

## CORE REGULATIONS FOR PhD WITH INTEGRATED STUDIES

### DEFINITIONS

1. In these Regulations, the following definitions apply:

A *Programme of Study* is an approved pathway of study leading to a particular named award of the University consisting of a defined combination of study at an appropriate Level or Levels.

An *Integrated Programme of Study* is an approved pathway of study leading to a particular named award of the University consisting of a defined combination of modules at an appropriate Level or Levels, preceded by a period of intensive English Language instruction normally of 4, 8 or 12 weeks in duration.

A *Module* is a defined course of study which is self contained and which receives a specified number of Credits. A single module at Level 4 is worth 15 or 20 credits; larger modules are worth multiples of 15 or 20 credits. A double or triple module cannot be divided into single modules and must be taken and assessed as a whole. A single module cannot be sub-divided. Credits are gained when a student has satisfied the Board of Examiners in respect of the assessment requirements for the module concerned.

A student who takes a mixture of 15- and 20-credit modules in his/her programme must take at least the minimum number of credits required for the qualification for which he/she is registered. In some cases it may be necessary to take slightly more credits than the minimum number to accommodate a mixture of module valencies.

Each module is set at a given Level of study appropriate to its learning outcomes and is assessed against criteria appropriate to that Level. Certain modules may be defined in Programme Regulations as prerequisites for study of certain other modules at a higher or equivalent level. Not all modules listed in the Programme regulations for a given degree programme may be available in any one year.

Students are not permitted to register for the same module on more than one occasion.

Modules may be assessed using a variety of methods. The mode(s) of assessment of each module shall be as agreed by the Board of Studies and as approved by the appropriate Faculty Education Committee.

A *Level* refers to the stage of study and indicates the intellectual challenge of a module or a year of study within a programme of study. The University's Level Descriptors provide a common framework for this. The following numbering is used in relation to Levels of study:

Level 3 = third year full-time undergraduate, typically equivalent to Honours degree level (*FHEQ Level 6*).

Level 4 = first year full-time postgraduate, typically equivalent to Masters degree level (*FHEQ Level 7*).

Level 5 = typically equivalent to Doctoral degree level (*FHEQ Level 8*).

### PRE-CONDITIONS FOR THE AWARD OF A PhD WITH INTEGRATED STUDIES

2. To qualify for the award of a PhD with Integrated Studies of the University, a student must:
  - (a) be approved by the department concerned as a candidate for the degree;
  - (b) present a satisfactory thesis after completing a course of taught modules and independent research in accordance with these Core Regulations and the Programme Regulations of the degree for which they are registered;
  - (c) satisfy the examiners in a written examination and in a thesis or in such other assessment requirements as prescribed in the Programme Regulations of the degree for which he/she is registered.
3. **The PhD with Integrated Studies shall not normally be awarded until after the completion of the required period of supervised study.**

## ADMISSION

4. Applicants must be graduates of this or another approved University or possess some other qualification approved by the Education Committee. Normally an upper second class Honours degree or equivalent in a subject relevant to the proposed course of study is required, unless otherwise specified in the Programme Regulations.

5. Students admitted to a PhD with Integrated Studies programme not already matriculated in the University must matriculate during the first term of the course. As a matriculation requirement, students whose first language is not English must have shown evidence of their general proficiency in the English language.

6. Applicants will normally be approved for periods of supervised study as follows: 48 months / 4 years (full-time mode of study); 96 months / 8 years (part-time mode of study).

## INTEGRATED PRE-SESSIONAL PROGRAMME

7. Any programme of study may begin with a period of intensive English Language study, normally of 4, 8 or 12 weeks duration, as part of an integrated programme of study. Students undertaking this pre-sessional provision as part of an integrated programme of study will be required, at the end of the 4, 8 or 12 week period, to meet the agreed English Language progression requirements as defined for their main academic programme and published within the Learning and Teaching Handbook. Any student who does not meet this requirement will be required to withdraw. A student who meets the progression requirements at threshold level may be required to undertake a further period of English Language instruction as outlined in paragraph 15.

## RESIDENCE

8. **Students are required to be members of a College/Society of the University.**

## PROGRESS AND ATTENDANCE

9. Each programme shall last from the start date of the programme for the period of study required for the award. **All students are required to fulfil their academic commitments as provided in paragraph 1 of Section V of the University General Regulations. Failure to do so will render a student liable to be required to withdraw from the University under the provisions of that section.**

10. **The Board of Studies may permit the interruption of a candidate's programme of study for a specified period of time. This period may not be more than 12 months in any one instance, and extensions to a 12 month suspension of study will not normally be granted. A student will only be permitted to suspend for more than 24 months consecutively in exceptional circumstances. Students who wish to suspend studies beyond this point will be required to withdraw, and advised to re-apply to the University (if they so wish) when they are in a position to do so.**

11. During a period of study, students shall maintain such contact with the Programme Director or his/her nominee, and provide the Programme Director or his/her nominee with such evidence of progress, as he/she may require.

12. **Students undertaking full-time study may accept paid teaching, demonstrating and other research work in the University if the time given thereto, including time required for preparation, does not exceed six hours per week.** Students are required to comply with any additional requirements of any sponsor of their programme of study.

13. Students wishing to spend a period away from Durham for the purposes of their programme of study or for other good reason must obtain permission from the appropriate Board of Studies. When the nature of the research requires that work be undertaken at an institution outside Durham, the appropriate Faculty Education Committee may appoint an additional supervisor.

14. Students shall maintain such contact with their supervisors and provide them with such evidence of progress as they may require.

15. If it should appear during the first term of his/her programme of study that a student's attainment in the English language is not fully adequate for his/her study, the student may be required by the appropriate Board of Studies to undertake, at his/her own expense, an approved course of instruction in the English language or to withdraw. At the end of such a course the Committee will then either satisfy itself that the student has become competent to proceed with his/her study or require that his/her registration be terminated. If the student is deemed competent to proceed, the appropriate Board of Studies shall determine in each individual case whether any of the period spent in receiving English language instruction may be counted towards the requirements for the programme for which he/she is registered.

16. Candidates registered for the thesis and their supervisors must submit reports on progress each year to the Academic Office. The procedures for these reports will be communicated by the Academic Office.

#### PROGRAMME REGULATIONS

17. Each programme shall be as specified in the Programme Regulations. A student's choice of modules shall be subject to the approval of the Board of Studies responsible for the programme. In the case of a module chosen from another Board of Studies, the approval of that Board of Studies will also be required.

18. The PhD with Integrated Studies consists of taught modules to the value of 180 credits and independent research to the value of 540 credits.

19. **A student must gain credits as follows subject to the requirements of the relevant programme regulations:**

- a) **for the award of a PhD with Integrated Studies: a total of 720 credits, including a minimum of 540 credits at level 5 and a maximum of 180 credits at level 4 or below of which up to 30 credits may be at levels 1-3.**
- b) **for the award of a Master of Philosophy: 180 credits from taught modules at level 4 or below, of which up to 30 credits may be at levels 1-3, plus at least 360 credits of independent research at level 4.**
- c) **for the award of a Masters degree: a total of 180 credits with a minimum of 150 credits at level 4 and a maximum of 30 credits at levels 1-3.**
- d) **for the award of a Postgraduate Diploma: a total of 120 credits with a minimum of 90 credits at level 4 and a maximum of 30 credits at levels 1-3.**
- e) **for the award of a Postgraduate Certificate: a total of 60 credits with a minimum of 40 credits at level 4 and a maximum of 20 credits at levels 1-3.**

20. A student may be awarded a named award at a lower level than the award for which he/she is registered provided that the student has gained the necessary credits for the lower level award as per regulation 19 above. Unless otherwise stated in the Programme regulations all named PhD with Integrated Studies awards may be awarded at MPhil, Masters, Diploma or Certificate level.

21. Credits may only be counted towards one award and on one occasion only.

22. All students are encouraged to complete the writing up of their thesis within their period of supervised study. Candidates who have not completed the writing up of their thesis by this point, may be permitted a period of continuation of up to 12 months.

23. **Any further period of continuation will only be permitted by concession. Candidates who do not submit by the end of their period of supervised study, or by the end of their agreed period of continuation, will be required to withdraw from the University.**

## ASSESSMENT REGULATIONS

### THE DOCTORAL PROPOSAL

24. Students shall be required to submit a doctoral research proposal, and an accompanying indicative bibliography. The length of the proposal, and the date by which it must be submitted (normally by the start of Epiphany term), will be specified within the relevant programme regulations. The proposal will be assessed by at least two academic staff, of whom at least one must be an authorised postgraduate admissions officer and at least one must be a prospective supervisor. Both staff must agree that the proposal meets the normal standard required for admission to the standard PhD programme in that Department.

25. Students whose proposal is not deemed to meet the normal standard required for admission to the standard PhD programme in that Department will be permitted to submit the proposal on a second occasion, at a date to be specified within the relevant programme regulations (and normally by the start of Easter term). Students whose proposal is not deemed to meet the normal standard for admission to the standard PhD programme in that Department, will be required to withdraw from the programme, or be permitted to an appropriate alternative programmes, as specified within the relevant programme regulations.

### THE TAUGHT MODULES

26. The taught modules to be studied for a given programme and their credit weighting shall be as defined in the Programme Regulations of the programme.

27. Students shall undertake the assessments for the taught modules as required for a programme at the times specified in the Programme Regulations.

28. Each taught module shall be marked according to the table outlined below:

<b>Marking Levels for Each Unit of Assessment</b>	
<b>PhD WITH INTEGRATED STUDIES, MASTERS DEGREES, POSTGRADUATE CERTIFICATES AND DIPLOMAS</b>	
<b>% Mark</b>	
70-100	Distinction
60-69	Merit
50-59	Pass
0-49	Fail

29. Students taking a PhD with Integrated Studies programme in part-time mode must normally take the dissertation/thesis proposal/major project module in the final year of taught study, any research methods module before the final year of taught study, and as equal a division of credits between the years of study as possible.

30. The pass mark for PhD with Integrated Studies, Masters programmes, Postgraduate Diplomas and Postgraduate Certificates is 50% which must be achieved overall in each of the taught modules. The pass mark for PhD with Integrated Studies, Masters programmes, Postgraduate Diplomas and Postgraduate Certificates is 50% which must be achieved overall in each of the taught modules. A student wishing to progress to the research phase of a PhD with Integrated Studies must obtain an overall average mark of at least 60% in the assessment of their taught modules, after resits if necessary as set out below. Any student who does not obtain an overall average mark of at least 60% will be required to withdraw from their PhD with Integrated Studies.

31. Notwithstanding the requirements detailed in paragraph 30 above up to 45 credits for a PhD with Integrated Studies or Masters degree, up to 30 credits for a Postgraduate diploma and up to 20 credits for a Postgraduate Certificate will be gained compensation provided that:

- a) a mark of not less than 40% has been obtained in each of the modules to be compensated;  
the overall average for all the modules taken including the module(s) to be compensated is at least 50%;
- b) the achievement of the learning outcomes of the programme is not compromised by failure in the module(s) concerned. The regulations for each programme indicate which module(s) may not be passed by compensation because failure in those modules would compromise the achievement of the learning outcomes of the programme.
- c) the module(s) to be compensated are not identified as pre-requisite(s) for progression. The regulations for each programme indicate which module(s) may not be passed by compensation because failure in those modules would prevent progression.
- d) the actual mark received for modules passed by compensation will be taken forward to the averaging process for the classification of the degree and will be entered on the student's transcript.

32. All work submitted for assessment must be in a form suitable for assessment by external examiners and shall be available to the external examiners on request.

33. A student who is unable due to illness or other good cause to submit course work, other than the thesis, for assessment by the required date may apply to the Chair of the Board of Examiners or his/her nominee for an extension of that date.

34. A Board of Examiners has the power to exercise discretion to take account of particular circumstances if it considers it right to do so in the proper discharge of its duties. Such circumstances shall include, but not be restricted to, personal mitigating circumstances. Boards of Examiners may also take into account academic factors such as the overall pattern of marks gained by a student and the relative significance of various modules for the learning outcomes of the programme. The views of an External Examiner must be particularly influential in the case of disagreement within the Board of Examiners on the mark to be awarded for a particular unit of assessment, or on the final level of award to be derived from the array of marks of a particular student.

**35. Where a student is being considered for the award of a masters degree, postgraduate certificate or postgraduate diploma, if the student's arithmetic means falls no more than 2% below a classification boundary, the board of examiners must consider whether to award the higher classification by exercise of discretion. In order to be considered for the award of distinction by discretion a student must have obtained either a mark of 70% in their dissertation or an arithmetic mean of 70%, and a mark of at least 68% and less than 70% in relation to the other criteria for the award of a distinction. In order to be considered for the award of a merit by discretion, a student must have obtained either a mark of 60% in their dissertation or an arithmetic mean of 60%, and a mark of at least 58% and less than 60% in relation to the other criteria for the award of a merit. Boards of Examiners may only consider exercising discretion to raise a classification for a student whose arithmetic mean falls outside this 2% range where there are personal mitigating circumstances, or a combination of personal mitigating circumstances and academic factors, that warrant such consideration.**

#### Re-examination

**36. Students who achieve an average mark of less than 50% in any taught module are allowed one further attempt to pass the module. The total number of taught modules which a student may resit must total no more than half the total credit value of their programme's taught modules, excluding the dissertation/thesis proposal/major project module. Students who achieve a mark of less than 50% in the dissertation/thesis proposal/major project module at the first attempt are allowed one further opportunity to resubmit. The resit or resubmission (without repeating the module itself) shall normally be at the time of the next normal assessment of the module component(s) concerned. Any alternative arrangements for re-examination shall be as specified in the Programme Regulations of the programme.**

**37. The mark for any module following a resit shall be capped at 50%.**

#### THE RESEARCH THESIS

38. Candidates must complete all assessments for the taught modules satisfactorily before submitting their thesis.

39. Candidates are required to complete a thesis of a maximum 100,000 words, excluding the bibliography, appendices, tables, diagrams and photographs, but including footnotes and endnotes. Permission to exceed these word limits must be obtained from the appropriate academic department in advance of submission. The thesis is worth 540 credits at level 5.

40. A thesis may be presented at any time within one calendar year from the date on which the candidate completed the required period of study.

41. A student who is unable due to illness or other good cause to submit their thesis for assessment by the required date may apply to the appropriate Deputy Executive Dean (or their nominee) for an extension of that date, to be determined by the Committee in the light of the known circumstances.

42. Candidates for research degrees may submit their thesis at any time after the beginning of the final quarter of the final year of their course. Candidates who have completed their thesis to the stage when it is ready for presentation may, on the provision of evidence satisfactory to the appropriate Chair of the Board of Studies, be permitted by their department to submit their thesis for examination earlier than the beginning of the final quarter of the final year of their course provided they have completed the minimum period of study as specified below.

**43. The arrangements for the submission and examination of the thesis, including the assessment criteria, shall be as for the PhD by Thesis or Composition.**

#### RIGHT OF APPEAL

44. In accordance with the Academic Appeals Regulations contained in Section VII of the General Regulations in the University Calendar, a student registered for a PhD with Integrated Studies may appeal against academic decisions relating to his/her candidature.