



University of Wales
Prifysgol Cymru

Academic Regulations

*(for schemes of study offered on a collaborative basis
by partner institutions of the University of Wales)*

Degrees, Diplomas and Certificates

Academic Year 2009-10

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Academic Regulations for taught schemes offered on a modular basis

Regulations for Foundation Certificates

Candidates are advised to contact the Registrar of the partner institution concerned for details of any approved additional regulations which may also be applicable.

Entry

1. To be eligible for admittance to study for a Foundation Certificate of the University of Wales, a candidate shall have fulfilled any entry conditions which may be required by the University and/or the partner institution in respect of the scheme in question.

Scheme Structure

2. Foundation Certificate schemes shall be offered on the basis of one year of full-time study (or part-time equivalent).

Assessment

3. Progress of a candidate will normally be assessed in the period immediately following completion of the unit of study.
4. The pass-mark for units of assessment, modules and awards shall be 40 %. The Distinction threshold will be an overall mark of 70 %, or above; notwithstanding, candidates who have failed any module at a first attempt will not be eligible for the award of a Distinction overall.
5. Every candidate for a Foundation Certificate shall complete all units of assessments within the following periods:
 - (i) Full-time mode: not more than two years from the start of the scheme
 - (ii) Part-time mode: normally not less than two years and not more than four years from the start of the scheme.

Within these overall time-limits, partner institutions may specify lower time-limits for individual schemes of study. The above overall time-limits may be extended in exceptional cases upon the application of a partner institution approved by the University, in accordance with the requirements of the Academic Protocols for Taught Schemes.

6. Institutions shall agree with the University through the course approval process the proportion of coursework and formal assessment to be expected of candidates for individual schemes of study. Institutions shall, in conjunction with the University, establish procedures to govern the processes of designing, approving and reviewing assessment strategies for individual schemes of study.
7. Institutions shall determine policies on the use of anonymous marking and of other established marking practices in conjunction with the Validation Board's guidelines on double-marking, and in the light of that section of the QAA's Code of Practice which is concerned with assessment, and shall make these available to candidates.
8. Institutions shall determine for themselves a retention policy for scripts. Such a policy shall take into account of guidance from the University and that section of the QAA's Code of Practice which is concerned with assessment, and shall be made available to candidates

Failure

9. At the discretion of the Examining Board, candidates who have been unsuccessful in any units of study which contribute to the overall award may be permitted three further attempts to redeem the failure in each such unit for the bare pass-mark (40 %) only.

Award

10. To be eligible for consideration for the award of a Foundation Certificate, a candidate shall have:
 - (i) pursued an approved scheme of study for the period prescribed by the University;
 - (ii) pursued a minimum number of 120 credits at CQFW Level 3* or above;
 - (iii) have fulfilled any further condition(s) required by the partner institution of the University concerned.
11. Candidates must pass all of those credits which contribute to the award of the Foundation Certificate.
12. In determining whether the award of a Foundation Certificate might be made to a candidate, Examining Boards shall follow conventions approved by the University. These conventions will include procedures or mechanisms for the exercise of discretion by the Examining Board, and shall adopt such guidelines for the classification of awards as may be specified by the University. An Examining Board may take account of the candidate's academic development throughout the scheme of study.
13. An Examining Board may recommend to the University that, on the basis of a candidate's performance in the pursuit of those credits contributing to the award, he/she be deemed either to have passed or to have failed the scheme.
14. As provided for in paragraph 4, above, candidates may be eligible for the award of Distinction. In all other respects, however, the Foundation Certificate shall be unclassified.

* A standard equivalent to NVQ Level 3, or the former HE Level 0.
October 2009

Regulations for Foundation Degrees

Candidates are advised to contact the Registrar of the partner institution of the University of Wales concerned for details of any approved additional regulations which may also be applicable.

Entry

1. To be eligible for admittance to study for a Foundation Degree of the University of Wales, a candidate shall have fulfilled any further entry conditions which may be required by the University and/or the partner institution in respect of the scheme in question.

Scheme Structure

2. Foundation Degree schemes shall be offered on the basis of a two-year full-time period of study (or part-time equivalent).
3. Full-time candidates shall be required to pursue the equivalent of at least 120 credits during each academic year.
4. Depending upon the requirements of the approved scheme of study, a candidate shall pursue credit in respect of assessed workplace based learning which shall number not fewer than 20 credits.

Credit Transfer

5. Notwithstanding paragraphs 2 and 3 above, a partner institution may, within the overall limits shown below, deem the performance of a student in either study previously pursued and/or any prior experiential learning to count towards the requirements for the award of a Foundation Degree. Such prior study or experiential learning shall be relevant to the scheme to be pursued and shall be credit-rated at the discretion of the University. The prior study shall have been completed at a University or other institution whose schemes have been recognised by the University of Wales for the purpose of satisfying its policy on Credit Accumulation and Transfer.

The maximum number of credits which may be accepted to count towards a Foundation degree of the University of Wales shall be not more than 120. Where the maximum transferable credit allowed has been accepted, the remaining credits to be pursued through the admitting partner institution will normally* be at least at CQFW Level 5 (former HE Level 2).

Assessment

6. Progress of a candidate will normally be assessed in the period immediately following completion of the unit of study.
7. The pass-mark for units of assessment, modules and awards shall be 40%. The Distinction threshold will be an overall mark of 70%, or above; notwithstanding, candidates who have failed any module at a first attempt will not be eligible for the award of a Distinction overall.
8. Institutions shall agree with the University through the course approval process the proportion of coursework and formal assessment to be expected of candidates for individual schemes of study. Institutions shall, in conjunction with the University, establish procedure to govern the processes of designing, approving and reviewing assessment strategies for individual schemes of study.

* Such cases must be presented to the University for consideration for approval, on their merits.

9. Institutions shall determine policies on the use of anonymous marking and of other established marking practices in conjunction with the Validation Board's guidelines on double-marking, and in the light of that section of the QAA's Code of Practice which is concerned with assessment, and shall make these available to candidates.
10. Institutions shall determine for themselves a retention policy for scripts. Such a policy shall take into account of guidance from the University and that section of the QAA's Code of Practice which is concerned with assessment, and shall be made available to candidates
11. Every candidate for a Foundation Degree shall complete all units of assessments within the following periods:
 - (i) Full-time mode: not more than four years from the start of the scheme;
 - (ii) Part-time mode: normally not less than two years, and not more than ten years, from the start of the scheme.

Within these overall time-limits, partner institutions may specify lower time-limits for individual schemes of study. The above overall time-limits may be extended in exceptional cases upon the application of a partner institution approved by the University, and in accordance with the requirements of the Academic Protocols for Taught Schemes.

Where credit transfer has been approved, under paragraph 5 above, a *pro-rata* reduction to the overall time-limit for the individual candidate may be approved by the University. Once approval has been received for the new time-limit, the partner institutions shall communicate details of it to the candidate at the outset of study.

Failure

12. At the discretion of the Examining Board, candidates who have been unsuccessful in any units of study which contribute to the award may be permitted three further attempts to redeem the failure in each such unit, for the bare pass-mark (40 %) only.

Award

13. An exit qualification (a Certificate of Higher Education) may be awarded to candidates who have pursued a minimum 120 credits but find themselves unable (or are not permitted) subsequently to complete the scheme.
14. To be eligible for consideration for the award of a Foundation Degree, a candidate shall have:
 - (i) pursued an approved scheme of study for the period prescribed by the University, except as provided by paragraph 5 above;
 - (ii) pursued a minimum number of 240 credits, of which at least 120 shall be at CQFW Level 5 (former HE level 2 (or above));
 - (iii) have fulfilled any further condition(s) required by the partner institution of the University concerned.
15. Candidates may fail no more than 20 credits at CQFW Level 4 (former HE Level 1) and no more than 20 credits at CQFW Level 5 or above (former HE Level 2 or above) of those credits which contribute to the award of the Foundation Degree. Compensation/condonement should not normally be operated in a module awarded a

mark of below 30 % Subject to this minimum requirement, partner institutions shall have discretion:

- (i) to set higher minima than that outlined above;
 - (ii) to specify particular units of study which must be completed to the satisfaction of the Examining Board.
16. In determining whether the award of a Foundation Degree might be made to a candidate, Examining Boards shall follow conventions approved by the partner institution and lodged with the University. These conventions will include procedures or mechanisms for the exercise of discretion by the Examining Board, and shall adopt such guidelines for the classification of awards as may be specified by the University. An Examining Board may take account of the candidate's academic development throughout the scheme of study.
17. An Examining Board may recommend to the University that, on the basis of a candidate's performance in the pursuit of those credits contributing to the award - including any credits accepted on the basis of study completed elsewhere and/or prior experiential learning (see paragraph 5 above) - that he/she be deemed either to have passed or failed the scheme. As provided for in paragraph 7, above, candidates may be eligible for the award of Distinction. In all other respects, however, the Foundation Degree shall be unclassified.

Regulations for University Certificate and Diploma Schemes

Candidates are advised to contact the Registrar of the partner institution of the University of Wales concerned for details of any approved additional regulations which may also be applicable.

Entry

1. To be eligible for admittance to study for an Undergraduate Certificate/Diploma scheme of the University of Wales, a candidate shall have fulfilled any further entry conditions which may be required by the University and/or partner institution in respect of the scheme in question.

Scheme Structure

2. Undergraduate Certificate schemes shall be offered on the basis of a one-year full-time period of study (or part-time equivalent).

Undergraduate Diploma schemes shall be offered on the basis of a two-year full-time period of study (or part-time equivalent).
3. Full-time candidates shall be required to pursue the equivalent of at least 120 credits during each academic year.

Credit Transfer

4. Notwithstanding paragraphs 2 and 3 above, a partner institution may, within the overall limits shown below, deem the performance of a student in either study previously pursued and/or any prior experiential learning to count towards the requirements for the award sought. Such prior study or experiential learning shall be relevant to the scheme to be pursued and shall be credit-rated at the discretion of the admitting partner institution. The prior study shall have been completed at a partner institution of the University, or at another University or Partner institution whose schemes have been recognised by the University for the purpose of satisfying its policy on Credit Accumulation and Transfer.

The maximum number of credits which may be accepted to count towards an Undergraduate Certificate or Diploma award of the University of Wales shall be:

Undergraduate Certificate:	60 credits
Undergraduate Diploma:	120 credits

With respect to Undergraduate Diploma schemes, where the maximum transferable credit allowed has been accepted, the remaining credits to be pursued through the admitting partner institution will normally be at CQFW Level 5 (former HE Level 2), or above.

Assessment

5. Progress of a candidate will normally be assessed in the period immediately following completion of the unit of study.
6. The pass-mark for units of assessment, modules and awards shall be 40 %.
7. Every candidate for an Undergraduate Certificate shall complete all units of assessments within the following periods:
 - (i) Full-time mode: not more than three years from the start of the scheme;
 - (ii) Part-time mode: not less than three years and not more than six years from the start of the scheme.

Every candidate for an Undergraduate Diploma shall complete all units of assessments within the following periods:

- (i) Full-time mode: not more than four years from the start of the scheme;
 - (ii) Part-time mode: not less than four years and not more than eight years from the start of the scheme.
8. Within these overall time-limits, partner institutions may specify lower time-limits for individual schemes of study.
 9. The overall time-limits may be extended in exceptional cases upon the application of a partner institution approved by the University, and in accordance with the requirements of the University, as may be laid down in the Academic Protocols for taught schemes of study.
 10. The above time-limits may be reduced pro rata at the outset of the candidature by the Partner institution concerned where a candidate has been admitted to study with transferable credit, as described in paragraph 4, above.
 11. Institutions shall agree with the University through the course approval process the proportion of coursework and formal assessment to be expected of candidates for individual schemes of study. Institutions shall, in conjunction with the University, establish procedures to govern the processes of designing, approving and reviewing assessment strategies for individual schemes of study.
 12. Institutions shall determine policies on the use of anonymous marking and of other established marking practices in conjunction with the Validation Board's guidelines on double-marking, and in the light of that section of the QAA's Code of Practice which is concerned with assessment, and shall make these available to candidates.
 13. Institutions shall determine for themselves a retention policy for scripts. Such a policy shall take into account of guidance from the University and that section of the QAA's Code of Practice which is concerned with assessment, and shall be made available to candidates

Failure

14. At the discretion of the Examining Board, candidates who have been unsuccessful in any units of study which contribute to the award may be permitted up to three further attempts to redeem the failure in each such unit, for the bare pass-mark (40%) only.

Award

15. Candidates who have pursued a minimum of 120 credits of an Undergraduate Diploma scheme but find themselves unable subsequently to complete (or are not permitted to do so) may be awarded an exit qualification (a Certificate of Higher Education).
16. To be eligible for consideration for the award of an Undergraduate Certificate, a candidate shall have:
 - (i) pursued an approved scheme of study for the period prescribed by the University, except as provided by paragraph 4 above;
 - (ii) pursued a minimum number of 120 credits at CQFW Level 4 (former HE Level 1 or above);

- (iii) fulfilled any further condition(s) required by the partner institution of the University concerned.

To be eligible for consideration for the award of an Undergraduate Diploma, a candidate shall have:

- (i) pursued an approved scheme of study for the period prescribed by the University, except as provided by paragraph 4 above;
- (ii) pursued a minimum number of 240 credits, including a minimum of 120 at CQFW Level 5 (former HE Level 2 or above);
- (iii) fulfilled any further condition(s) required by the partner institution of the University concerned.

17. Candidates may fail no more than 20 credits at CQFW Level 4 (former HE Level 1) and no more than 20 credits at CQFW Level 5 or above (former HE Level 2 or above) of those credits which contribute to the award sought. Subject to this minimum requirement, partner institutions shall have discretion:

- (i) to set higher minima than that outlined above;
- (ii) to specify particular units of study which must be completed to the satisfaction of the Examining Board.

18. In determining whether the award of an Undergraduate Certificate or Diploma may be made to a candidate, Examining Boards shall follow conventions approved by the partner institution and lodged with the University. These conventions may include procedures or mechanisms for the exercise of discretion by the Examining Board, and shall normally adopt such guidelines for the classification of awards as may be specified by the University. An Examining Board may take account of the candidate's academic development throughout the scheme of study.

19. An Examining Board may recommend to the University that, on the basis of a candidate's performance in the pursuit of those credits contributing to the award (including any credits accepted on the basis of study completed elsewhere and/or prior experiential learning (see paragraph 4 above)), he/she be deemed either to have passed or to have failed the scheme. Candidates with an overall mark of 70 % or greater may, according to the policy of the partner institution concerned, be eligible for the award of Distinction.

Regulations for University of Wales Graduate Certificate and Diploma Schemes

These Regulations apply to Graduate Certificate and Diploma schemes at collaborative partner institutions of the University of Wales. Candidates are advised to contact the Registrar of the institution concerned for any supplementary regulations which may also be applicable.

Entry

1. To be eligible for admittance to study for a Graduate Certificate or Diploma scheme of the University of Wales, a candidate shall:
 - (i) have qualified for an initial degree of the University, or of another University approved for the purpose, or hold another qualification which is recognised by the University as being of graduate equivalence;
 - (ii) have fulfilled any further entry conditions which may be required by the University and/or partner institution in respect of the scheme in question.

Scheme Structure

2. Graduate Certificate and Diploma schemes shall be offered on the basis of an approved one-year full-time period of study
3. Candidates for a Graduate Certificate shall be required to pursue a minimum of 60 credits at CQFW Level 6 (former HE Level 3) or above; full-time candidates for a Graduate Diploma shall be required to pursue a minimum of 120 credits at CQFW Level 6 (former HE Level 3) or above.

Credit Transfer

4. Notwithstanding paragraphs 2 and 3 above, a partner institution may, within the overall limits shown below, deem the performance of a student in either study previously pursued and/or any prior experiential learning to count towards the requirements for the award sought. Such prior study or experiential learning shall be relevant to the scheme to be pursued and shall be credit-rated at the discretion of the admitting partner institution. The prior study shall have been completed at a partner institution of the University, or at another University or Partner institution whose schemes have been recognised by the University for the purpose of satisfying its policy on Credit Accumulation and Transfer.

The maximum number of credits which may be accepted to count towards a Graduate Certificate or Diploma award of the University of Wales shall be:

Graduate Certificate : 30 credits

Graduate Diploma : 60 credits

Assessment

5. Progress of a candidate will normally be assessed in the period immediately following completion of the unit of study.
6. The pass-mark for units of assessment, modules and awards shall be 40 %.
7. Every candidate for a Graduate Certificate shall complete all units of assessments within the following periods:
 - (i) Full-time mode: not more than two years from the start of the scheme;

- (ii) Part-time mode : not more than four years from the start of the scheme.

Every candidate for a Graduate Diploma shall complete all units of assessments within the following periods:

- (i) Full-time mode: not more than two years from the start of the scheme;
- (ii) Part-time mode : not more than four years from the start of the scheme.

Within these overall time-limits, partner institutions may specify lower time-limits for individual schemes of study.

The overall time-limits may be extended in exceptional cases upon the application of a partner institution approved by the University, and in accordance with the requirements of the University, as may be laid down in the Academic Protocols for taught schemes of study.

The above time-limits may be reduced pro rata at the outset of the candidature by the partner institution concerned where a candidate has been admitted to study with transferable credit, as described in paragraph 4, above.

8. Institutions shall agree with the University through the course approval process the proportion of coursework and formal assessment to be expected of candidates for individual schemes of study. Institutions shall, in conjunction with the University, establish procedures to govern the processes of designing, approving and reviewing assessment strategies for individual schemes of study.
9. Institutions shall determine policies on the use of anonymous marking and of other established marking practices in conjunction with the Validation Board's guidelines on double-marking, and in the light of that section of the QAA's Code of Practice which is concerned with assessment, and shall make these available to candidates.
10. Institutions shall determine for themselves a retention policy for scripts. Such a policy shall take into account of guidance from the University and that section of the QAA's Code of Practice which is concerned with assessment, and shall be made available to candidates

Failure

11. At the discretion of the Examining Board, candidates who have been unsuccessful in any units of study which contribute to the award may be permitted up to three further attempts to redeem the failure in each such unit, for the bare pass-mark (40%) only.

Award

12. To be eligible for consideration for the award of a Graduate Certificate, a candidate shall have:
 - (i) pursued an approved scheme of study for the period prescribed by the University, except as provided by paragraph 4 above;
 - (ii) pursued a minimum number of 60 credits at CQFW Level 6 (former HE Level 3) or above;
 - (iii) failed no more than 10 credits at CQFW Level 6 or above (former HE Level 3 or above). Compensation/ condonement should not normally be operated in a module awarded a mark of below 30%. Subject to this minimum requirement, partner institutions shall have discretion:

- (a) to set higher minima than that outlined above;
- (b) to specify particular units of study which must be completed to the satisfaction of the Examining Board;
- (iv) fulfilled any further condition(s) required by the partner institution of the University concerned.

To be eligible for consideration for the award of a Graduate Diploma, a candidate shall have:

- (i) pursued an approved scheme of study for the period prescribed by the University, except as provided by paragraph 4 above;
 - (ii) pursued a minimum number of 120 credits at CQFW Level 6 (former HE Level 3) or above;
 - (iii) failed no more than 20 credits at CQFW Level 6 or above (former HE Level 3 or above). Compensation/ condonement should not normally be operated in a module awarded a mark of below 30%. Subject to this minimum requirement, partner institutions shall have discretion:
 - (a) to set higher minima than that outlined above;
 - (b) to specify particular units of study which must be completed to the satisfaction of the Examining Board;
 - (iv) fulfilled any further condition(s) required by the partner institution of the University concerned.
13. Candidates who have pursued a minimum of 120 credits of a Graduate Diploma scheme but find themselves unable subsequently to complete (or are not permitted to do so) may be awarded an exit qualification (a Graduate Certificate) provided that the necessary number of credits have been acquired at appropriate levels.
14. In determining whether the award of a Graduate Certificate or Diploma may be made to a candidate, Examining Boards shall follow conventions lodged with the University. These conventions may include procedures or mechanisms for the exercise of discretion by the Examining Board, and shall normally adopt such guidelines for the classification of awards as may be specified by the University. An Examining Board may take account of the candidate's academic development throughout the scheme of study.
15. An Examining Board may recommend to the University that, on the basis of a candidate's performance in the pursuit of those credits contributing to the award, he/she be deemed either to have passed or to have failed the scheme. Candidates with an overall mark of 70% or greater may, according to the policy of the partner institution concerned, be eligible for the award of Distinction.

Regulations for University Postgraduate Diplomas and Certificates

1. Every candidate for a Postgraduate Diploma or Certificate shall pursue in a partner institution of the University, a scheme of study of not less than one academic year.
2. It shall be a condition precedent to entrance upon such a scheme of study except as provided by paragraph 3 that the candidate shall have qualified for a degree of the University of Wales or of another University approved for the purposes of these Regulations.
3. A person who is not a graduate may on the special recommendation of a partner institution be admitted to candidature, provided that the University is satisfied that he/she is of the required academic standard to pursue a scheme of study for a Postgraduate Diploma or Certificate.
4. Every candidate shall be required to matriculate in the University. Application for matriculation must be made not later than 15 November in the year of entry upon the scheme of study for the Postgraduate Diploma or Certificate. Matriculation forms may be obtained from the Registrar of the partner institution concerned at which the scheme of study is being pursued.
5. The examination for a Postgraduate Diploma or Certificate shall consist of a written examination and, at the discretion of the Examining Board, a viva voce examination. Candidates may be required to undergo a practical examination.
6. A candidate who fails may, with the permission of the Examining Board, re-present himself/herself for examination once only. Re-examination shall take place within a period of not less than three and not more than fifteen months from the date of the original examination.

At the discretion of the Examining Board, such a candidate may:

- (a) be required to repeat the course and be re-examined in the written examinations or set projects or other forms of course assessment as a whole;
- or
- (b) be required to be re-examined in the written examinations or set projects or other forms of course assessment as a whole or in those parts of the examination or set projects or other forms of course assessment which he/she has failed;

A candidate who is to be re-examined in set projects or other forms of course assessment under sub-paragraphs (a) or (b) above shall not be permitted to re-submit modified versions of the original work, but shall be required to submit for examinations new work on different topics from those which originally failed to satisfy the examiners.

A fee for re-examination shall be payable to the University.

7. If a candidate be prevented by illness or other sufficient cause from attempting the whole or part of a University examination for a Postgraduate Diploma or Certificate, the Academic Board may on the special recommendation of the partner institution concerned, and upon such further evidence and subject to such condition as it shall think fit, either:
 - (a) award such candidate an *aegrotat* Postgraduate Diploma or Certificate, without Distinction;

or

- (b) allow such candidate to be presented for the University examination in the same subject in a subsequent year.

This Regulation shall not exempt a candidate from presenting a dissertation when such is prescribed. Candidates proceeding to a Postgraduate Diploma or Certificate which entitles the holder to registration for a professional qualification, or to any exemption from part or the whole of any requirements for a professional qualification shall not necessarily or automatically be granted such registration or exemption.

- 8. The examiners may, according to the policy of the Partner institution concerned, award a mark of Distinction.
- 9. Institutions shall agree with the University through the course approval process the proportion of coursework and formal assessment to be expected of candidates for individual schemes of study. Institutions shall, in conjunction with the University, establish procedures to govern the processes of designing, approving and reviewing assessment strategies for individual schemes of study.
- 10. Institutions shall determine policies on the use of anonymous marking and of other established marking practices in conjunction with the Validation Board's guidelines on double-marking, and in the light of that section of the QAA's Code of Practice which is concerned with assessment, and shall make these available to candidates.
- 11. Institutions shall determine for themselves a retention policy for scripts. Such a policy shall take into account of guidance from the University and that section of the QAA's Code of Practice which is concerned with assessment, and shall be made available to candidates.

University Postgraduate Diplomas available to certain Master's Degree Candidates

Candidates who have pursued taught Master's degree schemes by examination and dissertation (traditional or modular structures) may, at the discretion of the Examining Board concerned, qualify for a University Postgraduate Diploma provided:

- (a) have passed the written examination at a level sufficient to qualify for the Postgraduate Diploma, but not to proceed to the Master's dissertation stage;
- or
- (b) have passed the written examination at a level sufficient to proceed to the Master's dissertation stage but are unwilling or unable to proceed,
- or
- (c) they have submitted or re-submitted a dissertation which has failed to satisfy the examiners.

Regulations for University of Wales Master's Entry Certificate and Diploma Schemes

These Regulations apply to Master's Entry Certificate and Diploma schemes offered at collaborative partner institutions of the University of Wales. Candidates are advised to contact the Registrar of the concerned for any supplementary regulations which may also be applicable.

Entry

1. To be eligible for admittance to study for a Master's Entry Certificate or Diploma of the University of Wales (hereafter referred to as 'Certificate' or 'Diploma') a candidate shall:
 - (i) have qualified for an initial degree of the University, or of another University approved for the purpose; or
 - (ii) hold another qualification which is recognised by the University as being at equivalent to at least 240 credits; and
 - (ii) have fulfilled any further entry conditions which may be required by the University and/or partner institution in respect of the scheme in question.

Scheme Structure

2. Certificate schemes shall be offered on the basis of an approved six-months' full-time period of study and Diploma schemes shall be offered on the basis of an approved one-year full-time period of study.
3. Candidates for a Certificate shall be required to pursue a minimum of 60 credits at CQFW Level 6 (former HE Level 3) or above; full-time candidates for a Diploma shall be required to pursue a minimum of 120 credits at CQFW Level 6 (former HE Level 3) or above.

Credit Transfer

4. Notwithstanding paragraphs 2 and 3 above, a partner institution may, within the overall limits shown below, deem the performance of a student in either study previously pursued and/or any prior experiential learning to count towards the requirements for the award sought. Such prior study or experiential learning shall be relevant to the scheme to be pursued and shall be credit-rated at the discretion of the admitting partner institution. The prior study shall have been completed at a partner institution of the University, or at another University or Partner institution whose schemes have been recognised by the University for the purpose of satisfying its policy on Credit Accumulation and Transfer.

The maximum number of credits which may be accepted to count towards a Certificate or Diploma award of the University of Wales shall be:

Certificate : 30 credits

Diploma : 60 credits

Assessment

5. Progress of a candidate will normally be assessed in the period immediately following completion of the unit of study.
6. The pass-mark for units of assessment, modules and awards shall be 40 %.
7. Every candidate for a Certificate shall complete all units of assessments within the following periods:

- (i) Full-time mode: not more than one year from the start of the scheme;
- (ii) Part-time mode : not more than two years from the start of the scheme.

Every candidate for a Diploma shall complete all units of assessments within the following periods:

- (i) Full-time mode: not more than two years from the start of the scheme;
- (ii) Part-time mode : not more than four years from the start of the scheme.

Within these overall time-limits, partner institutions may specify lower time-limits for individual schemes of study.

The overall time-limits may be extended in exceptional cases upon the application of a partner institution approved by the University, and in accordance with the requirements of the University, as may be laid down in academic Protocols.

The above time-limits may be reduced pro rata at the outset of the candidature by the partner institution concerned where a candidate has been admitted to study with transferable credit, as described in paragraph 4, above.

8. Institutions shall agree with the University through the course approval process the proportion of coursework and formal assessment to be expected of candidates for individual schemes of study. Institutions shall, in conjunction with the University, establish procedures to govern the processes of designing, approving and reviewing assessment strategies for individual schemes of study.
9. Institutions shall determine policies on the use of anonymous marking and of other established marking practices in conjunction with the Validation Board's guidelines on double-marking, and in the light of that section of the QAA's Code of Practice which is concerned with assessment, and shall make these available to candidates.
10. Institutions shall determine for themselves a retention policy for scripts. Such a policy shall take into account of guidance from the University and that section of the QAA's Code of Practice which is concerned with assessment, and shall be made available to candidates.

Failure

11. At the discretion of the Examining Board, candidates who have been unsuccessful in any units of study which contribute to the award may be permitted up to three further attempts to redeem the failure in each such unit, for the bare pass-mark (40 %) only.

Award

12. To be eligible for consideration for the award of a Certificate, a candidate shall have:
 - (i) pursued an approved scheme of study for the period prescribed by the University, except as provided by paragraph 4 above;
 - (ii) pursued a minimum number of 60 credits at CQFW Level 6 (former HE Level 3) or above;
 - (iii) failed no more than 10 credits at CQFW Level 6 or above (former HE Level 3 or above). Compensation/ condonement should not normally be operated in a

module awarded a mark of below 30%. Subject to this minimum requirement, partner institutions shall have discretion:

- (a) to set higher minima than that outlined above;
- (b) to specify particular units of study which must be completed to the satisfaction of the Examining Board;
- (iv) fulfilled any further condition(s) required by the partner institution of the University concerned.

To be eligible for consideration for the award of a Diploma, a candidate shall have:

- (i) pursued an approved scheme of study for the period prescribed by the University, except as provided by paragraph 4 above;
- (ii) pursued a minimum number of 120 credits at CQFW Level 6 (former HE Level 3) or above;
- (iii) failed no more than 20 credits at CQFW Level 6 or above (former HE Level 3 or above). Compensation/ condonement should not normally be operated in a module awarded a mark of below 30%. Subject to this minimum requirement, partner institutions shall have discretion:
 - (a) to set higher minima than that outlined above;
 - (b) to specify particular units of study which must be completed to the satisfaction of the Examining Board;
 - (iv) fulfilled any further condition(s) required by the partner institution of the University concerned

13. Candidates who have pursued a minimum of 120 credits of a Diploma scheme but find themselves unable subsequently to complete (or are not permitted to do so) may be awarded an exit qualification (a Certificate) provided that the necessary number of credits have been acquired at appropriate levels.

15. In determining whether the award of a Certificate or Diploma may be made to a candidate, Examining Boards shall follow conventions lodged with the University. These conventions may include procedures or mechanisms for the exercise of discretion by the Examining Board, and shall normally adopt such guidelines for the classification of awards as may be specified by the University. An Examining Board may take account of the candidate's academic development throughout the scheme of study.

16. An Examining Board may recommend to the University that, on the basis of a candidate's performance in the pursuit of those credits contributing to the award, he/she be deemed either to have passed or to have failed the scheme. Candidates with an overall mark of 70% or greater may, according to the policy of the partner institution concerned, be eligible for the award of Distinction.

Regulations for Modular Initial Degrees

These regulations govern the award of a number of types of initial degree of the University of Wales, such as BA, BSc, LLB, BEng, BMus, BD, etc. Candidates following schemes under these Regulations are advised to contact the Registrar of the collaborative partner institution concerned for any supplementary regulations which may also be applicable.

1. Initial degrees of the University may be awarded following successful completion of a modular degree structure under one of the following schemes:
 - (a) Honours
 - (b) General
 - (c) Ordinary

Graduates in possession of an Ordinary Degree of the University may return to study for Honours either through credit transfer arrangements (as detailed below) or under Special Regulations (which follow at the end of these Academic Regulations).

Entry

2. To be eligible for consideration for the award of a degree under these Regulations, a candidate shall:
 - (a) have pursued an approved modular scheme of study for the period prescribed by the University, except as provided by paragraph 20 below, in a partner institution whose degree is validated by the University;
 - (b) have attained such minimum levels of credit as required by the University;
 - (c) have fulfilled any further condition(s) required by the partner institution concerned.

Scheme Structure

3. Modular units of study are available at various levels as defined by the University. They may be pursued in combinations designed by the partner institution in a scheme approved by the University.

Schemes of study comprise various modules and/or units of study, each of which carries a credit-rating. The University's preferred model for scheme structures is for credit to be arranged in blocks or multiples of 5. Regardless of the scheme structure adopted, the University expects that partner institutions will design modules and/or units of study on the basis that 1 credit is deemed equivalent to 10 notional hours such that the total credit-rating will reflect the estimated time that learners will need to achieve specified learning outcomes. (It is expected that within this time all appropriate learning activities relating to assessed learning, including assessment, will be undertaken).

4. Full-time Honours and General degree candidates are normally required to pursue the equivalent of at least 120 credits during each academic year. Exceptionally, and in accordance with the Special Regulation for the purpose shown below, a Graduate of the University holding an Ordinary Degree may return to study for Honours on the basis of completion of a further 60 credits of study only. Honours and General degree candidates studying other than full-time are required to pursue annually such minimum credit requirements as may be required by the partner institution concerned, subject to adherence overall to the established time-limits for the completion of the scheme (see paragraph 19 below). With the exception of candidates admitted under the provisions of paragraph 20 below, a candidate must have pursued the equivalent of at least 360 credits, 120 of which are normally at CQFW Level 6 (former HE Level 3) or above, in order to be considered for the award of an Honours or General degree.

5. Full-time Ordinary degree candidates are normally required to pursue the equivalent of at least 100 credits during each academic year. Ordinary degree candidates studying other than full-time are required to pursue annually such minimum credit requirements as may be required by the partner institution concerned, subject to adherence overall to the established time-limits for the completion of the scheme (see paragraph 19 below). With the exception of candidates admitted under the provisions of paragraph 20 below, a candidate must have pursued the equivalent of at least 300 credits, 60 of which are normally at CQFW Level 6 (former HE Level 3) or above, in order to be considered for the award of an Ordinary degree.

Assessment

6. Progress of a student will normally be assessed in the period immediately following completion of the teaching of the unit of study.
7. Institutions shall agree with the University through the course approval process the proportion of coursework and formal assessment to be expected of candidates for individual schemes of study. Institutions shall, in conjunction with the University, establish procedures to govern the processes of designing, approving and reviewing assessment strategies for individual schemes of study.
8. Institutions shall determine policies on the use of anonymous marking and of other established marking practices in conjunction with the Validation Board's guidelines on double-marking, and in the light of that section of the QAA's Code of Practice which is concerned with assessment, and shall make these available to candidates.
9. Institutions shall determine for themselves a retention policy for scripts. Such a policy shall take into account of guidance from the University and that section of the QAA's Code of Practice which is concerned with assessment, and shall be made available to candidates.

Failure

10. The modular pass-mark shall be 40%. At the discretion of the Examining Board, candidates who have been unsuccessful in any units of study which contribute to the final award may be permitted up to three further attempts to redeem their failure in each such unit. Such candidates, provided they satisfy the Examining Board, shall be eligible only for the award of the minimum pass mark (ie 40%) in each such unit, irrespective of their actual level of performance.
11. A candidate may not re-sit any module or unit of assessment for which a pass-mark has been attained previously.

Notwithstanding, a candidate who, with the agreement of the Examining Board, is to re-sit a full year of study *other than the Final Year* may do so for the actual marks attained provided that at the outset he/she agrees formally to relinquish his/her previous marks in full.

Award

12. Candidates may fail no more than 20 credits at CQFW Level 4 (former HE Level 1) and no more than 40 credits across CQFW Level 5 and 6 (former HE Levels 2 and 3). Compensation/ condonement should not normally be operated in a module awarded a mark of below 30%. Subject to this minimum requirement, partner institutions shall have discretion:

- (a) to set higher minima than that outlined above;
 - (b) to specify particular units of study which must be completed to the satisfaction of the Examining Board.
13. In determining the award to candidates of those qualifications set out in paragraph 1 above, Examination Boards shall follow conventions approved by the partner institution and lodged with the University. These conventions will include procedures or mechanisms for the exercise of discretion by the Examining Board, and shall adopt such guidelines for the classification of awards as may be specified by the University.
14. A candidate who is admitted to a modular initial degree scheme but is subsequently unable, or is not permitted, to progress to completion may, depending upon the number of credits attained at the appropriate levels at the time of exit, qualify for one of the following awards:

<i>Credits Pursued</i>	<i>Candidate may exit the scheme with eligibility for:</i>
not fewer than 120	Undergraduate Certificate of Higher Education
not fewer than 240	Undergraduate Diploma of Higher Education

Candidates must fail no more than 20 credits at CQFW Level 4 (former HE Level 1) and no more than 40 credits across CQFW Level 5 and 6 (former HE Levels 2 and 3). Compensation/ condonement should not normally be operated in a module awarded a mark of below 30%. Subject to this minimum requirement, partner institutions shall have discretion:

- (a) to set higher minima than that outlined above;
 - (b) to specify particular units of study which must be completed to the satisfaction of the Examining Board.
15. Qualification for and, where appropriate, classification of a degree shall be determined by the Examining Board on the basis of a candidate's performance in the pursuit of those credits designated as contributing to the final award, any credits accepted on the basis of study completed elsewhere and/or prior experiential learning (see paragraph 20 below). The Examining Board may also take account of the distribution of grades at any levels as specified by the partner institution and the candidate's academic development throughout the modular programme.

A candidate exiting a degree scheme with an Undergraduate Certificate or Diploma of Higher Education under the circumstances detailed in the preceding paragraph shall be eligible for the award of Distinction where he/she has attained an overall mark of 70% or above for the award in question.

16. The names of Honours and General degree candidates who have fulfilled the requirements of the scheme shall be published in the following Honours classes:

Honours

- First
- Second Class Division One
- Second Class Division Two
- Third Class

Special Regulations

Graduates of the University in possession of an Ordinary Degree may return to study for Honours where the following are satisfied:

1. To be eligible for consideration for the award of a degree under these regulations, a candidate shall:
 - (a) have been awarded an Ordinary Degree of the University of Wales;
 - (b) have been registered subsequently for further study at the institution at which study for the Ordinary Degree took place;
 - (c) have pursued successfully at the institution concerned an approved modular scheme of study weighted at a minimum of 60 credits at Level 3 (6) within the time-limits established for Honours;
 - (d) have been deemed by the examiners, upon completion of the additional study, to have satisfied in full the established requirements for the award of Honours, together with any overall requirements particular to the Honours degree programme in question;
 - (e) have fulfilled any further condition(s) required by the institution concerned.
2. Candidates studying under these Special Regulations may not benefit from credit transfer arrangements. Assessed units of study/modules may not be replaced by APEL arrangements, or by professional placements.
3. Prior to the award of Honours degree being made, a candidate shall be required to surrender the Ordinary Degree award made previously. The existing certificate shall be returned to the University prior to the issuing of an Honours degree certificate to the candidate.
4. Classification of an Honours award under these Regulations shall be made on the basis of the marks attained in respect of the additional study being combined with those attained previously at Level 6 as part of the original Ordinary scheme.
5. In other respects, unless specified to the contrary herein, the assessed study shall be governed under the Academic Regulations for Modular Initial Degrees.

Regulations for Modular Master's Degrees

These Regulations govern the award of a number of types of taught Master's degree of the University of Wales, such as MA, MSc, MBA etc. Candidates are advised to contact the Registrar of the collaborative partner institution concerned for any additional regulations which may be applicable.

Entry

1. Candidates must hold one of the following qualifications prior to commencement of the scheme, unless able to satisfy the requirements of paragraph 2, below:
 - (a) an initial degree of the University;
 - (b) an initial degree awarded by another approved degree awarding body;
 - (c) a non-graduate qualification which the University has deemed to be of a satisfactory standard for the purpose of postgraduate admission.
2. A non-graduate may also be admitted to candidature provided that he/she has held a responsible position which is relevant to the scheme to be pursued.
3. A prospective candidate who already holds a doctoral degree shall show that the Master's Degree scheme to be pursued is in a different field of study from that for which the doctoral degree was awarded.
4. Irrespective of a candidate's entry qualifications, the University must be satisfied that he/she is of the required academic standard to complete the scheme of study proposed.
5. All candidates must register as students of the partner institution at the commencement of the first module and pay the appropriate fees.

Scheme Structure and Awards

6. Candidates shall follow a modular scheme of study, commencing at the appropriate starting date approved for the scheme.
7. Candidates may qualify for the award of a Modular Master's Degree upon successful completion of an approved modular scheme of study provided either on a full-time or on a part-time basis at, or on behalf of, a partner institution. The Academic content of a part-time scheme shall be equivalent to that of a full-time scheme and the assessment must include a dissertation or approved equivalent (but see paragraph 25, below).
8. The minimum periods of candidature required for a Master's degree of the University are one calendar year (full time) and two calendar years (part-time) although an institution admitting a candidate shall satisfy itself as to the candidate's fitness to pursue postgraduate work and Heads of Departments may at their discretion require any Master's degree candidate to study for longer than these minimum periods.
9. Candidates admitted to a Modular Master's Degree scheme of study may qualify for intermediate awards of the University, as shown in paragraph 11, below.
10. Unless specified to the contrary in paragraph 25, below, Part One of the scheme (the assessed taught element) shall consist of a number of modules totalling 120 credits approved by the University. Candidates may also be required to complete a period, or periods, of professional training or practical experience.

Candidates who progress to Part Two of the scheme - the dissertation element, or approved equivalent (see paragraph 25 below) - may, upon successful attainment of not fewer than 180 credits at the appropriate level(s), at least 60 of which shall be for the dissertation element of the scheme, be eligible for the award of a Modular Master's degree.

11. Candidates who are admitted to a Modular Master's scheme but do not progress to completion may qualify for either (i) a Postgraduate Certificate (upon attaining a minimum of 60 credits at least 40 of which must be at CQFW Level 7/former HE Level M, the remaining 20 of which at CQFW Level 6/former HE Level 3), or above) or (ii) for a Postgraduate Diploma (upon attaining 120 credits to within a minimum of 90 credits at CQFW Level 7/former HE Level M) and a maximum of 30 credits at CQFW Level 6/former HE Level 3).

Credit Transfer

12. The maximum number of credits which may be transferred into schemes of study shall not exceed the number of credits established for Part One (the taught element); the remaining credits to be pursued at the admitting partner institution must be at Level M. Transferable credit may not be attributed to Part Two of a scheme.

Within these limits the University may, at its discretion, deem the performance of a student in any relevant prior experiential learning to count towards the requirements for the award of a Modular Master's Degree.

Assessment

13. Modules shall be assessed individually, as prescribed by the University. Candidates may also be required to demonstrate satisfactory completion of any period of professional training or practical experience.
14. Candidates must pass Part One of the scheme of study successfully before being permitted to proceed to Part Two. The dissertation, or approved alternative (see paragraph 25 below) shall embody the methods and results of a research project. Its length shall not exceed 20,000 words, or 40,000 words for candidatures for the degree of MRes.
15. Both Part One and Part Two must be completed successfully before a candidate may qualify for the award of a degree. The examiners may require candidates to undergo an oral examination at any stage of the scheme of study.
16. The modular pass-mark shall be 40%. In respect of Parts One and Two, Examining Boards may award overall marks according to the following scales established by the University:

Part One (the taught element)

70% and over	:	Distinction level
40-69%	:	Candidate eligible to proceed to Part Two
0-39%	:	Fail

Part Two (the Master's dissertation)

70% and over	:	Distinction level
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40-69 % : Pass

39 % : Fail

17. In order to gain a Master's Degree with Distinction, candidates shall achieve an overall mark of not less than 70 %, having achieved not less than 65 % in Part One and not less than 70 % in Part Two. A candidate who has re-presented his/her dissertation for examination (see paragraphs 37 and 39 below) shall be eligible for the bare pass mark only (40 %) and shall subsequently not be eligible for the award of distinction.

Notwithstanding the above, a candidate who has failed either Part of a scheme through unfair practice shall not, if permitted to attempt to retrieve such failure, be eligible for for the award of a Distinction overall if successful.

18. Taught modules shall be completed as prescribed by the University. The full degree scheme, including submission of the dissertation in the prescribed form, shall be completed within the following periods from the date of the initial registration:

Full-time candidates following one year schemes not more than 2 years

Part-time candidates not more than 5 years

[Note: Dissertations which are being re-submitted following initial examination are subject to separate arrangements, as detailed in paragraph 39 below.]

Part One : Progression, Failure and Retrieval

19. Institutions shall agree with the University through the course approval process the proportion of coursework and formal assessment to be expected of candidates for individual schemes of study. Institutions shall, in conjunction with the University, establish procedures to govern the processes of designing, approving and reviewing assessment strategies for individual schemes of study.
20. Institutions shall determine policies on the use of anonymous marking and of other established marking practices in conjunction with the Validation Board's guidelines on double-marking, and in the light of that section of the QAA's Code of Practice which is concerned with assessment, and shall make these available to candidates.
21. Candidates may not re-sit any module or unit of assessment for which a pass-mark has been attained previously.
22. Candidates who are absent from the whole or part of a written examination, or who fails to submit set projects or coursework by the required date(s), will be deemed to have failed the module(s) in question. In the case of illness or other exceptional circumstances the University may grant an extension to submission dates or permit a supplementary examination to be held.
23. Candidates who obtain less than 40 % in a module may be re-examined in that module on one subsequent occasion within the overall time-limit prescribed for the scheme. (Notwithstanding, candidates following certain schemes of study may be permitted to be re-examined at the discretion of the Examining Board.) Candidates who are re-examined in a module shall be eligible for the bare pass-mark only (40 %).
24. Candidates who have passed Part One of the examination at the second attempt shall not be eligible subsequently for the award of the mark of Distinction.

Part Two : Submission of Dissertation and Retrieval of Failure

25. Special provisions have been approved in respect of the following:

Degree Schemes in the Creative and Performing Arts

In the case of candidates following approved Taught Master's or research degree schemes of study which fall within the subject area of Creative and Performing Arts, as defined by the University, the dissertation or thesis may take one or more of the following forms: artefact, score, portfolio of original works, performance or exhibition. The submission shall be accompanied by a written commentary (normally of 5,000-6,000 words) placing it in its academic context together with any other items which may be required (e.g. a catalogue or audio or visual recording).

In all cases the submission and written commentary shall be bound, and other required items (e.g. tape or other media) shall be enclosed in a container suitable for storage on a library shelf and shall carry the same information on the spine as is required for dissertations/theses. This information shall be so placed as to be readily readable from the container in its stored position.

References in the following paragraphs to 'a dissertation' should be taken to include any approved non-standard forms of submission/assessment.

26. Candidates are at liberty to publish the whole or part of the work produced during the candidate's period of registration at the partner institution prior to its submission as a whole, or as part of a dissertation, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the dissertation submitted for examination.
27. Except as provided below in paragraph 43, candidates may not amend, add to or delete from the dissertation after it has been submitted for examination.
28. Normally, no designated supervisor or equivalent member of staff who has been involved in the preparation of the dissertation shall act subsequently as internal examiner for it.
29. Two copies of the dissertation shall be submitted by the candidate in accordance with format stipulated by the partner institution.
30. Each copy of the dissertation shall include:
- (a) a summary of the dissertation not exceeding 300 words in length;
 - (b) the required statement signed by the candidate (see paragraph 31 below);
 - (c) the required declaration signed by the candidate (see paragraph 32 below).
31. Every candidate in submitting a dissertation shall state to what extent it is the result of his/her independent work or investigation, and shall indicate any portions for which he/she is indebted to other sources. Explicit references should be given, and a full bibliography shall be appended to the work.
32. Every candidate in submitting a dissertation shall certify that it has not already been accepted in substance for any academic award and is not being concurrently submitted in candidature for any such award.
33. A dissertation submitted for a higher degree of the University may be openly available and subject to no security classification or restriction of access. The University may, on the special recommendation of a partner institution, place a bar on photocopying of

and/or access to a dissertation for a specified period of up to five years. It shall be the responsibility of the candidate's project supervisor to initiate an application as soon as is reasonably practicable. Normally the partner institution will forward a recommendation to the University in the early stages of the candidate's project work.

34. On submission, candidates shall be required to incorporate a signed statement within the work to indicate either:
 - (a) that the dissertation, if successful, may be made available for inter-library loan or photocopying (subject to the law of copyright), and that the title and summary may be made available to outside organisations; or
 - (b) that the dissertation, if successful, may be made so available after expiry of a bar.
35. The title and summary of the dissertation shall normally be freely available.
36. A partner institution may, with the approval of the University and within the time-limits stipulated for each scheme of study, prescribe its own earlier deadline for the submission of dissertations.
37. A dissertation which is not submitted within the partner institution's earlier deadline for a particular degree will be regarded as having failed by non-submission and candidates will be permitted to submit a dissertation (in the prescribed form and manner) on one occasion only, not more than twelve months from the original deadline stipulated for the scheme of study by the partner institution. A fee shall be payable for the examination of such a dissertation. Candidates who have failed by non-submission shall be eligible for the award of the bare pass-mark only and may not be considered eligible for the award of a Distinction overall.
38. The University time limit (see paragraph 18 above) may be extended by the University in exceptional cases only and in accordance with criteria laid down in the Academic Protocols for Taught Master's Awards. A reasoned application, supported by appropriate independent evidence, must be submitted to the University for consideration.
39. If a dissertation is failed by the examiners the candidate may re-present it once only, not more than twelve months from the date of the official communication to the candidate of the result by the University Registry. A fee shall be payable for the examination of such a re-presented dissertation.
40. Both copies of every dissertation approved by the examiners shall become the property of the University.
41. If a dissertation is deemed by the examiners to be of particular value, one copy shall be deposited by the partner institution in the National Library of Wales, Aberystwyth. A dissertation shall be deemed to be of particular value in the following cases:
 - (a) where it has been judged by the Examining Board to be of Distinction standard (whether or not the candidate has qualified for the degree with Distinction by virtue of having also achieved the necessary level of performance in Part One of the scheme);
 - (b) where it is of particular relevance to Wales or is in one of the following academic disciplines:

Welsh, Celtic Studies, Welsh History
42. Institutions shall determine for themselves a retention policy for examination scripts. Such a policy shall take into account of guidance from the University and that section of

the QAA's Code of Practice which is concerned with assessment, and shall be made available to candidates.

43. Partner institutions shall adhere to the University's procedures governing the retention and disposal of dissertations.
44. Notwithstanding paragraph 27 above, an Examining Board may require candidates to make typographical or minor corrections to a dissertation which has been passed before deposit in the libraries.

Regulations for Modular Integrated Master's Degrees

These Regulations apply to Integrated Master's schemes at Validated Partner institutions of the University of Wales. Candidates are advised to contact the Registrar of the institution concerned for any supplementary regulations which may also be applicable.

Entry

1. To be eligible for admittance to study for an Integrated Master's Degree of the University of Wales, a candidate shall have fulfilled all entry conditions which may be required by the University and/or the partner institution in respect of the scheme in question.

Scheme Structure

2. Modular units of study are available at various levels as defined by the University. They may be pursued in combinations designed by the partner institution in a scheme approved by the University.

Schemes of study comprise various modules and/or units of study, each of which carries a credit-rating. The University's preferred model for scheme structures is for credit to be arranged in blocks or multiples of 10. Regardless of the scheme structure adopted, the University expects that partner institutions will design modules and/or units of study on the basis that 1 credit is deemed equivalent to 10 notional hours such that the total credit-rating will reflect the estimated time that learners will need to achieve specified learning outcomes. (It is expected that within this time all appropriate learning activities relating to assessed learning, including assessment, will be undertaken).

3. Full-time degree candidates are normally required to pursue the equivalent of at least 120 credits during each academic year². Candidates studying other than full-time are required to pursue annually such minimum credit requirements as may be required by the partner institution concerned, subject to adherence overall to the established time-limits for the completion of the scheme (see paragraph 17 below). With the exception of candidates admitted under the provisions of paragraph 20 below, a candidate must have pursued the equivalent of at least 480 credits, 120 of which are normally at CQFW Level 7 (former HE Level M), in order to be considered for the award of an Integrated Master's degree.

Credit Transfer

4. Within overall limits stipulated by the University for Credit Accumulation and Transfer, a partner institution may, at its discretion, deem the performance of a student in study previously pursued and/or any prior experiential learning to count towards the requirements for the award of a degree.

Such prior study or experiential learning shall be relevant to the scheme to be pursued and shall be credit-rated by the University. The prior study shall have been completed at a University or other institution whose schemes have been recognised by the University of Wales for the purpose of satisfying its policy on Credit Accumulation and Transfer.

The maximum number of credits which may be accepted to count towards an Integrated Master's Degree of the University of Wales shall be not more than 240 at CQFW Level 4

² In the case of a five year full time scheme candidates would not be expected to complete 120 credits during each academic year but would be expected to have completed at least 480 credits, 120 of which are normally at CQFW Level 7 (former HE level M), within the maximum time limits stipulated in paragraph 17 of these regulations.

(former HE Level 1) or 5 (former HE Level 2). Where the maximum transferable credit allowed has been accepted, the remaining credits to be pursued at the admitting partner institution must be at CQFW Level 6 (former HE Level 3) and CQFW Level 7 (former HE Level M).

Assessment

5. Progress of a student will normally be assessed in the period immediately following completion of the teaching of the unit of study.
6. (i) Institutions shall agree with the University through the course approval process the proportion of coursework and formal assessment to be expected of candidates for individual schemes of study.

(ii) Institutions shall, in conjunction with the University, establish procedures to govern the processes of designing, approving and reviewing assessment strategies for individual schemes of study.

(iii) In order to be eligible for the award of an Integrated Master's Degree a candidate must have successfully completed a substantial research project, or equivalent, equivalent to at least 60 credits at CQFW Level 7 (former HE Level M).
7. Institutions shall determine policies on the use of anonymous marking and of other established marking practices in conjunction with the Validation Board's guidelines on double-marking, and in the light of that section of the QAA's Code of Practice which is concerned with assessment, and shall make these available to candidates.
8. Institutions shall determine for themselves a retention policy for scripts. Such a policy shall take into account of guidance from the University and that section of the QAA's Code of Practice which is concerned with assessment, and shall be made available to candidates.

Student Progression

9. The minimum modular pass-mark shall be 40 % although institutions may choose to set a higher minimum level of performance for progression to any level of the degree. At the discretion of the Examining Board, candidates who have been unsuccessful in any units of study at CQFW Level 4, 5 or 6 (former HE Levels 1, 2 and 3) which contribute to the final award may be permitted up to three further attempts to redeem their failure in each such unit. Candidates who have been unsuccessful in any units of study at CQFW Level 7 (former HE Level M) which contribute to the final award may be permitted up to one further attempt to redeem their failure in each such unit. Such candidates, provided they satisfy the Examining Board, shall be eligible only for the award of the minimum pass mark (ie 40 %) in each such unit, irrespective of their actual level of performance.
10. A candidate may not re-sit any module or unit of assessment for which a pass-mark has been attained previously.

Notwithstanding, a candidate who, with the agreement of the Examining Board, is to re-sit a full year of study at CQFW Level 4, 5 or 6 (former HE Levels 1, 2 and 3) may do so for the actual marks attained provided that at the outset he/she agrees formally to relinquish his/her previous marks in full. This regulation may not be applied to credits achieved at CQFW Level 7(former HE Level M).

Award

11. In determining the award to candidates of those qualifications set out in paragraph 1 above, Examination Boards shall follow conventions approved by the partner institution and lodged with the University. These conventions will include procedures or mechanisms for the exercise of discretion by the Examining Board, and shall adopt such guidelines for the classification of awards as may be specified by the University.
12. A candidate who is admitted to an Integrated Master's Degree scheme but is subsequently unable, or is not permitted, to progress to completion may qualify for one of the following awards. This shall be dependent upon the number of credits attained at the appropriate levels at the time of exit and the achievement of the relevant learning outcomes associated with the award.

<i>Credits Pursued</i>	<i>Candidate may exit the scheme with eligibility for:</i>
not fewer than 120	Undergraduate Certificate of Higher Education
not fewer than 240	Undergraduate Diploma of Higher Education
not fewer than 360	Undergraduate Degree

13. Candidates are eligible for an award of the University of Wales provided they have failed no more than 20 credits at CQFW Level 4 (former HE Level 1) and no more than 60 credits across CQFW Levels 5, 6 and 7 (former HE Levels 2,3 and 4) of which only 20 credits may be at CQFW Levels 6 and 20 credits at CQFW 7. Compensation/ condonement should not normally be operated in a module awarded a mark of below 30%. Subject to this minimum requirement, partner institutions shall have discretion:
- (a) to set higher minima than that outlined above;
 - (b) to specify particular units of study which must be completed to the satisfaction of the Examining Board.

Candidates must have passed all credits at CQFW Level 7 (former HE Level M) which contribute to an award being made.

14. Qualification for and, where appropriate, classification of a degree shall be determined by the Examining Board on the basis of a candidate's performance in the pursuit of those credits designated as contributing to the final award, any credits accepted on the basis of study completed elsewhere and/or prior experiential learning (see paragraph 4). The Examining Board may also take account of the distribution of grades at any levels as specified by the partner institution and the candidate's academic development throughout the modular programme.

A candidate exiting a degree scheme with an Undergraduate Certificate or Diploma of Higher Education under the circumstances detailed in the preceding paragraph shall be eligible for the award of Distinction where he/she has attained an overall mark of 70% or above for the award in question. A candidate who completes with an Integrated Masters Degree or who exits with an Honours degree shall be published in the following Honours classes:

Honours

First	70 per cent and over
Second Class Division One	60-69

Second Class Division Two	50-59
Third Class	40-49

15. An Examining Board shall have discretion to determine those Honours Degree candidates who, having exited with a Bachelors Degree but having failed to satisfy the Board for the award of classified Honours, may be eligible for the award of a degree at Pass level.

Time-limits

16. Every candidate for a modular degree shall complete all University examinations within the following periods, excluding any preliminary/ foundation year:

(a) *Full-time mode*

four-year scheme:	not more than six years from the start of the scheme
five-year scheme:	not more than seven years from the start of the scheme

(b) *Other modes of study*

not less than five and not more than ten years from the start of the scheme.
(Shorter time-limits for individual schemes of study may be specified by the institution.)

The above time-limits may be extended in exceptional cases by the University, in accordance with the Academic Protocols for Taught Schemes.

Academic Regulations for Research Degree Schemes

Regulations for the Degree of Master of Philosophy

The degree of Master of Philosophy may be awarded by the University in recognition of the successful completion of a course of further study and research at a collaborative partner institution, the results of which are judged to constitute a critical evaluation and analysis of a body of knowledge or an original contribution to knowledge.

Methods of Candidature

1. A candidate for the degree of Master of Philosophy (MPhil) may qualify for the degree by one of the following methods:
 - .1 by pursuing full-time research in a collaborative partner institution of the University of Wales *or*
 - .2 by pursuing part-time research externally.
- 2.1 A candidate for the degree under paragraph 1.1 above is required to pursue research as an enrolled internal student at the partner institution concerned.
- 2.2 A candidate under 1.2 above must be enrolled as a part-time student of a partner institution of the University of Wales; such a candidate is permitted to pursue research externally, but may additionally be required to spend some periods in full-time residence at the institution concerned.
3. All candidates must be enrolled for the minimum period defined below and must pay the appropriate fees. Tuition fees are payable on an annual or termly basis in respect of a candidate's period of study as an enrolled student. Partner institutions may also, at their discretion, charge fees at a level they deem appropriate in respect of students who continue to receive supervision and/or the provision of other facilities after the expiry of their stipulated period of study.

Entry Conditions

4. A candidate must hold one of the following qualifications prior to commencement of the scheme, unless able to satisfy the requirements of paragraph 5, below:
 1. an initial degree of the University of Wales;
 2. an initial degree awarded by another approved University or by the CNAAC;
 3. a non-graduate qualification which the University has deemed to be of a satisfactory standard for the purpose of postgraduate admission.
5. A non-graduate whose relative lack of formal qualifications is compensated for by his/her relevant work experience may also be admitted to candidature for MPhil provided that the University's protocols for the matriculation of non-graduates have been deemed satisfied appropriately.
6. A prospective candidate who already holds the degree of Doctor of Philosophy must be able to show that the MPhil scheme is in a different field of research from that for which the degree of PhD was awarded.
7. Irrespective of a candidate's entry qualifications, the institution must satisfy itself that a candidate is of the required academic standard to complete the scheme of research proposed.

8. A candidate who has not already done so is required to matriculate in the University at the commencement of his/her scheme of research.

Registration and time-limits

9. Subject to the agreement of the University, a candidate may commence his/her period of research on the first day of any calendar month.
10. Not later than three months after the beginning of the candidate's period of study as a research student, the institution concerned shall notify to the University;
- (a) the full name of the candidate;
 - (b) details of his/her initial degree;
 - (c) the name of his/her department/school of study;
 - (d) the name of his/her supervisors;
 - (e) the subject area in which he/she will pursue the research;
 - (f) the start date and duration of his/her period of study as an enrolled student (see paragraphs 9, 11 and 12);
 - (g) method of study (full-time or part-time).
11. A candidate for the degree under paragraphs 1.1 or 1.2 above is required to complete a minimum period of one year of research.
12. A candidate under paragraph 1.3 above is required to complete a minimum period of two years of research.

In all cases, however, the Head of Department may at his/her discretion require a candidate to pursue research for longer than these minimum periods.

13. A one-year candidate may submit a thesis, at the earliest, two weeks before the expiry of the period of study. A two-year candidate may submit a thesis, at the earliest, six months before the expiry of the period of study, i.e. one and a half years from the date of initial registration with the partner institution concerned.

Examples of earliest dates for submission of theses are therefore:

One year candidates

Research begins Submit not before

1 October	15 September
1 January	15 December
1 April	15 March
1 July	15 June

Two year candidates

Research begins Submit not before

1 October	15 April)
1 January	15 July) of the second year
1 April	15 October)
1 July	15 January)

14. Where an additional period of research is required of a candidate by the Head of Department (under the provisions of paragraph 12 above), the candidate's earliest submission date is extended by a period of time equal in length to the duration of the additional period of study stipulated.

15. A candidature shall lapse if a thesis is not submitted, in the form and manner prescribed, by the following time-limits:
 - .1 in the case of full time candidatures:
 - three years from the official beginning of a candidate's period of study as prescribed in paragraph 9 above;
 - .2 in the case of part-time candidatures:
 - five years from the official beginning of the candidate's period of study as a research student, as prescribed in paragraph 9 above.

These time-limits may be extended by the University of Wales, but in exceptional cases only and in accordance with criteria laid down in the Academic Protocols for Research Degree Awards. A reasoned application, supported by appropriate independent evidence, must be submitted by the candidate's department for consideration by the University.

Supervision

16. The partner institution shall ensure that each candidate is supervised, on a regular and continuing basis, in accordance with its general procedures for postgraduate supervision.
17. For each candidature the University shall approve two supervisors nominated by the partner institution concerned. The following categories of staff are eligible for appointment: a full-time or a part-time member of the academic staff of the partner institution; a full time or part time member of the academic staff of an accredited institution of the University of Wales

Wherever possible the institution shall make provision for one of the two supervisors assigned to the candidate to be a member of staff of an accredited institution of the University of Wales.

At the request of the institution, the University may also approve a third supervisor, who may be external to either the institution or to the University.

18. A candidate's supervisor(s) shall have the right to convey to the Chair of the Examining Board any concerns relevant to a candidate's research project, the resulting thesis or its examination which the supervisor(s) consider(s) the Board should take into account prior to reaching its decision. The supervisor(s) shall convey these concerns, in writing, both to the Chair and to the candidate, as soon as practicable after the presentation of the thesis and in any event, early enough to allow the candidate sufficient time prior to the examination of the thesis (including any oral examination) to consider the points made and to prepare a response.

It shall be the responsibility of the Chair of the Examining Board to ensure that the candidate is satisfied with the time allowed for consideration of and response to the points made by the supervisor(s), and to secure for the record a written statement by the candidate to this effect.

19. A candidate's supervisor shall not be appointed internal examiner, although he/she may be invited by the Chair of the Examining Board to attend the oral examination in an advisory capacity.
20. If, in exceptional circumstances, it proves impossible to appoint an appropriate internal examiner from within the Department concerned, the University may approve the

appointment of an internal examiner from another Department of the partner institution concerned.

21. If it proves impossible to appoint an appropriate internal examiner from another Department of the partner institution concerned, the Vice-Chancellor may, on the special recommendation of the Head of Department concerned, appoint an internal examiner from within the University of Wales or another approved partner institution. In appointing such an internal examiner, the Vice-Chancellor may take account of, but need not be bound by the nomination made by the Head of Department.
22. The Vice-Chancellor shall not consider the appointment of an internal examiner from another relevant institution under paragraph 21 above unless he/she has considered and accepted an assurance from the Head of Department concerned that all appropriate steps have been taken to appoint an internal examiner from within the candidate's own institution.
23. If, in exceptional circumstances, it proves impossible to appoint an appropriate internal examiner either from another Department within the partner institution concerned, or from another institution of the University of Wales or another approved institution, the Vice-Chancellor may, on the special recommendation of the Principal, appoint a second external examiner in lieu of an internal examiner. In appointing such an external examiner, the Vice-Chancellor may take account of, but need not be bound by any nomination made by the Principal.
24. The Vice-Chancellor shall not consider the appointment of a second external examiner in lieu of an internal examiner under the provisions of paragraph 23 above unless he/she has considered and accepted an assurance from the Principal of the partner institution concerned that all appropriate steps have been taken to appoint an internal examiner from within the institution or from another institution of the University of Wales.

Submission of Thesis

25. Every candidate's research shall be completed by the presentation of a thesis embodying the methods and results of the research and the approval of such thesis by the Examining Board.
26. A candidate may not submit a thesis for examination before the expiry of the appropriate period of research specified in paragraphs 11, 12 and 13 above.
27. Except as provided below in paragraph 38, a candidate may not amend, add to, or delete from the thesis after it has been submitted.
28. For the purpose of the examination, a candidate shall submit the following to his/her Head of Department:
 1. Two typed and bound copies of the thesis, each of which shall contain:
 - a summary not exceeding three hundred words;
 - a statement, signed by the candidate, showing to what extent the work submitted is the result of the candidate's own investigation; acknowledgement of other sources shall be made by footnotes giving explicit references. A full bibliography should be appended to the work;
 - a declaration, signed by the candidate, to certify that the work has not already been accepted in substance for any degree, and is not being concurrently submitted in candidature for any degree;

- a signed statement regarding availability of the thesis.
2. An additional copy of the summary prepared by the candidate on a form obtainable from the University.
 3. A completed form of notice of candidature, copies of which are obtainable from the University.
 4. A certificate provided by the institution concerned to show that all financial obligations have been fulfilled.
29. For every higher degree Examining Board there shall be a Convenor & Secretary who shall be responsible for ensuring that the correct administrative procedures for the submission and examination of the thesis are carried out. The Head of Department may act as Convenor & Secretary or may delegate this function to a senior member of the academic staff of his/her Department.
 30. The Head of Department or his/her delegate as Convenor & Secretary (see above) shall send one typed and bound copy of the thesis to the University together with the additional copy of the summary, form of notice of candidature and the certificate provided by the institution concerned as specified in paragraph 28 above.
 31. Every thesis submitted for a higher degree of the University shall normally be openly available and subject to no security classification or restriction of access. However the University may, on the special recommendation of the partner institution, place a bar on photocopying and/or access to a thesis for a specified period of up to five years. It shall be the responsibility of the candidate's supervisor to initiate an application as is reasonably practicable. Normally the partner institution will forward a recommendation to the University at the time of registration of the candidate's scheme of research. The bar would also apply to members of the Faculty concerned.

On submission a candidate shall be required to sign a statement indicating *either*:

1. that the thesis, if successful, may be made available for inter-library loan or photocopying (subject to the law of copyright), and that the title and summary may be made available to outside organisations *or*;
2. that the thesis, if successful, may be made so available after expiry of a bar.

Normally, the title and summary of the thesis shall normally be freely available.

32. A candidate is at liberty to publish the whole or part of the work produced during the period of registration at the partner institution of the University of Wales concerned, prior to its submission as a whole, or a part of a thesis, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the thesis submitted to the University.

Examination

33. The Examining Board is required to conduct an oral examination of candidates in all cases except where an examination of a re-submitted thesis is being conducted, under which circumstances this requirement may be waived at the discretion of the Examining Board. The examiners may also require the candidate to undergo a written examination.
34. An Examining Board shall be comprised as follows:

Chair & Convenor

Internal Examiner*
External Examiner

The candidate's Head of Department may act as Chair to the Examining Board, or may delegate his function to a senior member of the academic staff of the partner institution concerned except where the Head of Department is also the candidate's Supervisor, in which case the role of Chair of the Board must be delegated to a senior member of the academic staff of the partner institution concerned.

35. An Examining Board shall consider any written submission to the Chair by a candidate's supervisor(s) and any response by the candidate in accordance with the provisions of paragraph 18 above.
36. The oral examination will normally be conducted at the institution concerned; at the discretion of the Vice-Chancellor, the oral examination may be conducted at a place other than at the institution.
37. In the case of a candidate resident at the time of submission elsewhere than in the UK, the University may defer the oral examination until the return of the candidate to this country provided that:
 1. each candidate shall give not less than two months' notice to the University of the dates between which he/she will be available for oral examination in this country;
 2. the oral examination may not be deferred for a period exceeding twelve months from the date of submission of the thesis to the University;
 3. any additional expense caused to the University in the conduct of the deferred oral examination shall be borne by the candidate.
38. Examining Boards may recommend one of the following options:
 - (i) That the candidate be approved for the degree of MPhil. (An Examining Board may require a candidate, notwithstanding the provision of paragraph 27 above, to make typographical or minor corrections in a thesis which has been approved for the degree of MPhil, before deposit in the libraries.)
 - (ii) That the candidate be not approved for the degree of MPhil, but that, the thesis being satisfactory in substance but defective in presentation or in detail, the candidate be allowed to modify the thesis and re-submit it on one further occasion, not later than three months from the date of the official communication to him/her of the result by the University Registry, for the degree of MPhil, on payment of a reduced fee.
 - (iii) That the candidate be not approved for the degree of MPhil but be allowed to modify his/her thesis and re-submit it on one further occasion, not later than one year from the date of the official communication to him/her of the result by the University Registry, for the degree of MPhil, on payment of a re-presentation fee.
 - (iv) That the candidate be not approved for the degree of MPhil.
39. Two copies of every work of research approved by the examiners shall become the property of the University. One copy shall be deposited by the Convenor and Secretary in the National Library of Wales, Aberystwyth; the other shall be deposited by the Convenor and Secretary in the library of the partner institution at which the candidate has pursued his/her research.

* In the case of the examination of a staff candidate there shall be instead two external examiners, as prescribed.
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40. Every candidate who has completed the scheme of research in accordance with the foregoing regulations shall be deemed to have qualified for the degree of MPhil.

Additional Regulations for Schemes of Study in the Creative Arts

In the case of candidates following approved research degree schemes which fall within the subject area of Creative and Performing Arts, as defined by the University, the dissertation or thesis may take one or more of the following forms: artefacts, score, portfolio of original works, performance or exhibition. The submission shall be accompanied by a written commentary (normally of 5,000 - 6,000 words) placing it in its academic context together with any other items which may be required (e.g. a catalogue or audio or visual recording).

In all cases the submission and written commentary shall be bound, and other required items (e.g. tape or other media) shall be enclosed in a container suitable for storage on a library shelf and shall carry the same information on the spine as is required for dissertations/theses. This information shall be placed so as to be readily readable from the container in its stored position.

Regulations for the Degree of Doctor of Philosophy

The degree of Doctor of Philosophy may be awarded by the University in recognition of the successful completion of a scheme of further study and research at a collaborative partner institution, the results of which are judged to constitute an original contribution to learning and to give evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject.

In judging the merit of a thesis submitted in candidature for the degree of PhD, the examiners shall bear in mind the standard and scope of work which it is reasonable to expect a capable and diligent student to present after a period of two or three years, as appropriate, of full-time study, or its part-time equivalent.

The degree of Doctor of Philosophy may not be conferred honoris causa.

Methods of Candidature

A candidate may qualify for the degree by one of the following methods:

- A by pursuing full-time research in a partner institution;
- B by pursuing part-time research externally;

SECTION A

Candidates Pursuing Full-time Research in a Partner Institution

- A1. A candidate for the degree under this section must be enrolled as a full-time student at a partner institution of the University for the minimum period defined in paragraph A6 below and must pay the appropriate fees.

Entry Conditions

- A2. A candidate for the degree of PhD must hold one of the following qualifications prior to commencement of research:
 - 1. an initial degree of the University of Wales;
 - 2. an initial degree of another University approved for this purpose or of the CNAAs;
 - 3. a non-graduate qualification which the University has deemed to be equivalent to graduation.
- A3. Irrespective of a candidate's qualifications, an institution must satisfy itself that a candidate is of the required academic standard to complete the scheme of research proposed.
- A4. A candidate who has not already done so, is required to matriculate in the University at the commencement of his/her scheme of research.

Registration and Time Limits

- A5. Subject to the agreement of the University, a candidate may commence his/her period of research on the first day of any calendar month.
- A6. All candidatures for the degree of PhD under this section shall extend over a minimum period of three years or nine terms of which the first year shall be regarded as the probationary year during which a candidate will be expected to demonstrate his/her

ability to proceed with further research. Exemptions from the probationary year may be granted where a candidate:

- (a) holds the degree of Master from an approved University obtained by research or advanced study which, in the judgement of the University, provides sufficient academic background to permit the completion of the proposed research in two years;
- (b) has completed a minimum of one year's full-time or two years' part-time supervised postgraduate work in the same academic discipline as the proposed PhD scheme of research to the satisfaction of a partner institution;
- (c) has submitted postgraduate research work of a standard approximate to that of a Master's degree and approved by the partner institution on the recommendation of the Head of the appropriate Department;
- (d) has had at least one year's relevant experience since graduation, such approval to be granted by the University on the recommendation of the Head of the appropriate Department.

No other exemptions will be granted.

- A7. Tuition fees are payable on an annual or termly basis in respect of a candidate's period of study as an enrolled student. The partner institution may also, at its discretion, charge fees at a level deemed appropriate in respect of students who continue to receive supervision and/or the provision of other facilities after the expiry of their stipulated period of study.
- A8. Not later than three months after the beginning of the candidate's period of study as a research student, the partner institution shall notify to the University:
- (a) the full name of the candidate;
 - (b) details of his/her initial degree;
 - (c) the name of his/her department/school of study;
 - (d) the name of his/her supervisors;
 - (e) the subject area in which he/she will pursue his/her research;
 - (f) the start date and duration of his/her period of study as an enrolled student (see paragraphs A5 and A6 above);
 - (g) reason for exemption from probationary year (where applicable) (as prescribed in paragraph A6 (a)-(d) above).
- A9. A candidature shall lapse if a thesis is not submitted, in the form and manner prescribed by the following time-limits:
- .1 in the case of three-year candidatures (the first year of which is regarded as the probationary year):
 - five years - from the official beginning of the candidate's period of study as a research student, as prescribed in paragraph A5 above;
 - .2 in the case of candidates exempted from the probationary year:
 - four years - from the official beginning of the candidate's period of study as a research student, as prescribed in paragraph A5 above.

These time-limits may be extended by the University of Wales, but in exceptional cases only and in accordance with criteria laid down in the Academic Protocols for Research

Degree Awards. A reasoned application, supported by appropriate independent evidence, must be submitted by the candidate's department for consideration by the University.

- A10. In exceptional circumstances, the University may, on the special recommendation of the institution concerned, allow a candidate to pursue his/her scheme of study for not more than one year in an institution other than an approved institution. The scheme of study in such cases should indicate the amount of supervision to be provided.
- A11. Approved fieldwork or other research may be undertaken outside the institution subject to the satisfaction of the University that adequate supervision can be maintained and provided that the scheme of study in such cases indicates the amount of supervision to be provided.

Supervision

- A12. The partner institution shall ensure that each candidate is supervised, on a regular and continuing basis, in accordance with its general procedures for postgraduate supervision.
- A13.(a) For each candidature the University shall approve two supervisors via the Validation Board.
- A13.(b) The following categories of staff are eligible for appointment: a full-time or a part-time member of the academic staff of the partner institution; a full time or part time member of the academic staff of an accredited institution of the University of Wales.

Wherever possible the institution shall make provision for one of the two supervisors assigned to the candidate to be a member of staff of an accredited institution of the University of Wales.

At the request of the institution, the University may also approve a third supervisor, who may be external to either the partner institution or to the University.

- A14. A candidate's supervisor(s) shall have the right to convey to the Chair of the Examining Board any concerns relevant to a candidate's research project, the resulting thesis or its examination which the supervisor(s) consider(s) the Board should take into account prior to reaching its decision. The supervisor(s) shall convey these concerns, in writing, both to the Chair and to the candidate, as soon as practicable after the presentation of the thesis and in any event, early enough to allow the candidate sufficient time prior to the examination of the thesis (including any oral examination) to consider the points made and to prepare a response.

It shall be the responsibility of the Chair of the Examining Board to ensure that the candidate is satisfied with the time allowed for consideration of and response to the points made by the supervisor(s), and to secure for the record a written statement by the candidate to this effect. (See also paragraph A31 below).

- A15. A candidate's supervisor shall not be appointed internal examiner, although he/she may be invited by the Chair of the Examining Board to attend the oral examination in an advisory capacity.
- A16. If, in exceptional circumstances, it proves impossible to appoint an appropriate internal examiner from within the Department concerned, the University may approve the appointment of an internal examiner from another Department of the partner institution concerned.
- A17. If it proves impossible to appoint an appropriate internal examiner from another Department of the partner institution concerned, the Vice-Chancellor may, on the special recommendation of the Head of Department concerned, appoint an internal examiner

from another approved institution. In appointing such an internal examiner, the Vice-Chancellor may take account of, but need not be bound by the nomination made by the Head of Department.

- A18. The Vice-Chancellor shall not consider the appointment of an internal examiner from another approved institution under the provisions of Paragraph A17 above unless he/she has considered and accepted an assurance from the Head of Department concerned that all appropriate steps have been taken to appoint an internal examiner from within the candidate's own institution.
- A19. If, in exceptional circumstances, it proves impossible to appoint an appropriate internal examiner either from within the institution concerned, or from another such approved institution, the Vice-Chancellor may, on the special recommendation of the Principal of the institution concerned, appoint a second external examiner in lieu of an internal examiner. In appointing such an external examiner, the Vice-Chancellor may take account of, but need not be bound by any nomination made by the Principal.
- A20. The Vice-Chancellor shall not consider the appointment of a second external examiner in lieu of an internal examiner under the provisions of paragraph A19 above unless he/she has considered and accepted an assurance from the Principal that all appropriate steps have been taken to appoint an internal examiner from within the institution or from another approved institution.

Submission of Thesis

- A21. Every candidate's research shall be completed by the presentation of a thesis embodying the methods and results of the research. Candidates in the Faculty of Music who have qualified for the degree of Master of Music in the University of Wales may submit a major work or works of original composition, and any candidate in the Faculty of Music may submit a major work or works of original composition together with related analytical work.
- A22. In order to allow for the examination to be completed, a candidate is permitted to submit a thesis six months before the expiry of the period of study approved in his/her case. Hence a candidate pursuing a two year period of study may submit one and a half years from the date of initial registration with a partner institution and a candidate pursuing a three year period of study may submit two and a half years from the date of such registration.
- A23. Except as provided below in paragraph A36, a candidate may not amend, add to, or delete from the thesis after it has been submitted.
- A24. For the purpose of the examination, a candidate shall submit the following to the institution:
1. Two typed and bound copies of the thesis, each of which shall contain:
 - a summary not exceeding three hundred words;
 - a statement, signed by the candidate, showing to what extent the work submitted is the result of the candidate's own investigation; acknowledgement of other sources shall be made by footnotes giving explicit references. A full bibliography should be appended to the work;
 - a declaration, signed by the candidate, to certify that the work has not already been accepted in substance for any degree, and is not being concurrently submitted in candidature for any degree;

- a signed statement regarding availability of the thesis (see also paragraph A27 below).
 - 2. An additional copy of the summary prepared by the candidate on a form obtainable from the University.
 - 3. A completed form of notice of candidature, copies of which are obtainable from the University.
 - 4. A certificate provided by the partner institution to show that all financial obligations have been fulfilled.
- A25. For every higher degree Examining Board there shall be a Convenor & Secretary who shall be responsible for ensuring that the correct administrative procedures for the submission and examination of the thesis are carried out. The Head of Department may act as Convenor & Secretary or may delegate this function to a senior member of the academic staff of his/her Department.
- A26. The Convenor & Secretary shall forthwith send one typed and bound copy of the thesis to the Director of Academic Affairs of the University, or nominee, for the use of the external examiner together with the additional copy of the summary, form of notice of candidature and the certificate provided by the partner institution as specified in paragraph A24 above.
- A27. A thesis submitted for a higher degree of the University shall normally be openly available and subject to no security or restriction of access. However, the University may, on the special recommendation of a partner institution, place a bar on photocopying and/or access to a thesis for a specified period of up to five years. It shall be the responsibility of the candidate's supervisor to initiate an application as soon as is reasonably practicable. Normally the partner institution will forward a recommendation to the University at the time of registration of the candidate's scheme of research. This bar would also apply to members of staff.

On submission a candidate shall be required to sign a statement indicating

either:

- 1. that the thesis, if successful, may be made available for inter-library loan or photocopying (subject to the law of copyright), and that the title and summary may be made available to outside organisations;
- or*
- 2. that the thesis, if successful, may be made so available after expiry of a bar.

Normally, the title and summary of the thesis shall be freely available.

- A28. A candidate is at liberty to publish the whole or part of the work produced during the candidate's period of registration prior to its submission as a whole, or a part of a thesis, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the thesis submitted to the University.

Examination

- A29. An Examining Board is required to conduct an oral examination of a PhD candidate who submits a thesis for examination. This requirement may be waived, at the discretion of the Examining Board, when an examination of a re-submitted thesis is being conducted (see paragraph A36 below).

A30. An Examining Board shall be comprised as follows:

Chair & Convenor
Internal Examiner*
External Examiner

The candidate's Head of Department may act as Chair to the Examining Board, or may delegate his function to a senior member of the academic staff of the partner institution concerned except where the Head of Department is also one of the candidate's Supervisors, in which case the role of Chair of the Board must be delegated to a senior member of the academic staff of the institution concerned.

A31. An Examining Board shall consider any written submission to the Chair by a candidate's supervisor(s) and any response by the candidate in accordance with the provisions of Paragraph A14 above.

A32. The examiners may also require a candidate to sit a written examination.

A33. The oral examination will normally be conducted at the partner institution. At the discretion of the Vice-Chancellor, the oral examination may be conducted at a place other than at the institution.

A34. In the case of a candidate resident at the time of submission elsewhere than in the UK, the University may defer the oral examination until the return of the candidate to this country, provided that:

1. each candidate shall give not less than two months' notice to the Director of Academic Affairs of the dates between which he/she will be available for oral examination in this country;
2. the oral examination may not be deferred for a period exceeding twelve months from the date of submission of the thesis to the University;
3. any additional expense caused to the University in the conduct of the deferred oral examination shall be borne by the candidate.

A35. Examining Boards, in recommending a candidate for the degree, shall certify that the thesis submitted by the candidate substantially covers the scheme of research approved for him/her by the University.

A36 Examining Boards may recommend one of the following options:

- (i) that the candidate be approved for the degree of PhD subject to completion of such minor corrections as may be required by the Examining Board. *The Examining Board may stipulate that the corrections made shall be scrutinised by either/both examiner(s) prior to the award process being initiated. Corrections shall be completed within a period of four working weeks from the date of the official notification to the candidate of the outcome of the examination.*
- (ii) that the candidate be approved for the degree of PhD subject to such corrections and amendments as may be required by the Examining Board.. *Corrections and*

* In the case of the examination of a staff candidate, there shall be instead two external examiners. Candidates who are, or who become at the time of submission, members of staff at a partner (or of another University/ institution) other than that at which he/she has registered for study shall be examined as a student candidature – i.e. there shall be a Chair and normally one external and one internal examiner.

amendments shall be completed within a period of twelve working weeks from the date of the official notification to the candidate of the outcome of the examination.

- (iii)* that the candidate be not approved for the degree of PhD but be allowed to modify the thesis and re-submit it for the degree of PhD on one further occasion, upon payment of a re-submission fee. *The re-submission shall take place within a period not exceeding two years from the date of the official notification to the candidate of the outcome of the examination.*
- (iv) that the candidate be not approved for the degree of PhD, but be approved instead for the degree of MPhil subject to completion of such minor corrections as may be required by the Examining Board. *The Examining Board may stipulate that the corrections made shall be scrutinised by either/both examiner(s) prior to the award process being initiated. Corrections shall be completed within a period of four working weeks from the date of the official notification to the candidate of the outcome of the examination.*
- (v)* that the candidate be not approved for the degree of PhD, but be allowed to modify the thesis and re-submit it for the degree of MPhil on one further occasion, upon payment of the examination fee *The re-submission shall take place within a period not exceeding one year from the date of the official notification to the candidate of the outcome of the examination.*
- (vi) that the candidate be not approved for the award of a degree.

- A37 A candidate awarded the degree of MPhil on the basis of his/her PhD candidature under the provisions of sub-paragraph (a)(iv) or (v) above cannot later submit for the degree of PhD without pursuing a new scheme of research.
- A38 An Examining Board may attach to a thesis which has not been approved by the examiners any decisions or recommendations or comments which they may desire the Director of Academic Affairs, or nominee, to communicate to the candidate after the termination of the examination including a decision that the thesis may not be submitted for re-examination until at least one year has elapsed since the date it was first submitted for examination.
- A39 Two copies of every work of research approved by the examiners shall become the property of the University. One copy shall be deposited by the Convenor & Secretary in the National Library of Wales, Aberystwyth; the other shall be deposited by the Convenor & Secretary in the library of the partner institution at which the candidate has pursued his/her research.

Candidates whose research was pursued at a partner institution which participates in the British Library Document supply service may be asked to provide, for microfilming by the British Library, an additional unbound, validated, non-returnable copy of their examined thesis, which conforms to BSI specification No. 4821. Such candidates may also be asked to complete the British Library's access agreement form.

* These options are not available in the case of candidates who have re-submitted a thesis for examination.
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SECTION B

Candidates Pursuing Part-time Research Externally

- B1. A candidate for the degree under this section must be enrolled as a part-time student at an approved partner institution for the minimum period defined in paragraph B6 below and must pay the appropriate fees.

Entry Conditions

- B2. A candidate for the degree of PhD must hold one of the following qualifications prior to commencement of research:
1. an initial degree of the University of Wales;
 2. an initial degree of another University approved for this purpose or of the CNAAs;
 3. a non-graduate qualification which the University has deemed to be equivalent to graduation.
- B3. Irrespective of a candidate's qualifications, a partner institution must satisfy itself that a candidate is of the required academic standard to complete the scheme of research proposed.
- B4. A candidate who has not already done so, is required to matriculate in the University at the commencement of his/her scheme of research.

Registration and Time-Limits

- B5. Subject to the agreement of the University, a candidate may commence his/her period of research on the first day of any calendar month.
- B6. All candidatures for the degree of PhD under this section shall extend over a minimum period of five years or fifteen terms of which the first two years shall be regarded as the probationary period during which a candidate will be expected to demonstrate his/her ability to proceed with further research. Exemptions from the probationary period may be granted if a candidate:
- (a) Holds a degree of Master of an approved University obtained by research or advanced study which, in the judgement of the University, provides sufficient academic background to permit the completion of the proposed research in three years.
 - (b) Has completed a minimum of one year's full time or two years' part-time supervised postgraduate work in the same academic discipline as the proposed PhD scheme of research to the satisfaction of a partner institution on the recommendation of the Head of the appropriate Department.
 - (c) Has submitted postgraduate research work of a standard approximate to that of a Master's degree and approved by the partner institution on the recommendation of the Head of the appropriate Department.
 - (d) Has had at least two years' relevant experience since graduation, such approval to be granted by the University on the recommendation of the Head of the appropriate Department.

No other exemptions will be granted.

- B7. Tuition fees are payable on an annual or termly basis in respect of a candidate's period of study as an enrolled student. Partner institutions may also, at their discretion, charge fees

at a level they deem appropriate in respect of students who continue to receive supervision and/or the provision of other facilities after the expiry of their stipulated period of study.

B8. Not later than three months after the beginning of the candidate's period of study as a research student, the partner institution shall notify to the University:

- (a) the full name of the candidate;
- (b) details of his/her initial degree;
- (c) the name of his/her department/school of study;
- (d) the name of his/her supervisors;
- (e) the subject area in which he/she will pursue his/her research;
- (f) the start date and duration of his/her period of study as an enrolled student (see paragraphs B5 and B6 above);
- (g) reason for exemption from the probationary period (where applicable)(as prescribed in paragraph B6 (a)-(d) above).

B9. A candidature shall lapse if a thesis is not submitted, in the form and manner prescribed by regulation, by the following time-limits:

- .1 In the case of five-year candidatures (the first two years of which are regarded as the probationary period):
 - nine years from the official beginning of the candidate's period of study as a research student, as prescribed in paragraph B5 above;
- .2 In the case of candidates exempted from the probationary year:
 - seven years from the official beginning of the candidate's period of study as a research student, as prescribed in paragraph B5 above.

These time limits may be extended by the University of Wales, but in exceptional cases only and in accordance with criteria laid down in the Academic Protocols. A reasoned application, supported by appropriate independent evidence, must be submitted by the candidate's department for consideration by the University.

B10. The candidature must be sponsored at the outset by the Head of a Department or other appropriate academic section within the partner institution at which the candidate proposes to register as a postgraduate student.

B11. Application for such sponsorship must be made by the prospective candidate to the Head of the Department concerned and shall include a written statement from the applicant indicating that he/she would have access to all the appropriate sources of material.

Supervision

B12. The partner institution shall ensure that each candidate is supervised, on a regular and continuing basis, in accordance with its general procedures for postgraduate supervision.

B13.(a) For each candidature the University shall approve two supervisors via the Validation Board.

B13.(b) The following categories of a staff are eligible for appointment: a full-time or a part-time member of the academic staff of the institution concerned; a full time or part time member of the academic staff of an accredited institution of the University of Wales

Wherever possible the institution shall make provision for one of the two supervisors assigned to the candidate to be a member of staff of an accredited institution of the University of Wales.

At the request of the institution, the University may also approve a third supervisor, who may be external to the partner institution or to the University.

B14. A candidate's supervisor(s) shall have the right to convey to the Chair of the Examining Board any concerns relevant to a candidate's research project, the resulting thesis or its examination which the supervisor(s) consider(s) the Board should take into account prior to reaching its decision. The supervisor(s) shall convey these concerns, in writing, both to the Chair and to the candidate, as soon as practicable after the presentation of the thesis and in any event, early enough to allow the candidate sufficient time prior to the examination of the thesis (including any oral examination) to consider the points made and to prepare a response.

It shall be the responsibility of the Chair of the Examining Board to ensure that the candidate is satisfied with the time allowed for consideration of and response to the points made by the supervisor(s), and to secure for the record a written statement by the candidate to this effect. (See also paragraph B33 below).

B15. A candidate's supervisor shall not be appointed internal examiner, although he/she may be invited by the Chair of the Examining Board to attend the oral examination in an advisory capacity.

B16. If, in exceptional circumstances, it proves impossible to appoint an appropriate internal examiner from within the Department concerned, the University may approve the appointment of an internal examiner from another Department of the partner institution concerned.

B17. If it proves impossible to appoint an appropriate internal examiner from another Department of the partner institution, the Vice-Chancellor may, on the special recommendation of the Head of Department concerned, appoint an internal examiner from another approved institution. In appointing such an internal examiner, the Vice-Chancellor may take account of, but need not be bound by any nomination made by the Head of Department.

B18. The Vice-Chancellor of the shall not consider the appointment of an internal examiner from another approved partner institution under the provisions of paragraph B17 above unless he/she has considered and accepted an assurance from the Head of Department concerned that all appropriate steps have been taken to appoint an internal examiner from within the candidate's own institution.

B19. If, in exceptional circumstances, it proves impossible to appoint an appropriate internal examiner either from within the institution concerned, or from another such approved institution, the Vice-Chancellor may, on the special recommendation of the Principal of the institution concerned, appoint a second external examiner in lieu of an internal examiner. In appointing such an external examiner, the Vice-Chancellor may take account of, but need not be bound by any nomination made by the Principal.

B20. The Vice-Chancellor shall not consider the appointment of a second external examiner in lieu of an internal examiner under the provisions of paragraph B19 above unless he/she has considered and accepted an assurance from the Principal that all appropriate steps

have been taken to appoint an internal examiner from within the institution or from another approved partner institution.

- B21. Regular personal contact between the candidate and the supervisor must be maintained throughout the period of research. A brief report, written by the candidate and endorsed by the supervisor, must be submitted to the Head of the Department of three times a year, at the end of each term.
- B22. The control of the topic of research and of all conditions governing its candidature shall at all times remain with the Head of the Department in which the candidature is being sponsored and shall be subject to the approval of University.

Submission of Thesis

- B23. Every candidate's research shall be completed by the presentation of a thesis embodying the methods and results of the research. Candidates in the Faculty of Music who have qualified for the degree of Master of Music in the University of Wales may submit a major work or works of original composition, and any candidate in the Faculty of Music may submit a major work or works of original composition together with related analytical work.
- B24. In order to allow for the examination to be completed a candidate is permitted to submit a thesis six months before the expiry of the period of study approved in his/her case. Hence a candidate pursuing a three year period of study may submit two and a half years from the date of initial registration with a partner institution and a candidate pursuing a five year period of study may submit four and a half years from the date of such registration.
- B25. Except as provided below in paragraph B38, a candidate may not amend, add to, or delete from his/her thesis after it has been submitted.
- B26. For the purpose of the examination, a candidate shall submit the following to the Institution:
1. Two typed and bound copies of the thesis, each of which shall contain:
 - a summary in form suitable for publication and not exceeding three hundred words;
 - a statement, signed by the candidate, showing to what extent the work submitted is the result of the candidate's own investigation; acknowledgement of other sources shall be made by footnotes giving explicit references. A full bibliography should be appended to the work;
 - a declaration, signed by the candidate, to certify that the work has not already been accepted in substance for any degree, and is not being concurrently submitted in candidature for any degree;
 - a signed statement regarding availability of the thesis (see also paragraph B29 below).
 2. An additional copy of the summary prepared by the candidate on a form obtainable from the University.
 3. A completed form of notice of candidature, copies of which are obtainable from the University.

4. A certificate provided by the partner institution to show that all financial obligations have been fulfilled.
- B27. For every higher degree Examining Board there shall be a Convenor & Secretary who shall be responsible for ensuring that the correct administrative procedures for the submission and examination of the thesis are carried out. The Head of Department may act as Convenor & Secretary or may delegate this function to a senior member of the academic staff of his/her Department.
- B28. The Head of Department shall forthwith send one typed and bound copy of the thesis to the Director of Academic Affairs of the University, or nominee, for the use of the external examiner together with the additional copy of the summary, form of notice of candidature and the certificate provided by the partner institution as specified in paragraph B26 above.
- B29. A thesis submitted for a higher degree of the University shall normally be openly available and subject to no security or restriction of access. However the University may, on the special recommendation of a partner institution, place a bar on photocopying and/or access to a thesis for a specified period of up to five years. It shall be the responsibility of the candidate's supervisor to initiate an application as soon as is reasonably practicable. Normally the partner institution will forward a recommendation to the University at the time of registration of the candidate's scheme of research. This bar would also apply to members of staff

On submission a candidate shall be required to sign a statement indicating *either*:

1. that the thesis, if successful, may be made available for inter-library loan or photocopying (subject to the law of copyright), and that the title and summary may be made available to outside organisations;
- or*
2. that the thesis, if successful, may be made so available after expiry of a bar.

Normally, the title and summary of the thesis shall be freely available.

- B30. A candidate is at liberty to publish the whole or part of the work produced during the candidate's period of registration at the partner institution of the University of Wales concerned, prior to its submission as a whole, or a part of a thesis, provided that in the published work it is nowhere stated that it is in consideration for a higher degree. Such published work may later be incorporated in the thesis submitted to the University.

Examination

- B31. An Examining Board is required to conduct an oral examination of a PhD candidate who submits a thesis for examination. However this requirement may be waived, at the discretion of the Examining Board, when an examination of a re-submitted thesis is being conducted (see paragraph B38 below).
- B32. An Examining Board shall be comprised as follows:

Chair & Convenor
Internal Examiner*
External Examiner

* In the case of the examination of a staff candidate, there shall be instead two external examiners. Candidates who are, or who become at the time of submission, members of staff at a partner institution of the University (or of another University/partner institution) other than that at which he/she has registered for study shall be examined as a student candidature – i.e. there shall be a Chair and normally one external and one internal examiner.

The candidate's Head of Department may act as Chair to the Examining Board, or may delegate his function to a senior member of the academic staff of the partner institution concerned except where the Head of Department is also one of the candidate's Supervisors, in which case the role of Chair of the Board must be delegated to a senior member of the academic staff of the partner institution concerned.

- B33. An Examining Board shall consider any written submission to the Chair by a candidate's supervisor(s) and any response by the candidate in accordance with the provisions of Paragraph B14 above.
- B34. The examiners may also require the candidate to sit a written examination.
- B35. The oral examination will normally be conducted at one of the approved partner institutions. At the discretion of the Vice-Chancellor, the oral examination may be conducted at a place other than an approved partner institution.
- B36. In the case of a candidate resident at the time of submission elsewhere other than in the UK, the oral examination may be deferred until the return of the candidate to this country, provided that:
1. each candidate shall give not less than two months' notice to the Director of Academic Affairs of the University of the dates between which he/she will be available for oral examination in this country;
 2. the oral examination may not be deferred for a period exceeding twelve months from the date of submission of the thesis to the University;
 3. any additional expense caused to the University in the conduct of the deferred oral examination shall be borne by the candidate.
- B37. Examining Boards, in recommending a candidate for the degree, shall certify that the thesis submitted by the candidate substantially covers the scheme of research approved for him/her by the University.
- B38.(a) Examining boards may recommend one of the following options:
- (i) that the candidate be approved for the degree of PhD subject to completion of such minor corrections as may be required by the Examining Board. *The Examining Board may stipulate that the corrections made shall be scrutinised by either/both examiner(s) prior to the award process being initiated. Corrections shall be completed within a period of four working weeks from the date of the official notification to the candidate of the outcome of the examination.*
 - (ii) that the candidate be approved for the degree of PhD subject to such corrections and amendments as may be required by the Examining Board.. *Corrections and amendments shall be completed within a period of twelve working weeks from the date of the official notification to the candidate of the outcome of the examination.*
 - (iii)* that the candidate be not approved for the degree of PhD but be allowed to modify the thesis and re-submit it for the degree of PhD on one further occasion, upon payment of a re-submission fee. *The re-submission shall take place within a period not exceeding two years from the date of the official notification to the candidate of the outcome of the examination.*
 - (iv) that the candidate be not approved for the degree of PhD, but be approved instead for the degree of MPhil subject to completion of such minor corrections as may be required by the Examining Board. *The Examining Board may stipulate that the*

corrections made shall be scrutinised by either/both examiner(s) prior to the award process being initiated. Corrections shall be completed within a period of four working weeks from the date of the official notification to the candidate of the outcome of the examination.

(v)* that the candidate be not approved for the degree of PhD, but be allowed to modify the thesis and re-submit it for the degree of MPhil on one further occasion, upon payment of the examination fee *The re-submission shall take place within a period not exceeding one year from the date of the official notification to the candidate of the outcome of the examination.*

(vi) that the candidate be not approved for the award of a degree.

B38.(b) A candidate awarded the degree of MPhil on the basis of his/her PhD candidature under the provisions of sub-paragraph (a)(iv) or (v) above cannot later submit for the degree of PhD without pursuing a new scheme of research.

B39. An Examining Board may attach to a thesis which has not been approved by the examiners, any decisions or recommendations or comments which they may desire the Director of Academic Affairs of the University, or nominee, to communicate to the candidate after the termination of the examination including a decision that the thesis may not be submitted for re-examination until at least one year has elapsed since the date it was first submitted for examination.

B40. Two copies of every work of research approved by the examiners shall become the property of the University. One copy shall be deposited by the Convenor & Secretary in the National Library of Wales, Aberystwyth; the other shall be deposited by the Convenor & Secretary in the library of the partner institution at which the candidate has pursued his/her research.

Candidates whose research was pursued at a partner institution which participates in the British Library Document Supply Service may be asked to provide, for microfilming by the British Library, an additional unbound, validated, non-returnable copy of their examined thesis, which conforms to BSI specification No. 4821. Such candidates may also be asked to complete the British Library's access agreement form.

* These options are not available in the case of candidates who have re-submitted a thesis for examination.
October 2009

Regulations for Doctoral Degrees By Examination and Thesis

The degree of Doctor under these regulations may be awarded in recognition of the successful completion of an approved taught course, together with successful completion of further study and research, at a collaborative partner institution, the results of which are judged to constitute an original contribution to learning and to give evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject. In judging the merit of a thesis submitted in candidature for the degree, the examiners shall bear in mind the standard and scope of work which it is reasonable to expect a capable and diligent student to present after a period of three years of full-time study or its part-time equivalent.

1. A candidate may study for a Doctoral Degree by Examination and Thesis* by one of the following methods :
 - A by pursuing full-time study and research in an approved partner institution of the University;
 - B by pursuing part-time study and research externally.
2. The degree of Doctor may not be conferred *honoris causa*.
3. A candidate may qualify following successful completion of an approved taught course and programme of research pursued either on a full-time basis (Method A) or on a part-time basis (Method B).
4. A candidate must enrol as either a full-time or a part-time student at an approved partner institution, pay the appropriate fee prescribed and pursue the scheme for the minimum period defined below :

Method A

Minimum period: three years, or nine terms;

Method B

Minimum period: five years, or fifteen terms.

Notwithstanding the above, a candidate may be granted exemption from certain elements of Part One, as described below. Where exemptions have been granted from specified components of Part One, candidatures shall extend over the minimum period specified immediately below:

Method A

Minimum period: between two years (or six terms) and three years (or nine terms);

Method B

Minimum period: between three years (or nine terms) and five years (or fifteen terms).

- the precise length of the minimum period to be determined, within these parameters, by the University.

5. A candidate for the doctoral degree must hold one of the following qualifications prior to commencement of research:
 - (a) an initial degree of the University of Wales;

- (b) an initial degree of another University approved for this purpose or of the CNAAC;
 - (c) a non-graduate qualification which the University has deemed to be equivalent to graduation.
6. Irrespective of a candidate's qualifications, a partner institution must satisfy itself that a candidate is of the required academic standard to complete the scheme of research proposed.
 7. A candidate who has not already done so is required to matriculate in the University of Wales at the commencement of his/her scheme of research.
 8. A candidate for the degree shall follow a taught scheme of study (which may include periods of approved professional/industrial practice and training), together with a programme of research for the duration prescribed, and subsequently will be required to present himself/herself for an examination in two parts.
 9. Institutions shall agree with the University through the course approval process the proportion of coursework and formal assessment to be expected of candidates for individual schemes of study. Institutions shall, in conjunction with the University, establish procedures to govern the processes of designing, approving and reviewing assessment strategies for individual schemes of study.
 10. Institutions shall determine policies on the use of anonymous marking and of other established marking practices in conjunction with the Validation Board's guidelines on double-marking, and in the light of that section of the QAA's Code of Practice which is concerned with assessment, and shall make these available to candidates.
 11. Institutions shall determine for themselves a retention policy for scripts. Such a policy shall take into account of guidance from the University and that section of the QAA's Code of Practice which is concerned with assessment, and shall be made available to candidates

Part One

12. Part One shall comprise examinations of an advanced character in fields of study prescribed by the partner institution concerned. These examinations shall include evaluation of any professional/industrial practice and training and may take the form of unseen written examination papers, or, with the approval of the University, set projects or other forms of course assessment. In addition, the examiners may require any candidate to undergo an oral examination. Exemptions may be granted by the partner institution from specified components of Part One of the scheme.
13. There shall be an Examining Board for Part One of the scheme.
14. A candidate who is absent from the whole or part of the written examination in any year will normally be expected to re-sit the whole of the written examination. In certain circumstances however the University may grant permission for a supplementary examination to be held or for other forms of supplementary assessment to take place (as prescribed in the Academic Protocols). A candidate who is permitted to take examinations from which he/she has originally been absent may be permitted, at the discretion of the Examining Board, to do so after a period of not less than three and not more than fifteen months from the date of the original examination.
15. A candidate who fails may, with the permission of the Examining Board, re-present himself/herself for examination once only. Re-examination shall take place within a period

of not less than three and not more than fifteen months from the date of the original examination.

At the discretion of the Examining Board, such a candidate may :

- (a) be required to repeat the course and be re-examined in the written examinations or set projects or other forms of course assessment as a whole; *or*
- (b) be required to be re-examined in the written examinations or set projects or other forms of course assessment as a whole or in those parts of the examination or set projects or other forms of course assessment which he/she has failed.

A candidate who is to be re-examined in set projects or other forms of course assessment under sub-paragraphs (a) or (b) above shall not be permitted, except in the case of clinical or practical components, to re-submit modified versions of his/her original work, but shall be required to submit for examination new work on different topics from those which originally failed to satisfy the examiners. In the case of clinical or practical components, the Examining Board may permit a candidate to submit for re-examination modified work based on the original clinical or practical experience, but such re-submitted work shall be eligible only for the minimum pass mark.

A fee for re-examination may be payable to the partner institution concerned.

- 16. A candidate shall have successfully completed Part One assignments by a date specified by the Examining Board before being permitted to present the thesis for examination.
- 17. Candidates who are admitted to a Doctoral Degree by Examination and Thesis scheme but do not progress to completion may qualify for either (i) a Postgraduate Certificate (upon attaining a minimum of 60 credits at least 40 of which must be at CQFW Level 7/former HE Level M, the remaining 20 of which at CQFW Level 6/former HE Level 3), or above) or (ii) for a Postgraduate Diploma (upon attaining 120 credits to within a minimum of 90 credits at CQFW Level 7/former HE Level M) and a maximum of 30 credits at CQFW Level 6/former HE Level 3).

Part Two

- 18. Part Two shall be completed by the presentation of a thesis embodying the methods and results of the research.
- 19. Subject to the agreement of the University, a candidate may commence his/her period of research on the first day of any calendar month.
- 20. Both parts of the examination must be passed in order to qualify for the degree.
- 21. In order to allow for the examination to be completed, a candidate is permitted to submit a thesis six months before the expiry of scheme of study approved.
- 22. A candidature shall lapse if a thesis is not submitted, in the form and manner prescribed by regulation:
 - (a) *in respect of Method A*

within either four or five years (according to the agreed time-limit for submission) of the official beginning of the candidate's period of study as a research student, as prescribed in paragraph 15, above.
 - (b) *in respect of Method B*

within nine years of the official beginning of the candidate's period of study as a research student, as prescribed in paragraph 15, above.

The above time-limits may be extended by the University, but in exceptional cases only and in accordance with criteria laid down in the Academic Protocols. A reasoned application, supported by appropriate independent evidence, must be submitted by the candidate's department through the partner institution Registry before being sent to the University for approval.

23. In exceptional circumstances the University may, on the special recommendation of the partner institution concerned, allow a candidate under Method A to pursue his or her scheme of study for not more than a year in an institution other than the institution concerned. The scheme of study in such cases should indicate the amount of supervision to be provided.
24. A candidate under Method A may be permitted to undertake approved fieldwork or other research outside the partner institution, subject to the satisfaction of the University that adequate supervision can be maintained and provided that the scheme of study in such cases indicates the amount of supervision to be provided.
25. The partner institution shall ensure that each candidate is supervised, on a regular and continuing basis, in accordance with its general procedures for postgraduate supervision.
26. For each candidature, the partner institution shall approve two supervisors nominated by the candidate's Department. The following categories of staff are eligible for appointment: a full time or part time member of the academic staff of the institution concerned; a full time or part time member of the academic staff of an accredited institution of the University of Wales.

Wherever possible the institution shall make provision for one of the two supervisors assigned to the candidate to be a member of the academic staff of an accredited institution of the University of Wales.

The University may also approve a third supervisor who may be external to the partner institution concerned, or to the University of Wales.

27. Candidates shall sign a declaration to certify that the work submitted has not been accepted in substance for any degree or award, and is not being submitted concurrently in candidature for any degree or other award. The signed declaration shall be included in all copies of the works submitted for examination.
28. Every candidate's research shall be completed by the presentation of a thesis which embodies the methods and results of the research. A properly constituted Examining Board is required to conduct an oral examination of a candidate for a Doctoral Degree by Examination and Research who submits a thesis for examination. This requirement might, however, be waived at the discretion of the Examining Board, when an examination of a re-submitted thesis is being conducted.
29. Partner institutions shall ensure that the form of submission and examination of the thesis conform with the University's 'Regulations for the Submission and Examination of Research Theses'.

Additional Regulations

Special Provision relating to the following degrees:

EdD (Doctor of Education)

The Part One Examination shall comprise five or more assessments up to a total of 50,000 words. The Part Two examination shall consist of a thesis of up to 100,000 words (excluding Appendices and genuine footnotes).

DMin (Doctor of Ministry)

The Part One examination shall comprise nine taught modules which will together represent a total credit value of 180 credits. The Part Two examination shall consist of up to 50,000 words (excluding Appendices and genuine footnotes).

Regulations for the Degrees of Master of Philosophy, Master by Examination and Dissertation, Doctor of Philosophy and Doctor of Engineering

Presentation of Theses and Dissertations

1. Candidates submitting higher degree theses and dissertations for examination shall submit the required number of copies either in a condition suitable for eventual deposit and use in libraries (see below) or - in the case of research degree candidates, where the policy of the partner institution concerned either requires or permits - in temporary binding. Candidates choosing to submit their work for examination in temporary binding are advised:
 - (a) to consult their department at an early stage to determine whether such a submission is in accordance with the University's policy on the submission of research theses;
 - (b) to ensure that temporary binding - if used - is nonetheless sufficiently secure to withstand transit to and from the examiners;
 - (c) that any thesis/dissertation submitted for examination in temporary binding must bear on the spine, in a form which cannot easily be erased or detached, the candidate's name, partner institution attended and the degree for which he/she is a candidate.
2. Irrespective of the type of binding used for examination purposes:
 - (a) Theses for the research degrees of MPhil, PhD, Doctor of Engineering and Doctor by Examination and Thesis shall, prior to the release of successful candidates' results by Convenors of Examining Boards, be bound permanently within boards, the binding being of a fixed kind in which leaves are permanently secured in the manner of a hardback book. The boards shall have sufficient rigidity to support the weight of the work when standing upon a shelf.
 - (b) Taught Master's degree dissertations which are to be deposited in the National Library or in the library of the partner institution concerned shall, prior to the release of successful candidates' results by Convenors of Examining Boards, be bound permanently, either as in (a) immediately above, or in paperback binding with plastic overlay. Successful taught Master's degree dissertations which are not to be deposited in the National Library or in the library of the partner institution concerned need not be bound permanently either before or after the release of results.
3. In the case of all works which are to be deposited in libraries, the permanently bound volumes shall bear on the spine the surname and initials of the candidate, the full or abbreviated title of the work, the name of the degree for which it was submitted and the date of submission. This information shall be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume the spine shall also bear the number of each volume.
4. All copies of theses/dissertations, whether for the purpose of examination or for deposit in libraries, shall be presented in permanent and legible form in typescript or print and the characters employed in the main text (but not necessarily in illustrations, maps etc) shall be not less than 12pt; characters employed in all other texts, notes, footnotes, etc, shall be not less than 10pt. Typing shall be of even quality with clear black characters, and capable of photographic reproduction. Double or one-and-a-half spacing shall be used in the main text, but single spacing shall be used in the summary and in any indented quotations and footnotes. Drawings and sketches shall be in black ink; unnecessary detail should be omitted and the scale should be such that the minimum space between lines is not less

than 1mm. Colour graphics for charts, diagrams etc and colour photographs may be used, but candidates must in all cases ensure that material is capable of being photocopied and microfilmed. Copies produced by xerographic or comparable permanent processes are acceptable. A4 paper shall be used and should be of good quality and sufficient opacity for normal reading.

5. Diagrams, maps and similar documents shall be submitted in a portfolio of reasonable size and shall bear the particulars stated to be necessary for the volume.
6. Candidates may submit non-book material such as audio or video tapes with their thesis/dissertation, if such material forms a useful addition to, or explanation of, work contained in the written submission and if such material constitutes the most appropriate method of presenting the information concerned. Any material of this type shall be enclosed in a container which is suitable for storage on a library shelf and which bears the same information as that required on the spine of the thesis/dissertation, so placed as to be readily legible when the container is in its stored position. Candidates considering the submission of audio or video tapes as adjuncts to their thesis/dissertation should consult their supervisor and the Librarian of the partner institution for advice at an early stage of their project.

Availability of Theses and Dissertations

Notwithstanding the provisions in the regulations relating to the availability of theses and dissertations, a partner institution may be permitted, on a special recommendation approved by the University, to place a bar on photocopying and/or access to a candidate's work for a period of up to five years. It shall be the responsibility of the candidate's supervisor to initiate an application as soon as is reasonably practicable. Normally the partner institution will forward a recommendation to the University at the time of registration of the candidate's scheme of research. This bar would also apply to members of the Faculty concerned.

The summary and title shall be freely available.

The Award of Posthumous Degrees, Diplomas and Certificates

A Initial Degree Schemes; and Undergraduate Certificates and Diplomas

1 *Traditional Initial Degree Schemes (with end-of-scheme Final Examinations)*

An Examining Board may recommend to the University that the award of a posthumous degree be made where a candidate has died:

(a) after the completion of a scheme of study, but before all of the required examinations have been completed.

In such a case, the Examining Board shall consider the candidate's performance in the examinations completed, and in any coursework submitted.

(b) after the completion of a scheme of study, but before taking any of the required examinations.

In such a case, the Examining Board shall consider the candidate's performance in any coursework submitted.

(c) before completing a scheme of study, provided that the candidate has completed one term or one semester (as appropriate) of the final year of study.

In such a case, the Examining Board shall consider the candidate's performance in any coursework submitted.

2 *Traditional Initial Degree Schemes with Penultimate Year Examinations*

An Examining Board may recommend to the University that the award of a posthumous degree be made where a candidate has died:

(a) after the completion of a scheme of study, but before all of the required examinations have been completed.

In such a case, the Examining Board shall consider the candidate's performance in the examinations completed, and in any coursework submitted.

(b) after having taken penultimate year examinations and completing the scheme of study, but before taking required final year examinations.

In such a case, the Examining Board shall consider the candidate's performance in the examinations completed, and in any coursework submitted.

(c) after having taken penultimate year examinations, but before completing the scheme of study, provided that the candidate has completed one term or one semester (as appropriate) of the final year of study.

In such a case, the Examining Board shall consider the candidate's performance in the examinations completed, and in any coursework submitted.

3 *Traditional Initial Degree Schemes with Continuous Assessment*

An Examining Board may recommend to the University that the award of a posthumous degree be made where a candidate has died:

(a) after the completion of a scheme of study, but before all of the required examinations have been completed.

In such a case, the Examining Board shall consider the candidate's performance in the examinations completed, and in any coursework submitted.

(b) after having taken penultimate year examinations and completing the scheme of study, but before taking required final year examinations.

In such a case, the Examining Board shall consider the candidate's performance in the examinations completed, and in any coursework submitted.

(c) after having taken penultimate year examinations, but before completing the scheme of study, provided that the candidate has completed one term or one semester (as appropriate) of the final year of study.

In such a case, the Examining Board shall consider the candidate's performance in the examinations completed, and in any coursework submitted.

4 *Modular Initial Degree Schemes*

An Examining Board may recommend to the University, via the Institution Registry, that a posthumous degree be awarded where the following is met:

the candidate has achieved no fewer than two thirds of the credits required, at the appropriate levels, prior to death.

Note: In the case of candidates following full-time Honours and General schemes, not fewer than 60 credits at CQFW Level 6, former HE Level 3, taken in the final year, must be completed, whereas in the case of candidates following full-time Ordinary degrees, not fewer than 20 credits at CQFW Level 6, former HE Level 3, taken in the final year, must be completed.

5 *The Award of Posthumous Undergraduate Certificates and Diplomas*

An Examining Board may recommend to the University, via the Institution Registry, that the award of a posthumous undergraduate certificate or diploma be made where a candidate has died prior to completion of an approved scheme, as follows :

(a) after completion of the taught element of the scheme, where the candidate has taken some of the required examinations, but has died before completion of all of the required examinations.

In such a case, the Examining Board shall consider the candidate's performance in the completed examinations and in the coursework submitted.

(b) after completion of the taught element of the scheme of study, but prior to taking any of the required examinations.

In such a case, the Examining Board shall consider the evidence available.

(c) prior to completion of the taught element of the scheme.

In such a case, provided that the candidate has completed two terms of a one-year scheme (or the equivalent proportion of a longer scheme), the Examining Board shall consider the evidence available to it.

B Postgraduate Research Degree Schemes

An Examining Board may recommend to the University that the award of a posthumous degree be made where a candidate has died:

- 1 *after the thesis has been examined, or submitted for examination, but before the oral examination (where required) can be held.*

In such a case, the Board shall consider the work presented and, provided that it is satisfied that the work is the candidate's own (by means of the receipt of reports from the Head of Department and the supervisor), may decide to recommend that an award be made.

- 2 *before submitting the thesis.*

In such a case, the Board shall consider available evidence of the research work completed by the candidate. Normally, such evidence shall be supplied by the candidate's supervisor, who shall also submit a report for consideration by the examiners. The Head of the Department concerned shall also submit an argued recommendation regarding the award of the degree. The following criteria must also be satisfied:

- (a) *enough of the research project must have been completed to allow a proper assessment to be made of the scope of the thesis;*
- (b) *the standard of the research work completed must be of that normally required for the award of the degree in question, and must demonstrate the candidate's grasp of the subject;*
- (c) *the written material available (draft chapters, published work, work prepared for publication, presentations to conferences/seminars, progress reports by the candidate for his/her department/institution/ sponsor) must demonstrate the candidate's ability to write a thesis of the required standard.*

C Taught Master's Degree Schemes

1 Part I (Taught Component)

An Examining Board may recommend to the University that the posthumous award of a Postgraduate Diploma to a candidate for a Master's degree scheme may be made (regardless of whether a Diploma has been approved for the scheme in question) where a candidate has died :

- (a) *after completion of the taught element of the scheme, where the candidate has passed all of the required examinations, but has died before commencing the Master's dissertation;*
- (b) *after completion of the taught element of the scheme, where the candidate has taken some of the required examinations, but has died before completion of all of the required examinations.*

In such a case, the Examining Board shall consider the candidate's performance in the completed examinations and in the coursework submitted.

- (c) *after completion of the taught element of the scheme of study, but prior to taking any of the required examinations.*

In such a case, the Examining Board shall consider the evidence available.

- (d) *prior to completion of the taught element of the scheme.*

In such a case, provided that the candidate has completed two terms of a one-year scheme (or the equivalent proportion of a longer scheme), the Examining Board shall consider the evidence available to it.

2 Part II (Project and Dissertation)

- (a) An Examining Board may recommend to the University that the award of a posthumous degree be made where a candidate has died before the submission of a dissertation, provided that the Board is able to consider available evidence of the research work completed by the candidate. Normally, such evidence shall be supplied by the candidate's supervisor/advisor, who shall also submit a report for consideration by the examiners. The Head of the Department concerned shall also submit an argued recommendation regarding the award of the degree. The following criteria must be satisfied before the examiners recommend to the University, via the Institution Registry that the award of a posthumous degree be made:

- (i) *enough of the research project must have been completed to allow a proper assessment to be made of the scope of the dissertation;*
- (ii) *the standard of the research work completed must be of that normally required for the award of the degree in question, and must demonstrate the candidate's grasp of the subject;*
- (iii) *the written material available (draft chapters, published work, work prepared for publication, presentations to conferences/ seminars, progress reports by the candidate for his/her department/institution/ sponsor) must demonstrate the candidate's ability to write a dissertation of the required standard.*

3 The Award of Posthumous Postgraduate Certificates and Diplomas

An Examining Board may recommend to the University, via the Institution Registry, that the award of a posthumous postgraduate certificate or diploma be made where a candidate has died prior to completion of an approved scheme, as follows :

- (a) *after completion of the taught element of the scheme, where the candidate has taken some of the required examinations, but has died before completion of all of the required examinations.*

In such a case, the Examining Board shall consider the candidate's performance in the completed examinations and in the coursework submitted.

- (b) *after completion of the taught element of the scheme of study, but prior to taking any of the required examinations.*

In such a case, the Examining Board shall consider the evidence available.

(c) *prior to completion of the taught element of the scheme.*

In such a case, provided that the candidate has completed two terms of a one-year scheme (or the equivalent proportion of a longer scheme), the Examining Board shall consider the evidence available to it.

Procedural Guidance for Institutions for the Award of Posthumous Degrees, Diplomas and Certificates

The following guidance is intended to apply in circumstances in which a posthumous award is to be made. The making of a posthumous award should not be confused with the making of an award to a candidate who has died having qualified for the award and satisfying the usual requirements (including completing the necessary study prior to death). In the latter case, the award made will not be distinguished in any way from that given to any other graduates usually.

A MODULAR TAUGHT SCHEMES

1 The Examining Board will need to satisfy itself that the requirements of the appropriate section of the Regulations for the making of Posthumous awards have been met. [Section A4 (Modular Initial degrees) or C1 (Taught Master's degrees), A5 (Undergraduate Certificates and Diplomas) or C5 (Postgraduate Certificates and Diplomas)] If so, the Board will *either*:

- (i) complete an existing Notification of Result Form to confirm the relevant award, for a candidate in the final year of study who had previously been presented to the University via a data transfer;

or:

- (ii) request a Notification of Result Form from the University for a candidate who died before they were formally presented to the University via a data transfer;

2 When completing the NORF, the Examining Board should note that, providing that the case is in line with the criteria established in the Regulations for the making of such an award, a case will not require further formal approval by a Committee of the University.

3 Should a case fail to satisfy the requirements of the Regulations, it is open to the Examining Board (in consultation with the External Examiner) to refer it to the Regulations and Special Cases Committee (Validated Provision) for consideration for special approval of it, on its merits.

B LINEAR TAUGHT SCHEMES

1 The Examining Board will need to satisfy itself that the requirements of the appropriate section of the Regulations for the making of Posthumous awards have been met. [Section A1, A2 or A3 (Traditional Initial degrees), C1 (Taught Master's degrees) or A5 (Undergraduate Certificates and Diplomas) or C5 (Postgraduate Certificates and Diplomas).] If so, the Board will *either*:

- (i) complete an existing Notification of Result Form to confirm the relevant award, for a candidate in the final year of study who had previously been presented to the University via a data transfer;

or:

- (ii) request a Notification of Result Form from the University for a candidate who died before they were formally presented to the University via a data transfer;

2 When completing the NORF, the Examining Board should note that, providing that the case is in line with the criteria established in the Regulations for the making of such an

award, a case will not require further formal approval by a Committee of the University.

- 3 Should a case fail to satisfy the requirements of the Regulations, it is open to an Examining Board to refer it to the Regulations and Special Cases Committee (Validated Provision) for consideration for special approval of it, on its merits.

C RESEARCH SCHEMES

- 1 In the case of candidates who die whilst registered for a research degree or when pursuing Part Two of a Master's degree by examination and dissertation, the relevant Examining Board will be asked to agree whether sufficient work is available for consideration towards the award of a degree. [Section B of the Regulations for the making of posthumous awards refers.] Should the Board be satisfied that sufficient work exists, the Institution shall notify the University of this by means of the submission of a completed Report and Result form.
- 2 When completing the Result and Report form, the Examining Board should make clear under which of circumstances permitted by Regulation the award is to be made. Providing that the case satisfies the criteria established in the Regulations for the making of such an award, it will not require further formal approval by a Committee of the University.
- 3 Should a case fail to satisfy the requirements of the Regulations, it is open to the Examining Board (in consultation with the External Examiner) to refer it to the appropriate University Committee for consideration for special approval of it, on its merits.

THE MAKING OF THE AWARD

In cases in which families or friends wish to attend a ceremony:

- 1 The Institution concerned may wish to consider the following options, in consultation with family and friends of the student:
 - (i) holding a special ceremony in memory of the student in the department concerned at which a presentation of the certificate could be made to appropriate persons;

or

 - (ii) the inclusion of the student's name in the formal degree congregation, together with the extension of an invitation to friends and family to attend.

(By University of Wales convention, it is traditional in such cases for the name of the deceased to appear in congregation booklets surrounded by a black border.)

In cases in which families or friends do not wish to take part in a ceremony:

- 2 The Institution concerned may wish to prepare a personal letter of condolence for dispatch to the family at the same time as the certificate is dispatched to them by the

University. (Alternatively the certificate could be dispatched to the department/institution concerned for onward transmission to the family.)

or

The Institution may request that the University send a letter of condolence to the family at the same time as the certificate is dispatched.

[Where the Institution requests that the University sends the certificate, a contact name and address should be supplied.]

WORDING OF THE CERTIFICATE

Certificates issued to candidates under the Regulations for the making of posthumous awards will include the words “has been admitted to the posthumous degree of...”
(No distinguishing wording is included on certificates issued to graduands who, having completed the usual requirements die before admission to their award.)

Regulations for the Making of Aegrotat Awards

Collaborative Partner Institutions

Should a candidate be prevented by illness from completing final examined/assessed elements of a taught scheme of study, the Examining Board, having considered the relevant evidence (which should include satisfactory medical certification in the case of illness, or appropriate documentation in other cases), may recommend to the Vice-Chancellor of the University of Wales that an Aegrotat award be made.

In doing so, the Examining Board should be satisfied that the candidate's prior performance shows beyond reasonable doubt that he/she would have passed but for the illness/event which occurred. The Vice-Chancellor should be satisfied that there is little doubt that the candidate is unable to return to complete his/her study at a later date.

The candidate shall be asked to confirm that he/she is willing to accept an *Aegrotat* award; where he/she is unwilling to do so, the Examining Board shall permit him/her to complete the examinations/assessments in question by an approved subsequent date.

An *Aegrotat* initial degree, diploma or certificate shall be unclassified and, in all other respects, ungraded. An *Aegrotat* award does not necessarily entitle the holder to registration with a professional body, or to exemption from the requirements of any professional qualification which might otherwise be associated with the scheme of study concerned.

No candidate shall be exempted from submitting and defending a research thesis where such is required.

It follows, therefore, that Examining Boards may not recommend the award of *Aegrotat* research degrees, and that *Aegrotat* taught Master's degrees may be awarded only where the work done for the dissertation can be examined.

Where a candidate for a taught Master's degree has not submitted a dissertation but has completed a substantial proportion of it, a special case may be made to the Vice-Chancellor for the award of Aegrotat taught Masters where:

- the work is available in an appropriate format for examination;
- the Board of Examiners, including the External Examiner, is content that the work shows beyond reasonable doubt that the candidate was capable of achieving a pass mark in the dissertation element;
- the University is satisfied with the advice of the Examiners and that the only the illness/event which occurred had prevented the candidate from completing the work in the usual way.

This requirement does not prevent the issuing to the candidate of any relevant certificate or diploma award which might be made in respect of study completed previously.

Regulations for Matriculation

Matriculation is open to students at partner institutions of the University which have been recognised as providing schemes of study leading to a degree or other academic award of the University for which possession of a degree is a necessary prior qualification.

Undergraduate Students:

An undergraduate student is deemed to have matriculated once a recommendation to this effect by the institution concerned has been agreed by the University.

Postgraduate Students:

A postgraduate student following a scheme of study at a partner institution is deemed to have matriculated once the University, on the recommendation of the institution concerned, has satisfied itself that the student possesses a qualification which is recognised for the purpose of entry to postgraduate schemes of study, as specified by the University of Wales.

Alternatively, where a student possesses a qualification which is not recognised, a special case put before the appropriate University Committee may be approved and the student be deemed consequently to have matriculated. In either case, the University shall write to the student to confirm that the matriculation process has been completed satisfactorily.

Every person who matriculates in the University thereupon becomes a student of the University and is entitled to pursue a scheme of study for a degree, diploma, certificate or any academic award for which a degree is a necessary prior qualification.

Nominations for the matriculation of students shall be made not later than 15 November.

Note : Applicants for matriculation who need detailed advice on their eligibility for entry are advised to contact the Registrar of the institution concerned.

University of Wales Registry
King Edward VII Avenue
Cathays Park
CARDIFF
CF10 3NS

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