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# Ordinance X.

# Research Degrees

Within the following Ordinance and its associated Regulations the following phrases have the significance stated:

* 'relevant committee' means the committee empowered for the purpose concerned by the Senate i.e. normally the Graduate Board
* 'designated authority' means the member of staff authorised to act in accordance with the relevant Ordinances, Regulations, Rules, Procedures and Codes of Practice of the University for the purpose concerned by the Senate or the relevant committee i.e. the appropriate Head of Faculty/School/Affiliated Institution/Recognised Institution or other designated member of staff.

1. The research degrees shall be:

Doctorates

Doctor of Medicine (MD)

Doctor of Philosophy (PhD)

Professional Doctorates:

Doctor of Clinical Education (DClinEd)

Doctor of Education (EdD)

Doctor of Clinical Psychology (DClinPsychol)

Doctor of Paediatric Dentistry (DPaedDent)

The Integrated Degrees of Doctor of Philosophy and Master (MA,PhD; LLM,PhD or MSc,PhD)

Masterships

Master of Philosophy (MPhil)

Masters Degrees by Research:

Master of Arts (MA (by research))

Master of Education (MEd (by research))

Master of Science (MSc (by research))

Master of Science (Engineering) (MSc (Eng) (by research))

**General**

2. A research degree may be conferred on payment of the proper fee, upon candidates who have:

(a) fulfilled the requirements of the Ordinance and the relevant regulations as to study, training, research under supervision or advice approved by the relevant committee, and examinations, *and*

(b) presented a thesis or approved alternative form of submission satisfactory to the relevant Committee, *and*

(c) where the approved work for the degree includes a substantial element of advanced study, satisfied the examiners in the written examination thereon.

3. Before commencing their studies and research at the University or at a College, Institution or teaching establishment affiliated to or recognised by the University (under the provisions of Ordinance XIX Articles 8 or 9), or at another institution approved as a partner to offer joint degrees or dual/multiple awards with the University, all candidates for a research degree of the University shall be required to satisfy the requirements for entry upon a research degree. Such requirements, which will include acceptable levels of literacy and numeracy, will be prescribed from time to time for the programme of research and study for which the prospective candidate is seeking admission by the relevant committee, in accordance with the provisions of the Regulations governing Research Degrees.

4. Unless otherwise stated in the relevant prescribed programme of study, normally candidates wishing to proceed to a research degree will, in the first instance, either be required to apply for acceptance as provisional candidates for the degree concerned or be asked to register as postgraduate research students [for the purposes of this Ordinance the term 'postgraduate research students' excludes those candidates accepted and registered for any postgraduate degree or diploma governed by any other Ordinance]. All such provisionally registered students may, with the approval of the relevant committee, subsequently be accepted as candidates for the degree concerned on their completion to the satisfaction of the designated authority concerned of a period of study not normally in excess of the period stated in the relevant prescribed programme of study.

The relevant committee may waive or modify this requirement in the case of

(a) persons already holding a higher degree of an approved university or institution awarded on completion of a course of advanced study or research which provides evidence of aptitude for research at doctoral level, or

(b) persons whose academic qualifications reach the required standard and who have, in addition, industrial, clinical or other experience of special relevance to their proposed subject of research and who are recommended by the designated authority concerned on these grounds, or

(c) persons undertaking degrees involving substantial elements of study, research training and research.

5. Except as hereinafter provided,

(a) all full-time candidates for a research degree of the University are required to pursue approved full-time study, training and research in residence in the University under such supervision and direction as may be prescribed, for a period which shall be determined in each case by the relevant committee but which, unless otherwise specified in the prescribed programme of study concerned, shall normally be as specified in (c) below from the date of initial registration as a research degree candidate;

(b) candidates may be permitted to undertake study on a part-time basis provided that the relevant committee is satisfied with the frequency of their attendance for supervision and the facilities available for their research. Candidates so accepted are required to pursue approved study, training and research under such arrangements for their study, research, supervision and direction as may be prescribed, for a period which shall be determined in each case by the relevant committee but which unless otherwise specified in the prescribed programme of study concerned, shall normally be as specified in (c) below from the date of initial registration as a research degree candidate;

(c)

|  |  |  |
| --- | --- | --- |
|  | Normal Minimum Period of Full-Time Study in calendar years unless otherwise prescribed | Normal Minimum Period of Part-Time Study in calendar years unless otherwise prescribed |
| **Doctorates** |  |  |
| MD | 2 | 3 |
| Doctor of Philosophy | 3 | 5 |
| Professional Doctorate |  |  |
| DClinEd | not applicable | 5 |
| EdD | 3 | 5 |
| DClinPsychol | 3 | not applicable |
| DPaedDent | 3 | 5 |
| *Integrated PhD and Master* | 4 | not applicable |
| **Masterships** |  |  |
| Master of Philosophy | 2 | 4 |
| Masters Degrees by Research |  |  |
| MA, MEd, MSc or MSc (Eng) | 1 | 2 |

(d) where candidates have been permitted to transfer between the full-time and part-time modes of study, or have been granted permission by the relevant committee to intercalate periods of leave of absence on academic or health grounds, the minimum periods of study for their programme will be determined normally in proportion to the minimum period of study applicable to the relevant mode of each calendar year they are required to complete.

6. In special circumstances, persons working in approved academic institutions or in approved scientific, clinical or industrial locations may be eligible for acceptance as full-time students for a research degree other than one of the Masters Degrees by Research under the relevant articles of this Ordinance provided that they are able to devote their whole time to research for the degree concerned and that they spend one calendar year or such periods as the relevant committee may prescribe in residence at the University.

7. In appropriate circumstances candidates for a research degree other than one of the Masters Degrees by Research who are full-time students may undertake a limited amount of research away from the University, either on approved fieldwork or in approved academic institutions or scientific, clinical or industrial locations, whilst remaining under the direction of the University. Permission to spend up to a total of twelve months studying outside the University during the period of study determined under article 5a above will be at the discretion of the designated authority concerned; periods in excess of this must be approved by the relevant committee unless specified in the prescribed programme of study.

8. When the progress and quality of the candidate's research justify it the relevant committee is empowered to reduce the required minimum period of study for certain research degrees provided that no candidate shall present for examination for the degree concerned before the completion of the period of study stated in the relevant prescribed programme of study.

9. Except with the special permission of the relevant committee every candidate for a research degree shall be required to have completed all study and examination requirements, including any re-examinations within the period stated in the relevant prescribed programme of study.

10. Research degree candidates who have passed the examinations prescribed for the award of a taught postgraduate award under Ordinance XI Taught Postgraduate Awards, may, in conformity with the provisions laid down and the arrangements approved for the programme concerned by the relevant committees, be permitted to transfer to candidature for that award.

**The Professional Doctorates**

11. Professional Doctoral Degrees shall be awarded upon satisfactory completion of a prescribed programme of advanced study, training, supervised practice and research which may include applied research and/or professional or clinical practice. Such programmes will lead to the award of either:

(a) The Degree of Doctor of Clinical Education, *or*

(b) The Degree of Doctor of Education, *or*

(c) The Degree of Doctor of Clinical Psychology, *or*

(d) The Degree of Doctor of Paediatric Dentistry.

**Integrated Degrees of Doctor of Philosophy and Master**

12. The integrated degrees of Doctor of Philosophy and the relevant degree of Master shall be awarded upon satisfactory completion of a prescribed programme of advanced study, training, supervised practice and research.

**The degree of Master of Philosophy**

13. A candidate for the degree of Doctor of Philosophy who has not been successful in his/her submission for that degree may:

(a) where recommended by the examiners, and where the criteria for the award of the degree of Master of Philosophy have been satisfied, be awarded the degree of Master of Philosophy, subject to the correction of any minor errors and to the rebinding of the thesis in the appropriate format;

(b) with the approval of the relevant committee, and on the recommendation of the designated authority, present his/her doctoral thesis in revised form for examination for the award of the degree of Master of Philosophy. Such candidates will not be required to pay fees other than an examination fee.

# Regulations for Ordinance X

**General**

1. Admission Requirements

In order to qualify for admission to a programme of study, training and research leading to a research degree, all applicants must demonstrate that they have the qualifications and/or experience which are acceptable to the relevant committee as an appropriate preparation for the particular study envisaged through meeting the normal minimum entry requirements for admission to candidature for the research degree concerned which require candidates to:

(a) be graduates of the University of Leeds or of any approved university or institution with normally at least a first or upper second class Honours degree of Bachelor in an appropriate discipline, ***or***

(b) hold qualifications approved for this purpose by the relevant committee, provided that the course of study in the subject for which the qualification has been awarded has extended over not less than three years of full-time study or equivalent part-time study and is acceptable to the Senate as being an adequate preparation for the research proposed, ***or***

(c) hold such other qualifications and/or experience as may be deemed by the relevant committee to be acceptable as equivalent to or in lieu of a degree. Unless otherwise stated in the prescribed programme of study and research such candidates will normally be required to satisfy the relevant committee that their educational attainments and experience qualify them to undertake an approved course of supervised research and research training at the appropriate level normally through reaching a satisfactory standard in a special preliminary examination, ***and***

(d) meet any requirements for admission to an individual programme of study stipulated in the relevant prescribed programme of study and by any relevant professional statutory or accreditation body, ***and***

(e) Applicants whose first language is not English must, before they can be admitted to the University, provide evidence that they have attained normally at least a band score of 6.0 (with not less than 5.5 in any component) in the British Council IELTS or equivalent qualifications, which have been approved by the University. In addition some Faculties may require English language qualifications above this stipulated minimum. Candidates who wish to pursue a research degree candidature under (a) split-site arrangements are normally required to provide evidence that they have attained a band score of 6.5 in IELTS with no component below 6.0 or (b) distance learning arrangements are normally required to provide evidence that they have attained a band score of 7.0 in IELTS with no component below 6.5.

2. Applicants who wish to proceed to the degree in a subject not studied as a substantial part of their first degree or equivalent level work may be required, before acceptance as candidates, to reach a satisfactory standard in a preliminary examination on that subject.

3. Applicants under the provisions of paragraphs (b) and (c) of regulation 1 above may be required to present to the relevant committee evidence of a satisfactory general education or, in the absence of such evidence, may be required to pass an examination to be prescribed in each case by that committee before his/her acceptance.

4. Before entering on the programme of advanced study and research for a research degree, a candidate must:

(a) unless other arrangements are laid down in the prescribed programme of study, submit to the relevant committee for its approval his/her proposed programme of advanced study and research, *and*

(b) register as a student of the University and pay the prescribed fee for tuition, *and thereafter*

(c) undertake the approved programme of advanced study and research, as prescribed by the relevant committee, under the supervision of a member of staff of the Faculty/resource centre/affiliated or recognised institution concerned, *and*

(d) give evidence of satisfactory progress by such means as the designated authority may prescribe.

5. Candidates for research degrees will not normally be permitted to register concurrently for another programme of study at this or another Higher Education Institution except when a student is on a joint programme run by more than one institution.

6. Full-time candidates must devote their whole time during the course to their advanced study and research in the University but, in exceptional circumstances, the relevant committee may allow the candidate to undertake a limited amount of other work which, in its judgement, would not interfere with the course of study. Members of staff holding contracts for full-time employment at the University will be required to register as candidates for a research degree on a part-time basis.

7. Candidates who have completed their required period of study for the degree, but who have not yet completed the requirements for the award of the degree, are required whilst their candidatures continue to:

(a) register as students of the University, *and*

(b) pay the specified overtime fee.

Such candidates may be permitted, at the discretion of the designated authority concerned, to pay the specially reduced overtime fee.

8. No research degree candidate will normally be granted periods of extension and suspension equivalent to more than two calendar years for a full-time candidate or three calendar years for a part-time candidate. In the event of a candidate wishing to exceed this period, unless exceptional permission from the relevant committee is granted, they will be required to withdraw from the research degree candidature, but may be permitted to apply to commence a new candidature.

9. Candidates, except those accepted to an approved dual/multiple award programme, must not submit as their thesis one for which another degree or similar qualification has been awarded, or which is under consideration for such an award. Where Accreditation of Prior Learning (APL) is being requested candidates will not be precluded from incorporating any part of such work provided that they state their wish to do so at the time of application for acceptance as a candidate by submitting a statement indicating how earlier work will be incorporated and in the thesis itself indicate the part of the work so incorporated. In addition to any earlier work the thesis must include a substantial new body of research. Any such case would need to be considered by the relevant committee.

10. Unless otherwise required by the prescribed programme of study, not less than three months before the submission of the thesis, a candidate undertaking a research degree must make application to the University Secretary to be examined. The thesis, which shall be specially written for the purpose, must be written in English and must contain a critical account of original studies carried out personally by the candidate. In the case of research degrees in the modern languages, if the particular subject so demands, and in the case of specific arrangements approved for the award of joint degrees with other higher education institutions, the relevant committee may be prepared to grant permission at the time of an applicant’s acceptance as a research degree candidate for a thesis to be submitted in a language other than English.

11. The candidate must submit his/her thesis for examination in accordance with the University’s requirements and guidance for the particular degree programme current at the time of submission. Following a successful examination a digital copy of the thesis approved for the degree must also be deposited, in accordance with the University’s requirements and guidance on thesis submission. There may be additional requirements in the case of joint awards with other institutions.

12. The examination of the thesis shall include an oral examination conducted in the English language except in cases where, under the provisions in Regulation 10, a candidate has been granted permission to submit his/her thesis in a language other than English in which case the examiners may determine, at their discretion, to conduct the oral examination in whole or in part in the language used in the thesis.

13. Research Degrees will be awarded by the relevant committee after recommendations from the examiners that the research contained in the thesis and the performance in the oral examination are of a sufficiently high standard and that any other requirements of the prescribed programme of study and learning outcomes have been met satisfactorily. Pass lists for research degrees shall be published by programme of study.

14. Where a candidate’s submission is not considered to be of a sufficiently high standard to merit the award of the research degree concerned then, on the recommendation of the examiners, *either*

1. the degree will not be awarded and there will be no further opportunity for resubmission, *or*
2. the candidate will be granted permission to re-submit the work on one occasion only in a revised form within a period as prescribed by the relevant committee and on the payment of an additional fee.

15. Research degree candidates must present themselves for the examinations and assessments arranged in connection with any module/course prescribed in their programme of study, except that candidates will not be permitted to present themselves for such examination or assessment unless they have satisfactorily attended the prescribed module/course and performed any required class, practical and/or clinical work to the satisfaction of the designated authority for the module/course. Candidates must present themselves for such oral examinations as may be required by the examiners in accordance with any requirements laid down in relation to the modules/courses prescribed in their programme of study.

16. Subject to the provisions of the relevant programme of study and research a first attempt at examinations as prescribed for individual modules/courses will ordinarily be held at the end of either Semester 1 or Semester 2 upon completion of the module/course. Additionally, candidates may be required to present for examinations and assessments at other times in accordance with the individual requirements of their programme of study.

17. Subject to the provisions of the relevant programme of study and research, candidates who do not achieve a satisfactory standard at the first attempt in module/course examinations or assessments which are part of their prescribed programme of study and research may be permitted a second attempt in individual assessments and examinations, normally when the assessment or examination is next offered. In any re-examination of any module/course taken as part of a research degree programme the grade achieved may not exceed the minimum pass grade for postgraduate awards/modules as designated on the University scale of grades.

18. Where permissible in a prescribed programme of study for a research degree, a candidate who has failed the first assessment but not a re-assessment for an optional or elective study module may present for another such module as if it were a first attempt and retain the opportunities for re-examination as provided by Regulations 17 and 18.

19. A candidate who fails any re-examination in a module/course which it is required be passed before progression to the award of a research degree will be required to withdraw from the programme of study and research concerned.

20. The examination performance of candidates at any stage in their programme of study and research may be taken into account in assessing their final award in accordance with the provision for that programme approved by the relevant committee.

**The degree of Doctor of Medicine**

21. To qualify for the award of the degree of Doctor of Medicine each candidate must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit and that his/her thesis contains evidence of originality and independent critical ability and matter suitable for publication through:

(a) presenting a thesis on the subject of his/her advanced study and research, *and*

(b) presenting him/herself for an oral examination and such other tests as the examiners may prescribe.

**The degree of Doctor of Philosophy**

22. To qualify for the award of the degree of Doctor of Philosophy each candidate must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit and that his/her thesis contains evidence of originality and independent critical ability and matter suitable for publication through:

(a) presenting a thesis or alternative form of thesis as prescribed under regulation 24 on the subject of his/her advanced study and research, *and*

(b) presenting him/herself for an oral examination and such other tests as the examiners may prescribe.

In the case of joint awards with other institutions candidates may be subject to additional examination processes.

23. Candidates in certain disciplines may be granted permission by the relevant committee to present for examination an alternative form of thesis as follows:

*for practice-led research*: a body of work demonstrating an original contribution to knowledge and scholarship, which comprises of a substantial body of creative practice produced by the candidate in pursuit of the degree, displaying critical understanding and being worthy of public presentation, together with a written submission, which provides an exploration of the research question(s) and indicates the manner in which the research is embodied in the practice, which will normally be between 15,000-50,000 words. [Areas of creative practice are currently offered in the following Schools within the Faculty of Arts, Humanities and Cultures: English, Fine Art, History of Art & Cultural Studies, Media and Communication, Music, Performance & Cultural Industries, and Design; and at York St John University. Requirements for practice-led research degree candidatures are available in the relevant Practice-led Protocol.]

**The Professional Doctorates**

24. In addition to meeting the general requirements for admission to a research degree under Regulation 1 applicants for acceptance as candidates for any of the Professional Doctorate degrees are also required to have any relevant career experience and/or professional qualifications as may be laid down in the prescribed programme of study concerned.

25. Applicants for Professional Doctorate programmes who have successfully attended certain courses of study either at the University of Leeds or at an approved educational establishment or who have attained appropriate levels of registration status with a relevant and recognised professional body may be eligible for special consideration under the University’s policies and procedures for credit accumulation and transfer (CATS)/ accreditation of Prior Experiential Learning (APEL) for the granting of exemption from some or a proportion of the modules/ courses and their examinations which comprise the study element of their prescribed programme of study provided always that no such exemptions will apply to any statutory qualifying examinations for registrable awards or to the research components of their programme.

**The degree of Doctor of Clinical Education**

26. To qualify for the award of the degree of Doctor of Clinical Education each candidate must complete the requirements of the prescribed programme of study, training and supervised research in clinical education, must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit and that his/her thesis contains evidence of originality and independent critical ability and matter suitable for publication through:

(a) presenting a thesis on the subject of his/her advanced study and research, *and*

(b) presenting him/herself for an oral examination and such other tests as the examiners may prescribe.

**The degree of Doctor of Education**

27. To qualify for the award of the degree of Doctor of Education each candidate must complete the requirements of the prescribed programme of study, training, professional practice and supervised research in education, must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit and that his/her thesis contains evidence of originality and independent critical ability and matter suitable for publication through:

(a) presenting a thesis on the subject of his/her advanced study and research, *and*

(b) presenting him/herself for an oral examination and such other tests as the examiners may prescribe.

**The degree of Doctor of Clinical Psychology**

28. To qualify for the award of the degree of Doctor of Clinical Psychology each candidate must complete the requirements of the prescribed programme of study, training, clinical practice and supervised research in clinical psychology, must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit and that his/her thesis contains evidence of originality and independent critical ability and matter suitable for publication through:

(a) presenting a thesis on the subject of his/her advanced study and research, *and*

(b) presenting him/herself for an oral examination and such other tests as the examiners may prescribe.

**The degree of Doctor of Paediatric Dentistry**

29. To qualify for the award of the degree of Doctor of Paediatric Dentistry each candidate must complete the requirements of the prescribed programme of study, training and supervised research in paediatric dentistry, must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit and that his/her thesis contains evidence of originality and independent critical ability and matter suitable for publication through:

(a) presenting a thesis on the subject of his/her advanced study and research, *and;*

(b) presenting him/herself for an oral examination and other such tests as the examiners may prescribe.

**The degrees of Doctor of Philosophy and Master (Integrated)**

30. To qualify for the award of the integrated degrees of Doctor of Philosophy and the relevant degree of Master the candidate must complete the requirements of the prescribed programme of advanced study, training and supervised research as approved by the relevant committee, must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit and that his/her thesis contains evidence of originality and independent critical ability and matter suitable for publication through:

(a) presenting a thesis on the subject of his/her advanced study and research, *and*

(b) presenting him/herself for an oral examination and such other tests as the examiners may prescribe.

**The degree of Master of Philosophy**

31. To qualify for the award of the degree of Master of Philosophy, each candidate must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit and that his/her thesis contains an independent contribution to knowledge and scholarship and material at a level suitable for publication through:

(a) presenting a thesis or alternative form of thesis as prescribed under regulation 35 on the subject of his/her advanced study and research, *and*

(b) presenting him/herself for an oral examination and such other tests as the examiners may prescribe.

32. Candidates in certain disciplines may be granted permission by the relevant committee to present for examination an alternative form of thesis as follows:

*For practice-led research*: a body of work demonstrating an independent contribution to knowledge and scholarship, which comprises of a substantial body of creative practice produced by the candidate in pursuit of the degree, displaying critical understanding and being worthy of public presentation, together with a written submission, which provides an exploration of the research question(s) and indicates the manner in which the research is embodied in the practice, which will normally be between 10,000-30,000 words.

33. The degree of Master of Philosophy may be awarded with distinction for work of exceptional merit.

**Masters degrees by research**

Master of Arts, Master of Education, Master of Science, Master of Science (Engineering)

34. Applicants for acceptance for the degree under regulation 1c) must present themselves for interview by the appropriate committee before taking the special preliminary examination: both the interview and the preliminary examination may include questions outside the immediate subject of research or programme of research training which the candidate wishes to pursue.

35. To qualify for the award of a Masters degree by research each candidate must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit through:

(a) presenting a thesis on the subject of his/her research which interprets and communicates knowledge in their discipline and contains material at a level suitable for publication in accordance with the requirements of the relevant prescribed programme of study, *and*

(b) presenting him/herself for oral examination and other such tests as the examiners may prescribe.

36. Masters degrees by research may be awarded with distinction for work of exceptional merit.

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