

7th Edition of Common Academic Regulations for
Professional Doctorates of the University of Wales

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1. Introduction

- 1.1. These pages comprise Regulations for Professional Doctorates (Research) of the **University of Wales (hereafter referred to as 'the University')** offered at Accredited and Affiliated Institutions('Institutions') or **Collaborative Centres ('Centres')**.
- 1.2. The Regulations apply to candidatures commencing on, or after, 1 September 2011. Candidates registered at Institutions or Centres prior to this date are encouraged to contact the appropriate Academic Registry¹ in order to obtain advice on the Regulations which apply to their studies.
- 1.3. The Regulations seek to provide a framework which embodies nationally recognised good practice, together with practice derived from policies and/or codes of practice of such bodies as the Quality Assurance Agency, the national funding councils and research councils. The framework is therefore subject to annual review and will be amended from time to time in accordance with the requirements of the Academic Board.
- 1.4. The University aims to ensure:
 - that its academic standards are equivalent to those of other UK higher education establishments and consistent with the Quality Assurance Agency Framework for Higher Education Qualifications
 - *and*
 - that the quality of provision gives candidates a fair and reasonable chance to gain a qualification in an acceptable timeframe.
- 1.5. Regulations for the format, binding and submission of theses are set out in the Appendix hereto.
- 1.6. All candidates who are registered under the following Regulations should be aware that Institutions or Centres may have in place additional supporting guidelines and related documentation, and again advice should be sought from the appropriate Academic Registry. In particular candidates are required to familiarise themselves with the contents of the relevant Programme Handbook which will be available from the Institution or **Centre at which they are registered, together with the University's Code of Practice for Professional Doctorates**. Documents such as these give advice and guidance, but are subordinate to the Regulations.

2. Professional Doctorates Covered by the Regulations

- 2.1 The degree of Doctor under these regulations is awarded in recognition of the successful completion of an approved taught course, henceforward referred to as Part One, together with successful completion of further study and research, the results of which are judged to constitute an original contribution to learning and to give evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject.
- 2.2 The focus of the award is on the development of practice and contribution to knowledge in a particular professional area.

¹ The term Academic Registry should be taken to mean the Academic Registry, or equivalent authority, of the Institution or Centre, at which the candidate is registered for study.

2.3 A Professional Doctorate of the University may not be conferred *honoris causa*.

3. Structure, Eligibility and Modes of Study

3.1 The programme will comprise 540 credits with a minimum of 360 credits at level 8 (**doctoral level**) and the remainder at level 7 (**master's level**). At least 270 credits at level 8 will be associated with the research component of the award.

3.2 Candidates for the degree will be examined in two parts. Part One will comprise 180 credits of taught material; Part Two will be research focused and completed by the presentation of a thesis and any portfolio of supporting material embodying the methods and results of the research.

3.3 Candidates for the Professional Doctorate are required to matriculate, where they have not already done so, maintain their enrolment, pay all applicable fees and pursue an approved doctoral programme for the minimum period required for one of the four modes of study permitted in paragraph 2.4 of the Regulations below.

3.4 Candidates may undertake a Professional Doctorate by one of the following modes of study:

- i. pursuit of a full-time Professional Doctorate programme at an Institution or Centre;
- ii. pursuit of full-time Professional Doctorate programme in an external place approved by the University for the purposes of undertaking such a programme;
- iii. pursuit of a part-time Professional Doctorate programme at an Institution or Centre;
- iv. pursuit of a part-time Professional Doctorate programme externally.

4 Entrance Requirements

4.1 The normal minimum entrance requirement for applicants for candidature for Professional Doctorates is an upper second class honours degree **or a master's** degree relevant to the doctoral programme awarded by a UK or other recognised University or higher education institution, or by the Council for National Academic Awards (CNAA).

4.2 Applicants who do not possess the normal minimum entrance qualifications, but hold another qualification or have experience at a level which the University of Wales considers to be equivalent to, or higher than, that of an upper second class honours degree of a UK University may be considered for candidature on their merits. In such cases, the Institution or Centre will take whatever steps are deemed necessary to determine the academic attainment and suitability to undertake research of the candidate, and will make the case for approval to **the University's** Degrees and Academic Awards Board.²

4.3 In addition to the above entrance requirements, candidates must be capable of satisfying the relevant academic authorities with regard to their proficiency in Welsh or English at a level necessary to complete the programme of work in the chosen language and to prepare and defend a thesis and any portfolio in that language. Proficiency in English of candidates whose first language is not Welsh or English is normally evidenced by a minimum IELTS score (or equivalent) of 6.5 at entry with a minimum of 6.5 in the

² References to the Degrees and Academic Awards Board should be taken to mean the Board of the Academic Board of the University of Wales. (See also note 3, below, which concerns Research Degrees Committees).

reading and written components. Candidates will be asked to provide such evidence as is deemed necessary by the University.

5 Enrolment

- 5.1 Candidates for Professional Doctorates are required to complete the appropriate enrolment form and to produce such formal identification documents as may be required by the Institution or Centre. Upon enrolment candidates will be responsible for the payment of fees.

6 Progress, monitoring and reports

- 6.1 The Institution or Centre will establish at least annually whether candidates are:

- i. still actively engaged with their programme and making satisfactory progress;
- ii. after progression to Part Two maintaining regular and frequent contact with the supervisory team;
- iii. likely to complete successfully within the normal permissible timescale.

- 6.2 The Research Degrees Committee³ will determine whether progress is satisfactory and whether re-enrolment should be permitted. A report will then be made to the Degrees and Academic Awards Board of the University.

- 6.3 The monitoring process requires that candidates engaged with Part Two of a programme, together with their supervisory teams, submit annual monitoring reports to the Institution or Centre giving details of the progress made with the research project, the frequency of formal (and informal) supervisory meetings, and the planned timetable for the successful completion of the project. The report contains sections which are to be completed by candidates and sections which are to be completed by the supervisory team; although the report is normally submitted as a joint report, either candidates or supervisory teams may decide that independent reports will be submitted. Annual reports must be submitted to Research Degrees Committees prior to re-enrolment.

- 6.4 The supervisory team must recommend in the report either a further period of enrolment, remedial work to be completed within a specified timescale or the termination of enrolment. The Research Degrees Committee should provide summative reports to the Degrees and Academic Awards Board, and should highlight particularly cases in which termination is recommended.

- 6.5 Where the report indicates that factors impeding progress have prevented the achievement of the expected objectives for the year, the Institution or Centre will decide whether, in the circumstances, progress has been satisfactory and the planned timetable is realistic.

- 6.6 Candidates are encouraged at any time to inform the Research Degrees Committee of issues affecting satisfactory progress by submitting a candidate report form.

- 6.7 Candidates may re-enrol only after the progress report has been approved by the Research Degrees Committee and the Degrees and Academic Awards Board. Candidates may appeal against a decision to terminate their studies.

³ References to Research Degrees Committee should be taken to mean the Research Degrees Committee of the Institution or Centre.

7 Matriculation

- 7.1 **Matriculation is the formal validation of candidates' qualifications for a scheme of study** leading to a degree or other academic award of the University. Candidates who are not graduates of the University are required to matriculate before enrolment. Details of the process for matriculation may be obtained from the Academic Registry, or equivalent, of the Institution or Centre.
- 7.2 Candidates who do not matriculate are not eligible to submit for the degree.

8 Approval of Research Project

- 8.1 Following successful completion of Part One, candidates for a Professional Doctorate of **the University must obtain the approval of the University's Degrees and Academic Awards Board** for the research project as described on the Research Proposal form (RDB1). Normally applications for such approval will be routed to the Degrees and Academic Awards Board through the Research Degrees Committee of the Institution or Centre.
- 8.2 **The University's Degrees and Academic Awards Board** may approve research projects or may withhold approval on academic grounds, including inadequate or inappropriate research methodology or facilities. Where the research involves human participants, human material, personal data or animals ethical approval must be obtained from a **Research Ethics Committee approved by the University's Research Ethics Committee**.

9 Date of commencement of doctoral programme

- 9.1 The date of commencement of a Professional Doctorate programme of study is the date of first enrolment.

10 Required periods of study

- 10.1 The required periods of study for candidates pursuing Professional Doctorates of the University are given below with reference to the methods of candidature identified in section 3. Appropriate adjustments may be considered for candidates who, by applying to the Research Degrees Committee, receive approval for a change to their mode of candidature.

Full-time candidates (see sub-paragraphs 3.2(i) and 3.2(ii)).

<i>minimum</i>	<i>maximum for thesis submission</i>
3 years	5 years

Part-time candidates (see sub-paragraph 3.2(iii) and 3.2(iv)).

<i>minimum</i>	<i>maximum for thesis submission</i>
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5 years	9 years
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- 10.2 The required periods of study do not include periods when study has been suspended in accordance with paragraph 10.6.
- 10.3 Maximum enrolment periods may only be extended in exceptional circumstances at the discretion of the relevant committee of the University, on the request of the Research Degrees Committee. Such requests will normally be considered in the light of the advice of the Director of Studies and academic authorities of the Institution or Centre.
- 10.4 Exemptions from the minimum period of study (i.e. exemptions from Part One) may be granted by the Degrees and Academic Awards Board, on the recommendation of the Research Degrees Committee, if the following criterion is satisfied:
- the holding of the degree of Master of an approved university obtained by research or advanced study which, in the judgement of the Research Degrees Committee, provides sufficient academic background to permit exemption from Part One of the particular Professional Doctorate Programme.
- 10.5 In cases where exemption from the minimum period of study is granted under paragraph 10.4 above, the maximum enrolment periods will be 4 years for full-time study and 7 years for part-time study. Candidates granted such exemption by the Degrees and Academic Awards Board may enrol directly Part Two of the Professional Doctorate, however the registered period of study must equal or exceed the minimum period described under paragraph 10.1 above.
- 10.6 Candidates may apply to the relevant committee of the University for the study period to be suspended where exceptional circumstances prevent satisfactory progress. Periods of suspension of up to one year may be recommended. Where a second period of suspension is applied for, it will only be granted if the exceptional circumstances are likely to be sufficiently resolved before the end of the second period of suspension for the candidate to complete the Professional Doctorate programme without further application for suspension. Periods of suspension do not count in the calculation of minimum and maximum periods of study.
- 10.7 The time between the minimum and maximum period of study is known as the continuation period. Candidates may be required to pay a fee for the continuation period as determined by the Institution/Centre of study. During the continuation period, candidates should expect continued supervision at an appropriate level as defined by the Institution/Centre.

11. Appointment of supervisors

- 11.1 From the start of Part Two of a Professional Doctorate programme candidates must have no fewer than two supervisors approved by the Degrees and Academic Awards Board, at least one of whom must be a member of the academic staff of the Institution or Centre with a contract equivalent to at least 0.4 of a full time post. One of the supervisors must be the Director of Studies who shall have overall responsibility for the work of the supervisory team.
- 11.2 At least one member of the supervisory team must have experience of

supervising research degrees at doctoral level to successful completion. Taken together, the team must have evidence of recent research activity in the subject area of the research project, evidence of substantial research achievements (for example, numbers of publications or grants or awards), as well as such other expertise as is required to complete the supervisory duties of the team.

- 11.3 Individuals with specialist expertise relevant to the research project who do not qualify as supervisors may be appointed to the team as advisors.

12. The Examining Board

- 12.1 There shall be a Progression Board for Part One of the programme. The Progression Board shall comprise:

- i. Chair;
- ii. Programme Director;
- iii. Members of the Programme Team;
- iv. The University of Wales Moderator for the programme;
- v. For Centres, an administrative representative of the University of Wales ;
- vi. At least one External Examiner appointed according to the University's regulations for taught programmes.

- 12.2 There shall be a separate examining board for each candidate for Part Two of the programme. The function of such Examining Boards is to ascertain that the thesis and any portfolio submitted for award is at the appropriate standard, that it is the work of the candidate who is being examined and that the candidate displays the attributes expected of holders of the award.

- 12.3 An Examining Board for Part Two shall normally comprise the following:

- Chair;
- Internal Examiner;
- External Examiner.

- 12.4 Where it is impossible to appoint an appropriate internal examiner from within the Institution or Centre, an internal examiner from another Institution or Centre, of the University of Wales, may be appointed.

- 12.5 In cases including those where:

- i. the candidate is a member of staff of the Institution or Centre;
- ii. it proves impossible to appoint an internal examiner either from within the Institution or Centre, or from another Institution or Centre of the University of Wales;
- iii. a case is made for an examiner who has **specialist knowledge of the candidate's field, but** who does not meet the normal criteria for an external examiner;
- iv. a special case has been made to, or by, the Degrees and Academic Awards Board.

the Examining Board shall instead comprise:

- Chair;
- External Examiner;
- External Examiner.

- 12.6 The Chair must be suitably trained and experienced and normally a Head of Department or Dean (or a senior member of staff nominated by them) in the Institution or Centre in which the candidate to be examined is enrolled. In

Institutions or Centres with small numbers of staff where independence of the Chair becomes problematic, a Chair may be appointed from another Institution or Centre. The composition of Examining Boards is arranged by Research Degrees Committees, subject to ratification by the Degrees and Academic Awards Board.

- 12.7 A member of a supervisory team must not be **appointed as the candidate's** examiner, although they may, with the prior consent of the candidate, be invited to attend the oral examination.
- 12.8 The External Examiner(s) must be aware of the nature and purpose of the degree for which the candidate is being examined and must possess specialist knowledge and expertise in the area of the research project, and, in addition, knowledge of the UK higher education sector and experience in examining at doctoral level.

13 Examinations

Part One

- 13.1 Part One shall comprise examinations of an advanced character in fields of study prescribed by the programme concerned. These examinations may include evaluation of any professional/industrial practice and training and may take the form of unseen written examination papers, or set projects or other forms of course assessment. The pass mark for each component shall be set at 40% and compensation within and between components is only permitted if specified at the time of validation of the award. Where compensation is permitted within a module the overall module mark must be greater than 40% and no individual assessment mark must be less than 35%. Where compensation is permitted between modules the overall average mark for Part One must be greater than 40%, all module marks must be greater than 35% and no more than 30 credits may be compensated in this way. Exemptions may be granted from specified components of Part One of the programme.
- 13.2 A candidate who is absent from the whole or part of a written examination in any year will normally be expected to re-sit the whole of that examination. In certain circumstances however, permission may be granted for a supplementary examination to be held or for other forms of supplementary assessment to take place. A candidate who is permitted to take examinations from which he/she has originally been absent may be permitted, at the discretion of the Progression Board, to do so after a period of not less than three and not more than fifteen months from the date of the original examination.
- 13.3 A candidate who fails may, with the permission of the Progression Board, re-present himself/herself for examination once only. Re-examination shall take place within a period of not less than three and not more than fifteen months from the date of the original examination. At the discretion of the Progression Board, such a candidate may:
- i. be required to repeat the course and be re-examined in the written examinations or set projects or other forms of course assessments a whole;
 - or*
 - ii. be required to be re-examined in the written examinations or set projects or other forms of course assessment as a whole or in those parts of the examination or set projects or other forms of course assessment which he/she has failed.
- 13.4 A candidate who is to be re-examined in set projects or other forms of course assessment under sub-paragraphs (i) or (ii) above shall not be permitted, except in the case of clinical or practical components, to resubmit modified versions of his/her original work, but shall be required to submit for examination new work on different

topics from those which originally failed to satisfy the examiners. In the case of clinical or practical components, the Progression Board may permit a candidate to submit for re-examination modified work based on the original clinical or practical experience, but such re-submitted work shall be eligible only for the minimum pass mark. A fee for re-examination may be payable.

Part Two

- 13.5 A candidate shall have successfully completed Part One assignments by a date specified by the Examining Board before being permitted to present the thesis and any portfolio for examination.
- 13.6 Candidates for Part Two of the Professional Doctorate are examined on their submitted research work. In judging the merit of the thesis and any portfolio submitted in candidature for the degree, the examiners shall bear in mind the scope of the work previously completed for Part One of the programme and the standard and scope of work for Part Two which it is reasonable to expect a capable and diligent student to present after a period of two years of full-time study or its part-time equivalent.
- 13.7 The examination process consists of two stages:
- i. preliminary independent examination of the thesis and any portfolio by the Internal and External Examiners, who are approved for the purpose by the University and who shall prepare independent interim reports on the thesis and any portfolio;
 - ii. an oral examination conducted by an Examining Board.
- 13.8 The oral examination may be waived only in the case of a resubmitted thesis and any portfolio and at the discretion of the Examining Board, in which case the recommendation of the Board is based on the re-examination of the thesis and any portfolio by the examiners.
- 13.9 Following the oral examination, the Examining Board is required to provide a report on the examination and to make one of the following recommendations to the Degrees and Academic Awards Board:
- a) that the candidate be approved for the degree of Professional Doctorate;
 - b) that the candidate be approved for the degree of Professional Doctorate subject to the satisfactory completion of such corrections and amendments as may be required by the Examining Board. The Examining Board may stipulate that the corrections made shall be scrutinised by either or both examiners prior to the award process being initiated. Normally, corrections shall be completed within 12 working weeks from the date of official notification to the candidate of the outcome of the examination;
 - c) that the candidate be allowed to modify the thesis and any portfolio and re-submit it for the degree of Professional Doctorate on one further occasion, upon payment of any required re-submission fee. In such circumstances a further oral examination may, or may not, be held, at the discretion of the Examining Board. The re-submission is to take place within a period not exceeding two years from the date of the official notification to the candidate of the outcome of the examination. (This option is not available in the case of a candidate who has resubmitted a thesis and any portfolio for examination);
 - d) that the candidate be not approved for the degree of Professional Doctorate, but be approved instead for an appropriate masters degree as specified in the relevant Programme Handbook and based on Part One of the programme. (This option is not available for candidates admitted directly to Part Two of the programme);
 - e) that the candidate be not approved for the award of a degree.

13.10 In the event that there is disagreement between the examiners, each should submit a separate report and recommendation to the Academic Registry within 10 working days of the date of the oral examination.

14 Appeals

14.1 Candidates have the right to appeal against decisions concerning approval of proposals, transfer, termination of study or, in certain established circumstances, against the outcome of the examination process, in accordance with the procedures established for the purpose.

Appendix 1: Format, Binding and Submission of Theses

1 *Titles currently available*

The following Professional Doctorate titles have been established:

- i. Doctor of Biomedical Science (DBMS);
- ii. Doctor of Business Administration (DBA);
- iii. Doctor of Clinical Psychology (DClinPsy);
- iv. Doctor of Computer Science (DCompSci);
- v. Doctor of Counselling Psychology (DCounsPsy);
- vi. Doctor of Dental Science (DDS);
- vii. Doctor of Education (EdD);
- viii. Doctor of Educational Psychology (DEdPsy);
- ix. Doctor of Health (DHealth);
- x. Doctor of Health Sciences (DHSci);
- xi. Doctor of Ministry (DMin);
- xii. Doctor of Nursing Science (DNursSci);
- xiii. Doctor of Public Health (DPH);
- xiv. Doctor of Tourism (DTourism).

2 *Format of the Thesis*

2.1 **A candidate's research for the Professional Doctorate** is to be completed by the presentation of a thesis and, where appropriate, a portfolio embodying the methods and results of the research.

2.2 The thesis and any portfolio is to be written in Welsh or English. The use of brief quotations in other languages is permitted.

2.3 The length of the thesis must be appropriate to the subject area covered and is not to exceed 60,000 words, excluding footnotes, appendices and references.

Appendices can be included in the thesis for the presentation of data and/or material which the examiners are not required to read in order adequately to examine the thesis, but to which they may refer if they wish.

2.4 Candidates following approved research degree projects which fall within the subject area of Creative and Performance Arts, may make a submission which takes one or more of the following forms: artefact, score, portfolio of original works, performance or exhibition. The submission shall include a commentary or textual analysis of 3,000–4,000 words in length, placing it in its academic context and which shall form part of the total body of written material, the maximum for which shall be 25,000 words. This written material must contain a critical reflection on the research methodology and methods used, articulate the research question underlying the submission, and the answer to that question, and indicate the original contribution to learning which the work has made.

2.5 A thesis of greater length than provided above may be submitted only with the approval of the Research Degrees Committee. A request to exceed the specified maximum must be made to the Research Degrees Committee well in advance of the notification of submission of the thesis.

2.6 There is no specification for the internal format of the thesis, but the structure should be discussed with the supervisors and should be the structure most appropriate to the subject area. Examiners will expect a thesis to be well presented with a consistent system of

indexing and referencing throughout the work.

2.7 All copies of theses, whether for the purpose of examination or for deposit in libraries, must be presented in permanent and legible form in typescript or print and electronic format. There should be an electronic copy in Adobe PDF format (for guidance on file formats and conversion see 'E-thesis submission procedure'). The characters employed in the main text (but not necessarily in illustrations, maps, etc.) shall be not less than 12pt; characters employed in all other texts, notes, footnotes, etc, shall be not less than 10pt. Typing must be capable of photographic reproduction and of even quality with clear black characters. Double or one-and-a-half spacing is to be used in the main text and single spacing is to be used in the summary and in any indented quotations and footnotes.

2.8 Drawings and sketches must be in black ink; unnecessary details are to be omitted and the scale is to be such that the minimum space between lines is not less than 1 mm. Colour graphics for charts, diagrams, etc. and colour photographs may be used, but candidates must in all cases ensure that material is capable of being photocopied and microfilmed. Scanned images may be included in the electronic copy. Copies produced by xerographic or comparable permanent processes are acceptable. Theses are to be produced on A4 paper (297mm x 210mm) of good quality and sufficient opacity for normal reading.

2.9 The minimum widths of margins are to be:

Inside margin	40mm
Top and outside margin	15mm
Bottom margin	20mm

2.10 Pages are to be numbered consecutively. A contents list and table of illustrations (if any) must be provided.

The thesis must contain within its binding:

- i. an abstract not exceeding 300 words to be located at the front of the thesis;
- ii. a statement, signed by the candidate, showing to what extent the work submitted is **the result of the candidate's own investigation**;
- iii. a declaration, signed by the candidate, certifying that the work has not already been accepted in substance for any degree and is not being concurrently submitted in candidature for any degree;
- iv. a signed statement regarding the availability of the thesis (see paragraph 1.15).

2.11 The thesis must contain on its title page:

- i. **the author's full name and degrees**;
- ii. the title;
- iii. the degree for which it is offered and the name of the awarding body;
- iv. the discipline or disciplines to which it pertains;
- v. the date of submission;
- vi. the names of the director of studies and supervisor(s);
- vii. the name(s) of any collaborating establishment;
- viii. a statement that the research was undertaken under the auspices of the Institution or Centre and was submitted in partial fulfillment for the award of a Degree of the University of Wales;

2.12 Candidates may submit material not bound with the thesis if such material constitutes the most appropriate method of presenting the information concerned. Such material could include diagrams, maps and similar documents, or other material such as audio or video recordings, slides, films, etc. A list of such separate items is to be provided in the thesis.

Electronic copies of this additional material should be included alongside the electronic copy of the thesis.

Any material of this type is to be enclosed in a container suitable for storage on a library shelf and bearing the same information as that required on the spine of the thesis, so placed as to be readily legible when the container is in its stored position (see paragraph 2.2).

- 2.13 A thesis submitted for a Professional Doctorate shall normally be openly available and subject to no security or restriction of access. The Degrees and Academic Awards Board, however, may approve recommendations from Research Degrees Committees that a bar on photocopying and/or access to a thesis may be put in place for a specified period of up to five years. Wherever applicable, the candidate should make an application regarding photocopying and/or access to the thesis to the Research Degrees Committee before or at the time of enrolment of the **candidate's research project, or subsequently**.
- 2.14 On submission of the thesis, a candidate is required to sign a statement indicating:
- i. that the thesis, if successful, may be made available for inter-library loan or photocopying (subject to the law of copyright), and that the title and summary may be available to outside organisations;
 - ii. that the University may store electronically, copy or translate the thesis to any approved medium or format for the purpose of future preservation and accessibility.
 - iii. That the thesis deposited in the digital repository will be accessible to a wide variety of people and institutions, including automated agents and search engines via the World Wide Web.
 - iv. That once the thesis is deposited, the item and its metadata may be incorporated into public access catalogues or services, such as national databases of electronic theses.
 - v. or
 - vi. that the thesis, if successful, may be made so available after the expiry of a bar on photocopying and/or access.
- 2.15 The title and summary of the thesis are normally freely available.

3 *Binding of the Thesis*

- 3.1 A candidate submitting a higher degrees thesis for examination may submit the thesis in temporary binding. After examination all copies of the thesis for library storage are to be permanently bound.
- 3.2 Temporary binding will enable the candidate to complete any corrections required by examiners without having to unbind and then rebuild the thesis. For examination, all copies must have the leaves securely fixed within a folder or binder or by a spine (i.e. fixed so that the pages remain secure in the covers when the volume is opened fully). Folders that release the pages when opened, ring binders or loose pages submitted in a wallet folder are not acceptable.
- 3.3 A thesis that is temporarily bound must be sufficiently secure to withstand transit. It must **bear on the spine, in a form that cannot easily be erased or detached, the candidate's name, the names of the University and Centre, and the degree for which he or she is a candidate.**
- 3.4 Following a successful examination and/or the satisfactory completion of revisions to the thesis, the thesis must be permanently bound for library deposition. Permanent binding requires that the thesis is sewn with thread and bound in a fixed binding of black boards with cloth, or in full cloth, in the manner of a hardback book. The boards are to have

sufficient rigidity to support the weight of the work when it is standing upon a shelf. In the case of all works which are to be deposited in libraries, the permanently bound volumes must bear on the spine the surname and initials of the candidate, the full or abbreviated title of the work, the name of the degree for which it was submitted and the date of submission. This information must be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume the spine must also bear the number of each volume.

3.5 The same information is to appear on the front cover of the thesis.

3.6 Lettering on the spine and front cover must be in gold.

4 *Submission of the thesis*

4.1 Within the enrolment period the candidate shall submit to the Academic Registry:

- i. two copies of the thesis, whether in temporary or permanent binding, and any separate material;
- ii. an additional loose copy of the abstract referred to in paragraph 1.8 transcribed onto the requisite form;
- iii. a signed statement regarding the availability of the thesis;
- iv. **two completed 'Notice of Candidature' forms, copies of which are available from the Academic Registry;**
- v. evidence required by the Institution or Centre to show that all obligations including payment of fees and monies due have been paid.

4.2 A candidate may not amend, add to, delete from or withdraw the thesis after it has been submitted and prior to examination save with the consent of the Chair of the Examining Board.