To initiate a request for a posthumous award, the Supervisory Team should provide a statement to the Dean of Postgraduate Studies outlining why the student should be considered for the posthumous degree. Requests should be endorsed by the Head of Academic Unit in which the student was registered and should normally have the support of the student's family. The [Policy on Posthumous Awards for Postgraduate Research Students](#) provides additional detail.

XII. Specific Progress Regulations for Doctor of Philosophy (Integrated)

These regulations should be read in conjunction with the:

- [Doctor of Philosophy Progress Regulations](#)
- Any [programme specific regulations](#), which have been approved by the University Education Committee (UEC).
- Code of Practice for Research Degree Programmes approved by Senate, which is reviewed annually and made available each academic year and included in the [Handbook for Research Students and Supervisors](#)

These regulations use Academic Unit, as an overarching term for School and Institute.

Where reference is made in these regulations to any named University role, such references are to be read as including reference to their nominees.

A. Introduction

1. Applicants for the degree of Doctor of Philosophy (Integrated) are required to demonstrate:
 - a) a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
 - b) the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline and merit publication;
 - c) the ability to conduct original investigations, to explore, evaluate and test their ideas, and those of others, and to relate them to a wider body of knowledge;
 - d) the general ability to conceptualise, design, implement and adjust a project for the generation of new knowledge, applications, or understanding at the forefront of the discipline. Where appropriate, also to demonstrate the ability to formulate and test hypotheses and to generate alternative explanations for the data available;
 - e) a detailed understanding of applicable techniques for research and advanced academic enquiry;
 - f) a range of advanced professional and key skills related to their likely employment context including the ability to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences.
2. The University [Handbook for Examiners of Research Degrees](#) provides further details in the section, 'Criteria for the Doctorate'.

3. Applicants, who are approved for admission as Doctor of Philosophy (Integrated) students, will be required to pay the fees for the degree as set out in the annual [Fees Schedule](#).

B. Period of Study and Registration Requirements

4. You may be approved by your Postgraduate Admissions Selectors in one of the following candidature categories:

- a) A student whose minimum period of candidature will normally be not less than four years of full-time study.
- b) A student who has already obtained a relevant masters or equivalent qualification can be considered during the admission process to be registered into year 2 of the programme. This means that a student will normally have a minimum period of candidature of not less than three years of full-time study.

5. If you wish to transfer from one of the categories of candidature specified in Regulation 4 to another such category, you may only do so with the approval of the appropriate Dean of Postgraduate Studies and subject to the recommendation of your Supervisory Team and Head of Academic Unit.

6. In all cases of candidature approved under Regulation 4, you will be required to register continuously from commencement of your candidature until completion. During your registration you must abide by the requirements of the University's *General Regulations*. Your period of study will be reckoned from the date of first registration for the degree of Doctor of Philosophy (Integrated).

C. Attendance and Progress

7. With respect to the taught elements of the degree, you will attend and complete the requirements of, and satisfy the examiners in, the prescribed assessments for the taught elements of the programme as set out in the relevant programme regulations for the degree of Doctor of Philosophy (Integrated), including the generic and specific skills training elements.

8. Your progress will be reviewed no later than at the end of the first 12 months by the relevant Board of Examiners and Head of Academic Unit in order for a decision to be made as to whether or not you have demonstrated the potential to succeed on the full programme. Such a review will be carried out in accordance with procedures agreed for each programme.

9. If your progress is deemed to be unsatisfactory at any stage, the Board of Examiners or Annual Progress Review panel may recommend one or more of the following:

- a) where the relevant programme regulations for the degree of Doctor of Philosophy (Integrated) allow re-examination in the taught elements of the programme, you will be re-examined in the failed modules in accordance with the programme regulations for the degree of Doctor of Philosophy (Integrated);
- b) you will be required to produce additional work and/or to undergo further review after an additional period of study and research;

- c) you will be considered for the award of a Master's degree in accordance with Regulation 11;
 - d) you will not be permitted to continue on the Doctor of Philosophy (Integrated) programme following the board of examiners review in the first year of study, but be permitted to continue to work towards a Master's degree or be considered for an exit award, where named in the programme specific regulations;
 - e) Your candidature will be terminated and you will be eligible for any appropriate exit award as named in the programme specific regulations).
10. With respect to the research elements of the degree, that is, in the second and subsequent years of registration, you will comply with the progression requirements as outlined in the [Doctor of Philosophy Progress Regulations; Section J Attendance and Progress](#).

D. Award of a Master's Degree

11. You may be considered for the award of a Master's degree if:
- a) you have not demonstrated the potential to succeed on the full Doctor of Philosophy (Integrated) programme;
 - b) you have chosen not to continue on the full Doctor of Philosophy (Integrated) programme at the end of 12 months; or
 - c) your progress is deemed unsatisfactory at subsequent stages.

In order to qualify for the award of a Master's degree, you must have demonstrated achievement of all the learning outcomes of your degree, which may include the submission of a dissertation. The appropriate Master's degree will be named in the programme specific regulations for the degree of Doctor of Philosophy (Integrated).

12. A Master's degree may be awarded with Merit or Distinction subject to, and in accordance with, the regulations for the relevant Master's degree.

E. Assessment of the Taught Elements

- 13 The modes of assessment, pass marks and rules relating to reassessment for the taught elements of the degree will be as set out in the specific [programme regulations](#) for the degree of Doctor of Philosophy (Integrated).

**XIII. Regulations for the Degrees of Doctor of Letters;
Doctor of Engineering; Doctor of Laws;
Doctor of Science in Medicine *or* in Science *or* in
Engineering *or* in Agriculture and Biological Sciences**

1. Candidates for these degrees must *either*:
 - a) hold a degree of this University (or a degree of the University of Durham, provided that they matriculated in the Newcastle Division of that University before 1 August 1963); *or*
 - b) be full-time members of the academic staff who have held teaching and/or research appointments in the University on a continuous full-time basis for at least seven years.

2. The degrees are awarded for work which is of high distinction and constitutes a substantial and original contribution to knowledge or scholarship in the candidate's subject. The contributions to knowledge or scholarship must either already be published or accepted for publication.

Note: for the purposes of these regulations, 'published' shall mean published in a periodical, book or report which has been available for criticism by relevant experts. Teaching text books and popular books or articles should not be submitted unless they show considerable originality of material or approach. Translations or patents are not acceptable.

3. Those intending to submit work as a candidate for any of these degrees should consult the following for advice about the form, arrangement and listing of works to be submitted: Section 'XIV Rules for the Submission of Work for Higher Degrees' and ['Rules of Procedure'](#).

4. The University reserves the right to retain the material submitted by candidates for any of these degrees.

5. Work submitted for any of these degrees shall be examined by two examiners who are not members of the staff of the University.

6. Candidates for these degrees are required to pay a fee at submission of their work for examination. There is no further fee at the time of conferment of the degree.

XIV. Rules for the Form of Theses and Submission of Work for Higher Degrees

1. These rules apply to all material, whether in the form of a thesis, or of published or unpublished work, submitted for Research degrees, including: DSc, DLitt, DEng, PhD, PhD (Integrated), MD, DDS, LLD, DBA, EdD, DEdPsy, DAppEdPsy, EngD, MPhil, LLM.

2. Where a thesis is required by the regulations for the degree you must submit the thesis in the form described below and must include, as a preface, an abstract of the work, not exceeding 300 words, in a form suitable for publication.

Form of Theses

3. When titles of theses quote generic and specific names of living or fossil organisms, these names should obey the appropriate rules of nomenclature, and the higher systematic position of the organisms should be given. When necessary, a shortened version of the title should be printed on the first page/cover of the electronic thesis and the full title should appear on the first appropriate page.

4. Diagrams, maps and similar documents may be submitted in a portfolio of any size and must bear equally the particulars mentioned in (3) above.

5. The normal length of a thesis has been determined as follows. Candidates must note any requirements or guidance issued by their Faculty Postgraduate Research Committee or specific programme regulations.

- a) For the Faculty of Humanities and Social Sciences the doctoral thesis should not exceed 100,000 words (inclusive of notes, but excluding bibliography and appendices);
- b) For the Faculty of Medical Sciences and the Faculty of Science, Agriculture and Engineering the doctoral thesis should not exceed 80,000 words (inclusive of notes, but excluding bibliography and appendices);
- c) For PhD (Integrated) programmes in the Faculty of Humanities and Social Sciences the thesis should not exceed 80,000 words (inclusive of notes, but excluding bibliography and appendices);
- d) For PhD (Integrated) programmes in the Faculty of Science, Agriculture and Engineering the thesis should not exceed 50,000 words (inclusive of notes, but excluding bibliography and appendices);
- e) For the Faculty of Humanities and Social Sciences the Master of Philosophy thesis should not exceed 50,000 words (inclusive of notes, but excluding bibliography and appendices);
- f) For the Faculty of Medical Sciences and the Faculty of Science, Agriculture and Engineering the Master of Philosophy thesis should not exceed 40,000 words (inclusive of notes but excluding bibliography and appendices).

- g) There are different word limits for the following Practice-Based research degrees in Arts and Humanities and these are detailed in the [Handbook for Examiners of Research Degrees](#):
- Fine Art and Digital Cultures PhD
 - Music PhD
 - Film Practice PhD
 - Theatre/Performance PhD
 - Creative Writing PhD
 - Architecture, Planning and Landscape MPhil and PhD
 - Creative Practice PhD in Museum, Gallery and Heritage Studies
 - Creative Practice in Public History PhD

6. If your thesis exceeds the maximum word-limit, you should apply for a concession from the relevant Dean of Postgraduate Studies before submission.

Submission of Work

7. You must submit an electronic copy of your thesis for examination to the Graduate School and this will become the property of the University.

8. The electronic copy of your thesis will normally be sent to your Examiners, unless it has been previously agreed to provide a soft-bound copy at the appointment of your Examiners.

9. You must submit a research degree Examination Entry Form or statement, along with the electronic copy of your thesis, which contains, where appropriate:

- a) a declaration that the thesis is your own work and has correctly acknowledged any work of others, in accordance with University and Academic Unit guidance on good academic conduct, and that no part of the material offered has been previously submitted for a degree of other qualification in this or any other University;
- b) a statement showing where joint work is included and what part of it is your independent contribution;
- c) a statement from your Academic Supervisor certifying that you have satisfactorily completed and complied with the required terms of your research degree programme.

On receipt of the Examination Entry Form, the Graduate School will certify that you have fulfilled all financial obligations to the University.

10. If you are recommended for an award, you must submit the following to the Graduate School before the degree is awarded:

- a) An electronic copy of the thesis, which must bear your name, the title of the thesis, the name of the degree for which the thesis is submitted and the date of successful examination.

The electronic copy of your thesis should be in a format that adheres to the guidance in the 'Guidelines for the Submission and Format of Theses'. Thereafter the thesis is subject to the University Library's regulations and rules.

- b) Where work other than a thesis is required, one copy will be submitted, unless directed by the Graduate School to submit a second copy.
- c) A completed [Library Deposit Licence for Print and Electronic Theses](#).

Bibliographic details of all theses are sent to the British Library, and electronic copies will be added to the national EThOS database.

- 11. The copyright in all material submitted for a higher degree remains with you.
- 12. All theses have a standard period of restriction for consultation of 6 months, following which the electronic version will be made available. If a longer restriction is required, you should contact the Graduate School to request extended restriction when you submit the final version of your thesis. Requests must comply with the criteria set out in the Freedom of Information Act 2000.

Published Work Submissions – for Staff Candidates Only

13. If you are a staff candidate who is submitting for a Doctor of Philosophy by Published Work, you should submit the published works in the approved form in accordance with the rules outlined above. In addition, you will submit:

- a) a list of the published works submitted;
- b) an accompanying Doctoral Statement concerning the work submitted and setting out the proposed basis for the award of the degree and placing the work in its wider context;
- c) the relevant submission form or forms.

14. In the case of jointly authored publications included in your published work submission, you will submit a form for each publication indicating the percentage share of the work attributable to you. You will be required to obtain, before submission of each form, signatures from each co-author and collaborator certifying your share of the work concerned.

15. Publications selected for submission by you should demonstrate progressive development or coherence in research activity.

16. The amount of research activity should be equivalent to that expected from a three-year full-time PhD.

17. All items must have been produced within a minimum of three years and a maximum of six years.

18. The number and scope of the works required for a Doctor of Philosophy by Published Work submission, and the nature and length of the accompanying Doctoral Statement are detailed below (as determined in each Faculty and approved by the University Education Committee). The number of publications should be increased pro-rata if jointly authored publications are submitted.

19. You should not include multiple versions of the same paper in your submission

20. *Humanities and Social Sciences*

- a) The submission should normally comprise of at least five articles in refereed journals or the equivalent in books, monographs, works of art,

performances and chapters in books or any combination of these types of publication. Papers must have been published either in established, refereed journals, in chapters in edited books or, when appropriate, may be in a professional journal held in high standing by academics and senior practitioners working in the field. The significance of artworks and performances must be demonstrated by the standing of the exhibition venue, the nature of commissioning process or the level of critical appraisal of the work.

- b) The Doctoral Statement should normally be of about 5000 words in length but can be longer (up to a maximum of 10,000 words) where the publications submitted do not address all key aspects of the research conducted.
- c) The Doctoral Statement should set out the proposed basis for the award of the degree, placing the work in its wider context, particularly drawing out linkages between the different pieces of work. It should demonstrate the required development or coherence in the work across the period covered by the publications and should incorporate a critical appraisal and discussion of the corpus.

21. ***Medical Sciences***

- a) The submission should normally comprise of at least four original articles in peer reviewed journals and must be based on work in which the candidate has had a major contribution.
- b) The submission should include an introductory section which reviews the relevant literature in the field of research, and which puts the original observations into a broader scientific context. This should normally be at least 10,000 words in length and include a critical appraisal of what has been achieved.

22. ***Science, Agriculture and Engineering***

- a) The submission should normally comprise of at least four original articles in peer reviewed journals and should represent a significant contribution to knowledge in the candidate's field.
- b) The accompanying Doctoral Statement should normally be a minimum of 10,000 words. It should summarise the relevant literature, set the work carried out in its wider context, include a critical appraisal of what has been achieved and provide ideas for future work.