



THE UNIVERSITY OF EDINBURGH

POSTGRADUATE ASSESSMENT REGULATIONS FOR RESEARCH DEGREES

These regulations apply to all postgraduate research degrees which are assessed solely or primarily on performance in a single thesis/project report.

This document should be read in conjunction with University's Degree Regulations and Programmes of Study; the Code of Practice for Supervisors and Research Students; the Guidelines for the Examination of Research Degrees; and the External Examining Code of Practice. These are available via:

www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations

The Grounds for the Award of Specified Research Degrees are provided in the University's Degree Regulations and Programmes of Study: www.drps.ed.ac.uk/

Taught components of postgraduate research degree involving coursework are subject to the taught assessment regulations:

www.ed.ac.uk/schools-departments/academic-services/staff/assessment/assessment-regulations

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POSTGRADUATE RESEARCH DEGREES

Any member of staff who requires guidance on examination procedure additional to that given below may consult the relevant College Postgraduate Office or their Head of College, or the University's Academic Services Section (on behalf of the University Secretary).

NOTES:

- 1) These regulations relate to the following degrees:-
 - PhD By Research
 - PhD By Research Publications
 - PhD for Musical Composition
 - PhD in Fine Art (Thesis and exhibit components)
 - Taught Professional Doctorates
 - MPhil by Research
 - MPhil for Musical Composition
 - Masters by Research
 - MMedSci by Research (Thesis only)
 - MSc by Research (Thesis only)
 - MTh by Research (Thesis only)
 - MVetSci by Research (Thesis only)
- 2) For specified Masters by Research (e.g. MMedSci/MSc/MTh/MVetSci by Research) programmes which contain a significant proportion of taught courses candidates should refer to the Taught Assessment Regulations. In the event of any confusion as to which regulations apply please contact the University's Academic Registry, Academic Services Section. www.ed.ac.uk/schools-departments/academic-services/home
- 3) In these regulations "the Committee" is the College Postgraduate Studies Committee, or the Committee of each College which is formally identified as exercising the functions of a College Postgraduate Studies Committee for the purposes of postgraduate academic decisions.
- 4) The College Postgraduate Studies Committee is responsible for all academic decisions within the College. Together with the internal and external examiners appointed to examine a student for the award of a research degree, it constitutes the body deemed to be the Board of Examiners in this context. The Convener of the Postgraduate Studies Committee is the Convener of the Board of Examiners.

1. THE EXAMINATION PROCESS

1.1 Deadlines for the submission of theses

It is the candidate's responsibility to ascertain the deadline for submission of their thesis. Candidates must submit their theses within 12 months of the completion of their prescribed period of study (excluding any periods of suspension) unless, in exceptional circumstances, an extension is granted by the Committee.

No candidate may submit a thesis prior to a date two months before the end of the prescribed period of study without the explicit permission of the College Postgraduate Studies Committee.

For the degree of **PhD By Research Publications** candidates must submit their thesis within three to twelve months of registration (excluding any periods of suspension) unless, in exceptional circumstances, an extension is granted by the Committee.

For **Masters by Research** degrees candidates must submit their thesis on or prior to the completion of their prescribed period of study.

1.2 **Failure to submit a thesis (PhD by Research, MPhil by Research only)**

Students who fail to submit a thesis or, in the case of candidates in Fine Art, a thesis and exhibit or, in the case of candidates in Musical Composition, a portfolio of compositions by the deadline specified in the Regulations will be deemed to have withdrawn and will have their registration recorded as lapsed. Prior to lapsing a student the College will write to the student to inform them of the proposed course of action and to invite them to provide any comment on the lapsing of their studies.

A student whose registration has lapsed in this way will be entitled to ask the committee to reinstate his/her registration at a later date to permit examination of a completed thesis. A decision as to whether or not a candidate should be reinstated will be taken by the Committee, and factors such as the passage of time and its implications for the topic of study will be taken into account. If, exceptionally, reinstatement is approved, the candidate's thesis will be examined in the normal way, subject to payment of a reinstatement and examination fee.

During the period between lapse of registration as a student and reinstatement, the candidate ceases to be a student and is accordingly not entitled to any supervision or access to University facilities.

1.3 **Notification of an intention to submit a thesis for examination**

All candidates must notify the Committee of their intention to submit their work for examination. This notification must be given on a form obtainable from College Offices and should normally be made at least two months before the thesis is submitted. At the same time, each candidate is required to:

- (a) pay any examination fee due
- (b) complete a declaration for use by the University Librarian, relating to access to or use of the thesis which, if approved for the degree, will subsequently be lodged in the Library (see *also* Regulation 2.5)
- (c) lodge six copies of a thesis abstract referred to in Regulation 3.1.14.

Exemption: Students who were on research degrees in the Edinburgh College of Art in 2010/11 who are due to submit in 2011/12 submit a provisional abstract of the content of their thesis to assist in the appointment of suitable examiners. They follow existing ECA arrangements for regulation 1.3, keeping the HSS College Postgraduate Office informed.

Appointment of examiners

- 1.4 Upon receipt of the Notice of Intention to Submit form, the College Office will contact the Head of the candidate's School to request that examiners are nominated for the examination of the thesis.
- 1.5 The College Postgraduate Studies Committee has the formal responsibility for the approval of all examiners.
- 1.6 Every candidate shall be examined by at least two examiners, one of whom must be an external examiner. In the exceptional circumstance of the second supervisor acting as an internal examiner, a second internal examiner must be appointed. (The preferred alternative in such cases is to consider the appointment of two specialist external examiners and a generalist internal examiner). In particular cases, such as the examination

of an interdisciplinary topic, a second external examiner may be appointed. Where a member of staff of the University is a candidate there must be two external examiners and one internal examiner. Where a candidate has been a member of staff of the University at any point during their research degree study the College Postgraduate Studies Committee should consider appointing two external and one internal examiners. For candidates in either category, the Head of School or Postgraduate Director shall not be appointed as an examiner without the express permission of the relevant committee of Senatus.

- 1.7 No person who has held an appointment on the teaching or research staff or has been a student of the University, or who has been granted honorary status in the University, is eligible to act as an External Examiner until a period of three years has elapsed since the termination of the appointment or the status. In exceptional circumstances this rule may be waived by the relevant committee of Senatus.
- 1.8 Heads of School must ensure that training is made available to inexperienced internal examiners, and that the internal examiner is aware of all his/her duties in the examination process. The Head of School must appoint a non-examining chair if the internal examiner has no previous experience of PhD/MPhil examination.
- 1.9 No member of the academic staff of the University, of its Associated Institutions or external examiner shall be involved in the conduct of any form of assessment, or of any examination in which s/he may reasonably be regarded as having a strong personal interest because of a current or previous relationship to, or close friendship with, a candidate.

If in doubt as to what course professional integrity requires, s/he shall consult the relevant Dean of Postgraduate Studies, who may bring the case to the attention of the Principal, the Head of College or the relevant committee of Senatus.

- 1.10 Any objection to the nominations submitted by Heads of Schools should be made to the Dean of Postgraduate Studies.

Submission of thesis for examination

- 1.11 At least two, soft-bound copies of each thesis containing an abstract must be submitted to the appropriate College Office. In the event that more than two examiners are appointed then additional copies of the thesis will be required. All copies of the thesis shall remain the property of the University.
- 1.12 All theses must conform to regulations 2-3.

Transmission of theses to the examiners

- 1.13 Upon receipt of the copies of the thesis the College Office will transmit the theses and the examination report forms to the examiners.

2. UNIVERSITY OF EDINBURGH THESIS REGULATIONS

- 2.1 Author's **copyright** subsists in the thesis, in the portfolio of musical compositions, in the abstract of the thesis and in the list of compositions. Nevertheless each candidate will be asked to grant the University the right to publish the abstract or list of works, and/or to authorise its publication for any scholarly purpose with proper acknowledgement of authorship.
- 2.2 Material to be included in a thesis may be published before the thesis is submitted but only with the approval of the supervisor. The thesis must record the fact of such publication.

- 2.3 Theses must not include work submitted for any other degree or professional qualification unless a clear statement is made as to the precise extent of the work so included.
- 2.4 The proposed field of a candidate's study must be approved by the Committee at the time of admission. A thesis title, *de novo* or amended, must be proposed with the candidate's notice of intention to submit the thesis for examination. The proposal must be supported by the supervisor.
- 2.5 Every candidate must incorporate in the thesis a signed declaration
- (a) that the thesis has been composed by the candidate, and
 - (b) either that the work is the candidate's own, or, if the candidate has been a member of a research group, that the candidate has made a substantial contribution to the work, such contribution being clearly indicated, and
 - (c) that the work has not been submitted for any other degree or professional qualification except as specified.
- 2.6 For the degree of **PhD By Research Publications** candidates should not submit material published more than ten years prior to the date when they are given permission to register for the degree. The portfolio of published work must be accompanied by an abstract and also by a general critical review of all the submitted work. This critical review should summarise the aims, objectives, methodology, results and conclusions covered by all the work submitted in the portfolio. It should also indicate how the publications form a coherent body of work, what contribution the candidate has made to this work, and how the work contributes significantly to the expansion of knowledge. It should be at least 10,000 words, but not more than 25,000 words in length.

3. REGULATORY STANDARDS FOR THE FORMAT AND BINDING OF A THESIS

3.1 Theses

3.1.1 *Size and Thickness of Paper*

For both copies either A4 (minimum 70 gsm) or permanent photocopies cut to A4 size.

3.1.2 *Type or Print*

Consistent and clear type of laser print quality should be used for all copies for both text and illustrations.

3.1.3 *Layout of Text*

4cm binding margin
2cm head margin
2.5cm fore-edge margin
4cm tail margin

The text of the thesis submitted to the examiners should be produced in single-sided copy, on right-facing pages only. The final, published thesis may be produced in single-sided or double-sided copy. In the case of double-sided copy, each chapter must start on a right-facing page. The main text should be in not less than 1.5 spacing (or 18 points leading). Quotations and notes should be in single spacing. Pagination must be continuous throughout and include all plans, tables, illustrations etc., which are bound in with the text. Handwritten numbers in indelible ink are acceptable.

3.1.4 *Character Size*

The size of character used throughout the text, including prefatory material, appendices and displayed matter, should not be less than 2.0 mm for capitals and 1.5 mm for x-height (i.e. the height of lower-case x). Character sizes should be at least 10 points, with body text (text other than headings) not exceeding 12 points.

3.1.5 *Character Styles - fonts*

Where there is a choice of character style or font, a serif font - eg Times (New Roman) or Palatino - should be used for the main text and a sans serif font - eg Helvetica or Arial - for headings and labelling diagrams, etc.

3.1.6 *Word spacing and division*

Text should be set to ensure an even spacing between words for any particular line. Word division at the ends of lines (hyphenation) should be avoided if possible.

3.1.7 *Title Page*

Title of thesis.
Author's name.

At foot of page:
Name of degree
The University of Edinburgh
Year of presentation.

In the case of a thesis which is resubmitted, the year in which the thesis is resubmitted should be shown as the year of presentation

3.1.8 *Binding*

Sewn and bound in strong, waterproof black cloth. Not more than 6.5cm thick. If more than 6.5cm thick – two or more volumes.

3.1.9 *Lettering on both copies*

In gold on spine only:
Top: degree
Middle: name of author (initials and surname)
Foot: year of graduation.

3.1.10 *Diagrams, Maps, Illustrations, etc*

Where possible, to be placed near to the appropriate text
If placed in pocket, pocket to be attached to inside back cover by the bookbinder.
If illustrations are contained in a separate volume, binding must correspond to that of the text.
Photographic illustrations must be permanent reproductions. Good quality colour photocopies of diagrams and photographs may be used rather than the originals.

3.1.11 *Published Papers*

It is in the interests of candidates to include any relevant published papers in their thesis. These should either be sewn in by the bookbinder, as an appendix or an electronic copy included on disc or a URL referred to as appropriate. If photocopies of published papers are to be included in the thesis, the publisher's formal permission should be obtained and, where appropriate, the permission of any joint authors. A note that permission has been obtained should be included in the thesis.

3.1.12 *Data in Electronic Form (including multi-media elements)*

Candidates may be advised or required to submit data in electronic form, including multi-media elements, for the purposes of assessment. This material is supplementary to the main text and should be submitted on CD/DVD with the electronic version, or in a pocket inside the back cover of the thesis. Datasets should be supported by good accompanying documentation appropriate to the subject discipline.

3.1.13 *Notes, Bibliography and Contents Page*

Notes and the bibliography may be typed in single spacing. A consistent policy should be used, inserting the notes at the foot of the page or at the end of each chapter or at the end of the

thesis. All separate sections, e.g. bibliography, list of abbreviations, etc, must be identified on Contents page.

3.1.14 *Abstracts*

Six copies of an abstract must be submitted. The abstract must be no longer than can be accommodated in single-space type on one side only of a single form obtainable from the College Office. Abstracts should conform to Regulations 3.1.2–3.1.6. In addition, the text of the abstract should be incorporated at the beginning of each copy of the thesis.

Candidates are reminded of the contents of Regulation 2.5.

3.2 **Portfolios of musical compositions**

3.2.1 *Paper, Style and Media*

Compositions in traditional stave notation should be *either* processed using computer software or written by hand on printed music manuscript paper. Copies should be suitable for photographic reproduction. Scores larger than A3 size should normally be reduced. Smaller scores should not be reduced.

An electronic tape submission should normally consist of a digital or analogue master tape, along with a graphic sound-diffusion score for each separate work.

3.2.2 *Manuscript or Print*

Manuscripts should be clearly and consistently written and be suitable for photographic reproduction. Computer copies should be printed by laser printer.

3.2.3 *Title Pages*

Each main item should begin with a standard title page, as shown below. Smaller items should be bound together, each group of items beginning with a standard title page as follows:

Title of composition.

Composer's name.

Name of degree for which submitted, with year of presentation.

If more than two items are submitted, all items should be enclosed within a box or boxes. Each major item or box should be labelled as follows:

Composer's name

List of compositions enclosed

At foot of label:

Submitted in satisfaction (or in part satisfaction) of the requirements for the degree of PhD (or MPhil) in the University of Edinburgh

Year of presentation.

In the case of a portfolio which is resubmitted, the year in which the portfolio is resubmitted should be shown as the year of presentation.

3.2.4 *Labelling of Tapes*

In the case of electronic compositions, each item should be clearly labelled as follows:

Title of composition

Composer's name

Format (mono, 2- or 4-track)

Tape speed*

EQ curve*

Test tones

Noise reduction*

Duration

Submitted in satisfaction (or in part satisfaction) of the requirements for the degree of PhD (or MPhil) in the University of Edinburgh

3.2.5 *Binding*

Each composition or group of compositions, other than electronic compositions, should be *either* sewn and bound in strong, waterproof black cloth *or* (in the case of shorter items) plastic-comb bound, with semi-stiff covers. The binding of A3 scores should extend the whole length of the spine. The box or boxes containing the scores should be strongly made and provided with cloth spine(s).

3.2.6 *Lettering on both copies*

In gold on spine of box or boxes:

Top: degree

Middle: name of composer (initials and surname)

Foot: year of graduation

3.2.7 *Published Compositions*

Published compositions, if bound, may be submitted in their original binding, and fitted into the box. Unbound published material should be bound in the usual way, either separately or together with unpublished items. If published compositions are to be included in the portfolio, the publisher's formal permission should be obtained and, where appropriate, the permission of other interested persons. A note that permission has been obtained should be included in the copy of the published work.

3.2.8 *List and Descriptions*

Three copies of a list of items must be submitted with a brief factual description of each item. The list and descriptions must be no longer, in all, than can be accommodated in single-space type on one side only of a single form obtainable from the College Office.

Candidates are reminded of the contents of Regulation 2.5.

3.3 **Thesis and exhibit for PhD in Fine Art**

The thesis will conform to regulations 3.1.1 to 3.1.14. Final copies lodged in the Library will contain a permanent record of the exhibit, attached to the thesis, which may be in the form of photographs, CD ROM or other recorded media.

3.4 **Temporary binding**

Theses and portfolios of compositions may be submitted for examination in a temporary binding. Theses may be either soft bound with glued spine, spirally bound or comb bound with black rear cover, clear PVC front cover leaving title page visible; if necessary bound in more than one volume. The instructions for diagrams, maps, illustrations, etc, are the same as in Section 3.1.10. Where a more substantial binding is advisable, theses should be bound in black, covered solid and with end pages; the spine being rough-cut and glued. In the latter case the spine should be labelled, giving the name of the author and the abbreviation of the degree (PhD, MPhil, EdD, EngD in SLI, DClinPsychol etc) for which the thesis is being submitted.

4. DEGREE SPECIFIC EXAMINATION REQUIREMENTS

4.1. PhD by Research

4.1.1 The examiners will hold an oral examination unless this is, for exceptional and special reasons, waived by the Committee. The examination procedure of practice-based PhDs can include exhibitions, performances and other events, elements and processes.

4.1.2 Candidates may be allowed to sit the oral examination away from Edinburgh with the written approval of the College Postgraduate Studies Committee.

In exceptional cases, and with the approval of the examiners, the candidate and relevant College Postgraduate Studies Committee, it may be possible for the oral examination to take place via videoconferencing. For further details please see the following:

www.docs.sasg.ed.ac.uk/AcademicServices/Guidance/Videolinked_PhD_Oral.pdf

4.1.3 The oral examination must be conducted jointly by an external examiner and one or more internal examiners.

4.1.4 The internal examiner (or in some cases the non-examining chair) is responsible for co-ordinating arrangements for the oral examination and ensuring that all examiners are aware of their responsibilities and of the grounds for the award of the relevant degree.

4.1.5 The Examination Hall regulations are publicised to students annually.

www.docs.sasg.ed.ac.uk/registry/exams/ExamHallRegs.pdf

4.1.6 If required, specific reasonable adjustments will be made to enable disabled students to sit examinations, including any written, practice or oral examination, continuously assessed coursework or dissertation which counts towards the final assessment. Approval of specific reasonable adjustments should follow the normal approval routes. Arrangements for degree examinations must be approved in advance by the Academic Registry (650 2214), and the Student Disability Service (650 6828) for dyslexic students, and reported to the examiners. The Registry requires to have notification of specific examination arrangements for dyslexic students well in advance of examination weeks and specific deadlines apply, see www.ed.ac.uk/schools-departments/registry/forms-info/dyslexia.

For all other disabled students the Academic Registry must see and accept a medical certificate or similar documentation relating to the candidate or be satisfied that an acceptable certificate will be produced. Such candidates should discuss their requirements with their Programme Director and/or the Student Disability Service at the earliest opportunity.

4.1.7 The examiners report to the Committee, which in the light of their report makes a recommendation to the Senatus on the award of the degree. The report includes initial written reports on their assessment of the thesis from each of the examiners, which should, wherever possible, be completed without consultation among the examiners. If the examiners do find it necessary to consult at this stage, this fact and the reason(s) for it should be noted in their reports. These initial reports are followed, after the oral examination (unless this is exceptionally waived by the committee), by a written, final recommendation in accordance with Regulation 4.1.8.

4.1.8 The examiners must report to the Committee *either* a joint recommendation or, if they are unable to reach agreement, separate recommendations, in one of the following forms:

(a) **Award PhD/Doctorate.** The candidate satisfies the requirements for the award of the doctorate degree as laid down in the University's Degree Regulations and

Programmes of Study (see www.drps.ed.ac.uk/) as appropriate and the degree ought accordingly to be awarded; or

- (b) **Candidate to Carry out Corrections.** The candidate satisfies the requirements for the award of the degree except that editorial corrections are required or stated minor deficiencies in the thesis must be remedied. In the opinion of the examiners, the candidate will be able to remedy these shortfalls without further supervision and without undertaking any further original research. The amendments are to be completed within three months, and to be subject to certification by the internal examiner(s), and by the external examiner (where the examiner so requests), before the degree is awarded; or
- (c) **Candidate to Rectify Major Deficiencies.** The candidate is substantially deficient in one or more of the requirements for the degree, but appears capable of so revising the thesis as to satisfy them. The candidate ought therefore to be invited to resubmit the thesis in a substantially revised form along lines indicated by the examiners within a further period of study which should normally not exceed 12 months, but exceptionally shall not exceed 24 months; or
- (d) **Award MPhil.** That the candidate is substantially deficient in one or more of the requirements for the degree and appears not capable of so revising the thesis as to satisfy them; but the thesis satisfies the requirements for the degree of MPhil; or
- (e) **Candidate to Aim for MPhil – No thesis resubmission is necessary.** That the candidate is substantially deficient in one or more of the requirements for the degree of PhD and appears not capable of so revising the thesis as to satisfy them. However, the thesis satisfies the requirements for the degree of MPhil except for stated minor corrections in the thesis. Accordingly, the candidate should be invited to carry out the specified minor amendments along lines indicated by the examiners. The amendments are to be completed within three months, and the degree awarded subject to certification by the internal examiner(s), and by the external examiner (where the examiner so requests), before the degree is awarded; or
- (f) **Candidate to Aim for MPhil – Corrections needed and Thesis resubmission is necessary.** That the candidate is substantially deficient in one or more of the requirements for the degree of PhD and appears not capable of so revising the thesis as to satisfy them. However, the thesis satisfies the requirements for the degree of MPhil except for stated deficiencies in the thesis. Accordingly, the candidate should be invited to resubmit the thesis in an appropriately revised form for the degree of MPhil. The revisions should be completed within a further period which shall not exceed 12 months, or
- (g) **Award Masters by Research.** That the thesis and/or the candidate's defence of it in oral examination are so fundamentally deficient in respect of all or any of the requirements for the degree that the candidate ought not to be awarded the degree of PhD nor MPhil. However, the work is of sufficient quality to merit the award of Masters by Research.
- (h) **Fail.** That the thesis and/or the candidate's defence of it in oral examination are so fundamentally deficient in respect of all or any of the requirements for the degree that the candidate ought neither to be awarded the degree of PhD nor a taught professional doctorate, nor to be invited to resubmit the thesis for any degree of the University.

4.1.9 The provisions of Regulation 4.1.8 (c) can be applied only once.

4.1.10 A candidate presenting a thesis under Regulation 4.1.8 (f) may not subsequently be permitted to resubmit the thesis under Regulation 4.2.3 (e).

- 4.1.11 The Committee, on receipt of an agreed recommendation by the examiners, must consider whether it appears to be adequately justified in the light of the full reports by the examiners, and may make further inquiry of the examiners and the candidate's supervisor(s) in case of any apparent inadequacy. The Committee must then *either* confirm the examiners' recommendation and transmit it to the Senatus without further comment *or* for stated reasons make a different recommendation to the Senatus, including, where appropriate, the examination of the thesis *de novo* by different examiners.
- 4.1.12 The Committee, on receipt of a report by the examiners indicating disagreement as to the appropriate recommendation, may, after such inquiry as it sees fit to make, recommend to Senatus that the recommendation of one of the examiners be accepted in preference to that of the other; but unless clear grounds can be shown for such a course of action, the Committee ought normally to recommend either that a further report on the thesis be obtained from some other examiner or examiners before any decision is made as to awarding or withholding the degree, *or* that the examination of the thesis be conducted *de novo* by different examiners.
- 4.1.13 A candidate who has decided to accept the Committee's invitation to resubmit the thesis under Regulation 4.1.8 (c) or (f) must give the Committee one month's notice of his/her intention to do so on the prescribed form. The candidate must lodge the thesis for examination before the expiry of the further period of study determined by the Committee, unless an extension of time is granted on formal application to the Committee. The appropriate fee will be charged.
- 4.1.14 Candidates are not permitted to resit final written examinations, save that a candidate who fails to complete a final written examination, and who can produce satisfactory evidence that the failure was due to reasons beyond the candidate's control, may be deemed by the Committee to have satisfied the requirements for the degree or be permitted to resit the examination.
- 4.1.15 For the degree of **PhD by Research Publications** the following regulations will apply: Regulations 4.1.1-4.1.7, 4.1.8 (a), (b), (c) and (h) (ONLY), 4.1.11-4.1.12 and 4.1.14.

4.2 MPhil

- 4.2.1 An oral examination will normally be required.

Regulations 4.1.2-4.1.6 will apply.

- 4.2.2 Notwithstanding Regulation 4.2.1 an oral examination will be required for all borderline candidates and in instances where there is significant disagreement between the examiners.

- 4.2.3 The examiners of the thesis must report to the Committee either a joint recommendation or, if they are unable to reach agreement, separate recommendations, in one of the following forms:

- (a) that the candidate satisfies the requirements for the award of the degree of MPhil in respect of the thesis and the oral examination as laid down in the University's Degree Regulations and Programmes of Study (see Appendix I) as appropriate and that the degree ought accordingly to be awarded; *or*
- (b) that the candidate satisfies the requirements for the award of the degree except that minor editorial corrections must be made to the thesis, and that the degree ought accordingly to be awarded subject to certification by the internal examiner(s), and by the external examiner where the examiner so requests, that the corrections have been satisfactorily made (*NB The candidate should make the corrections within one month*); *or*

- (c) that the candidate satisfies the requirements for the degree except for stated deficiencies in the thesis which, in the opinion of the examiners, the candidate will be able to remedy without supervision and without undertaking any further original research; the modifications are to be completed within a specified period, *generally not exceeding three months*, and to be subject to certification by the internal examiner(s), and by the external examiner, where the examiner so requests, before the degree is awarded; *or*
- (d) that the thesis satisfies the requirements for the degree, or satisfies the requirements except for stated minor deficiencies, but the candidate's oral defence of the thesis has been deficient in specified respects; the candidate should be required to undergo further examination, written, oral or practical, and awarded the degree only upon achieving a satisfactory standard in such further examination and upon certification by the internal examiner(s), and by the external examiner where the examiner so requests, that any specified minor modifications to the thesis have been satisfactorily made; *or*
- (e) that the candidate is substantially deficient in one or more of the requirements for the degree, but appears capable of so revising the thesis as to satisfy them, and ought therefore to be invited to resubmit the thesis in a substantially revised form along lines indicated by the examiners within a further period of study which shall not exceed 24 months; *or*
- (f) that the thesis and/or the candidate's defence of it in oral examination are so fundamentally deficient in respect of all or any of the requirements for the degree that the candidate ought not to be awarded the degree of MPhil.

4.2.4 The provisions of Regulations 4.2.3 (e) can be applied only once.

4.2.5 The Committee, on receipt of an agreed recommendation by the examiners, must consider whether it appears to be adequately justified in the light of the full reports by the examiners, and may make further inquiry of the examiners and the candidate's supervisor(s) in case of any apparent inadequacy. The Committee must then *either* confirm the examiners' recommendation and transmit it to the Senatus without further comment *or* for stated reasons make a different recommendation to the Senatus, including, where appropriate, the examination of the thesis *de novo* by different examiners.

4.2.6 The Committee, on receipt of a report by the examiners indicating disagreement as to the appropriate recommendation, may, after such inquiry as it sees fit to make, recommend to Senatus that the recommendation of one of the examiners be accepted in preference to that of the other; but unless clear grounds can be shown for such a course of action, the Committee ought normally to recommend either that a further report on the thesis be obtained from some other examiner or examiners before any decision is made as to awarding or withholding the degree, *or* that the examination of the thesis be conducted *de novo* by different examiners.

4.2.7 A candidate who has decided to accept the Committee's invitation to resubmit the thesis under Regulation 4.2.3 (e) must give the Committee one month's notice of his/her intention to do so on the prescribed form. The candidate must lodge the thesis for examination before the expiry of the further period of study determined by the Committee, unless an extension of time is granted on formal application to the Committee. The appropriate fee will be charged.

4.2.8 Candidates are not permitted to resit final written examinations, save that a candidate who fails to complete a final written examination, and who can produce satisfactory evidence that the failure was due to reasons beyond the candidate's control, may be deemed by the Committee to have satisfied the requirements for the degree or be permitted to resit the examination.

4.3 Taught Professional Doctorates

4.3.1 Regulation 4.1.1-4.1.14 will apply.

4.3.2 The oral examination will be based primarily on the thesis but may cover any part of the programme.

4.4 **Masters by Research degrees** (eg MMedSci by Research, MSc by Research, MTh by Research and MVetSci by Research)

4.4.1 An oral or practical examination may be required. If an oral examination is required then regulations 4.1.2-4.1.6 will apply.

4.4.2 Notwithstanding Regulation 4.4.1 (above) an oral or practical examination will be required for all borderline candidates and in instances where there is significant disagreement between the examiners.

4.4.3 The examiners must report to the Committee separate recommendations on the prescribed form.

4.4.4 The University Postgraduate Common Marking Scheme below is to be used.

Taught Postgraduate Assessment

<u>Mark</u> %	<u>Grade</u>	<u>Description</u>
90-100	A1	An excellent performance, satisfactory for a distinction
80-89	A2	
70-79	A3	
60-69	B	A very good performance
50-59	C	A good performance, satisfactory for a masters degree
40-49	D	A satisfactory performance for the diploma or certificate, but inadequate for a masters degree
30-39	E	Marginal Fail
20-29	F	Clear Fail
10-19	G	Bad Fail
0-9	H	

4.4.5 Major revisions of the dissertation with re-submission are not allowable in the case of masters programmes unless a special case has been submitted to, and agreed by, the relevant College Postgraduate Studies Committee.

4.4.6 Colleges and Schools are free to amplify, but not to alter, the overall description of grades (Column 3) for the further guidance of their candidates, where this is thought to be helpful.

4.4.7 The masters degree may be awarded with distinction. To achieve a distinction, a candidate must have been awarded at least 70% on the University's Postgraduate Common Marking Scheme for the dissertation.

5. CONSIDERATION AND APPROVAL OF EXAMINER'S REPORTS

The College Postgraduate Studies Committee

- 5.1 Following transmission of examiner's reports to the College Office the College Postgraduate Studies Committee will convene to discuss the reports and to decide whether or not to approve the recommendations made by the examiners.
- 5.2 Prior to the meeting of the College Postgraduate Studies Committee, examiner's recommendations are inherently provisional and have no status until they are approved or modified by the Committee. If information on such recommendations is released before confirmation by the Committee, students must be advised that the recommendations are provisional and may be modified when considered at the Board of Examiners meeting in that year.
- 5.3 The examiners for individual candidates will not attend the relevant meeting of the College Postgraduate Studies Committee.
- 5.4 The Secretary to the College Postgraduate Studies Committee is responsible for giving reasonable notice of meetings, ensuring that the recommendations of the Committee are approved in writing and made available to Registry at the required time, and ensuring that a standard report of the meeting is produced. The report is a confidential document although information on a particular candidate may need to be disclosed to that candidate under the Data Protection Act and generic information may need to be disclosed under Freedom of Information.
- 5.5 In the event of any modification to the recommendation for a specific candidate a minute of the College Postgraduate Studies Committee's meeting should be agreed and lodged with the College Office. The minute should record the names of the persons attending the meeting, relevant individual circumstances raised at the meeting or considered by a Special Circumstances Committee and the outcome of subsequent discussion, and the discussion and outcomes for the candidates. Details of any modification to the recommendation should be recorded together with the reasons for these.
- 5.6 Provided reasonable notice of a meeting has been given, a meeting is properly constituted and empowered to act if no fewer than three members (including the Convenor and Secretary) are present.
- 5.7 The Convenor of the Committee may, at his or her discretion, invite any person who has been involved in the assessment of the work under consideration by the Committee to be present 'in attendance' (without voting rights).

Special Circumstances

- 5.8 Any personal circumstances for which there is sufficient documentary evidence, and where these circumstances may have adversely affected a candidate's performance in an assessment, should be reported to the Secretary to the College Postgraduate Studies Committee. Responsibility for producing the documentary evidence rests with the candidate. The Supervisor can pass evidence in confidence to the Convenor of the College Postgraduate Studies Committee. Where such information has to be presented, it should be in as concise a form as is consistent with clarity.
- 5.9 The Committee will consider, with particular care, all contentious cases and all cases near to a borderline. After recording the deliberations of any special circumstances the Committee will present its final decisions with regard to the specific degree award. The influence of the evidence of any special circumstances, with reasons, will be fully minuted.

- 5.10 It is not within the power of a College Postgraduate Studies Committee to recommend the award of any degree or diploma without substantial evidence of attainment to at least the lowest level required for the award of that qualification.

Decisions of College Postgraduate Studies Committees

- 5.11 Decisions by a College Postgraduate Studies Committee, once certified in writing, are final except in cases of:
- (a) A College Postgraduate Studies Committee, at the instance of any of its members, review a decision if information relevant to that decision, but unavailable at the time the decision was made, comes to light or if any error having a material bearing on that decision or an error in the written certification of that decision has been made; if the Committee is satisfied that there are grounds for varying the decision the Committee shall forthwith report its recommendation to that effect to the University Secretary, who may either report the recommendation to the Senatus or exceptionally refer it to the relevant committee of Senatus for decision
 - (b) Where an error is discovered in the assessment of any examination or in the recording or notification of the result of any examination of any degree or in any process connected with any of these matters, the University shall forthwith correct that error and amend its records to show the correct result and that whether or not the result has been published or otherwise notified to the candidate. The University shall notify the candidate of the corrected result as soon as practicable and shall also correct any reference or statement which may have been provided by the University whether to the candidate or to a third party. Having been notified of the corrected result the candidate shall return to the University any documentation which may have been issued to the candidate notifying the original result which has been corrected. The candidate shall have no claim against the University for any loss or damage which may have been incurred by the candidate as a result of any error which may have been made.
 - (c) A candidate has the right of appeal provided by Section 9 below.
 - (d) Any member of Senatus may request Senatus to refer for investigation any matter concerning examinations.
 - (e) In proved cases of substantial and significant copying, plagiarism or other fraud, the Senatus has the power to reduce the classification of, or to revoke, any degree it has already awarded, and to require the degree, diploma or certificate scroll to be returned (see section 8).
- 5.12 The decisions of the Committee must be notified to the Registry on the prescribed report form. Degree results should reach the Registry as soon as possible and certainly no later than 21 days before the date of graduation.
- 5.13 Notification of final results and the award of qualification to candidates, following the meeting of the Committee, is the responsibility of the College Postgraduate Office.
- 5.14 All discussion at a College Postgraduate Studies Committee meeting is confidential, and no comments or remarks should be reported to any candidates, whether or not they are unattributed. Under normal circumstances the views of a particular examiner should not be made known to a candidate. However, if a candidate makes a request under the Data Protection Act, information recorded in the minutes on that particular candidate may need to be disclosed
- 5.15 Candidates are entitled to receive any comments made by the internal and external examiners where approval has been given by the examiners to release this information.

Such information will be made available automatically to the candidate by the College Postgraduate Office via the normal procedures.

Degree Transcripts

- 5.16 Because of the nature of research degrees, transcripts for such degrees are not issued by the University. Colleges may instead provide candidates with an explanation of the specific degree awarded and confirmation that the candidate has been awarded (or is eligible to be awarded) this degree.

Further information on Academic Statements for Research Postgraduate students can be found at

www.ed.ac.uk/schools-departments/registry/order-documents/academic-statements

6. SUBMISSION OF THE FINAL VERSION OF A THESIS

- 6.1 Following approval of the examination outcome by the College Postgraduate Studies Committee, the candidate will be provided with information on the changes or modifications to the thesis which are required by the examiners. These changes or modifications must be made within the timescale identified to the candidate by the Committee.
- 6.2 The internal examiner(s), and the external examiner, where the examiner so requests, shall then provide certification to the Committee that any corrections or modifications required by the examiners have been satisfactorily made.
- 6.3 Following receipt of certification that the thesis has been amended to the satisfaction of the examiners the Committee will be asked to approve the appropriate award of degree.
- 6.4 After the examination is completed and the award of degree has been approved the author of the thesis or portfolio is responsible for ensuring that the 'final' version of the thesis is submitted to the University. **A candidate cannot graduate until they have formally submitted the final version of their thesis to the University. All PhD and MPhil candidates who began their studies on or after 1 September 2005 are required to submit their final version in electronic form in addition to one hard bound copy.** Candidates who began their studies before 1 September 2005 are encouraged to do likewise but retain the option to submit two hard bound copies. Hard bound copies should conform to the regulations in sections 2-3 above. Further details on the submission of theses are available in the *Code of Practice for Supervisors and Research Students* and from the Edinburgh Research Archive (ERA) at www.era.lib.ed.ac.uk.

7. POSTHUMOUS DEGREES AND DIPLOMAS

- 7.1 The Senatus may authorise the conferment of posthumous degrees. Each such conferment requires a positive proposal from the relevant College Postgraduate Studies Committee and the relevant committee of Senatus, followed by consideration by the University Secretary. Normally a posthumous degree is conferred only where the candidate was qualified to receive the degree at the time of death.

8. ACADEMIC BEST PRACTICE AND ACADEMIC MISCONDUCT

Notes:

- 1) *These regulations should be read in conjunction with the appropriate guidance documentation which is available via:
www.ed.ac.uk/schools-departments/academic-services/students/postgraduate-taught/discipline/academic-misconduct*
 - 2) *Very minor cases of plagiarism that can essentially be viewed as arising from inadequate scholarship (e.g. inadequate citation of a paper or a picture) should be handled as a correction rather than require the invocation of the formal plagiarism procedures. Please refer to the guidance documentation for further information.*
- 8.1 All work submitted for assessment by students is accepted on the understanding that it is the student's own effort without falsification of any kind. Students are expected to offer their own analysis and presentation of information gleaned from research, even when group exercises are carried out. In so far as students rely on sources, they should indicate what these are according to the appropriate convention in their discipline. In addition, students are required to acknowledge all help and other assistance that they have received. This should be done both in the formal list of acknowledgements in the thesis and at the appropriate places in the thesis. Examples of such help might include provision of material, assistance with statistics or data processing, and external collaborations. .

Suspected plagiarism

- 8.2 Plagiarism is the act of copying or including in one's own work, without adequate acknowledgement, intentionally or unintentionally, the work of another. It is academically fraudulent and an offence against University discipline. Plagiarism, at whatever stage of a student's course, whether discovered before or after graduation, will be investigated and dealt with appropriately by the University. The innocent misuse or citation of material without formal and proper acknowledgement can constitute plagiarism, even when there is no deliberate intent to cheat. Work may be plagiarised if it consists of close paraphrase or unacknowledged summary of a source, as well as word-for-word transcription. Any failure adequately to acknowledge or properly reference other sources in submitted work and to properly acknowledge help and assistance received could lead to the award of a lower degree and to disciplinary action being taken.

Suspected cheating

- 8.3 It is academically fraudulent and an offence against University discipline for a student to invent or falsify data, evidence, references, experimental results or other material contributing to any student's assessed work or for a student knowingly to make use of such material. It is also an offence against University discipline for students to collude in the submission of work that is intended for the assessment of individual academic performance.
- 8.4 It is an offence for any student knowingly to make use of unfair means in any University assessment, to assist a student to make use of such unfair means, to do anything prejudicial to the good conduct of the assessment, or to impersonate another student or allow another student to impersonate him/her in an examination. Any student found to have cheated or attempted to cheat in an assessment, may be deemed to have failed that assessment and disciplinary action may be taken.

Procedures: see *Plagiarism Guidance* webpages at:

www.ed.ac.uk/schools-departments/academic-services/staff/discipline/plagiarism

9. APPEALS

- 9.1 Students have the right of appeal against the decisions of Board of Examiners on specific grounds, which are set out in the University's Appeal Regulations:
www.ed.ac.uk/schools-departments/academic-services/staff/appeals

10. INTERPRETATION AND ADJUDICATION

- 10.1 Any dispute arising from these Regulations, whether of interpretation or otherwise, is determined by the relevant committee of Senatus subject to review by the Senatus.
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