UNIVERSITY OF ST ANDREWS
POSTGRADUATE RESEARCH COMMITTEE

Please find attached the agenda and papers for the Postgraduate Research Committee meeting which will be held on Wednesday 13 April 2016 at 2pm in Parliament Hall with tea and coffee available from 1:30pm.

AGENDA

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<td>To discuss the following policy and regulatory updates:</td>
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<td>• New Postgraduate Research Degrees</td>
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<td>• Progress Reviews</td>
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<td>• Proctor’s Office Update</td>
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<td>• Policy on Higher Degrees</td>
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<td>• Removal of General Research Ordinance</td>
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<td>To discuss two issues relating to PGR theses:</td>
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<td>- the use of plagiarism detection software on theses submitted for examination;</td>
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<td>- submission of electronic v hard copy theses to the library.</td>
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<tr>
<td>Next meeting: Tues 3 May 16, 2pm-4pm, Parliament Hall</td>
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Paper Number

Paper A

Paper B

Paper C

Paper D

Paper E

Paper F

Paper G

Oral reports

Emily Feamster
Postgraduate Administrative Officer
Proctor’s Office

22 March 2016
1. Apologies for Absence

Apologies were noted and the Proctor took the opportunity to welcome new PGRC members Akhila Yechury (PGR Pro Dean for Semester 2), Myles Lavan (DoPG for Classics), Tom Jones (DoPG for English) and Sarah Whittle (replacing Lara Meischke as representative for Student Services). DoPG members were invited to attend the Academic Open Forum taking place on 17 February 2016, 12-2pm in Lower College Hall.

2. Minutes of 25 November 2015 and Matters arising

The minutes of the previous meeting were accepted as a correct record. The Proctor reminded PGRC members to email the Dean of Arts and Divinity with examples of good practice for PGR tutor marking training within their schools.

3. Risk Assessment Procedures

The VP Research reminded PGRC members that all university constituents, including PGR students, should notify the university if they will be traveling away from St Andrews on university business and should complete a risk assessment in order to be covered under university insurance. A risk assessment for PGR students must be completed in addition to the application to study away from St Andrews. Currently this policy is not fully complied with, and there will be increased efforts to raise awareness and increase compliance. PGRC members were asked to feed back any opinions they have on the process to Emmy Feamster at ef54@.

4. Policies and Regulations

PGRC received reports on the following policies.

Parental Leave Policy

A draft of the proposed parental leave policy for postgraduate research students was presented. The policy would allow students to remain registered with the University and maintain contact with their supervisor while stopping their degree clock for a period of parental leave. The policy proposes to provided a stipend for university funded PGR students however the stipend will not be awarded to students with research council funding or self-funded students. Following discussion, the subsequent amendments were proposed:
• It was requested that additional consideration be given to the residency requirement. The Proctor agreed to speak with the Finance Director to see if this could be removed.
• It was queried whether the council tax exemption could be expanded to include students within a commutable distance from St Andrews. Registry officers confirmed that the University is only able to make arrangements with Fife Council and is unable to extend this offer to students residing in other council districts.
• Clarification regarding the fee status of students on parental leave was requested. Students will not be charged any fees during parental leave, and it was agreed that this will be more clearly stated in the policy.
• A mandatory return to work meeting was suggested and it was agreed that this will be added to the policy before it goes to Academic Council.
• A sentence will be added directing students who need additional assistance, whether financial or otherwise, to contact Student Services.
• It was agreed that the trade unions will have sight of the policy before it goes to Academic Council for final approval.

Doctor of Performing Arts Senate Regulations

The regulations were accepted as written and will proceed to Academic Council for final approval. The Dean of Arts and Divinity agreed to clarify the extent to which Royal Conservatoire students follow St Andrews regulations. DoPGs were invited to use the DPerf regulations as a model to help them think about opportunities for professional doctorates in their own schools.

Posthumous Qualifications

The paper was discussed and approved, pending minor clarifications.

5. Working Group Reports

Higher Education Achievement Record

PGRC members received an update from the PGR HEAR Working Group. The group hopes to incorporate students’ publication records as well as their thesis abstract. To support this, PGRC agreed that all PGR students should be required to submit their thesis electronically to the library before they are permitted to graduate. It was requested that any PGR courses required by specific programmes be included on the HEAR. The working group will consider the recommendations from PGRC and undertake further consultation. The final paper will come back to PGRC as a paper for information.

Progress Reviews

An update from the Progress Reviews Working Group was provided to PGRC. There was extensive discussion around the proposed MMS system and the report forms that will be required, including the design of the supervisor’s report and whether the student should see the supervisor’s report and vice versa. It was agreed that the working group will draft samples and bring them back to PGRC for further discussion.

6. Papers for Information

PGRC members discussed the use of PURE and Researchfish by PGR students. Students funded by RCUK must create and maintain a Researchfish profile. The VP Research informed members that PGR students are required to maintain their account for 3 years after graduation or the university will be sanctioned. Discussion with IT is ongoing to determine how best to facilitate this.

7. Discussion Topic
PGRC received a report from the School of Chemistry about the process of securing their Athena Swan Silver Award.

8. Date of Next Meeting

It was noted that the next meeting would be held on Wednesday 13 April 2016 in Parliament Hall from 2-4 pm (tea/coffee available from 1:30pm).
# POSTGRADUATE RESEARCH COMMITTEE

**ACTIONS ARISING FROM MEETING HELD ON 10 FEBRUARY 2016**

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<tr>
<th>Agenda Items: (10 Feb 16)</th>
<th>Action</th>
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<tr>
<td>Risk Assessment Procedures</td>
<td>• Send any feedback on risk assessment procedures to Emmy at ef54@</td>
<td>All PGRC members</td>
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<tr>
<td>Parental Leave Policy</td>
<td>• Ask Finance Director whether residency requirement can be removed from the policy&lt;br&gt;• Waving council tax – Investigate whether arrangements can be made with neighbouring councils. If not, make explicit in the policy that the arrangement is only with Fife Council&lt;br&gt;• Add in information on return to work meetings&lt;br&gt;• Clarify that students remain registered while on Parental Leave but are not charged fees&lt;br&gt;• Add additional wording that students requiring additional support, financial or otherwise, should contact Student Services&lt;br&gt;• Send to Academic Council once suggested amendments have been made</td>
<td>Proctor&lt;br&gt;Alison Sandeman&lt;br&gt;Alison Sandeman&lt;br&gt;Alison Sandeman&lt;br&gt;Alison Sandeman</td>
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<td>Doctor of Performing Arts Senate Regulations</td>
<td>• Approved, send to March 9 Academic Council&lt;br&gt;• Clarify whether the Royal Conservatoire follows all St Andrews PGR Regulations and whether DPerf regulations are consistent with pending PGR Regulation updates</td>
<td>Emmy Feamster&lt;br&gt;Dean of Arts/Emmy Feamster</td>
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<td>Award of Posthumous Qualifications</td>
<td>• Clarify point 4 – “A student who is on Leave of Absence at the time of death will be considered under the present policy”&lt;br&gt;• Clarify point 10 regarding when and how the award will be given</td>
<td>Proctor&lt;br&gt;Proctor</td>
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<td>PGR Higher Education Achievement Record</td>
<td>• Submission of digital copy of the PGR thesis to the library to become a requirement in order to graduate&lt;br&gt;• Additional discussion on whether any required courses for PGR students can be included on the HEAR&lt;br&gt;• Conduct more consultation with DoPGs and bring final paper back to PGRC for information</td>
<td>Emmy Feamster to coordinate&lt;br&gt;Alison Sandeman&lt;br&gt;Alison Sandeman</td>
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<td>Progress Reviews Working Group Report</td>
<td>• Add a reminder that students should identify any events that may have hindered their progress at time of review, if not before&lt;br&gt;• Consider including functionality for supervisors to assign a colour code along with their report&lt;br&gt;• Consider if a student’s general skills training can be automatically pulled through to their self assessment form&lt;br&gt;• Give further consideration to routes for students to give confidential feedback outside of their department.&lt;br&gt;• Draft progress review forms and bring back to PGRC for further discussion</td>
<td>Riccardo Bavaj&lt;br&gt;Riccardo Bavaj, Implementation group&lt;br&gt;Riccardo Bavaj, Implementation group&lt;br&gt;Riccardo Bavaj, Implementation group&lt;br&gt;Riccardo Bavaj</td>
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<td>Proctor’s and Provost’s Update</td>
<td>• Find guidance on Research Fish and send to DoPGs (done)</td>
<td>Emmy Feamster</td>
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<td>Discussion Topic</td>
<td>Actions (still pending)</td>
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<td>• Send slides to PGRC members</td>
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<td>Emmy Feamster</td>
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<td><strong>Agenda Items: (25 Nov 15)</strong></td>
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<td>Discussion Topic – Marking training for PGR Tutors</td>
<td>• Share examples of good practice with the Dean of Arts via email to deanarts@</td>
<td>All DoPGs</td>
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<td>Agenda Items: (14 Oct 15)</td>
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<td>Discussion Topic – Supervisor Training</td>
<td>• Establish more guidance for internal and external Viva examiners</td>
<td>PGR Pro Dean</td>
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Emily Feamster  
Postgraduate Administrative Officer  
11 February 2016
The Postgraduate Research Committee is asked to approve the following paper prior to submission to the June meeting of Academic Council.

As part of the ongoing review of the University’s Taught Postgraduate portfolio, a need has been identified in the market for the introduction of two new degree awards: a new Master of Science by Research, MSc (Res) and a new Master of Studies by Research, MSt (Res).

Rationale/Strategic Purpose
The University does not currently have the ability to award a Masters level qualification to reflect one-year of academic research in which a research thesis is produced. Some Schools have requested the ability to offer such a degree: these new Awards offer a framework through which Schools can elect to offer such a programme. The Awards have been designed to replace, in time, the current practice of admitting students directly into the second year of the MPhil.

Expected Demand
Schools and Admissions have indicated that these new Awards would be an attractive proposition and would suit students with the required theoretical knowledge and therefore not needing to attend taught modules; considering a PhD but not wishing to commit to a three-year programme; wishing to take a short career break to study at St Andrews. Admissions has indicated that the alternative name suggested of an MLitt (by research) such as that offered by the University of Aberdeen would not be so marketable in the international arena.

Approval
The Curriculum Approvals Group has received details of the new Awards and supports their introduction with effect from academic year 2016/17.

Academic Council will be asked to formally approve the new Awards with a view to a new Resolution being submitted to Court for approval.

New Senate Regulations
In anticipation of Academic Council and Court approving the establishment of these two new Awards, updates have been made to the Senate Regulations which will also be submitted to Academic Council for formal approval.

Dr Clare Peddie
Pro Dean (Taught Postgraduate)

21 March 2016
In October 2015, LTC and PGRC received a preliminary report from the Postgraduate Change of Registration Working Group which had been established to consider the different postgraduate qualifications currently available and the process of transition into and between these qualifications. LTC and PGRC considered and broadly supported the report, in particular the following two principles were agreed:

- no student should be awarded the MPhil without having reached the required standard for an MSc/MLitt;
- no student should be given the opportunity to re-register for the higher award unless they have met the criteria for the level at which they are currently registered.

It was also agreed at the LTC meeting that:

- Directors of Teaching should discuss these principles within their Schools prior to the next meeting;
- Registry should submit comments on the paper to the Pro Dean (Taught Postgraduate) as soon as possible;
- updates to various policies and Senate Regulations be submitted to a future LTC meeting for consideration.

Since those meetings, the Pro Deans (Taught) and (Research) have drafted the Policy on Postgraduate Change of Registration and made updates to the Senate Regulations. They have consulted DoTs, DoPGTs and DoPGRs and incorporated their comments into the attached document which is now presented for consideration. The intention is to submit the paper to June 2016 Academic Council for formal approval.

It is proposed that the policy be introduced with effect from the start of AY 2016/17 for all current and incoming students.

Dr Clare Peddie
Pro Dean (Taught Postgraduate)
22 March 2016
This policy defines how a student may change the degree for which they are registered to a longer or higher postgraduate degree within the University of St Andrews.

This policy is intended to support the recruitment and retention of postgraduate students at the University of St Andrews. It is intended to ensure that students are capable of completing the award for which they are registered and to help support their transition within the institution to higher degree programmes where desired. The policy is designed to ensure that when awarding degrees, the University is in line with SCQF guidelines both in terms of credit and length of study.

All degree awards, time allowances and exit awards are defined in the Postgraduate Regulations and reference to the regulations is recommended to understand the duration of study and assessment of each degree award.

In this policy the term ‘Taught Masters’ is used to encompass awards made for 120 taught credits and a dissertation usually written over the summer semester, eg MSc, MRes, MLitt.

The offer of a position to study for a degree does not guarantee funding to meet fee requirements.

Schools should ensure that all offers of transfer to higher degrees should be made unconditional as early as possible; this ensures the continuity of provision of services which in turn smooths the transition for the student.

Schools must notify Registry when a change of registration is proposed. All changes of registration must be approved by the Dean. This can normally be carried out by the relevant Pro Dean on behalf of the Dean.

**Re-registration from PGCert to a PGDip**
A student may apply to their School to transfer to a PGDip after passing the 60 taught credits for the PGCert. These requirements are a minimum and the School may wish to set additional requirements which must be published in advance and be applied equably across all candidates. It is recommended that Schools make the decision as early as possible to smooth the student transition.

**Re-registration from PGDip to a Taught Masters**
A student may apply to their School to transfer to Taught Masters after completion of the 120 taught credits required for the PGDip. These requirements are a minimum and the School may wish to set additional requirements which must be published in advance and be applied equably across all candidates. It is recommended that Schools make the decision as early as possible to smooth the student transition.

**Re-registration from Taught Masters to MPhil (with taught modules)**
A student may transfer to an MPhil after completion of 120 taught credits and at any point up to and including completion and reporting of a result for the Taught Masters dissertation. The student must choose not to graduate with the Taught Masters if the dissertation for the Taught Masters is to form part of the MPhil thesis.

Students who wish to transfer to an MPhil must submit a formal request to the Head of School.
Student applications can be made after completion of the first semester. At this stage the School can make offers of transfer to an MPhil student, conditional upon completion of 120 credits, with a minimum GPA of 13.5. The School can make unconditional offers of transfer to candidates who have achieved a minimum GPA of 13.5 in 120 taught credits at any point prior to graduation with the Taught Masters award. These requirements are a minimum and the School may wish to set additional requirements which must be published in advance and be applied equally across all candidates. It is recommended that Schools make the decision as early as possible to smooth the student transition: this could include choosing to make the decision to transfer the student based on the early submission of a draft dissertation. Upon being made an unconditional offer and being transferred to the MPhil programme, the student should not enrol in, or must withdraw from, the Taught Masters dissertation.

A student may also apply to study for an MPhil or an MPhil (by research route) after graduation with the Taught Masters. In this case, credit achieved and work for the dissertation in the Taught Masters programme must not form part of the MPhil. The time allowed for the MPhil is two years and these students will normally start at the beginning of the following academic year.

**Re-registration from a Taught Masters or MPhil (with taught modules) into an MPhil (by research route) or a PhD**

Students who wish to transfer to an MPhil (by research route) or a PhD must submit a formal request to the Head of School. This request can be made upon completion of 60 taught credits and the School can make an offer conditional on achieving a minimum GPA of 13.5 in 120 taught credits in addition to meeting School requirements or selection procedures. Normally application and acceptance to enter into a PhD or MPhil (by research route) should be made before completion of the research period for the Masters degree and should ideally allow successful candidates to engage in research degree orientation activities which normally occur at the beginning of the academic year.

Entry to research degrees must always be through the School’s documented recruitment process and the application should be considered alongside those from outside the institution. The School must be satisfied that the candidate is capable of completing the MPhil (by research) or PhD in the time allowed.

If entry to the research degree is offered, there is no University requirement to complete the Masters dissertation unless the student wishes to graduate with the Masters degree or the School requests completion of the Masters degree as a condition of entry. A condition set by a School of completion of the Masters degree necessarily requires delayed entry to the PhD until after the reporting of the dissertation grade. In this case, no overlap of material between the Masters dissertation and the PhD thesis is allowed.

If the student chooses not to complete the Masters degree, any complete year engaged in full-time research which is relevant to the PhD after completion of the taught modules is incorporated into the PhD time period. Time engaged in taught modules is not incorporated into the PhD time period. Periods of research of less than one year are not incorporated into the PhD time period. A candidate who transfers into a PhD or MPhil (by research route) without graduating with the Taught Masters or MPhil (with taught modules) may graduate with the PGDip where so qualified.

**Re-registration from a Taught Masters into the Master of Fine Arts (MFA)**

A student must have passed the taught modules defined in the MFA programme specification or their equivalent to the satisfaction of the School concerned (normally GPA>13.5) before transferring into the MFA programme.

**Re-registration from an MSc(Res), MST(Res) or MPhil (by research route) into a PhD**

This transition can occur upon recommendation by the supervisor and review team after the 9 month review and with approval of the Head of School.
Entry to all PhD degrees must always be through the School’s documented recruitment process and the application should be considered alongside those from outside the institution. The School must be satisfied that the candidate is capable of completing the PhD in the time allowed.

If entry to the PhD is offered, there is no University requirement to complete the MSc(Res), MSt(Res) or MPhil unless the student wishes to graduate with the MSc(Res), MSt(Res) or MPhil. If the student chooses not to complete the MSc(Res), MSt(Res) or MPhil, any entire year doing research which is relevant to the PhD post completion of the taught modules is incorporated into PhD time period. Therefore, students who have completed one year of full-time research as part of an MSc(Res), MSt(Res) or MPhil programme, who choose not to graduate, and who wish to re-register for a PhD should enter into the second year of a PhD programme. Students who have completed two years of full-time research as part of an MPhil programme, who choose not to graduate with a MPhil degree, and who wish to re-register for a PhD, should enter into the third year of a PhD programme.

Dr Clare Peddie
Pro Dean (Taught Postgraduate)
22 March 2016
POSTGRADUATE RESEARCH COMMITTEE

UPDATES TO THE POSTGRADUATE SENATE REGULATIONS

This document outlines the changes which have been made to the Postgraduate Senate Regulations to take account of the new Policy on Postgraduate Change of Registration. The opportunity has been taken to make further updates to the Regulations some of which are a tidy-up exercise whereas others, eg Termination of Studies, are more substantial changes.

PGRC is asked to consider and approve these regulatory updates prior to submission to June Academic Council. (Also attached is a track changes version of the Regulations as well as a ‘clean’ version for reference).

Summary of Regulation Changes
1. Introduction of two one-year Masters degrees by research only: MSt(Res) and MSc(Res).
2. MPhil degree can be gained by two routes: two years research or 120 credits in taught modules plus one year research. This changes the regulations to reflect existing practice in Schools.
3. Addition to timescales for degrees for distance learning students: the lack of limits to the time in which distance learning students are expected to complete qualifications is causing complications for students and Schools engaged in such programmes.
4. Separation of the MFA degree from the MPhil degree in the regulations except in defining the thesis.
5. Assessment for MFA degree more loosely defined so that changes to regulations are not required when introducing new brands of an MFA.
6. Reference to the new Location of Study policy.
7. Reference to the new Postgraduate Change of Registration policy.
8. Termination of Studies regulations more clearly define attendance requirement and credit requirement to avoid termination for taught PG students.
9. Changes to reflect actual practice with respect to management of supervision of PGR students, eg nominations of supervisors are reported to Registry but not the Dean.
10. Changes to the structure of the regulations to aid clarity: one section for degrees including credit-bearing modules, and one section for research-only degrees.
11. Changes to the regulations to permit the change in registration of degree programmes described in the new Postgraduate Change of Registration policy.
12. Changes to the regulations to permit relevant exit awards.
13. Changes to the regulations describing the EngD degree in Physics to allow for new degrees planned in other Schools.

Typographical changes
1. Removal of a redundant text requiring an MLitt before admission to a DLang.
2. Use of ‘Dean’ to replace Faculty.
3. Provost to ProDean where relevant.
4. EngD changed to EngD throughout and deleted all DEng.
5. Change to reflect group dissertations in the declarations.
6. Punctuation between letters of degrees removed throughout.
7. Exit awards from PhD examinations adjusted to match current practice.
8. Master of Engineering and Bachelor of Engineering removed as no longer required.
9. LTC deleted from interpretation as not used in document.
10. Restructured document using word styles for section headings.
11. Restructured numbering throughout to use common styles.
Note that additional PG Regulatory changes have recently been approved by Academic Council, ie new regulations for the Doctor of Performing Arts degree, and also Higher Degrees. These are not included in this paper but will be included in the final version going to June Academic Council. At that time there will be a final proofing of the regulations to check for consistency in terms of numbering, layout etc.

Dr Clare Peddie
Pro Dean (Taught Postgraduate)

22 March 2016
Background Paper
The following information is not to form part of policy or regulations but provides background information to support the changes.

1. Awards
The following awards and the relevant periods of study are now described in the update to the Postgraduate Regulations 2016-17

Existing awards
PGCert - At least 60 credits of which a minimum of 40 should be at SCQF Level 11 (5000 level) or above.
PGDiploma - At least 120 credits of which a minimum of 90 should be at SCQF Level 11 (5000 level) or above.
MSc - At least 180 credits of which a minimum of 150 are at SCQF Level 11 (5000-level). Includes taught (normally 120) credits and a final project or dissertation of maximum length 15,000 words normally worth 60 credits.
MLitt - At least 180 credits of which a minimum of 150 are at SCQF Level 11. Includes 120 taught credits and a dissertation of maximum length 15,000 words normally worth 60 credits.
MRes - At least 180 credits of which a minimum of 150 are at SCQF Level 11 (5000-level). Normally includes some taught credits and a final project or dissertation of maximum length 15,000 words normally worth 60 credits.
MFA - Two years of full-time study or equivalent including 120 taught credits which a minimum of 90 are at SCQF Level 11 and a thesis, or an alternative assessment appropriate to subject discipline and approved by the Dean, of maximum length 40,000 words.
MPhil – Two years of full-time study or equivalent including 120 taught credits which a minimum of 90 are at SCQF Level 11 and a thesis of maximum length 40,000 words or an alternative assessment appropriate to subject discipline and approved by the Dean.

New awards or routes to awards
MSc (Res) – Master of Science by research. One year of full-time research and a dissertation of maximum length 30,000 words at SCQF level 11.
MSt (Res) - Master of Studies by research. One year of full-time research and a dissertation of maximum length 30,000 words at SCQF level 11
MPhil (by research route) - Two full-time years or equivalent of research at SCQF level 11 and a thesis of maximum length 60,000 words or an alternative assessment appropriate to subject discipline and approved by the Dean.

2. Exit awards
The following possible exit awards are now described in the update to the Postgraduate Regulations 2016-17.

Programme : Postgraduate Diploma
Exit Award : Postgraduate Certificate
Criteria: 60 taught credits, a minimum of 40 should be at SCQF Level 11 (5000-level) or above.
Note: Where the candidate does not meet the SCQF level requirements but meets the credit requirements an undergraduate certificate can be awarded.

Programme: MLitt, MSc or MRes
Exit Award: Postgraduate Certificate
Criteria: 60 taught credits - minimum of 40 should be at SCQF Level 11 (5000-level) or above
Exit Award: Postgraduate Diploma
Criteria: 120 taught credits - minimum of 90 should be at SCQF Level 11 (5000-level) or above
Note: Where the candidate does not meet the SCQF level requirements but meets the credit requirements a undergraduate certificate or diploma can be awarded.

Programme: MSt(Res) or MSc(Res)
Exit Award: No exit award

Programme: MPhil (by research route).
Exit Award: MSt(Res) or MSc(Res) if the thesis meets the criteria for MSt(Res) or MSc(Res).

Programme: MPhil (including taught credits)
Exit Award: Postgraduate Certificate
Criteria: 60 taught credits - minimum of 40 should be at SCQF Level 11 (5000-level) or above
Exit Award: Postgraduate Diploma
Criteria: 120 taught credits - minimum of 90 should be at SCQF Level 11 (5000-level) or above
Exit Award: MLitt or MSc
Criteria: 120 taught credits - minimum of 90 should be at SCQF Level 11 (5000-level) or above; thesis meets the criteria for MLitt or MSc.

Programme: Master of Fine Arts (MFA)
Exit Award: Postgraduate Certificate
Criteria: 60 taught credits - minimum of 40 should be at SCQF Level 11 (5000-level) or above
Exit Award: Postgraduate Diploma
Criteria: 120 taught credits - minimum of 90 should be at SCQF Level 11 (5000-level) or above
Note: No exit points of MLitt and MSc.

Programme: PhD
Exit Award: Postgraduate Certificate
Criteria: 60 taught credits - minimum of 40 should be at SCQF Level 11 (5000-level) or above
Exit Award: Postgraduate Diploma
Criteria: 120 taught credits - minimum of 90 should be at SCQF Level 11 (5000-level) or above
Exit Award: MPhil (without rewrite/corrections) – examination form change required
Exit Award: MPhil (with rewrite/corrections
### 3. Periods of study

The following table shows the time periods allocated to each degree programme depending on the mode of study. These periods of study are now described in the update to the Postgraduate Regulations 2016/17, Leave of Absence policy and maximum deferral periods will be incorporated into the PGR Policy review process.

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<th>Summer</th>
<th>Year 2</th>
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- **Normal permitted period of study**
- **Maximum deferral period (only for research component)**
- **Maximum period including Leave of Absence**
4. How the programmes are structured

The diagram below helps to demonstrate how the postgraduate degree awards proposed in the regulation changes and the change of registration policy fit together. Students entering the flow chart on the left must follow the same coloured arrow to their exit award. The proposed structure enables students to either progress or exit with an award at each stage.

Dr Clare Peddie
Pro Dean (Taught Postgraduate)

22 March 2016
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. The Senatus Academicus, with the approval of the University Court, has the power to make regulations on any matters in order to give effect to these instruments.

Ordinance No.6 (Scottish Universities) – Regulations for the Degree of Doctors of Letters (D.Litt.) (13 May 1959)

Ordinance No.350 (General No.12) – Regulations for Research Students and Appointment of Research Fellows (12 September 1960)


Resolution 2001 No.3 – Degrees of Doctor of Engineering (D.Eng.) Master of Engineering (M.Eng.), and Bachelor of Engineering (B.Eng.) (8 March 2002)

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

Resolution 2008 No.4 – Degree of Doctor of Performance (D.Perf.) (16 October 2009)

Resolution 2011 No.1 – Award of Postgraduate Degrees, Postgraduate Diplomas and Postgraduate Certificates (13 May 2011)

Resolution 2011 No.2 – Award of Graduate Diplomas and Graduate Certificates (13 May 2011)

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

2. **SENATE REGULATIONS**

A. **REGULATIONS FOR POSTGRADUATE STUDENTS**

   I. **Interpretation**

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”;


Comment [P1]: The degrees of MEng and BEng no longer exist in practice.

Comment [CP2]: To reflect that the regulations cover both taught and research degrees and do not cover appointment of research fellows.

Deleted: BEng
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 one semester 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.

2. A candidate who has, over a period of not more than two semesters 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.

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, of which at least 150 are at 5000 level, in an approved programme, and submitted 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...
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.

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 of the United Kingdom or other qualification(s) deemed equivalent by the Dean of Faculty. Suitably qualified applicants may be admitted direct to the second year of studies leading to the degree of 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 would be allowed to matriculate who would thereby be registered simultaneously on programmes leading to awards in more than one institution, except a) under the terms of an agreement between the University and that institution, or b) with the permission of the Dean of the relevant Faculty.

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 Senate, 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 Head of School in accordance with the Postgraduate Change in 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 time at which teaching for the module ceases.

3. If a candidate fails to complete the assessment for a module through illness or other good cause, the Board of Examiners may arrange such special examinations outside the normal diet and/or examine such submitted work as they deem necessary.

4. Where a student fails the assessment for a module, the Board of Examiners may offer a re-assessment, the exact form of which must be approved by the External Examiner. Reassessed work will be marked either pass or fail. It will not be graded on the 20-point scale. A student who achieves a Pass at reassessment may be awarded the Certificate or Diploma where so qualified but not the Masters or higher degree. The only exception to this Regulation may be in the case of collaborative programmes where the exception will be detailed in specific programme documentation.

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 be allowed to register for the Postgraduate Diploma; or
C. the candidate be awarded the Postgraduate Diploma where so qualified; or
D. the candidate not having achieved the required standard, the Postgraduate Certificate be awarded 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 not having achieved the required standard, the Postgraduate Certificate be awarded 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 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 not having achieved the required standard, the Postgraduate Certificate be awarded where so qualified; or
E. the candidate not having achieved the required standard, no award should be made.

9. Students who attain the appropriate grade may, at the discretion of the Board of Examiners, be
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 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 (unless otherwise stated in an agreement with another institution).

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

8. 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. A candidate may be permitted a further period of six months within which to submit the thesis. The thesis is expected to constitute an original contribution to knowledge consistent with what may reasonably be expected of a diligent student after one year of full-time research. It should be clearly written, well argued and should indicate a satisfactory knowledge of the field of study.

2. The 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, save for the making of any purely typographical corrections and revisions; or
   B. that the thesis be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis within a period of three months of the date of the examination, and that upon the Convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of MPhil 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 from the date of intimation to the candidate of the decision of the Dean of Faculty—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.

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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 recommends 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 subject to minor corrections to be completed within three months; 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.

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

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

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)

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)

A candidate who has:

   A. satisfied the Committee of Examiners in the assessment for the programme; and

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

A. satisfied the fee requirements,
shall be awarded the degree of PhD.

For the purpose of these regulations PhD is understood to include both DLang and EngD when DLang or 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 (s)he already has 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 (s)he is adequately qualified and that suitable supervisory and monitoring arrangement(s) can be made in both institutions into a jointly supervised degree programme.

   B. Appropriate joint Agreement(s) shall be signed between the two institutions. The purpose of the Agreement(s) is:

   i. to delineate the collective and individual responsibilities of the Institutions in relation to the provision, management, monitoring, evaluation and development of the programmes,

   ii. to agree a programme for each individual student.

C. One of the two institutions will act as the lead institution and the student will then be subject to the academic regulations of the lead institution.

D. An appropriate arrangement as to payment and distribution of fees will be made between the two institutions concerned.

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, she/he is required to attend, and to attain a satisfactory standard in, a course in St Andrews in language, study skills and cultural orientation before the session begins.

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 Policy for Supervisors and Students in Research Postgraduate Programmes.

2. All postgraduate research students shall be allocated supervision in accordance with the Policy for Supervisors and Students in Research Postgraduate Programmes.

3. All postgraduate research students are required to undertake postgraduate study and training as 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 transferrable skills.

4. All research students will undergo a review as directed by the Head of School to determine whether progress is satisfactory. This review will normally be conducted after six months (one year in the case of part-time students) and no later than twelve months after the initial date of matriculation as a research student. Further progress reviews will be made on an annual basis as appropriate. Such reviews will examine progress made with the schedule of research training needs.

5. If serious problems emerge regarding a student’s progress at times other than the annual review, the matter must be reported to the Head of School. After discussions with the supervisors and if the Head of School is satisfied that a problem exists the student should be warned in writing with a copy to the Pro Dean. If problems persist the Head of School may recommend termination of studies to the Pro Dean and the matter will be decided by the Dean who alone has the right to terminate a student’s studies.

6. A research student shall have the right of appeal against a decision made under the procedures in 4 and 5, above in accordance with the Policy on Student Academic Appeals and Academic Complaints.

7. If academic misconduct relating to work assessed as part of a qualification awarded by the University of St Andrews is at any time proven against someone holding such a qualification, the University reserves the right to withdraw or reclassify the qualification awarded.

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 CIV.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.

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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 his/her 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 of full-time study for part-time students).

7. The thesis shall be normally presented after 3 years and after no more than 4 years of study as a matriculated student or the equivalent for part-time students, except where external bodies stipulate otherwise. Exceptionally the thesis may be presented after 2 years of study as a matriculated student or the equivalent for part-time students.

IX 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;
The thesis shall give evidence of the candidate's capacity for independent research.

Reprints of published papers are not accepted in lieu of the formal thesis, which should take the form of a specially composed monograph.

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.

The examiners shall recommend to the Dean:

A. that the thesis be approved and the degree of MPhil be awarded, save for the making of any purely typographical corrections and revisions; or

B. that the thesis be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis within a period of three months of the date of the examination, and that upon the Convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of MPhil be awarded; or

C. that the thesis be not accepted in its present form but that the candidate be given the opportunity to revise the thesis and resubmit it for re-examination within six months from the date of intimation to the candidate of the decision of the Dean of Faculty - this 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 MSc(Thesis); or

E. that the thesis be rejected, and that no award be made.

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.

A student who has been admitted to the MPhil (by research route) but who does not submit the thesis may apply to the Senatus Academicus to submit for the award of the degree of MSc(Res) or MSc(Thesis).

X. 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 subject to minor corrections to be completed within three months; or
C. that the thesis being of sufficient merit, the candidate be awarded the degree of MSc(Res) or MSt(Res); or
D. that no award be made.

XII Submission and Examination of the PhD 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.

XIII PhD Presented 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 then 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.

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.

**XIII. PhD Candidates Presenting by Thesis**

1. The Senatus Academicus shall appoint a committee to examine the thesis and report on it to the Senatus Academicus. The committee shall normally consist of two examiners, one of whom shall be an external examiner. An internal examiner shall be appointed, who (for administrative purposes) shall act as convener of the committee.

2. In the case of an employee of the University, the examining committee shall consist of an internal examiner who shall act as convener and two external examiners.

3. The examiners appointed by the Senatus Academicus shall submit independent written reports without consultation on the thesis. These independent reports must be completed and a copy returned to the Registry before any oral examination of the candidate takes place. In addition the supervisor of the thesis shall submit a written report to the examining committee detailing any special circumstance that may have affected the candidate's performance but making no comment relating to the quality of the work.

4. The committee shall require the candidate to submit to an oral examination. In exceptional circumstances and only with the express approval of the Dean the requirement of an oral examination may be waived.

5. The examining committee shall bear in mind that their judgement of the substantial significance of the thesis should take into account what may be reasonably expected of a capable and diligent student after three years of full-time study.
6. The examination of the thesis by the committee should normally be completed within three months of the date of submission. If the examining committee is unable to convene within three months then the Dean of Faculty shall be empowered to authorise a short extension of the examining period or to advise the Senatus Academicus that a new committee should be appointed.

7. No candidate may submit a thesis until the appropriate fee requirement has been met.

8. Where students have been admitted under IV.2.2 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 be approved and the degree of PhD/DLang/EngD be awarded without corrections; or
   B. that the thesis be approved and the degree of PhD/DLang/EngD be awarded, subject to the making of any purely typographical corrections and revisions; or
   C. that the thesis be not accepted in its present form but that the candidate be given the opportunity to make minor corrections within a period of three months of the date of the examination and that, upon the convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of PhD/DLang/EngD be awarded; or
   D. that the thesis not being of sufficient merit, the candidate may resubmit the thesis within twelve months for a further examination for the award of PhD/DLang/EngD - this recommendation meaning that the candidate must resubmit a corrected thesis, pay a re-examination fee, and be re-examined, with a further oral examination; or
   E. that the thesis be not accepted in its present form but that the candidate be given the opportunity to revise the thesis or portfolio and resubmit it within twelve months from the date of intimation to the candidate of the decision of the Examining Committee—this recommendation meaning that the candidate must resubmit a corrected thesis, pay a re-examination fee, and be re-examined, though the examiners have the right to waive a further oral examination; or
   F. that the thesis not being of sufficient merit, the candidate may resubmit the thesis within twelve months for a further examination for the award of MPhil - this recommendation meaning that the candidate must resubmit a corrected thesis under the regulations for the degree of MPhil, pay a re-examination fee, and be re-examined, though the examiners have the right to waive a further oral examination; this recommendation may be offered to the candidate at the same time as recommendation G as an alternative option, but may not be the only recommendation at the first presentation of the thesis; or
   G. that the thesis not being of sufficient merit, the candidate may be awarded the MPhil (research), MSc(Res) or MSt(Res), where so qualified. This may not be the recommendation at the first presentation of the thesis; or
   H. that the thesis be rejected and no award made. This may not be the recommendation at the first presentation of the thesis.

XIV. Examination of PhD Candidates Presenting 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, or 3.5 years, of full time study, depending on norms for the subject area, and be of scholarly standard expected for the degree of PhD.

5. Upon permission to submit being granted, the candidate shall submit three copies of the portfolio each containing the abstract and a critical discussion of the work.

6. The critical discussion should summarise the aims, objectives, methodology, results and conclusions covered in the portfolio. It should also indicate how the publications form a coherent body of work, what contributions the candidate has made to this work, and how the work contributes significantly to the expansion of knowledge. It should be at least 10,000 words, but not more than 25,000 words in length.

7. The portfolio shall be accompanied by a declaration that none of the work contained in the books or papers submitted has been submitted by the candidate for a higher degree in any other university.

XV Examination of PhD Candidates Presenting by Portfolio of Published Work

1. An examination fee, to be set annually by the university, shall be paid before the examination takes place.

2. Examinations of a portfolio of work submitted for the PhD shall follow the same procedures as for a PhD by thesis with the following exceptions:
   A. Subject to the approval of the Dean, the School concerned may request that the examining committee should consist of an internal convener and two external examiners.
   B. In the event of jointly authored work being submitted the examining committee shall be required to comment upon the extent to which the candidate has contributed in the three critical areas of conception, execution and writing. They should indicate their approval that the combination of contributions in these areas is of the level expected for a PhD.

3. After the examination has been completed, two copies of the abstract, portfolio and critical discussion shall be bound in an approved style at the candidate’s expense and shall be deposited in the University Library.
XVI Resubmission of 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.

2. On resubmission of the thesis and payment of the appropriate fee the examining committee shall be reconvened and a further examination be conducted. The convener of the committee may recommend to the Dean of Faculty that the requirement of an oral examination be waived, if that is the unanimous opinion of the examining committee.

3. In the event of an oral examination being required, the Dean of Faculty 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.

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 PhD be awarded; or
   B. that the thesis be approved and the degree of PhD be awarded subject to minor corrections; or
   C. that, the thesis being of sufficient merit, the candidate be awarded the degree of MPhil; or
   D. that the thesis be rejected.

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.

2. 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;
   B. the work on which they are engaged as full-time employees of the University is of sufficient
scope and originality as to be appropriate for study as part of a higher degree;
C. the level and character of supervision offered to the member of staff is in no way incompatible with that normally associated with study for a higher degree.

2. Where full-time registration by a member of staff is approved the appropriate full-time fee will be payable. Notwithstanding, members of staff in either full-time or part-time employment may choose to study part-time. Other applicants, who are not members of staff, may study part-time if they can satisfy the Senatus Academicus that inadequate time is available 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 shall pursue a course of special study in the University of St Andrews during a period of three years or its equivalent for part-time students.
2. The Senatus Academicus shall have the power to permit candidates on the recommendation of the Dean of Faculty to pursue elsewhere their special study during the whole or part of the period, provided that the Senatus is satisfied that the necessary facilities exist for the pursuit of the special study and that it is being done under adequate supervision.
3. Work done during any academic year may be reckoned as having been pursued over twelve months for a full-time student and over six months for a part-time student, unless otherwise agreed by the Dean of Faculty on the recommendation of the supervisor.
4. Work done during a summer vacation may be reckoned as having been carried out during three months (six weeks for part-time students) provided that the supervisor certifies it as being equivalent to three months of full-time study (or six weeks of full-time study for part-time students).
5. The submitted work shall be normally presented after 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.
2. All students and supervisors are required to conduct their work and supervision in accordance with the requirements of the University’s Policy for Supervisors and Students in Taught Research Postgraduate Programmes.
3. The work of all students will be reviewed annually and the results reported to the Dean of Faculty. The first annual review, which will be conducted by the Head of School and which will normally occur at the end of the first year of study, will recommend either continuance of registration as a PhD student or transfer of registration to that of an MPhil student. The second annual review will take place by the end of the second year of study. An important part of this review is to produce an agreed timetable for completion and submission of the body of work.

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

The submission will take the form of:

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

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 is 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 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 be approved and the degree of PhD in Creative Writing be awarded without corrections; or

   B. that the thesis be approved and the degree of PhD in Creative Writing be awarded, subject to the making of any purely typographical corrections and revisions; or

   C. that the thesis be not accepted in its present form but that the candidate be given the opportunity to make minor corrections within a period of three months of the date of the examination and that, upon the convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of PhD in Creative Writing be awarded; or

   D. that the thesis be not accepted in its present form but that the candidate be given the opportunity to revise the thesis or portfolio and resubmit it within twelve months from the date of intimation to the candidate of the decision of the Examining Committee—this recommendation meaning that the candidate must resubmit a corrected thesis, pay a re-examination fee, and be re-examined, though the examiners have the right to waive a further oral examination; or

   E. that the thesis not being of sufficient merit, the candidate may resubmit the thesis within twelve months for a further examination for the award of MPhil [by research route]—this recommendation meaning that the candidate must resubmit a corrected thesis, pay a re-examination fee, and be re-examined, with a further oral examination; or...
recommendation meaning that the candidate must resubmit a corrected thesis under the regulations for the degree of MPhil (by research route), 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 thesis; or
F. that the thesis be rejected and no award made. This may not be the recommendation at the first presentation of the thesis.

IX Resubmission
1. If a recommendation to the Senatus Academicus is made for resubmission by an examining committee the candidate shall receive in writing from the convener of the committee a detailed list of corrections and revisions deemed to be necessary by the examiners. The candidate shall be expected to take these into account in any resubmission.
2. On resubmission and payment of the appropriate fee the examining committee shall be reconvened and a further examination be conducted. The convener of the committee may recommend to the Dean of Faculty that the requirement of an oral examination be waived, if that is the unanimous opinion of the examining committee.
3. In the event of an oral examination being required, the Dean of Faculty 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 portfolio be approved and the degree of PhD in Creative Writing be awarded; or
   B. that the portfolio be approved and the degree of PhD in Creative Writing be awarded, subject to minor corrections; or
   C. that, the portfolio being of sufficient merit, the candidate be awarded the degree of MPhil or
   D. that the portfolio be rejected.

F. DEGREE OF DOCTOR OF ENGINEERING (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";
   "EngD" means "Doctor of Engineering".

II Admission
1. The Senatus Academicus may admit as candidates for the Degree of EngD persons who have been admitted as research students of the University and who have been recommended to register as EngD students by the Dean.
2. A EngD student shall matriculate and pay the appropriate fee each year.
3. A EngD student must normally be a full time student.
4. The Head of School shall appoint for each candidate an academic supervisor and an industrial supervisor
who shall jointly oversee the development of the candidate and shall supply support and advice regarding the project(s) on which the student is working. The industrial supervisor shall be a member of staff of the industrial organisation which is sponsoring the student.

III Duration and Place of Study

1. Every candidate for the Degree of 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 approved by the Dean of Science amounting to approximately 25% of the time spent during the degree course;
   B. supervised research work comprising approximately 75% of the time spent during the degree course, and culminating in the submission of a thesis or a research portfolio. This work shall be carried out in the University of St Andrews or at the premises of the industrial organisation which is sponsoring the student, in variable proportions according to the nature of the research.

3. All research students and supervisors are required to conduct their research and supervision in accordance with the requirements of the University’s Policy for the Supervision of Research Students.

4. The work of all EngD students will be reviewed annually prior to the submission of the thesis or portfolio and the results reported to the Dean of Science. The first annual review, which will be conducted by the Head of School and which will normally occur at the end of the first year of study, will recommend either continuance of registration as an EngD student or transfer of registration to that of an MPhil student.

IV Thesis or portfolio

1. Every candidate for the Degree of EngD shall present a thesis or portfolio embodying the results of his or her special study or research.

2. A thesis should take the form of a specially composed monograph. A portfolio 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 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 EngD be awarded subject to making any purely typographical corrections and revisions; or
B. that the thesis or portfolio be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis or portfolio within a period of three months of the date of the examination and that, upon the convener of the committee being satisfied that these minor corrections have been effected, the thesis or portfolio be approved and the degree of EngD be awarded; or
C. that the thesis or portfolio be not accepted in its present form but that the candidate be given the opportunity to revise the thesis or portfolio and resubmit it within twelve months from the date of intimation to the candidate of the decision of Senatus; or
D. that the thesis or portfolio being of sufficient merit, the candidate be awarded the degree of MPhil, MSc(Res) or MSc where so qualified; or
E. that the thesis or portfolio be rejected.

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 Academici:
   A. that the thesis or portfolio be approved and the degree of EngD be awarded; or
   B. that the thesis or portfolio be approved and the degree of EngD be awarded, subject to minor corrections; or
   C. that, the thesis or portfolio being of sufficient merit, the candidate be awarded the degree of MPhil, MSc(Res); or
   D. that the thesis or portfolio be rejected.

G. DEGREE OF DOCTOR OF MEDICINE (MD)

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

I Interpretation
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 Academici 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 Academici 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 Supervisors and Students in Taught
3. The work of all MD students will be reviewed annually prior to the submission of the thesis and the results reported to the Dean of Faculty. The first annual review, which will be conducted by the Head of School, and which will normally occur at the end of the first year of study after registration as a general research student, will determine continuance of registration as a MD student. An important part of this review is to produce an agreed timetable for submission of the thesis.

VI Methods for Presentation

1. Candidates for the degree of 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 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 Academic Support Office before any oral examination of the candidate takes place. In addition, the supervisor of the thesis shall submit a written report to the examining committee detailing any special circumstance that may have affected the candidate’s performance but making no comment relating to the quality of the work.
4. The committee shall require the candidate to submit to an oral examination. In exceptional
circumstances and only with the express approval of the Dean, the requirement of an oral examination may be waived.

5. The examining committee shall bear in mind that their judgement of the substantial significance of the thesis should take into account what may be reasonably expected of a capable and diligent student after two years of full-time study.

6. The examination of the thesis by the committee should normally be completed within three months. If the examining committee is unable to convene within three months then the Dean of Faculty shall be empowered to authorize a short extension of the examining period or to advise the Senatus Academicus that a new committee should be appointed.

7. No candidate may submit a thesis until the appropriate fee requirement has been met.

8. The examining committee shall make one of the following recommendations to the Senatus Academicus:
   A. that the thesis be approved and the degree of MD be awarded subject to making any purely typographical corrections and revisions; or
   B. that the thesis be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis within a period of three months of the date of the examination and that, upon the convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of MD be awarded; or
   C. that the thesis be not accepted in its present form but that the candidate be given the opportunity to revise the thesis and resubmit it within twelve months from the date of intimation to the candidate of the decision of Senatus; or
   D. that the thesis being of sufficient merit, the candidate be awarded the degree of MPhil; or
   E. that the thesis be rejected.

DEGREE OF DOCTOR OF MEDICINE (MD)

Interpretation
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”

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

III Presentation of Material and Declaration by candidates

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

2. Such evidence as is presented in terms of Regulation G. I. 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.

4. Three complete copies of the thesis or published work or of the series of published papers or any combination of these must be submitted. The Library shall have power to decide when and under what conditions these copies shall be available for consultation or borrowing but the copyright shall belong to the candidate.

IV Committee of Examiners and Award of the Degree

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

2. The award of distinction may be awarded if independently recommended by all the External Examiners. In exceptional circumstances an oral may be conducted to determine whether or not to award a distinction.

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 as a candidate for the Degree of Doctor of Science either:
   
   A. any graduate of the University of St Andrews provided that not less than seven years have elapsed from the date of their first graduation in the University; or
   
   B. any professor or reader or lecturer in the University or holder of any such post or appointment in the University as the Senatus Academicus may approve, provided that not less than four years have elapsed from the date of appointment.

2. Applications for admission as a candidate for the Degree of Doctor of Science must be made in writing to the Senatus Academicus.

III Presentation of Material and Declaration by Candidates

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

2. Such evidence as is presented in terms of regulation I.III.2 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, 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.III.4.

4. Three complete copies of the thesis or published work or of the series of published papers or any combination of these must be submitted. The Library Committee shall have power to decide when and under what conditions these copies shall be available for consultation or borrowing but the copyright shall belong to the candidate.

IV Committee of Examiners and Award of the Degree

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

**J. DEGREE OF DOCTOR OF LETTERS (DLitt)**

1. Three complete copies of the material presented in evidence must be submitted; such material must have been in print for a period of at least one year at the date of submission.

2. Candidates should not submit material which in substance has been submitted in a successful application for a higher degree unless they consider that its omission would result in an inadequate representation of their research.

3. Two copies of all successful submissions will remain the property of the University and may, at the discretion of the University, be retained. Material submitted by unsuccessful candidates will be returned.

4. The degree shall be awarded only if the Senatus Academicus, on the recommendation of the examiners, is satisfied that the submission represents both an original and a substantial contribution to advancement of knowledge of the subject and that it constitutes work of high distinction in scholarship and/or research in respect of qualities such erudition, insight, imagination, innovation and critical balance, such that it has established or confirmed the candidate as a recognised authority in the relevant field.

**K. 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.
A candidate who has, over a period of not more than one year for a full-time student, and two years for a part-time student and four years for a distance-learning student:

gained at least 120 credits in an approved Programme; and

satisfied the Committee of Examiners for that Programme; and

satisfied the fee requirements,

shall be awarded the Graduate Diploma.

to study for the degree of M.Litt. or M.Sc. or M. Res. and may count towards the requirement of that degree such number of months of full-time study (or their part-time equivalent) as have been completed since their date of first matriculation:

students who have satisfactorily completed six months of study under Research Ordinance 12;

students attending a Postgraduate Diploma Programme who, on the recommendation of their supervisor, are deemed able to submit a dissertation of sufficient quality. Students who gain the requisite grades in the taught element are automatically entitled to continue to the dissertation.

The following categories of student may make application to the Dean of Faculty to transfer to the second year of study for the degree of M.Phil. or M.F.A. and may count towards the requirement of that degree such number of months of full-time study (or their part-time equivalent) as have been completed since their date of first matriculation:

students who have satisfactorily completed six months of study under Research Ordinance 12 and who are deemed fit to undertake independent research;

students attending a taught Programme who, on the recommendation of their supervisor, are deemed fit to undertake independent research.

Nominations of supervisors and changes of supervisors must be reported to the Dean.

Candidates whose progress is deemed by the Head of School to be unsatisfactory may be required by the Dean of Faculty to terminate their studies at any time of the year. Students who fail to satisfy the requirements of a module by failure to submit work within stipulated deadlines and after due warning, or who have been absent from the teaching of a module for continuous weeks, shall, save in exceptional circumstances and with the permission of the relevant Pro Dean of the relevant Faculty, have forfeited the right to continue to attend the module, and shall have their studies terminated.

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.
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.

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.

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.

Where a student fails the assessment for a module, the Board of Examiners may offer a reassessment, the exact form of which must be approved by the External Examiner. Reassessed work will be marked either pass or fail. It will not be graded on the 20-point scale. A student who achieves a Pass at reassessment may be eligible awarded for the Certificate or Diploma where so qualified but not the Masters. The only exception to this Regulation is the European Master of Science in Photonics which allows students to undertake reassessment and have the work graded on the 20-point scale[CP5]. The only exception to this Regulation may be in the case of collaborative programmes where the exception will be detailed in specific programme documentation.

1.

A. in the case of a candidate for the Graduate Certificate either:
   the Graduate Certificate be awarded; or
   the candidate be allowed to re-register for either the Graduate Diploma.; or
   the candidate not having achieved the required standard, no award should be made.[CP6]

B. in the case of a candidate for the Graduate Diploma either:
   the Graduate Diploma be awarded; or
   the candidate not having achieved the required standard, the Graduate Certificate be awarded.; or
   iii. the candidate not having achieved the required standard, no award should be made.
   [CP7]

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

Candidates whose progress is deemed by the Head of School to be unsatisfactory may be required by the Dean of Faculty to terminate their studies at any time of the year. Students who fail to satisfy the requirements of a module by failure to submit work within stipulated deadlines and after due warning, or who have been absent from the teaching of a module for three continuous weeks, shall, save in exceptional circumstances and with the permission of the Postgraduate Pro Dean, have forfeited the right to continue to attend the module, and shall have their studies terminated.
that, in the event of
A.

the nature of the research they wish to pursue;

V General

From the date on which these Regulations receive the approval of the Court all previous Regulations for the Degree of Doctor of Science shall cease to have effect.
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. The Senatus Academicus, with the approval of the University Court, has the power to make regulations on any matters in order to give effect to these instruments.

Ordinance No.6 (Scottish Universities) – Regulations for the Degree of Doctors of Letters (D.Litt.) (13 May 1959)

Ordinance No.350 (General No.12) – Regulations for Research Students and Appointment of Research Fellows (12 September 1960)


Resolution 2001 No.3 – Degrees of Doctor of Engineering (D.Eng.) Master of Engineering (M.Eng.), and Bachelor of Engineering (B.Eng.) (8 March 2002)

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

Resolution 2008 No.4 – Degree of Doctor of Performance (D.Perf.) (16 October 2009)

Resolution 2011 No.1 – Award of Postgraduate Degrees, Postgraduate Diplomas and Postgraduate Certificates (13 May 2011)

Resolution 2011 No.2 – Award of Graduate Diplomas and Graduate Certificates (13 May 2011)

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

2. SENATE REGULATIONS

A. REGULATIONS FOR POSTGRADUATE STUDENTS

I Interpretation

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";


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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 one semester 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.

2. A candidate who has, over a period of not more than two semesters 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.

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, of which at least 150 are at 5000 level, in an approved programme and submitted 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.

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 of the United Kingdom or other qualification(s) deemed equivalent by the Dean of Faculty. Suitably qualified applicants may be admitted direct to the second year of studies leading to the degree of 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 would be allowed to matriculate who would thereby be registered simultaneously on programmes leading to awards in more than one institution, except a) under the terms of an agreement between the University and that institution, or b) with the permission of the Dean of the relevant Faculty.

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.

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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 in 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. Reassessed work will be marked either pass or fail. It will not be graded on the 20-point scale. A student who achieves a Pass at reassessment may be awarded the Certificate or Diploma where so qualified but not the Masters or higher degree. The only exception to this Regulation may be in the case of collaborative programmes where the exception will be detailed in specific programme documentation.

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 proceeds 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 not having achieved the required standard, the Postgraduate Certificate be awarded 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 not having achieved the required standard, the Postgraduate Certificate be awarded 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 not having achieved the required standard, the Postgraduate Certificate be awarded 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, at the discretion of the Board of Examiners, be
recommended for the award of the degree of MLitt, MSc, or MRes with Distinction in relation to the whole, or to the dissertation, or the taught component.

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

8. 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. A candidate may be permitted a further period of six months within which to submit the thesis. The thesis is expected to constitute an original contribution to knowledge consistent with what may reasonably be expected of a diligent student after one year of full-time research. It should be clearly written, well argued and should indicate a satisfactory knowledge of the field of study.

2. The 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, save for the making of any purely typographical corrections and revisions; or
   B. that the thesis be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis within a period of three months of the date of the examination, and that upon the Convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of MPhil 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 from the date of intimation to the candidate of the decision of the Dean of Faculty—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.

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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 subject to minor corrections to be completed within three months; 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)

   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)

   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)

   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.

For the purpose of these regulations PhD is understood to include both DLang and EngD when DLang or 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 (s)he already has 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 (s)he is adequately qualified and that suitable supervisory and monitoring arrangement(s) can be made in both institutions into a jointly supervised degree programme.
   B. Appropriate joint Agreement(s) shall be signed between the two institutions. The purpose of the Agreement(s) is:
      i. to delineate the collective and individual responsibilities of the Institutions in relation to the provision, management, monitoring, evaluation and development of the programmes.
      ii. to agree a programme for each individual student.
   C. One of the two institutions will act as the lead institution and the student will then be subject to the academic regulations of the lead institution.
   D. An appropriate arrangement as to payment and distribution of fees will be made between the two institutions concerned.

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, she/he is required to attend, and to attain a satisfactory standard in, a course in St Andrews in language, study skills and cultural orientation before the session begins.

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 Policy for Supervisors and Students in Research Postgraduate Programmes.

2. All postgraduate research students shall be allocated supervision in accordance with the Policy for Supervisors and Students in Research Postgraduate Programmes.

3. All postgraduate research students are required to undertake postgraduate study and training as is laid down by the 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 a review as directed by the Head of School to determine whether progress is satisfactory. This review will normally be conducted after six months (one year in the case of part-time students) and no later than twelve months after the initial date of matriculation as a research student. Further progress reviews will be made on an annual basis as appropriate. Such reviews will examine progress made with the schedule of research training needs.

5. If serious problems emerge regarding a student’s progress at times other than the annual review the matter must be reported to the Head of School. After discussions with the supervisors and if the Head of School is satisfied that a problem exists the student should be warned in writing with a copy to the Pro Dean. If problems persist the Head of School may recommend termination of studies to the Pro Dean and the matter will be decided by the Dean who alone has the right to terminate a student’s studies.

6. A research student shall have the right of appeal against a decision made under the procedures in 4 and 5, above in accordance with the Policy on Student Academic Appeals and Academic Complaints.

7. If academic misconduct relating to work assessed as part of a qualification awarded by the University of St Andrews is at any time proven against someone holding such a qualification, the University reserves the right to withdraw or reclassify the qualification awarded.

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 his/her 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 of full-time study for part-time students).

7. The thesis shall be normally presented after 3 years and after no more than 4 years of study as a matriculated student or the equivalent for part-time students, except where external bodies stipulate otherwise. Exceptionally the thesis may be presented after 2 years of study as a matriculated student, or the equivalent for part-time students.

IX 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, save for the making of any purely typographical corrections and revisions; or
    B. that the thesis be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis within a period of three months of the date of the examination, and that upon the Convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of MPhil be awarded; or
    C. that the thesis be not accepted in its present form but that the candidate be given the opportunity to revise the thesis and resubmit it for re-examination within six months from the date of intimation to the candidate of the decision of the Dean of Faculty - this 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 be 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) but who does not submit the thesis may apply to the Senatus Academicus to submit for the award of the degree of MSc(Res) or MSt(Res).

X Resubmission of the MPhil (by research route) Thesis

1. If a recommendation 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 subject to minor corrections to be completed within three months; or
   C. that the thesis being of sufficient merit, the candidate be awarded the degree of MSc(Res) or MSt(Res); or
   D. that no award be made.

XI Submission and Examination of the PhD 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.

XII PhD Presented 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.

XIII PhD Candidates Presenting by Thesis

1. The Senatus Academicus shall appoint a committee to examine the thesis and report on it to the Senatus Academicus. The committee shall normally consist of two examiners, one of whom shall be an external examiner. An internal examiner shall be appointed, who (for administrative purposes) shall act as convener of the committee.

2. In the case of an employee of the University, the examining committee shall consist of an internal examiner who shall act as convener and two external examiners.

3. The examiners appointed by the Senatus Academicus shall submit independent written reports without consultation on the thesis. These independent reports must be completed and a copy returned to the Registry before any oral examination of the candidate takes place. In addition the supervisor of the thesis shall submit a written report to the examining committee detailing any special circumstance that may have affected the candidate's performance but making no comment relating to the quality of the work.

4. The committee shall require the candidate to submit to an oral examination. In exceptional circumstances and only with the express approval of the Dean the requirement of an oral examination may be waived.

5. The examining committee shall bear in mind that their judgement of the substantial significance of the thesis should take into account what may be reasonably expected of a capable and diligent student after three years of full-time study.
6. The examination of the thesis by the committee should normally be completed within three months of the date of submission. If the examining committee is unable to convene within three months then the Dean of Faculty shall be empowered to authorise a short extension of the examining period or to advise the Senatus Academicus that a new committee should be appointed.

7. No candidate may submit a thesis until the appropriate fee requirement has been met.

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

XIV Examination of PhD Candidates Presenting 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
1. 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, or 3.5 years, of full time study, depending on norms for the subject area, and be of scholarly standard expected for the degree of PhD.
5. Upon permission to submit being granted, the candidate shall submit three copies of the portfolio each containing the abstract and a critical discussion of the work.
6. The critical discussion should summarise the aims, objectives, methodology, results and conclusions covered in the portfolio. It should also indicate how the publications form a coherent body of work, what contributions the candidate has made to this work, and how the work contributes significantly to the expansion of knowledge. It should be at least 10,000 words, but not more than 25,000 words in length.
7. The portfolio shall be accompanied by a declaration that none of the work contained in the books or papers submitted has been submitted by the candidate for a higher degree in any other university.

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

**XVI Resubmission of 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.

2. On resubmission of the thesis and payment of the appropriate fee the examining committee shall be reconvened and a further examination be conducted. The convener of the committee may recommend to the Dean of Faculty that the requirement of an oral examination be waived, if that is the unanimous opinion of the examining committee.

3. In the event of an oral examination being required, the Dean of Faculty 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 PhD be awarded; or
   B. that the thesis be approved and the degree of PhD be awarded subject to minor corrections; or
   C. that, the thesis being of sufficient merit, the candidate be awarded the degree of MPhil; or
   D. that the thesis be rejected.

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.

2. 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;
   B. the work on which they are engaged as full-time employees of the University is of sufficient scope and originality as to be appropriate for study as part of a higher degree;
   C. the level and character of supervision offered to the member of staff is in no way
incompatible with that normally associated with study for a higher degree.

2. Where full-time registration by a member of staff is approved the appropriate full-time fee will be payable. Notwithstanding, members of staff in either full-time or part-time employment may choose to study part-time. Other applicants, who are not members of staff, may study part-time if they can satisfy the Senatus Academicus that inadequate time is available 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 shall pursue a course of special study in the University of St Andrews during a period of three years or its equivalent for part-time students.

2. The Senatus Academicus shall have the power to permit candidates on the recommendation of the Dean of Faculty to pursue elsewhere their special study during the whole or part of the period, provided that the Senatus is satisfied that the necessary facilities exist for the pursuit of the special study and that it is being done under adequate supervision.

3. Work done during any academic year may be reckoned as having been pursued over twelve months for a full-time student and over six months for a part-time student, unless otherwise agreed by the Dean of Faculty on the recommendation of the supervisor.

4. Work done during a summer vacation may be reckoned as having been carried out during three months (six weeks for part-time students) provided that the supervisor certifies it as being equivalent to three months of full-time study (or six weeks of full-time study for part-time students).

5. The submitted work shall be normally presented after 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.

2. All students and supervisors are required to conduct their work and supervision in accordance with the requirements of the University’s Policy for Supervisors and Students in Taught Research Postgraduate Programmes.

3. The work of all students will be reviewed annually and the results reported to the Dean of Faculty. The first annual review, which will be conducted by the Head of School and which will normally occur at the end of the first year of study, will recommend either continuance of registration as a PhD student or transfer of registration to that of an MPhil student. The second annual review will take place by the end of the second year of study. An important part of this review is to produce an agreed timetable for completion and submission of the body of work.

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.
The submission will take the form of:

A. a work of creative prose of no more than 40,000 words OR a collection, or part thereof, of poetry comprising 30-40 pages.

B. a research paper (or discursive commentary or introductory essay) of no more than 40,000 words which shall link the portfolio of original work submitted under A to the larger history or theory or practice of relevant writing.

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
   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 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 unpublish 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 be approved and the degree of PhD in Creative Writing be awarded without corrections; or

   B. that the thesis be approved and the degree of PhD in Creative Writing be awarded, subject to the making of any purely typographical corrections and revisions; or

   C. that the thesis be not accepted in its present form but that the candidate be given the opportunity to make minor corrections within a period of three months of the date of the examination and that, upon the convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of PhD in Creative Writing be awarded; or

   D. that the thesis be not accepted in its present form but that the candidate be given the opportunity to revise the thesis or portfolio and resubmit it within twelve months from the date of intimation to the candidate of the decision of the Examining Committee—this recommendation meaning that the candidate must resubmit a corrected thesis, pay a re-examination fee, and be re-examined, though the examiners have the right to waive a further oral examination; or

   E. that the thesis not being of sufficient merit, the candidate may resubmit the thesis within twelve months for a further examination for the award of MPhil (by research route) - this recommendation meaning that the candidate must resubmit a corrected thesis under the regulations for the degree of MPhil (by research route), pay a re-examination fee, and be re-
A. that the portfolio be approved and the degree of PhD in Creative Writing be awarded; or
B. that the portfolio be approved and the degree of PhD in Creative Writing be awarded, subject to minor corrections; or
C. that, the portfolio being of sufficient merit, the candidate be awarded the degree of MPhil or
D. that the portfolio be rejected.

F. DEGREE OF DOCTOR OF ENGINEERING (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".
   "EngD" means "Doctor of Engineering".

II Admission

1. The Senatus Academicus may admit as candidates for the Degree of EngD persons who have been admitted as research students of the University and who have been recommended to register as EngD students by the Dean.
2. A EngD student shall matriculate and pay the appropriate fee each year.
3. A EngD student must normally be a full time student.
4. The Head of School shall appoint for each candidate an academic supervisor and an industrial supervisor who shall jointly oversee the development of the candidate and shall supply support and advice regarding the project(s) on which the student is working. The industrial supervisor shall be a member

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 thesis; or

F. that the thesis be rejected and no award made. This may not be the recommendation at the first presentation of the thesis.
III  Duration and Place of Study

1. Every candidate for the Degree of 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 approved by the Dean of Science, amounting to approximately 25% of the time spent during the degree course;
   B. supervised research work comprising approximately 75% of the time spent during the degree course, and culminating in the submission of a thesis or a research portfolio. This work shall be carried out in the University of St Andrews or at the premises of the industrial organisation which is sponsoring the student, in variable proportions according to the nature of the research.

3. All research students and supervisors are required to conduct their research and supervision in accordance with the requirements of the University's Policy for the Supervision of Research Students.

4. The work of all EngD students will be reviewed annually prior to the submission of the thesis or portfolio and the results reported to the Dean of Science. The first annual review, which will be conducted by the Head of School and which will normally occur at the end of the first year of study, will recommend either continuance of registration as a EngD student or transfer of registration to that of an MPhil student.

IV  Thesis or portfolio

1. Every candidate for the Degree of EngD shall present a thesis or portfolio embodying the results of his or her special study or research.

2. A thesis should take the form of a specially composed monograph. A portfolio 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 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 EngD be awarded subject to making any purely typographical corrections and revisions; or
B. that the thesis or portfolio be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis or portfolio within a period of three months of the date of the examination and that, upon the convener of the committee being satisfied that these minor corrections have been effected, the thesis or portfolio be approved and the degree of EngD be awarded; or
C. that the thesis or portfolio be not accepted in its present form but that the candidate be given the opportunity to revise the thesis or portfolio and resubmit it within twelve months from the date of intimation to the candidate of the decision of Senatus; or
D. that the thesis or portfolio being of sufficient merit, the candidate be awarded the degree of MPhil, MSc(Res) or MSc where so qualified; or
E. that the thesis or portfolio be rejected.

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 EngD be awarded; or
   B. that the thesis or portfolio be approved and the degree of EngD be awarded, subject to minor corrections; or
   C. that, the thesis or portfolio being of sufficient merit, the candidate be awarded the degree of MSc(Res); or
   D. that the thesis or portfolio be rejected.

G. DEGREE OF DOCTOR OF MEDICINE (MD)
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 H. Both are research degrees and neither are qualifications for clinical practice.

I Interpretation
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 Supervisors and Students in Taught and Research Postgraduate Programmes.

3. The work of all MD students will be reviewed annually prior to the submission of the thesis
and the results reported to the Dean of Faculty. The first annual review, which will be conducted by the Head of School, and which will normally occur at the end of the first year of study after registration as a general research student, will determine continuance of registration as a MD student. An important part of this review is to produce an agreed timetable for submission of the thesis.

VI Methods for Presentation

1. Candidates for the degree of 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 Academic Support Office before any oral examination of the candidate takes place. In addition, the supervisor of the thesis shall submit a written report to the examining committee detailing any special circumstance that may have affected the candidate’s performance but making no comment relating to the quality of the work.

4. The committee shall require the candidate to submit to an oral examination. In exceptional circumstances and only with the express approval of the Dean, the requirement of an oral examination may be waived.
5. The examining committee shall bear in mind that their judgement of the substantial significance of the thesis should take into account what may be reasonably expected of a capable and diligent student after two years of full-time study.

6. The examination of the thesis by the committee should normally be completed within three months. If the examining committee is unable to convene within three months then the Dean of Faculty shall be empowered to 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 subject to making any purely typographical corrections and revisions; or
   B. that the thesis be not accepted in its present form but that the candidate be given the opportunity to make minor corrections to the thesis within a period of three months of the date of the examination and that, upon the convener of the committee being satisfied that these minor corrections have been effected, the thesis be approved and the degree of MD be awarded; or
   C. that the thesis be not accepted in its present form but that the candidate be given the opportunity to revise the thesis and resubmit it within twelve months from the date of intimation to the candidate of the decision of Senatus; or
   D. that the thesis being of sufficient merit, the candidate be awarded the degree of MPhil; or
   E. that the thesis be rejected.

H. DEGREE OF DOCTOR OF MEDICINE (MD)

I. Interpretation

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

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

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

II. Qualifications for the Degree

1. The Senatus Academicus may admit as a candidate for the Degree of Doctor of Medicine:

   A. any graduate of the University of St Andrews who holds a qualifying degree in Medicine of at least ten years standing; or
   B. any member of academic staff of at least three years standing and who holds a qualifying degree in Medicine.

2. Application for admission for the Degree of Doctor of Medicine by submission of evidence must be made in writing to the Senatus Academicus.

III. Presentation of Material and Declaration by candidates

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

2. Such evidence as is presented in terms of regulation G.I. 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 G II, 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 G.IV.

4. Three complete copies of the thesis or published work or of the series of published papers or any combination of these must be submitted. The Library shall have power to decide when and under what conditions these copies shall be available for consultation or borrowing but the copyright shall belong to the candidate.

IV Committee of Examiners and Award of the Degree

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

2. The award of distinction may be awarded if independently recommended by all the External Examiners. In exceptional circumstances an oral may be conducted to determine whether or not to award a distinction.

I. 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 as a candidate for the Degree of Doctor of Science either:
   A. any graduate of the University of St Andrews provided that not less than seven years have elapsed from the date of their first graduation in the University; or
   B. any professor or reader or lecturer in the University or holder of any such post or appointment in the University as the Senatus Academicus may approve, provided that not less than four years have elapsed from the date of appointment.

2. Applications for admission as a candidate for the Degree of Doctor of Science must be made in writing to the Senatus Academicus.

III Presentation of Material and Declaration by Candidates

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

2. Such evidence as is presented in terms of regulation I.III.2 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.II.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.III.4.

4. Three complete copies of the thesis or published work or of the series of published papers or any combination of these must be submitted. The Library Committee shall have power to decide when and under what conditions these copies shall be available for consultation or borrowing but the copyright shall belong to the candidate.

IV Committee of Examiners and Award of the Degree

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

J. DEGREE OF DOCTOR OF LETTERS (DLitt)

1. Three complete copies of the material presented in evidence must be submitted; such material must have been in print for a period of at least one year at the date of submission.

2. Candidates should not submit material which in substance has been submitted in a successful application for a higher degree unless they consider that its omission would result in an inadequate representation of their research.

3. Two copies of all successful submissions will remain the property of the University and may, at the discretion of the University, be retained. Material submitted by unsuccessful candidates will be returned.

4. The degree shall be awarded only if the Senatus Academicus, on the recommendation of the examiners, is satisfied that the submission represents both an original and a substantial contribution to advancement of knowledge of the subject and that it constitutes work of high distinction in scholarship and/or research in respect of qualities such erudition, insight, imagination, innovation and critical balance, such that it has established or confirmed the candidate as a recognised authority in the relevant field.

K. 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.
Higher Education Research Development Programme: ‘Developing Scholarship on Pedagogic and Policy-related Themes’

The Proctor’s Office is looking for expressions of interest in a Research Development Programme for members of the University wishing to produce research publication(s) focused on the topic of Higher Education. The core aims of the programme will be to:

- provide a forum within which individuals and groups can understand the possibilities for, and develop plans to engage in, HE-related research;
- thereafter produce publications that provide evidence of scholarship in teaching and learning and benefit key stakeholders within the HE sector e.g. students, teaching staff, pastoral and support staff.

For more information about the programme please contact deansoffice@st-andrews.ac.uk

Please also note that a new subject guide is now available – this provides some of the key resources for research into education available through the University library. For more information, see http://www.st-andrews.ac.uk/staff/teaching/highereducationresearch/

Intellectual Property Rights (Students)

The University has well-established policies with regard to the ownership and use of intellectual property. These are applicable to all students and full details, including definitions and rules for exploitation, can be found at http://www.st-andrews.ac.uk/media/teaching-and-learning/policies/policy-on-intellectual-property-rights.pdf

New Programmes

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Programme Withdrawals

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Nicola Milton
Executive Officer to the Proctor

22 March 2016
POSTGRADUATE RESEARCH COMMITTEE

POLICY ON HIGHER DEGREES

The following paper was approved by Academic Council on 9 March 2016. It is presented to the Postgraduate Research Committee for information only.

Background

The Proctor’s Office, led by the Dean of Science, undertook a review of the award criteria for Higher Degrees (DLitt, DSc and MD). In particular, the administrative process lacked clarity and clear ownership. The current amendments to the Senate regulations and corresponding procedure aim to clarify the criteria for the degree and streamline the process.

Proposed Changes

The award criteria in each section of the Senate Regulations was updated and standardised. The criteria now stipulate that the candidate must be either:

- a graduate of the University of St Andrews who holds a qualifying degree of at least ten years standing;
- a Professor in the University with not less than four years’ service since the date of their appointment.

Applicants must also be able to demonstrate “a corpus of work of a professional standard attained over an extended period of not less 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."

Additionally, the application process was updated so that there is clear guidance on what an applicant must submit and who has ownership of the process at each phase.

Emily Feamster
Postgraduate Administrative Officer
Proctor’s Office

23 February 2016
AWARD CRITERIA

1. Higher degrees (DLitt, DSc or MD) may be awarded in recognition of a corpus of work of a professorial standard attained over an extended period of not less 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.

ELIGIBILITY

2. Graduates of the University of St Andrews are eligible for consideration as a candidate for a higher degree no less than ten years after the date of their first degree conferred by the university.

3. Graduates of other universities who are presently members of staff at the University of St Andrews (of not less than 4 years’ continuous tenure as staff) are eligible for consideration as a candidate for a higher degree, provided it is no less than ten years after the date of their doctorate or other recognized terminal degree from any university.

APPLICATION PROCESS

4. The Proctor’s Office will consider nominations from the schools for higher degree candidates on a biannual basis. Nominations should be submitted by the Head of School, who will consult with the senior members of the School before making the nomination. Each nomination must include:
   a. A statement of no more than 1000 words explaining how the proposed submission meets the award criteria.
   b. A copy of the applicant’s CV, including a list of all publications.
   c. A list, provided by the School, of at least four possible external examiners and two confirmed internal examiners.

5. The Proctor’s Office will review nominations and invite candidates of suitable merit to apply for the relevant higher degree. While the Proctor’s Office will work with the nominating schools such that both parties agree, where possible, about the candidate’s suitability for examination, the Proctor reserves the right to decline a nomination put forward by a school.

6. The Proctor’s Office will inform the applicant if formal submission is to be allowed, enclosing the appropriate regulations, and explaining the preliminary procedure for submitting a (composite) thesis of no more than 120,000 words, or a portfolio of similar size, which may include papers, books (or sample chapter(s) therefrom) and other publications that are suitably representative of the applicant’s work. The items detailed in (4) above will also be included for consideration by the examining committee. The applicant must submit FOUR typescript copies of all material in secure but temporary binding, and pay any requisite fees.

7. The Proctor’s Office will select two External Examiners from the list supplied by the School and confirm that the two nominated Internal Examiners are appropriate. At

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1 There are two routes to the award of MD, the second is considered via the normal postgraduate admissions processes and involves a minimum of two years’ research within the University.
least one of the Internal Examiners should be of professorial-level standing and will serve as the Convener of the Examining Committee. External Examiners should be of professorial-level standing.

8. The Proctor’s Office will write formally to all the Examiners and will provide copies of the submission for examination, the current Regulations, and information regarding payment of fees incurred by external examination.

9. Within 6-8 weeks, the Examiners shall submit independent written reports to the Convenor, without consultation, on the submission of work. Such reports shall provide (i) a recommendation of whether the degree be awarded or not, and (ii) a brief summary of each Examiner’s rationale for arriving at their decision.

10. The Convener of the Examining Committee will send all the reports, along with a summary report from the Convenor, to The Proctor’s Office for approval by the relevant Dean.

11. The Proctor’s Office will inform the candidate, as well as the Examiners, of the confirmed examination result and arrange payment of the examiners’ fees where appropriate.

12. If the candidate is successful following the completion of the examination process, the Proctor’s Office will inform appropriate sections of Registry to facilitate registration for graduation and the conferral of the degree award.

13. If the candidate is unsuccessful following the completion of the examination process, they may reapply for reconsideration not less than 5 years after initial submission, supplying a revised submission clearly detailing any significant changes in their academic contribution and research output.

14. If the candidate is successful following the completion of the examination process, one copy of their submission shall be bound in an approved format(s) at the candidate’s own expense and shall be deposited in the University Library. The candidate shall also provide an electronic copy of the submission in an approved format(s).

15. The candidate’s award of the relevant higher degree will be reported to Academic Council via Academic Council’s formal approval of Senate Graduation minutes.

23 February 2016

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2 In the case of a split decision by the examining committee, the Dean will act as the deciding vote.
POSTGRADUATE RESEARCH COMMITTEE

UPDATE ON GENERAL RESEARCH ORDINANCE

Within the Senate Regulations and also the Policy for Supervisors and Students in Research Postgraduate Programmes, reference is made to General Research Ordinance No. 350 (General No.12) and how it allows for a probationary period of registration.

It is proposed that reference to the Ordinance be removed from both the Policy and Regulations for two reasons, a) the Ordinance makes no reference to probationary status: it simply states that students are admitted under whatever regulations Senate sees fit, b) all new Postgraduate Research students are automatically registered for their final degree intention when they matriculate.

The following updates to the Policy are submitted to the Postgraduate Research Committee for consideration. Updates to the Postgraduate Senate Regulations will be submitted by the Pro Dean (Taught Postgraduate) as part of the PG Re-Registration proposals.

Following approval of the Policy amendment, Schools would be asked to review their webpages and Handbooks to ensure that any reference to the General Research Ordinance is removed. Schools may of course still refer to first year students being on probationary status until they successfully complete their first annual progress review.

Suggested amendments to the Policy for Supervisors and Students in Research Postgraduate Programmes

Section 8.1 Procedures for research students

The first annual review often takes on particular importance for research students who have been initially admitted under the General Research Ordinance with a probationary status. At this time the Head of School will recommend either registration under the PhD or registration under the MPhil for the intended degree or re-registration to a lower degree. For students undertaking the EngD, the recommendation is either for continuation of registration as an EngD student or transfer of registration to that of an MEng student.

3.1 Registration under the General Research Ordinance (REMOVE THIS SECTION ENTIRELY)

Research students expecting to complete a PhD are normally expected to complete an initial assessment period which provides the opportunity to determine the research aptitude of the candidate before registration for a particular degree is confirmed.

Students who have satisfactory progress between six and twelve months of study may be confirmed for a higher degree and may count towards the requirement of that degree such months of full-time or part-time study as have been completed since their date of first registration.

Research students who have transferred as research students in mid-course from another university or have had their registration changed from MLitt, MSc, MRes or MPhil to that of PhD student will do so on the basis of a School recommendation.

Emily Feamster
Postgraduate Administrative Officer
Proctor’s Office

8 March 2016