

HENLEY MANAGEMENT COLLEGE

COLLEGE REGULATIONS

REGULATION N° AR7

PROGRAMMES OF RESEARCH

AND/OR PROGRAMMES OF STUDY

LEADING TO

HIGHER DEGREES

HENLEY MANAGEMENT COLLEGE

COLLEGE REGULATIONS

REGULATION N° AR7 - Programmes of Research and/or Study leading to Higher Degrees

AR7.1 **General Requirements**

AR7.1.1 *Awards*

- (a) These Regulations cover the specific requirements relating to persons admitted to programmes of research and/or study leading to the higher degrees of:
 - (i) Master of Philosophy (MPhil);
 - (ii) Doctor of Philosophy (PhD);
 - (iii) Doctor of Business Administration (DBA).
 - (iv) Any other higher degree as may from time to time be approved under these Regulations.
- (b) The Regulations, and any procedures and guidelines established by the Academic Board, shall in no way supersede the requirements of the University or any other external validating body relating to the academic award to which a particular programme of supervised research or study may lead.

AR7.1.2 *Participants*

Any person, whether a student under the provisions of the Royal Charter or a member of staff, who is admitted to a programme of research or study leading to a higher degree shall, for the purposes of these Regulations, be termed a "participant".

AR7.1.3 *Facilities and Resources*

No person shall be admitted to a programme of research or study unless the programme can be supported by adequate resources and facilities for its duration. It is the responsibility of the Research Committee, or its Chairman, to ensure that all necessary resources and facilities including supervisory arrangements, are in place prior to the admission of a participant.

AR7.2 **Admission Policy**

AR7.2.1 *Eligibility*

In accordance with the provisions of the Charter (Article 5), no person seeking or gaining entry to any programme of research and/or study, whether or not it leads to an award of the College, the University or other

validating body, shall be subject to any form of "...test or disability...imposed on the grounds of religious or political belief, sex or race".

AR7.2.2 *General Entry Requirements*

- (a) Unless otherwise provided for in the approved Programme Specification, each person admitted to a programme of research and/or study leading to a higher degree shall be competent in the English language and may, at the discretion of the College or University (as appropriate), be required to provide evidence of competence in such manner as may from time to time be prescribed by the Academic Board and/or the University or other external validating body.
- (b) The Academic Board may also establish such guidelines as it deems necessary relating to competence in the English language.
- (c) There shall be a reasonable expectation that any person admitted to a programme is able to fulfil the objectives of the programme and to attain the standard stipulated at the end of the programme.
- (d) Each person admitted to a programme leading to, or contributing to, a named award shall satisfy the College's specific entry requirements for the award to which it leads or contributes and, where applicable, the entry requirements of the University or other external validating body.
- (e) A person not holding the normal entry qualifications stipulated for the particular award to which a given programme leads may nevertheless be admitted if his or her professional qualifications and/or working experience be judged to provide an adequate foundation of knowledge and skills for the programme of supervised research and/or study concerned.
- (f) The final decision on the acceptability of the qualifications of any individual applicant for entry to a programme shall rest with the Academic Board or, on its behalf, the Research Committee, and the Senate of the University or other external validating body.

AR7.2.3 *Referees*

An applicant for entry to a programme of research and/or study leading to a higher degree may be required to give the name of a business referee who can comment on the applicant's ability in a working situation and of an academic referee who can vouch for the applicant's academic performance.

AR7.3 Entry Qualifications for Programmes leading to specific Awards

AR7.3.1 *General Considerations*

- (a) The entry qualifications prescribed in Regulations AR7.3.2 to AR7.3.4 below shall be regarded as benchmarks. Persons holding other academic or professional qualifications may be accepted as

participants in a programme of research and/or programme of study leading to the award of a higher degree. The Academic Board or, on its behalf, the Research Committee, shall issue guidelines for such admissions.

- (b) Any person not holding the normal entry qualifications may be admitted if his or her professional qualifications and/or working experience be judged to provide an adequate foundation of the knowledge and skills required for the programme concerned.
- (c) At the discretion of the Academic Board or, on its behalf, the Research Committee, any period(s) of research and/or study undertaken at another institution or organisation may be accepted as partly meeting the requirements of a programme of research and/or study leading to an award of a higher degree.

AR7.3.2 *Degree of Master of Philosophy (MPhil)*

- (a) Any person admitted to a programme leading to the award of the degree of Master of Philosophy (MPhil) shall satisfy the entry requirements of the University.
- (b) Any such person shall normally be the holder of the minimum of an upper second class honours degree or equivalent qualification from a recognised university or other degree awarding body and shall have such work or professional experience as may be deemed appropriate for the particular programme of research and/or study proposed.

AR7.3.3 *Degree of Doctor of Business Administration (DBA)*

- (a) Any person admitted to a programme leading to the award of the degree of Doctor of Business Administration (DBA) shall satisfy the entry requirements of the University.
- (b) Any such person shall normally be the holder of an MBA or other relevant Master's degree or equivalent qualification from a recognised university or other degree awarding body and shall have such work or professional experience as may be deemed appropriate for the particular programme of research and/or study proposed.

AR7.3.4 *Degree of Doctor of Philosophy (PhD)*

- (a) Any person admitted to a programme leading to the award of the degree of Doctor of Philosophy (PhD) shall satisfy the entry requirements of the University.
- (b) Any such person shall normally be the holder of a Master's degree or equivalent qualification (in a discipline relevant to the proposed area of research) from a recognised university or other degree awarding body and shall have such work or professional experience as may be deemed appropriate for the particular programme of research and/or study proposed.

AR7.4 Registration

AR7.4.1 Initial Registration

- (a) Depending upon the proposed programme of research and/or study and the entry qualifications held, a participant may be registered directly for the degree of DBA or PhD.
- (b) Alternatively, a participant in a programme of supervised research and/or study leading to the degree of PhD may initially be registered for the degree of MPhil, registration for the degree of PhD being subject to confirmation at a later date, subject to satisfactory performance.

AR7.4.2 Simultaneous Registration

Unless otherwise approved by the Academic Board or, on its behalf, the Research Committee, no participant shall be permitted to be simultaneously registered on two programmes of supervised research and/or study leading to separate higher degrees, whether of the College, the University, or another university or recognised degree-awarding institution of higher education.

AR7.4.3 Changes in Registration

At the discretion of the Academic Board or, on its behalf, the Research Committee, a participant may subsequently be allowed to transfer his or her registration from one award to another, provided that:

- (a) in the case of a transfer from a lower to a higher award, the participant satisfies the admission requirements for the higher award; and
- (b) provision for such transfers is made in the participant's Programme Specification; or
- (c) the participant is required as a result of the annual review of his/her progress, to transfer from a higher to a lower award; or
- (d) the participant and/or the supervisor(s) request that his or her registration be transferred from a higher to a lower award.

AR7.5 Programmes of Research and/or Study

AR7.5.1 General Requirements

- (a) Each person seeking the award of a higher degree shall undertake an approved programme of research and/or study and shall be required to submit a thesis on a topic approved by the Research Committee or, on its behalf, the authorised member of staff.

- (b) A programme of research shall be defined as the programme which leads to the preparation of a thesis by the participant and requires the completion of a plan of research, investigation, critical analysis and/or evaluation of an approved topic and of training in research methods.
- (c) For the purposes of the Regulation, a programme of study shall be an approved schedule of required or supporting studies comprising taught modules and/or other guided elements which either contribute towards the award being sought and are assessed or are required as an integral part of the approved arrangements.

AR7.5.2 *Required or Supporting Studies*

Doctor of Business Administration

- (a) A participant registered for the degree of DBA shall be required, in Stage 1: to undertake a programme of study as specified in the Programme Specification; to be assessed; to satisfy the examiners in all elements specified in the Specification. Any candidate who fails to satisfy the examiners in any element of the specified Specification in Stage 1 may be permitted to be re-assessed in each element on one further occasion only.

Doctor of Philosophy/Master of Philosophy

- (b) A participant shall normally be required to undertake an approved programme of related studies designed to support him or her in acquiring competence in research methods and in gaining background knowledge relevant to the field of investigation. The programme of related studies may comprise such lectures, modules, seminars, colloquia and other elements as his or her supervisors may consider necessary.
- (c) Any such programme of related studies may be composed: in whole or in part from modules which form part of an existing taught programme of study; entirely of elements specially designed to meet the needs of the participant concerned; or be a combination of both existing modules and specially designed elements, from within or from outside of the College or the University.
- (d) A participant may be assessed and required to satisfy the examiners in respect of any or all such modules and other elements, as the supervisor(s) shall determine, as an integral part of the programme of supervised research and/or programme of study leading to a higher degree. Any such module(s) may be part of an existing taught programme of study or tailor-made for the participant concerned.

AR7.6 Mentoring

AR7.6.1 Each participant registered in Stage 1 of the DBA programme shall be advised by a mentor, appointed in accordance with arrangements and criteria approved by the Academic Board or, on its behalf, the Research Committee.

AR7.6.2 The mentor shall be a member of Faculty or, if external to the College, shall be appointed in accordance with procedures approved by the Academic Board subject to any requirements of the University or other external validating body.

AR7.7 Supervision

AR7.7.1 Appointment of Supervisors

- (a) Each participant undertaking a programme of research/programme of study leading to a higher degree shall be supervised by at least two persons appointed in accordance with arrangements and criteria approved by the Academic Board or, on its behalf, the Research Committee.
- (b) At least one supervisor shall be a member of Faculty or a member of the academic staff of the University. The other supervisor may be a member of Faculty, a member of the academic staff of the University, or may be external to both institutions.
- (c) The arrangements for supervision shall be approved by the Academic Board or, on its behalf, the Research Committee. Any subsequent changes in the arrangements for supervision shall be similarly approved.
- (d) The supervisor(s) of a participant shall be appointed in accordance with the procedures approved by the Academic Board and shall satisfy the criteria for eligibility established by the Academic Board subject to any requirements of the University or other external validating body.

AR7.7.2 Role of Supervisors

- (a) The primary responsibility of each supervisor, particularly the principal Supervisor, shall be to guide and support the participant throughout his or her programme of research and/or programme of study. The detailed duties of the supervisors will be specified on admission of the participant.
- (b) The Academic Board or, on its behalf, the Research Committee, may, from time to time, specify particular responsibilities to be exercised by supervisors.

AR7.8 Modes of Attendance and Periods of Registration

AR7.8.1 *Modes of Attendance*

- (a) A participant may undertake his or her programme of research and/or study in one of the following modes of attendance:
 - (i) full-time (normally requiring a commitment to study of five days per week, or the equivalent)
 - (ii) part-time (requiring a lesser commitment)
- (b) A participant may be permitted to change from one mode of attendance to the other in which case the maximum and normal period of registration shall be adjusted as may be appropriate to the new mode.

AR7.8.2 *Periods of Registration*

- (a) The maximum period for which a participant may be registered shall be related to the nature of the programme of research and/or study being followed; the award being sought; and the mode of study approved. The normal and maximum periods of registration shall be as follows:

<u>Full Time</u>	<u>Normal</u> (years)	<u>Maximum</u> (years)
PhD/DBA	3	4
MPhil	1	3
<u>Part Time</u>		
PhD/DBA	4	6
MPhil	2	4

- (b) The maximum permitted period of registration of an individual participant may be extended in exceptional circumstances.
- (c) The minimum period of registration of an individual participant may be reduced to take account of particular entry qualifications, and/or special circumstances, with the approval of the Academic Board or, on its behalf, the Research Committee, and the appropriate Committee of the University or other external validating body.
- (d) Any approved period of suspension of study shall not be counted towards the permitted length of time for which an individual participant may be registered.

AR7.8.3 *Lapse of Registration and Re-registration*

- (a) A participant's registration shall lapse automatically at the end of the maximum permitted period of registration, taking into account any

extension(s) or suspension of study which may have been approved. Any person whose registration has lapsed shall not be permitted to:

- (i) attend the College or use any facilities;
 - (ii) receive any supervision or tuition;
 - (iii) submit a thesis for assessment;
 - (iv) be examined.
- (b) Exceptionally, the Academic Board or on its behalf, the Research Committee, may permit a person to be re-registered for a specified period to enable him or her to complete an approved programme of research and/or complete a thesis for assessment and examination.

AR7.9 Annual Monitoring of Progress

AR7.9.1 General Requirements

- (a) The progress and performance of the participant shall be reviewed at least annually in accordance with Procedures and Guidelines established by the Academic Board.
- (b) Each participant's principal Supervisor and second supervisor, or mentor in Stage 1 of the DBA programme, shall submit an annual report to the Research Committee, or on its behalf the authorised member of staff, in accordance with those Procedures.

AR7.10 The Thesis

AR7.10.1 Requirements

- (a) The thesis shall be a substantial piece of written work in which the participant shall show ability to test ideas (whether his/her own or those of others); to demonstrate a broad knowledge and understanding of his/her field of study; to demonstrate a knowledge of the research techniques appropriate to his/her field of study and show that they have been successfully applied. Additionally, the thesis for a PhD or DBA degree must make a distinct and original contribution to knowledge.
- (b) The Academic Board shall approve any specific conditions relating to a thesis to be submitted in partial fulfilment of the requirements for the particular award being sought.
- (c) Any work not undertaken by the participant shall be fully acknowledged in the thesis.

AR7.10.2 Format

The Academic Board shall establish such requirements and/or guidelines as it deems necessary with regard to the format, length and presentation of any

thesis submitted in partial fulfilment of the requirements for the award of a higher degree.

AR7.10.3 *Published Material*

Any relevant work already published by a candidate may be included in a thesis submitted in partial fulfilment of the requirements for a higher degree subject to any conditions stipulated by the Academic Board.

AR7.10.4 *Submission*

- (a) The thesis shall normally be submitted within the approved period of registration taking into account any extension or reduction which may have been authorised.
- (b) The number of copies to be submitted shall be specified by the Academic Board or, on its behalf, the Research Committee.

AR7.10.5 *Confidentiality*

Exceptionally, the Academic Board or, on its behalf, the Research Committee, may approve a thesis being made subject to confidentiality for a specified period of time which shall not normally exceed three years.

AR7.10.6 *Copyright, Intellectual Property and Ownership*

Policy relating to intellectual property shall be as set out in the Brunel University STATEMENT OF INTELLECTUAL PROPERTY RIGHTS.

AR7.11 Assessment and Examinations

AR7.11.1 *Examination Arrangements*

The arrangements, including the appointment of examiners, relating to a candidate for a higher degree shall be subject to approval by the Academic Board or, on its behalf, the Research Committee and by the University or other external validating body.

AR7.11.2 *Examiners*

- (a) Each candidate for the degree of DBA shall have been assessed in Stage 1 of the Programme, in accordance with the Programme Specification and shall have proceeded to Stage 2 of the Programme on successful completion of Stage 1 and with the agreement of the Board of Examiners.
- (b) The thesis of each candidate for a higher degree shall be assessed and examined by at least two examiners, at least one of whom shall be an internal examiner, being a member of Faculty of the College or of the academic staff of the University, and at least one of whom shall be an external examiner.

- (c) Where a candidate is either a member of Faculty, Associate Faculty or non-academic staff of the College or the full-time academic staff of the University or of any Approved Centre or Associate Organisation, or has been such within the past twelve months, at least three examiners shall be appointed, of whom only one shall be internal and the others shall be external.
- (d) Any examiner(s) shall be appointed by, or on the recommendation of, the Academic Board or, on its behalf, the Research Committee, subject (where applicable) to any requirement(s) of the University or other external validating body.
- (e) The Academic Board shall establish such criteria as it deems appropriate for the appointment of examiners.

AR7.11.3 *Assessment of the Thesis*

- (a) Before any examination of the candidate *viva voce* be held, each examiner shall assess the thesis submitted by the candidate in partial fulfilment of the requirements for the award of a higher degree.
- (b) Each examiner shall normally submit an independent preliminary report on his or her assessment of the thesis.
- (c) The examiners may, after reading the thesis but without further test, recommend that the candidate shall fail.

AR7.11.4 *Viva Voce*

- (a) Except as provided for in Regulation AR7.11.3 (c) above, each candidate for the degrees of PhD and DBA shall be required to defend his or her thesis and be examined *viva voce* by the examiners.
- (b) Any candidate for the degree of MPhil may be required to defend his or her thesis and be examined *viva voce* by the examiners.
- (c) Any examination *viva voce* shall form an integral part of the assessment of the performance of a candidate and of the determination of whether the candidate has attained the requisite standard for the award being sought and of whether his or her thesis reaches the required standard.
- (d) Except as provided for in Regulation AR7.12.1 (b)(i) (Re-assessment), no candidate examined *viva voce* may be recommended for the award of a higher degree unless he or she shall have satisfied the examiners when examined *viva voce*.

AR7.11.5 *Reports and Recommendations*

- (a) The examiners shall submit a joint report on their assessment and examination of a candidate, and of his or her thesis, to the Academic

Board, or (where applicable) through the Academic Board, to the University or other external validating body.

- (b) The examiners shall make one of the following recommendations to, or through, the Academic Board:
- (i) that the candidate be admitted to the degree being sought (MPhil, PhD or DBA);
 - (ii) that the candidate be admitted to the degree being sought (MPhil, PhD or DBA), subject to the candidate making minor amendments to his or her thesis, within a period of two months, to the satisfaction of the examiners;
 - (iii) that the candidate be permitted to revise and re-submit his or her thesis within a specified period not normally exceeding twelve months and that the thesis then be re-assessed for the degree being sought (MPhil, PhD or DBA), without the requirement for an examination *viva voce*;
 - (iv) that the candidate be permitted to revise and re-submit his or her thesis within a specified period not normally exceeding twelve months and that the candidate then be re-assessed and re-examined *viva voce* for the degree being sought (MPhil, PhD or DBA);
 - (v) that the candidate be re-examined *viva voce* on the thesis as already submitted, or subject to minor amendments, within a specified period not normally exceeding six months after the first examination *viva voce*;
 - (vi) that a candidate for the degrees of PhD or DBA be not admitted to the degree being sought, but be admitted to the lower degree of MPhil, subject to any minor modification(s) of the thesis specified by the examiners normally being made within two months;
 - (vii) that no degree be awarded and that the candidate should not be permitted to re-submit but should be failed.
- (c) Where the examiners determine that a candidate's performance was adversely affected by illness or other good cause outside his or her control, the examiners shall take into account any such circumstances when reaching their decisions.
- (d) If the examiners disagree on their recommendations, they should submit separate reports. Disagreement between examiners will be reported to the Academic Board and/or the appropriate committee of the University or other external validating body, which will make such arrangements as are necessary for resolving the disagreement.

AR7.12 Re-assessment

AR7.12.1 General Requirements

- (a) No candidate shall be re-assessed on the thesis submitted in partial fulfilment of the requirements for the award of a higher degree on more than one occasion.
- (b) The re-assessment may take any of the following forms:
 - (i) the assessment of the thesis submitted by the candidate revised in accordance with such requirements as were stipulated by the examiners on the first occasion; or
 - (ii) the assessment of the thesis submitted by the candidate revised in accordance with such requirements as were stipulated by the examiners on the first occasion and the examination of the candidate *viva voce*; or
 - (iii) the examination of the candidate *viva voce* without the requirement to re-submit his or her thesis in a revised form.
- (c) Candidates re-assessed in accordance with Regulation AR7.12.1 (b)
 - (i) or (ii) above may be permitted by the examiners to make minor modifications to the thesis within a period of two months of the re-assessment of the thesis.

AR7.12.2 Viva Voce

- (a) Any candidate for a higher degree who has failed to satisfy the examiners when examined *viva voce* may be permitted to be re-examined *viva voce* on one further occasion only.
- (b) Any such re-examination of a candidate *viva voce* shall normally be held within six months of the first examination *viva voce*.

AR7.13 Review of Assessment and Examination Decisions

AR7.13.1 Grounds for a Review

- (a) The Academic Board or other authorised Statutory Body may require the Examiners to review their decisions and recommendations if it is satisfied that:
 - (i) there were circumstances materially affecting a candidate's performance which were not known to the examiners when their decision was taken and which it was not reasonably practicable for the candidate to have made known to the examiners beforehand, provided that satisfactory medical or other relevant documentary evidence is submitted;

- (ii) there were procedural or administrative irregularities in the conduct of the assessment of the thesis, assessed modules in the programme of supporting studies and/or examination of the candidate *viva voce* being of such a nature as to create a reasonable possibility that the candidate's result might have been different had the irregularities not occurred;
 - (iii) there is evidence of prejudice, bias or inadequate assessment on the part of one or more of the examiners.
- (b) No disagreement by a candidate with the academic judgement of the examiners in assessing his or her performance shall constitute grounds for a review of the decisions of the examiners.

AR7.14 Candidates

AR7.14.1 Poor Performance

- (a) Any candidate claiming that his or her performance was adversely affected by illness, or other good cause outside his or her control, shall submit such medical certificate(s) and/or other documentary evidence as may be required to support any claim within such period of time as shall be stipulated by the College or the University.
- (b) Any appeal against a decision of the examiners shall be submitted in accordance with the College's or University's Regulations and Procedures relating to such appeals.

AR7.14.2 Cheating and Plagiarism

- (a) Any candidate who is found guilty of cheating, plagiarism or of having attempted to gain some other form of unfair advantage shall be subject to the College's disciplinary procedures.
- (b) Where the examiners are satisfied that a candidate has cheated, committed plagiarism or attempted to gain some other form of unfair advantage in any element of the programme of research and/or programme of study they shall fail the candidate
- (c) All cases of cheating or plagiarism upheld by the examiners shall be referred to the Secretary of the Disciplinary Committee of the College (see Academic Regulation AR8) and/or the Secretary of the Disciplinary Board of the University.