



**CODE OF PRACTICE FOR RESEARCH DEGREES
Academic Year 2010-2011**

Effective from 1st August 2010

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Document date: August 2010

Circulation: General

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1 SCOPE, AIMS & OBJECTIVES OF THIS CODE

This Code sets out Bournemouth University's policy and procedural framework relating to research degrees (MPhil, PhD, DBA, DProf, DEng/EngD) and additional School specific information. For our professional doctorates and other non-standard research degrees, the relevant programme handbooks should be consulted alongside this Code of Practice in appropriate areas.

The aims of this Code are:-

- to ensure that postgraduate researchers (PGRs) at Bournemouth University are effectively supervised so that the full potential of their research ability may be achieved and their research completed within an appropriate time period
- to ensure that PGRs and staff have a common understanding of their respective roles and responsibilities
- to promote policies and procedures which protect the academic standards of the University's research degrees.

The objective of this Code is to define a set of standard procedures and specific responsibilities covering the academic supervision, administration and assessment of research degrees for all Schools within the University. Schools may, in addition, define additional requirements for their PGRs which shall be set out in their handbooks or other documentation.

Bournemouth University is committed to the aim of providing PGRs with all the necessary skills, resources, facilities and high quality supervision that they will need to undertake their research. Equally, PGRs are expected to fully accept the responsibilities of being a PGR as set out in the Code, and to be committed to their research programme.

This Code also makes reference throughout to the Bournemouth University Rules, which includes all policies, procedures and regulations and associated documentation.

All those involved with research degrees MUST to make themselves familiar with the policies, procedures and regulations referred to in Section 9 (and Appendices 1 & 2).

Finally, the Code is revised annually to reflect changes in BU policy and national guidelines and in order to continuously improve the research degree experience. **All those involved in research degrees MUST abide by the current Code at all times.**

2 POSTGRADUATE RESEARCHER SUPPORT

2.1 Academic Schools

Postgraduate research at Bournemouth University is largely organised within the six Academic Schools and associated Research Centres.

Responsibility for PGRs within each School rests with the Deputy Dean (Research & Enterprise) although Schools may also have an Associate Dean with delegated responsibility for PGRs. It will be these members of staff, in conjunction with the relevant Academic School Committee, usually the Research & Enterprise Committee (or equivalent), who have overall responsibility and/or authorisation for PGR progression.

The Research Administrator is an invaluable source of advice and support and will be a prime point of contact throughout the research degree process from application to submission of the thesis and the viva voce. The Research Administrator will also monitor the PGR progress and advise the PGR and supervisory team on the timing of key milestones.

Most PGR support will be at School level and the primary source of academic support will be the supervisory team (Sections 4.3 & 4.4).

2.2 The Graduate School

The Graduate School has the central role of overseeing research degrees at Bournemouth University, providing an academic and interdisciplinary focus for PGRs and enhancing the provision and experience of research degree supervisors. It promotes good practice across the University ensuring both quality and consistency in approach and experience. It offers support in a number of vital areas as outlined below.

2.2.1 PGR Development Programme

The Graduate School offers a number of programmes for PGRs:

Graduate School PGR Development Programmes	
Induction	The Induction Programme is run by the Graduate School in October and January and is designed to provide PGRs with an understanding of the research degree principles and framework.
New PGR Training	This builds on induction to provide you with the skills to develop an organising framework within which to begin your research degree.
(Roberts) Skills Training	<p>The University supports the principle that PGR's should have the opportunity to attend appropriate training programmes to assist in the development of both research and personal development skills</p> <p>PGRs should develop generic and lifelong skills, which extend beyond those essential to pursue research. These include learning and teaching skills and employability skills as set out in the Roberts Skills agenda (Appendix 3).</p>
Research Methodology Training	<p>An understanding of research skills and techniques is essential for the development of PGRs. This has been underlined by documents related to research degree programmes issued by HEFCE, QAA and the Research Councils.</p> <p>The programme designed by the Graduate School is an essential part of undertaking a research degree and is an important element for high quality research in any discipline. Sessions include:</p> <ul style="list-style-type: none">• Generic Quantitative & Qualitative Methodologies;• Data Analysis & Synthesis;• Discipline related skills;• Additional knowledge such as legal and ethical issues.

Further details of all Graduate School programmes are available on the Graduate School web pages:

<http://www.bournemouth.ac.uk/thegraduateschool>

2.2.2 Supervisory Development Programmes

The roles and responsibilities of PGR supervisors are set out in Section 4.3 and 4.4. It is important that all supervisors

undertake development to enhance their supervisory skills and knowledge and to maintain sufficient knowledge of the research area and research skills in order to provide accurate guidance on the research project. Working closely with the Academic Schools, the Graduate School provides development opportunities for all those involved in the supervision of PGRs.

Experienced supervisors will also be required to engage with development activities, such as Independent Chair and Examiner Training, which:

- provide information about any changes to policy (external or internal) or process that have occurred in relation to research degrees;
- encourage exchange of best supervisory practice between Academic Schools and disciplines;
- help facilitate the development of a strong research network across the University.

All **new supervisors** must comply with the requirements of the QAA (2004) in that "*New supervisors will participate in specified development activities, arranged through [the Graduate School], to assure their competence in the role*". As such, successful completion of the accredited PG Cert Research Degree Supervision Unit 1 Supervision: Its Regulation Process and Documentation is compulsory for all those who are new to supervision at doctoral level normally prior to engagement as part of a supervisory team.

- Those successfully completing Unit 1 of the PG Cert may join a supervisory team and become first supervisor upon supervising an entire research degree cycle;
- Those successfully completing the full PG Cert may become first supervisor on a team which includes at least one other experienced supervisor.

Further details of the Supervisory Development Programme and PG Cert are available on the Graduate School web pages:

<http://www.bournemouth.ac.uk/thegraduateschool>

2.3 Other support

Bournemouth University also has a number of professional and support services, which are summarised below:

Student and Academic Services	
askBU	Section 2.4.
Library	<p>The Library provides an essential set of library services, catalogues, resources, referencing tools and helpful advice to support PGRs in their learning and research.</p> <p>The Graduate School Librarian is: Emma Crowley (Tel: 01202 965451 Email: ecrowley@bournemouth.ac.uk)</p>
IT Services	<p>IT Services is responsible for providing academic and administrative computing, networking, applications, audiovisual and media services along with support for centrally managed teaching space. All services provided by IT Services should be requested through the IT Service Desk or online IT Helpdesk.</p>
Learning Support	<p>The Additional Learning Needs Service (ALNS) offers support and advice for students with disabilities. As everyone's needs are different, those with learning difficulties or those requiring additional learning support are encouraged to contact ALNS as soon as possible so that a personalised framework of support can be arranged.</p>
Student Union	<p>The Students' Union is here to represent, help and provide services to all students at Bournemouth University. The Students' Union is the student voice, support network and a means of fun and relaxation!</p> <p>Union membership is automatic and free, and includes access to the Advice Centre, a range of clubs & societies, volunteering opportunities, student representation, personal development as well as a wide variety of social areas.</p>
Graduate Employment Service (Careers)	<p>The Graduate Employment Service exists to provide impartial and professional information, advice and guidance to students, graduates, employers and staff. It undertakes to ensure that the information and help it provides is up to date, relevant, accurate and accessible and that all staff are appropriately qualified and trained.</p>
Accommodation Service	<p>The Accommodation Service can offer advice and other information about the accommodation process, advice on a current housing situation, or any other support to all UK, EU and International postgraduate researchers.</p>
Personal Support	<p>BU offers a range of personal support including Medical and Dental Practices, Student Counselling Service, Multi-</p>

2.4 askBU

askBU is a centralised accessible and convenient enquiry and information service for ALL students at Bournemouth University. This service is able to offer guidance and assistance with all routine non-academic enquiries such as:

- International Student Support including immigration, visa issues and working in the UK
- Student Financial Support
- Changes to Addresses and Personal Details
- Re-setting and Re-issuing Computer Passwords
- Council Tax Exemption Certificate replacements
- Graduation Queries
- Orientation Queries (where to find...)
- Student ID Card replacements
- Standard letters to confirm student status, to open bank accounts, or to apply for extensions to an international student visa

In addition, the askBU Students Service will offer advice and guidance in relation to procedural issues such as University rules and regulations, mitigating circumstances, complaints, appeals etc., as well as acting as a signposting service, referring students to the correct department or contact as appropriate.

The askBU Students Service can be contacted in person at either of the following locations:

Talbot Campus
The Base
Poole House Fern Barrow,
Poole
BH12 5BB

Lansdowne Campus
BG06, Bournemouth House
17 – 19 Christchurch Road
Bournemouth
BH1 3LE

Standard Term Time Opening Hours:

8.30 am – 5 pm Mondays to Thursdays and 8.30 am – 4.30 pm Fridays

Emails: askbustudents@bournemouth.ac.uk

Telephone: +44(0)1202 969696

24-Hour Virtual Advisor: http://www.bournemouth.ac.uk/current_students/askbu

3 RESEARCH DEGREE PROGRAMMES

The following research degrees are awarded to candidates who successfully complete approved programmes of supervised research at Bournemouth University. The National Qualification Descriptors for Masters (M) Level and Doctoral (D) Level degree are given in Appendices 4 & 5.

Master of Philosophy (MPhil) / Practice-based MPhil

The MPhil is awarded to a candidate who, having critically investigated and evaluated an approved topic and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis and/or practical element, by *viva voce*, to the satisfaction of the examiners. Candidates may register to study for an MPhil on a full- or part-time basis.

Doctor of Philosophy (PhD) by Thesis / Practice-based PhD

The PhD involves a more complex and advanced project and is awarded to a candidate who, having critically investigated and evaluated an approved topic resulting in an independent and original contribution to knowledge and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis and/or practical element, by *viva voce*, to the satisfaction of the examiners. Because of the extended nature of the research project, most candidates register initially for an MPhil and subsequently transfer to a PhD, once sufficient progress has been made.

Details of the research degree process, the rules and regulations and the support and facilities available to PGRs are set out in this Code.

See also: *Research Degrees at BU: a Guide to Practice-Led Research Degrees*

Doctor of Philosophy (PhD) by Publication

The PhD by Publication is normally only available to members of BU staff.

The PhD by Publication is awarded to a candidate on the basis of publications or other practical elements, together with an accompanying synthesis in which the candidate must demonstrate a critical investigation, providing an original contribution to knowledge, and an understanding of appropriate research methodology for the chosen field. The candidate must also present and defend their thesis, incorporating publications or other practical elements appropriate to the candidate's field of research and synthesis, by *viva voce*, to the satisfaction of the examiners.

See also: *Research Degrees at BU: a Guide to the PhD by Publication*.

Professional Doctorates

The Professional Doctorate is awarded to a candidate who, having critically investigated and evaluated an approved organisation-centred topic resulting in a fundamental advance in organisation-centred performance, or professional

practice topic resulting in a fundamental advance in theory and practice, and demonstrated an understanding of appropriate research methods, has presented and defended a thesis, by viva voce, to the satisfaction of the examiners.

The Professional Doctorates are designed to encourage practising professionals to pursue formal qualifications through in-depth research related to activities performed in the workplace. These programmes are an emerging part of the postgraduate and professional portfolio of BU and include:

- **Doctor of Professional Practice (DProf)**

The School of Health and Social Care is offering a Professional Doctorate which is ideal for health and social care professionals from a range of backgrounds including: lecturer practitioners who have completed masters studies; practitioners aspiring to be a nurse or therapy consultants; service leaders and managers from a variety of health and social care organisations including general practitioners, psychotherapists and counsellors, and educationalists. This programme can be completed whilst in part-time or full-time employment.

- **Professional Doctorate – Creative Industries (DProf)**

The Media School is offering a Professional Doctorate exclusively for the media industry. The academic standing of this qualification is equivalent to that of Doctor of Philosophy (PhD) and provides one of the highest qualifications of intrinsic value and status available to practitioners, leading to the title of Doctor. This programme can be completed whilst in part-time or full-time employment. The assessment will focus on the production of a final thesis and where appropriate, maybe accompanied by either supporting material (artefacts in a non-written form) which may be assessed by academics and industry professionals in a *viva voce* and exhibition format

- **Professional or Engineering Doctorate (DProf/DEng)**

The Centre for Digital Entertainment (BU Media School and Bath University) is offering a unique doctoral program that places researchers directly in companies to work on real projects across digital media, animation, games and VFX. These projects will form the basis of an Engineering or Professional Doctorate. The program lasts 4 years with 75% of the programme based in a company. The research is supported by access to a range of options from Bath and Bournemouth's respected Masters programmes. This taught programme will be tailor made for individual needs and arranged in consultation with the researcher, the host company and academic supervisors.

See also relevant programme handbook for each professional doctorate.

Doctoral Track (available to BU Staff only)

The Doctoral Track is only available to members of BU staff.

A separate guide, *Research Degrees at BU: A Guide to the Doctoral Track for BU Staff*, is available from the Graduate School to provide members of staff with information, guidance and advice when embarking on a Doctoral Track. The guide sets out BU's research degree portfolio, additional training programmes offered to BU staff and other research support available to all

staff. The guide also sets out the stages of the Doctoral Track which will assist academic staff in identifying the most appropriate doctoral route for them. It should be used in conjunction with this Code of Practice and relevant programme handbooks to provide an insight into academic progression and guidance for completing a research degree.

Members of BU staff undertaking a research degree largely fall under the same rules and regulations as any PGR. Differences apply in areas such as the application process, appointment of examiners and issues such as fees and time allowances.

4 RESEARCH DEGREE ROLES & RESPONSIBILITIES

4.1 PGR responsibilities

PGRs should be aware of their roles and responsibilities, which can be summarised as follows:

- To agree to adhere to all BU's policies, procedures and regulations (as set out in Section 9), including, as appropriate, Ethics and Health & Safety;
- To accept ultimate responsibility for their own research activity;
- To plan their research project, which is achievable within the expected timeframe for completion, meet the monitoring requirements in line with that schedule, and keep a systematic record of progress on myBUILD;
- To maintain regular contact with their supervisory team; agree an appropriate schedule of meetings; the type of guidance and feedback that would be most helpful and to be prepared for and record appropriately all supervisory meeting;
- To maintain the progress of research in accordance with the key milestones (see Section 5) agreed with the supervisory team, including the presentation of written material in sufficient time to allow for comments and discussion at the meetings;
- To take responsibility for personal and professional development identified through the annual Training Needs Analysis, through attendance at Graduate School Induction, Skills and Research Methodology programme(s), conferences and other development opportunities;
- To raise problems or difficulties (academic, professional or personal) affecting their research with the supervisory team, research administrator, or Graduate School;
- To ensure that they are competent in any relevant research techniques;
- To submit the thesis in time and in accordance with BU guidelines for the submission of theses, and to respond appropriately and timely to any recommendations of the examining team.

- To submit the thesis in English, except with specific permission from the University. This must normally be sought at the time of application and is only likely to be given if the subject matter of the thesis involves language and related studies.

4.2 PGR employment & hours of work

Teaching is recognised as a valuable part of development as a PGR but teaching commitments should not be so onerous that they detract from the research.

In line with Research Councils, the total time spent (including preparation and marking) should not exceed six hours in any week during term time. The provision of teaching is the responsibility of the Academic Schools, and is paid for at the normal BU rate.

PGRs who wish to teach must, first, successfully complete the BU Introduction to Education.

4.3 Research degree supervision

All PGRs are allocated a supervisory team, by the Academic School, when they are offered a place to study for a research degree. The offer letter gives details of the supervisory team which:

- will comprise a minimum of two supervisors;
- at least one of whom must hold a doctorate;
- at least one of whom must have previously successfully supervised one or more PGRs from registration through to completion or one entire research degree cycle. Supervisors who have not supervised an entire cycle must undertake Unit 1 of the PG Cert Research Degree Supervision (see Section 2.2.2);
- will have expertise in the relevant subject or discipline area of research and knowledge of those methodologies and skills required for the research;
- may also include an external supervisor who may be a subject or methodology specialist. The external supervisor may NOT be the first supervisor.

Wherever possible, the first supervisor should have both the experience and qualification and will have overall responsibility for the PGR, including responsibility for:

- the direction of the research programme;
- all administrative matters related to the registration.

Academic Schools are required to ensure that their supervisors engage in supervisory development activities as set out in Section 2.2.2.

The quality of supervision should not put at risk as a result of an excessive volume and range of responsibilities assigned to individual supervisors.

If a member of the supervisory team is absent for a significant period of time (i.e. more than one term), it is the responsibility of the Academic School to make alternative arrangements for supervision.

4.4 Responsibilities of research supervisors

The supervisory team have the right to expect commitment from the PGR, who should respond accordingly to supervisory guidance and advice, and will develop an increasing level of independence in the research process. The responsibilities of the supervisory team are as follows:

- To understand the appropriate university mechanisms for the recruitment, monitoring and regulation of PGRs;
- To undertake supervisory development to enhance supervisory skills and knowledge and to maintain sufficient knowledge of the research area and research skills in order to be able to provide accurate guidance on the research project;
- To ensure the PGR adheres to all BUs policies, procedures and regulations including but not limited to, plagiarism, copyright, health & safety, ethical issues, data protection and intellectual property rights;
- To guide the PGR in planning a research project, which is achievable within the expected timeframe and to provide clear guidance on the key monitoring milestones and keep a systematic record of progress on myBUILD;
- To be accountable for reporting on PGR progress to the Academic School & Graduate School Committees, and to raise any issues for concern;
- To maintain contact with the PGR; agree a schedule of meetings, the most constructive type of guidance and feedback and to provide this in an appropriate timeframe;

- To assist the PGR in identifying research, professional and personal skill development needs;
- To encourage the PGR to engage in the wider research culture including attending the Graduate School programmes, relevant seminars series, and publication of conference papers and journal articles;
- To discuss with the PGR any inadequate progress, problems or difficulties affecting their research and be able to direct them to other support services if necessary;
- To ensure the timely preparation and arrangement of the viva voce (in liaison with the Research Administrator) and to prepare the PGR for the viva voce and advise on the outcome and timely response to any recommendations of the examining team.

4.5 myBUILD

myBUILD is used to administer, monitor and record all PGR progress. The online system is based around simple, self-explanatory forms, printable on completion. It has several principle functions:

- acts as a timeline for PGRs;
- can only be populated sequentially;
- provides a permanent record of progress showing all stages and achievements through the research journey.

PGRs and their supervisory team will be responsible for recording the Key Milestones (declaration; research planner; initial review; transfer; submission; viva voce) and regular progress Reviews (supervisory meetings and annual monitoring).

Guidance on the administrative responsibilities is provided within this Code in the “ON myBUILD” sections which are clearly highlighted in this document.

Other useful tools include a Research Diary and Record of Achievement, which allows the PGR to build up a complete record of skills attained, presentations made, publications, conferences attended during their research journey.

To access myBUILD, on or off campus, users should log on through www.bournemouth.ac.uk/mybuild. All users (PGR, supervisors, and research administrators) will be given a user

name and password to access the system. Any myBUILD queries should be directed to the Graduate School.

5 RESEARCH DEGREE PROGRESS MONITORING

The key stages of the research degree are outlined below:

The Research Degree Process		
Stage	MPhil	PhD
Application stages	Informal discussions with Academic School and formal applications procedure (Section 5.1)	
Day 1	Registration on Research Degree Programme (Section 5.2)	
4 months (FT) after registration (8 months PT)	Initial Review (Section 5.8)	
Annually (at the end of each academic year)	Annual Review & Monitoring & Training Needs Analysis (Section 5.6)	
Annually (at the start of each academic year)	Confirmation of Registration & Re-Enrolment (Section 5.7)	
6 months prior to submission	Declare Intention to Submit (Section 6.1.1)	
Expected 18 months (FT) after registration (36 months PT)	Submission of MPhil Thesis for Examination (Section 6.2)	Transfer to higher award (Section 5.9)
6 months prior to submission		Declare Intention to Submit (Section 6.1)
Expected 36 months (FT) after registration (72 months PT)		Submission of PhD Thesis for Examination (Section 6.2)
Normally within 3 months of submission	Viva voce (Section 6.3.1)	
	Award of Research Degree (if successful) (Section 6.3.2)	
	GRADUATION (Section 6.4)	

5.1 Application process

The application procedure is set out below:

The Application Procedure	
	Point of Contact
Informal discussions & initial contact with Academic School	Deputy Dean for Research & Enterprise (DDRE) Potential Supervisors Research Administrator
Formal application submitted – research degree application form and research proposal	Research Administrator
Application & research proposal considered by potential Supervisors and School Research Committee	DDRE Potential Supervisors Research Administrator
Formal interview by academic panel, including potential Supervisors	Potential Supervisors Interview Panel
Application is accepted or rejected by Committee on recommendation of Interview Panel	Research Administrator
Day 1	Registration on Research Degree Programme (Section 5.2)

The PGR application procedures are transparent and should be consistently applied. The selection process should be rigorous, and equality of opportunities should be ensured for all applicants. The School research administrator is central to the application process, is often the initial point of contact and maintains the PGR records which feed into the committee structure. The minimum entry requirements are set out in Appendix 2 and the *Research Degrees at BU: Guidelines for Applicants*. The following should be considered when assessing an applicant:

The Recruitment Criteria	
With reference to the candidate:	<ul style="list-style-type: none"> Qualifications and experience (including confirmation of qualification);

	<ul style="list-style-type: none"> • The level of written and spoken English (including confirmation of qualification); • The adequacy of the academic references; • The interest, determination and skills required to carry out the research (this may be determined by an interview, and would include issues such as time management, independent thought and learning, subject knowledge, writing skills etc) • Access to appropriate resources to support living costs and pay registration fee.
With reference to the proposal?	<p>The nature and viability of the proposed research, does the proposal:</p> <ul style="list-style-type: none"> • include clear aims and objectives? • demonstrate an understanding of methods? • include a feasible timeframe? • consider resources implication of the project? • consider ethical and health & safety issues?
With reference to the supervisors:	<ul style="list-style-type: none"> • Is there sufficient expertise in the subject on the supervisory team? • What is the current work-load of supervisors and the number of students currently supervising? • Are the potential supervisors qualified to undertake this supervision? • Are arrangements in place to ensure continuity of supervision in the event of sabbatical, secondment, supervisor leaving, etc. • If a supervisor is to new the process, have they undertaken the necessary training?

5.2 Registration

In order for accepted applicants to begin their studies at BU, it is necessary for them to be registered as a PGR. Registration will be within the relevant Academic School.

Registration should take place at the beginning of the new academic year in early October; however other start dates are possible subject to prior agreement. Fees for entry points other than October are calculated on a pro-rata basis. To activate the PRG's registration at BU they must complete the

Postgraduate Research Application/Registration Form - New Students Only.

When the PGR registers, they will receive the following:

- an ID card which enables them to use BU facilities e.g. libraries, Students' Union etc., which may also be used to obtain discounts at various shops and recreational outlets;
- a copy of the Code of Practice for PGRs, BU Rules and Regulations and the Student Charter;
- a Council Tax Exemption Certificate (FT PGRs only);
- access to facilities set out below.

Normally, initial registration is on the MPhil degree programme level, with later transfer to Doctoral level subject to a successful transfer examination. Candidates may be permitted to register directly on to a PhD programme if they:

- hold a Master's degree in a discipline which is appropriate to the proposed research and which included training in research and the execution of a research project or
- have a good honours degree (or equivalent) in an appropriate discipline and have appropriate research or professional experience at postgraduate level which has resulted in published work, written reports or other appropriate evidence of accomplishment.

5.3 Facilities

On registration, all PGRs will be entitled to the following:

- Access to a desk and computer;
- Access to photocopying/ printing facilities (as determined by the Academic School);
- Inter-library loans (within Library guidelines) with supervisor's signature.

5.4 Registration periods

Registration Timescales			
		Minimum (months)	Maximum (months)
MPhil	Full-time	18	36
	Part-time	36	72
PhD	Full-time	24	60
	Part-time	48	84
DBA (part-time only)		36	84
DProf (part time only)		36	84

In order to complete within the given registration time:

- Full-time PGRs are expected to devote on average at least 36 hours per week to their research programme and are expected to attend the University for a minimum of 3 days per week;
- Part-time PGRs are expected to devote on average at least 12 hours per week and attend the University the equivalent of at least six weeks per year.

Both full and part-time PGRs are expected to engage in all Graduate School programmes and other development activities as required.

5.5 Expected submission and completion timescales

In order to meet external targets set by QAA, HEFCE and HESA, BU expects its PGRs to submit their doctoral thesis and complete (i.e. completed all corrections to the satisfaction of the examiners and have the awards ratified by the Graduate School) within the following timescales:

PhD Submission & Completion Timescales			
		Full Time (months)	Part Time (months)
PhD	Submission	36	72
	Completion	48	84

5.6 Induction

All new PGRs are expected to attend the Graduate School Induction Programme which is held in October (and exceptionally repeated as required). This programme will:

- introduce PGRs to the academic and research community they are joining;
- equip PGRs with the necessary information with which to embark upon their research degree programme;
- provide an opportunity to meet with other new PGRs across the university.

Information about Induction and other Graduate School programmes is available on the Graduate School web pages <http://www.bournemouth.ac.uk/thegraduateschool>.

In addition, PGRs may find that Academic Schools run their own induction programmes relating to specific research areas, for example, working in laboratories. School specific information may also be provided by the supervisory team and/or the research administrator.

International PGRs may also wish to attend the International Students Orientation Programme (ISOP), details are available online:

<http://www.bournemouth.ac.uk/futurestudents/international/new/isop.html>

5.7 Annual Postgraduate Researcher Conference

New PGRs are required to attend the Annual Postgraduate Researcher Conference in October to begin to engage with the research community.

Details are available on the Graduate School web pages at http://www.bournemouth.ac.uk/research/graduate_school/research_conference.html

5.8 Supervisory meetings

An initial meeting between the PGR and the supervisory team should take place within the first few weeks of registration in order to clarify any information already given and discuss the programme of research ahead.

A formal record of this meeting should be kept on myBUILD and should include the following:

- the aim and initial objectives of the proposed research;
- possible research and other training needs;
- schedule of meetings and arrangements for monitoring of research progress, including submitting and receiving feedback on work (and reporting to sponsors/Research Councils if appropriate) – i.e. a memorandum of understanding of the way forward.

myBUILD

PGRs are responsible for recording the main discussion of this meeting within the First Supervisory Meeting stage of the Key Milestones section on myBUILD. The supervisory team must approve and “sign off” to unlock the subsequent stage.

BU will aim to provide flexibility as to the approach used in terms of supervision, particularly for part-time and overseas students. However, minimum standards should be met.

PGRs should meet with their supervisory team not less than once per term or a minimum of three (3) times a year with joint responsibility for convening the meetings. The PGR is responsible for keeping a record of all formal meetings on myBUILD, where records are accessible by all members of the supervisory team so as to avoid conflicting advice and unnecessary confusion.

The agendas will typically include: planning research and strategic thinking, evaluating the work in progress, reviewing progress in terms of the overall timetable, identifying opportunities for the communication of research output and skills development.

myBUILD

Subsequent meetings with the supervisory team should be recorded within the Reviews section of myBUILD.

PGRs are responsible for recording the main discussion of this meeting and the supervisory team must approve and “sign off” the meeting record.

Records of all meetings are available within Completed Reviews.

5.9 Initial review

The initial review is an important milestone which should take place 4 months after registration for full time PGRs (8 months for part time) (see Section 5) and focuses on:

- defining the proposed area and scope of the research:
- identifying progress to date
- reviewing planned skills training
- undertaking risk assessment of health and safety and ethical issues related to the research
- agreeing the future research plan and activities.

The initial review document should incorporate the following:

an abstract	A 500 word summary of the nature of the research in clearly understood terms
the thesis title	
the research project scope and questions or aims and objectives	These should take the form of short, achievable statement(s) informing the reader of the purpose of the research
a background to the project or literature review	This is the context of the research and should include a review of related academic literature – it is NOT the final literature review, which will be built on over the course of the research
an outline of the methodology and approach to be used	For example: data collection, analysis, sampling, etc
an outline of any ethical, health & safety or risk issues	Associated with the research and how they will be addressed
a proposed time-scale for the work	Outline a plan for completing the work within the period of registration, identifying all major milestones of the work and indicating how long each will take
a summary of how the research will contribute to new knowledge in its field	
a reference list and bibliography	

The initial review will help to develop the focus of the programme of study and identify any weaknesses that may need to be addressed. The supervisory team should also consider:

- evidence of substantive development of the research proposal;
- the overall level of satisfaction with the PGR's progress;
- the planned and documented continuing research progress;
- attendance at Graduate School programmes;
- the record of regular meetings with supervisors, and at least one formal supervisory team meeting;

The Academic School committee will consider the PGR's progress on the basis of the documents previously submitted to the supervisory team and through discussion. Once approved, the detailed minutes, listing any recommendations for amendments to the research programme, will be reported to the Graduate School for information.

myBUILD

The initial review report is a stand-alone document and is NOT completed on myBUILD. However there is a template which can be downloaded from myBUILD.

The PGR should submit the initial review document to their supervisory team at least two weeks before meeting with them so that the progress can be discussed.

The outcome of this meeting should be recorded within the Initial Review stage of the Key Milestones section of myBUILD. The PGR will be prompted to include details of the discussion plus other key areas of consideration.

The supervisory team should then record the outcome of the Initial Review and their recommendations for future research before "signing off" to unlock the subsequent stage.

If the initial review is not deemed satisfactory by the supervisory team and Academic School committee, a further "probationary period" is allowed for resubmission of the document:

- full time PGRs will be granted a 2 months extension in which to resubmit their initial review document.

- part time PGRs will be granted 4 months in which to re-submit.

In the event that the resubmitted initial review is still not deemed to be satisfactory, steps may be taken to terminate the registration.

myBUILD

If applicable, the process outlined above should be followed within Initial Review Resubmission stage of the Key Milestones section of myBUILD.

5.10 Annual Monitoring

The annual monitoring review of progress takes place at the end of each academic year. The review, compiled by the PGR in consultation with the supervisory team, includes a record made of the achievements to date, any difficulties that have arisen and the proposals for the next period of research. Monitoring should be embedded into the regular supervisory meeting. The annual monitoring review also includes a review of the skills development and training priorities (in line with requirements of external bodies, such as the Research Council, HEFCE and QAA).

myBUILD

The Annual Monitoring must be completed within the Reviews section of myBUILD.

The PGR will be prompted to include details of their research progress, personal development and undertake a training needs analysis and will also be responsible for recording discussions with their supervisory team.

The supervisory team should then record their assessment of the PGR's progress which is reported to the SREC.

PGRs should also keep an ongoing development record of the key skills, research methodologies, presentations made etc, as part of their research degree programme.

PGRs must be able to discuss criticisms openly and directly with their supervisory team. To enable PGRs to maintain reasonable progress throughout their research programme, the supervisory team will:

- return submitted written work with feedback (provided the work is legible and delivered on time) for discussion at the next meeting;
- provide constructive comments on both technical details and writing style for written work, including the formal draft of the thesis;
- ensure PGRs are made aware, in writing at the time, of inadequacy of progress or lower standards of work than that generally expected;
- recommend to the SREC when procedures for upgrading/transfer of study should be initiated;
- report in writing to the SREC on the PGR's progress as required by the School within the annual monitoring process. It is essential that the PGRs are involved in this process and supervisors will be expected to review and comment on all such progress reports.

Assessment of progress may consider:

- student led research seminars during which oral presentations of work are made to other PGRs and staff;
- written reports, including supervisory team meetings;
- interviews as part of the annual monitoring process;
- an annual written report of progress.

Assessment will normally take place at School level and confirmation of student status forwarded to the Graduate School. All reports will be dealt with in a confidential manner.

5.11 Re-registration

At the beginning of each academic year, PGRs are required to re-register with their Academic School. This is now an on-line process and details will be provided in advance of re-registration. You should speak with your Research Administrator if you have any queries.

Should the PGR fail to complete the process fully, measures may be taken to disable their account and for their supervisors to suspend supervision until the research administrator has received them.

5.12 Submission of MPhil thesis

Within a maximum of 18 months registration for full-time study (36 months part-time study) PGRs who register with the intention of undertaking an MPhil, should be ready to declare their intention to submit (see Section 6.1).

The process for submission and examination of an MPhil thesis is the same as that for PhD and PGRs should follow the procedures set out in Section 6.

5.13 Transfer to higher award

5.13.1 Transfer Policy

PGRs should transfer to a higher award (usually MPhil to PhD) after 18 months registration full-time study (36 months part-time study). The transfer process is an important milestone to ensure that PGR and their research meet the required academic standards to continue at Doctorate level. Whilst acknowledging that some degree of flexibility across BU is essential, the best practice for this process is recommended below.

The transfer process (report and *viva voce*) is an examination of progress and, as such, is conducted under the normal University rules applied to examinations. Progress is monitored by the Academic School and the Graduate School. If PGRs fail to meet this milestone on time, a formal process will be triggered. Under exceptional circumstances, formal requests for extensions should be made and passed to the Academic School for approval. An extension of 6 months for full-time PGRs (12 months part-time) may be granted.

5.13.2 Transfer report

The supervisory team will give guidance and clarify the purpose of the report, what is required and the consequences of outcomes. PGRs will also be made aware that this is part of a continuing process and not a stand alone document - the content of this report should be written for eventual incorporation within the final thesis.

The transfer report will normally not exceed 10,000 words (including any appendices, draft chapters, literature review

etc) and be accompanied by a separate 500 word abstract. A typical report should include:

an introduction	including the research project question, aims and objectives
a literature review	a review of the academic literature, its relation and context to the research
a research plan	a description of the methodology and approach used in the research
progress to date	a summary of findings, results and discussions to date and any problems encountered
Conclusion	a summary of progress to date plus a revised plan for completing the research project
a reference list	and bibliography

The above is for guidance only. It is important that PGRs discuss specific aspects with their supervisory team in order to reflect the progress of the research at the point of transfer (i.e. it may be possible to include draft chapters of the final thesis in the report) and any specific requirements of the school or subject area.

The PGR should check the numbers of copies of the transfer report required by their school.

5.13.3 *Transfer viva voce*

The transfer *viva voce* will normally be scheduled to take place within 4-6 weeks of submission of the transfer report. The transfer *viva voce* will be carried out by a transfer panel, which will include:

- an independent Chair;
- two academics (not part of the supervisory team);
- supervisors may also attend, if the PGR agrees, but may only contribute to the discussion for clarification purposes, if invited to do so.

Where appropriate, an external reviewer may also be asked to read and comment on the transfer report.

The transfer *viva voce* and its outcome is a formal process that mirrors that of the final *viva voce* experience. The subsequent recommendations of the panel may be that the PGR either:

- transfers and becomes registered onto the programme of PhD;
- transfers and become registered onto the programme of PhD subject to consideration of specific recommendations of the transfer panel (within 1 month full time / 2 months part time);
- does not transfer but remain registered at MPhil to carry out further work to resubmit the transfer report;
- does not transfer but continues to work to the submission of an MPhil;
- does not transfer and is withdrawn.

All PGRs should receive clear, written feedback on the transfer report and *viva voce*.

The outcome of the transfer process will be presented to the Academic School for final confirmation and reported to the Graduate School.

5.13.4 Resubmission of transfer report

Where transfer has been deferred, the PGR should also be advised on what further work should be carried out prior to resubmission or the reasons why transfer has not been approved.

The timeframe for resubmission of the transfer report will normally be within 2 months for full-time PGRs and 4 months for part-time PGRs.

If the PGR fails to satisfy the transfer panel following resubmission, a further opportunity is provided to re-submit within 4 months full time (8 months part time). If the PGR then fails to meet the necessary level on the second resubmission, they may:

- continues to work to the submission of an MPhil;
- be withdrawn.

myBUILD

The transfer report is a stand alone document and is NOT completed on myBUILD.

The PGR should record the title of their report and its submission on myBUILD.

The supervisory team should comment on the PGRs progress and transfer documentation within myBUILD.

The research administrator should record the details and outcome of the transfer viva voce together with any recommendations from the transfer panel and, if relevant, the SREC.

5.14 Completion status

All PGRs will be automatically be transferred to completion status at the end of their expected registration period (36 months full time or 72 months part time), which will normally be for 6 months. The completion status fee is £600 and is normally payable in advance.

If the thesis has not been formally submitted at the end of the period, PGRs should be aware that they may be liable for full fees until they submit, although Schools may use their discretion to extend completion status to a total of 12 months.

6 EXAMINATION MATTERS & COMPLETION

6.1 Examination Policy

6.1.1 Intention to submit (MPhil & Doctoral thesis)

Approximately 3 months prior to submission, the PGR candidate should declare their intention to submit on myBUILD so that important examination arrangements can be made. The candidate should also check with their supervisory team on thesis format and requirements (see Section 7).

If the maximum period of registration is exceeded before the candidate is able to submit and be examined, they should seek an extension.

6.1.2 Procedural examination arrangements

Examination arrangements should be forwarded to the Graduate School to ensure adequate time for the formal approval processes to take place. Every effort will be made to ensure timely arrangement of the *viva voce* but this is dependent on several factors:

- Formal selection of the examiners (by the supervisory team);
- University approval and ratification of examination team (by the Graduate School and ASC);
- Scheduling of the *viva voce*;
- Submission of thesis;
- Assessment of the thesis.

These events relate to the formal examination of the research degree and are not negotiable. In making other arrangements (such as travel, work, etc), the candidate should ensure they are available to attend the University as required for the *viva voce*, completion, presentation, approval any of modifications and submission of the final bound thesis to the library.

Candidates should note that the examination procedure is a lengthy process and should consider this when planning their examination and graduation.

6.1.3 Appointment of examiners

The nomination of both the internal and external examiners is considered by the Academic School and their recommendations are referred to the Graduate School and ASC for ratification. The supervisory team must discuss the timescale for examination with the candidate as soon as submission of the thesis is imminent. When appointing an examining team, the following criteria must be satisfied:

- the examination team must comprise at least two examiners, one of whom must be external;
- members of BU staff must have two external examiners, an internal examiner may also be present;
- both examiners should be experienced in the candidate's area of research (e.g. peer reviewed publications; national or international recognition), and may, where

appropriate, have relevant industrial or professional expertise;

- the external examiner must have examined at least once at the appropriate level for the examination;
- both examiners should normally hold a doctorate and at least one must hold a doctorate.
- the candidate must not have been formally advised, supervised, or had any close association with the examiners however, they may have been involved in the Transfer process;
- the candidate shall have no formal contact with any examiner(s) between their appointment and the *viva voce*;
- the external examiner should be independent of the supervisory team and, if relevant, any collaborating establishment;
- no person who is registered for a research degree at Bournemouth University may act as an examiner.
- the same external examiner should not be proposed so frequently that their familiarity with the University might prejudice objective judgement (e.g. not more than three times in a five year period).

Where the examining team (or individual examiner) does not fully satisfy the above criteria, the Academic School should provide a detailed rationale for their appointment when seeking approval (see Section 6.1). The candidate will be notified of the examination team when their nomination has been approved.

The independent chair of the viva voce is selected by the school from across the University in order to:

- ensure that the regulations and procedures are followed;
- safeguard the interests of the candidate;
- produce a permanent record of the proceedings.

Further information regarding the appointment and role of the examiners is set out in the Code of Practice for the Examiners and Chairs of Research Degrees.

6.1.4 Thesis title

The thesis title submitted on the Approval of Examination Arrangements Form is the final, formally approved title. The Graduate School MUST be notified of any subsequent changes to the title on the Change of Title form.

6.2 Submission

On submission, the candidate and supervisory team should complete a Declaration section on myBUILD which:

- confirms adherence to University rules;
- declares that the thesis is the candidate's own work;
- records acknowledgement of supervisory team.

The decision to submit finally rests with the candidate - the thesis is their own work – and, if this is against the advice of the supervisory team, this should be recorded on the Declaration.

myBUILD

The submission procedure is set out within the Submission stage within the Key Milestones section.

3-6 months prior to submission – the PRG should record their intention to submit and inform supervisory team and research administrator.

At submission – the PGR & supervisory team should complete the Declaration section

The thesis must be submitted to the research administrator well in advance of any proposed examination date. One soft-bound copy must be submitted for each examiner together with a loose abstract and a completed copy of the Candidate's Declaration Form. Following formal approval of the examination arrangements copies of the thesis are sent to the examining team. The thesis will not be processed for examination if there are any fees owing to the University.

6.3 Examination of the thesis

The examination of the thesis has two stages:

- the preliminary assessment;

- the defence by oral examination - the *viva voce*.

Full details of the examination regulations are given in BU's Rules and Regulations.

6.3.1 The *viva voce*

Candidates should be aware that the *viva voce* will normally take place within a reasonable timescale after submission of the thesis, however, this can take place up to six months after submission.

The *viva voce* will normally be held at Bournemouth University with the following persons present:

- candidate;
- independent chair;
- external examiner(s);
- internal examiner.
- a supervisor may also attend, if the candidate agrees, but may only contribute to the discussion for clarification purposes, if invited to do so

However, in exceptional cases, the Graduate School may give approval for the examination to take place via video conferencing, or other means, where one or more of the participants is located elsewhere.

The length of the *viva voce* is at the discretion of the examiners (usually 2-3 hours).

6.3.2 After the *viva voce*

The candidate will be required to withdraw from the examination room in the company of their supervisor(s) (if present), whilst the outcome is deliberated. The candidate will then be informed verbally by the examiners of their recommendations for the outcome of the examination.

The examiners may recommend one of the following (except if candidate is being examined for the award of MPhil where they may not be awarded a lower degree):

Recommendations for outcome of the viva voce	
<ul style="list-style-type: none"> • that the appropriate award be made; 	
<ul style="list-style-type: none"> • that the appropriate award be made subject to CORRECTIONS being made to the thesis 	
<p>Timescale: 1 months FT 2 months PT</p> <p>Corrections are those NOT requiring academic re-assessment, for example, typographical errors or minor re-organisation of material</p>	<p>If examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the candidate's thesis requires some corrections not requiring academic re-assessment (for example, typographical errors or re-organisation of material) they may recommend that the degree be awarded subject to the candidate correcting the thesis to the satisfaction of the internal examiner.</p> <p>In such circumstances, the examiners must indicate in writing to the candidate what corrections are required and the time scale for submission.</p> <p>It is the responsibility of the internal examiner to verify that the corrections have been made, to his/her satisfaction and a certificate of corrections (RD18) should be submitted to initiate conferment of the award.</p>
<ul style="list-style-type: none"> • that the appropriate award be made subject to AMENDMENTS being made to the thesis 	
<p>Timescale: up to 6 months FT up to 12 months PT</p> <p>Amendments refers to substantive changes including academic clarification of points, extensive reworking of argument or analysis, additional references in addition to typographical, grammatical, reformatting, and restructuring.</p>	<p>If the examiners are satisfied that the candidate has in general reached the standard required for the degree, but consider that the candidate's thesis requires substantive amendments, but not so much as to call for the re-submission of the thesis, they may recommend that the degree be awarded subject to the candidate amending the thesis to the satisfaction of the internal and/or the external examiner(s).</p> <p>In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The time scale is to be agreed with the candidate following the examination and communicated to the candidate in writing.</p> <p>In such cases, a certificate of amendments (RD18) certifying that the amendments made are satisfactory must be submitted with the recommendation of the examiners. The statement must be signed and dated by the internal and/or external examiner(s) as decided by the examiners at the examination.</p>
<ul style="list-style-type: none"> • that the candidate be permitted to RE-SUBMIT for the degree and be re-examined; 	
Timescale:	If the examiners recommend a resubmission of the

<p>up to 12 months FT up to 24 months PT</p> <p>Resubmission would normally require a review of methodological approaches, re-examine data and/or analyses etc.</p>	<p>thesis, the candidate may be required to review methodological approaches, re-examine data and/or analyses etc.</p> <p>In such circumstances, the examiners must indicate to the candidate in writing what amendments and corrections are required. The time scale (normally within a maximum of 12 months full time or 24 months part time) is to be agreed with the candidate following the examination and communicated to the candidate in writing.</p> <p>The examiners must also indicate to the candidate whether they will be required to undergo a further <i>viva voce</i> following examination of the re-submitted thesis, which should be carried out by both Examiners.</p> <p>In such cases, a certificate of corrections (RD18) certifying that the resubmission is satisfactory must be submitted with the recommendation of the examiners. The statement must be signed and dated by the internal and/or external examiner(s) as decided by the examiners at the examination.</p> <p>Where the thesis has previously been examined, a second re-submission is not permitted – i.e. a candidate may only resubmit once.</p>
<p>• that the candidate be awarded the lower research degree of MPhil</p>	
<p>Timescale: up to 12 months FT up to 24 months PT</p>	<p>If the examiners are satisfied that the candidate has not reached the standard required for a doctoral degree, but consider that the research has achieved the standard required for an MPhil then the examiners may recommend the award of the lower research degree. The award must be subject to the presentation of the thesis amended to the satisfaction of the examiners.</p> <p>The time scale (normally within a maximum of 12 months full time or 24 months part time) is to be agreed with the candidate following the examination and communicated to the candidate in writing.</p>
<p>• that the candidate NOT be awarded the degree and not be permitted to be re-examined</p>	
	<p>In such cases the examiners must provide written guidance concerning the deficiencies of the thesis for the candidate. The examiners may not recommend that a candidate fail outright without holding a viva voce or other alternative examination.</p> <p>Where Senate decides, on the recommendation of the examiners, that no award is made and no re-</p>

	examination be permitted, the examiners must prepare an agreed statement of the deficiencies of the thesis and the reason for their decision, to be given to the candidate.
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For recommendations of **award with no amendments**, the award will be ratified by the Graduate School when all documentation has been received; the examiners' decision reviewed and final thesis submitted to the library (see Sections 6.4 and 7.2). The formal award letter confirming the date the award was ratified will then be sent to the candidate.

For award with **minor corrections**, the candidate will receive written confirmation of the examiners decision within 7 days of the examination, which will include details of corrections to be made within 1 month full-time (2 months part-time). Following approval of the corrections by the internal examiner(s), the documentation is sent to the Graduate School and an award letter issued once the final thesis has been submitted to the library.

For award with **amendments**, the candidate will receive written confirmation of the examiners decision within 14 days of the examination, which will include:

- full details of the amendments to be made;
- the deadline for completion of the amendments;
- which examiner(s) are to approve the amended thesis.

Following approval of the corrections by the examiner(s), the documentation is sent to the Graduate School and an award letter issued once the final thesis has been submitted to the library.

For a **resubmission**, the candidate will receive written confirmation of their decision within 14 days of the examination including a detailed report of the amendments required. The candidate must submit the revised thesis by the date indicated by the examiners on the report form. Failure to submit by this date will normally result in failure. It is recommended that a summary of the amendments (including page number and changes) is attached to the resubmitted thesis for the examiners.

6.4 Final Thesis Submission

No award will be conferred until the following have been submitted to the University Library:

- One printed copy for BU Library
- One electronic copy
- Deposit of and Access to a Thesis form.

Full details of the final binding and submission requirements are set out in Section 7.2.

6.5 Conferment

The Graduation Ceremony takes place annually in November and awards must be ratified by the Graduate School no later than mid-September for the candidate to graduate that year.

Further details about the Award Ceremonies can be found on the web pages for Graduate Students: http://www.bournemouth.ac.uk/graduating_students/.

7 PREPARATION & PRESENTATION OF THE RESEARCH DEGREE THESIS

This section is designed to assist research degree candidates in the preparation of their thesis in accordance with the University rules.

The Graduate School offers support for “*Managing your Thesis*”, which all PGRs are encouraged to attend.

7.1 Thesis format & presentation for examination

Theses may be submitted for examination in a temporary soft bound form such as “perfect binding” and should be printed on single sides of A4 paper. At least three copies (one for each examiner and the chair) are normally required but guidance should be sought from the research administrator.

The following requirements must be adhered to in the format of the final thesis. They are not intended to be an exhaustive specification.

7.1.1 Length of thesis

The text of the thesis should not normally exceed the word lengths set out below. The word limits exclude ancillary data, which should be included in the appendices.

Word Lengths for Research Degree Thesis			
		MPhil	PhD
PhD by Thesis	Science and Engineering/ Art and Design	20,000 words (100 pages)	40,000 words (200 pages)
	Arts / Social Sciences/ Education	40,000 words (200 pages)	80,000 words (400 pages)
Practice-led Research Degrees*	-	10,000 words	20,000 words
Professional Doctorates**	-	-	60 - 80,000 words (400 pages)

*where the thesis is accompanied by a practical element, the exegesis must be of an appropriate proportion of the submission and would normally be no less than 20,000 words or the equivalent.

**80,000 words should be the maximum limit for the total assessed work in the doctoral programme. This will either comprise a single thesis or include the thesis and other assessments.

7.1.2 Language of the thesis

The thesis must be presented in English, except with specific permission from the University. Permission to present a thesis in another language must normally be sought at the time of application to enrol and is only likely to be given if the subject matter of the thesis involves language and related studies.

7.1.3 Recommended sequence

In a single-volume thesis, material should normally be arranged in the following sequence (see also Appendix 6):

Title and subtitle	The title page (of every volume) shall give the following information (see Appendix 6):
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	<ul style="list-style-type: none"> • the full title of the thesis and any subtitle • the total number of volumes, if more than one, and the number of the particular volume • the full name of the author • the award for which the degree is submitted in partial fulfilment of its requirements • that the degree is awarded by Bournemouth University • the name of the Collaborating Establishment, if any • the month and year of submission. <p>The title should describe the content of the thesis accurately and concisely. If necessary, a subtitle should be added to provide greater detail. The month and year of submission which shall be updated on each occasion on which the thesis or dissertation is submitted.</p>
Copyright Statement	<p>The following statement should be placed on a single page on the first page of the thesis:</p> <p><i>This copy of the thesis has been supplied on condition that anyone who consults it is understood to recognise that its copyright rests with its author and due acknowledgement must always be made of the use of any material contained in, or derived from, this thesis.</i></p>
Abstract (on separate page)	<p>The abstract should follow the title page. It should be approximately 300 words and should give a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject treated. It should appear on its own as a single page and should be headed by the author's full name and the title of the thesis.</p>
List of Contents	<p>The list of contents should follow the abstract. It should give, in sequence, with page numbers, all relevant subdivisions of the thesis including the following:</p> <ul style="list-style-type: none"> • the title of chapters, Sections and sub-Sections • the list of references • the bibliography, if present • the list of abbreviations and other functional parts of the whole thesis • appendices, if present • the index, if present. <p>If a thesis comprises more than one volume, the contents of the whole thesis should be shown in the first volume and each subsequent volume should have its own separate list of contents.</p>
List of Tables,	<p>The lists of illustrations and tables should follow the list of</p>

illustrations, etc	<p>contents.</p> <p>Illustrations should be numbered consecutively in a single sequence, generally without distinguishing between different kinds of illustration, e.g. maps, drawings and graphs. In the text, reference to illustrations should take the form 'see Figure 20' or '(Figure 20)' and should appear near to the first reference made to them in the text.</p> <p>Tables within the text should be numbered in a single sequence, separate from illustrations. Tables that were not designed by the author but are reproduced in the thesis should be numbered and treated as illustrations.</p> <p>Tables in an appendix should have a separate sequence. If there is more than one sequence of Tables, the different sequences should be identified, e.g. by using a numeral followed by a hyphen as a prefix, 'Table 3-15'.</p> <p>In the text, reference to Tables should take the form 'see Table 15' or '(Table 15)'.</p>
List of accompanying material	-
Preface	<p>The preface should precede the acknowledgement, if both are included separately. The preface or acknowledgement should include reasons for undertaking the study as well as acknowledgement of assistance, for example, support such as scholarships and grants, consultations and discussions with supervisory team and colleagues. If there is no preface, the acknowledgement should have its own heading.</p>
Acknowledgement	
Author's declaration	<p>The author should draw attention to any material contained in the thesis that has been presented before. If the thesis is based on joint research, the nature and extent of the author's individual contribution should be stated. The declaration should follow the acknowledgement, under a separate heading.</p>
Definitions	-
Text	<p>The text should be divided into chapters, sections, etc. For formatting guidelines, see Section 7.1.4</p>
References	<p>The list of references is confined to sources mentioned in the text and is usually considered more pertinent to a thesis. References must be completed and cited using the BU Harvard system or an appropriate and recognised system used in and relevant to the specific discipline.</p>

	<p>http://www.bournemouth.ac.uk/library/citing_references/docs/Citing_Refs.pdf</p> <p>The references must be arranged alphabetically by author and if multiple references by the same author are being cited, they should be arranged by date or alphabetically by publication. Each entry should begin at the left-hand margin using single spacing but with double spaces between each entry.</p> <p>Following present guidelines for the citation of references to material from the Internet, the existing procedures outlined above must be followed and a non-hyperlinked web address (URL) and access data should be added.</p> <p>Any queries on referencing should be directed to the Subject Librarian or Graduate School.</p>
Bibliography	<p>The bibliography, if any, should follow the list of references.</p> <p>The bibliography lists, in full, the relevant works that have been read or consulted during the course of the research, but will not necessarily be an exhaustive list of all materials relevant to it.</p>
Appendices	<p>Appendices may consist of material of considerable length or of lists, documents, commentaries, tables or other evidence that, if included in the main text, would interrupt its flow. Presentation including character size should be consistent with the style of the main text.</p> <p>Each appendix should start on a separate page and should appear in the order that they are referred to in the text, citing wherever possible and appropriate, the source of material from which the appendix is derived.</p>
Glossary	<p>Any glossary should follow the text and appendices. Terms that require explanation should be defined in a glossary, which should include a key to any abbreviations used. For an abbreviation not in common use, the term should be given in full at the first instance followed by the abbreviation in brackets.</p>

In a multi-volume thesis, some sections may have to be repeated.

7.1.4 Thesis format

In all theses, the text should be formatted as follows:

Body of text	Theses are normally in A4 format but the Graduate School may give permission for a thesis to be submitted in
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	another format where it is satisfied that the contents of the thesis can be better expressed in that format. Any format larger than A4 may preclude the production of microfiche copies and full-size enlargements.
Paper	Paper should be of a substance within the range 70 g/m ² to 100 g/m ² . It should be white or a colour that gives good contrast with the text, so that it is easy to read and reproduce.
Margins	To allow for binding, the margin on the binding edge of the paper should be not less than 40 mm. Other margins should be not less than 20 mm.
Character size, line length and spacing	<p>The size of character used in the main text, including displayed matter, should be not less than 10 point with Times New Roman or Arial being the preferred font. If smaller characters are used in notes, etc., care should be taken to avoid serious loss of legibility when copies are made.</p> <p>Text should be set with even spacing between words and word division at the ends of lines avoided if possible. Lines should be between 60 and 70 characters long, including word spaces, even if margins wider than those recommended are used.</p> <p>In the main text, one and a half line spacing is recommended, although double spacing may be used. In notes, the space between lines at any point should be not less than the space between words. Lines that contain mathematical formulae, diacritical marks or strings of capital letters may need additional space.</p>
Paragraphs	<p>Paragraphs should be set in one of the following ways:</p> <ul style="list-style-type: none"> • flush left with an additional line space between paragraphs, e.g. in one and a half line spacing, three line spaces between paragraphs (to be used if paragraphs are numbered) • indented 5 mm to 10 mm with no additional space between paragraphs; opening paragraphs and those that follow headings are not indented.
Displayed text	Quoted matter that is displayed, normally more than 30 words, should be indented 5 mm to 10 mm. Text should be the same size as the main text. Lines may be in single spacing, but that is not recommended for long quotations. Displayed quotations do not need quotation marks.
Numbering	The pages of the thesis should be numbered in a single sequence beginning with the title page, which should be counted but not numbered, and including pages that carry tables, illustrations, appendices, etc. Blank pages should

	<p>be avoided if possible but if used they should carry the word 'BLANK' and the page number, subject to the paragraph below.</p> <p>The thesis may be printed on one side of the paper or on both sides. If rectos (the right-hand page of an open book) are used, only these should be numbered. Chapters should be numbered from the start to the finish of the thesis, continuing across volumes if necessary. Where both sides of the paper are used, the paper must be sufficiently opaque to avoid show-through.</p> <p>Appendices should be numbered in a separate sequence from that used for chapters.</p> <p>The components of material that cannot be bound, e.g. frames of a film should be numbered in a manner appropriate to their form; e.g. 'microfiche frame D7'.</p> <p>Illustrations should be numbered consecutively in a single sequence, generally without distinguishing between different kinds of illustration, e.g. maps, drawings and graphs.</p>
Tables	<p>If there are relatively few tables, each should appear as near as possible to the first reference to it in the text. If there are frequent references to tables, or if there are many tables, they may be collected together at the end of the text, possibly as an appendix.</p> <p>Each table should, if possible, appear complete on one page but should not be spaced out to fill the available space nor reduced to fit a small space. They should normally be in the same orientation as the main text. If a table is too wide for the page, the row and column information could be transposed or a large table presented as several smaller ones. The presentation of a series of tables should be consistent.</p> <p>Each table should have a number and title, which should appear beneath the table e.g. "Table 4. Influence of legislation on motoring offences."</p> <p>The order of rows and columns should be selected to clarify the content and should have a label or heading. Row labels should be repeated on the right of the table, if that is helpful. Numeric tables may include summary values, e.g. in the bottom row for columns or right-hand for rows.</p> <p>The character size used in tables should be large enough to allow the table to be reproduced without risk to legibility. Tables consisting largely of numerals sometimes require a larger character size than the main text.</p>
Mathematical symbols	<p>PGRs should check in advance that the system is capable of producing any special symbols. If the system cannot</p>

	produce a particular symbol, it may be added by hand in black ink.
Collaborators	Where a PGR's research programme is part of a collaborative group project, the thesis must indicate clearly the PGRs individual contribution and the extent of the collaboration.

7.2 Presentation of final thesis

7.2.1 Permanent Binding

The first supervisor must confirm that the contents of the permanently bound thesis are identical with the version submitted for examination, except where amendments have been made to meet the requirements of the examiners.

- Copies of the thesis shall be presented in a permanent and legible form either in print and presentation should follow the guidelines set out above;
- The thesis must be presented in a permanent binding, so that leaves cannot be removed or replaced, before the degree can be awarded;
- The front and rear boards shall have sufficient rigidity to support the weight of the work when standing upright;
- The outside front board shall bear the University crest and the title of the work in at least 24pt type. The name and initials of the candidate, the qualification and the year of submission shall also be shown on the front board;
- Where corrections or amendments have been made the year of submission shall be the original year of submission and where a re-submission is required this shall be the year of re-submission;
- The same information (excluding the University crest and the title of the work) shall be shown on the spine of the work;
- All lettering should be in gold on a blue background. (Ref: Arbelave Buckram Blue 548 or International reference: Sealab L.38.46);
- Where copies are produced by photocopying, these must be of a permanent nature;

- Printing and binding services and advice are available from CMP UK and PJ Wellman. Please ask your research administrators for contact details.

7.2.2 Material that cannot be bound

Material that cannot conveniently be bound near related text, e.g. graph, charts, digital or other materials, should be packaged in such a way that it can be bound with the thesis. It may be stored in a pocket attached to the inside back cover of the appropriate volume, or gathered into another volume and stored in a rigid container of the same size and colour as that of the bound thesis.

7.2.3 Published material

Students are encouraged to publish and/or present their research material in advance of the thesis, thereby having some peer review of their work. Copies of published material should either be bound in with the thesis or placed in an adequately secured pocket at the end of the thesis. A list of published material should be appended to the thesis.

7.2.4 Submission and storage of final thesis

As stated in Section 6.4, no award will be conferred until the following have been submitted to the University:

- one hard bound copy of their final thesis, including any supporting material, which will be lodged in the Special Collections room of the University library;
- one electronic copy, which will be submitted to the institutional repository, BURO and the British Library theses service, EThOS.
- a completed Deposit of and Access to a Thesis form where you should specify whether or not you wish to restrict access to the electronic version of your thesis for a limited two year period.

These should be submitted directly to the relevant Subject Librarian, who will inform the Graduate School that the

submission is complete and conferment of award can be made.

Candidates may also be required to submit hard bound copies of their thesis to the Academic School and any collaborating establishment. These should be submitted to the research administrator.

7.2.5 Electronic storage of final thesis

The electronic version of the thesis should be submitted to on an appropriate digital media e.g. non re-writable CD or memory stick, with your name clearly visible. It should include:

- a PDF version (for uploading to the BURO and EThOS);
- the original word processor files (where possible) for digital preservation purposes;
- any supplementary data required for assessment. Datasets should be supported by good accompanying documentation which is appropriate to your subject discipline.

7.2.6 Restricted access

In cases of confidentiality, and with the agreement of the Dean of Academic School, the thesis may be held by the University on restricted access (available only to those who were directly involved in the project) for a period of time not exceeding two years. Restriction may be extended to a maximum of 5 years commencing from the date of conferment. The restriction then lapses and cannot be renewed. Bournemouth University Library is under no obligation to contact the PGR about extending the period of restriction.

However, in exceptional circumstances a longer period may be approved. The University is only likely to approve restricted access to enable a patent application to be lodged or to protect commercially or politically sensitive material. Theses may not be protected in this way to protect research leads.

Any requests for restricted access should be made on the Deposit of and Access to a Thesis form at time of submission.

8 REGISTRATION

8.1 Changes to registration

If changes occur during the period of registration, a request for amendment should be made in writing, on the appropriate form, by the first supervisor for approval or notification at Academic School level. The most common amendments affecting registration are detailed below:

Changes to registration	
Change in the mode of study	The maximum period of study varies according to the mode of study and the award aim. The total remaining registration period and tuition fee status will therefore be affected by any changes.
Change of supervisory team	Changes to supervision may occur as a result of a change in direction of the research or the departure of a supervisor from the University. A request for the removal/addition of a supervisor may affect the total supervision experience of the team, or the role of supervisors within the team.
Transfer to a different degree programme	In exceptional circumstances, a PGR may decide to submit for an alternative doctoral award.
Transfer from one institution to another	A PGR who has started a programme of study may occasionally request to transfer registration to another institution. The institution to which the PGR is intending to transfer must provide written confirmation that they are willing to accept them. Should a PGR wish to transfer to BU from another institution they will be considered in accordance with the admission procedures outlined in Section 5.1.
Change to the thesis title	The final title of the thesis is required on the Approval of Examination Arrangements Form. Any change to the title after approval of the examination arrangements MUST be notified in

	writing to the Graduate School by the PGR and the first supervisor.
Change to the source of funding	Notification of any changes to sources of funding should be reported to the School research administrator.

8.2 Suspension & extension

During the course of their research, PGRs may face practical, professional or personal difficulties which may affect their progress. If problems arise, whether related to health, finances, academic progress, employment or personal matters, they are encouraged to inform their supervisory team as soon as possible, to ensure that delays or disruptions to progress will be sympathetically received. All information will be treated in confidence and only disclosed to those who need to know. In most cases, the first supervisor or research administrator will be the most appropriate person to approach. If problems persist, it may be possible to suspend or extend the registration.

8.2.1 Suspension

If PGRs are prevented from making progress with their research degree, it may be possible to suspend their registration for up to 12 months (full or part-time). It should be noted that suspensions may affect the expected date of completion but this should still be within the maximum period of registration. Suspensions will not be granted retrospectively.

Applications for suspension must be made in advance on the appropriate form to the Academic School and must have the agreement of the supervisory team. The Graduate School will be notified of any period of suspension. For suspensions exceeding a cumulative total of 12 months during the period of registration, applications must be approved by the Graduate School.

For those in receipt of a studentship, bursary payments will normally cease during the period of suspension. PGRs should check with their individual funding provider.

8.2.2 Extension

If a PGR fails to complete their research degree within the maximum registration period, in extenuating circumstances it may be possible for them to have an extension. Extensions cannot be granted retrospectively.

Applications for extension must be made in advance on the appropriate form to the Academic School and must have the agreement of the supervisory team. Each case will be considered individually and should be accompanied by supporting medical or other evidence.

The Academic School may approve an extension to registration of a maximum of 12 months and should notify the Graduate School. For extensions exceeding a total of 12 months, applications must be approved by the Graduate School.

8.3 Possible difficulties

Although it is hoped that PGRs will not encounter problems while they undertake their research degree, occasionally difficulties, such as those outlined below, may arise.

8.3.1 Lack of academic progress

Concerns about progress should be identified as early as possible so that corrective measures can be taken. Such concerns will normally include failure to:

- meet deadlines;
- produce tangible outcomes of the research;
- evidence work of an appropriate standard.

If the PGR or supervisory team have concerns about progress, they should:

- discuss concerns or any difficulties relating to the research or other areas which may be affecting performance;
- ensure that the Academic School are kept informed and, if necessary, become involved;

- agree and document a plan for improvement of progress, incorporating appropriate targets, and a schedule for review.

If progress review meetings identify continued lack of academic performance to an appropriate level, the Academic School will write formally to the PGR advising that the University is withdrawing them from their programme of study. The PGR is entitled to appeal against this decision, appeals must be sent in writing to the Registrar within 10 working days of notification.

8.3.2 Loss of contact

The principles governing lack of progress will also apply if the PGR fails to:

- maintain contact with their supervisory team;
- submit evidence of progress with the research.

The supervisory team, research administrator and Academic School will make every effort to:

- contact the PGR;
- identify and discuss any reasons for lack of contact;
- agree a plan to improve communication;
- continue to monitor and review the plan.

If the PGR fails to re-establish contact within an appropriate period, the Academic School will write formally advising them that the University is withdrawing them from their programme of study. Should they fail to respond, the withdrawal procedure will follow. The PGR is entitled to appeal against this decision, appeals must be sent in writing to the Registrar within 10 working days of notification.

8.3.4 Withdrawal from the research degree

Should the PGR decide to withdraw from their research degree, written confirmation, including the reason for withdrawal and date of withdrawal, must be sent to the research administrator as soon as possible. The matter will be reported to the Academic School.

If a PGR in receipt of a BU Studentship decides to withdraw, they must write formally to the Graduate School advising of their decision.

8.3.5 Departure/absence of supervisor

If a supervisor leaves the University, or is absent for a substantial period, alternative arrangements will be made by the Academic School, in order to ensure the appropriate supervisory team arrangements are in place for the PGR.

Changes to supervision may also occur as a result of a change in the direction of the project. Requests for changes to supervisors should be made to the Academic School and reported to the Graduate School.

8.3.6 Resolving difficulties

If the PGR encounters any difficulties during their research, or they have a complaint, the following procedure should be followed:

- if appropriate, problems should be discussed with the supervisory team in the first instance;
- alternatively, the Graduate School can also be approached in confidence;
- finally, PGRs can follow the process outlined in the Students Complaints Procedure by writing in the first instance to the School Academic Administration Manager.

The Students Advice Centre and the Student Union are also able to provide information and guidance on the Student Complaints Procedure.

8.4 Leave

8.4.1 Holidays

PGRs do not work to undergraduate term times and holidays should be taken on the same basis as those PGRs receiving funding from the Research Councils, whose entitlement is:

- Summer: 3-4 weeks
- Christmas: 1 week

- Easter: 1 week
- Public Holidays 8 days

PGRs should consult with their supervisory team and liaise with any industrial or other sponsors, prior to taking holidays. It is the nature of undertaking research that there are times when the workload will be heavier than at other times. In planning the research and holidays it is important to take this into account.

8.4.2 Sick Leave

Should a PGR be prevented from carrying out their research by illness or for personal reasons, they should inform their supervisor as soon as possible. If the absence is for more than seven days, PGRs should inform their supervisor in writing, and if appropriate arrange to send a medical certificate. If the absence is for an extended period, it may be possible to suspend registration (refer to Section 8.2.1) and PGRs should consult with their supervisory team.

8.4.3 Maternity leave

A PGR who becomes pregnant and the expected week of childbirth are during the period of registration, will be entitled to suspend their studies for up to twelve months. They will subsequently be required to notify their Academic Centre one month before they intend to return to their studies.

If they are in receipt of a bursary or other funding, they should consult with their sponsor regarding the relevant process for applying for Maternity Leave.

If they are in receipt of a BU Studentship, they should contact the Graduate School as soon as possible who will be able to guide them through this process.

8.4.4 Paternity leave

If a PGR's partner falls pregnant and the expected week of childbirth is during their period of registration, they will be entitled to paternity leave of ten days, at any time during the

partner's pregnancy or within three months of childbirth. Paternity leave must be taken by arrangement with the supervisory team. Requests for additional suspension over a longer period will be considered under exceptional circumstances, and will be subject to the approval of the Academic Centre or the Head of the Graduate School

If the PGR is in receipt of a bursary or other funding they should consult with their sponsor regarding the relevant process for applying for Paternity Leave.

9 POLICIES, PROCEDURES & REGULATIONS

9.1 BU Rules

This Code also makes reference throughout to the BU Rules, which include all policies, procedures and regulations and associated documentation. The principle sections relating to research degrees are set out below:

Academic policies and regulations (APR)	
APR Section F – Regulations for the award of degrees by research	Portal & Appendix 1
Staff policies, procedures and regulations	
Code of Practice on Misconduct in Academic Research	Portal
Intellectual Property Policy	Portal
Intellectual Property Management Procedures	Portal
Research policies, procedures and regulations	
Code of Practice Research Degrees	Portal
Code of Practice Chairs and Examiners of Research Degrees	Portal
BU Studentship Terms and Conditions	Portal
Research Ethics Policies and Procedures	Portal
Student policies, procedures and regulations	
BU Student Rules	Portal
Student Fees Policy	Portal
Section D5 of Assessment of Students on Taught Programmes	Portal

Academic Offences Procedure Taught Awards	Portal
Academic Appeals Policy for Taught Awards	Portal
Health & Safety	
Health & Safety Policy	Portal
Health & Safety Arrangements	Portal
Other Information	
Diversity, Dignity and Equality Policy	Portal
Insurance	BU Staff Handbook Intramap

*Most documents are available on the Portal
<http://portal.bournemouth.ac.uk/Documents/default.aspx>

All those involved with research degrees are required to make themselves familiar with these policies procedures and regulations.

It is a condition of enrolment that a PGR agrees to abide by the BU Rules, and all associated regulations, policies and procedures in force at the time of their registration. They must also agree to keep their knowledge and understanding of the various policies and practices up to date.

If there is any doubt as to the implications of these various policies and practices for a research degree, PGRs should discuss these with their supervisory team or members of the relevant University professional and support service.

9.2 BU studentships

By accepting an offer of a place on a BU Studentship, PGRs must also agree to adhere to the *BU Studentship Terms and Conditions* which are sent with their offer letter. They must sign and return a copy of the Terms and Conditions to their research administrator when they accept a place at BU.

9.3 Payment of fees

All PGRs registered for a research degree are required to pay tuition fees to the University. The University will seek confirmation from self-funding PGRs during the admissions

process that they are able to support themselves throughout their studies. The University will require appropriate documentary evidence from sponsored PGRs regarding their source of funding. A deposit is required to secure the place with the balance payable on enrolment. Please note that regardless of who has agreed to pay the fees, ultimately the PGR is legally responsible.

Full details about the payment of fees are set out in the *Student Fees Policy*. The research administrator will also be able to provide advice.

9.4 Academic offences

It is a requirement of the University that PGRs will maintain high standards of academic conduct at all times. Academic dishonesty is a serious offence.

Academic dishonesty is any attempt by a student, or any attempt by an individual to aid a student, to gain an unfair advantage in any assessment (including an assessment of practice or an assessment in practice) by deception or fraudulent means.

Academic dishonesty may be exhibited in a number of ways including for example bribery, fraud, collusion, commissioning another person to complete the work, and false declarations.

Further details are given in the Academic Policies and Regulations D Assessment of Students on Taught Programmes - Section D5 Academic Offences. The procedures for dealing with Academic Misconduct are set out in BU's *Academic Offences Procedure Taught Awards*. PGRs should also consider the *Code of Practice on Misconduct in Academic Research*.

9.5 Plagiarism

Plagiarism: the representation of another person's work as one's own or the use of another person's work without acknowledgement, e.g.:

- submitting whole pieces of work originally produced by another;

- the direct importation into one's work of more than a single phrase from another person's work without the use of quotation marks and identification of the source;
- making a copy of all or part of another person's work and presenting it as one's own by failing to disclose the source;
- making extensive use of another person's work, either by summarising or paraphrasing it merely by changing a few words or altering the order of presentation, without acknowledgement;
- presenting data collected or analysed by others, without acknowledgment;
- presenting artefacts made by others, or derived from the work of others, without acknowledgment;
- the use of the words, constructs or ideas of another person without acknowledgement of the source, or the submission or presentation of work as one's own which is substantially the ideas or intellectual data of another.

Plagiarism at its most serious is a form of cheating. It applies equally to material that has been obtained as hard copy or from an electronic source, including the Internet. PGRs who are unsure as to what constitutes plagiarism, or are concerned about plagiarism, should consult their Supervisors and their Subject Librarian. The Graduate School may also be able to offer advice.

Plagiarism is an academic offence and will be dealt with according to the procedures set out in Section 9.4.

9.6 Appeals against academic assessment

Candidates may only make an appeal against the decision of the examining team on one or more of the following grounds:

- that there is evidence of procedural or other irregularity in the conduct of the examination (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity

- that there is evidence of bias, prejudice or improper assessment on the part of one or more of the examiners. Candidates may not otherwise challenge the academic judgement of the examiners
- that there is evidence of circumstances affecting the candidate's performance of which the examiners were not aware at the viva voce.

The procedures for dealing with Appeals are set out in BU's *Academic Appeals Policy for Taught Awards*.

9.7 Ethics

BU is committed to maintaining high ethical standards in research. **All staff and students at BU are responsible for considering the ethical implications of their research.** As such, all PGRs should familiarise themselves with the Ethics Code of Practice and review ethical consideration at the outset of their research by completing an Ethics Checklist.

Full details of BU's *Research Ethics Policies and Procedures* can be found on the Research Ethics web pages www.bournemouth.ac.uk/researchethics

9.8 Health & safety

Health and safety issues relating to the research degree are an important area for consideration. Full details are set out in the *University Health and Safety Policy* and *Health & Safety Arrangements* documents.

PGRs should consider these and any School specific requirements, with their supervisory team.

9.9 Intellectual property

It is BU's policy to encourage and facilitate the successful exploitation of Intellectual Property (IP) in order to maximise benefit for the University and its Schools, its staff, its students and society in general. The creativity and innovation of staff and students are crucial to the development of the University's intellectual property portfolio, and BU wishes to encourage such qualities by using

appropriate mechanisms which recognise and reward the contribution of individuals and their Schools and Support Services.

Full details are set out in the *BU's Intellectual Property Policy and Management Procedures*. Any queries about Intellectual Property should be directed to the Centre for Research and Enterprise.

9.10 Freedom of information and data protection

BU is registered with the Information Commissioner as a Data Controller. Further information about the collection and use of personal information is given in Section 5 of the BU Student Rules.

Details of *BU's Code of Practice – Access to Information* can be found on the BU web pages.

9.11 Equal opportunities

BU is committed to equal opportunities for all students irrespective of their ethnic origin, age, gender, religion, nationality, disability or any other personal characteristics. BU's *Diversity, Dignity and Equality Policy* can be found on the BU web pages.

9.12 Insurance

It should be understood that the provision of adequate medical or other insurance is the PGR's responsibility. In assisting PGRs with their research, BU cannot provide funding for insurance.

Information about "Student Insurance" is set out in Section C.12 of the *Staff Handbook* and states that:

General Apart from Overseas Travel Insurance there is no insurance in place which benefits students. As with staff, a student can claim against the University if he or she can demonstrate that he or she suffered because the University was at fault. Such a claim would normally be met by the University's Public Liability policy. All staff with responsibilities for student guidance of any description should remain aware of this and ensure that adequate clear instructions are given to students whenever necessary to safeguard their persons and property. This is particularly important where

an organised group of students is away from the University premises and the general public is at risk as well as the students themselves.

Student Travel Abroad The University maintains a block policy to cover students whilst they are outside the UK for purposes related to their academic programmes. There is a small charge to students for this cover. Details of costs and cover are held by School Administrators. Staff should encourage students to use this facility wherever possible.

APPENDIX 1 – REGULATIONS SECTION F

F - REGULATIONS FOR THE AWARD OF DEGREES BY RESEARCH

F1 General

- F1.1 Bournemouth University is responsible for ensuring that the research awards granted and conferred are consistent and comparable in standard with awards granted and conferred throughout higher education in the United Kingdom.
- F1.2 Programmes of research may be proposed in any field of study (including where the principal focus is the preparation of a scholarly edition of a text or texts, musical or choreographic work or other original artefacts) provided that the proposed programme is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners. The written thesis may be supplemented by material in other than written form. All proposed research programmes will be considered for registration on their academic merits and without reference to the concerns or interests of any associated funding body and will reflect the University's capacity to provide appropriate supervision.

F2 Awards

- F2.1 A list of awards of degrees by research and their definitions are provided in Section A6.8.

F3 Period of registration

- F3.1 The maximum and minimum periods which a student may take to complete the programme, from first registration, are outlined in the Code of Practice for Research Degrees.
- F3.2 Candidates whose work forms part of a larger group project may register for a Research Award. In such cases each individually registered project must in itself be distinguishable for the purposes of assessment and be appropriate for the award being sought.

F4 External links

- F4.1 The University encourages co-operation with other educational institutions and with industrial, commercial, professional or research establishments for the purposes of research leading to research awards. Such co-operation is intended to:
- i encourage outward-looking and relevant research;
 - ii extend the candidate's own experience and perspectives of the work;
 - iii provide a wider range of experience and expertise to assist in the development of the project;
 - iv be mutually beneficial;

- v provide an opportunity, whenever possible, to enable the candidate to become a member of a research community.
- F4.2 Co-operation may be formalised with one or more bodies external to the University. For the purpose of the research award regulations these are referred to as collaborating establishments.
- F4.3 Formal collaboration normally involves the candidate's use of facilities and other resources, including supervision, which are provided jointly by the University and the collaborating establishment.
- F4.4 Where a body external to the University is contributing facilities and other resources to a project, that body may be recognised formally as a collaborating establishment and acknowledged as such in the candidate's thesis and degree certificate. In such cases a formal letter from the collaborating establishment confirming the agreed arrangements should be submitted with the application, except where collaboration is an integral part of the project, as for example with NERC/SERC CASE awards and Teaching Company schemes.

F5 Overseas study

- F5.1 In exceptional circumstances a student may carry out their research programme outside the UK when the University is satisfied:
 - i that there is satisfactory written evidence to show that the student will have access to all facilities required to enable the student to conduct and complete their research programme in an efficient and safe manner;
 - ii that the first supervisor is based at the University;
 - iii that the arrangements proposed for supervision enable frequent and substantial contact between the student and the supervisor;
 - iv that collaborating overseas institutions have agreed to provide the necessary support;
 - v that the candidate should normally spend not less than 6 weeks per year at the University.

F6 Additional programmes of study

- F6.1 Candidates for the Degree of PhD (or those registered for MPhil with possibility of transfer to PhD) may undertake an integrated programme of work which includes a programme of postgraduate study on which their performance is formally assessed, as well as the research element. Such a course of study must not occupy more than one third of the total period of registration and must complement the research. A candidate on an integrated programme may not submit a thesis for examination until the assessment of the programme of postgraduate study has been completed to the satisfaction of its examiners.
- F6.2 A candidate for the DBA will normally undertake an organisation-based investigation, requiring formal agreement with one or more

collaborating establishments. Where appropriate, a candidate may be required to follow a programme of supplementary studies.

F6.3 A candidate for the Degree of MPhil or PhD shall be required to follow a programme of related studies, where this is necessary for the attainment of competence in research methods and of knowledge related to the subject of the thesis. This programme shall have the following objectives:

- i to provide the student with the skills and knowledge necessary for the pursuit of the proposed research;
- ii to provide a body of knowledge normally associated with a degree in the field of study of the proposed research;
- iii to provide breadth of knowledge in the related subjects.

F6.4 Where the programme of related studies includes an approved programme of studies leading to another award, and a candidate is registered for that programme and fulfils all its requirements, he/she may be recommended for that award in addition to the degree of MPhil or PhD.

F7 Assessment regulations

F7.1 Assessment Regulations including the criteria for the appointment of examiners are set out in the current version of the Code of Practice for Examiners and Chairs of Research Degrees and the Code of Practice for Research Degrees.

F8 Appeals

F8.1 Students wishing to appeal against the decision of the Examining Team may do so in accordance with the Academic Appeals Policy and Procedure for Research Awards.

F9 Assessment Offences

F9.1 Where an allegation or evidence of an assessment offence comes to light prior to the recommendation of the examiners it will be dealt with in accordance with the Code of Practice – Misconduct in Academic Research.

F9.2 Where evidence of an assessment offence in the preparation of the thesis, or other irregularities in the conduct of the examination, comes to light subsequent to the recommendation of the examiners, the Research Degrees Committee shall consider the matter, if necessary in consultation with the examiners, and take the necessary action, in accordance with the University policy on assessment offences.

F10 Publication

- F10.1 Following the award of the degree of a PhD, DProf or DBA one unbound copy of the thesis is sent by the University to the British Library.
- F10.2 Following the award of the degree of MPhil, PhD, DProf or DBA, one copy of the thesis must be lodged in the library of the University, and any collaborating establishment.

F11 Confidentiality

- F11.1 Where a candidate of the University wishes the thesis to remain confidential for a period of time after completion of the work, application for approval must normally be made at the time of registration. In cases where the need for confidentiality emerges at a subsequent stage, a special application for the thesis to remain confidential after submission must be made immediately through the appropriate University channel.
- F11.2 Where the University has agreed that the confidential nature of the candidate's work is such to preclude the thesis being made freely available in the Library of the University (and of the collaborating establishment, if any) and in the case of a PhD or DBA, the British Library, the thesis shall, immediately on completion of the programme of work, be held by the University on restricted access (and only be available to those who were directly involved in the project).

F12 Termination

- F12.1 Continued enrolment (and registration if appropriate) is subject to the following;
- i an annual report from the student's supervisor that the student is still actively engaged on their research programme;
 - ii confirmation that the student is in frequent and regular contact with their supervisor;
 - iii confirmation that the student is making sufficient academic progress;
 - iv adherence to the Research Codes of Practice;
 - v the University's capacity to continue appropriate supervision.
- F12.2 Should any of the conditions above not be met, the students' enrolment may be terminated subject to the appropriate termination procedures being followed (as detailed in the Code of Practice for Research Degrees).

APPENDIX 2 – REGULATIONS SECTION F/A

F/A – STANDARD REGULATIONS FOR ADMISSION TO POSTGRADUATE RESEARCH PROGRAMMES

1 Entry requirements

- 1.1 Applicants should have a set of skills required to fulfil the demands of the programme, including:
- appropriate academic qualifications (or equivalent)
 - an ability to express themselves satisfactorily in written English;
- 1.2 Applicants should confirm their ability to study at this level by presenting evidence as follows

Programme	Entry qualification
Master of Philosophy (MPhil)	a first or second class honours UK degree or equivalent.
Doctor of Philosophy (PhD) (direct entry)	a UK masters degree or equivalent in a discipline which is appropriate to the proposed research . NB. PhD by publication is only open to members, and associate members, of University staff.
Doctor of Professional Practice (DProf)	a first or second class honours UK degree or equivalent combined with relevant experience.
Doctor of Business Administration (DBA)	an MBA.

- 1.3 Applications from candidates holding qualifications other than those stated above will be considered on their merits and in relation to the nature and scope of the programme proposal.
- 1.4 Applicants for whom English is not their first language must normally demonstrate English language proficiency at a minimum of IELTS (academic) 6.5 or equivalent. Some subjects may require a higher level.
- 1.5 Detailed information about the Admissions process is outlined in the Code of Practice for Research Degrees.

APPENDIX 3 – ROBERTS SKILLS

Joint Research Councils Statement Skills Training for Research Students

Introduction

The Research Councils play an important role in setting standards and identifying best practice in research training. Below is the joint statement of the skills that doctoral research students funded by Research Councils would be expected to develop during their research training.

These skills may be present on commencement, explicitly taught, or developed during the course of the research. It is expected that different mechanisms will be used to support learning as appropriate, including self-direction, supervisor support and mentoring, departmental support, workshops, conferences, elective training courses, formally assessed courses and informal opportunities.

The Research Councils would also want to re-emphasise their belief that training in research skills and techniques is the key element in the development of a research student, and that PhD students are expected to make a substantial, original contribution to knowledge in their area, normally leading to published work. The development of wider employment-related skills should not detract from that core objective

(A) Research Skills and Techniques - to be able to demonstrate:

1. the ability to recognise and validate problems
2. original, independent and critical thinking, and the ability to develop theoretical concepts
3. a knowledge of recent advances within one's field and in related areas
4. an understanding of relevant research methodologies and techniques and their appropriate application within one's research field
5. the ability to critically analyse and evaluate one's findings and those of others
6. an ability to summarise, document, report and reflect on progress

(B) Research Environment - to be able to:

1. show a broad understanding of the context, at the national and international level, in which research takes place
2. demonstrate awareness of issues relating to the rights of other researchers, of research subjects, and of others who may be affected by the research, e.g. confidentiality, ethical issues, attribution, copyright, malpractice, ownership of data and the requirements of the Data Protection Act
3. demonstrate appreciation of standards of good research practice in their institution and/or discipline
4. understand relevant health and safety issues and

- demonstrate responsible working practices
- 5. understand the processes for funding and evaluation of research
- 6. justify the principles and experimental techniques used in one's own research
- 7. understand the process of academic or commercial exploitation of research results

- 4. demonstrate self-awareness and the ability to identify own training needs
- 5. demonstrate self-discipline, motivation, and thoroughness
- 6. recognise boundaries and draw upon/use sources of support as appropriate
- 7. show initiative, work independently and be self-reliant

(C) Research Management - to be able to:

- 1. apply effective project management through the setting of research goals, intermediate milestones and prioritisation of activities
- 2. design and execute systems for the acquisition and collation of information through the effective use of appropriate resources and equipment
- 3. identify and access appropriate bibliographical resources, archives, and other sources of relevant information
- 4. use information technology appropriately for database management, recording and presenting information

(D) Personal Effectiveness - to be able to:

- 1. demonstrate a willingness and ability to learn and acquire knowledge
- 2. be creative, innovative and original in one's approach to research
- 3. demonstrate flexibility and open-mindedness

(E) Communication Skills - to be able to:

- 1. write clearly and in a style appropriate to purpose, e.g. progress reports, published documents, thesis
- 2. construct coherent arguments and articulate ideas clearly to a range of audiences, formally and informally through a variety of techniques
- 3. constructively defend research outcomes at seminars and viva examination
- 4. contribute to promoting the public understanding of one's research field
- 5. effectively support the learning of others when involved in teaching, mentoring or demonstrating activities

(F) Networking and Team working - to be able to:

- 1. develop and maintain co-operative networks and working relationships with supervisors, colleagues and peers, within the institution and the wider research community

2. understand one's behaviours and impact on others when working in and contributing to the success of formal and informal teams
3. listen, give and receive feedback and respond perceptively to others

(G) Career Management - to be able to:

1. appreciate the need for and show commitment to continued professional development

2. take ownership for and manage one's career progression, set realistic and achievable career goals, and identify and develop ways to improve employability
3. demonstrate an insight into the transferable nature of research skills to other work environments and the range of career opportunities within and outside academia
4. present one's skills, personal attributes and experiences through effective CVs, applications and interviews

APPENDIX 4 – MASTERS LEVEL DESCRIPTORS

Descriptor for qualifications at Masters (M) level: Masters degree

Masters degrees are awarded to students who have demonstrated:

- i a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice;
- ii a comprehensive understanding of techniques applicable to their own research or advanced scholarship;
- iii originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;
- iv conceptual understanding that enables the student:
 - to evaluate critically current research and advanced scholarship in the discipline; and
 - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Typically, holders of the qualification will be able to:

- a deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences;
- b demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level;
- c continue to advance their knowledge and understanding, and to develop new skills to a high level;

and will have:

- d the qualities and transferable skills necessary for employment requiring:
 - the exercise of initiative and personal responsibility;
 - decision-making in complex and unpredictable situations; and
 - the independent learning ability required for continuing professional development.

APPENDIX 5 – DOCTORAL LEVEL DESCRIPTORS

Descriptor for qualifications at Doctoral (D) level: Doctoral degree

Doctorates are awarded to students who have demonstrated:

- i the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
- ii a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
- iii the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
- iv a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- a make informed judgments on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;
- b continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas, or approaches;

and will have:

- c the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

APPENDIX 6 – EXAMPLE THESIS LAYOUT

←

Binding
Margin
no less
than
40mm

→

Other
margins
no less
than
20mm

FINAL AND FULL TITLE OF RESEARCH DEGREE

FULL NAME OF AUTHOR

A thesis submitted in partial fulfilment of the requirements of
Bournemouth University for the degree of Doctor of
Philosophy

September 2011

Bournemouth University in collaboration with
.....(*if applicable*)

APPENDIX 6 – EXAMPLE THESIS LAYOUT

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APPENDIX 6 – EXAMPLE THESIS LAYOUT

ABSTRACT

Name of Author

Thesis Title

Your abstract should be approximately 300 words and should give a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject treated.

APPENDIX 6 – EXAMPLE THESIS LAYOUT

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ABBREVIATIONS (and other functional parts of the whole thesis)
APPENDICES (if present)
INDEX (if present)

APPENDIX 6 – EXAMPLE THESIS LAYOUT

PREFACE / ACKNOWLEDGEMENT

The preface should precede the acknowledgement, if both are included separately. The preface or acknowledgement should include reasons for undertaking the study as well as acknowledgement of assistance, for example, support such as scholarships and grants, consultations and discussions with supervisory team and colleagues. If there is no preface, the acknowledgement should have its own heading.

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AUTHOR'S DECLARATION

The author should draw attention to any material contained in the thesis that has been presented before. If the thesis is based on joint research, the nature and extent of the author's individual contribution should be stated. The declaration should follow the acknowledgement, under a separate heading.

APPENDIX 6 – EXAMPLE THESIS LAYOUT

MAIN BODY OF TEXT

CHAPTER 1

SECTION 1.1

The text should be divided into chapters, sections, subsections, etc.

The size of character used in the main text should be not less than 10 point with Times New Roman or Arial being the preferred font.

Others details of the thesis format are set out in Section 7.1.4

APPENDIX 6 – EXAMPLE THESIS LAYOUT

REFERENCES

The list of references is confined to sources mentioned in the text and is usually considered more pertinent to a thesis. References must be completed and cited using the BU Harvard system or an appropriate and recognised system used in and relevant to the specific discipline.

(http://www.bournemouth.ac.uk/library/citing_references/docs/Citing_Refs.pdf)

The references must be arranged alphabetically by author and if multiple references by the same author are being cited, they should be arranged by date or alphabetically by publication. Each entry should begin at the left-hand margin using single spacing but with double spaces between each entry.

Following present guidelines for the citation of references to material from the Internet, the existing procedures outlined above must be followed and a non-hyperlinked web address (URL) and access data should be added.

APPENDIX 6 – EXAMPLE THESIS LAYOUT

BIBLIOGRAPHY

The bibliography, if any, should follow the list of references.

The bibliography lists, in full, the relevant works that have been read or consulted during the course of the research, but will not necessarily be an exhaustive list of all materials relevant to it.

APPENDIX 6 – EXAMPLE THESIS LAYOUT

APPENDICIES

Appendices may consist of material of considerable length or of lists, documents, commentaries, tables or other evidence that, if included in the main text, would interrupt its flow. Presentation including character size should be consistent with the style of the main text.

Each appendix should start on a separate page and should appear in the order that they are referred to in the text, citing wherever possible and appropriate, the source of material from which the appendix is derived.

APPENDIX 6 – EXAMPLE THESIS LAYOUT

GLOSSARY

Any glossary should follow the text and appendices. Terms that require explanation should be defined in a glossary, which should include a key to any abbreviations used. For an abbreviation not in common use, the term should be given in full at the first instance followed by the abbreviation in brackets.

Acknowledgements

This code of practice has been written taking account of University rules and regulations, the QAA Code of Practice and best practice disseminated through UKCGE, Vitae and other HEIs.