

**Approved Common Academic Regulations for the
Degrees of MPhil and PhD of the University of Wales**

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1 Introduction

- 1.1 These pages comprise Regulations for the degrees of MPhil by Research and PhD by Research of the University of Wales (hereafter referred to as ‘the University’) offered at Accredited Institutions (‘Institutions’) and at Collaborative Centres (‘Centres’).

The Regulations apply to candidatures commencing on, or after, the date of the introduction of the Common Academic Framework for Research Degrees of the University, which is 1 September 2010. Candidates registered at Institutions/Centres prior to this date are encouraged to contact the appropriate Academic Registry¹ in order to obtain advice on the Regulations which apply to their studies.

All candidates who are registered under the following Regulations should be aware that Institutions/Centres may have in place additional supporting guidelines and related documentation, and again advice should be sought from the appropriate Academic Registry.

- 1.2 The Regulations seek to provide a framework which embodies nationally recognised good practice, together with practice derived from policies and/or codes of practice of such bodies as the Quality Assurance Agency, the national funding councils and research councils. The framework is therefore subject to annual review and will be amended from time to time in accordance with the requirements of the Academic Board.

- 1.3 The University aims to ensure:

that its academic standards are equivalent to those of other UK higher education establishments and consistent with the Quality Assurance Agency Framework for Higher Education Qualifications

and

that the quality of provision gives candidates a fair and reasonable chance to gain a qualification in an acceptable timeframe.

- 1.4 Regulations for the format, binding and submission of theses are set out in the Appendix hereto.

- 1.5 Candidates are required to familiarise themselves with the contents of the Postgraduate Researchers Handbook which will be available from the Institution/Centre at which they are registered, together with the University’s Code of Practice for Research Degrees. Documents such as Postgraduate Researchers Handbooks and the University’s Code of Practice for Research Degrees give advice and guidance but are subordinate to the Regulations.

¹ The term Academic Registry should be taken to mean the Academic Registry, or equivalent authority, of the Institution/Centre, at which the candidate is registered for study.

2 Research Degrees Covered by the Regulations

2.1 *Master of Philosophy (MPhil) by Research*

The Degree of Master of Philosophy by Research may be awarded by the University in recognition of the successful completion of a programme of advanced study and research, the results of which are judged to constitute a critical evaluation and analysis of a body of knowledge and/or an original contribution to learning or knowledge.

2.2 *Doctor of Philosophy (PhD) by Research*

The Degree of Doctor of Philosophy by Research may be awarded by the University in recognition of the successful completion of a programme of advanced study and research, the results of which are judged to constitute an original contribution to learning or knowledge and to give evidence of systematic study and of ability to relate the results of such study to the general body of knowledge in the subject.

In judging the merit of a thesis submitted in candidature for the degree of PhD by Research, the examiners will bear in mind the standard and scope of work which it is reasonable to expect a capable and diligent student to present after a period of two or three years (as appropriate) of full-time study or its part-time equivalent.

The degree of Doctor of Philosophy of the University may not be conferred *honoris causa*.

3 Eligibility and Modes of Study

3.1 Research students are required to matriculate, where they have not already done so, maintain their enrolment, pay all applicable fees and pursue an approved research project for the minimum period required for one of the four modes of study permitted in paragraph 3.2 of the Regulations below.

3.2 Candidates may undertake an MPhil by Research or PhD by Research by one of the following modes of study:

- i. pursuit of full-time research at an Institution/Centre;
- ii. pursuit of full-time research in an external place approved by the University for the purposes of undertaking research;
- iii. pursuit of part-time research externally;
- iv. pursuit of part-time research at an Institution/Centre.

4 Entrance Requirements

4.1 The normal minimum entrance requirement for applicants for candidature for research degrees is an upper second class honours degree *or* a master's degree relevant to the proposed research project awarded by a UK or other recognised University or higher education institution, or by the Council for National Academic Awards (CNAAs).

4.2 Applicants who do not possess the normal minimum entrance qualifications may be

considered for candidature on their merits as follows below. In either of these cases, the Institution/Centre will take whatever steps are deemed necessary, including calling for academic references, to determine the academic attainment and suitability to undertake research of candidate, and will also ensure that the necessary approval from Research Degrees Board² is received in cases of non-standard entry, prior to study commencing:

- where an Honours degree of a UK or other recognised University or higher education institute or of the CNAA is held at a level below that of an upper second classification and the candidate does not hold a relevant master's degree;
alternatively,
- where another qualification or experience is held at a level which the University of Wales considers to be equivalent to, or higher than, that of an upper second class Honours degree of a UK University.

4.3 In addition to the above entrance requirements, candidates must be capable of satisfying the relevant academic authorities with regard to their proficiency in Welsh or English at a level necessary to complete the programme of work in the chosen language and to prepare and defend a thesis in that language. Proficiency in English of candidates whose first language is not Welsh or English is normally evidenced by a minimum IELTS score (or equivalent) of 6.5 at entry with a minimum of 6.5 in the reading and written components. Candidates will be asked to provide such evidence as is deemed necessary by the University.

5 Enrolment

5.1 Candidates for research degrees are required to complete the appropriate enrolment form and to produce such formal identification documents as may be required by the Institution/Centre. Upon enrolment candidates will be responsible for the payment of fees.

5.2 As soon as possible after enrolment candidates should be provided with an opportunity to complete the induction programme of the Institution/Centre at which they are enrolled.

6 Transfer of Enrolment from Another Institution

6.1 Where research has been conducted under supervision at another University before candidates enrol at an Institution/Centre, that earlier research may contribute to the work submitted in the thesis. In such a case the majority of the work (i.e. more than 50%) submitted in the thesis must be in relation to research conducted under the aegis of the Institution/Centre after enrolment.

6.2 In considering applications for transfer, the Research Degrees Committee³ of the Institution/Centre will require:

- i. a letter of agreement from the previous institution;
- ii. a copy of the original approved research project;

² References to Research Degrees Board should be taken to mean the Board of the Academic Board of the University of Wales. (See also note 3, below, which concerns Research Degrees Committees.

³ References to Research Degrees Committee/s should be taken to mean Committees of Institution/Centres and should not be confused with the Research Degrees Board of the University of Wales.

- iii. a progress report from the supervisor;
- iv. the date of original enrolment;
- v. the title of the research;
- vi. the names and addresses of supervisors.

6.3 When satisfied that an appropriate case for transfer exists, the Research Degrees Committee shall seek approval of it from the Research Degrees Board of the University prior to enrolment taking place and study commencing.

7 Progress, monitoring and reports

- 7.1 The Institution/Centre will establish at least annually whether candidates are:
- i. still actively engaged on the research project and making satisfactory progress;
 - ii. maintaining regular and frequent contact with the supervisory team;
 - iii. likely to complete successfully within the normal permissible timescale.

The Research Degrees Committee will determine whether progress is satisfactory and whether re-enrolment should be permitted. A report will then be made to the Research Degrees Board of the University.

- 7.2 This process requires that candidates and supervisory teams submit annual monitoring reports to the Institution/Centre giving details of the progress made with the project, the frequency of formal (and informal) supervisory meetings, and the planned timetable for the successful completion of the project. The report contains sections which are to be completed by candidates and sections which are to be completed by the supervisory team; although the report is normally submitted as a joint report, either candidates or supervisory teams may decide that independent reports will be submitted. Annual reports must be submitted to Research Degrees Committees prior to re-enrolment.

The supervisory team must recommend in the report either a further period of enrolment, remedial work to be completed within a specified timescale or the termination of enrolment. The Research Degrees Committee should provide summative reports to the Research Degrees Board, and should highlight particularly cases in which termination is recommended.

- 7.3 Where the report indicates that factors impeding progress have prevented the achievement of the expected objectives for the year, the Institution/Centre will decide whether, in the circumstances, progress has been satisfactory and the planned timetable is realistic.
- 7.4 Candidates are encouraged at any time to inform the Research Degrees Committee of issues affecting satisfactory progress by submitting a candidate report form.
- 7.5 Candidates at Institutions/Centres may re-enrol only after the progress report has been approved by the Research Degrees Committee. Where progress has not been deemed satisfactory, the candidate's enrolment will be terminated. Candidates may appeal against this decision.

8 Matriculation

- 8.1 Matriculation is the formal validation of candidates' qualifications for a scheme of

study leading to a degree or other academic award of the University. Candidates who are not graduates of the University are required to matriculate before enrolment. Details of the process for matriculation may be obtained from the Academic Registry, or equivalent, of the Institution/Centre.

8.2 Candidates who do not matriculate are not eligible to submit for the degree.

9 Approval

9.1 Following enrolment, candidates for a research degree of the University must obtain the approval of the University's Research Degrees Board for the research project as described on the Research Degree Proposal form. Normally applications for such approval will be routed to the Research Degrees Board through the Research Degrees Committee of the Institution/Centre.

9.2 The University's Research Degrees Board may approve research degree projects or may withhold approval on academic grounds, including inadequate or inappropriate research methodology or facilities. Where the research involves human participants, human material, personal data or animals, ethical approval must be obtained from a Research Ethics Committee approved by the University's Research Ethics Committee.

9.3 Normally candidates enrolling on the degree of PhD by Research will be registered in the first instance as candidates for MPhil/ PhD (Master of Philosophy with the possibility of transfer to Doctor of Philosophy) (see paragraph 11.5). The decision to permit candidates to pursue a PhD by Research will be taken by the Research Degrees Board on the basis of a satisfactory transfer report from the transfer panel and approved by the Research Degrees Committee of the Institution/Centre at which study is taking place.

9.4 An initial application for Transfer of Enrolment from MPhil/PhD to PhD must have been made within an 18 month period after enrolment for full-time candidates, and within 30 months for part-time candidates; approval by the Institution/Centre for the transfer of enrolment must be made by the appropriate Research Degrees Committee (subject to confirmation by the Research Degrees Board) within 24 months of enrolment for full-time candidates, and within 36 months of enrolment for part-time candidates.

10 Date of Commencement of Research Degree

The date of commencement of a research degree programme of study is the date of first enrolment.

11 Required Periods of Study

11.1 The required periods of study for candidates pursuing research degrees of the University are given below with reference to the methods of candidature identified in section 3. Appropriate adjustments may be considered for candidates who, by applying to the Research Degrees Committee, receive approval for a change to their mode of candidature.

i. Full-time candidates (see sub-paragraphs 3.2(i) and 3.2(ii)).

<i>Degree</i>	<i>minimum</i>	<i>maximum for thesis submission</i>
MPhil	2 year	3 years
Ph D	3 years	5 years

ii. Part-time candidates (see sub-paragraph 3.2(iii) and 3.2(iv)).

<i>Degree</i>	<i>minimum</i>	<i>maximum for thesis submission</i>
MPhil	3 years	5 years
Ph D	5 years	9 years

11.2 The required periods of study do not include periods when study has been suspended in accordance with paragraph 11.6.

11.3 Maximum enrolment periods may only be extended in exceptional circumstances at the discretion of the Research Degrees Board, on the request of the Research Degrees Committee. Such requests will normally be considered in the light of the advice of the Director of Studies and academic authorities of the Institution/Centre.

11.4 Exemptions from the minimum period of study may be granted by the Research Degrees Board, on the recommendation of the Research Degrees Committee, where any of the following criteria are satisfied:

- i. the holding of the degree of Master of an approved University obtained by research or advanced study which in the judgement of the Research Degrees Committee provides sufficient academic background to permit exemption from research methodology training requirements to be undertaken in the first year of study;
- ii. completion of a minimum of 1 year full-time or 2 years part-time supervised postgraduate work in the same academic discipline as the proposed PhD research project and that work being deemed by the Research Degrees Committee to be sufficient to permit the completion of the research project in a minimum of 2 years full-time or 3 years part-time study;
- iii. provision to the Research Degrees Board of satisfactory evidence, equivalent to i or ii above, that the candidate has sufficient relevant expertise, experience or qualification beyond graduation for the purposes of completing the proposed PhD research project in a minimum of 2 years full-time or 3 years part-time study.

11.5 In cases where exemption from the minimum period of study is granted under paragraph 11.4 above, the maximum enrolment periods will be 4 years for full-time study and 7 years for part-time study. Candidates granted such exemption by the Research Degrees Board may enrol directly for the degree of PhD by Research. Candidates who are not so exempted will enrol for 'MPhil/PhD' (Master of Philosophy with the possibility of transfer to Doctor of Philosophy), transfer being subject to a satisfactory Transfer Report.

- 11.6 Candidates may apply for the study period to be suspended by the Research Degrees Board where exceptional circumstances prevent satisfactory progress. The Research Degrees Committee may recommend periods of suspension of up to one year. Where a second period of suspension is applied for, the Research Degrees Board will only grant it if it is satisfied that the exceptional circumstances are likely to be sufficiently resolved before the end of the second period of suspension for the candidate to complete the research programme without further application for suspension. Periods of suspension do not count in the calculation of minimum and maximum periods of study.

12 Appointment of Supervisors

- 12.1 Candidates must have no fewer than two supervisors approved by the Research Degrees Board one of whom must be a member of the academic staff of the Institution or Centre with a contract equivalent to at least 0.4 of a full time post. One of the supervisors must be the Director of Studies who shall have overall responsibility for the work of the supervisory team
- 12.2 At least one member of the supervisory team must have experience of supervising research degrees to successful completion at the appropriate level. Taken together, the team must have evidence of recent research activity in the research project's subject area, evidence of substantial research achievements (for example, numbers of publications or grants or awards) as well as such other expertise as is required to complete the supervisory duties of the team.
- 12.3 Individuals with specialist expertise relevant to the research project who do not qualify as supervisors may be appointed to the team as advisors.

13 Induction, Training and Professional Development

Candidates for the degrees of MPhil by Research and PhD by Research of the University are required to undergo a programme of induction and training in research methodology during the period of their research and to maintain a professional development portfolio.

14 The Examining Board

- 14.1 The function of the Examining Board is to ascertain that the thesis submitted for award is at the appropriate standard, that it is the work of the candidate who is being examined and that the candidate displays the attributes expected of holders of the award.
- 14.2 Save as provided immediately below, an Examining Board must comprise the following only:
- Chair;
 - Internal Examiner;
 - External Examiner.

In cases including those where:

- i. the candidate is a member of staff of the Institution/Centre;
- ii. it proves impossible to appoint an internal examiner either from within the

- Institution/Centre, or from another Institution/Centre of the University of Wales;
- iii. a case is made for an examiner who has specialist knowledge of the candidate's field, but who does not meet the normal criteria for an external examiner;
 - iv. a special case has been made to, or by, the Research Degrees Board.

the Examining Board shall instead comprise:

- Chair;
- External Examiner;
- External Examiner.

The Chair must be a senior member of staff normally in the Centre or Institution in which the candidate is enrolled and nominated by the RDC. In Institutions or Centres with small numbers of staff where independence of the Chair becomes problematic a chair may be appointed from another such Institution/Centre of the University of Wales. The composition of examining boards is arranged by Research Degrees Committees, subject to ratification by the Research Degrees Board.

- 14.3 A member of a supervisory team must not be appointed as the candidate's examiner although they may, with the prior consent of the candidate, be invited to attend the oral examination.
- 14.4 Where it is impossible to appoint an appropriate internal examiner from within the Institution/Centre, an internal examiner from another Institution or Centre of the University of Wales may be appointed.
- 14.5 Where, in exceptional circumstances, it proves impossible to appoint an internal examiner either from within the Institution/Centre or from another such Institution/Centre of the University of Wales, the Research Degrees Board may, on the recommendation of the Research Degrees Committee, appoint a second external examiner nominated by that Board in lieu of an internal examiner.
- 14.6 The external examiner(s) must be aware of the nature and purpose of the degree for which the candidate is being examined and must possess specialist knowledge and expertise in the area of the research project as well as experience in examining research degrees.

15 Examinations

- 15.1 Candidates for the degrees of MPhil by Research and PhD by Research are examined on their submitted work.
- 15.2 The examination process consists of two stages:
 - i. preliminary independent examination of the thesis by the internal and external examiners, who are approved for the purpose by the University and who shall prepare independent interim reports on the thesis;
 - ii. an oral examination conducted by an Examining Board.
- 15.3 The oral examination may be waived only in the case of a resubmitted thesis and at the discretion of the Examining Board, in which case the recommendation of the Board is based on the re-examination of the thesis by the examiners.

15.4 Following the oral examination, the Examining Board is required to provide a report on the examination and to make one of the following recommendations to the Research Degrees Board:

.1 In the case of candidates for the degree of MPhil by Research:

- a) that the candidate be approved for the degree of MPhil by Research;
- b) that the candidate be approved for the degree of MPhil by Research subject to the satisfactory completion of such corrections and amendments as may be required by the Examining Board. The Examining Board may stipulate that the corrections made shall be scrutinised by either or both examiners prior to the award process being initiated. Normally, corrections shall be completed within 12 working weeks from the date of official notification to the candidate of the outcome of the examination;
- c) that the candidate be not approved for the degree of MPhil by Research but be allowed to modify the thesis and re-submit it for the degree on one further occasion upon payment of any required re-submission fee. In such circumstances a further oral examination may, or may not, be held, at the discretion of the Examining Board. The re-submission shall take place within a period not exceeding one year from the date of the official notification to the candidate of the outcome of the examination. (This option is not available in the case of a candidate who has resubmitted a thesis for examination.);
- d) that the candidate be not approved for the degree of MPhil by Research.

.2 In the case of a candidate for the degree of PhD by Research:

- a) that the candidate be approved for the degree of PhD by Research;
- b) that the candidate be approved for the degree of PhD by Research subject to the satisfactory completion of such corrections and amendments as may be required by the Examining Board. The Examining Board may stipulate that the corrections made shall be scrutinised by either or both examiners prior to the award process being initiated. Normally, corrections shall be completed within 12 working weeks from the date of official notification to the candidate of the outcome of the examination;
- c) that the candidate be not approved for the degree of PhD by Research but be allowed to modify the thesis and re-submit it for the degree of PhD by Research on one further occasion, upon payment of any required re-submission fee. In such circumstances a further oral examination may, or may not, be held, at the discretion of the Examining Board. The re-submission is to take place within a period not exceeding two years from the date of the official notification to the candidate of the outcome of the examination. (This option is not available in the case of a candidate who has resubmitted a thesis for examination.);
- d) that the candidate be not approved for the degree of PhD by Research but be approved instead for the degree of MPhil by Research subject where appropriate to the satisfactory completion of such minor corrections as may be required by the Examining Board. In such circumstances a further oral examination may, or may not, be held, at the discretion of the Examining Board. The Examining Board may stipulate that the corrections made must be scrutinised by either or both examiner(s) prior to the award process being initiated. Corrections must be completed within a period of 12 working weeks from the date of the official notification to the candidate of the outcome of the examination;
- e) that the candidate be not approved for the degree of PhD by Research but allowed to modify the thesis and resubmit it for the degree of MPhil by Research on one further

occasion upon payment of the examination fee. In such circumstances a further oral examination may, or may not, be held, at the discretion of the Examining Board. The re-submission is to take place within a period not exceeding one year from the date of the official notification to the candidate of the outcome of the examination. (This option is not available in the case of a candidate who has resubmitted a thesis for examination.);

- f) that the candidate be not approved for the award of a degree.
- 15.5 Candidates awarded the degree of MPhil by Research on the basis of a PhD candidature under the provisions of sub-paragraphs (iv) or (v), cannot later submit for the degree of PhD by Research without pursuing a new scheme of research.
- 15.6 In the event that there is disagreement between the examiners, each should submit a separate report and recommendation to the Academic Registry within 10 working days of the date of the oral examination.

16 Transfer from MPhil/PhD by Research to PhD by Research

- 16.1 Transfer may take place within the time-limits specified for the purpose for candidates registered for MPhil/PhD by Research (see paragraph 9.4).
- 16.2 All candidates must submit a written report to their supervisory team which should be between 3,000 and 6,000 words in length and which may or may not constitute chapters of the thesis. In all cases the report is to provide a context for the research or literature review, an account of progress to date and a clear proposal for the next stage of study.
- 16.3 The supervisory team, plus an independent assessor, must form a panel to interview the candidate on the basis of his/her report.

The outcome of the interview process, which will be given to candidates in writing by the panel chair, will be one of the following:

- i. that the panel approves the application for transfer to PhD by Research;
 - ii. that panel members support the application subject to certain clearly specified conditions. In this case, the panel must stipulate what must be addressed in order for the application to be supported and give an indicative timeframe within which this work is to be attempted;
 - iii. that panel members reject the application at this time and recommend that the candidate be permitted more time to reach the required level. Typically, this period will be extended for up to 6 months for full-time candidates or by up to 12 months for part-time candidates, but in either case may not exceed the time limits for transfer set out in paragraph 9.4 of these regulations;
 - iv. that panel members reject the application and reaffirm the enrolment for an MPhil by Research;
 - v. that the candidate be requested to withdraw.
- 16.4 Candidates have the right to appeal in the case of a rejection of an application for transfer (under paragraphs 16.3 (iv) and (v)) only.

17 Appeals

- 17.1 Candidates have the right to appeal against decisions concerning approval of proposals,

transfer, termination of study or, in certain established circumstances, against the outcome of the examination process, in accordance with the procedures established for the purpose.

Appendix: Format, Binding and Submission of Theses

1. *Format of the Thesis*

- 1.1 A candidate's research for MPhil or PhD is to be completed by the presentation of a thesis embodying the methods and results of the research.
- 1.2 The thesis is to be written in Welsh or English. The use of brief quotations in other languages is permitted.
- 1.3 The length of the thesis must be appropriate to the subject area covered and is not to exceed the following, excluding footnotes and references:

PhD	100,000 words,
MPhil	60,000 words.

Candidates following approved research degree projects which fall within the subject area of Creative and Performance Arts, may make a submission which takes one or more of the following forms: artefact, score, portfolio of original works, performance or exhibition. The submission shall include a commentary or textual analysis of 5,000–6,000 words placing it in its academic context and which shall form part of the total body of written material, the maximum for which shall be 35,000 words (PhD) or 10,000 words (MPhil). This written material must contain a critical reflection on the research methodology and methods used, articulate the research question underlying the submission, and the essence of the answer to that question, and indicate the original contribution to learning which the work has made.

A thesis of greater length than provided above may be submitted only with the approval of the Research Degrees Committee. A request to exceed the specified maximum must be made to the Research Degrees Committee well in advance of the notification of submission of the thesis.

- 1.4 There is no specification for the internal format of the thesis, but the structure should be discussed with the supervisors and is to be the structure most appropriate to the subject area. Examiners will expect a thesis to be well presented with a consistent system of indexing and referencing throughout the work.
- 1.5 All copies of theses, whether for the purpose of examination or for deposit in libraries, must be presented in permanent and legible form in typescript or print and electronic format. An electronic copy should be in Adobe PDF format (for guidance on file formats and conversion see 'E-thesis submission procedure'). The characters employed in the main text (but not necessarily in illustrations, maps, etc.) shall be not less than 12pt; characters employed in all other texts, notes, footnotes, etc, shall be not less than 10pt. Typing must be capable of photographic reproduction and of even quality with clear black characters. Double or one-and-a-half spacing is to be used in the main text and single spacing is to be used in the summary and in any indented quotations and footnotes.
- 1.6 Drawings and sketches must be in black ink; unnecessary details are to be omitted and the scale is to be such that the minimum space between lines is not less than 1 mm. Colour graphics for charts, diagrams etc and colour photographs may be used, but candidates

must in all cases ensure that material is capable of being photocopied and microfilmed. Scanned images may be included in the electronic copy. Copies produced by xerographic or comparable permanent processes are acceptable. These are to be produced on A4 paper (297mm x 210mm) of good quality and sufficient opacity for normal reading.

1.7 The minimum widths of margins are to be:

Inside margin	40mm
Top and outside margin	15mm
Bottom margin	20mm

Pages are to be numbered consecutively. A contents list and table of illustrations (if any) must be provided.

1.8 The thesis must contain within its binding:

- i. an abstract not exceeding 300 words to be located at the front of the thesis;
- ii. a statement, signed by the candidate, showing to what extent the work submitted is the result of the candidate's own investigation;
- iii. a declaration, signed by the candidate, certifying that the work has not already been accepted in substance for any degree and is not being concurrently submitted in candidature for any degree;
- iv. a signed statement regarding the availability of the thesis (see paragraph 1.11).

1.9 The thesis must contain on its title page:

- i. the author's full name and degrees;
- ii. the title;
- iii. the degree for which it is offered and the name of the awarding body;
- iv. the discipline or disciplines to which it pertains;
- v. the date of submission;
- vi. the names of the Director of Studies and second supervisor(s);
- vii. the name(s) of any collaborating establishment;
- viii. a statement that the research was undertaken under the auspices of the Institution/Centre and was submitted in partial fulfillment for the award of a Degree of the University of Wales.

1.10 Candidates may submit material not bound with the thesis if such material constitutes the most appropriate method of presenting the information concerned. Such material could include diagrams, maps and similar documents, or other material such as audio or video recordings, slides, films, etc. A list of such separate items is to be provided in the thesis. Electronic copies of this additional material should be included alongside the electronic copy of the thesis.

Any material of this type is to be enclosed in a container suitable for storage on a library shelf and bearing the same information as that required on the spine of the thesis, so placed as to be readily legible when the container is in its stored position (see paragraph 2.2).

1.11 A thesis submitted for a research degree shall normally be openly available and subject to no security or restriction of access. The Research Degrees Board, however, may approve recommendations from Research Degrees Committees that a bar on photocopying and/or access to a thesis may be put in place for a specified period of up to five years. Wherever applicable, the candidate should make an application regarding photocopying and/or access to the thesis to the Research Degrees Committee before or at the time of enrolment of the candidate's research project, or subsequently.

On submission of the thesis, a candidate is required to sign a statement indicating:

- i. that the thesis, if successful, may be made available for inter-library loan or photocopying (subject to the law of copyright), and that the title and summary may be available to outside organisations;
- ii. that the University may store electronically, copy or translate the thesis to any approved medium or format for the purpose of future preservation and accessibility.

That the thesis deposited in the digital repository will be accessible to a wide variety of people and institutions, including automated agents and search engines via the World Wide Web.

That once the thesis is deposited, the item and its metadata may be incorporated into public access catalogues or services, such as national databases of electronic theses.

or

- iii. that the thesis, if successful, may be made so available after the expiry of a bar on photocopying and/or access.

The title and summary of the thesis are normally freely available.

2. ***Binding of the Thesis***

2.1 A candidate submitting a higher degrees thesis for examination may submit the thesis in temporary binding. After examination all copies of the thesis for library storage are to be permanently bound.

2.2 Temporary binding will enable the candidate to complete any corrections required by examiners without having to unbind and then rebuild the thesis. For examination, all copies must have the leaves securely fixed within a folder or binder or by a spine (i.e. fixed so that the pages remain secure in the covers when the volume is opened fully). Folders that release the pages when opened, ring binders or loose pages submitted in a wallet folder are not acceptable.

A thesis that is temporarily bound must be sufficiently secure to withstand transit. It must bear on the spine, in a form that cannot easily be erased or detached, the candidate's name, the names of the University and Institution/Centre, and the degree for which he or she is a candidate.

2.3 Following a successful examination and/or the satisfactory completion of revisions to the thesis, the thesis must be permanently bound for library deposition. Permanent binding requires that the thesis is sewn with thread and bound in a fixed binding of black boards with cloth, or in full cloth, in the manner of a hardback book. The boards are to have sufficient rigidity to support the weight of the work when it is standing upon a shelf. In the case of all works which are to be deposited in libraries, the permanently bound volumes must bear on the spine the surname and initials of the candidate, the full or abbreviated title of the work, the name of the degree for which it was submitted and the date of submission. This information must be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume the spine must also bear the number of each volume.

The same information is to appear on the front cover of the thesis.

Lettering on the spine and front cover must be in gold.

3. ***Submission of the thesis***

3.1 Within the enrolment period the candidate shall submit to the Academic Registry:

- i. two copies of the thesis, whether in temporary or permanent binding, and any separate material;
- ii. an additional loose copy of the abstract referred to in paragraph 1.8 transcribed onto the requisite form;
- iii. a signed statement regarding the availability of the thesis;
- iv. two completed 'Notice of Candidature' forms, copies of which are available from the Academic Registry;
- v. evidence required by the Institution/Centre to show that all obligations including payment of fees and monies due have been paid.

3.2 A candidate may not amend, add to, or delete from the thesis after it has been submitted and prior to examination save with the consent of the Chair of the Examining Board.