**6ed Argraffiad Rheoliadau Academaidd Cyffredin ar gyfer Gradd PhD (drwy Weithiau Cyhoeddedig)**

## Cyflwyniad

Mae'r tudalennau hyn yn cynnwys y Rheoliadau ar gyfer gradd PhD (drwy Weithiau Cyhoeddedig) gan Brifysgol Cymru (y cyfeirir ati o hyn allan fel 'y Brifysgol') a gynigir mewn Sefydliadau Achrededig a Chyswllt ('Sefydliadau') ac mewn Canolfannau Cydweithredol ('Canolfannau').

1. Mae'r Rheoliadau'n berthnasol i ymgeiswyr sy'n dechrau ar, neu ar ôl 1 Medi 2011. Anogir ymgeiswyr sydd wedi cofrestru mewn Sefydliadau/Canolfannau cyn y dyddiad hwn i gysylltu â'r Gofrestrfa Academaidd[1] briodol er mwyn cael cyngor ar y Rheoliadau sy'n berthnasol i'w hastudiaethau nhw.

2. Dylai pob ymgeisydd sydd wedi cofrestru dan y Rheoliadau canlynol fod yn ymwybodol y gall Sefydliadau/Canolfannau feddu ar ganllawiau ychwanegol a dogfennau cysylltiedig, ac eto dylid ceisio cyngor gan y Gofrestrfa Academaidd briodol. Mae unrhyw ganllawiau ychwanegol a dogfennau cysylltiedig o'r fath yn israddol i'r Rheoliadau.

3. Bydd y meini prawf ar gyfer dyfarnu Gradd PhD (drwy Weithiau Cyhoeddedig) yr un fath â'r rhai a sefydlwyd ar gyfer Gradd PhD drwy Ymchwil.

4. At ddibenion y Rheoliadau hyn, gellir diffinio 'gweithiau cyhoeddedig' fel gweithiau (yn cynnwys gweithiau creadigol a chyhoeddiadau electronig) sydd yn y parth cyhoeddus. Gallant gyfeirio at erthyglau, papurau, penodau, monograffau, llyfrau, argraffiadau ysgolheigaidd o destunau, casgliadau o draethodau neu ddeunyddiau eraill wedi'u golygu, meddalwedd a gwaith creadigol (yn cynnwys celfyddyd gain, dylunio, pensaernïaeth, cerddoriaeth, neu berfformiadau) neu arteffactau gwreiddiol eraill. Dylai iaith y cyhoeddiadau fod yn Gymraeg neu'n Saesneg. Bydd y detholiad penodol o weithiau a wnaethpwyd gan yr ymgeisydd yn amrywio yn ôl y ddisgyblaeth sydd dan sylw. Fel rheol ni ddylai gweithiau a gyflwynir i'w harholi fod wedi'u cyhoeddi fwy na deng mlynedd cyn y dyddiad cofrestru.

5. At ddibenion y rheoliadau hyn, nid ystyrir bod gwaith yn gyhoeddedig ond bai ei fod ef, neu gofnod ohono (yn achos rhai arteffactau creadigol), ar gael yn gyhoeddus ac y gellir ei olrhain drwy gatalogau, crynodebau, mynegeion cyfeiriol neu ffynonellau gwybodaeth cyfatebol. Fel arfer bydd hyn yn ei gwneud yn ofynnol i'r gwaith, neu gofnod ohono, fod wedi'i gofrestru'n gyhoeddus gyda rhif ISSN/ISBN neu rywbeth cyfatebol, megis archif oriel, lle perfformio neu leoliad arall, a bod yr archif honno ar gael i'r cyhoedd.

## Gofynion Cymhwyso Ymgeiswyr

7. Ac eithrio fel y darperir yn Rheoliad 8 isod, rhaid i unrhyw ymgeiswyr am radd PhD (drwy Weithiau Cyhoeddedig) fod wedi graddio o Brifysgol Cymru ers o leiaf chwe blynedd cyn cofrestru am y radd neu fod yn aelod o staff mewn Sefydliad/Canolfan y Brifysgol ers o leiaf tair blynedd cyn cofrestru am y radd.

[1] Dylid cymryd mai ystyr y term Cofrestrfa Academaidd yw Cofrestrfa Academaidd, neu awdurdod cyfatebol, y Sefydliad/Canolfan ble mae'r ymgeisydd wedi cofrestru ar gyfer astudio.

8. Ni fydd ymgeiswyr yn gymwys i fwrw ati â gradd PhD (drwy Weithiau Cyhoeddedig) dan y rheoliadau hyn os ydynt wedi cael eu cymeradwyo o'r blaen am PhD y Brifysgol.

**Gofynion Mynediad**

9. Mae'n ofynnol fel rheol i ymgeiswyr am raddau ymchwil feddu ar o leiaf radd anrhydedd ail ddosbarth uwch neu radd Meistr mewn maes perthnasol i'r cyflwyniad ymchwil arfaethedig a ddyfarnwyd gan Brifysgol yn y DU neu Brifysgol neu sefydliad addysg uwch cydnabyddedig arall, neu gan y Cyngor Dyfarniadau Academaidd Cenedlaethol (CNAA).

10. Mae'n bosibl y caiff ymgeiswyr nad ydynt yn meddu ar y cymwysterau gofynnol arferol eu hystyried am ymgeisyddiaeth yn ôl eu haeddiant. Bydd y Sefydliad/Canolfan yn cymryd y camau y bernir eu bod yn angenrheidiol, gan gynnwys galw am eirda academaidd, i brofi cyrhaeddiad ac addasrwydd academaidd yr ymgeisydd i ymgymryd ag ymchwil.

11. Yn ychwanegol at y gofynion mynediad uchod, rhaid i fyfyrwyr allu bodloni'r awdurdodau academaidd perthnasol ynghylch eu hyfedredd yn y Gymraeg neu'r Saesneg ar lefel angenrheidiol i gwblhau'r rhaglen waith yn yr iaith ddewisol, a pharatoi ac amddiffyn cyflwyniad yn yr iaith honno. Fel arfer gall myfyrwyr sydd ag iaith heblaw Cymraeg neu Saesneg yn famiaith iddynt arddangos hyfedredd yn y Saesneg trwy gael isafswm sgôr IELTS (neu sgôr gyfatebol) o 6.5 adeg mynediad gydag isafswm o 6.5 yn yr elfennau darllen ac ysgrifennu. Gofynnir i fyfyrwyr ddarparu'r dystiolaeth sy'n angenrheidiol ym marn y Brifysgol.

**Gwneud Cais**

12. Dylai ymgeisydd gyflwyno cais sy'n cynnwys y canlynol:

    a. Pob un o'r gweithiau cyhoeddedig sy'n sail i'r achos
    b. Datganiad o ddim mwy na 3,000 o eiriau sy'n ceisio dangos cysondeb ac effaith academaidd y corff o waith a gyflwynwyd
    c. Rhestr o'r gweithiau a gyflwynwyd a thystiolaeth eu bod ar gael ac y gellir eu holrhain.

    Yn achos gwaith creadigol, gellir cyflwyno'r portffolio yn ei realiti ffisegol neu weledol. Dylid cofnodi'r corff o waith gwreiddiol drwy broses ffotograffig neu broses weledol arall ynghyd ag unrhyw ddeunyddiau testunol angenrheidiol, gan gynnwys labeli neu nodiadau eglurhaol yn y Gymraeg neu Saesneg. Rhaid bod y dogfennau ar ffurf barhaol y gellir eu hadalw.

13. Wrth gyflwyno cais, bydd gofyn i ymgeiswyr hefyd (a) ddatgan nad yw'r cyflwyniad fel cyfanwaith yn sylweddol debyg i unrhyw gyflwyniad arall a wnaed ganddynt yn flaenorol neu sydd ar waith ganddynt ar hyn o bryd, boed wedi'i gyhoeddi neu beidio, am radd, diploma, neu gymhwyster tebyg mewn unrhyw brifysgol neu sefydliad tebyg, (b) datgan pa rannau (os o gwbl) o'r gwaith neu'r gweithiau a gyflwynir sydd wedi'u cyflwyno o'r blaen am gymhwyster arall, (c) datgan, tan i ganlyniad y cais cyfredol i'r Bwrdd Graddau a Dyfarniadau Academaidd fod yn hysbys, na chaiff y gwaith neu'r gweithiau a gyflwynir eu cyflwyno am unrhyw gymhwyster o'r fath mewn prifysgol arall neu sefydliad tebyg.

14. Nid argymhellir derbyn unrhyw ymgeisydd heb gyfweliad a gynhelir gan banel priodol.

15. Derbynnir yr ymgeisydd i'r rhaglen astudio yn amodol ar gymeradwyaeth y Bwrdd Graddau a Dyfarniadau Academaidd.

**Dyddiad Dechrau Gradd Ymchwil**

16. Dyddiad dechrau rhaglen astudio gradd ymchwil yw'r dyddiad cofrestru.

**Cyfnodau astudio gofynnol**

17. Mae'r cyfnod astudio gofynnol i ymgeiswyr sy'n ymgymryd â PhD (drwy Weithiau Cyhoeddedig) yn y Brifysgol yn uchafswm o flwyddyn (i ymgeiswyr llawn amser) a dwy flynedd (i ymgeiswyr rhan amser).

18. Nid yw'r cyfnodau astudio gofynnol yn cynnwys cyfnodau pan mae'r astudiaeth wedi'i gohirio yn unol â pharagraff 20.

19. Gellir caniatáu estyniad i uchafswm y cyfnodau cofrestru mewn amgylchiadau neilltuol yn unig yn ôl disgresiwn pwyllgor perthnasol y Brifysgol, ar gais y Pwyllgor Graddau Ymchwil. Fel rheol caiff ceisiadau o'r fath eu hystyried yng ngoleuni cyngor gan y Cyfarwyddwr Astudiaethau ac awdurdodau academaidd y Sefydliad /Canolfan.

20. Gall ymgeiswyr wneud cais i gael y cyfnod astudio wedi'i ohirio gan y pwyllgor perthnasol yn y Brifysgol lle mae amgylchiadau neilltuol yn atal cynnydd boddhaol. Gellir argymell cyfnodau gohirio o hyd at chwe mis. Os gwneir cais am ail gyfnod gohirio, ni fydd yn cael ei ganiatáu oni bai fod yr amgylchiadau neilltuol yn debygol o gael eu datrys yn ddigonol erbyn diwedd yr ail gyfnod gohirio i'r ymgeisydd gwblhau'r rhaglen ymchwil heb ofyn am ohirio eto.

21. Gelwir yr amser rhwng isafswm ac uchafswm y cyfnod astudio fel y cyfnod parhad. Gall y Sefydliad/Canolfan astudio ofyn i ymgeiswyr dalu ffi am y cyfnod parhad. Yn ystod y cyfnod parhad dylai ymgeiswyr ddisgwyl goruchwyliaeth barhaus ar lefel briodol yn ôl diffiniad y Sefydliad/Canolfan.

**Penodi Goruchwylwyr**

22. Rhaid i ymgeiswyr gael dim llai na dau oruchwyliwr wedi eu cymeradwyo gan y Bwrdd Graddau a Dyfarniadau Academaidd. Rhaid i un o'r goruchwylwyr fod yn Gyfarwyddwr Astudiaethau a

fydd â chyfrifoldeb cyffredinol am waith y tîm goruchwylio a rhaid i o leiaf un aelod o'r tîm fod yn aelod o staff academaidd y Sefydliad/Canolfan gyda chontract sy'n cyfateb i o leiaf 0.4 swydd lawn amser.

23. Rhaid i o leiaf un o'r tîm goruchwylio fod â phrofiad o oruchwylio ymgeiswyr graddau ymchwil a gwblhaodd eu rhaglenni'n llwyddiannus ar y lefel briodol. Gyda'i gilydd, rhaid i aelodau'r tîm ddangos tystiolaeth o weithgarwch ymchwil diweddar ym maes pwnc yr ymgeisydd, tystiolaeth o gyflawniadau ymchwil sylweddol (er enghraifft nifer o gyhoeddiadau neu grantiau neu ddyfarniadau) yn ogystal ag arbenigedd arall berthnasol sydd ei hangen i gwblhau dyletswyddau goruchwylio'r tîm

**Cynnydd, monitro ac adroddiadau**

24. Bydd y Sefydliad/Canolfan yn cadarnhau, o leiaf bob chwe mis, a yw'r ymgeiswyr:

a. wrthi o hyd yn gweithio ar y prosiect ymchwil ac yn gwneud cynnydd boddhaol;
b. yn cadw mewn cysylltiad rheolaidd ac aml â'r tîm goruchwylio;
c. yn debygol o gwblhau'n llwyddiannus o fewn y cyfnod astudio disgwyliedig.

Bydd y Pwyllgor Graddau Ymchwil yn penderfynu a yw cynnydd yn foddhaol a, ble'n briodol, a ddylid caniatáu ail gofrestru. Yna cyflwynir adroddiad i Fwrdd Graddau a Dyfarniadau Academaidd y Brifysgol.

25. Mae'n ofynnol yn sgil y broses hon i ymgeiswyr a thimau goruchwylio gyflwyno adroddiadau monitro bob chwe mis i'r Sefydliad/Canolfan gan roi manylion y cynnydd a wnaed gyda'r prosiect, amlder y cyfarfodydd goruchwylio ffurfiol (ac anffurfiol), a'r amserlen arfaethedig ar gyfer cwblhau'r prosiect yn llwyddiannus. Mae'r adroddiad yn cynnwys adrannau y mae'n rhaid i fyfyrwyr eu cwblhau, ac adrannau y mae'n rhaid i'r tîm goruchwylio eu cwblhau; er y cyflwynir yr adroddiad fel arfer ar ffurf adroddiad ar y cyd, gall myfyrwyr neu dimau goruchwylio benderfynu cyflwyno adroddiadau annibynnol. Rhaid i adroddiadau gael eu cyflwyno i'r Pwyllgor Graddau Ymchwil cyn ail gofrestru.

26. Yn yr adroddiad rhaid i'r tîm goruchwylio naill ai argymell cyfnod cofrestru pellach, cyfnod penodol o waith adfer i gael ei gwblhau o fewn cyfnod amser penodol neu derfynu'r cofrestriad. Dylai'r Pwyllgor Graddau Ymchwil ddarparu adroddiadau cyfansymiol i'r Bwrdd Graddau a Dyfarniadau Academaidd, a dylid amlygu achosion penodol ble yr argymhellir terfynu.

27. Os yw'r adroddiad yn dangos bod ffactorau sy'n amharu ar gynnydd wedi rhwystro cyflawniad yr amcanion disgwyliedig am y cyfnod bydd y Sefydliad/Canolfan yn penderfynu, dan yr amgylchiadau, a yw cynnydd wedi bod yn foddhaol ac a yw'r amserlen arfaethedig yn realistig.

28. Anogir ymgeiswyr i roi gwybod i'r Pwyllgor Graddau Ymchwil ar unrhyw adeg am faterion sy'n effeithio ar gynnydd boddhaol trwy gyflwyno ffurflen adroddiad ymgeisydd.

29. Ni chaniateir i ymgeiswyr mewn Sefydliadau/Canolfannau ailgofrestru tan i'r adroddiad cynnydd gael ei gymeradwyo gan y Pwyllgor Graddau Ymchwil a'r Bwrdd Graddau a Dyfarniadau Academaidd. Os barnwyd bod y cynnydd yn anfoddhaol, bydd cofrestriad yr ymgeisydd yn cael ei derfynu. Gall ymgeiswyr apelio yn erbyn y penderfyniad hwn.

**Y Cyflwyniad**

30. Dylai maint y gwaith a gyflwynir gan yr ymgeisydd gyfateb i astudiaeth lawn amser dros dair blynedd. Gall ymgeiswyr gyflwyno gwaith/gweithiau a gynhyrchwyd ar y cyd ag eraill i gefnogi eu hymgeisyddiaeth, ond gyda gwaith o'r fath rhaid cael datganiad wedi'i lofnodi gan bob cydawdur sy'n nodi natur a maint y gwaith a gwblhawyd gan yr ymgeisydd.

31. Hefyd bydd gofyn i ymgeiswyr ddarparu dadansoddiad beirniadol o **ddim mwy na 30,000 o eiriau** sy'n gosod y gwaith cyfan a gyflwynir yng nghyd-destun y wybodaeth oedd yn gyfredol yr adeg honno, a chan nodi, yn eu barn hwythau, y cyfraniad annibynnol cydlynol a gwreiddiol i ddysg yn y maes academaidd hwnnw a wnaethpwyd gan eu gwaith. Dylai ymgeisyddiaeth ar sail gwaith creadigol osod y gwaith hwnnw yn ei gyd-destun damcaniaethol, hanesyddol, neu ddeallusol perthnasol neu ei gyd-destun o ran dyluniad.

32. Dylai'r dadansoddiad gynnwys adfyfyrio beirniadol ar y fethodoleg a dulliau ymchwil a ddefnyddiwyd. Hefyd dylai fynegi rhesymwaith i brofi fod y gwaith yn cyfateb fan lleiaf i'r safon a ddangosir fel arfer gan draethawd hir PhD llwyddiannus.

**Y Bwrdd Arholi**

33. Swyddogaeth y Bwrdd Arholi yw sicrhau bod y cyflwyniad ar gyfer y dyfarniad wedi cyrraedd y safon briodol, mai gwaith yr ymgeisydd sy'n cael ei arholi ydyw a bod yr ymgeisydd yn arddangos y nodweddion a ddisgwylir gan ddeiliaid y dyfarniad.

34. Ac eithrio fel y nodir isod, rhaid i Fwrdd Arholi gynnwys y canlynol yn unig:

- Cadeirydd;
- Arholwr Mewnol;
- Arholwr Allanol.

Mewn achosion yn cynnwys y rheini lle:

i. mae'r ymgeisydd yn aelod o staff y Sefydliad/Canolfan;
ii. mae'n profi'n amhosibl penodi arholwr mewnol naill ai o'r tu fewn i'r Sefydliad/Canolfan, neu o Sefydliad/Canolfan arall o Brifysgol Cymru;
iii. gwneir achos am arholwr sydd â gwybodaeth arbenigol o faes yr ymgeisydd, ond nad yw'n bodloni'r meini prawf arferol am arholwr allanol;
iv. gwneir achos arbennig i, neu gan y Bwrdd Graddau a Dyfarniadau Academaidd,

bydd y Bwrdd Arholi yn hytrach yn cynnwys:

- Cadeirydd;
- Arholwr Allanol;
- Arholwr Allanol.

Rhaid i'r Cadeirydd fod yn aelod o staff uwch, fel arfer yn y Ganolfan neu Sefydliad ble mae'r ymgeisydd sydd i'w arholi wedi cofrestru ac wedi ei enwebu gan y Pwyllgor Graddau Ymchwil. Mewn Sefydliadau neu Ganolfannau gyda niferoedd bach o staff, a ble y gall hynny achosi problemau gydag annibyniaeth y Cadeirydd, gellir penodi Cadeirydd o Sefydliad neu Ganolfan arall o Brifysgol Cymru. Y Pwyllgor Graddau Ymchwil sy'n trefnu cyfansoddiad byrddau arholi, yn amodol ar gadarnhad gan y Bwrdd Graddau a Dyfarniadau Academaidd.

35. Ni chaiff aelod o dîm goruchwylio ei benodi'n arholwr ar ymgeisydd er y gellir, gyda chydsyniad yr ymgeisydd o flaen llaw, ei wahodd i fynychu'r arholiad llafar.

36. Os yw'n amhosibl penodi arholwr mewnol priodol oddi fewn i'r Sefydliad/Canolfan, gellir penodi arholwr mewnol o Sefydliad neu Ganolfan arall o Brifysgol Cymru.

37. Rhaid i arholwr/arholwyr allanol fod yn ymwybodol o natur a phwrpas y radd y mae'r ymgeisydd yn cael ei arholi amdani a rhaid iddynt feddu ar allu a gwybodaeth arbenigol ym maes y prosiect ymchwil yn ogystal â phrofiad o arholi graddau ymchwil, yn ddelfrydol drwy weithiau cyhoeddedig.

**Arholiadau**

38. Arholir ymgeiswyr ar gyfer graddau PhD (drwy Weithiau Cyhoeddedig) ar sail y gwaith a gyflwynir ganddynt a'r dadansoddiad beirniadol.

39. Mae dau gam i'r broses arholi:

a. archwiliad annibynnol rhagarweiniol o'r cyflwyniad cyfan gan yr arholwyr mewnol ac allanol, a gymeradwyir i'r pwrpas gan y Brifysgol, ac a fydd yn paratoi adroddiadau interim annibynnol ar y cyflwyniad;
b. arholiad llafar a gynhelir gan Fwrdd Arholi.

40. Ni ellir hepgor yr arholiad llafar ac eithrio yn achos ail gyflwyniad ac yn ôl disgresiwn y Bwrdd Arholi, ac mewn achos o'r fath mae argymhelliad y Bwrdd yn seiliedig ar yr arholwyr yn arholi'r dadansoddiad beirniadol am yr eildro.

41. Yn dilyn yr arholiad llafar, mae'n ofynnol i'r Bwrdd Arholi ddarparu adroddiad ar yr arholiad ac i wneud un o'r argymhellion canlynol i'r Bwrdd Graddau a Dyfarniadau Academaidd:

a. y dylid cymeradwyo'r ymgeisydd am radd PhD drwy Weithiau Cyhoeddedig;
b. y dylid cymeradwyo'r ymgeisydd am radd PhD drwy Weithiau Cyhoeddedig yn amodol ar gwblhau'n foddhaol y cywiriadau a'r newidiadau hynny all fod yn ofynnol yn ôl y Bwrdd Arholi. Gall y Bwrdd Arholi fynnu bod y cywiriadau a wnaed yn cael eu harchwilio gan y naill arholwr neu'r llall, neu'r ddau arholwr, cyn dechrau ar y broses ddyfarnu. Fel arfer, dylid cwblhau'r cywiriadau o fewn 12 wythnos waith i'r dyddiad yr hysbyswyd yr ymgeisydd yn swyddogol o ganlyniad yr arholiad;
c. y dylid caniatáu i'r ymgeisydd ddiwygio'r dadansoddiad beirniadol a'i ail gyflwyno ar un achlysur arall, trwy dalu unrhyw ffi ail gyflwyno ofynnol. Mewn amgylchiadau o'r fath, gellir cynnal arholiad llafar pellach, neu beidio, yn ôl disgresiwn y Bwrdd Arholi. Ailgyflwynir y traethawd o fewn cyfnod o flwyddyn ar y mwyaf i'r dyddiad yr hysbyswyd yr ymgeisydd yn swyddogol o ganlyniad yr arholiad. (Nid yw'r opsiwn hwn ar gael yn achos ymgeisydd sydd wedi ailgyflwyno dadansoddiad beirniadol i'w arholi.);
d. na ddylid cymeradwyo'r ymgeisydd ar gyfer y radd.

42. Os bydd anghytuno rhwng yr arholwyr, dylai pob un ohonynt gyflwyno adroddiad ac argymhelliad ar wahân i'r Gofrestrfa Academaidd o fewn 10 diwrnod gwaith i ddyddiad yr arholiad llafar.

**Apeliadau**

43. Mae gan ymgeiswyr yr hawl i apelio yn erbyn penderfyniadau'n ymwneud â therfynu ymgeisyddiaeth neu, mewn rhai amgylchiadau dilys, yn erbyn canlyniad y broses arholi, yn unol â'r gweithdrefnau a sefydlwyd i'r diben hwnnw.[2]

[2] Mae Prifysgol Cymru'n cydnabod cyfraniad Prifysgol y Celfyddydau, Llundain, at ddrafftio'r Rheoliadau hyn.

## 4th Edition of the Common Academic Regulations for the Degree of PhD (by Published Works)

### Introduction

6. These pages comprise Regulations for the degree of PhD (by Published Works) of the University of Wales (hereafter referred to as 'the University') offered at Accredited and Affiliated Institutions ('Institutions') and at Collaborative Centres ('Centres').

7. The Regulations apply to candidatures commencing on, or after 1 September 2011. Candidates registered at Institutions/Centres prior to this date are encouraged to contact the appropriate Academic Registry[3] in order to obtain advice on the Regulations which apply to their studies.

8. All candidates who are registered under the following Regulations should be aware that Institutions/Centres may have in place additional supporting guidelines and related documentation, and again advice should be sought from the appropriate Academic Registry. Any such additional supporting guidelines and related documentation are subordinate to the Regulations.

9. The criteria for the award of the Degree of PhD (by Published Works) shall be the same as those established for the Degree of PhD by Research.

10. For the purpose of these Regulations, 'published works' may be defined as works (including creative works and electronic publications) which are in the public domain. They may refer to articles, papers, chapters, monographs, books, scholarly editions of a text, edited collections of essays or other materials, software and creative work (including fine art, design, architecture, music, or performance) or other original artefacts. The language of publication shall be either Welsh or English. The precise selection of work undertaken by the candidate will depend upon the discipline concerned. Works submitted for examination should not normally have been published more than ten years previous to the date of registration.

[3] The Term Academic Registry should be taken to mean the Academic Registry, or equivalent authority, of the Institution/Centre, at which the candidate is registered for study.

11. For the purpose of these regulations, a work shall be regarded as published only if it, or a record of it (in the case of some creative artefacts), is publicly available and traceable through catalogues, abstracts, citation indices or equivalent sources of information. This will normally require the work, or a record of the work, to be publicly registered with an ISSN/ISBN number or equivalent, such as a publicly available archive of a gallery, performance space or other venue.

**Eligibility of Candidates**

7. Except as provided in Regulation 8 below, any candidate for the degree of PhD (by Published Works) shall be either a graduate of the University of Wales of at least six years' standing prior to registration for such a degree or a member of staff of at least three years' standing at an Institution/Centre prior to registration for the degree.

8. A person shall not be eligible to proceed to the Degree of PhD (by Published Works) under these regulations if he or she has been previously approved for a PhD of the University.

**Entrance Requirements**

9. The normal minimum entrance requirement for applicants for candidature for research degrees is an upper second class honours degree or Masters degree relevant to the proposed research submission awarded by a UK or other recognised University or higher education institution, or by the Council for National Academic Awards (CNAA).

10. Applicants who do not possess the normal minimum entrance qualifications may be considered for candidature on their merits. The Institution/Centre will take whatever steps are deemed necessary, including calling for academic references, to determine the academic attainment and suitability to undertake research of the candidate.

11. In addition to the above entrance requirement, 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 submission 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 reading and written components. Candidates will be asked to provide such evidence as is deemed necessary by the University.

**Application**

44. An applicant should submit an application that shall consist of the following:

    d. Each of the published works that are at the basis of the case
    e. A statement of no more than 3,000 words which seeks to show the coherence and academic impact of the body of work submitted
    f. A list of the works submitted and evidence of their public availability and traceability.

    In the case of creative work, the portfolio may be presented in its material or visual reality. The body of original work shall be documented by photographic or other visual process

together with any necessary textual material, including labels or notes of explanation written in Welsh or English. The documentation must be in permanent retrievable form.

45. A candidate, in submitting an application, shall also be required to *(a)* declare that the submission as a whole is not substantially the same as any that he or she has previously made or is currently making, whether in published or unpublished form, for a degree, diploma, or similar qualification at any university or similar institution, *(b)* state what parts (if any) of the work or works submitted have previously been submitted for another qualification, *(c)* declare that, until the outcome of the current application to the Degrees and Academic Awards Board is known, the work or works submitted will not be submitted for any such qualification at another university or similar institution.

46. No candidate shall be recommended for admission without an interview conducted by an appropriate panel.

47. Admission of the candidate to the programme of study shall be subject to the approval of the Degrees and Academic Awards Board.

**Date of Commencement of Research Degree**

48. The date of commencement of a research degree programme of study is the date of registration.

**Required periods of study**

49. The required period of study for candidates pursuing a PhD (by Published Works) of the University is a maximum of one year (for a full-time candidate) and two years (for a part-time candidate).

50. The required periods of study do not include periods when study has been suspended in accordance with paragraph 20.

51. 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/Centre.

52. 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 six months 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 research programme without further application for suspension.

53. 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.

**Appointment of Supervisors**

54. Candidates must have no fewer than two supervisors approved by the Degrees and Academic Awards Board. One of the supervisors must be the Director of Studies who shall have overall responsibility for the work of the supervisory team and at least one member of the team must be a member of the academic staff of the Institution/Centre with a contract equivalent to at least 0.4 of a full-time post.

55. At least one member of the supervisory team must have experience of supervising research degrees to successful completion at the appropriate level. Taken together, the team must have evidence of recent research activity in the candidate's subject area, 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.

**Progress, monitoring and reports**

56. The Institution/Centre will establish at least six-monthly whether candidates are:

d. still actively engaged on the prospective submission and making satisfactory progress;
e. maintaining regular and frequent contact with the supervisory team;
f. likely to complete successfully within the normal permissible timescale.

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

57. This process requires that candidates and supervisory teams submit six-monthly monitoring reports to the Institution/Centre giving details of the progress made with the submission, 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.

58. The supervisory team must recommend in the annual 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.

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

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

61. Candidates at Institutions/Centres may re-enrol only after the progress report has been approved by the Research Degrees Committee and the Degrees and Academic Awards Board. Where progress has not been deemed satisfactory, the candidate's enrolment will be terminated. Candidates may appeal against this decision.

**The Submission**

62. The volume of work submitted by the candidate shall be the equivalent of three years of full-time study. Candidates may submit work(s) done in collaboration with others in support of the candidature, but such work shall be accompanied by a statement signed by each collaborator indicating the nature and amount of the work done by the candidate.

63. Candidates shall also be required to provide a critical analysis of **no more than 30,000 words** putting the total work submitted into the context of knowledge as it then existed and indicating also the independent, coherent and original contribution to learning in that academic field which in their opinion their work has made. Candidatures based on creative work should set it in its relevant theoretical, historical, intellectual or design context.

64. The analysis shall contain a critical reflection on the research methodology and methods used. It should also articulate a rationale to prove at least equivalence to the standard normally demonstrated by a successful PhD thesis.

**The Examining Board**

65. The function of the Examining Board is to ascertain that the submission for the 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.

66. Save as provided immediately below, an Examining Board must comprise the following only:

- Chair;

- Internal Examiner;
- External Examiner.

In cases including those where:

v. the candidate is a member of staff of the Institution/Centre;
vi. it proves impossible to appoint an internal examiner either from within the Institution/Centre or from another Institution/Centre of the University of Wales;
vii. 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;
viii. 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.

The Chair must be a senior member of staff, normally in the Centre or Institution in which the candidate is enrolled and nominated by the Research Degrees Committee. In Institutions/Centres with small numbers of staff where independence of the Chair becomes problematic, a Chair may be appointed from another such Institution/Centre of the University of Wales. The composition of the examining boards is arranged by the Research Degrees Committee, subject to ratification by the Degrees and Academic Awards Board.

67. 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.

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

69. 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 submission as well as experience in examining research degrees, ideally by published works.

**Examinations**

70. Candidates for the degrees of PhD (by Published Works) are examined on their submitted published work and the critical analysis.

71. The examination process consists of two stages:

c. preliminary independent examination of the total submission by the internal and

external examiners, who are approved for the purpose by the University and who shall prepare independent interim reports on the submission;

d. an oral examination conducted by an Examining Board.

72. The oral examination may be waived only in the case of a resubmission and at the discretion of the Examining Board, in which case the recommendation of the Board is based on the re-examination of the critical analysis by the examiners.

73. 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:

e. that the candidate be approved for the degree of PhD by Published Works;

f. that the candidate be approved for the degree of PhD by Published Works subject to the satisfactory completion of such corrections and amendments in the critical analysis 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;

g. that the candidate be allowed to modify the critical analysis and re-submit it 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 one year 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 critical analysis for examination.);

h. that the candidate be not approved for the award of a degree.

74. 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.

**Appeals**

75. Candidates have the right to appeal against decisions concerning termination of candidature or, in certain established circumstances, against the outcome of the examination process, in accordance with the procedures established for the purpose.[4]

[4] The University of Wales acknowledges the contribution of the University of the Arts, London, to the drafting of these Regulations.