

**University of St Andrews**

**Postgraduate Resolutions and Regulations**

**Academic Session 2013-14**

**1. COURT RESOLUTIONS**

The University has the power to confer degrees under the various Court Ordinances and Resolutions detailed below. The full text of each can be found on the University Court website at [www.st-andrews.ac.uk/about/UniversityCourt/Ordinancesandresolutions](http://www.st-andrews.ac.uk/about/UniversityCourt/Ordinancesandresolutions). The Senatus Academicus, with the approval of the University Court, has the power to make regulations on any matters in order to give effect to these instruments.

- Ordinance No.6 (Scottish Universities) – Regulations for the Degree of Doctors of Letters (D.Litt.) (13 May 1959)
- Ordinance No.350 (General No.12) – Regulations for Research Students and Appointment of Research Fellows (12 September 1960)
- Resolution 1974 No.3 – Degree of the Doctor of Science (D.Sc.) (18 March 1974)
- Resolution 2001 No.3 – Degrees of Doctor of Engineering (D.Eng.), Master of Engineering (M.Eng.), and Bachelor of Engineering (B.Eng.) (8 March 2002)
- Resolution 2003 No.2 – Degree of Doctor of Medicine (M.D.) (4 July 2003)
- Resolution 2008 No.4 – Degree of Doctor of Performance (D.Perf.) (16 October 2009)
- Resolution 2011 No.1 – Award of Postgraduate Degrees, Postgraduate Diplomas and Postgraduate Certificates (13 May 2011)
- Resolution 2011 No.2 – Award of Graduate Diplomas and Graduate Certificates (13 May 2011)

**2. SENATE REGULATIONS**

**A. REGULATIONS FOR RESEARCH STUDENTS AND APPOINTMENT OF RESEARCH FELLOWS**

**I Interpretation**

1. In these Regulations, the following expressions shall have the meanings hereby assigned to them:-  
“TLA Committee” for Teaching, Learning and Assessment Committee or the standing Committee to which it may delegate the authority

"Dean of Faculty" means the "Dean of the relevant Faculty or such other Faculty Officer to whom the responsibility has been delegated";

"Head of School" means the "Head of School or director of research institute or such other member of school or institute to whom the responsibility has been delegated".

"M.Litt". means "Master of Letters" "M.Phil." means "Master of Philosophy" "M.Res." means "Master of Research" "M.Sc." means "Master of Science" "D.Lang." means "Doctor of Languages" "Ph.D." means "Doctor of Philosophy" "M.D." means "Doctor of Medicine" "D.Eng." means "Doctor of Engineering"

**II Admission**

1. Applicants for admission to postgraduate research study must make written application to the University Admissions Office for consideration by the relevant School stating:-
  - A. the nature of the academic or equivalent qualifications which they already possess;

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- B. the nature of the research they wish to pursue;
  - C. the names of at least two individuals who will be prepared to comment on their suitability as research students.
2. On receipt of the application the Head of School must be satisfied that:-
- A. the applicant is suitably qualified;
  - B. the research can be carried out effectively with the facilities available in the University or in exceptional circumstances in any institution approved by the Dean of Faculty;
  - C. a professor, reader or lecturer in the University, or in exceptional circumstances some other properly qualified person, is prepared to supervise the work OR that adequate and appropriate supervision can be provided.
  - D. an application for a research degree is considered by more than one member of the School's staff, at least one of whom should be research active, and with experience of the subject area.

The Head of School may recommend admission of applicants, who satisfy conditions A.-C. The Provost of St Leonard's College has overall responsibility to monitor the management of postgraduate study.

3. Admitted applicants will normally be full-time students although those in full-time employment may not be so registered except with the written permission of their employer. Members of staff of the University may be permitted to register full-time if they can satisfy the Dean of Faculty that:-
- A. where they are funded from external sources, these bodies have given their permission;
  - B. the work on which they are engaged as full-time employees of the University is of sufficient scope and originality as to be appropriate for study as part of a higher degree;
  - C. the level and character of supervision offered to the member of staff is in no way incompatible with that normally associated with study for a higher degree;
  - D. that, to qualify for staff rates of fees, they satisfy the requirements that their contract must begin before or simultaneously with, the start of the degree course. Proof of staff status will be required prior to matriculating each year.

No students of the University who subsequently become employees during their studies are eligible for these concessions. Part-time students are only eligible if their contracts of employment reach the minimum 18.125 hours per week or 0.5fte and are on either a teaching contract of 10 months or more, or a non-teaching contract of 12 months or more.

Employees of the University who claim the concessionary staff rate may not simultaneously hold University scholarships or UK Research Council Scholarships for fees or living costs, and must have the permission of the head of their employing unit, and the Head of the School in which they will undertake the study, to apply for the concessionary fee.

Eligibility will be assessed by the University Fees Officer.

Where full-time registration by a member of staff is approved the appropriate full-time fee will be payable. Notwithstanding, members of staff in either full-time or part-time employment may choose to study part-time. Other applicants, who are not members of staff, may study part-time only if they can satisfy the Senatus Academicus that inadequate time is available for full-time study.

4. Overseas students whose first language is not English must provide evidence of competence in written and spoken English as well as meeting the other entrance requirements. A satisfactory result in a recognised test of English language competence, e.g. I.E.L.T.S. or T.O.E.F.L. is

acceptable. This test should be taken in the student's home country. If a student is admitted who does not have satisfactory scores, she/he is required to attend, and to attain a satisfactory standard in, a course in St Andrews in language, study skills and cultural orientation before the session begins.

5. Every research student shall be required to matriculate and pay the appropriate fee. All fees are subject to annual revision and the revised fees will apply to all students.

### **III Student Progress**

1. All postgraduate research students and supervisors are required to conduct their research and supervision in accordance with the requirements of the University's Policies for Supervisors and Students in Taught and Research Postgraduate Programmes.
2. All postgraduate research students shall be allocated supervision in accordance with the Policy for Supervisors and Students in Research Postgraduate Programmes.
3. All postgraduate research students are required to undertake postgraduate study and training as is laid down by the Teaching, Learning and Assessment Committee and by the Head of School in which they undertake their research. This training is initially drawn up in a "schedule of research skills needs" at first matriculation and should include training in research methods and appropriate generic and transferable skills.
4. All research students will undergo a review conducted by the Head of School to determine whether progress is satisfactory and to determine the course of subsequent registration. This review will normally be conducted after six months (one year in the case of part-time students) and no later than twelve months after the initial date of matriculation as a research student. The Head of School will report to the appropriate Dean the result of the review and will recommend registration for the degree of Ph.D., or D.Lang., or M.D., or D.Eng., or M.Phil., or M.Litt., or M.Res., or M.Sc., or for the Postgraduate Diploma, as appropriate. Further progress reviews will be made on an annual basis as appropriate. Such reviews will examine progress made with the schedule of research training needs.
5. If serious problems emerge regarding a student's progress at times other than the annual review the matter must be reported to the Head of School. After discussions with both supervisors and if the Head of School is satisfied that a problem exists the student should be warned in writing with a copy to the relevant Dean of Faculty. If problems persist the Head of School may recommend termination of studies to the Pro Dean and the matter will be decided by the Dean of Faculty who alone has the right to terminate a student's studies.
6. A research student shall have the right of appeal against a decision made under the procedures in 4 and 5, above in accordance with the Policy on Student Academic Appeals and Academic Complaints.
7. If academic misconduct relating to work assessed as part of a qualification awarded by the University of St Andrews is at any time proven against someone holding such a qualification, the University reserves the right to withdraw or reclassify the qualification awarded.

### **B. POSTGRADUATE DIPLOMAS AND DEGREES OF MASTER OF LETTERS, MASTER OF SCIENCE, MASTER OF RESEARCH AND MASTER OF PHILOSOPHY**

#### **I Interpretation**

1. In these Regulations, the following expressions shall have the meanings hereby assigned to them: -  
"Teaching, Learning and Assessment Committee" means the "Teaching, Learning and Assessment Committee or the standing Committee to which it may delegate the responsibility";  
"Dean of Faculty" means the "Dean of the relevant Faculty or such other Faculty Officer to whom the responsibility has been delegated";  
"Head of School" for the "Head of School or director of research institute or such other member of school or institute to whom the responsibility has been delegated".

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"M.Litt." means "Master of Letters"

"M.Sc." means "Master of Science"

"M.Phil." means "Master of Philosophy"

"M.Res." means "Master of Research"

"Taught degree Programme" for "programme of study for the award of Postgraduate Certificate, Postgraduate Diploma, M.Litt., M.Sc., M.Phil."

2. All programmes leading to Postgraduate certificates, diplomas of Masters Degrees must accord with the SCQF framework.

### II Postgraduate Certificates, Diplomas and Postgraduate Degrees with a Taught Element

1. A candidate who has, over a period of not more than one semester for a full-time student, and two semesters for a part-time student:-
  - A. gained at least 60 credits in an approved Programme; and
  - B. satisfied the Committee of Examiners for that Programme; and
  - C. satisfied the fee requirement,shall be awarded the Graduate Certificate or Postgraduate Certificate as appropriate to their level of study.
2. A candidate who has, over a period of not more than one year for a full-time student, and two years for a part-time student:-
  - A. gained at least 120 credits in an approved Programme; and
  - B. satisfied the Committee of Examiners for that Programme; and
  - C. satisfied the fee requirements,shall be awarded the Graduate Diploma or Postgraduate Diploma as appropriate to their level of study.
3. A candidate who has, over a period of not more than two semesters for a full-time student, or the part-time equivalent:-
  - A. gained at least 120 credits, of which 90 credits must be at 5000 level or above, in an approved Programme; and
  - B. satisfied the Committee of Examiners for that Programme; and
  - C. satisfied the fee requirements,shall be awarded the Postgraduate Diploma
4. Unless otherwise stated in an agreement with another institution, a candidate who has:-
  - A. gained at least 180 credits in an approved Programme over a period of not more than one year for a full-time student and two years for a part-time student, submitted a dissertation or equivalent, and satisfied the Committee of Examiners in the assessments for that Programme and in the dissertation; and
  - B. satisfied the fee requirements, shall be awarded the degree of M.Litt. or M.Sc. or M.Res., as appropriate.
5. A candidate who has:-
  - A. gained at least 120 credits in an approved Programme over a period of not more than one year for a full-time student and two years for a part-time student and satisfied the Committee of Examiners in the assessment for the Programme; and
  - B. submitted a thesis completed during a further period of twelve months (or its equivalent for a

part-time student) or, within a programme approved by the Dean, the equivalent and appropriate alternative assessment and

C. satisfied the fee requirements,

shall, if the thesis is approved, be awarded the degree of M.Phil.

6. The Postgraduate MSc or MLitt Erasmus Mundus Masters (Dual/Multiple award) will be awarded for the completion of a programme consisting of at least 180 credits at 5000 level. A minimum 50% of the credits obtained must be completed at St Andrews or as part of a previously approved joint programme offered with another HE institution. The remaining credits must be completed at an already recognised institution or institutions as part of an approved Erasmus Mundus agreement. The degree awarded by St Andrews will indicate that the MSc/MLitt Erasmus Mundus Masters (Dual/Multiple) was completed in association with the Partner Institutions. Students who undertake such a programme and achieve 120 credits, of which at least 60 credits were from the University of St Andrews, but select not to progress to one of the partner institutions may be awarded a Postgraduate Diploma.

### **III Admission**

1. To qualify for admission to a taught degree Programme a candidate must have obtained a degree from a university of the United Kingdom or other qualification(s) deemed equivalent by the Dean of Faculty. Suitably qualified applicants may be admitted direct to the second year of studies leading to the degree of M.Phil.
2. The following categories of student may make application to the Dean to have their registration transferred to study for the degree of M.Litt. or M.Sc. or M. Res. and may count towards the requirement of that degree such number of months of full-time study (or their part-time equivalent) as have been completed since their date of first matriculation:-
  - A. students who have satisfactorily completed six months of study under Research Ordinance 12;
  - B. students attending a Postgraduate Diploma Programme who, on the recommendation of their supervisor, are deemed able to submit a dissertation of sufficient quality. Students who gain the requisite grades in the taught element are automatically entitled to continue to the dissertation.
3. The following categories of student may make application to the Dean of Faculty to transfer to the second year of study for the degree of M.Phil. and may count towards the requirement of that degree such number of months of full-time study (or their part-time equivalent) as have been completed since their date of first matriculation:
  - A. students who have satisfactorily completed six months of study under Research Ordinance 12 and who are deemed fit to undertake independent research;
  - B. students attending a taught Programme who, on the recommendation of their supervisor, are deemed fit to undertake independent research.
4. Applications for admission to a taught postgraduate programme must be submitted to the University Admissions Office, which shall have power, after consultation with the relevant School/s, to admit applicants who are deemed to satisfy the requirements referred to in this Regulation.
5. No applicant shall be eligible for admission and no student would be allowed to matriculate who would thereby be registered simultaneously on programmes leading to awards in more than one institution, except a) under the terms of an agreement between the University and that institution, or b) with the permission of the Dean of the relevant Faculty.

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### **IV Full-time and Part-time Study**

1. Applicants will be admitted only as full-time students, except in the case of members of the University staff, or entrants to such Postgraduate Diploma Programmes as the Senatus Academicus may approve, or direct entrants to the second year of study for the degree of M.Phil.
2. All students shall, for the duration of a Programme taught solely in St Andrews, be resident in St Andrews or its immediate vicinity.
3. The Dean of Faculty may permit candidates for the degree of M.Phil. who have been permitted to proceed to the second year of study to prosecute their studies elsewhere than in the University, provided that the Dean is satisfied that the necessary facilities exist for the prosecution of the research and that it is being carried out under adequate supervision.
4. Students may be admitted to, or be permitted to transfer to, part-time study if they can satisfy the Dean of Faculty that inadequate time is available for full-time study.

### **V Nature and Duration of the Postgraduate Diploma Programme**

1. The Senatus Academicus, on the recommendation of the Dean of Faculty, shall prescribe the subjects in which taught Programmes may be offered.
2. Each Postgraduate Diploma Programme shall last for not less than nine months and not more than twelve months for full-time students, and normally not less than twenty-one months and no more than twenty-four months for applicants admitted as part-time students.
3. Each Postgraduate Diploma Programme shall consist of modules worth at least 120 credits.
4. The Dean of Faculty shall approve, for each Programme, the modules which are available to students on that Programme and, for each module, the method of assessment and the credits to be awarded to a student who gains a pass grade in that module.
5. The assessment for a module shall be by examination, by continuous assessment of course work, or by a combination of both.
6. The Head of School shall appoint a person to supervise the student's studies, to whom the student shall report at least monthly and on such other occasions as the supervisor may require. In exceptional circumstances, the Head of School may appoint an additional supervisor from within or outwith the University. Where a student requires to study for a period outwith St Andrews, the Dean of Faculty shall appoint an additional external supervisor. Nominations of supervisors and changes of supervisors must be reported to the Dean.
7. Candidates whose progress is deemed by the Head of School to be unsatisfactory may be required by the Dean of Faculty to terminate their studies at any time of the year. Students who fail to satisfy the requirements of a module by failure to submit work within stipulated deadlines and after due warning, or who have been absent from the teaching of a module for 3 continuous weeks, shall, save in exceptional circumstances and with the permission of the Pro Dean of the relevant Faculty, have forfeited the right to continue to attend the module, and shall have their studies terminated.
8. All students shall matriculate in each year of study, and shall commence their studies no later than two weeks after the beginning of the Programme.

### **VI Registration**

1. A student's progress shall be reviewed at the end of the first semester of study, and any recommendation for re-registration by the supervisor in consultation with the Head of School shall be made to the Dean of Faculty.

### **VII Examinations**

1. Each candidate shall be examined by a Board of Examiners, consisting of the professors, readers and lecturers and any staff nominated through the Dean to the Board of Examiners who conduct the Programme and such external examiner(s) as the Vice-Principal (Proctor) may appoint.

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2. Having completed all the work of a module, candidates shall complete the assessment for the module by the end of the diet of examinations held at the end of the semester in which teaching for the module ceases.
3. If a candidate fails to complete the assessment for a module through illness or other good cause, the Board of Examiners may arrange such special examinations outside the normal diet and/or examine such submitted work as they deem necessary.
4. Where a student fails the assessment for a module, the Board of Examiners may offer a re-assessment, the exact form of which must be approved by the External Examiner. Reassessed work will be marked either pass or fail. It will not be graded on the 20-point scale. A student who achieves a Pass may be eligible for the Certificate or Diploma but not the Masters. The only exception to this Regulation is the European Master of Science in Photonics which allows students to undertake reassessment and have the work graded on the 20-point scale.
5. Once a pass grade has been achieved in a module a student cannot re-register for the module.
6. A written report, signed by the Board of Examiners, on each candidate who completes the Graduate Certificate or Diploma Programmes shall be submitted to the Dean of Faculty and shall recommend that:-
  - A. in the case of a candidate for the Graduate Certificate either:
    - i. the Graduate Certificate be awarded; or
    - ii. the candidate be allowed to re-register for either the Graduate Diploma.; or
    - iii. the candidate not having achieved the required standard, no award should be made.
  - B. in the case of a candidate for the Graduate Diploma either:
    - i. the Graduate Diploma be awarded; or
    - ii. the candidate not having achieved the required standard, the Graduate Certificate be awarded.; or
    - iii.the candidate not having achieved the required standard, no award should be made.
  - C. in the case of a candidate for the Postgraduate Certificate either:
    - i. the Postgraduate Certificate be awarded; or
    - ii. the candidate be allowed to re-register for the Posgraduate Diploma; or
    - iii. the candidate not having achieved the required standard, no award should be made.
  - D. in the case of a candidate for the Postgraduate Diploma either:
    - i. the Postgraduate Diploma be awarded; or
    - ii. the candidate be allowed to re-register for the degree of either M.Litt., M.Sc., M.Phil. or M.Res; or
    - iii. the candidate not having achieved the required standard, the Postgraduate Certificate be awarded; or
    - iv. the candidate not having achieved the required standard, no award should be made.
  - E. in the case of a candidate for the degree of M.Litt. or M.Sc. or M.Res. either:-
    - i. the candidate be allowed to re-register for the degree of M.Phil.; or
    - ii. the candidate be allowed to proceed to present the dissertation; or
    - iii. the candidate be awarded the Postgraduate Diploma; or
    - iv. the candidate not having achieved the required standard, no award should be made.

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- F. in the case of a candidate for the degree of M.Phil. either:-
- i. the candidate be allowed to proceed to the second year of study; or
  - ii. the candidate be allowed to re-register for the degree of M.Litt. or M.Sc. or M.Res.; or
  - iii. the candidate be awarded the Graduate Diploma; or

the candidate not having achieved the required standard, no award be made.

Students who attain the appropriate grade may, at the discretion of the Board of Examiners, be recommended for the award of the degree / diploma with Distinction in relation to the whole, or to the dissertation, or the taught component.

7. The supervisor shall provide candidates who are proceeding to studies for the degree of M.Litt. or M.Sc. or M.Phil. or M.Res. with a report of their performance in the Postgraduate Diploma Programme.

### VIII Dissertation for M.Litt., M.Sc. and M.Res.

1. The dissertation shall be submitted not later than twelve months from the date of the commencement of the Programme or the equivalent for part-time students, or according to specific regulations pertinent to the programme of study. Exceptionally a candidate may be permitted a further period of three months in which to submit the dissertation.
2. Unless otherwise stated in an agreement with another institution or, with the special permission of the Dean of Faculty, the dissertation shall be written in English and shall not exceed 15,000 words. Within a programme approved by the Dean, the dissertation may be replaced by a form of assessment which has equivalent academic standing.
3. The dissertation shall be prefaced with a declaration that it has been composed by the candidate, that the work of which it is a record has been done by the candidate alone, and that it has not been accepted in any previous application for any degree.
4. Two copies of the dissertation shall be submitted and shall be typed and stapled or bound but shall not be required to be deposited in the University Library. One copy may, however, be retained in the School.
5. The dissertation shall be examined by at least two examiners.
6. The Board of Examiners shall, on the basis of the written report of the examiners for the taught class examination and of their assessment of the dissertation and, if applicable, any oral examination required, recommend to the Senatus Academicus, through the Dean, either:-
  - A. that the degree of M.Litt. or M.Sc or M.Res. be awarded; or
  - B. that, in the event of the Dissertation not reaching the required standard, the Graduate Diploma be awarded (unless otherwise stated in an agreement with another institution).

The Board of Examiners may recommend the award of the degree with Distinction in relation to the whole or the dissertation or the taught component.

7. A candidate who has been permitted to proceed to the dissertation element of the M.Litt. or M.Sc. or M.Res. but does not submit the dissertation may apply to the Senatus Academicus for the award of the Postgraduate Diploma.

### IX Thesis for M.Phil.

1. The thesis shall be submitted not later than the end of the second year of study, or the equivalent period for a part-time student. Exceptionally a candidate may be permitted a further period of six months within which to submit the thesis. The thesis is expected to constitute an original contribution to knowledge consistent with what may reasonably be expected of a diligent student after one year of full-time research. It should be clearly written, well argued and should indicate a satisfactory knowledge of the field of study.



2. The topic of the thesis shall be registered with the Dean of Faculty not later than the start of the session following the satisfactory completion of the Postgraduate Diploma Programme. Candidates admitted direct to the second year of study shall register their topic within three months of matriculation.
3. The thesis shall be written in English unless, where the original intention was a PhD, the Dean of Faculty has given special permission for another language to be used.
4. The normal maximum length of the thesis will be 40,000 words, excluding bibliography. Within a programme approved by the Dean of Faculty, the thesis may be replaced by a form of assessment which has equivalent academic standing.
5. Three complete copies of the thesis shall be submitted in typescript and in secure but temporary binding. There shall be an adequate margin on each page. After the examination has been completed, one copy shall be bound in an approved style at the candidate's expense and shall be deposited in the University Library. The candidate shall also, unless previously agreed, provide an electronic copy of the thesis in an approved format.
6. An abstract (not exceeding 300 words in length) of the thesis shall be submitted for the approval of the examiners. In the case of a thesis written in a foreign language there shall be a summary in English of between 1,000 and 3,000 words, in addition to an abstract in English. The abstract (and, where appropriate, the summary) shall be bound in with the thesis.
7. In exceptional circumstances the Dean of Faculty may give permission for the thesis to be presented in a different medium.
8. The introduction to the thesis shall be prefaced by:-
  - A. a declaration that the thesis has been composed by the candidate, that the work of which it is a record has been done by that candidate, and that it has not been accepted in any previous application for any degree;
  - B. a statement of the date of the candidate's admission as a research student;
  - C. a statement by the supervisor that the Regulations have been fulfilled; and
  - D. a statement of access or embargo to print and/or electronic copy of the thesis;
  - E. where a third party has been utilised to correct the written language in the thesis, a statement indicating that such assistance has been used.
9. The thesis shall give evidence of the candidate's capacity for independent research.
10. Reprints of published papers are not accepted in lieu of the formal thesis, which should take the form of a specially composed monograph.
11. For the thesis at least two examiners shall be appointed, one of whom must be an external examiner. The supervisor may not normally be a member of the Examining Committee, although the Examining Committee may invite the supervisor to submit a report and attend any oral examination deemed necessary by the examiners.
12. The examiners shall recommend to the Dean either:-
  - A. that the thesis be approved and the degree of MPhil. be awarded, save for the making of any purely typographical corrections and revisions; or
  - B. that the thesis be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis within a period of three months of the date of the examination, and that upon the Convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of MPhil. be awarded; or
  - C. that the thesis be not accepted in its present form but that the candidate be given the opportunity to revise the thesis and resubmit it for re-examination within six months from the date of intimation to the candidate of the decision of the Dean of Faculty - this

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recommendation meaning that the candidate must resubmit a corrected thesis, pay a resubmission fee, and be re-examined, though the examiners have the right to waive a further oral examination; or

- D. that the thesis be rejected, and that the candidate be awarded the degree of MLitt, or MSc; where so qualified; or
- E. that no award be made. This may not be the recommendation at the first presentation of the thesis.

- 13. The Dean, having satisfied itself that all requirements of the Regulations have been observed, shall transmit the joint recommendations of the examiners to the Senatus Academicus.
- 14. A student who has been permitted to proceed to the M.Phil dissertation but who does not submit the thesis may apply to the Senatus Academicus for the award of the degree of MLitt or MSc or Postgraduate Diploma where so qualified.

### **X Resubmission**

- 1. If a recommendation to the Senatus Academicus is made for resubmission by an examining committee the candidate shall receive in writing from the convener of the committee a detailed list of corrections and revisions deemed to be necessary by the examiners. The candidate shall be expected to take these into account in any resubmission of the thesis.
- 2. On resubmission of the thesis and payment of the appropriate fee the examining committee shall be reconvened and a further examination be conducted. The convener of the committee may recommend to the Dean that the requirement of the oral examination be waived, if it is the unanimous opinion of the examining committee that the thesis should be accepted.
- 3. In the event of an oral examination being required, the Dean shall recommend the appointment of an appropriate neutral third party observer.
- 4. If the original examining committee cannot be reconvened then the Senatus Academicus shall have the power to appoint a new committee to examine the thesis.
- 5. The examining committee shall make one of the following recommendations to the Senatus Academicus:
  - A. that the thesis be approved and the degree of M.Phil. be awarded; or
  - B. that the thesis be rejected, and that the candidate be awarded the degree of MLitt or MSc where so qualified; or
  - C. that no award be made.

### **C. DEGREE OF DOCTOR OF PHILOSOPHY (Ph.D.)**

#### **I Interpretation**

- 1. In these Regulations, the following expressions shall have the meanings hereby assigned to them:-
  - "Teaching, Learning and Assessment Committee means the "Teaching, Learning and Assessment Committee or the standing Committee to which it may delegate the responsibility";
  - "Dean of Faculty" means the "Dean of the relevant Faculty or such other Faculty Officer to whom the responsibility has been delegated";
  - "Head of School" means the "Head of School or director of research institute or such other member of school or institute to whom the responsibility has been delegated".
  - "Ph.D." means "Doctor of Philosophy and for the purposes of these regulations is understood to include D.Lang. (which means Doctor of Languages) when D.Lang. is not explicitly stated"
  - "M.Litt." means "Master of Letters" "M.Phil". means "Master of Philosophy"

**II Admission**

1. The Senatus Academicus may admit as candidates for the Degree of Ph.D. persons who have been admitted as research students of the University and who have been recommended to register as Ph.D. students by the Dean of Faculty. In exceptional circumstances the Senatus Academicus may admit as a candidate for the degree of Ph.D. a student who can satisfy the Dean of Faculty that (s)he already has adequate qualifications and for whom a supervisor can be appointed.
2. A Ph.D. student shall matriculate and pay the appropriate fee each year.
3. Before admission as a candidate for the degree of D.Lang. a postgraduate student must have qualified for the award of the degree of M.Litt. within the School of Modern Languages.
4. The Senatus Academicus may enter into an agreement with other universities including those overseas to permit joint supervision of students studying for doctorates leading to joint degrees.
  - A. Where such agreements have been made, the Senatus Academicus may admit a student who can satisfy the Dean of Faculty that (s)he is adequately qualified and that suitable supervisory and monitoring arrangement(s) can be made in both institutions into a jointly supervised Degree Programme.
  - B. Appropriate joint Agreement(s) shall be signed between the two institutions. The purpose of the Agreement(s) is:
    - i. to delineate the collective and individual responsibilities of the Institutions in relation to the provision, management, monitoring, evaluation and development of the Programmes.
    - ii. to agree a Programme for each individual student.
  - C. One of the two institutions will act as the lead institution and the student will then be subject to the academic regulations of the lead institution.
  - D. An appropriate arrangement as to payment and distribution of fees will be made between the two institutions concerned.
  - E. There is no requirement for such students studying for a D.Lang to qualify first for an M.Litt.

**III Full-time and Part-time Study**

1. Candidates in full-time employment may not register as full-time students except with the written permission of their employer.

**IV Duration and Place of Study**

1. Every candidate for the Degree of Ph.D., except under 2 below, shall pursue a course of special study or research in the University of St Andrews during a period of three years or its equivalent for part-time students.
2. Where students have been admitted under II (4) their studies will be pursued in both institutions for such periods of time as are jointly agreed or, with the permission of the Deans or similar Faculty Officers of both institutions, at an external location provided that the Deans are satisfied that the necessary facilities exist for the pursuit of the special study or research and that it will be done under adequate supervision.
3. The Senatus Academicus shall have the power to permit candidates on the recommendation of the Dean to pursue elsewhere their special study and research during the whole or part of the period, provided that the Senatus is satisfied that the necessary facilities exist for the pursuit of the special study or research and that it is being done under adequate supervision.
4. Where a supervisor joins the staff of the University of St Andrews, the Dean shall have the power to admit the Ph.D. students of that member of staff to the University, accrediting the research performed by that student in his/her previous institution. The student will be able to graduate with a Ph.D. from the University of St Andrews if the period of full registration at St Andrews equals or exceeds one year. If the student's full registration at St Andrews is less than one year,

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then the student can be admitted to the University but will have to submit the research for examination by the original institution. It is the incoming student's responsibility to ensure that such arrangements do not infringe the regulations of the original institution.

5. Work done during any academic year may be reckoned as having been pursued over twelve months for a full-time student and over six months for a part-time student, unless otherwise agreed by the Dean of Faculty on the recommendation of the supervisor.
6. Work done during a summer vacation may be reckoned as having been carried out during three months (six weeks for part-time students) provided that the supervisor certifies it as being equivalent to three months of full-time study (or six weeks of full-time study for part-time students).
7. The thesis shall be normally presented after 3 years and after no more than 4 years of study as a matriculated student or the equivalent for part-time students, except where external bodies stipulate otherwise. Exceptionally the thesis may be presented after 2 years of study as a matriculated student, or the equivalent for part-time students.

### **V Nature of Study**

1. The degree of Ph.D. is granted only for original research or higher study the result of which is presented in a specially composed thesis or as a portfolio of published work. The original research or higher study must be carried out on a topic approved by the Head of School who shall appoint a supervisor. The thesis or portfolio shall constitute a significant and original contribution to knowledge or understanding consistent with what may reasonably be expected of a diligent student after three years of full-time study. It should be clearly written, well argued and should indicate a satisfactory knowledge of the field of study. It should contain material worthy of publication in some form.
2. All research students and supervisors are required to conduct their research and supervision in accordance with the requirements of the University's Policies for Supervisors and Students in Taught and Research Postgraduate Programmes.
3. The work of all Ph.D. students will be reviewed annually prior to the submission of the thesis and the results reported to the Dean of Faculty. The first annual review, which will be conducted by the Head of School and which will normally occur at the end of the first year of study after registration as a general research student, will recommend either continuance of registration as a Ph.D. student or transfer of registration to that of an M.Phil. student. The second annual review will take place by the end of the second year of study. An important part of this review is to produce an agreed timetable for submission of the thesis.

### **V1 Methods for Presentation**

1. Candidates for the Degree of PhD may be examined by one of two methods. Normally the candidate will be expected to submit a thesis embodying the results of his or her special study or research. Alternatively, a candidate may apply to be examined for the Degree of PhD on the basis of a portfolio of published work.

### **VII Thesis**

1. The thesis shall be written in English and should take the form of a specially composed monograph. In exceptional circumstances, or routinely for the School of Modern Languages, the Dean may give permission for another language to be used.
2. The normal maximum length of the thesis will be 80,000 words excluding bibliography.
3. Three complete copies of the thesis shall be submitted in typescript and in secure but temporary binding. There shall be an adequate margin on each page. After the examination has been completed, one copy shall be bound in an approved style at the candidate's expense and shall be deposited in the University Library. The candidate shall also, unless previously agreed, provide an electronic copy of the thesis in an approved format.

4. In exceptional circumstances the Dean may give permission for the thesis to be presented in a different medium.
5. An abstract (not exceeding 300 words in length) of the thesis shall be submitted for the approval of the examiners. In the case of a thesis written in a language other than English there shall be an English translation of the title, and a summary in English of between 2,000 and 3,000 words, in addition to an abstract in English. The abstract (and where appropriate, the summary) shall be bound in with the thesis.
6. The thesis shall be prefaced by:-
  - A. a declaration that the thesis has been composed by the candidate, that the work of which it is a record has been done by that candidate, and that it has not been accepted in any previous application for any degree;
  - B. a statement of the date of the candidate's admission as a research student;
  - C. a statement by the supervisor that the Regulations have been fulfilled; and
  - D. a statement of access to or embargo of the print and / or electronic version of the thesis;
  - E. where a third party has been utilised to correct the written language in the thesis, a statement indicating that such assistance has been used.
7. Where students have been admitted under II (4) the following additional regulations shall apply.
  - A. The thesis shall be prepared according to the joint agreements. The thesis will be written in a language agreed between the two Institutions, which would normally be either English or, if the partner institution is overseas, the language used by the overseas Institution.
  - B. An abstract of the thesis must be presented in English.
  - C. Two copies of the complete and finally approved thesis shall be submitted bound at the candidate's expense to be deposited in the University Library. In the case of the thesis not being written in the English language, a summary in English of between 2000 and 3000 words shall be bound in with the thesis.
  - D. In addition to any other declarations required to be made by the candidate for inclusion in the thesis, there shall be a declaration that the thesis has been composed by the candidate under a Joint Thesis Sponsorship scheme between the Universities of St Andrews and (the other institution) and that the work contained in this thesis has not been accepted in any previous application for a degree.

#### **VIII Portfolio of Published Work**

1. Academic staff of at least three years' standing or matriculated students may apply to the relevant Dean for permission to submit a portfolio of published work such as books or papers in refereed journals. The Faculty shall seek the comments of the appropriate School in the University on the acceptability of the submission and in the case of a submission by a matriculated student similar comments from the student's supervisor.
2. Any publications submitted must already be published and in the public domain.
3. The application shall be accompanied by the following documents:
  - A. An abstract in English of the published work
  - B. Details of the published work included in the portfolio
  - C. Approval from the holder(s) of copyrights if required.
  - D. In the event of the inclusion of works by multiple authors a statement by the major author(s) of publications indicating the candidate's contribution to the work in the three critical areas of conception, execution and writing.
  - E. Where a third party has been utilised to correct the written language in the thesis, a

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statement indicating that such assistance has been used.

4. The standard of the submission should be equivalent to that expected from a diligent student after a period of three years, or 3.5 years, of full time study, depending on norms for the subject area, and be of scholarly standard expected for the degree of PhD.
5. Upon permission to submit being granted the candidate shall submit three copies of the portfolio each containing the abstract and a critical discussion of the work.
6. The critical discussion should summarise the aims, objectives, methodology, results and conclusions covered in the portfolio. It should also indicate how the publications form a coherent body of work, what contributions 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.
7. The portfolio shall be accompanied by a declaration that none of the work contained in the books or papers submitted has been submitted by the candidate for a higher degree in any other university.

### **IX Examination of Candidates Presenting by Thesis**

1. The Senatus Academicus shall appoint a committee to examine the thesis and report on it to the Senatus Academicus. The committee shall normally consist of two examiners, one of whom shall be an external examiner. An internal examiner shall be appointed, who (for administrative purposes) shall act as convener of the committee.
2. In the case of an employee of the University, the examining committee shall consist of an internal examiner who shall act as convener and two external examiners.
3. The examiners appointed by the Senatus Academicus shall submit independent written reports without consultation on the thesis. These independent reports must be completed and a copy returned to the Registry before any oral examination of the candidate takes place. In addition the supervisor of the thesis shall submit a written report to the examining committee detailing any special circumstance that may have affected the candidate's performance but making no comment relating to the quality of the work.
4. The committee shall require the candidate to submit to an oral examination. In exceptional circumstances and only with the express approval of the Dean the requirement of an oral examination may be waived.
5. The examining committee shall bear in mind that their judgement of the substantial significance of the thesis should take into account what may be reasonably expected of a capable and diligent student after three years of full-time study.
6. The examination of the thesis by the committee should normally be completed within three months of the date of submission. If the examining committee is unable to convene within three months then the Dean of Faculty shall be empowered to authorise a short extension of the examining period or to advise the Senatus Academicus that a new committee should be appointed.
7. No candidate may submit a thesis until the appropriate fee requirement has been met.
8. Where students have been admitted under II (4) the following additional regulations apply.
  - A. The examination of the thesis shall take place according to the rules and procedures of the lead institution subject to any additional clauses in the joint agreements.
  - B. The degree certificate must contain a form of words that makes it clear that the single degree is jointly awarded by the two institutions concerned.
  - C. Appointments of external examiners shall be agreed by both institutions.

9. The examining committee shall make one of the following recommendations to the Senatus Academicus:-
- A. that the thesis be approved and the degree of PhD/DLang/EngD be awarded without corrections; or
  - B. that the thesis be approved and the degree of PhD/DLang/EngD be awarded, subject to the making of any purely typographical corrections and revisions; or
  - C. that the thesis be not accepted in its present form but that the candidate be given the opportunity to make minor corrections within a period of three months of the date of the examination and that, upon the convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of PhD/ DLang/EngD be awarded; or
  - D. that the thesis be not accepted in its present form but that the candidate be given the opportunity to revise the thesis or portfolio and resubmit it within twelve months from the date of intimation to the candidate of the decision of the Examining Committee—this recommendation meaning that the candidate must resubmit a corrected thesis, pay a re-examination fee, and be re-examined, though the examiners have the right to waive a further oral examination; or
  - E. that the thesis not being of sufficient merit, the candidate may resubmit the thesis within twelve months for a further examination for the award of PhD/ DLang/EngD - this recommendation meaning that the candidate must resubmit a corrected thesis, pay a re-examination fee, and be re-examined, with a further oral examination; or
  - F. that the thesis not being of sufficient merit, the candidate may resubmit the thesis within twelve months for a further examination for the award of MPhil. - this recommendation meaning that the candidate must resubmit a corrected thesis under the regulations for the degree of MPhil., pay a re-examination fee, and be re-examined, though the examiners have the right to waive a further oral examination; this recommendation may be offered to the candidate at the same time as recommendation v. as an alternative option, but may not be the only recommendation at the first presentation of the thesis; or
  - G. that the thesis be rejected and no award made. This may not be the recommendation at the first presentation of the thesis.

**X Examination of PhD by Portfolio of Published Work**

- 1. An examination fee, to be set annually by the university, shall be paid before the examination takes place.
- 2. Examinations of a portfolio of work submitted for the PhD shall follow the same procedures as for a PhD by thesis with the following exceptions:
  - A. Subject to the approval of the Faculty the School concerned may request that the examining committee should consist of an internal convener and two external examiners.
  - B. In the event of jointly authored work being submitted the examining committee shall be required to comment upon the extent to which the candidate has contributed in the three critical areas of conception, execution and writing. They should indicate their approval that the combination of contributions in these areas is of the level expected for a PhD.
- 3. After the examination has been completed, two copies of the abstract, portfolio and critical discussion shall be bound in an approved style at the candidate's expense and shall be deposited

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in the University Library.

### **XI Resubmission**

1. If a recommendation to the Senatus Academicus is made for resubmission by an examining committee the candidate shall receive in writing from the convener of the committee a detailed list of corrections and revisions deemed to be necessary by the examiners. The candidate shall be expected to take these into account in any resubmission of the thesis.
2. On resubmission of the thesis and payment of the appropriate fee the examining committee shall be reconvened and a further examination be conducted. The convener of the committee may recommend to the Dean of Faculty that the requirement of an oral examination be waived, if that is the unanimous opinion of the examining committee.
3. In the event of an oral examination being required, the Dean of Faculty shall recommend the appointment of an appropriate neutral third party observer.
4. If the original examining committee cannot be reconvened then the Senatus Academicus shall have the power to appoint a new committee to examine the thesis
5. The examining committee shall make one of the following recommendations to the Senatus Academicus:-
  - A. that the thesis be approved and the degree of Ph.D. be awarded; or
  - B. that, the thesis being of sufficient merit, the candidate be awarded the degree of M.Phil.; or
  - C. that the thesis be rejected.

### **D. DEGREE OF DOCTOR OF PHILOSOPHY IN CREATIVE WRITING (Ph.D.)**

#### **I Interpretation**

1. In these Regulations, the following expressions shall have the meanings hereby assigned to them:-

“Dean of Faculty” means the “Dean of the relevant Faculty or such other Faculty Officer to whom the responsibility has been delegated”;

“Head of School” means the “Head of School or director of research institute or such other member of school or institute to whom the responsibility has been delegated”.

“Ph.D.” means “Doctor of Philosophy in Creative Writing”

“M.Phil”. means “Master of Philosophy”

“Degree” means “Ph.D. in Creative Writing”

“portfolio” “means “body of work submitted for the Degree of Ph.D. in Creative Writing”

#### **II Admission**

1. The Senatus Academicus may admit as candidates for the Degree persons who have been admitted as research students of the University and who have been recommended to register as Ph.D. students by the Dean of Faculty. In exceptional circumstances the Senatus Academicus may admit as a candidate for the degree a student who can satisfy the Dean of Faculty that (s)he already has adequate qualifications and for whom a supervisor can be appointed.
2. A Ph.D. student shall matriculate and pay the appropriate fee each year.

#### **III Full-time and Part-time Study**

1. Candidates in full-time employment may not register as full-time students except with the written permission of their employer. Members of staff of the University may be permitted to



register full-time if:-

- A. where they are funded from external sources, these bodies have given their permission;
- B. the work on which they are engaged as full-time employees of the University is of sufficient scope and originality as to be appropriate for study as part of a higher degree;
- C. the level and character of supervision offered to the member of staff is in no way incompatible with that normally associated with study for a higher degree.

Where full-time registration by a member of staff is approved the appropriate full-time fee will be payable. Notwithstanding, members of staff in either full-time or part-time employment may choose to study part-time. Other applicants, who are not members of staff, may study part-time if they can satisfy the Senatus Academicus that inadequate time is available for full-time study.

2. An applicant for admission as a part-time candidate for the degree must either:-
  - A. be a graduate of the University; or
  - B. be normally resident within St Andrews or its immediate vicinity.

#### **IV Duration and Place of Study**

1. Every candidate for the Degree shall pursue a course of special study in the University of St Andrews during a period of three years or its equivalent for part-time students.
2. The Senatus Academicus shall have the power to permit candidates on the recommendation of the Dean of Faculty to pursue elsewhere their special study during the whole or part of the period, provided that the Senatus is satisfied that the necessary facilities exist for the pursuit of the special study and that it is being done under adequate supervision.
3. Work done during any academic year may be reckoned as having been pursued over twelve months for a full-time student and over six months for a part-time student, unless otherwise agreed by the Dean of Faculty on the recommendation of the supervisor.
4. Work done during a summer vacation may be reckoned as having been carried out during three months (six weeks for part-time students) provided that the supervisor certifies it as being equivalent to three months of full-time study (or six weeks of full-time study for part-time students).
5. The submitted work shall be normally presented after 3 years and after no more than 4 years of study as a matriculated student or the equivalent for part-time students. Exceptionally the submitted work may be presented after 2 years of study as a matriculated student, or the equivalent for part-time students.

#### **V Nature of Study**

1. The Degree is granted only for the submission of a body of work judged by the examiners to be of publishable standard, in whole or in large part, which demonstrates inventiveness in the generation of new ideas and images where these lead to new or enhanced insights.
2. All students and supervisors are required to conduct their work and supervision in accordance with the requirements of the University's Policy for Supervisors and Students in Taught Research Postgraduate Programmes.
3. The work of all students will be reviewed annually and the results reported to the Dean of Faculty. The first annual review, which will be conducted by the Head of School and which will normally occur at the end of the first year of study will recommend either continuance of registration as a Ph.D. student or transfer of registration to that of an M.Phil. student. The second annual review will take place by the end of the second year of study. An important part of this review is to produce an agreed timetable for completion and submission of the body of work.

#### **V1 Methods of Presentation**

1. Candidates for the Degree will be examined on the basis of (A) a portfolio of original work and (B) an accompanying research paper.

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The submission will take the form of:

- A. a work of creative prose of no more than 40,000 words OR a collection, or part thereof, of poetry comprising 30-40 pages.
- B. a research paper (or discursive commentary or introductory essay) of no more than 40,000 words which shall link the portfolio of original work submitted under A to the larger history or theory or practice of relevant writing.

Both the quality of work submitted under A and B and the relationship between the work submitted under A and B will be relevant factors in deciding the success of the submission for the degree.

2. The work shall be written in English.
3. Three complete copies of the submission shall be submitted in typescript and in secure but temporary binding. There shall be an adequate margin on each page. After the examination has been completed, two copies shall be bound in an approved style at the candidate's expense and shall be deposited in the University Library. The third copy of the submission shall be returned to the candidate.
4. An abstract (not exceeding 300 words in length) of the submission shall be submitted for the approval of the examiners. The abstract shall be bound in with the thesis.
5. The submitted work shall be prefaced by:-
  - A. a declaration that the work has been composed by the candidate, and that it has not been accepted in any previous application for any degree;
  - B. a statement of the date of the candidate's admission as a research student;
  - C. a statement by the supervisor that the Regulations have been fulfilled; and
  - D. a statement of access to or embargo of the print and / or electronic copy of the thesis.

### VII Portfolio of Published Work

1. Academic staff of at least three years' standing or matriculated students may apply to the Dean for permission to submit a portfolio of already published work, such as novels, collections of short stories or poems. The Faculty shall seek the comments of the School of English on the acceptability of the submission and, in the case of a submission by a matriculated student, comments from the student's supervisor.
2. Any publications submitted must already be in the public domain.
3. The application shall be accompanied by the following documents:
  - A. Details of the published work included in the portfolio
  - B. Approval from the holder(s) of copyright if required
4. The standard of the submitted portfolio shall be equivalent to that expected of a diligent student after a period of three years of full-time study and may comprise:
  - A. a novel or collection of stories or other prose work between 60,000 and 80,000 words long, accompanied by an introduction, writer's journal, or other introductory and contextual material of between 8,000 and 10,000 words in length, or
  - B. a collection of original poetry of not less than 50 pages in length, accompanied by an introduction, writer's journal, or other introductory or contextual material of at least 10,000 words and not more than 20,000 words in length.
5. Upon permission to submit being granted the candidate shall submit three copies of the portfolio.
6. The portfolio shall be accompanied by a declaration that none of the work submitted has been submitted by the candidate for a higher degree at any other university.

### VIII Examination

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1. The Senatus Academicus shall appoint a committee to examine the portfolio and report on it to the Senatus Academicus. The committee shall normally consist of two examiners, one of whom shall be an external examiner. An internal examiner shall be appointed, who (for administrative purposes) shall act as convener of the committee.
2. Where the candidate is an employee of the University, the examining committee shall consist of an internal examiner who shall act as convener and two external examiners.
3. The examiners appointed by the Senatus Academicus shall submit independent written reports without consultation on the portfolio. These independent reports must be completed and returned to the Registry before any oral examination of the candidate takes place. In addition the supervisor shall submit a written report to the examining committee detailing any special circumstance that may have affected the candidate's performance but making no comment relating to the quality of the work.
4. The committee shall require the candidate to submit to an oral examination. In exceptional circumstances and only with the express approval of the Dean the requirement of an oral examination may be waived.
5. The examining committee shall bear in mind that their judgement of the quality of an unpublished portfolio of work should take into account what may be reasonably expected of a capable and diligent student after three years of full-time study.
6. The examination of the portfolio by the committee should normally be completed within three months of the date of submission. If the examining committee is unable to convene within three months then the Dean of Faculty shall be empowered to authorise a short extension of the examining period or to advise the Senatus Academicus that a new committee should be appointed.
7. No candidate may submit a portfolio until the appropriate fee requirement has been met. Candidates submitting a portfolio of already published work will be required to pay an examination fee before the examination takes place.
8. The examining committee shall make one of the following recommendations to the Senatus Academicus:-
  - i. that the thesis be approved and the degree of PhD in Creative Writing be awarded without corrections; or
  - ii. that the thesis be approved and the degree of PhD in Creative Writing be awarded, subject to the making of any purely typographical corrections and revisions; or
  - iii. that the thesis be not accepted in its present form but that the candidate be given the opportunity to make minor corrections within a period of three months of the date of the examination and that, upon the convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of PhD in Creative Writing be awarded; or
  - iv. that the thesis be not accepted in its present form but that the candidate be given the opportunity to revise the thesis or portfolio and resubmit it within twelve months from the date of intimation to the candidate of the decision of the Examining Committee—this recommendation meaning that the candidate must resubmit a corrected thesis, pay a re-examination fee, and be re-examined, though the examiners have the right to waive a further oral examination; or
  - v. that the thesis not being of sufficient merit, the candidate may resubmit the thesis within twelve months for a further examination for the award of PhD in Creative Writing - this recommendation meaning that the candidate must resubmit a corrected thesis, pay a re-examination fee, and be re-examined, with a further oral examination; or
  - vi. that the thesis not being of sufficient merit, the candidate may resubmit the thesis within twelve months for a further examination for the award of MPhil. - this recommendation meaning that the candidate must resubmit a corrected thesis under the regulations for the

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degree of MPhil., pay a re-examination fee, and be re-examined, though the examiners have the right to waive a further oral examination; this recommendation may be offered to the candidate at the same time as recommendation v. as an alternative option, but may not be the only recommendation at the first presentation of the thesis; or

vii. that the thesis be rejected and no award made. This may not be the recommendation at the first presentation of the thesis.

### IX Resubmission

1. If a recommendation to the Senatus Academicus is made for resubmission by an examining committee the candidate shall receive in writing from the convener of the committee a detailed list of corrections and revisions deemed to be necessary by the examiners. The candidate shall be expected to take these into account in any resubmission.
2. On resubmission and payment of the appropriate fee the examining committee shall be reconvened and a further examination be conducted. The convener of the committee may recommend to the Dean of Faculty that the requirement of an oral examination be waived, if that is the unanimous opinion of the examining committee.
3. In the event of an oral examination being required, the Dean of Faculty shall recommend the appointment of an appropriate neutral third party observer.
4. If the original examining committee cannot be reconvened then the Senatus Academicus shall have the power to appoint a new committee to examine the portfolio.
5. The examining committee shall make one of the following recommendations to the Senatus Academicus:-
  - A. that the portfolio be approved and the degree of Ph.D. in Creative Writing be awarded; or
  - B. that, the portfolio being of sufficient merit, the candidate be awarded the degree of M.Phil; or
  - C. that the portfolio be rejected.

## F. DEGREE OF DOCTOR OF ENGINEERING (Eng.D.)

### I Interpretation

1. In these Regulations, the following expressions shall have the meanings hereby assigned to them:

"Dean of Science" means the "Dean of Science or such other Faculty Officer to whom the responsibility has been delegated";

"Head of School" means the "Head of School or director of research institute or such other member of school or institute to whom the responsibility has been delegated".

"Eng.D." means "Doctor of Engineering". "M.Eng" means "Master of Engineering".

"Engineering Doctorate Scheme" is the co-operative scheme recognised by the Engineering and Physical Sciences Research Council (EPSRC) for the training of research investigators to doctorate level involving the University of St Andrews and other UK universities in partnership with each other and with industrial organisations.

### II Admission

1. The Senatus Academicus may admit as candidates for the Degree of Eng.D. persons who have been admitted as research students of the University and who have been recommended to register as Eng.D. students by the Dean.
2. An Eng.D. student shall matriculate and pay the appropriate fee each year.
3. An Eng.D. student must be a full time student.

4. The Head of School shall appoint for each candidate an academic supervisor and an industrial supervisor who shall jointly oversee the development of the candidate and shall supply support and advice regarding the project(s) on which the student is working. The industrial supervisor shall be a member of staff of the industrial organisation which is participating in the Engineering Doctorate Scheme and which is sponsoring the student.

### **III Duration and Place of Study**

1. Every candidate for the Degree of Eng.D. shall pursue a course of special study and research normally lasting four years.
2. The course of study and research shall comprise
  - A. assessed coursework and attendance at lectures and colloquia in the University of St Andrews or in other universities participating in the Engineering Doctorate Scheme, amounting to approximately 25% of the time spent during the degree course;
  - B. supervised research work comprising approximately 75% of the time spent during the degree course, and culminating in the submission of a thesis or a research portfolio. This work shall be carried out in the University of St Andrews or at the premises of the industrial organisation which is participating in the Engineering Doctorate scheme and which is sponsoring the student, in variable proportions according to the nature of the research.
3. All research students and supervisors are required to conduct their research and supervision in accordance with the requirements of the University's Policy for the Supervision of Research Students.
4. The work of all Eng.D. students will be reviewed annually prior to the submission of the thesis or portfolio and the results reported to the Dean of Science. The first annual review, which will be conducted by the Head of School and which will normally occur at the end of the first year of study, will recommend either continuance of registration as an Eng.D. student or transfer of registration to that of an MEng student.

### **IV Thesis or portfolio**

1. Every candidate for the Degree of Eng.D. shall present a thesis or portfolio of published work embodying the results of his or her special study or research.
2. A thesis should take the form of a specially composed monograph. A portfolio of published work should take the form of documents such as published papers, patents etc together with an abstract in English which describes the contribution to knowledge and innovation demonstrated by the candidate.
3. The submission of a thesis shall follow the same rules and procedures as for the submission of a thesis for a PhD. The submission of a portfolio of published work shall follow the same rules and procedures as laid down for the submission of a portfolio of published work for a PhD with the exception that only registered Eng.D. students are eligible.
4. The thesis or portfolio shall normally be presented after 4 years and no later than 5 years since first matriculation. Exceptionally the thesis or portfolio may be presented after 3 years since first matriculation.

### **V The Examination**

1. The examination of the thesis or portfolio of published work shall follow the same rules and procedures as laid down for a PhD.
2. The examining committee shall make one of the following recommendations to the Senatus Academicus:
  - A. that the thesis or portfolio be approved and the degree of Eng.D. be awarded subject to making any purely typographical corrections and revisions; or
  - B. that the thesis or portfolio be not accepted in its present form but that the candidate be

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given the opportunity to make minor corrections to the thesis or portfolio within a period of three months of the date of the examination and that, upon the convener of the committee being satisfied that these minor corrections have been effected, the thesis or portfolio be approved and the degree of Eng.D. be awarded; or

- C. that the thesis or portfolio be not accepted in its present form but that the candidate be given the opportunity to revise the thesis or portfolio and resubmit it within twelve months from the date of intimation to the candidate of the decision of Senatus; or
- D. that the thesis or portfolio being of sufficient merit, the candidate be awarded the degree of M.Eng.; or E. that the thesis or portfolio be rejected.

### **VI Resubmission**

- 1. The resubmission of the thesis or portfolio of published work shall follow the same procedures as in the PhD regulations.
- 2. The examining committee shall make one of the following recommendations to the Senatus Academicus:
  - A. that the thesis or portfolio be approved and the degree of Eng.D. be awarded; or
  - B. that, the thesis or portfolio being of sufficient merit, the candidate be awarded the degree of M.Eng.; or
  - C. that the thesis or portfolio be rejected.

## **G. DEGREE OF DOCTOR OF MEDICINE (M.D.)**

### **I Interpretation**

In these Regulations, the following expressions shall have the meanings hereby assigned to them:-

“Teaching, Learning and Assessment Committee” means the “Teaching, Learning and Assessment Committee or the standing Committee to which it may delegate the responsibility”;

“Dean of Faculty” means the “Dean of the relevant Faculty or such other Faculty Officer to whom the responsibility has been delegated”;

“Head of School” means the “Head of School or director of research institute or such other member of school or institute to whom the responsibility has been delegated”.

“M.D.” means “Doctor of Medicine”. “M.Phil”. means “Master of Philosophy”

### **II Admission**

- 1. The Senatus Academicus may admit as candidates for the degree of M.D. persons who have been admitted as research students of the University and who have been recommended to register as M.D. students by the Dean of Faculty. In exceptional circumstances the Senatus Academicus may admit as a candidate for the degree of M.D. a student who can satisfy the Dean of Faculty that (s)he already has adequate qualifications and for whom a supervisor can be appointed.
- 2. A M.D. student shall matriculate on payment of the appropriate fee each year.

### **III Full-time and Part-time Study**

- 1. Candidates in full-time employment may not register as full-time students except with the written permission of their employer. Members of staff of the University may be permitted to register full-time if:-
  - A. where they are funded from external sources, these bodies have given their permission;
  - B. the work on which they are engaged as full-time employees of the University is of sufficient scope and originality as to be appropriate for study as part of a higher degree;

- C. the level and character of supervision offered to the member of staff is in no way incompatible with that normally associated with study for a higher degree.
2. Where full-time registration by a member of staff is approved, the appropriate full-time fee will be payable. Notwithstanding, members of staff in either full-time or part-time employment may choose to study part-time. Other applicants, who are not members of staff, may study part-time if they can satisfy the Senatus Academicus that inadequate time is available to full-time study.
3. An applicant for admission as a part-time candidate for the degree must either:-
  - A. be a graduate of the University; or
  - B. be normally resident within St Andrews or its immediate vicinity

#### **IV Duration and Place of Study**

1. Every candidate for the Degree of M.D., except under 2 below, shall pursue a course of special study or research in the University of St Andrews during a period of two years or its equivalent for part-time students.
2. The Senatus Academicus shall have the power to permit candidates on the recommendation of the Dean to pursue elsewhere their special study and research during the whole or part of the period, provided that the Senatus is satisfied that the necessary facilities exist for the pursuit of the special study or research and that it is being done under adequate supervision.
3. Work done during any academic year may be reckoned as having been pursued over twelve months for a full-time student and over six months for a part-time student, unless otherwise agreed by the Dean of Faculty on the recommendation of the supervisor.
4. Work done during a summer vacation may be reckoned as having been carried out during three months (six weeks for part-time students) provided that the supervisor certifies it as being equivalent to three months of full-time study (or six weeks of full-time study for part-time students).
5. The thesis shall be normally presented after 2 years and after no more than 4 years of study as a matriculated student, or the equivalent for part-time students. The thesis will not be accepted less than 2 years after matriculation.

#### **V Nature of Study**

1. The degree of M.D is granted only for original research or higher study, the result of which is presented in a specially composed thesis. The original research or higher study must be carried out on a topic approved by the Head of School who shall appoint a supervisor. The thesis or portfolio shall constitute a significant and original contribution to knowledge or understanding consistent with what may reasonably be expected of a diligent student after two years of full-time study. It should be clearly written, well argued and should indicate a satisfactory knowledge of the field of study. It should contain material worthy of publication in some form.
2. All research students and supervisors are required to conduct their research and supervision in accordance with the requirements of the University's Policies for Supervisors and Students in Taught and Research Postgraduate Programmes.
3. The work of all M.D. students will be reviewed annually prior to the submission of the thesis and the results reported to the Dean of Faculty. The first annual review, which will be conducted by the Head of School, and which will normally occur at the end of the first year of study after registration as a general research student, will determine continuance of registration as a M.D. student. An important part of this review is to produce an agreed timetable for submission of the thesis.

#### **VI Methods for Presentation**

1. Candidates for the degree of M.D. will be expected to submit a thesis embodying the results of his or her special study or research.

## **Postgraduate Regulations 2013-14 - August 2013**

### **VII Thesis**

1. The thesis shall be written in English and should take the form of a specially composed monograph. In exceptional circumstances the Dean may give permission for another language to be used.
2. The normal maximum length of the thesis will be 50,000 words excluding bibliography,
3. Three complete copies of the thesis shall be submitted in typescript and in secure but temporary binding. There shall be an adequate margin on each page. After the examination has been completed, two copies shall be bound in an approved style at the candidate's expense and shall be deposited in the University Library. The third copy of the thesis shall be returned to the candidate.
4. In exceptional circumstances the Dean may give permission for the thesis to be presented in a different medium.
5. An abstract (not exceeding 300 words in length) of the thesis shall be submitted for the approval of the examiners. In the case of a thesis written in a foreign language there shall be a summary in English of between 1,000 and 3,000 words, in addition to an abstract in English. The abstract (and where appropriate, the summary) shall be bound in with the thesis.
6. The thesis shall be prefaced by:-
  - A. a declaration that the thesis has been composed by the candidate, that the work of which it is a record has been done by that candidate, and that has not been accepted in any previous application for any degree.
  - B. a statement of the date of the candidate's admission as a research student:
  - C. a statement by the supervisor that the Regulations have been fulfilled; and
  - D. a statement that either access to the thesis in the University Library shall be unrestricted or that with the approval of the Dean access shall be restricted under stated conditions for a period up to a maximum of five years.

### **VIII Examination of Candidates Presenting by Thesis**

1. The Senatus Academicus shall appoint a committee to examine the thesis and report on it to the Senatus Academicus. The committee shall normally consist of two examiners, one of whom shall be an external examiner. An internal examiner shall be appointed, who (for administrative purposes) shall act as convener of the committee.
2. In the case of an employee of the University, the examining committee shall consist of an internal examiner who shall act as convener and two external examiners.
3. The examiners appointed by the Senatus Academicus shall submit independent written reports without consultation on the thesis. These independent reports must be completed and a copy returned to the Registry Academic Support Office before any oral examination of the candidate takes place. In addition the supervisor of the thesis shall submit a written report to the examining committee detailing any special circumstance that may have affected the candidate's performance but making no comment relating to the quality of the work.
4. The committee shall require the candidate to submit to an oral examination. In exceptional circumstances and only with the express approval of the Dean, the requirement of an oral examination may be waived.
5. The examining committee shall bear in mind that their judgement of the substantial significance of the thesis should take into account what may be reasonably expected of a capable and diligent student after two years of full-time study.
6. The examination of the thesis by the committee should normally be completed within three months. If the examining committee is unable to convene within three months then the Dean of Faculty shall be empowered to authorize a short extension of the examining period or to



advise the Senatus Academicus that a new committee should be appointed.

7. No candidate may submit a thesis until the appropriate fee requirement has been met.
8. The examining committee shall make one of the following recommendations to the Senatus Academicus:-
  - A. that the thesis be approved and the degree of M.D. be awarded subject to making any purely typographical corrections and revisions; or
  - B. that the thesis be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis within a period of three months of the date of the examination and that, upon the convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of M.D. be awarded; or
  - C. that the thesis be not accepted in its present form but that the candidate be given the opportunity to revise the thesis and resubmit it within twelve months from the date of intimation to the candidate of the decision of Senatus; or
  - D. that the thesis being of sufficient merit, the candidate be awarded the degree of M.Phil.; or
  - E. that the thesis be rejected.

## **G. DEGREE OF DOCTOR OF MEDICINE (M.D.)**

There are two routes to the M.D., one by submission of evidence as set out below and one by research as set out in section G. Both are research degrees and neither are qualifications for clinical practice.

### **I Interpretation**

1. In these regulations:-

the following expressions shall have the meanings hereby assigned to them:

“Court means the “University Court of the University of St Andrews”

“Degree of Doctor of Medicine” means the “Degree of Doctor of Medicine in the University of St Andrews”

### **II Qualifications for the Degree**

1. The Senatus Academicus may admit as a candidate for the Degree of Doctor of Medicine
  - i. any graduate of the University of St Andrews who holds a qualifying degree in Medicine of at least ten years standing
  - ii. any member of academic staff of at least three years standing and who holds a qualifying degree in Medicine
2. Application for admission for the Degree of Doctor of Medicine by submission of evidence must be made in writing to the Senatus Academicus.

### **III Presentation of Material and Declaration by candidates**

1. Each candidate for the Degree of Doctor of Medicine (by the submission route) shall present as evidence of fitness to receive the degree a specially composed thesis, or a published work, or a series of published papers, or any combination of these. The material so presented in evidence may either be entirely that of the candidate or carried out in collaboration with another person or persons, provided that, in the latter case, the contribution of the candidate can be clearly defined. The standard of work required for the Degree of Doctor of Medicine is a high one. The subject matter must be coherent and original and should form a contribution to the advancement of scientific knowledge of such substance and distinction as to give the candidate an authoritative status in some branch or branches of learning.

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2. Such evidence as is presented in terms of Sub-Section (1) of this Section shall be accompanied by the appropriate fee and a declaration signed by the candidate certifying either:-
  - i. that the candidate is the sole author of the work, or
  - ii. that the candidate is the joint author of the work in collaboration with another person or persons who shall be named, in which case the declaration must also include a statement clearly defining the extent of the candidate's personal contribution to the joint work.

In each case, such declaration must also state the extent (if any) to which the work has been submitted in any previous application for any degree and the result of any such application. Work submitted in a successful application for any degree shall be disallowed. The Senatus Academicus shall have discretion to allow or disallow work submitted in an unsuccessful application.

3.
  - i. if after inquiry the Senatus Academicus is not satisfied with the declaration provided for in Sub-Section (2) of this Section, the Senatus shall have power to refuse the application.
  - ii. if after inquiry the Senatus Academicus is satisfied with the said declaration it shall remit the work submitted to a Committee of Examiners as provided in Section IV hereof.
4. Three complete copies of the thesis or published work or of the series of published papers or any combination of these must be submitted. The Library shall have power to decide when and under what conditions these copies shall be available for consultation or borrowing but the copyright shall belong to the candidate.

### **IV Committee of Examiners and Award of the Degree**

1. For the purpose of examining the work submitted by a candidate, the Senatus Academicus shall appoint a Committee consisting of two or more members of the teaching staff of the University of St Andrews, one of whom shall be from among the professorial staff, and two or more additional examiners from outside the University of St Andrews. If, following a report from the Committee of Examiners, the Senatus is of the opinion that the work submitted constitutes an original and sufficiently substantial contribution to medical knowledge by the candidate, the candidate shall be awarded the degree.
2. The award of distinction may be awarded if independently recommended by all the External Examiners. In exceptional circumstances an oral may be conducted to determine whether or not to award a distinction.

### **V General**

1. From the date on which these Regulations receive the approval of the Court all previous Regulations for the Degree of Doctor of Medicine shall cease to have effect.

## **H. DEGREE OF DOCTOR OF SCIENCE (D.Sc.)**

### **I Interpretation**

1. In these Regulations:

the following expressions shall have the meanings hereby assigned to them:

"Court" means the "University Court of the University of St Andrews";

"Degree of Doctor of Science" means the "Degree of Doctor of Science in the University of St Andrews".

### **II Qualifications for the Degree**

1. A. The Senatus Academicus may admit as a candidate for the Degree of Doctor of Science either:—
  - i. any graduates of the University of St Andrews provided that not less than seven years have elapsed from the date of their first graduation in the University, or

- ii. any professor or reader or lecturer in the University or holder of any such post or appointment in the University as the Senatus Academicus may approve, provided that not less than four years have elapsed from the date of appointment.
- B. Applications for admission as a candidate for the Degree of Doctor of Science must be made in writing to the Senatus Academicus.

### **III Presentation of Material and Declaration by Candidates**

1. A. Each candidate for the Degree of Doctor of Science shall present as evidence of fitness to receive the degree a specially composed thesis, or a published work, or a series of published papers, or any combination of these. The material so presented in evidence may either be entirely that of the candidate or carried out in collaboration with another person or persons, provided that, in the latter case, the contribution of the candidate can be clearly defined. The standard of work required for the Degree of Doctor of Science is a high one. The subject matter must be coherent and original and should form a contribution to the advancement of scientific knowledge of such substance and distinction as to give the candidate an authoritative status in some branch or branches of learning.
- B. Such evidence as is presented in terms of Sub-Section (A) of this Section shall be accompanied by a declaration signed by the candidate certifying either:-
- i. that the candidate is the sole author of the work, or
  - ii. that the candidate is the joint author of the work in collaboration with another person or persons who shall be named, in which case the declaration must also include a statement clearly defining the extent of the candidate's personal contribution to the joint work.

In each case, such declaration must also state the extent (if any) to which the work has been submitted in any previous application for any degree and the result of any such application. Work submitted in a successful application for any degree shall be disallowed. The Senatus Academicus shall have discretion to allow or disallow work submitted in an unsuccessful application.

- C. i. If after inquiry the Senatus Academicus is not satisfied with the declaration provided for in Sub-Section (B) of this Section, the Senatus shall have power to refuse the application.
- ii. If after inquiry the Senatus Academicus is satisfied with the said declaration it shall remit the work submitted to a Committee of Examiners as provided in Section 4 hereof.
- D. Three complete copies of the thesis or published work or of the series of published papers or any combination of these must be submitted. The Library Committee shall have power to decide when and under what conditions these copies shall be available for consultation or borrowing but the copyright shall belong to the candidate.

### **IV Committee of Examiners and Award of the Degree**

1. For the purpose of examining the work submitted by a candidate, the Senatus Academicus shall appoint a Committee consisting of two or more members of the teaching staff of the University of St Andrews, one of whom shall be from among the professorial staff, and two or more additional examiners from outside the University of St Andrews. If, following a report from the Committee of Examiners, the Senatus is of the opinion that the work submitted constitutes an original and sufficiently substantial contribution to scientific knowledge by the candidate, the candidate shall be awarded the degree.

### **V General**

1. From the date on which these Regulations receive the approval of the Court all previous Regulations for the Degree of Doctor of Science shall cease to have effect.

**I. DEGREE OF DOCTOR OF LETTERS (D.Litt.)**

1. Three complete copies of the material presented in evidence must be submitted; such material must have been in print for a period of at least one year at the date of submission.
2. Candidates should not submit material which in substance has been submitted in a successful application for a higher degree unless they consider that its omission would result in an inadequate representation of their research.
3. Two copies of all successful submissions will remain the property of the University and may, at the discretion of the University, be retained. Material submitted by unsuccessful candidates will be returned.
4. The degree shall be awarded only if the Senatus Academicus, on the recommendation of the examiners, is satisfied that the submission represents both an original and a substantial contribution to advancement of knowledge of the subject and that it constitutes work of high distinction in scholarship and/or research in respect of qualities such as erudition, insight, imagination, innovation and critical balance, such that it has established or confirmed the candidate as a recognised authority in the relevant field.

**J. AUDITING MODULES**

Students may request permission to “audit” a module as an appropriate way of gaining additional knowledge or skills. Permission must be sought from the relevant Head of School who will determine whether and to what extent the student may attend lectures, seminars and/or practical sessions. Students will not receive a grade or any credit for the module and will not necessarily receive resources for the module or access to School facilities.