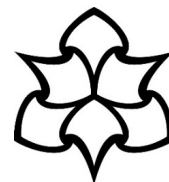


**Manchester
Metropolitan
University**

GUIDELINES ON THE EXAMINATION OF POSTGRADUATE RESEARCH DEGREES

2019-20

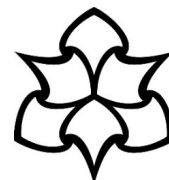




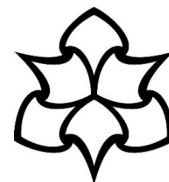
Guidelines on the Examination of Postgraduate Research Degrees 2019-20

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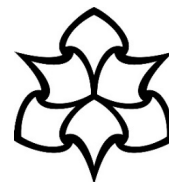
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Major changes for 2019-20

The Guidelines on the Examination of Postgraduate Research Degrees is reviewed annually. Changes may be made throughout the year, so please refer to the [Graduate School website](#) for the latest version of this document. Major changes for 2019-20 are below:

Section	Amendment/Addition
All	Amendments have been made throughout the document to provide clarity, reduce duplication and ambiguity in the text and ensure ease of reference between the suite of regulatory documents.
All	To provide consistency and clarity in decision making, where the term “delegated authority” is noted, unless stated otherwise, this means the Faculty Research Degrees Committee.
All	Where the term “normally” appears, if a situation does not fall within this criterion, it will be assessed on a case-by-case basis by the Head of Faculty Research Degrees, in liaison with the Research Degrees Manager.
All	Terminology has been amended from <i>conferment</i> to <i>completion and award</i> throughout the document
All	Text has been amended from <i>Graduate School</i> to <i>Faculty Graduate School Team</i> because of recent changes to operational practice for some of the processes.
3.2	Regulation has been updated to confirm the approval criteria for an internal examiner, where they have limited or no research degree examination experience.
8.2	Regulation has been updated to confirm if a thesis is substantially in excess of the recommended word length without prior permission, this may be cited as a reason for resubmission by the examination team.
9.2	Regulation has been updated to confirm the implications of failing to submit the thesis by the deadline.
9.4	Regulation has been updated to outline the submission requirements in terms of the timescales and documentation required to support it.
9.8	Table has been updated to reflect current operational practice following the submission of a thesis (including confirmation of the newly introduced timescale (see 11.7) to receive the written outcome post oral examination.
11	Regulations updated to include reference to the potential use of video conferencing facilities to support the oral examination process (in identified cases).
11.7, 12.2, 13.4 & 13.10	Information related to timescales for completing and reviewing revisions, and communicating examination outcomes, have been updated to clarify expectations for all parties and fall in line with sector standard practice.
15	For all students, the date of award is the date when all the academic and administrative requirements for the Award have been completed.



Appendix 1	Specimen front cover and title pages have been updated to reflect amendments made to the regulations in 15.
Appendix 2	Table updated to reflect current operational practice.

This document is owned and updated by the Manchester Metropolitan University Graduate School on behalf of Academic Board. Queries should be directed to the Graduate School (gsresearchdegrees@mmu.ac.uk).

Introduction

Manchester Metropolitan University produces a suite of documents that outline the formal regulations and procedures for postgraduate research degrees.

The **Guidelines on the Examination of Postgraduate Research Degrees** pulls together information from other documents, and provides operational detail to support students and staff.

This document should be read alongside the:

- Regulations for Postgraduate Research Degrees
- Institutional Code of Practice for Postgraduate Research Degrees
- Research Degrees Handbook.

These documents are available on the [Graduate School website](#).

1. Examination procedures

1.1 The examination for the Master's degree (by Research) shall have only one formal stage:

- i) The submission and assessment of the thesis.

Where necessary, examiners can request an oral examination or other appropriate assessment in support of this assessment.

1.2 For, PhD, MPhil and Part B of the Professional Doctorate, the examination shall have two formal stages:

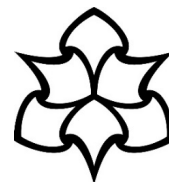
- i) The submission and preliminary assessment of the thesis
- ii) Its subsequent defence by oral examination, or approved alternative examination, as provided in the [Regulations for Postgraduate Research Degrees](#).

General arrangements

1.3 All teaching, supervision and examination of research degrees will be in the English language.

1.4 The University Research Degrees Committee, acting as the Assessment Board for research degrees, shall establish general procedures for the conduct of examinations and shall consider and approve award recommendations.

1.5 Manchester Metropolitan University reviews its postgraduate research regulations on an annual basis to ensure that they remain fit for purpose, maintain academic standards and take into



consideration changes to the external environment. Any proposed revisions are considered closely by members of the University Research Degrees Committee and Faculty Research Degrees Committees before consideration by and approval at Academic Board. Following approval, Manchester Metropolitan University communicates changes to the regulations to staff, students, external examiners and other relevant stakeholders.

1.6 The Chair of the University Research Degrees Committee or their nominee shall have the right to attend any oral examination of the University. In such cases, they shall normally chair the proceedings. Academic staff, including supervisors, advisors and other research degree students registered with the University may, with the explicit consent of the student to be examined, attend the oral examination as non-examining observers.

1.7 The assessment regulations for postgraduate research degrees are set out in the [Regulations for Postgraduate Research Degrees](#). The external examiners shall make recommendations according to the Regulations. A copy of the Regulations for Postgraduate Research Degrees shall be made available online to each student, the supervisory team and the examiners.

Assessing students with disabilities

1.8 Where students with disabilities and other special educational needs require alternative assessment arrangements, they must inform their Director of Studies and must ensure that they have a Personal Learning Plan in place so that the Faculty is able to make reasonable adjustments for their examination. The student's Personal Learning Plan will be drawn up by a [member of the Disability Support Team](#) (a Disability Advisor), and will offer recommendations for support that could be put in place. The Faculty Research Degrees Team should be kept informed about any requirements in the Personal Learning Plan that will require alternative assessment arrangements.

Other circumstances

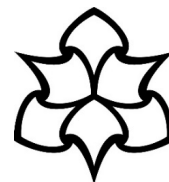
1.9 A student should inform the Faculty Research Degrees Team in writing of any mitigating circumstances that should be brought to the attention of the examiners at the same time as the thesis is submitted.

2. Nomination and appointment of examiners

2.1 The examination team shall be able to assess the student's conduct of research and, for doctoral programmes, the contribution to knowledge. The examination team shall normally comprise an external examiner, an independent internal examiner and an independent chair. At least one of the examiners shall have experience of examining UK research degree students at the level of the award or higher. The student shall take no part in the appointment of examiners and shall not have contact with the examiner(s) between the appointment of the examiners and the oral examination. All persons who act as an examiner shall declare any potential conflicts of interest.

2.2 The University Research Degrees Committee or delegated authority shall appoint the examination teams and external examiners for the research degree programmes. Examination teams shall be proposed by the Director of Studies before being approved by the University Research Degrees Committee or delegated authority. The examiners shall be appointed and approved at least three months before the expected date of thesis submission.

2.3 Directors of Studies propose examination teams using the Application for Approval of Examiners (RD6) form. This form is submitted to the Faculty Research Degrees Team for approval at



the Faculty Research Degrees Committee. The proposed examination team will be considered by the Committee, to ensure that the examiners are experienced in research in the general area of the thesis and, where practicable, have specialist experience in the topic to be examined. The Committee will also ensure that the examining team is independent from the student and the supervisory team. The Director of Studies and the examiners will be notified by email when the Committee has approved the examining team.

2.4 Examinations shall not take place until the examiners have been approved by the Faculty Research Degrees Committee. In exceptional circumstances, the University Research Degrees Committee or delegated authority may act directly to appoint a new examination team and arrange the examination of a student.

2.5 Where an examination cannot be held within six months of thesis submission because of the unavailability of an examiner, the University Research Degrees Committee or delegated authority may rescind the appointment of all or any of the examiners and appoint new examiners as appropriate.

3. The role of examiners

Independent Chair

3.1 For research degree students who are required to undertake an oral examination, an independent chair shall be appointed by the University Research Degrees Committee or delegated authority who has previous research degree examining experience and has completed the 'Chairing a Viva' training. The chair shall also be responsible for ensuring the associated administration of the oral examination is completed satisfactorily (such as the passing on of details of the outcome of the examination to the student). The chair will not examine the thesis but may, on request, have a copy made available to them. A chair is not required for Master's degree (by Research) as there is no oral examination. If an oral examination is specifically requested by the examiners following a resubmission, a chair will be required.

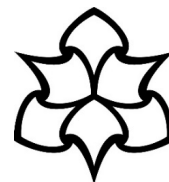
Internal Examiners

3.2 An internal examiner with limited or no research degree examination experience may be approved if they have experience of supervising a research student to successful completion at the level of the award or higher, and the Director of Studies has uploaded a supporting statement to the approval of examiners (RD6) form. They must also have attended the university workshop (or refresher workshop) on supervising and examining research students and have observed at an oral examination (where possible).

3.3 An independent internal examiner shall be defined as an examiner who has not been a supervisor or advisor to the student, but must have relevant knowledge of the thesis subject area. Independence implies independence in all respects relating to both the specific programme of work and any close personal relationships with any member of the supervisory team or student.

External Examiners

3.4 The role of external examiners shall be to ensure that justice is done to the individual student, that the standard of the University's awards is maintained, and that the assessments with which the examiner is concerned are carried out in accordance with the [Regulations for Postgraduate Research Degrees](#). External examiners shall be independent of Manchester



Metropolitan University and of any collaborative partner organisation where the Manchester Metropolitan University research degree is being undertaken, and shall not have acted as the student's supervisor or advisor.

3.5 The external examiner shall not be a current member of staff of this University. Former members of the University shall not be an examiner until at least five years have elapsed since they left their post. An external examiner shall not normally be a supervisor of another student in the same department at the University. The external examiner should not have been a former higher degree student of the University until at least five years have elapsed since their award date. The external examiner must declare any potential conflict of interest and must not have worked collaboratively with the supervisory team, or the student, in the last five years. The University Research Degrees Committee or delegated authority shall not normally appoint an external examiner more than twice in three years to examine a research degree. The external examiner must have examined at or above this level of award in the UK before, or the Director of Studies must upload a supporting statement to the approval of examiners (RD6) form to justify their decision.

Other considerations

3.6 A student who is also a member of University staff shall not have an internal examiner, but will have a second external examiner instead. A student who holds a fixed short-term employment contract (e.g. a research assistant) shall be exempt from the requirements of this regulation. For a student who is appointed as a permanent member of staff at the University during any stage of the research programme, two external examiners will be appointed.

4. Request for early submission

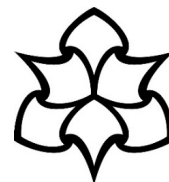
4.1 If a student's research is progressing exceptionally well, they can submit a request for early submission to the Faculty Research Degrees Committee (subject to them completing the minimum time requirements, as outlined in the [Regulations for the Academic Awards of the Manchester Metropolitan University](#)). This should be supported by their Director of Studies and is submitted normally at the same time as the approval of examiners (RD6) form (although earlier requests may be submitted for consideration).

5. Request for confidentiality/embargo on a thesis

5.1 If a student requires their thesis to remain confidential, an application must be made to the Faculty Research Degrees Committee. An application should normally be submitted at the time of the approval of examiners (RD6) form and must be supported by the student's Director of Studies. The student must provide an outline in writing via email to their Faculty Research Degrees Team to confirm the reason for the confidentiality request and the duration required.

5.2 A student cannot normally request confidentiality and an embargo after submission of the thesis for examination.

5.3 The Faculty Research Degrees Committee will normally only approve an application for confidentiality in order to enable a patent application to be filed, if there is commercially sensitive data, or to protect the legitimate interest of stakeholders.



5.4 The period of confidentiality shall not normally exceed two years from the date of the oral examination. Requests for longer will only be considered in exceptional circumstances by the Faculty Research Degrees Committee, and will be reviewed on a case-by-case basis.

5.5 When the research student submits their thesis, they should state on the declaration (RDDEC-A) form that a request for confidentiality has been submitted. The outcome of the request will then need to be confirmed after the oral examination (on the EThOS deposit agreement form).

5.6 During this confidentiality period, only the abstract will be published on [e-space](#), the University's open-access digital repository until the embargo period has lapsed. The full thesis will then be displayed after this date.

6. Preparation of the thesis

6.1 There are a number of presentational aspects of the thesis, which a research student's supervisors should discuss with them. The University has specific requirements that are detailed below. Students should note that their thesis cannot be examined until the format is correct.

6.2 The PGR Training and Development pages on Moodle contain information about sessions on writing a thesis and understanding the oral examination. It is advisable that students and their Director of Studies arrange a mock oral examination. **6.3** The University Library holds copies of successful Masters (by Research), MPhil and doctoral theses, which are available for reference. Students may also wish to look on [e-space](#), the University's open-access digital repository, for more recent submissions.

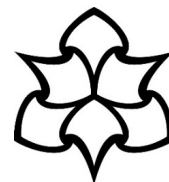
6.4 If the research involves the presentation of work partly in a form other than written (this may include an installation or a performance), reference to this should have been made in the application for registration (RD1). If, however, it becomes clear at a later stage that the thesis will involve such a presentation, then students should contact the Faculty Research Degrees Team as soon as possible since this will require special application to the Faculty Research Degrees Committee.

6.5 Research students may want to submit their work to Turnitin, an Independent plagiarism checker, prior to formally submitting their thesis to ensure there are no issues with citation or references. It can also help them improve their academic writing as they will get feedback on their use of quotations, citation and referencing. Students can test their work with Turnitin at any stage of their writing, e.g. when they have written their first chapter.

7. Research misconduct

Plagiarism

7.1 Copying and presenting someone else's work without acknowledgement may be construed as attempting to pass that work off as a student's own. This is called plagiarism. The intent of the act cannot be proven and is therefore not always considered. Whether accidental or deliberate, it is still plagiarism. Manchester Metropolitan University takes the act of plagiarism very seriously. It is important for researchers to understand plagiarism when they are writing their thesis and when writing journal articles originating from the thesis.



7.2 The supervisory team should ensure the research student is able to:

- Agree and document what work was carried out and by whom
- Be clear about all those who had input into the research
- Be clear in referencing work used from the research, citing all work that has been published and/or is in print
- Use the accepted referencing system, including the use of direct quotes.

7.3 Research students are expected to maintain the highest professional integrity in research practice and publication. Where there are allegations of plagiarism, or any other form of academic misconduct, this will be investigated through the [Procedure for the Investigation of Misconduct in Research](#). Examples of what is considered to be research misconduct are identified within the above procedures.

7.4 If a research student needs further advice and guidance on writing support, they should contact either their supervisory team or [Student Support Officer](#).

[Editorial support on the thesis¹](#)

7.5 When a research student submits their thesis it must be solely their own work (except where the Regulations permit the inclusion of appropriately referenced collaborative research or work). The student must not appoint or employ a 'ghost writer' to write parts or all of their thesis, whether in draft or as a final version.

7.6 Editors, whether they are part of the supervisory team, informal mentors, family or friends or professional proof-readers or editors, need to be clear about the extent and nature of help they can offer to a student in their editing role. Supervisors also need to be clear about the role of 'third party' editors as well as their own editorial role.

7.7 A student may use 'third party' editorial assistance or proof-readers (paid or voluntary) from an outside source. However, this must be with the knowledge and support of the student's Director of Studies and must strictly follow the information noted in 7.8, 7.9 and 7.10 of the guidelines.

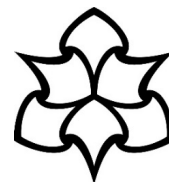
7.8 It is the student's responsibility to provide editors or proof-readers with a copy of this statement and to ensure that the student completes the declaration (RDDEC) form confirming their compliance with this statement.

7.9 A 'third party' editor **cannot be used** to:

- Change the text of the thesis so as to clarify and/or develop the ideas and arguments
- Reduce the length of the thesis so it falls within the specified word limit
- Correct information within the thesis
- Change ideas and arguments put forward within the thesis
- Translate the thesis into English.

7.10 A 'third party' editor **can be used** to offer advice on:

- Spelling and punctuation
- Formatting and sorting of footnotes and endnotes for consistency and order
- Ensuring the thesis follows the conventions of grammar and syntax in written English
- Shortening long sentences and editing long paragraphs



- Changing passives and impersonal usages into actives, or vice versa, as may be appropriate
- Improving the positioning of tables and illustrations and the clarity, grammar, spelling and punctuation of any text in or under tables and illustrations
- Ensuring consistency of page numbers, headers and footers.

¹ The University wishes to acknowledge the University of Birmingham in compiling this statement.

8. Thesis format for examination

8.1 The research student must ensure that the format of their thesis is in accordance with the following requirements for their examination:

(a) Theses shall normally be in A4 format. The Faculty Research Degrees Committee may give permission for a thesis to be submitted in another format if requested in advance of the submission deadline.

(b) Two paper copies of the thesis should be submitted in perfect/channel/sure binding with a soft cover. This can either be cardboard, paper or plastic film. Please note that spiral binding or other loose-leaf formats are not acceptable. Sure binding can be provided by [University Print Services](#).

(c) Paper copies of the thesis shall be submitted in typescript. One copy of the thesis should be submitted electronically (either as a pdf or Word document) via email or on a pen drive.

(d) The paper thesis may be printed on one or both sides of the paper. The paper should be white and within the range 70 g/m² to 100 g/m².

(e) The margin at the left hand binding edge of the page shall not be less than 40mm; other margins shall not be less than 15mm.

(f) Double or 1.5 spacing shall be used in the typescript except for indented quotations or footnotes where single spacing may be used.

(g) Pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages.

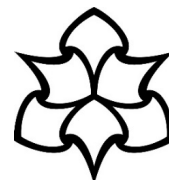
(h) The title page shall give the following information (see page 21):

- Full title of the thesis (in the format that you would like it to appear on your degree certificate e.g. not in capital letters or lower case text)
- Full name of the author
- Award for which the thesis is submitted
- Title(s) of the department(s) or other unit(s) of the University
- Collaborating Establishment(s), if any
- Year of submission (or resubmission, if applicable)

(i) Arial, Tahoma or Calibri are the preferred fonts and the font size should normally be 12 point.

(j) Diagrams or graphs should be clear and legible and any colours used should be distinguishable.

(k) Copies of relevant material published by the student in advance of the examination of the thesis should be bound within the initial paper thesis submitted for examination or placed in an adequately secured pocket at the end of the thesis.



(l) A single page abstract of approximately 300 words should be included in the thesis. This should provide a synopsis of the thesis stating the nature and scope of the work undertaken and the contribution made to the knowledge of the subject treated.

(m) The text of the thesis should normally not exceed the following length (excluding ancillary data such as footnotes, bibliographies, diagrams and references):

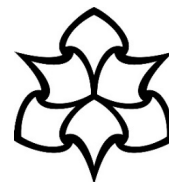
Programme	Word limit
Science and Engineering subjects	
For a PhD	40,000 words
For an MPhil	20,000 words
For a Master's (by Research)	15,000 words
Other subject areas	
For a PhD	80,000 words
For an MPhil	40,000 words
For a Master's (by Research)	30,000 words
Doctor of Clinical Science (DClinSci)	
Doctor of Clinical Science	30,000 - 40,000 words
Where the thesis forms part of a professional doctorate (such as the Doctor of Education) then the thesis should normally be around	
Professional doctorate	40,000 - 60,000 words
Where the thesis is accompanied by material in other than written form or the research involves creative writing or the preparation of a scholarly edition, the written thesis should normally be within the range	
For a PhD/professional doctorate	30,000 - 40,000 words
For an MPhil	15,000 - 20,000 words
For a Master's (by Research)	10,000 - 15,000 words
PhD by Publication (Routes 1 and 2)	
The analytical commentary (thesis) which accompanies the submission should be within the range	
PhD by Publication (Routes 1 and 2)	10,000 - 15,000 words
PhD by Professional Practice (Route 3)	
The analytical commentary (thesis) which accompanies the submission should be within the range	
PhD by Professional Practice (Route 3)	20,000 - 40,000 words

8.2 A thesis that is substantially in excess of the recommended word length (more than 10%), without prior permission and sufficient justification, may be cited as a reason for resubmission by the examination team.

8.3 If the Director of Studies believes that there is a good reason to excessively exceed the specified word limit a request should be presented in writing (together with compelling evidence) to the Faculty Research Degrees Committee to gain the necessary permission to continue.

9. Submitting the thesis

9.1 The submission of a research student's thesis for examination is made solely at the student's discretion. While it would be unwise to submit their thesis against the advice of their supervisors, it is the student's right to do so. On the other hand, the student should recognise that a supervisor's agreement to submission does not guarantee the award of the degree.



9.2 It is the student's responsibility to ensure that the thesis is submitted for examination to the Faculty Research Degrees Team before a research student's thesis submission deadline date. Failure to submit the thesis by the submission date risks the thesis not being examined and the student's withdrawal from the programme.

9.3 For an MPhil, PhD or professional doctorate student, the examination normally takes place within 12 weeks of the date the student submits their thesis. This is due to time taken by the examiners' preliminary assessment of the thesis and the arrangements for the oral examination.

Submission requirements

9.4 To successfully submit a thesis, a student must ensure all of the following are completed:

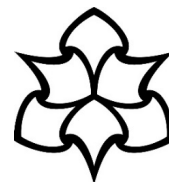
- 1) One electronic copy of the thesis (in pdf or Word format) is submitted via email, pen drive or One Drive to the Faculty Research Degrees Team.
- 2) The declaration (RDDEC) form is completed in SkillsForge.
- 3) They are currently enrolled as a student of the University
- 4) They have no outstanding fees to pay (if there are any fees outstanding this may cause delay to their examination).
- 5) Two copies of the thesis are printed and submitted in a soft perfect/channel/sure bound format, following the formatting guidance above.

9.5 For MPhil, PhD and professional doctorate students, the Graduate School recommends that the student prints a further two copies of their thesis: one for themselves to take into their oral examination and a second copy for their Director of Studies.

Turnitin

9.6 Once a student has submitted their thesis to the Faculty, it will be submitted to Turnitin, an independent plagiarism checker, for checking in accordance with emerging good practice across the higher education sector.

9.7 The Director of Studies will be asked to confirm that no plagiarism is identified within the thesis. Where the DoS considers that there may be plagiarism, this will be investigated in accordance with the University's [Procedure for the Investigation of Misconduct in Research](#) and the [Procedure for Handling Academic Misconduct](#).



Timeline

9.8 The normal timeframe following the submission of the thesis is as follows:

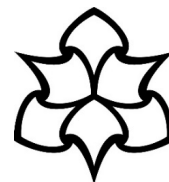
Action	Timeframe (cumulative)
Student: - submits the electronic of the thesis to the Faculty Research Degrees Team (FRDT) - submits two paper copies of the thesis to the Faculty Research Degrees Team - completes and signs the declaration (RDDEC-A) form	By the thesis submission deadline date
E-thesis is submitted through Turnitin. and the originality report is generated and sent to the Director of Studies for checking The Director of Studies checks the originality report and signs the declaration (RDDEC-B) form. The printed copies of the thesis are sent to the examiners. <u>If there is an oral examination:</u> The Director of Studies liaises with the independent chair, the examiners and the student to decide on a mutually convenient location and time for the oral examination.	2 – 6 weeks
Examiners are given 6 weeks to read the thesis and submit their examiners' report form.	6 weeks
Oral examination takes place (if applicable).	In total, this takes place approximately 12 weeks from the date of the thesis submission.
The written outcome of the oral examination is confirmed (where this applies).	Within five working days of the oral examination

10. Preliminary assessment of the thesis

10.1 The thesis is sent to the examiners for examination.

10.2 The thesis is read and given a preliminary assessment* by each of the examiners, separately, who then submit independent reports to the Graduate School.

10.3 In completing the reports, each examiner must consider whether the thesis provisionally satisfies the requirements of the degree and, where possible, make an appropriate provisional recommendation subject to the outcome of the oral examination.



*** Of Note:** Master's (by Research) students do not normally have an oral examination (unless this is requested by the examiners), so their examination outcome is determined by the assessment process noted in 10.2.

10.4 The examiners are given six weeks to complete their preliminary assessment of the thesis and submit their reports. During this period, the Director of Studies will liaise with the student and the examination team to agree a mutually convenient date, time and location for the oral examination to take place. Once a date has been agreed, the Director of Studies completes the details of the oral examination on the Notification of Arrangements for Oral Examination (RD-ORAL) form. The details are checked and confirmed, and email notification is sent to the student and examination team at least three weeks before the examination takes place to confirm the information.

10.5 Once the examination arrangements have been confirmed, the research student will receive an email notification, asking them to complete the consent (RD-CONSENT) form, which indicates whether they are willing to consent to the attendance of observers at their oral examination. These may include supervisors, advisors, other academic staff or research students registered with the University. It is entirely for the student to decide whether or not they wish observers to be present and, if they do give permission, who they want to attend. It is advisable that they permit a member of their supervisory team to attend as they can take notes on the student's behalf, however, it is not compulsory. Only students and staff from Manchester Metropolitan University (or exceptionally an external supervisor) will be permitted to attend a research student's oral examination.

10.6 The chair of the University Research Degrees Committee or their nominee has the right to attend any oral examination.

11. The oral examination (viva voce)²

11.1 The examiners will have a private pre-examination meeting prior to the oral examination to set the agenda. The research student will then be invited into the examination room by the examiners.

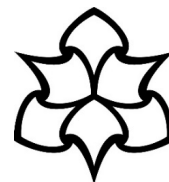
11.2 The research student will normally be examined by two examiners, one internal examiner and one external examiner. Members of staff will have two external examiners. There will also be an independent chair who does not examine the thesis but will ensure that the examination runs smoothly and takes care of all the paperwork.

11.3 There may be observers present, if the student has given permission for them to attend.

11.4 If the examination is longer than two hours, the student will be entitled to a short break.

11.5 At the conclusion of the examination, the research student (along with any observers) will be asked to leave the room, and the examiners will discuss the outcome. This may take between 30 minutes to one hour. Following their deliberations, the student will be invited back into the room and informed of the outcome immediately.

11.6 Students for Master's (MA, MSc or LLM) by Research do not normally have an oral examination unless one is specifically requested by the examination team.



11.7 Outcomes of an oral examination are recorded on the outcome (RD-Outcome) form. Once this form is completed and signed by the chair and examiners (within five working days of the oral examination), and the outcome (including revisions and amendments, if required) have been provided to the student via the form, the oral examination process is complete.

² If the oral examination is being conducted via Video Conferencing, refer to the Interim Viva by Video-Conference Policy in addition to this section.

12. Examination outcomes

12.1 At the conclusion of the oral examination, when the examiners have completed their deliberations, the research student will be informed of the outcome and the recommendation by the examiners.

12.2 The possible outcomes are:

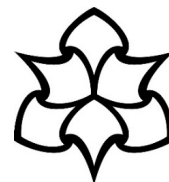
i) The student **be awarded the degree**.

ii) The student **be awarded the degree subject to minor typographical amendments** being made to the thesis. Such amendments will include typographical errors, grammatical errors and/or replacement of, or additions to, the text or diagrams. For example, the replacement or addition of up to one or two paragraphs of text. Such amendments should be capable of being completed by the student within **two weeks from receipt of the written outcome**. No further revisions can be added by examiners after the oral examination has concluded. The examination team will decide which examiner will check the amendments. Examiners are given four weeks in which to review the corrections.

iii) The student **be awarded the degree subject to minor revisions** being made to the thesis. Such revisions would not normally constitute a significant amount of work and may include empirical work, for example the revising of a complete chapter of the thesis, and/or typographical or grammatical errors that are so numerous as to suggest carelessness on the part of the student, or so intrusive as to distract the reader's attention from the argument of the thesis. The revisions should be capable of being completed by the student within **two months from receipt of the written outcome**. The examination team will provide the detail of the required revisions at the end of the oral examination. No further revisions can be added by examiners after the oral examination has concluded. The examination team will decide which examiner(s) will check the amendments. Examiners are given four weeks in which to review the corrections.

iv) The student **be awarded the degree subject to major revisions** being made to the thesis. Major revisions are matters that are in excess of minor revisions, but not, in the opinion of the examiners, sufficient to require the student to revise and resubmit. Such revisions may involve rewriting more than one chapter, correction of calculations, and/or clarification and amendment of arguments. The revisions should be capable of being completed by the student within **six months from receipt of the written outcome**. The examination team will provide the detail of the required revisions at the end of the oral examination. No further revisions can be added by the examiners after the oral examination has concluded. Both examiners will check the amendments. Examiners are given four weeks in which to review corrections

v) The student **be awarded a lower qualification**.



vi) The student **be referred in the first examination** and be permitted to revise and re-submit the thesis for re-examination for the degree with or without a further oral examination as provided for in these Regulations. A resubmission may include the substantial restructuring of the thesis and should be capable of being completed within 12 months. Examiners are given six weeks in which to review the re-submitted thesis.

12.3 The examiners must not recommend on first examination that the degree shall not be awarded. Only following a resubmission can a recommendation not to award the degree be made.

12.4 The examiners will make their recommendation on the outcome (RD-Outcome) form. The research student will be notified of the outcome and will receive a copy of the report within five working days of the oral examination, which will indicate the recommendation and provide them with brief details of any amendments they are required to complete.

Other circumstances

12.5 For examinations that do not require an oral examination - if the examiners' reports are not in agreement, the examiners should exchange reports and have a discussion to try to reach a consensus. If no consensus is agreed, the University Research Degrees Committee, or delegated authority, may either:

(i) Apply the most strenuous outcome

(ii) Require the appointment of an additional examiner in order to achieve a majority recommendation. In such a case, the original examiners will be kept informed of the outcome.

12.6 Where an additional examiner is appointed for the above purpose, they shall review the thesis and prepare an independent preliminary report. That examiner should not be informed of the recommendations of the other examiners prior to the submission of the report. On receipt of the report from the additional examiner, the examination outcome shall reflect the outcomes as detailed above (12.2 Examination Outcomes).

13. Re-assessment and resubmission

Re-assessment regulations

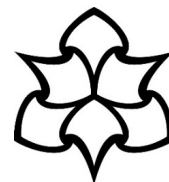
13.1 In the case of minor typographical amendments, minor revisions or major revisions being required, the corrected thesis (either hardcopy or electronic copy) should be submitted directly to the nominated examiner(s) for approval, and the Research Degrees Team should be copied into the email.

13.2 The original examiners will normally undertake the re-examination, but in the event of non-availability, new examiners will be appointed. The University Research Degrees Committee, or delegated authority, may require that an additional external examiner be appointed for the re-examination.

13.3 Students who fail to resubmit their amendments by the date specified may be deemed to have failed their degree and may be withdrawn by the University.

Resubmission regulations

13.4 The student shall be required to re-submit for re-examination and approval within a period of time specified by the University Research Degrees Committee or delegated authority, which shall



normally be **12 months from receipt of the written outcome**. The form of the re-examination shall be as specified by the University Research Degrees Committee or delegated authority subject to the provisions of these Regulations, and shall cover those aspects of the first examination in which the student's performance was not satisfactory and may cover any new or amended material included in the thesis presented for re-examination.

13.5 Students who started in or after September 2013 will be required to pay resubmission fees; this is the same amount as tuition fees during their resubmission period. Please see the [Finance Regulations](#) for full details.

13.6 The original examiners will normally undertake the re-examination, but in the event of non-availability, new examiners shall be appointed by completing a new approval of examiners (RD6) form. The University Research Degrees Committee or delegated authority may require that an additional external examiner be appointed for the re-examination.

13.7 The research student will be required to provide two soft perfect, channel or sure bound copies of their thesis following the same formatting requirements as with their initial thesis, and one electronic copy of their thesis for resubmission. These should be submitted directly to the Faculty Research Degrees Team.

13.8 The student should also provide a separate document, clearly indicating the changes they have made and highlighting where exactly in their thesis the changes can be located (i.e. page number/chapter) for the examiners. Following the outcome of the first oral examination, they may be required to undertake a second oral examination as part of the resubmission.

13.9 Once the required thesis changes have been made, the student will resubmit an e-copy of their thesis directly to the Faculty Research Degrees Team and a completed and signed RDDECA-RESUB form. As with the initial thesis for examination, the electronic thesis will be uploaded to Turnitin. A copy of the originality report, e-thesis and RDDECB-RESUB form will be sent to the Director of Studies who will check the originality report against the thesis before signing off the RDDECB-RESUB form to confirm that there is no plagiarism or academic misconduct. Following receipt of the RDDECB-RESUB form and confirmation from the DoS that the thesis can go forward for re-examination, the Graduate School will contact the student for the two soft bound copies of the resubmitted thesis and the separate list of changes for sending to the examiners. As with the initial examination, the examiners will have six weeks in which to re-examine the thesis and submit their report.

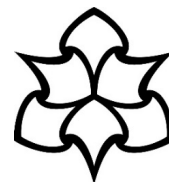
13.10 Upon resubmission, the examination team can recommend the following outcomes.

NB: A student will be permitted one opportunity to resubmit their thesis, unless the award of a lower qualification is made.

(i) The student **be awarded the degree**.

(ii) The student **not be awarded the degree**.

(iii) The student **be awarded the degree subject to minor typographical amendments** being made to the thesis. Such amendments will include typographical errors, grammatical errors and/or replacement of, or additions to, the text or diagrams. For example, the replacement or addition of up to one or two paragraphs of text. Such amendments should be capable of being completed by the



student within **two weeks from receipt of the written outcome**. No further revisions can be added by examiners after the oral examination has concluded. The examination team will decide which examiner will check the amendments. Examiners are given four weeks in which to review the corrections.

(iv) The student **be awarded the degree subject to minor revisions** being made to the thesis. Such revisions would not normally constitute a significant amount of work and may include empirical work, for example the revising of a complete chapter of the thesis, and/or typographical or grammatical errors that are so numerous as to suggest carelessness on the part of the student, or so intrusive as to distract the reader's attention from the argument of the thesis. The revisions should be capable of being completed by the student within **two months from receipt of the written outcome**. The examination team will provide the detail of the required revisions at the end of the oral examination. No further revisions can be added by examiners after the oral examination has concluded. The examination team will decide which examiner(s) will check the amendments. Examiners are given four weeks in which to review the corrections.

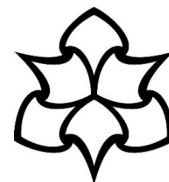
(v) The student **be awarded the degree subject to major revisions** being made to the thesis. Major revisions are matters that are in excess of minor revisions, but not, in the opinion of the examiners, sufficient to require the student to revise and resubmit. Such revisions may involve rewriting more than one chapter, correction of calculations, and/or clarification and amendment of arguments. The revisions should be capable of being completed by the student within **six months from receipt of the written outcome**. The examination team will provide the detail of the required revisions at the end of the oral examination. No further revisions can be added by the examiners after the oral examination has concluded. Both examiners will check the amendments. Examiners are given four weeks in which to review the corrections.

(vi) The student **be awarded a lower qualification without corrections or revisions**. In the case of a PhD examination, the student be awarded the degree of MPhil. In the case of an MPhil examination, the student be awarded the degree of Master's (by Research). In the case of a Professional Doctorate examination, the student be awarded the exit award of Master of Arts, Master of Science, or appropriate alternative title.

(vii) The student **be awarded a lower qualification with corrections or revisions**. The student is required to amend and correct their thesis and after corrections may reach the standard of a lower qualification. In the case of a PhD examination, the student be awarded the degree of MPhil, subject to the presentation of the thesis amended to the satisfaction of the examiners. In the case of an MPhil examination, the student be awarded the degree of Master's (by Research), subject to the presentation of the thesis amended to the satisfaction of the examiners. In the case of a Professional Doctorate examination, the student be awarded the exit award of Master of Arts, Master of Science, or appropriate alternative title, subject to the presentation of the thesis amended to the satisfaction of the examiners.

13.11 At the end of the examination, the examiners complete a joint report for submission to the Graduate School.

13.12 For Masters (by Research) examinations, where there is a difference of opinion between examiners about a thesis, the examiners should exchange reports and have a discussion to try to



reach a consensus. If no consensus is agreed, the University Research Degrees Committee, or delegated authority, may either:

- (i) Apply the most strenuous outcome
- (ii) Require the appointment of an additional examiner in order to achieve a majority recommendation. In such a case, the original examiners will be kept informed of the outcome.

13.13 Where an additional examiner is appointed for the above purpose, they shall review the thesis and prepare an independent preliminary report. That examiner should not be informed of the recommendations of the other examiners prior to the submission of the report. On receipt of the report from the additional examiner, the examination outcome shall reflect the outcomes as detailed above (13.10 resubmission outcomes).

13.14 Even if each of the examiners is satisfied with the outcome, and the student is advised that they will be recommending the award of the degree, the power to award the degree still rests with the University Research Degrees Committee or delegated authority.

13.15 A student may appeal and request a review of an examination decision (for further information see the [University Academic Appeals Procedure](#)).

14. Submission of the final thesis

14.1 Upon completion, the research student is required to submit an electronic copy of their final thesis directly to the Faculty Graduate School Team either via email, or on a pen drive. The University does not require a hard-bound copy of the thesis.

14.2 The electronic copy will be deposited in the University's open access digital repository, [e-space](#), and made available in the [British Library Electronic Theses Online System \(EThOS\)](#).

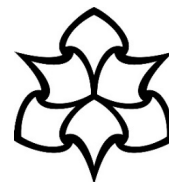
14.3 The electronic thesis must be submitted as one complete document and can be submitted either in Word or pdf format.

14.4 In order for the degree to be completed and awarded the research student must submit the following to the Faculty Research Degrees Team:

- An electronic copy of their thesis (either via email, or on a pen drive)
- Separate title page and abstract page
- A completed exit (RDEXIT) form, which will need to be countersigned by their Director of Studies
- A completed EThOS Deposit Agreement Form. The student indicates here if there is a thesis embargo period. Please note an embargo can only be enacted if formal approval has been received from the Faculty Research Degrees Committee.

15. Completion and award

15.1 Providing the research student has submitted all the required documentation, the formal notification of their award normally takes two to three weeks.



15.2 For all students the date of award will be the date when the Graduate School confirms to the Awards and Conferments team that the student has completed all the academic and administrative requirements.

15.3 The student must provide the Faculty Research Degrees Team with the address to which they wish their formal notification, certificate and invitation to the awards ceremony to be sent. This can be provided on their exit (RDEXIT) form.

15.4 The awarding of the degree can take place any time of the year.

16. Collection of certificates and award ceremonies

16.1 It will take approximately four weeks following the completion of the award for the certificate to be ready.

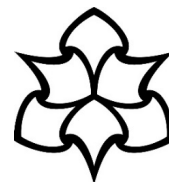
16.2 Certificates are normally posted out to the student's permanent address or the address they identify on their exit (RDEXIT) form. They can also be collected from the Student Hub in the Business School (check their web pages to confirm the opening hours).

16.3 The student will be invited to the University's awards ceremony to receive the congratulations of the Vice-Chancellor. For most students this is held annually in July at the Bridgewater Hall in Manchester.

16.4 If the student is awarded their degree between May and June, their certificate will be presented to them at the ceremony. If they do not attend, it will be posted out shortly after that date.

17. Review of an examination decision (appeals procedure)

17.1 Unsuccessful candidates should note that, in certain circumstances, candidates can request a review of the outcome of their research degree examination, the annual review process (RDAR) or the progression or transfer process (RD2) via the [appeals procedure](#).



Appendix 1: Specimen front covers and title pages

Text on front covers should be point size 24. For further details on formatting your thesis, see above, '8. Thesis format for examination'.

Specimen front cover for PhD

Nineteenth Century Lancashire Woven Cottons:
Studies in the role of the designer
In the production process

J M WEBSTER
PhD 2014

Specimen title page for PhD

Nineteenth Century Lancashire Woven Cottons:
Studies in the role of the designer
in the production process

JENNIFER MARY WEBSTER

A thesis submitted in partial fulfilment of the requirements of
Manchester Metropolitan University
for the degree of Doctor of Philosophy

Department of Textiles/Fashion
Manchester Metropolitan University
in collaboration with Lancashire Cotton Mills Ltd

2014

Specimen front cover for Master's (by Research)

Nineteenth Century Lancashire Woven Cottons:
A Study

J M WEBSTER
2014

Specimen title page for Master's (by Research)

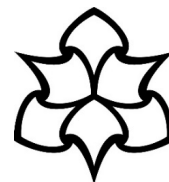
Nineteenth Century Lancashire Woven Cottons:
A Study

JENNIFER MARY WEBSTER

A thesis submitted in fulfilment of the requirements of
Manchester Metropolitan University
for the degree of Master of Arts (by Research)

Department of Textiles/Fashion
Manchester Metropolitan University

2014



Appendix 2: Guidance on fees and expenses for external examiners

These notes of guidance supplement Manchester Metropolitan University's [Regulations for Postgraduate Research Degrees](#) and [Financial and Legal Services policies](#).

Useful contacts

- The Graduate School, gsresearchdegrees@mmu.ac.uk, +44(0)161 247 3623
- [Faculty Research Degrees Teams](#).

Payment of examining fees and expenses

Manchester Metropolitan University postgraduate research degrees external examiners will be paid an examining fee and are entitled to claim for expenses (travel and subsistence) incurred in carrying out official University business. Please note that the examining fee is a one-off payment to include not only the initial examination but also any subsequent outcome (resubmission/revisions).

In order to arrange payment, examiners will be emailed a link to the expenses claim form (FIN1C - Occasional Worker Form) when the thesis is sent.

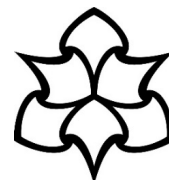
Examining fees and expenses claims will be made following the oral examination or, in the case of a Master's (by Research) student, after the examination of the thesis. All expense claim forms must quote the name of the student to whom the claim relates. Forms should be submitted, along with original receipts, as soon as possible after the oral examination (or examination of a thesis in the case of a Master's (by Research) student) to the Graduate School for processing:

The Graduate School
Manchester Metropolitan University
Business School, 2.01
Oxford Road
Manchester
M15 6BH

Examiners should retain copies of claim forms and receipts in case of loss when posted.

Examining fees

Programme	Fee
Master's (by Research)	£100
Master of Philosophy (MPhil)	£100
Doctor of Philosophy (incl. by Published Work or Professional Practice)	£150
Professional Doctorate	£150



Travel and subsistence

Expense	Rate
Higher rate car mileage (first 50 miles of each journey) up to a maximum of 10,000 miles in the tax year	45p per mile
Lower rate car mileage (after first 50 miles of each journey, or for all miles once 10,000 maximum miles at higher rate reached)	25p per mile
Motorcycle – any distance	24p per mile
Bicycle	20p per mile
Rail fare	Standard Class only
Bed and Breakfast hotel accommodation	No fixed rate**
The following may be claimed as a contribution to the cost of subsistence:	
Under 5 hours	0
Breakfast (must leave home before 6am)	£5
5-10 hours (one meal rate)	£5
Over 10 hours (two meal rate)	£10.00
Late evening meal (must be working after 8pm)	£15

External examiners, wherever possible are asked to travel by Standard Class rail. However, should they choose not to do so, they will be reimbursed up to the Standard Class rate.

In all cases, claim forms **must** be supported by valid original receipts (photocopies will not be accepted). Please note that credit card, debit card or bank statements are not acceptable forms of receipt to support expenses claims; therefore, examiners should always request an official receipt.

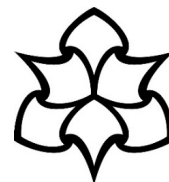
Ticket stubs or receipts must be attached to the claim form in support of any travel/subsistence expenses. Please note that some railway tickets are retained at the end of the journey by automatic barriers, so a receipt should always be requested at the point of purchase. If the ticket is booked online as an 'e-ticket', i.e. there are no separate physical travel tickets issued, then a copy of the booking web page should be retained, printed, and attached to any claim being made prior to sending it to the Graduate School.

** Overnight accommodation

Please note that if overnight accommodation is required, this must be agreed in advance of making a reservation by contacting the appropriate [Faculty Research Degrees Administrator](#) for formal approval from the Faculty budget holder.

Payments

Fees and expenses will normally be paid directly into the examiner's bank account. The examining fee will be processed through the Payroll system and will be assessed for any income tax and National Insurance deductions. The net pay, after any statutory deductions, will be paid directly into the bank account and a payslip will be sent to the examiner's home address.



If a claim is received in the Graduate School by the 13th of each month, prior to the payroll cut-off date, payment should be made at the end of the same month.

Relevant research degrees forms for completion

Please note that the forms listed in the table below should be completed, signed and submitted by the required deadline date.

Form	Description	Scope
RD-REPORT Independent examiner report on the thesis.	This form is completed and signed following the preliminary examination, or examination in the case of Master's (by Research), of a student's thesis.	For completion by all examiners.
RD-OUTCOME Examiners' joint recommendation on the thesis for the degree of MPhil/PhD/Professional Doctorate.	This form is completed by the independent chair after the oral examination and must be signed by the examiners.	Signed by all examiners examining MPhil/doctoral students within five working days of the oral examination (where applicable).
RDDEC-REV-CH Independent examiner report on the revised thesis.	This form is completed and signed following approval of any required thesis revisions (if applicable).	For completion by all examiners (where the outcome requires revisions or amendments).

Queries

Queries regarding claiming fees/expenses should be directed to a member of the Graduate School gsresearchdegrees@mmu.ac.uk.