



**UNIVERSITY OF ST ANDREWS**

**POSTGRADUATE SENATE REGULATIONS 2018-2019**

**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 (DLitt) (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 (DSc) (18 March 1974)

Resolution 2001 No.3 – Degrees of Doctor of Engineering (DEng/EngD) Master of Engineering (MEng), and Bachelor of Engineering (BEng) (8 March 2002)

Resolution 2003 No.2 – Degree of Doctor of Medicine (MD) (4 July 2003)

Resolution 2008 No.4 – Degree of Doctor of Performance (DPerf) (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)

Resolution 2014 No.1 – Degree of Master of Fine Arts (20 June 2014)

**2. SENATE REGULATIONS**

**A. REGULATIONS FOR POSTGRADUATE STUDENTS**

**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";

"MLitt" means "Master of Letters", "MSc" means "Master of Science", "MRes" means "Master of Research", "MSt(Res)" means "Master of Studies by Research", "MSc(Res)" means "Master of Science by Research", "MPhil" means "Master of Philosophy", "MFA" means "Master of Fine Arts", "DLang" means "Doctor of Languages", "PhD" means "Doctor of

Philosophy", "MD" means "Doctor of Medicine", "DEng/EngD" means "Doctor of Engineering".

**B. AWARDS INCLUDING CREDIT-BEARING MODULES: POSTGRADUATE CERTIFICATES, DIPLOMAS AND DEGREES OF MASTER OF FINE ARTS, MASTER OF LETTERS, MASTER OF SCIENCE, MASTER OF RESEARCH, MASTER OF PHILOSOPHY AND DOCTOR OF ENGINEERING.**

All programmes that include credit-bearing modules must accord with the SCQF framework.

There are two routes to the MPhil, one by completion of credit-bearing modules and submission of a thesis as set in section B.I.4., and one by research as set out in section C.II. Both are research degrees.

**I. Postgraduate Certificates, Diplomas and Postgraduate Degrees with a Taught Element**

1. A candidate who has, over a period of not more than 12 months for a full-time student, two semesters for a part-time student and two years for a distance-learning student:

- A. gained at least 60 credits, of which at least 40 credits are at 5000 level, 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 Certificate.

The Postgraduate Certificate may also be awarded when a student admitted to a Master's programme leaves the programme after completing a certain proportion of the requirements as above.

Postgraduate Certificates awarded as "exit" awards (i.e., when students are not admitted directly to these programmes) are unclassified and are pass/fail only.

2. A candidate who has, over a period of not more than 12 months for a full-time student, two years for a part-time student and four years for a distance-learning student:

- A. gained at least 120 credits, of which at least 90 credits are at 5000 level, 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.

The Postgraduate Diploma may also be awarded when a student admitted to a Masters' programme leaves the programme after completing a certain proportion of the requirements as above.

Postgraduate Diplomas awarded as "exit" awards (i.e., when students are not admitted directly to these programmes) are unclassified and are pass/fail only.

3. Unless otherwise stated in an agreement with another institution, a candidate who has, over a period of not more than one year for a full-time student, two years for a part-time student, and five years for a distance-learning student:

- A. gained at least 180 credits in an approved programme, of which at least 150 are at 5000 level, and which include a dissertation or equivalent; and
- B. satisfied the Committee of Examiners in the assessments for that programme and in

- the dissertation; and
- C. satisfied the fee requirements,  
shall be awarded the degree of MLitt or MSc or MRes, as appropriate.
4. Unless otherwise stated in an agreement with another institution, a candidate who has, over a period of not more than two years for a full-time student, four years for a part-time student, and six years for a distance-learning student:
- A. gained at least 120 credits, of which at least 90 credits are at 5000 level, in an approved programme; and
- B. submitted a thesis of up to 40,000 words or, within a programme approved by the Dean, the equivalent and appropriate alternative assessment; and
- C. satisfied the Committee of Examiners in the assessments for that programme and in the dissertation; and
- D. satisfied the fee requirements,  
shall, if the thesis is approved, be awarded the degree of MPhil.
5. Unless otherwise stated in an agreement with another institution, a candidate who has, over a period of two years for a full-time student, four years for a part-time student, and six years for a distance-learning student:
- A. gained at least 120 credits in an approved programme; and
- B. submitted an assessment appropriate to the degree and approved by the Dean; and
- C. satisfied the Committee of Examiners in the assessments for that programme; and
- D. satisfied the fee requirements,  
shall, if the thesis is approved, be awarded the degree of MFA.
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 the Postgraduate Diploma.
7. Candidates for postgraduate awards 'with English Language' are permitted an additional one semester for a full-time student, two semesters for a part-time student and two years for a distance-learning student to meet the conditions of the award.

## **II. Admission to a taught postgraduate programme**

1. To qualify for admission to a taught postgraduate programme a candidate must have obtained a degree from a university in 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 MPhil.
2. 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.

3. No applicant shall be eligible for admission and no student will be allowed to matriculate who will thereby be registered simultaneously on multiple programmes leading to awards at this or any other institution, except a) under the terms of an agreement between the University and another institution, or b) with the permission of the Dean of the relevant Faculty.

### **III. Mode of Study**

1. Applicants will be admitted as full-time, part-time or distance-learning students.
2. All full-time students shall, for the duration of a programme taught solely in St Andrews, be resident within a commutable distance of St Andrews in accordance with the Location of Study policy.
3. Students may request a change of status if they can satisfy the Dean of Faculty that it is appropriate.

### **IV. Nature and Duration of the Postgraduate Taught 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. 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.
3. The assessment for a module shall be by examination, by continuous assessment of course work, or by a combination of both.
4. The Head of School (or delegated representative) shall appoint a person to supervise the student's dissertation research 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.

### **V. Registration**

1. 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.
2. A student's progress may be reviewed at the end of each semester of study, and at the student's request, a recommendation for registration into a different postgraduate degree programme can be made to the Dean by the the Head of School in accordance with the Postgraduate Change of Registration policy.

### **VI. Assessment and awards**

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.
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. Modules passes at reassessment will be capped at 7.0 and this grade will be entered into the algorithm for the classification of awards.
5. Once a pass grade has been achieved in a module a student cannot re-register for the module.
6. Students whose progress is deemed by the Head of School (or delegated representative) to be unsatisfactory on the grounds of failure to obtain 40 credits in one semester for a full time student, 20 credits in one semester for a part-time student or 20 credits in one academic year for a distance learning student may be required by the Dean of Faculty to terminate their studies at any time of the year.
7. 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 2 continuous weeks, shall, save in exceptional circumstances and with the permission of the relevant Pro Dean, have forfeited the right to continue to attend the module, and may be required by the Dean of Faculty either to take Leave of Absence or to terminate their studies at any time of the year.
8. A written report, signed by the Board of Examiners, on each candidate who completes the taught component of the programme shall be submitted to the Dean of Faculty and shall recommend that:

in the case of a candidate for the Postgraduate Certificate:

- A. the Postgraduate Certificate be awarded; or
- B. the candidate be allowed to re-register for the Postgraduate Diploma; or
- C. the candidate not having achieved the required standard, no award should be made.

in the case of a candidate for the Postgraduate Diploma:

- A. the Postgraduate Diploma be awarded; or
- B. the candidate be allowed to re-register for the degree of MLitt, MSc, MFA, MPhil or MRes; or
- C. the candidate not having achieved the required standard, the Postgraduate Certificate be awarded where so qualified; or
- D. the candidate not having achieved the required standard, no award should be made.

in the case of a candidate for the degree of MLitt or MSc or MRes:

- A. the candidate be allowed to re-register for the degree of MFA or MPhil; or
- B. the candidate proceed to present the dissertation having satisfied regulation B.VI.4.;  
or
- C. the candidate be awarded the Postgraduate Diploma where so qualified; or
- D. the candidate be awarded the Postgraduate Certificate where so qualified; or
- E. the candidate not having achieved the required standard, no award should be made.

in the case of a candidate for the degree of MFA:

- A. the candidate be allowed to proceed to the second year of study; or
- B. the candidate be allowed to re-register for the degree of MLitt; or
- C. the candidate be awarded the Postgraduate Diploma where so qualified; or

- D. the candidate be awarded the Postgraduate Certificate where so qualified; or
  - E. the candidate not having achieved the required standard, no award be made.
- in the case of a candidate for the degree of MPhil:
- A. the candidate be allowed to proceed to the second year of study; or
  - B. the candidate be allowed to re-register for the degree of MLitt, MSc or MRes; or
  - C. the candidate be awarded the Postgraduate Diploma where so qualified; or
  - D. the candidate be awarded the Postgraduate Certificate where so qualified; or
  - E. the candidate not having achieved the required standard, no award be made.
9. Students who attain the appropriate grade may be recommended for the award of the degree of MLitt, MSc, or MRes, with either:
- A. a classification of "Pass" where the candidate has achieved 180 credits in an approved programme (of which 150 credits are at 5000 level) and the GPA achieved across those credits ranges between 7.0 – 13.4.
  - B. or, a classification of "Merit" where the candidate has achieved 180 credits in an approved programme (of which 150 credits are at 5000 level) and the GPA achieved across those credits ranges between 13.5 – 16.4.
  - C. or, a classification of "Distinction" where the candidate has achieved 180 credits in an approved programme (of which 150 credits are at 5000 level) and the GPA achieved across those credits ranges between 16.5 – 20.0.

#### **VII. Dissertation for MLitt, MSc and MRes**

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 and distance-learning students, or according to specific regulations pertinent to the programme of study. Exceptionally a candidate may be permitted a further period of three months beyond the reporting deadline in which to submit the dissertation with the permission of the relevant Pro Dean.
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. The approval of the Dean is also required for a dissertation containing extensive translations or quoted text to exceed 15,000 words.
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 or is in accordance with the School's group dissertation guidelines, and that it has not been accepted in any previous application for any degree.
4. Two copies of the dissertation shall be submitted according to the school requirements 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 internal examiners.
6. The Board of Examiners shall, on the basis of the written report of the examiners for the taught component 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 MLitt or MSc or MRes be awarded; or

- B. the Dissertation not having reached the required standard, the Postgraduate Diploma be awarded where so qualified (unless otherwise stated in an agreement with another institution).
- 7. A candidate who has been permitted to proceed to the dissertation element of the MLitt or MSc or MRes but does not submit the dissertation may apply to the Senatus Academicus for the award of the Postgraduate Diploma.

**VIII. Thesis for MPhil and MFA**

- 1. The thesis shall be submitted not later than the end of the final year of study. 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 thesis shall be written in English. The normal maximum length of the thesis will be 40,000 words, excluding bibliography.
- 3. Within any programme approved by the Dean of Faculty, a different form of assessment, which has equivalent academic standing, may replace the thesis. Examples of such equivalents for the MFA are 40,000 words for creative prose; forty pages of poetry or 90 minutes of performance.
- 4. 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.
- 5. An abstract (not exceeding 300 words in length) of the thesis shall be submitted for the approval of the examiners. The abstract (and, where appropriate, the summary) shall be bound in with the thesis.
- 6. In exceptional circumstances the Dean of Faculty may give permission for the thesis to be presented in a different medium.
- 7. 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;
  - D. a statement of access or embargo to print and/or electronic copy of the thesis; and
  - 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.
- 8. The thesis shall give evidence of the candidate's capacity for independent research.
- 9. Reprints of published papers are not accepted in lieu of the formal thesis, which should take the form of a specially composed monograph.
- 10. 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.

11. The examiners shall recommend to the Dean:

- A. that the thesis be approved and the degree of MPhil or MFA be awarded, subject to 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 intimation to the candidate of the decision of the examining committee 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 or MFA 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 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 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, MSc, or Postgraduate Diploma where the work meets the required standard and is so qualified.

12. The Dean, once satisfied that all requirements of the Regulations have been observed, shall transmit the joint recommendations of the examiners to the Senatus Academicus.

**IX. Resubmission of Thesis for MPhil and MFA**

- 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 may 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 MPhil or MFA be awarded, as appropriate; or
  - B. that the thesis be approved and the degree of MPhil or MFA be awarded subject to minor corrections to be completed within three months and approved by the convener; or
  - C. that the thesis be rejected, and that the candidate be awarded the degree of MLitt, MSc, or Postgraduate Diploma where the work meets the required standard and is so qualified.



**C. AWARDS FOR RESEARCH ONLY: MSc(Res), MSt(Res), MPhil (by research route) and PhD**

**I. Degree of MSc(Res) or MSt(Res)**

1. A candidate who has, over a period of one year for a full-time student, two years for a part-time student and four years for a distance-learning student:
  - A. satisfied the Committee of Examiners in the assessment for the programme; and
  - B. submitted a thesis of up to 30,000 words 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 MSc(Res) or MSt(Res).

**II. Degree of MPhil (by research route)**

1. A candidate who has, over a period two years for a full-time student, four years for a part-time student and six years for a distance-learning student:
  - A. satisfied the Committee of Examiners in the assessment for the programme; and
  - B. submitted a thesis of up to 60,000 words 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 MPhil.

**III. Degree of Doctor of Philosophy (PhD)**

1. A candidate who has:
  - A. satisfied the Committee of Examiners in the assessment for the programme; and
  - B. submitted a thesis of up to 80,000 words or, within a programme approved by the Dean, the equivalent and appropriate alternative assessment OR submitted an approved portfolio of published work; and
  - C. satisfied the fee requirements,shall be awarded the degree of PhD.
2. For the purpose of these regulations PhD is understood to include both DLang and DEng/EngD when DLang or DEng/EngD is not explicitly stated.

**IV. Admission to all Postgraduate Research Degrees**

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;
  - 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.
3. The Head of School may recommend admission of applicants, who satisfy conditions 2 A.-C. The Proctor has overall responsibility to monitor the management of postgraduate study.
  4. Suitably qualified students, for example students with an existing Masters degree in a cognate area, may be granted direct entry to the second year of the MPhil (by research route) with the permission of the Dean.
  5. 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.
  6. 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.
  7. 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.
  8. Eligibility will be assessed by the University Fees Officer.
  9. 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.

#### **V. Admission to PhD**

1. The Senatus Academicus may admit as candidates for the degree of PhD persons who have been admitted as research students of the University and who have been recommended to register as PhD students by the Dean of Faculty. In exceptional circumstances the Senatus Academicus may admit as a candidate for the degree of PhD

a student who can satisfy the Dean of Faculty that they already have adequate qualifications and for whom a supervisor can be appointed.

2. 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 they are 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.
3. 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 test of English language competence recognised by the University is acceptable. If a student is admitted who does not have satisfactory scores, they will be 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.
4. 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.

## **VI. 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 postgraduate research students.
2. All postgraduate research students shall be allocated supervision in accordance with the Policy for Supervision of Postgraduate Research Students.
3. All postgraduate research students are required to undertake postgraduate study and training as is laid down by the Postgraduate Research 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 an annual progress review in accordance with the Policy on Progress Reviews and Termination of Studies for Postgraduate Research Students.
5. If serious problems emerge regarding a student's progress, their studies may be terminated in accordance with the Policy on Progress Reviews and Termination of Studies for Postgraduate Research Students.
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.

#### **VII. Mode of Study**

1. Candidates in full-time employment may not register as full-time students except with the written permission of their employer and the University.
2. All full-time students shall, for the duration of a programme delivered solely in St Andrews, be resident within a commutable distance of St Andrews in accordance with the Location of Study policy.

#### **VIII. Duration and Place of Study**

1. Every candidate for the degree of MPhil 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 and distance learning students. Every candidate for the degree of PhD, 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 regulation C.V.2 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 MPhil (by research route) or PhD students of that member of staff to the University, accrediting the research performed by that student in the previous institution. The student will be able to graduate with a degree 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, 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 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.

**IX. Submission and Examination of the MSc(Res) or MSt(Res) Thesis**

1. The thesis shall be submitted not later than the end of the first year of study, or the equivalent period for a part-time or distance learning student. A candidate may apply for a further period of three 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 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. The normal maximum length of the thesis will be 30,000 words, excluding bibliography.
3. At least one copy of the thesis shall be submitted according to the School requirements but shall not be required to be deposited in the University Library. A copy may, however, be retained in the School.
4. 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 included in with the thesis.
5. In exceptional circumstances the Dean of Faculty may give permission for the thesis to be presented in a different medium.
6. The introduction of the thesis shall be prefaced by:
  - A. a declaration that the thesis has been composed by the candidate, and 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;
  - D. 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. The thesis will give evidence of the candidate's capacity for independent research.
8. Reprints of published papers are not accepted in lieu of the formal thesis, which should take the form of a specially composed monograph.
9. The thesis shall be examined by at least two internal examiners. 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. In exceptional circumstances, the committee may recommend that an oral examination take place if the committee deem it necessary.
10. The examiners shall recommend to the Dean:
  - A. that the thesis be approved and the degree of MSt(Res) or MSc(Res) be awarded, save for the making of any purely typographical corrections or 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 intimation to the candidate of the decision of the examining committee and that, upon the convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degrees of MSt(Res) or MSc(Res) be awarded; or

- C. that the thesis not be 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 of intimation to the candidate of the decision of the examining committee – this recommendation meaning that the candidate must resubmit a corrected thesis, pay any resubmission fee, and be re-examined; or
- D. the the thesis be rejected, and no award made.

11. The Dean, once satisfied that all requirements have been observed, shall transmit the joint recommendation of the examiners to the Senatus Academicus.

**X. Resubmission of the MSc(Res) or MSt(Res) Thesis**

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 any required fee the examining committee shall be reconvened and a further examination be conducted. In exceptional circumstances, the convener of the committee may recommend that an oral examination take place if the committee deem it necessary.
3. In the event of an oral examination being required, the Dean may 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 MSt(Res) or MSc(Res) be awarded; or
  - B. that the thesis be approved and the degree of MSt(Res) or MSc(Res) be awarded subject to minor corrections to be completed within three months and approved by the convener; or
  - C. that the thesis be rejected and no award made.

**XI. Submission and Examination of the MPhil (by research route) Thesis**

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 or distance-learning student. 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 two years of full-time research. It should be clearly written, well argued and should indicate a satisfactory knowledge of the field of study.
2. 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. The normal maximum length of the thesis will be 60,000 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. 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.

5. In exceptional circumstances the Dean of Faculty may give permission for the thesis to be presented in a different medium.
6. 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;
  - D. a statement of access or embargo to print and/or electronic copy of the thesis; and
  - 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. The thesis shall give evidence of the candidate's capacity for independent research.
8. Reprints of published papers are not accepted in lieu of the formal thesis, which should take the form of a specially composed monograph.
9. 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.
10. The examiners shall recommend to the Dean:
  - A. that the thesis be approved and the degree of MPhil be awarded, subject to 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 intimation to the candidate of the decision of the examining committee 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 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 resubmission fee, and be re-examined, though the examiners have the right to waive a further oral examination; or
  - D. that the thesis being of sufficient merit, the candidate be awarded the degree of MSc(Res) or MSt(Res); or
  - E. that the thesis be rejected, and that no award made.
11. The Dean, once satisfied that all requirements of the Regulations have been observed, shall transmit the joint recommendations of the examiners to the Senatus Academicus.
12. A student who has been admitted to the MPhil (by research route) may apply to the Senatus Academicus to submit a thesis for the award of the degree of MSc(Res) or MSt(Res) if they are unable or unwilling to fulfil the requirements of the MPhil.

## **XII. Resubmission of the MPhil (by research route) Thesis**

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 may 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 MPhil be awarded; or
  - B. that the thesis be approved and the degree of MPhil be awarded subject to minor corrections to be completed within three months and approved by the convener; or
  - C. that the thesis being of sufficient merit, the candidate be awarded the degree of MSc(Res) or MSt(Res); or
  - D. that the thesis be rejected and no award made.

### **XIII. Nature of Study for the PhD by thesis or portfolio**

1. The degree of PhD 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. 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.
3. Students may enrol for credit-bearing modules for training purposes as appropriate for their programme pathway or recognised professional development needs with permission of the Schools involved in the delivery of the modules. Credits obtained will not be considered to have direct bearing on the outcome of the examination process of the doctorate.
4. Students may undertake unassessed participation in modules for training purposes on recommendation of the supervisor team with permission of the Schools involved in the delivery of the modules. Students will not gain credits for auditing modules.

### **XIV. Presentation of PhD by 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;
  - D. a statement of access to or embargo of the print and / or electronic version of the thesis; and
  - 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 regulation C.V.2 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 2,000 and 3,000 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.

#### **XV. Examination of PhD 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 C.V.2 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 or portfolio be approved and the degree of PhD/DLang be awarded without corrections; or
    - B. that the thesis or portfolio be approved and the degree of PhD/DLang be awarded, subject to the making of any purely typographical corrections and revisions; or
    - C. that the thesis or portfolio be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis or portfolio within a period of three months of the intimation to the candidate of the decision of the examining committee 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 be awarded; or
    - D. 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 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 or portfolio not being of sufficient merit, the candidate may be given the opportunity to 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 (by research), 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 9G as an alternative option; or
- F. that the thesis or portfolio not being of sufficient merit, the candidate may be awarded the MPhil (research), MSc(Res) or MSt(Res), where so qualified. This may only be offered as an alternative to 9D and the candidate must be given a period of two weeks from the intimation of the decision of the examining committee to decide which option to accept; or
- G. that the thesis or portfolio be rejected and no award made. This may only be offered as an alternative to 9E and the candidate must be given a period of two weeks from the intimation of the decision of the examining committee to decide which option to accept.

**XVI. Presentation of PhD by 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 Dean shall seek the comments of the appropriate School 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; and
  - C. approval from the holder(s) of copyrights if required; and
  - D. in the event of the inclusion of works by multiple authors, a statement by the major author(s) of the publications indicating the candidate's contribution to the work in the three critical areas of conception, execution and writing; and
  - 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.
4. The standard of the submission should be equivalent to that expected from a diligent student after a period of three 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.

**XVII. 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.
1. Examination 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 Dean, the School concerned may request that the examining committee should consist of an internal convener and two external examiners.
  - A. 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.
2. 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 in the University Library.

**XVIII. Resubmission of PhD by Thesis or Portfolio**

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.
1. 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.
2. In the event of an oral examination being required, the Dean of Faculty may recommend the appointment of an appropriate neutral third party observer.
3. 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.
4. 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 PhD/DLang be awarded; or
  - B. that the thesis or portfolio be approved and the degree of PhD/DLang be awarded subject to minor corrections to be completed within three months and approved by the convener; or
  - C. that, the thesis or portfolio being of sufficient merit, the candidate be awarded the degree of MPhil (by research), MSc(Res) or MSt(Res); or
  - D. that the thesis or portfolio be rejected and no award made.

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

**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”.

“PhD” means “Doctor of Philosophy in Creative Writing”

“MPhil” means “Master of Philosophy”

“Degree” means “PhD in Creative Writing”

“portfolio” means “body of work submitted for the Degree of PhD 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 PhD 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.
1. A PhD 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;
  - A. 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;
  - B. 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.
1. 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.
1. 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.

2. 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.
3. 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).
4. The submitted work shall be normally presented after three years and after no more than four years of study as a matriculated student or the equivalent for part-time students. Exceptionally the submitted work may be presented after two 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.
1. All students and supervisors are required to conduct their work and supervision in accordance with the requirements of the University's policies for postgraduate research students.
2. All research students will undergo an annual progress review in accordance with the Policy on Progress Reviews and Termination of Studies for Postgraduate Research Students.
3. If serious problems emerge regarding a student's progress, their studies may be terminated in accordance with the Policy on Progress Reviews and Termination of Studies for Postgraduate Research Students.

#### **VI. 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.
1. 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.
  - A. 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.
2. 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.
3. The work shall be written in English.
4. 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.
5. 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.
6. 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; and
- A. a statement of the date of the candidate's admission as a research student; and
- B. a statement by the supervisor that the Regulations have been fulfilled; and
- C. 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 Dean 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; and
  - 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**

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:
  - A. that the thesis or portfolio be approved and the degree of PhD in Creative Writing be awarded without corrections; or
  - B. that the thesis or portfolio be approved and the degree of PhD in Creative Writing be awarded, subject to the making of any purely typographical corrections and revisions; or
  - C. that the thesis or portfolio be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis or portfolio within a period of three months of the intimation to the candidate of the decision of the examining committee 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 PhD in Creative Writing be awarded; or
  - D. 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 of intimation to the candidate of the decision of the examining committee—this recommendation meaning that the candidate must resubmit a corrected thesis or portfolio, pay a resubmission fee, and be re-examined, though the examiners have the right to waive a further oral examination; or
  - E. that the thesis or portfolio not being of sufficient merit, the candidate be given the opportunity to resubmit the thesis or portfolio within twelve months for a further examination for the award of MPhil - this recommendation meaning that the candidate must resubmit a corrected thesis or portfolio under the regulations for the degree of MPhil (by research), pay a resubmission 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 8G as an alternative option; or
  - F. that the thesis or portfolio not being of sufficient merit, the candidate be awarded the MPhil (by research) or MSt(Res), where so qualified. This may only be offered as an alternative to 8D and the candidate must be given a period of two weeks from the intimation of the decision of the examining committee to decide which option to accept; or
  - G. that the thesis or portfolio be rejected and no award made. This may only be offered as an alternative to 8E and the candidate must be given a period of two weeks from the intimation of the decision of the examining committee to decide which option to accept.

#### **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 may 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 thesis or portfolio be approved and the degree of PhD in Creative Writing be awarded; or
  - B. that the thesis or portfolio be approved and the degree of PhD in Creative Writing be awarded subject to minor corrections to be completed within three months and approved by the convener; or
  - C. that, the thesis or portfolio being of sufficient merit, the candidate be awarded the degree of MPhil (by research) or MSt(Res); or
  - D. that the thesis or portfolio be rejected and no award made.

## **E. DEGREE OF DOCTOR OF ENGINEERING (DEng/EngD)**

### **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".

"DEng/EngD" means "Doctor of Engineering".

### **II. Admission**

1. The Senatus Academicus may admit as candidates for the Degree of DEng/EngD persons who have been admitted as research students of the University and who have been recommended to register as DEng/EngD students by the Dean.
2. A DEng/EngD student shall matriculate and pay the appropriate fee each year.
3. A DEng/EngD student must normally be a full time student.
4. The Head of School shall appoint for each candidate an academic supervisor and an external 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 external supervisor shall be a member of staff of the external organisation which is sponsoring the student.

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

1. Every candidate for the Degree of DEng/EngD 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 external organisation 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 policies for postgraduate research students.
4. All research students will undergo an annual progress review in accordance with the Policy on Progress Reviews and Termination of Studies for Postgraduate Research Students.
5. If serious problems emerge regarding a student's progress, their studies may be terminated in accordance with the Policy on Progress Reviews and Termination of Studies for Postgraduate Research Students.

### **IV. Thesis or portfolio**

1. Every candidate for the Degree of DEng/EngD shall present a thesis or portfolio embodying the results of their special study or research.
2. A thesis should take the form of a specially composed monograph. A portfolio should take the form of documents such as published papers, unpublished papers containing original scientific or engineering investigations and/or analysis, 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 DEng/EngD students are eligible.
4. The thesis or portfolio shall normally be presented after four years and no later than five years since first matriculation. Exceptionally the thesis or portfolio may be presented after three years since first matriculation.

### **V. The Examination**

1. The examination of the thesis or portfolio of 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 DEng/EngD be awarded without corrections; or
  - B. that the thesis or portfolio be approved and the degree of DEng/EngD be awarded

- subject to the making any purely typographical corrections and revisions; or
- C. that the thesis or portfolio be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis or portfolio within a period of three months of the intimation to the candidate of the decision of the examining committee 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 DEng/EngD be awarded; or
  - D. 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 of intimation to the candidate of the decision of the examining committee – this recommendation meaning that the candidate must resubmit a corrected thesis or portfolio, pay a resubmission fee, and be re-examined, though the examiners have the right to waive a further oral examination; or
  - E. that the thesis or portfolio not being of sufficient merit, the candidate be given the opportunity to resubmit the thesis or portfolio within twelve months for a further examination for the award of MPhil– this recommendation meaning that the candidate must resubmit a corrected thesis or portfolio under the regulations for the degree of MPhil (by research), pay a resubmission 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 G as an alternative option; or
  - F. that the thesis or portfolio not being of sufficient merit, the candidate be awarded the degree of MPhil(by research) or MSc(Res) where so qualified This may only be offered as an alternative to 2D and the candidate must be given a period of two weeks from the intimation of the decision of the examining committee to decide which option to accept; or
  - G. that the thesis or portfolio be rejected and no award made. This may only be offered as an alternative to 2E and the candidate must be given a period of two weeks from the intimation of the decision of the examining committee to decide which option to accept.

## **VI. Resubmission**

- 1. The resubmission of the thesis or portfolio of 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 DEng/EngD be awarded; or
  - B. that the thesis or portfolio be approved and the degree of DEng/EngD be awarded, subject to minor corrections to be completed within three months and approved by the convener; or
  - C. that, the thesis or portfolio being of sufficient merit, the candidate be awarded the degree of MPhil(by research) or MSc(Res); or
  - D. that the thesis or portfolio be rejected and no award made.

## **F. DEGREE OF DOCTOR OF PERFORMING ARTS (DPERF)**

### **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”;

“DPerf” means the “Doctor of Performing Arts”;

“MFA” means “Master of Fine Arts”;

“Portfolio” means “body of work submitted for the Degree of DPerf, including any assessed performances”.

## **II. Admission**

1. The Senatus Academicus may admit as candidates for the degree of DPerf persons who have been admitted as research students of the University and who have been recommended to register as DPerf students by the Dean of Faculty. In exceptional circumstances the Senatus Academicus may admit as a candidate for the degree of DPerf 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 DPerf 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 only register as full-time students where there is written confirmation from the employer that a candidate will have sufficient time to dedicate to their studies, for instance where the DPerf is part of the candidate’s professional development.

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

1. Every candidate for the degree of DPerf at the Royal Conservatoire of Scotland will pursue a course of professional projects and supplementary studies and written work as set out in Regulation F.VI.1 during a period of not less than three years or its equivalent for part-time or flexibly programmed students.

## **V. Nature of Study**

1. The degree of DPerf is granted only for the submission of a body of work judged by the examiners to represent an outstanding level of professional development by a performing artist. The work will make a significant contribution to the candidate’s chosen artistic sphere. The candidate will be able to articulate the context for the work and how it enhances their artistic practice.
2. All students and supervisors are required to comply with the requirements of the Royal Conservatoire of Scotland’s Policy for Supervisors and Students in the Doctor of Performing Arts Programme.
3. The work of all students will be reviewed annually and the results reported to the Research Degrees Committee at the Royal Conservatoire of Scotland.
4. Where a student’s progress is not considered satisfactory at the annual review, they will receive a letter outlining the concerns in detail, and details of work to be submitted for a second review within 2-6 months as appropriate. If progress at the second review is not considered satisfactory, the Research Committee will request termination of studies in accordance with the Royal Conservatoire of Scotland’s Policy for Supervisors and Students in the Doctor of Performing Arts Programme.

## **VI. Methods of Presentation**

1. Candidates for the degree will be examined on the basis of a portfolio comprising (A) a

series of professional projects and (B) supplementary studies and (C) written work. The portfolio will take the form of:

- A. a series of professional projects (normally 4 major artistic projects and 1 development project). They will demonstrate an appropriately wide and deep professional practice at this level. They will form a coherent artistic unit.
  - B. a collection of taught supplementary studies, chosen to complement the Professional Projects and designed to enrich and deepen the candidate's artistic practice. These may be theoretical, practical or research-related studies as appropriate.
  - C. a body of written work which articulates the context for professional projects, and which reflects the student's artistic development and synthesises work undertaken in the supplementary studies. The written component will normally be 12,500-15,000 words (excluding bibliography and appendices).
2. The three elements are credit weighted. Across three years or part-time equivalent successful candidates will gain 360 credits for professional projects, and 120 credits for supplementary studies, and 60 credits for the written work. Credits for the supplementary studies may be awarded upon completion of approved taught modules but the credits for the professional projects and the written work will only be awarded following a successful viva voce examination. All credits must be obtained in order for the degree to be awarded.
  3. The introduction to the portfolio will be prefaced by:
    - A. a declaration that the work has been undertaken by the candidate and has not been presented for any other degree.
    - B. a statement of the date of the candidate's admission as a student.
    - C. a statement by the supervisor that the Regulations have been fulfilled.
    - D. a statement of access to or embargo of the print and/ or electronic parts of the submission.

## **VII. The Examination**

1. The examination of the portfolio shall follow the same rules and procedures as laid down in the University of St Andrews Senate Regulations for PhD, except that:
  - A. the Research Degrees Committee of the Royal Conservatoire of Scotland will appoint one internal convener and two external examiners.
2. The examining committee shall make one of the following recommendations to the Senatus Academicus:
  - A. that the portfolio be approved and the degree of DPerf be awarded without corrections; or
  - B. that the portfolio be approved and the degree of DPerf be awarded, subject to the making of any purely typographical corrections and revisions; or
  - C. that the portfolio 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 intimation to the candidate of the decision of the examining committee and that, upon the convener of the committee being satisfied that these minor corrections have been effected, the portfolio be approved and the degree of DPerf be awarded; or
  - D. that the portfolio be not accepted in its present form but that the candidate be given the opportunity to revise the portfolio and resubmit it within twelve months of intimation to the candidate of the decision of the examining committee – this recommendation meaning that

- the candidate must resubmit a corrected portfolio, pay a resubmission fee, and be re-examined, though the examiners have the right to waive a further oral examination; or
- E. that, the portfolio submitted not being of sufficient merit, the candidate be give the opportunity to resubmit the portfolio within twelve months for a further examination for the award of MFA – this recommendation meaning that the candidate must resubmit a corrected portfolio under the regulations for the degree of MFA or appropriate equivalent postgraduate diploma, pay a resubmission 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 2G as an alternative option; or
  - F. that, the portfolio not being of sufficient merit, the candidate be awarded the MFA or appropriate equivalent postgraduate diploma where so qualified. This may only be offered as an alternative to 2D and the candidate must be given a period of two weeks from the intimation of the decision of the examining committee to decide which option to accept; or
  - G. that the portfolio be rejected and no award made. This may only be offered as an alternative to 2E and the candidate must be given a period of two weeks from the intimation of the decision of the examining committee to decide which option to accept.

#### **VIII. 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 work.
2. On resubmission of the work 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 any 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 may 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 work submitted.
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 DPerf be awarded.
  - B. that the portfolio be approved and the degree of DPerf be awarded subject to minor corrections to be completed within three months and approved by the convener; or
  - C. that, the portfolio being of sufficient merit, the candidate be awarded the degree of MFA or appropriate equivalent postgraduate diploma; or
  - D. that the portfolio be rejected and no award made.

#### **G. DEGREE OF DOCTOR OF PROFESSIONAL PRACTICE (DPROF)**

##### **I. Interpretation**

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

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

“DProf” means “Doctor of Professional Practice”;

“Portfolio” means “body of work submitted for the degree of DProf”.

## **II. Admission**

1. The Senatus Academicus may admit as candidates for the Degree of DProf persons who have been admitted as research students in a specific, approved DProf pathway within an Academic School. In exceptional circumstances the Senatus Academicus may admit as a candidate for the degree of DProf a student from an alternative degree pathway (for example, MLitt or PhD), who can satisfy the Dean of Faculty that they have successfully pursued a course of study within the university that provides equivalent progress and standing at the point of transfer.
2. A DProf student shall matriculate and pay the appropriate fee for each year.

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

1. The DProf is usually a part-time programme. Candidates in full-time employment may only register as full-time students where there is written confirmation from the employer that a candidate will have sufficient time to dedicate to their studies; that is, in cases where the DProf will be integral to both the candidate’s work and professional development.

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

1. Every candidate for the degree of DProf will pursue an approved course of *applied research* as set out in Regulation VI.1 during a period of not less than three years or its equivalent for part-time or flexibly programmed students.

## **V. Nature of Study**

1. The degree of DProf is granted only for the submission of a portfolio of work judged by the examiners to represent an outstanding level of professional practice development by an established practitioner, during the course of full-time employment. The work will make a significant contribution to both the candidate’s chosen professional sphere and the understanding of practice in their organizational context. The candidate will therefore be able to articulate the context for the work and how it enhances professional practice.
2. All students and supervisors are required to comply with the requirements of current Policies for Postgraduate Research, including (but not only) procedures for annual review.

## **VI. Methods of Presentation**

1. Candidates for the degree will be examined on the bases of *supplementary studies* and a portfolio comprising (A) a series of *professional projects* and (B) an *integrative critical analysis*.
2. *Supplementary Studies* at the 5000 level shall total 120 credits in the field of a named programme pathway, delivered by any mode, and for which the regulations and policy for the recognition of prior learning shall apply.
3. The portfolio will take the form of:
  - A. A series of *professional projects* (normally 3 or 4 applied research projects). The projects will demonstrate an appropriately wide and deep professional practice at

- doctoral level, and address a coherent theme. The research from such work will normally take the form of journal articles (but may include policy and practice papers), which together total 35,000 – 40,000 words (excluding bibliography and appendices). The portfolio may include collaboratively written outputs, provided that a statement agreed by all authors, confirming that the DProf candidate is the principal author of the work, is submitted with any such outputs.
- B. An *integrative critical analysis*, which articulates the context for the *professional projects*, reflects the student's professional development and sets out the contribution to the advancement of practice in the field. The *integrative critical analysis* will normally take the form of a written report of 12,500 – 15,000 words (excluding bibliography and appendices).
4. The three elements are credit weighted. Across the programme, successful candidates will gain 360 credits for *professional projects*, 60 credits for the *integrative critical analysis* and 120 credits for *supplementary studies*. Credits for the *integrative critical analysis* will only be awarded following a successful viva voce examination. All credits must be obtained in order for the degree to be awarded.
5. The introduction to the portfolio will be prefaced by:
- A. A declaration that the work has been undertaken by the candidate and has not been presented for any other degree.
- B. A statement of the date of the candidate's admission as a student.
- C. A statement by the supervisor that the regulations have been fulfilled.
- D. A statement of access to or embargo of the print and/ or electronic parts of the submission.

## VII. The Examination

1. The examination of the portfolio shall follow the same rules and procedures as laid down in the University of St Andrews Senate Regulations for PhD, except that the examining committee shall make one of the following recommendations to the Senatus Academicus:
- A. That the portfolio submitted be approved and the degree of DProf be awarded; or
- B. That the portfolio submitted be approved and the degree of DProf be awarded, subject to the making of any purely typographical corrections and revisions; or
- C. That the portfolio submitted 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 convenor of the committee being satisfied that these minor corrections have been effected, the work be approved and the degree of DProf be awarded; or
- D. That the portfolio submitted be not accepted in its present form but that the candidate be given the opportunity to revise the submission and to 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 revised body of work, 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 portfolio submitted not being of sufficient merit, may be awarded the degree of MPhil or a postgraduate diploma, where the Dean of the Faculty is satisfied it meets the relevant criteria; this recommendation may be offered to the



candidate at the same time as recommendation (D) as an alternative option, but may not be the only recommendation at the first presentation of the work; or

- F. That, the portfolio submitted not being of sufficient merit, the candidate may resubmit the portfolio within twelve months for a further examination for the award of MPhil or a postgraduate diploma – this recommendation meaning that the candidate must resubmit a revised body of work under the regulations for the relevant degree, 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 (D) as an alternative option, but may not be the only recommendation at the first presentation of the work; or
- G. That the portfolio be rejected and no award made. This may not be the recommendation at the first presentation of the portfolio.

### **VIII. 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 work.
2. On resubmission of the work 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 any 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 may 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 work submitted.
5. The examining committee shall make one of the following recommendations to the Senatus Academicus:
  - A. That the work submitted be approved and the degree of DProf be awarded.
  - B. That, the work submitted being of sufficient merit, the candidate be awarded the degree of MPhil or a postgraduate diploma; or
  - C. That the work submitted be rejected.

### **H. DEGREE OF DOCTOR OF MEDICINE (MD) BY RESEARCH**

There are two routes to the MD, one by research as set out below and one by submission of evidence research as set out in section I. 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:

“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”;

“MD” means “Doctor of Medicine”. “MPhil” means “Master of Philosophy”.

## **II. Admission**

1. The Senatus Academicus may admit as candidates for the degree of MD persons who have been admitted as research students of the University and who have been recommended to register as MD students by the Dean of Faculty. In exceptional circumstances the Senatus Academicus may admit as a candidate for the degree of MD 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 MD 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; and
  - 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; and
  - 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 for 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 MD, 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 two years and after no more than four years

of study as a matriculated student, or the equivalent for part-time students. The thesis will not be accepted less than two years after matriculation.

**V. Nature of Study**

1. The degree of MD 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 postgraduate research students.
3. All research students will undergo an annual progress review in accordance with the Policy on Progress Reviews and Termination of Studies for Postgraduate Research Students.
4. If serious problems emerge regarding a student's progress, their studies may be terminated in accordance with the Policy on Progress Review and Termination of Studies for Postgraduate Research Students.

**VI. Methods for Presentation**

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

**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 it has not been accepted in any previous application for any degree; and
  - B. a statement of the date of the candidate's admission as a research student; and

- 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 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 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. The examining committee shall make one of the following recommendations to the Senatus Academicus:
  - A. that the thesis be approved and the degree of MD be awarded without corrections; or
  - B. that the thesis be approved and the degree of MD 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 to the thesis within a period of three months of the intimation to the candidate of the decision of the examining committee 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 MD 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 and resubmit it within twelve months 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 resubmission 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 be given the opportunity to 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 (by research), pay a resubmission 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 8G as an alternative option; or

- F. that the thesis not being of sufficient merit, the candidate be awarded the degree of MPhil (by research) or MSc(Res), where so qualified. This may only be offered as an alternative to 8D and the candidate must be given a period of two weeks from the intimation of the decision of the examining committee to decide which option to accept; or
- G. that the thesis be rejected and no award made. This may only be offered as an alternative to 8E and the candidate must be given a period of two weeks from the intimation of the decision of the examining committee to decide which option to accept.

## **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 may 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 MD be awarded; or
  - B. that the thesis be approved and the degree of MD be awarded subject to minor corrections to be completed within three months and approved by the convener; or
  - C. that, the thesis being of sufficient merit, the candidate be awarded the degree of MPhil (by research) or MSc(Res); or
  - D. that the thesis be rejected and no award made.

## **I. DEGREE OF DOCTOR OF MEDICINE (MD) BY PORTFOLIO**

### **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 a candidate for the Degree of Doctor of Medicine in recognition of a corpus of work of a professional standard attained over an extended period of no fewer than ten years, containing original and significant contributions to the advancement of knowledge and learning which has given the candidate international distinction in their particular field.
2. A candidate must be either:
  - A. a graduate of the University of St Andrews who holds a qualifying degree in Medicine of at least ten years standing; or
  - B. a professor in the University with no fewer than four years service since the date of their appointment.

## **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 international distinction in some branch or branches of learning.
2. Such evidence as is presented in terms of regulation H.III.1 shall be accompanied by the appropriate fee and a declaration signed by the candidate certifying either:
  - A. that the candidate is the sole author of the work; or
  - B. 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.
3. 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.
  - A. if after inquiry the Senatus Academicus is not satisfied with the declaration provided for in regulation H.III.2, the Senatus shall have power to refuse the application.
  - B. 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 regulation H.IV.
4. Two 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 Dean of the relevant

faculty shall appoint a Committee consisting of two External Examiners selected from a list supplied by the School and two or more members of the teaching staff of the University of St Andrews, one of whom shall be of professorial standing, or recognised equivalent. If, following a report from the Committee of Examiners, the Dean is of the opinion that the work submitted constitutes an original and sufficiently substantial contribution to knowledge by the candidate, the candidate shall be awarded the degree.

#### **V. Appeal Procedure**

1. If, after the recommendation of the Examining Committee is approved and communicated, the candidate wishes to appeal against the Examining Committee's recommendation, then they should submit a Stage 1 Academic Appeal to the Proctor, as per the procedures and grounds laid down in the University's Policy on Student Academic Appeals. Such appeals should be raised by candidates within 5 working days of the results or other notification being issued.

### **J. DEGREE OF DOCTOR OF SCIENCE (DSc)**

#### **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. The Senatus Academicus may admit a candidate for the Degree of Doctor of Science in recognition of a corpus of work of a professorial standard attained over an extended period of no fewer than ten years, containing original and significant contributions to the advancement of knowledge and learning which has given the candidate international distinction in their particular academic field.
2. A candidate must be either:
  - A. a graduate of the University of St Andrews provided that no fewer than ten years have elapsed from the date of their doctorate or other recognised terminal degree; or
  - B. a professor of the University with no fewer than four years service since the date of appointment.

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

1. 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 international distinction in some branch or branches of learning.
2. Such evidence as is presented in terms of regulation I.III.1 shall be accompanied by a declaration signed by the candidate certifying either:
  - A. that the candidate is the sole author of the work; or

- B. 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.
3. 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.
  - A. If after inquiry the Senatus Academicus is not satisfied with the declaration provided for in I.III.2, the Senatus shall have power to refuse the application.
  - B. 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 regulation I.IV.
4. Two 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 Dean of the relevant faculty shall appoint a Committee consisting of two External Examiners selected from a list supplied by the School and two or more members of the teaching staff of the University of St Andrews, one of whom shall be of professorial standing, or recognised equivalent. If, following a report from the Committee of Examiners, the Dean is of the opinion that the work submitted constitutes an original and sufficiently substantial contribution to knowledge by the candidate, the candidate shall be awarded the degree.

#### **V. Appeal Procedure**

1. If, after the recommendation of the Examining Committee is approved and communicated, the candidate wishes to appeal against the Examining Committee's recommendation, then they should submit a Stage 1 Academic Appeal to the Proctor, as per the procedures and grounds laid down in the University's Policy on Student Academic Appeals. Such appeals should be raised by candidates within 5 working days of the results or other notification being issued.

### **K. DEGREE OF DOCTOR OF LETTERS (DLitt)**

#### **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 Letters" means the "Degree of Doctor of Letters in the University of St Andrews".

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

1. The Senatus Academicus may admit a candidate for the Degree of Doctor of Letters in recognition of a corpus of work of a professorial standard attained over an extended period of no fewer than ten years, containing original and significant contributions to the advancement of knowledge and learning which has given the candidate international



distinction in their particular academic field.

2. A candidate must be either:
  - A. a graduate of the University of St Andrews provided that no fewer than ten years have elapsed from the date of their doctorate or other recognised terminal degree, or
  - B. a professor in the University with no fewer than four years service since the date of their appointment.

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

1. Each candidate for the Degree of Doctor of Letters 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 Letters is a high one. The subject matter must be coherent and original and should form a contribution to the advancement of knowledge of the subject of such substance and distinction as to give the candidate international distinction in some branch or branches of learning.
2. Such evidence as is presented in terms of regulation J.III.1 shall be accompanied by a declaration signed by the candidate certifying either:
  - A. that the candidate is the sole author of the work; or
  - B. 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.
3. 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.
  - A. If after inquiry the Senatus Academicus is not satisfied with the declaration provided for in J.III.2, the Senatus shall have power to refuse the application.
  - B. 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 regulation J.IV.
4. Two 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 Dean of the relevant faculty shall appoint a Committee consisting of two External Examiners selected from a list supplied by the School and two or more members of the teaching staff of the University of St Andrews, one of whom shall be of professorial standing, or recognised equivalent. If, following a report from the Committee of Examiners, the Dean is of the opinion that the work submitted constitutes an original and sufficiently substantial contribution to knowledge by the candidate, the candidate shall be awarded the degree.

### **V. Appeal Procedure**

1. If, after the recommendation of the Examining Committee is approved and communicated, the candidate wishes to appeal against the Examining Committee's recommendation, then they should submit a Stage 1 Academic Appeal to the Proctor, as per the procedures and grounds laid down in the University's Policy on Student Academic Appeals. Such appeals should be raised by candidates within 5 working days of the results or other notification being issued.

#### **L. AUDITING MODULES**

1. 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.