Higher Degree Regulations

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**Principal Regulations for Higher Doctorates**

3.1.
In the University the following taught Masters degrees are conferred: Master of Arts (MA), Master of Fine Arts (MFA), Master of Science (MSc), Masters in Language and Linguistics (MLang), Master of Laws (LLM), Masters by Research (MRes), and the following integrated masters awards: Master of Electronic Engineering (MEng), Master of Engineering (MEng), Master of Marine Biology (MMarBiol), Master in Science (MSci) and Master of Telecommunication Engineering (MEng).

**Admissions**

3.2.
A person wishing to be accepted as a student for a taught Masters degree must apply through the Head of Department concerned to be admitted as a registered graduate student within the University.

3.3.
A candidate for a Masters degree must satisfy one of the following admissions criteria:
(a) hold a Bachelors (Honours) degree awarded by an institution or body with degree awarding powers in the UK;
(b) be a graduate of first-cycle higher education as defined by the Bologna Declaration or a person holding a degree-level qualification from a recognised overseas institution;
(c) be a person who is deemed to demonstrate an academic standard equivalent to a Bachelors (Honours) degree, documented through professional or vocational achievement.

In the case of applicants who are not native speakers of English, evidence must be produced of a high level of ability in the language, including writing.

3.4. Students may be admitted to a programme of study leading to a dual award of the University of Essex and one or more awarding institution(s). The dual award arrangements shall be entered into formally between the University and the partner institution(s) before any candidates are admitted to the programme. The details of the programme shall be published in the relevant programme specification. A student studying for a dual award shall normally spend at least half their time at the University and the rest of the time at the partner institution(s).

Registration Arrangements

3.5. Students must register as graduate students of the University and must comply with the Charter, Statutes, Ordinances and Regulations of the University; they must register annually at the beginning of each academic year after acceptance until they present themselves for examination for the degree.

Masters Degree Requirements

3.6. A Masters degree may be conferred on students who have followed a taught Masters programme approved by the Senate, consisting of systematic courses of lectures and other teaching, and the undertaking of a dissertation or its equivalent. The dissertation or equivalent shall comprise no more than half the work of the programme of study except in the case of the final year of Integrated Masters degrees where the dissertation or equivalent may be up to three-quarters of the work of the final year of the programme of study provided there is clear and appropriate preparation of students for the dissertation or equivalent in the earlier years of the degree.

Students for a taught Masters degree shall:
(a) spend at least three terms of full-time study in the University or six terms of part-time study;
(b) be assessed by assignments prescribed in the regulations for the programme of study. In addition students shall present, in a manner acceptable to the Senate, a dissertation or its equivalent as prescribed in the regulations for the programme; candidates are personally responsible for all expenditure connected with the preparation of a thesis or dissertation. Students may also be required to present themselves for an oral examination.

Modular study may be followed for a maximum period of six years.
The attendance requirements do not apply to study by distance learning.

3.7. A dissertation or its equivalent submitted for a Masters degree may not incorporate, whether in the same or different form, work which has been submitted to this or to any other university for a degree unless the subject of the research is an extension or continuation of research begun for such a degree. In such a case the extent of the material and the degree if any obtained should be indicated (the student may be required to produce the work previously submitted).

A student must state generally in the preface to the dissertation and specifically in references the sources from which the material is derived and the extent to which the candidate has used the work of others including collaborators.

3.8. Apart from quotations, the dissertation must be presented in English unless the relevant Executive Dean (or his/her deputy) or Dean of Partnerships (or his/her deputy) has given permission in advance for it to be in another language.

3.9. Assessment in each taught Masters programme shall take place at the time or times described in regulations or otherwise approved by the relevant Faculty Board for that programme. With the consent of the relevant Executive Dean (or his/her deputy) or Dean of Partnerships (or his/her deputy), a candidate may be permitted to submit the dissertation after the approved time.
3.10. Masters degrees will be awarded by the Senate on the recommendation of a Board of Examiners appointed by the Faculty Board.

Continuation Period
3.11. Students who have completed the minimum period of study prescribed by the Senate and who have not yet presented themselves for examination will be required on registration to pay an appropriate 'continuation' fee as determined from time to time by the University. Such students shall be entitled to be examined (but not re-examined), to obtain any supervision required and to use University facilities including the Library. They shall be subject to the Charter, Statutes, Ordinances and Regulations of the University at any time they are present in the University.

Principal Regulations for Research Degrees
4.1. The University of Essex confers the following research degrees: Masters by Dissertation (MA or MSc), Master of Philosophy (MPhil), Doctor of Medicine (MD), Doctor of Philosophy (PhD) and Professional Doctorate. The Senate has approved The Code of Practice for Postgraduate Research Degrees and The Code of Practice for Professional Doctorates that should be used in conjunction with these Regulations. For Regulations 4.2 to 4.91 the 'Dean' refers to the Executive Dean (or her/his deputy) or Dean of Partnerships (or her/his deputy).

Research Degree Requirements
4.2. For all the University's research degrees a student shall:
(a) attend such classes, seminars and personal consultations as the supervisor(s) shall require at times arranged by the supervisor(s);
(b) attend Supervisory Panel meetings as required, and produce work and/or other evidence of progress as required by the supervisor and other panel members;
(c) submit, in accordance with the regulations and rules governing presentation of such work, a thesis\(^1\) for examination under a title which has been approved by the Head of Department; and
(d) be aware of the requirements of these Regulations and the Code of Practice that govern the award for which the student is registered.

4.3. Full-time students are expected to undertake the equivalent amount of study to a full-time job spending 36 hours per week, averaged across the year, engaged in full-time study at the University except in the case of distance learning or those who have specific permission from the Dean.

Paid Duties
4.4. Students must, if relevant, fully comply with the terms and conditions of their scholarship/studentship and the requirements of the Home Office.
Full-time students may, with the consent of their supervisor(s), undertake paid duties alongside their studies.
Students employed to teach or demonstrate at the University of Essex are regulated by their contract and other related documents. A student in further completion, or in an extension to their completion period, is not permitted to be employed to teach or demonstrate at the University.

Distance Learning
4.5. Distance Learning does not normally involve face-to-face contact between a student and their supervisor(s) but instead uses technology to enable supervision from a distance.
A person not resident within the UK may, on the recommendation of the Head of Department, or nominee, be accepted by the Dean as a student for a research degree by part-time or full-time

\(^1\) 'Thesis' includes dissertations submitted for the degree of Masters by Dissertation.
Distance Learning. As part of the recommendation, the supervisor and student will agree details of the supervisory arrangement, which will include:
(a) the frequency and mode of contact;
(b) the extent of face-to-face contact envisaged;
(c) any periods of time to be spent at the University;
(d) access to local facilities and expertise where relevant (most commonly in the place of employment); and
(e) arrangements for written reports on research and progress.

MINIMUM AND MAXIMUM PERIODS
4.6
The minimum period is the minimum time a student is required to be registered on the specific research degree, unless exceptional circumstances exist (see 4.11). If a student does not submit for examination in the minimum period they may be permitted to move into a completion period (see 4.10). The maximum period is the maximum time allowed before a student is expected to submit for examination. Extensions to the maximum period will only be agreed in exceptional circumstances approved by the Dean.

The normal minimum and maximum periods of study are detailed within regulations relating to specific programmes. Students starting prior to the 2016-17 academic year will need to refer to the appropriate regulations (see https://www.essex.ac.uk/governance/regulations).

4.7
At the end of each academic year during his/her minimum period, a student may be permitted to proceed to the next year by the Research Students' Progress Board (RSPB) where it is satisfied that the student has met the requirements as outlined in the relevant milestones document. The RSPB's decision will be reported to the Dean, accompanied by appropriate supporting documents. See 4.13-4.17 for change of status.

4.8
In exceptional circumstances, the Dean may reduce the minimum period of study, provided that:
(a) no more than three terms of the period shall be waived (for a full-time PhD) (pro-rata for other awards and part-time students); and
(b) they are satisfied that the student has completed his or her study and research and is ready to submit the thesis.

COMPLETION PERIOD
4.9
The twelve-month period between the end of the minimum period and the end of the maximum period is known as the completion period.

4.10
A student may be permitted to proceed into a completion period by the RSPB where it is satisfied that the student has met the requirements as outlined in the relevant milestones document. The RSPB's decision will be reported to the Dean, accompanied by appropriate supporting documents. Students who are permitted to proceed into a completion period will be required on registration to pay the specified completion fee(s) as determined from time to time by the University.

4.11
Where a student has not met the requirements as outlined in the relevant milestones document the Dean may extend the minimum period, on the recommendation of the RSPB. A student who is not permitted to proceed into a completion period shall pay in advance the appropriate fee for the additional terms of his/her extended minimum period.

Permission to Conduct Research Away from the University
4.12
The Head of Department, or nominee, may give permission during the minimum period to conduct research away from the University that is either:
i. for an extended period of time in the UK, or
ii. outside the UK for any length of time. Approved periods of research away from the University must be reported to the Postgraduate Research Education Team.

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2 RSPB – Research Students' Progress Board throughout these Regulations
A student may not spend the first two terms of their research degree programme on research away from the University except in special circumstances approved by the Dean. Normally the maximum time spent on research away from the University is one third of the minimum period except in special circumstances approved by the Dean. Permission under this regulation for Tier 4 sponsored students should be made in consultation with the International Services Team to ensure such permission does not breach Home Office requirements.

**Change of Status**

**UPGRADING**

4.13. Upgrading can only take place in the minimum period. A student for the degree of Masters by Dissertation may be permitted to transfer to the degree of MPhil or MPhil/PhD by the RSPB. The Dean may permit students to count the period of study begun for the Masters towards the minimum period of study required for the degree of MPhil or MPhil/PhD. A student for the degree of Master of Philosophy may be permitted to transfer to the degree of MPhil/PhD or PhD by the RSPB. The Dean may permit students to count the period of study already undertaken for the MPhil towards the minimum period of study required for the degree of PhD. Upgrading for Tier 4 sponsored students should be made in consultation with the International Services Team to ensure a change does not breach Home Office requirements.

**DOWNGRADING**

4.14. Downgrading may take place at any time prior to the submission of the thesis. Downgrading for Tier 4 sponsored students should be made in consultation with the International Services Team to ensure a change does not breach Home Office requirements. The Dean may, after a recommendation from the RSPB, require that the registration status of a student for the degree of MPhil, MPhil/PhD, PhD or Professional Doctorate be changed to either the degree of MPhil, Masters by Dissertation or a Masters of Science as appropriate.

**DISCONTINUATION**

4.15. Discontinuation may take place at any time prior to the submission of the thesis. The Dean may, after a recommendation from the RSPB, require a student to discontinue as a research degree student.

**FULL-TIME/PART-TIME**

4.16. Students are not normally allowed to transfer from full-time study to part-time study in the final term of their minimum period or during their completion period. The Dean may permit transfer from one mode of study to another, eg from full-time to part-time, (including distance learning) or vice-versa. The minimum/maximum period will be adjusted pro-rata. Changes from full-time to part-time, (including distance learning) or vice-versa for Tier 4 sponsored students should be made in consultation with the International Services Team to ensure a change does not breach Home Office requirements.

**Change of Degree Title**

4.17. The Dean may permit a change of degree title via a transfer to an alternative, approved PhD programme.

**Thesis Requirements**

4.18. The maximum word length for the thesis is specified within each programme. A thesis submitted for examination must not exceed the maximum word length for the degree unless previously submitted for a higher award. When a student wishes to submit a thesis that exceeds the
maximum word length permission must be sought from the Dean at least one month prior to the submission of the thesis.

4.19.
The thesis will include a summary or abstract of the work not exceeding 300 words in length.

4.20.
The thesis and summary must normally be in English. This does not include quotations. The Dean may approve, at admission to the programme of study, a request for the thesis to be in another language.

4.21.
A student who is about to submit a thesis must give at least two months’ prior notice in writing to the Dean. The Head of Department, or nominee, must approve the title of the thesis.

4.22.
Copies of a thesis for examination shall be submitted according to the University Policy on Thesis Submission, Deposit and Retention.

4.23.
The form of a thesis may vary. A thesis will normally consist of an investigation by one author of a unified theme of research. Where a thesis includes any work that has been written or produced in collaboration with another person(s), the candidate must explicitly acknowledge this, and must state, normally in a preface to the thesis, the extent and nature of the contribution of the other person(s). This applies whether or not the co-written or co-produced work has been published in any format before the examination of the thesis.

4.24.
A candidate must clearly identify all sources, published and unpublished, from which material in the thesis is derived, and must supply full references to all sources, in an appropriate format, both in the body of the text and in the bibliography or reference list.

4.25.
A candidate must ensure that their thesis does not contain material the publication of which may lead to liability under English law, specifically (but not limited to): intellectual property law; data protection law; defamation law; and discrimination law.

A thesis may not incorporate, whether in the same or different form, work that has been submitted to this or to any other Higher Education provider for a degree unless the subject of the research is an extension or continuation of research begun for such a degree. In such a case the extent of the material and the degree, if any, obtained should be indicated. The candidate may be required to produce the work previously submitted. An exception to this regulation will apply where the thesis is resubmitted after unsuccessful submission for a higher award at the University of Essex (see 4.33).

4.27.
Upon submission of a thesis for examination, a student becomes a candidate for that degree.

Appointment of Examiners

4.28.
A candidate for a research degree shall be examined by at least two persons appointed for the purpose by the Dean. For student candidates, the examiners shall include a member of the Academic staff of the University of Essex or Partner Institution, as the internal examiner, and an external examiner who shall be independent of the University of Essex and its Partner Institutions. For staff candidates see 4.43 below.

In cases where a re-examination is necessary and the internal examiner has left the University after the original examination, he or she shall normally continue to act as the internal examiner for the re-examination.

No person who has been a supervisor of the candidate’s work shall be appointed as an examiner nor shall such a person be present at a viva of that candidate except in special circumstances to be approved in each individual case by the Dean and with the agreement of the external examiner.

Notwithstanding the foregoing, a person who has temporarily supervised the candidate’s work for not more than six months in the absence of the permanent supervisor may, in exceptional circumstances, be appointed an examiner, provided that he or she has not acted as a temporary supervisor during any part of the six months before the candidate is examined.

No person who has a professional or personal relationship with the candidate that might give rise to a conflict of interest shall be appointed as an examiner. Except with the prior permission of the Dean,
both examiners (or, where more than two are appointed, all examiners) shall be present when a viva is held. For the examination of a candidate for the degree of Doctor of Medicine the external examiner shall normally be medically qualified and/or experienced in the relevant area of research. The University takes gender equality seriously. When recommending and appointing examiners and, if appropriate, an Independent Chair, every effort shall be made to achieve a reasonable gender balance.

Appointment of an Independent Chair
4.29
As determined by the University Policy on the Appointment of an Independent Chair, the Dean may appoint an Independent Chair to oversee the conduct of the viva.

Oral examination/Viva Voce Examination (Viva)
4.30
The viva must normally be held within three months of the submission of the thesis for examination if submitted in accordance with regulations 4.21 and 4.22. A candidate must attend a viva, except when the Dean, on sufficient grounds submitted by the examiners, excuses a candidate from the viva. A candidate will normally only be excused from the viva where the viva has been arranged for a re-examination following a referral period and where the examiners are in agreement that the candidate is now in a position to pass the viva, or where there are exceptional circumstances which prevent a candidate from engaging in the viva process. A viva will not be waived where one or more examiners has deemed from reading the thesis that the candidate seems likely to fail, only eligible for a lower award or to be referred.
4.31
A viva may be conducted via video link in accordance with the University Policy on the Conduct of a Research Degree Viva by Video Link, Skype or an equivalent audio-visual service.
4.32
Supervisor(s) are not normally permitted to be present at the viva. The student’s supervisor can only be present in exceptional circumstances, to be approved on an individual basis by the Dean and with the agreement of the external examiner. It is good practice to invite the supervisor to attend at the end of the viva when the examiners communicate their recommendation to the candidate. The attendance of the supervisor in these circumstances is with the permission of the examiners and the candidate.

Examination Results

FOR ALL RESEARCH DEGREES

Viva outcomes
4.33
The outcomes available for each degree, and any lower award, are specified in the programme requirements below. The outcomes are:
(a) Pass with no corrections or minor typographical/presentational corrections. The candidate makes any corrections prior to submission of the final version of the thesis.
(b) Pass with minor corrections to be made within three months. The examiners must provide a list of corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.
(c) Pass with major corrections to be made within six months. The examiners must provide a list of corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, re-writing of substantial parts of the thesis, re-analysis of existing data, etc. The internal examiner must confirm in writing that these have been made satisfactorily. Corrections must be made and the thesis submitted within six months.
Referral for re-examination in up to 12 months. The candidate has not met the requirements for the degree examined but may resubmit, on one occasion only, a revised thesis for re-examination within 12 months. The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

For viva outcomes (e), (f) and (g) (below) the candidate is awarded a degree at a lower level from the qualification for which they were initially assessed (for example awarding a MPhil to a PhD candidate). In such cases, the examiners must clearly provide in their statement how the candidate has met the criteria for the lower award in addition to the reasons for not meeting the criteria for the higher award.

Award of a (lower award) with minor corrections to be made within three months. The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of minor corrections. The examiners must provide a list of the corrections that they wish to see made. Minor corrections should not require the candidate to conduct further research or undertake substantial further work. These include typographical errors, clarifying points, rephrasing, editing/adding paragraphs, correcting references, etc. The internal examiner must confirm in writing these have been made satisfactorily. Corrections must be made and the thesis submitted within three months.

Award of a (lower award) with major corrections to be made within six months. The candidate has not met the requirements for the degree examined but has met the requirements for the (lower award) subject to the approval of major corrections. The examiners must provide a list of the corrections that they wish to see made. Major corrections require the candidate to undertake substantial further work but the corrected thesis should not require re-examination. Such major corrections include more extensive editorial revisions, the addition of substantial new material, rewriting of substantial parts of the thesis, re-analysis of existing data, etc. and the internal examiner must confirm in writing that these have been made satisfactorily. Revisions must be made and thesis submitted within six months.

Referral for a (lower award). The candidate has not met the requirements for the degree examined but may resubmit a revised thesis for re-examination for a (lower award). The examiners must provide a statement describing the shortcomings of the thesis and the changes required. These may include, amongst other things, editorial corrections and revisions, rewriting a part, parts or the whole of the thesis, the carrying out of further research and/or experimental work. They must also specify the referral period, which should not normally be less than six months or exceed 12 months.

Fail. The examiners must provide a clear statement describing the shortcomings of the thesis.

Failure to agree

4.34.
In the event of disagreement on the viva outcome, the examiners may, after due consideration between themselves, certify that their failure to agree on an outcome is irreconcilable. Two new examiners shall then be appointed. The new examiners shall examine the thesis and conduct a viva. The new examiners may recommend to the Dean any result that was open to the original examiners and their decision on the recommendation shall be final, subject only to any right of appeal that may be given under the provisions of other Regulations.

Publication of Result

4.35.
A candidate shall normally be informed of the result of the viva within one month from the date of the viva. Candidates are entitled to receive copies of the examiners’ reports on their thesis on request, when examining is complete.

Final Thesis Submission

4.36.
Before being eligible for the conferment of the degree, the candidate shall deposit a copy or copies of the thesis according to the University Policy on Thesis Submission, Deposit and Retention.
Conferment of the Degree

4.37.
The Dean determines the conferment or otherwise of the degree.

Appeals and Complaints

4.38.
A student or candidate has the right to appeal a Research Student Progress Board decision or a viva outcome following the Progress and Appeals Procedures for Research Degree Students. A student or candidate has the right to make a formal complaint following the Student Concerns and Complaints Procedure.

Staff Candidature

4.39.
Members of staff of the University and its Partner Institutions may apply to become students for a research degree and will be registered as students. These regulations then apply as a student for a research degree except they will be examined as a member of staff (see 4.43). Students who teach (Graduate Teaching Assistants, Graduate Laboratory Assistants, Graduate Demonstrators) are not considered members of staff for Regulations 4.40-4.46.

4.40.
Members of staff of the University and its Partner Institutions may become candidates for the degree of Doctor of Philosophy, Master of Philosophy or Masters by Dissertation on the following conditions:
(a) the work must be submitted for examination while the candidate is a member of staff of the University of Essex or a Partner Institution or within twelve months of the candidate ceasing to be a member;
(b) candidates may submit a thesis or published research work, or both. With the permission of the Dean they may submit the results of research that cannot be presented in these forms. Application for such permission should be made through the Head of Department or nominee;
(c) the work is examined as published work or a thesis (see 4.45 and 4.46 below). The Dean will determine how the work is categorised for examination;
(d) in order to make a submission that includes published work, candidates must have been members of staff for not less than two calendar years before they present themselves for examination;
(e) candidates who commence their studies as a registered research student and take up employment in the University or a Partner Institution more than six months prior to submission will be examined as a member of staff of the University or Partner Institution.

4.41.
Regulations 4.18-4.26, relating to thesis requirements, shall apply to staff candidates for the degree of Doctor of Philosophy, Master of Philosophy or Masters by Dissertation.

4.42.
Staff candidates shall not be required to register and formal supervision is not required.

4.43.
The viva for staff candidates shall be conducted by two external examiners appointed by the Dean. The report and recommendation of the examiners shall be received by the Dean. The Dean shall appoint an Independent Chair for all staff candidates.

4.44.
Staff candidates must attend a viva, except when the Dean may, on sufficient grounds submitted by the examiners, excuse a candidate from the viva.

4.45
The examiners for a submission by published work shall declare the result of an examination for:
(a) the degree of Doctor of Philosophy as ‘pass’, ‘minor corrections to the summary’ ‘resubmission of published work on one further occasion only’, ‘award of Master of Philosophy’ or ‘fail’;
(b) the degree of Master of Philosophy as ‘pass’, ‘minor corrections to the summary’ ‘resubmission of published work on one further occasion only’, ‘award of MSc by Dissertation’ or ‘fail’;
(c) the degree of Masters by Dissertation as ‘pass’, ‘minor corrections to the summary’ ‘resubmission of published work on one further occasion only’ or ‘fail’.

4.46
The examiners for a submission by thesis may recommend any result that is available for the degree examined (see 4.52, 4.57 or 4.68).
Joint and Dual Awards and Co-supervision

4.47. Joint and dual awards and co-supervision of research students are determined by the University Policy on Dual and Joint Research Awards.

MASTERS BY DISSERTATION

4.48. A student shall follow a programme of supervised research approved by the Senate.

Minimum and Maximum Periods

4.49. The normal minimum and maximum periods of study are:

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<tr>
<th>Mode</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
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<tbody>
<tr>
<td>Masters by Dissertation FT</td>
<td>One year</td>
<td>Two years</td>
</tr>
<tr>
<td>PT</td>
<td>Two years</td>
<td>Three years</td>
</tr>
</tbody>
</table>

Requirements of the Award

4.50. A dissertation for the degree of Masters by Dissertation is required to present the results of research carried out during the approved period of study and should demonstrate advanced understanding of the area of study. In the dissertation and the oral examination the candidate is required to present the results of research that either forms original work or is an ordered and critical exposition of existing knowledge. The dissertation should set out the relationship between the candidate's work and the wider field of knowledge, and should be expressed clearly and concisely.

In the case of a dissertation involving original creative output, the dissertation must embody the results of research carried out or output created during the approved period of study and should demonstrate advanced understanding of the area of study. The dissertation must contain a commentary that addresses the originality and artistic relevance of the work. The dissertation should set out the relationship between the candidate's work and the wider field of knowledge/the genre, and should be expressed clearly and concisely.

Word Length

4.51. The maximum word length of the dissertation is 30,000 words, excluding any references and bibliography. Maximum word length for a dissertation including creative output may vary depending on the format of the dissertation.

Examination Outcomes

4.52. For the examination outcomes read thesis for dissertation. No lower award. Examiners may recommend one of the following examination outcomes on academic grounds: (a), (b), (c), (d), or (h) (see 4.33 for definitions).

MASTER OF PHILOSOPHY (MPHIL)

4.53. A student shall follow a programme of supervised research approved by the Senate.
Minimum and Maximum Periods

4.54.
The normal minimum and maximum periods of study are:

<table>
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<tr>
<th></th>
<th>Mode</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Philosophy</td>
<td>FT</td>
<td>Two years</td>
<td>Three years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Four years</td>
<td>Five years</td>
</tr>
</tbody>
</table>

Requirements of the Award

4.55.
A thesis submitted for the degree of Master of Philosophy must embody the results of research carried out during the approved period of study and should make a contribution to knowledge. In the thesis and the oral examination the candidate is required to present the results of research that either forms original work or is an ordered and critical exposition of existing knowledge. The thesis should set out the relationship between the candidate’s work and the wider field of knowledge, and should be expressed clearly and concisely.

In the case of a thesis involving original creative output, the thesis must embody the results of research carried out and/or output created during the approved period of study. The thesis must contain a commentary that addresses the originality and artistic relevance of the work. Within the thesis the student must show evidence of the originality of the work or an ordered and critical exposition of existing knowledge/the genre. The thesis should demonstrate an understanding of the relationship between the candidate’s work and the wider field of knowledge/the genre, and should be expressed clearly and concisely.

Word Length

4.56.
The maximum word length of the thesis is 50,000 words, excluding any references and bibliography. Maximum word length for a thesis including creative output may vary depending on the format of the thesis.

Examination Outcomes

4.57.
Lower award: Masters by Dissertation. When the original examination was for a PhD and the candidate was referred for a MPhil there is no lower award.

Examiners may recommend one of the following examination outcomes on academic grounds: (a), (b), (c), (d), (e), (f), (g) or (h) (see 4.33 for definitions).

DOCTOR OF PHILOSOPHY (PhD)

4.58.
A student shall follow a programme of supervised research approved by the Senate.

Minimum and Maximum Periods

4.59.
The normal minimum and maximum periods of study are:

<table>
<thead>
<tr>
<th></th>
<th>Mode</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Philosophy</td>
<td>FT</td>
<td>Three years</td>
<td>Four years</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>Six years</td>
<td>Seven years</td>
</tr>
</tbody>
</table>
Confirmation

4.60. All PhD students are initially registered as MPhil/PhD except in individual cases where an MPhil student is allowed by the Dean to upgrade in accordance with Regulation 4.13.

4.61. At the end of the first year of full-time study (or the equivalent for part-time) students studying in the Faculty of Social Sciences or Faculty of Humanities may have their PhD registration confirmed. Students studying in the Faculty of Science and Health may have their PhD registration confirmed during the first term of the second year of full-time study (or the equivalent for part-time). Partner Institutions shall determine the confirmation requirements for their programmes.

4.62. The RSPB shall decide that a student’s PhD status is confirmed only when it is satisfied that the student has produced work of sufficient quality and quantity to provide evidence of appropriate PhD-level progress. The RSPB’s decision will be reported to the Dean, accompanied by appropriate supporting documents.

4.63. In exceptional cases, if the RSPB is satisfied that a student has produced work of sufficient quality and quantity to provide evidence of appropriate PhD-level progress and the agreed milestones for confirmation had been met, PhD status could be confirmed earlier.

4.64. A student whose PhD status is confirmed shall have his/her registration changed to PhD.

4.65. If a student's PhD status is not confirmed at the first meeting of the RSPB that considers the confirmation decision, their progress will be re-evaluated at the next meeting held in the same academic year.

Requirements of the Award

4.66. A thesis submitted for the degree of Doctor of Philosophy must embody the results of research carried out during the approved period of study. In the thesis and the oral examination the candidate is required to conduct and present original investigations that make a significant contribution to knowledge, to test ideas, whether the candidate’s own or those of others, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express him/herself clearly and concisely.

4.67. The maximum word length of the thesis is 80,000 words, excluding any references and bibliography. Maximum word length for a thesis including creative output may vary depending on the format of the thesis.

Examination Outcomes

4.68. Lower award: Master of Philosophy (MPhil). Examiners may recommend one of the following examination outcomes on academic grounds: (a), (b), (c), (d), (e), (f), (g) or (h) (see 4.33 for definitions).
INTEGRATED DOCTOR OF PHILOSOPHY (PhD)

4.69. A student shall follow a programme approved by the Senate. The first year shall comprise an intensively taught period of training at the end of which the student will be formally assessed. On successful completion, the first year will be followed by three years of supervised research following the requirements set out for PhDs. In some programmes, the student will receive further training in professional and research skills in the second year that will also be formally assessed.

Minimum and Maximum Periods

4.70. The normal minimum and maximum periods of study are:

<table>
<thead>
<tr>
<th>Mode</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Doctor of</td>
<td>FT</td>
<td>Four years</td>
</tr>
<tr>
<td>Philosophy</td>
<td>PT</td>
<td>Eight years</td>
</tr>
</tbody>
</table>

Confirmation

4.71. For students on an Integrated PhD, the process of confirmation occurs in the second year for students studying in the Faculty of Social Sciences or the Faculty of Humanities, and in the third year for students studying in the Faculty of Science and Health. The confirmation process is as per 4.66-4.69.

Requirements of the Award

As per 4.66.

Word Length

As per 4.67.

Examination Outcomes

As per 4.68.

DOCTOR OF PHILOSOPHY BY PROGRAMME (PhD)

4.72. A student shall follow a three-year programme approved by the Senate. In addition to the three years of supervised research following the requirements set out for PhDs, the programme commences with a six-month, intensively taught, period of training at the end of which the study will be formally assessed as specified at the time of admission.

Minimum and Maximum Periods

4.73. The normal minimum and maximum periods of study are:

<table>
<thead>
<tr>
<th>Mode</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Philosophy</td>
<td>FT</td>
<td>Three years</td>
</tr>
<tr>
<td>by Programme</td>
<td>PT</td>
<td>Six years</td>
</tr>
</tbody>
</table>
Confirmation
As per 4.60-4.65.

Requirements of the Award
As per 4.66.

Word Length
As per 4.67.

Examination Outcomes
As per 4.68.

PROFESSIONAL DOCTORATES

4.74. A student shall follow a programme of study approved by the Senate. The requirements for each programme shall prescribe the period of study, whether in or outside the University and the form of assessment required of students.

Minimum and Maximum Periods

4.75. The mode, minimum and maximum periods of study are prescribed in the requirements of each programme.

Completion Period for Full-time Professional Doctorates

4.76. There is no completion period for students on full-time Professional Doctorate programmes. If a student is not ready to submit his/her thesis at the end of the minimum period the Dean, on the recommendation of the Research Students Progress Board, shall extend the minimum period. The appropriate full-time fee is payable for the additional terms of the extended minimum period.

Requirements of the Award

4.77. A thesis submitted for a professional doctorate must embody the results of research carried out during the approved period of study. In the thesis and the oral examination the candidate is required to conduct and present original investigations that make a significant contribution to the nature of practice within the profession or to the way theory is applied, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express him/herself clearly and concisely.

Word Length

4.78. The maximum word length of the thesis is 40,000 words, excluding any references and bibliography.

Examination Results

4.79. Lower award: Masters by Dissertation (or other award in accordance with the rules of assessment for the programme). Examiners may recommend one of the following examination outcomes on academic grounds: (a), (b), (c), (d), (e), (f), (g), or (h) [see 4.33 for definitions].

DOCTOR OF MEDICINE (MD)

4.80. A student shall follow a two-year part-time programme of supervised research approved by the Senate. Students shall be jointly supervised by a member of the Academic or Research staff of the University and an appropriately qualified and experienced associate supervisor employed by an NHS Trust associated with the University of Essex.
Minimum and Maximum Periods

4.81.
The normal minimum and maximum periods of study are:

<table>
<thead>
<tr>
<th>Mode</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Medicine</td>
<td>PT only</td>
<td>Two years</td>
</tr>
</tbody>
</table>

Requirements of the Award

4.82.
A thesis submitted for the degree of Doctor of Medicine must embody the results of research carried out during the approved period of study and make a significant contribution to the field in some subject of Medicine. In the thesis and the oral examination the candidate is required to conduct and present original investigations that make a significant contribution to knowledge, to test ideas, whether the candidate’s own or those of others, to understand the relationship of the theme of the investigations to a wider field of knowledge and to express him/herself clearly and concisely.

Word Length

4.83.
The maximum word length of the thesis is 65,000 words, excluding any references and bibliography.

Examination Outcomes

4.84.
No lower award. Examiners may recommend one of the following examination outcomes on academic grounds: (a), (b), (c), (d) or (h) (see 4.33 for definitions).

Principal Regulations for Higher Doctorates

4.85.
The degrees of Doctor of Letters (DLitt), Doctor of Science (DSc) and Doctor of Laws (LLD) may be conferred by the Senate of the University on candidates who have published work of distinction and merit constituting a substantial, important and original contribution to knowledge or scholarship.

4.86.
The following may become candidates for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws:

(a) graduates of the University of Essex of not less than ten years' standing following conferment of an appropriate Bachelor's degree or Master's degree or not less than seven years' standing following conferment of the degree of MPhil or PhD;

(b) members of the academic staff, or honorary or visiting members of staff, of the University of Essex who have served for not less than three years and who are graduates of an approved institution of not less than ten years' standing following conferment of an appropriate Bachelor's degree or Master's degree, or not less than seven years' standing following conferment of the degree of MPhil or PhD.

4.87.
A person who wishes to become a candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws must apply in writing to the Vice-Chancellor. The written application must include a full curriculum vitae and a list of the published work that he or she proposes to submit for examination. The Vice-Chancellor, acting on behalf of the Senate and after consulting the appropriate Dean, shall decide whether or not a person be accepted as a candidate.

4.88.
A candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws must submit in writing to the University:

(a) three copies of the published work submitted for examination and of a list of this work;

(b) a 300 word summary, including a title for the collection of work;
(c) the appropriate fee.
(d) Candidates submitting work of which they are not the sole authors shall submit also a statement explaining the part which they have played in the work in such a way that it can be related to each publication included in the submission; the extent of the contribution of others will be taken into account by the examiners in assessing how far the candidate's work meets the criterion for award of the degree. Work that has not been published and appeared in print shall not be taken into account by the examiners.

4.89.
A candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws shall be examined by three examiners appointed for the purpose by the Dean; not more than one examiner may be a member of the academic staff of the University of Essex, except in the case of candidates who are themselves members of the academic staff of the University of Essex who shall be examined by three external examiners. Candidates may be required by the examiners to present themselves for oral examination.

4.90.
The examiners shall recommend that the result of the examination shall be 'pass' or 'fail'. The Vice- Chancellor on behalf of the Senate shall receive the report and recommendation of the examiners. The Vice-Chancellor determines the conferment, or otherwise, of the degree.

4.91.
One copy of the publications submitted by a successful candidate for the degree of Doctor of Letters, Doctor of Science or Doctor of Laws may be retained by the University Library and will in that event become the property of the University.

Further information
- Charter, Statutes and Ordinances
- University Regulations
- The Code of Practice for Postgraduate Research Degrees (pdf)
- The Code of Practice for Professional Doctorates (pdf)
- The Code of Practice for Professional Doctorates – Tavistock (pdf)
- Appointment of an Independent Chair
- Dual and Joint Research Awards (pdf)
- Conduct of a Research Degree Viva by Video Link, Skype or an equivalent audio-visual service (pdf)
- Progress and Appeals Procedures for Research Degree Students (pdf)
- Thesis Submission, Deposit and Retention (pdf)
- Student Concerns and Complaints Procedure (pdf)
- University Governance Codes of Practice, Policies