



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

Professional Doctorate

- Doctor of Business Administration
- Doctor of Engineering
- Doctor of Professional Practice
- Doctor of Sustainable Built Environment
- Doctor of Education

HANDBOOK 2016

*This document should be read in conjunction
with the Professional Doctorate Regulations
(See page 15)*



Contents

General Information	2
Available Programme Awards	2
Programme Management Team	2
Programme Management	2
Programme Description	4
Programme Aims	4
Programme Learning Outcomes	4
Programme Structure	5
Induction	7
Teaching Methods / Tutor System	7
Supervision / Self-directed learning	7
Biannual Learning Days	7
Additional Support	7
Assessment Procedures	8
Module Assessments	8
Formative Assessments	9
Submission of Assessments	9
Marking of Assessments	9
Exit Points	9
Expectations of Professional Doctorate Candidates	10
Supervisory Team	10
Time Management	10
Annual Monitoring	10
Candidate Feedback	10
Mitigating Circumstances	10
Regulations and Quality Assurance	11
Professional Doctorate Regulatory Framework	11
Quality Assurance	11
Equal Opportunities	11
Regulations for Professional Doctorates	13

Welcome and Congratulations!

Croeso a llongyfarchiadau!



Dr. Rich Neil
Cardiff Metropolitan University
Professional Doctorate Portfolio Manager

Welcome on board the Professional Doctorate at Cardiff Metropolitan University.

The Professional Doctorate is a higher degree programme specifically structured to support a step by step change within professional practice.

During your Professional Doctorate, the changes you propose, plan and implement are designed to have a positive influence on your professional practice, as well as the overall function of the organisation.

What can change look like?

Change can look very different from one professional practice and/or organisation to another. The type of change you may propose, plan for, and then potentially implement may be large, through a focus on changes in structural or cultural factors, (such as policy, strategy, systems, organisational structures and/or teams) Large changes may also occur through changes to process factors (such as technology, software, product design, service delivery, and the knowledge that underpins practice and/or organisations). In contrast changes can also be smaller, focusing on people-centred changes, through consideration of such factors as attitudes and behaviours, skills, roles and responsibilities, developmental programmes, and performances of individuals.

Consequently, the focus of your Professional Doctorate will be relevant to your professional practice and will most likely be unique.

But it's not a PhD!

The Professional Doctorate has the same status and challenges as a PhD. However there are a few subtle differences. A PhD should develop new knowledge and/or theory, whereas a Professional Doctorate should be informed by existing knowledge and/ or theory.

The Professional Doctorate is a recognised qualification World Wide.

We offer more insight into our programme and support within this handbook, but if you ever have any queries throughout your candidature, please don't hesitate to contact me.

Dr. Rich Neil

Cardiff Metropolitan University's Professional Doctorate Portfolio Manager

General Information

Available Programme Awards

The Professional Doctorate Portfolio covers five awards across Cardiff Met's five schools:

Cardiff School of Art & Design	Doctor of Professional Practice (D Prof) Doctor of Sustainable Built Environment (D SBE)
Cardiff School of Education	Doctor of Education (Ed D)
Cardiff School of Health Sciences	Doctor of Professional Practice (D Prof)
Cardiff School of Management	Doctor of Business Administration (D BA) Doctor of Engineering (D Eng) Doctor of Professional Practice (D Prof)
Cardiff School of Sport	Doctor of Professional Practice (D Prof)

Candidates are expected to have discussed the appropriate pathway for them with their potential supervisor(s), taking into consideration: 1) their organisation and/or professional practice; 2) the type of change that they may be considering within their organisation and/or professional practice; and, 3) the academic literature that may underpin this change.

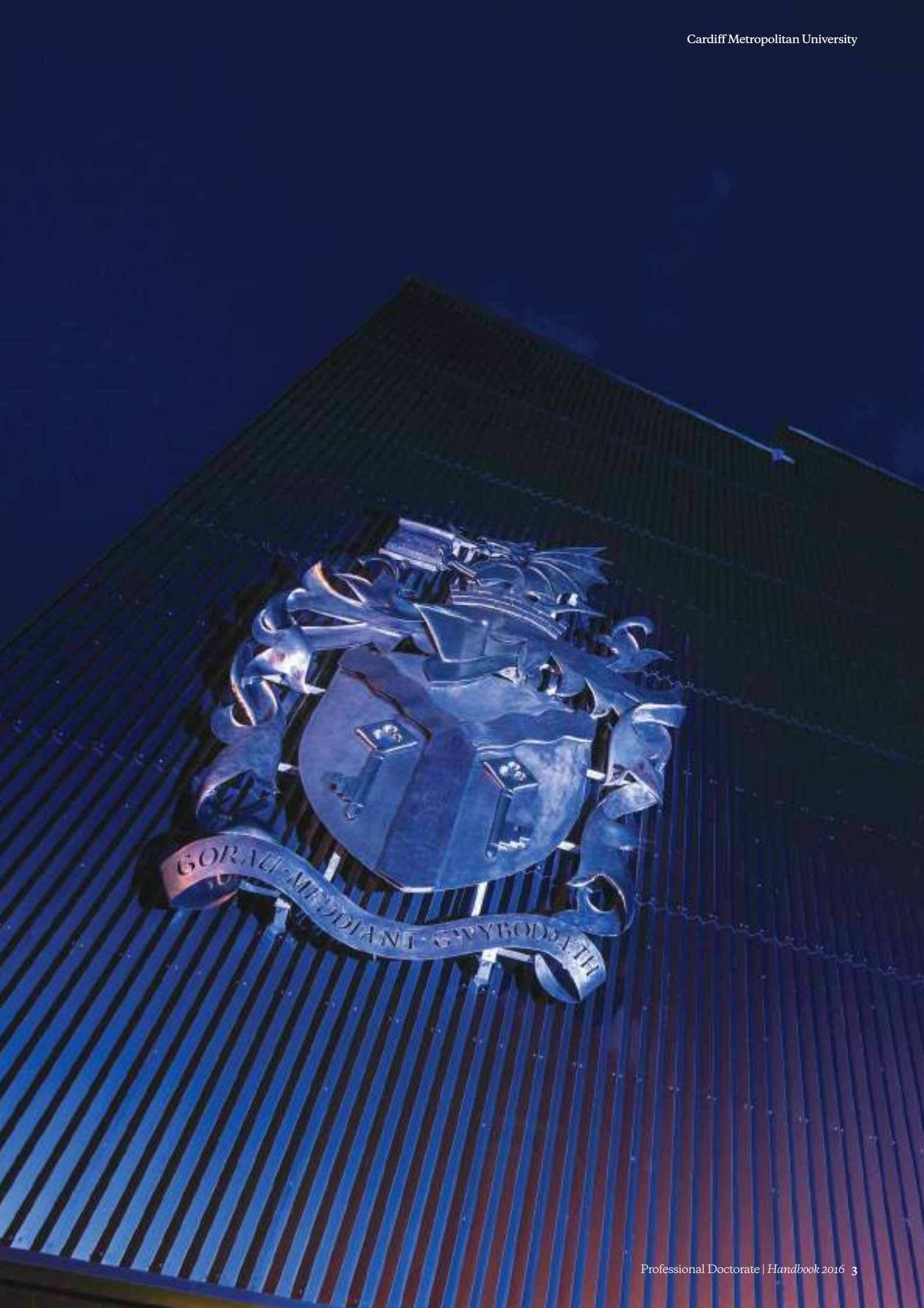
Programme Management Team

The Professional Doctorate portfolio is overseen by the following programme management team:

Dr Richard Neil	Professional Doctorate Portfolio Manager rneil@cardiffmet.ac.uk - 029 2041 6724
Dr. Susan Davis	CSE Professional Doctorate Coordinator sdavis@cardiffmet.ac.uk - 029 2041 6545
Dr. Claire Haven-Tang	CSM Graduate Studies Coordinator chaven-tang@cardiffmet.ac.uk - 029 2041 6399
Dr. John Littlewood	CSAD Professional Doctorate Coordinator jlittlewood@cardiffmet.ac.uk - 029 2041 6676
Dr. Jenny Mercer	CSHS Graduate Studies Coordinator jmercer@cardiffmet.ac.uk - 029 2041 6862
Dr. Andy Miles	CSS Professional Doctorate Coordinator apmiles@cardiffmet.ac.uk - 029 2041 6157
Professor Andy Walters	PDR Director of Research atwalters@pdronline.co.uk - 029 2041 6786

Programme Management

The Programme Management Team meet quarterly in the Professional Doctorate Programme Committee. This committee monitors the quality of taught provision, as well as the supervision and progress of candidates. The Terms of Reference for this committee include candidate representation.



Programme Description

Programme Aims

The aims of the Professional Doctorate are to:

- Enhance candidates' ability to systematically acquire and understand a substantial body of knowledge that is at the forefront of their professional practice and academic discipline;
- Facilitate candidates' ability to create and interpret new knowledge, through original research of a quality to satisfy peer review, that extends the forefront of the discipline, merits publication, and adds value to the organisational and/or professional context;
- Develop and support candidates' ability to reflect critically in relation to the work completed to provide new or refined insights into the candidates' own organisational and/or professional practice.

Programme Learning Outcomes

In line with Quality Assurance Agency for Higher Education and Cardiff Metropolitan University Quality Assurance guidance documents, holders of a Professional Doctorate degree will be able to demonstrate the following attributes through meeting the programme learning outcomes:

- An ability to systematically acquire knowledge of the organisational and/or professional context through critical evaluation of relevant literature;
- An ability to create and interpret new knowledge that extends the forefront of the discipline and adds value to the organisational and/or professional context;
- An ability to conceptualise, design and implement an applied project for the generation of new knowledge within the organisational and/or professional context, and to adjust the project design in the light of unforeseen problems;
- An ability to reflect critically in relation to the work completed to provide new or refined insights into the organisation and/or professional practice.

Programme Structure

Candidates following the Professional Doctorate Programme (see Figure 1) normally begin at Phase 1 and complete 60 credits at Level 7 (i.e., DOC7001 Proposing Change: Context and Change) and 60 credits at Level 8 (i.e., DOC8002 Proposing Change: Literature Review and Rationale for Change). These modules help the candidates focus their work towards their organisational or professional context and literature that may underpin their field of interest.

During Phase 2, candidates complete 120 credits at Level 8 (i.e., DOC8003 Preparing for Change: Project Design and Pilot). This module focuses candidates on the potential methods that they may adopt within the main project (i.e., DOC8004 Implementing Change: Project Report).

Candidates then complete 180 credits within Phase 3 through the DOC8004 Implementing Change: Project Report module. Within this module the candidates will undertake the main project aligned to their organisation or professional context.

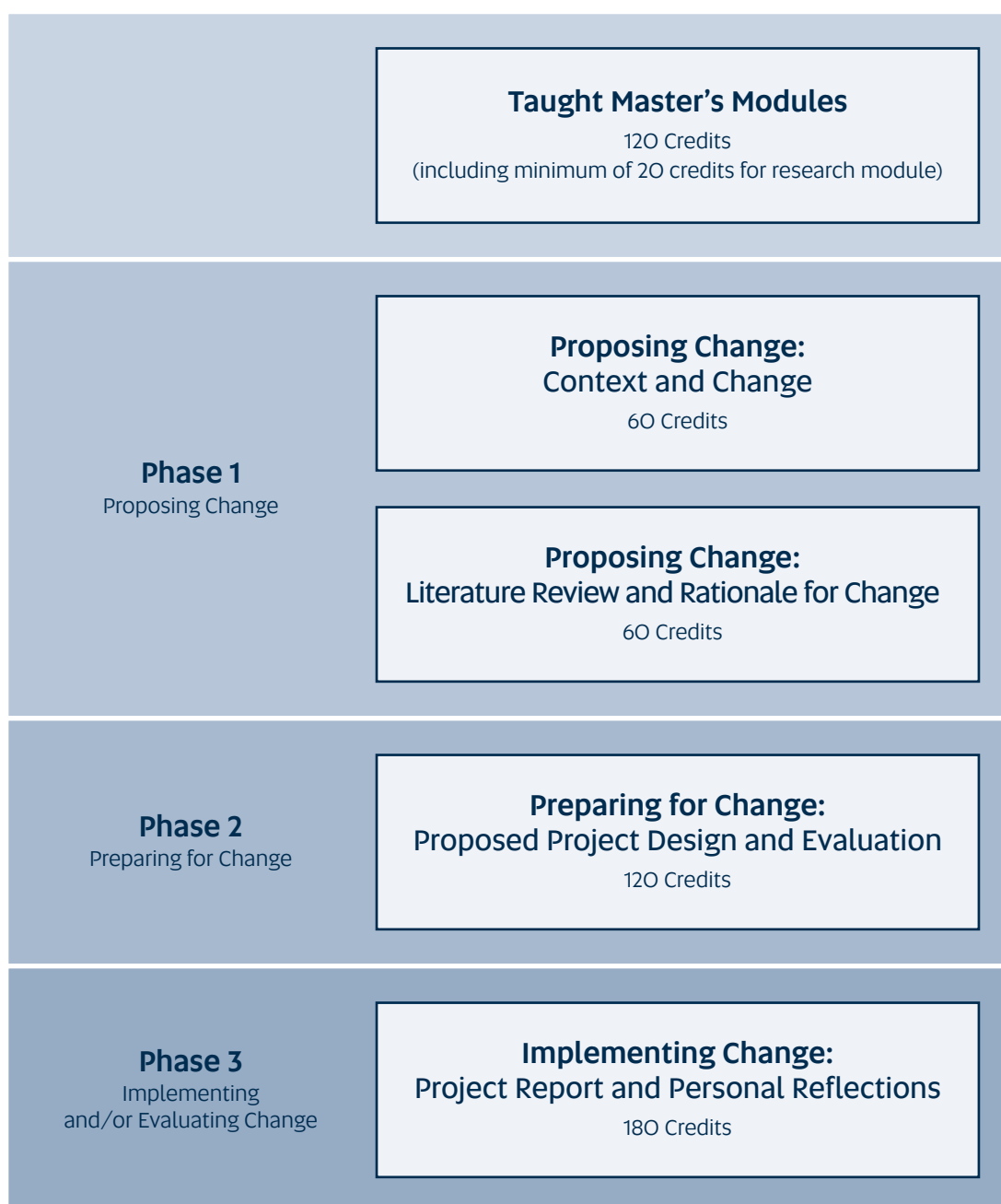


Figure 1 Professional Doctorate Programme Structure



Induction

Candidates are introduced to the Professional Doctorate through a three-day Introduction (Induction) event, where lectures are used to introduce key topics and concepts, which are developed through a range of other learning and teaching methods such as seminar, tutorials, and workshops to enhance the candidates' experience and engagement. These normally occur during April and November each calendar year.

Teaching Methods / Tutor System

Supervision / Self-directed learning

The candidates are supported formally through the three-day Introduction (Induction) event, Biannual Professional Doctorate Learning Days, the Academic Associates' Skills Week, and the Academic Associates Annual Conference. Given the nature of the Professional Doctorate, candidates are encouraged to take responsibility for their own development, supported by a trained supervisory team and accentuated through the reflective practice assessments embedded within each module. Candidates should identify their supervisory team prior to commencement of the Professional Doctorate.

Biannual Learning Days

Biannual Professional Doctorate learning days are provided to support the progress of the candidates, covering topics that are relevant to the cohort at that specific time. These may include critical writing, reflective practice, research methods, and ethics. Candidates are also expected to partake in network fora with other professional doctorate candidates during these learning days.

Additional Support

A range of additional support mechanisms are provided prior to and during the programme, including:

- Cardiff Metropolitan University Student Handbook available on the intranet, plus detailed information on Programme content in the Professional Doctorate and Research Degrees Handbook and Module Handbooks;
- Library and study skills packages and Cardiff Metropolitan University's 5-minute Guide support resources;
- Library, Learning Resource Centres and VLE available throughout Cardiff Metropolitan University;
- Academic Associates' Skills Week and Annual Symposium;
- Regular meetings with School's Professional Doctorate Coordinator;
- Regular Drop-in Sessions with the Professional Doctorate Portfolio Manager;
- Access to Cardiff Metropolitan University Student Services (e.g., the Careers Unit, Welfare Unit, Medical Centre, Disability Support Unit, Counselling Service, Chaplaincy).

Assessment Procedures

Module Assessments

The types of assessments to be completed within each module are represented in Table 1 below. More specific detail on module criteria will be available within module handbooks.

Table 1 Module Assessment Types

Module Number	Credit	Assessment Type	Weighting	Assessment Length
DOC7001	60	Essay	80%	7,000
		Reflective Presentation	20%	20 mins
DOC8002	60	Literature Review (Essay)	80%	7,000
		Reflective Presentation	20%	20 mins
DOC8003	120	Essay	45%	8,000
		Pilot Project (Report)	45%	8,000
		Reflective Presentation	10%	20 mins
DOC8004	180	Final Project Report	80%	20,000
		Reflective Essay	20%	5,000

Formative Assessments

It is expected that the candidate will undergo formative assessment procedures with the supervision team to ensure the assessment product is of the appropriate standard (against the assessment criteria) prior to assessment submission. This formative assessment process will involve the supervisors commenting on the draft work.

Submission of Assessments

All written assessments will be submitted through the TurnItIn programme on the Professional Doctorate SharePoint Site. The TurnItIn programme will provide a 'similarity report' that gives evidence of any plagiarism. Consequently, candidates are encouraged to use the TurnItIn programme as a learning tool prior to formal submission to evaluate whether any text will need rewording and/or supporting by appropriate references. More guidance about unfair practice and plagiarism is available on the University's Student Handbook. Please also use your supervisory team and relevant academic texts for support.

Marking of Assessments

All assessments will be double marked by the supervisory team. Where one supervisor is unavailable, the Director of Studies will arrange a suitable replacement. This may include the School's Professional Doctorate Coordinator or the Professional Doctorate Portfolio Manager. The turnaround times for assessments to be marked will be agreed with the candidate and the supervisory team (normally 20 working days). Where disagreement occurs between the two markers, the Professional Doctorate Coordinator will assess the submitted work against the marking criteria and discuss the proposed outcome with supervisory team.

The pass mark for all the taught Professional Doctorate modules will be 40% and candidates will be graded on a 'pass' or 'fail' basis (no marks will be allocated to each assessment). All assessments within all modules must be passed. Candidates will not be compensated across assessments or modules. Aligned to University regulations, candidates will have a maximum of two re-assessment attempts at each mode of assessment.

Exit Points

In order to be eligible for a Post Graduate Certificate in Professional Practice, the candidate must pass 60 credits of taught modules on the Professional Doctorate.

In order to be eligible for a Post Graduate Diploma in Professional Practice, the candidate must pass 120 credits of taught modules on the Professional Doctorate.

In order to be eligible for the Master's Degree in Professional Practice, the candidate must pass all taught Professional Doctorate modules.

Expectations of Professional Doctorate Candidates

Supervisory Team

Candidates can look to organise a Director of Studies and at least one other supervisor prior to commencing their Professional Doctorate through discussions with, and support from, the School's Professional Doctorate Coordinator. In the instance where no supervisory team have been allocated, the School's Research Degree Committee will identify a suitable and available supervisory team.

Candidates are expected to make regular contact with their supervisory team to provide updates on progress and discuss any concerns.

Time Management

After the introduction event, candidates are expected to work with their supervisory team to develop a proposed timeline of when specific work/assessments will be completed. Templates will be available on the Professional Doctorate Sharepoint Site.

Annual Monitoring

Candidates and their supervisory team must submit an annual monitoring report through PhD Manager that gives details of the progress made with the project, the frequency of formal (and informal) supervisory meetings, planned timetable for the successful completion of the project and any matters for concern. The annual monitoring report contains sections which are to be completed by the candidate and sections which are to be completed by the supervisory team.

Where the report indicates that factors impeding progress have prevented the achievement of the expected objectives for the year, the School's Research Degrees or relevant Sub-Committee, will exercise their academic judgement in deciding whether, in the circumstances, progress has been satisfactory and the planned timetable is realistic. After consideration of the recommendation from the School's Research Degrees or relevant Sub-Committee, the Research Degrees Committee will either approve the progress report or determine that progress has not been satisfactory. A candidate may only re-enrol after the Research Degrees Committee has approved the progress report. Where the Research Degrees Committee has determined that progress has not been satisfactory, the candidate's enrolment is terminated. The candidate may appeal against this decision.

Candidate Feedback

To help maintain and improve the quality and standard of learning and teaching and research related activity (e.g., supervision), candidates are expected to provide feedback through appropriate means (e.g., Annual Programme Reviews, Academic Associate Skills Week, Drop in Sessions).

Mitigating Circumstances

When unforeseen circumstances occur, candidates are encouraged to alert their supervisory team and School Professional Doctorate Coordinator immediately for appropriate support. This may include suspension or extension of candidature.

Regulations and Quality Assurance

Professional Doctorate Regulatory Framework

The Professional Doctorate Regulatory Framework is available on the Professional Doctorate Sharepoint site. The regulatory framework embodies nationally recognised good practice and policies and/or codes of practice of the Quality Assurance Agency, funding councils and research councils. The framework is, therefore, subject to annual review.

Quality Assurance

The University's quality assurance system, of which the Professional Doctorate Regulations form part, is subject to periodic review, and aims to:

- ensure standards that are comparable with those of other UK higher education establishments and consistent with the Quality Assurance Agency Framework for Higher Education Qualifications;

and

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

The Professional Doctorate Committee aims to monitor the quality of taught provision to, and supervision of, candidates, and the progress of candidates. Drop-in sessions with the Professional Doctorate Portfolio Manager and/or School Professional Doctorate Coordinators will also support the monitoring of taught provision and supervisory quality.

Equal Opportunities

The University is committed to an Equal Opportunities Policy under which all applicants and candidates are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, and sexual orientation. **The University's Equal Opportunities Policy** is available on the Professional Doctorate Sharepoint site.





Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd

Regulations for Professional Doctorates

- › DBA
- › D Eng
- › D Prof
- › DSBE
- › EdD

Master of Professional Practice

- › MProf



Cardiff Metropolitan University Regulations for Professional Doctorates and Master of Professional Practice (MProf)

Contents

Introduction	15
Research degrees Covered by these Regulations	16
Eligibility and Modes of Study	16
Entrance Requirements	18
Enrolment	19
Transfer of Enrolment from Another Institution	19
Approval	19
Date of Commencement	21
Programme Structure	21
Appointment of Supervisors and Advisors	21
Assessments: Taught Element	22
Thesis: Portfolio and Final Project Report	22
Progress, Monitoring and Reports	23
Examination Boards for Final Project Report	24
Examination of the Final Project Report	26
Appeals against decisions of Examination Boards	27
Appeals against decisions of Research Degrees Committee	27
Relationship between Appeals Procedures and Complaints Procedures	28

Introduction

- 1.1** This document presents the regulatory framework for the degrees of DProf, DEng, DBA, DSBE, EdD and MProf of Cardiff Metropolitan University. A separate framework sets out the regulations for the degrees of PhD and MPhil by Research, of PhD by Published Works and of Taught Doctorate.
- 1.2** The regulatory framework embodies nationally recognised good practice and policies and/or codes of practice of the Quality Assurance Agency, funding councils and research councils. The framework is, therefore, subject to annual review.
- 1.3** Candidates for the Professional Doctorates at Cardiff Metropolitan University are required to undergo a programme of induction and training in research methods during the period of their research.
- 1.4** The University's quality assurance system, of which these regulations form part, is subject to periodic review, and aims to:
 - ensure standards that are comparable with those of other UK higher education establishments and consistent with the Quality Assurance Agency Framework for Higher Education Qualifications;

and

 - ensure that the quality of provision gives candidates a fair and reasonable chance to gain a qualification in an acceptable timeframe.
- 1.5** Regulations for the format, binding and submission of theses are set out in the appendix of this document.
- 1.6** Candidates are required to familiarise themselves with the contents of the Professional Doctorate Student Handbook and the University's Code of Practice for Research Degrees, as well as the relevant parts of the University's Academic Handbook. The Research Student Handbook and the University's Code of Practice for Research Degrees give further advice and guidance but are subordinate to these regulations. These documents are available from Research and Enterprise Services online at: www.cardiffmet.ac.uk/researchstudents

Cardiff Metropolitan University

Research Degrees covered by these Regulations

- 2.1 DBA
- DEng
- DProf
- DSBE
- Edd
- MProf

The degree of Doctor under these regulations may be awarded in recognition of the successful completion of the approved taught modules, together with successful completion of final project report module. The results of this completion are judged to constitute the creation and interpretation of new knowledge, through original research of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication and to give evidence of a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice. In judging the merit of a final project report and portfolio submitted in candidature for the degree, the examiners shall bear in mind the scope of the work previously completed on the programme and the standard and scope of work for the final project report which it is reasonable to expect a capable and diligent student to present after a period of part-time study. The degree of Doctor may not be conferred *honoris causa*.

2.2 Master of Professional Practice (MProf)

The degree of Master of Professional practice (MProf) under these regulations may be awarded to candidates who have successfully passed all assessment points on all of the taught modules. Through completion of these modules the Candidate has demonstrated: a systematic understanding of their professional and/or organizational context; critical awareness of current problems and/or new insights at the forefront of an area of professional practice; a conceptual and practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge that enables the candidate to critically evaluate current research/advanced scholarship in the discipline area, to evaluate methodologies and develop critiques of them and new hypotheses as appropriate; and a comprehensive understanding of techniques of research and enquiry applicable to his/her own research.

Eligibility and Modes of Study

- 3.1 Research students are required to maintain their enrolment, pay all applicable fees and pursue an approved research project for the minimum period set out for one of the modes of study permitted in paragraph 3.2 of these regulations below.
- 3.2 A candidate may qualify for a Doctoral Degree by Examination and completion of the Final Project Report (Professional Doctorate) by pursuit of part-time study and research in a professional context.



Entrance Requirements

- 4.1** Students shall normally progress onto the Professional Doctorate programme having completed 120 credits through taught modules at Level 7 (M), as part of an MA, MSc or MBA programme.
- 4.2** Applicants may be granted exception from the above Master's level study in the following situations:
- (i)** The applicant holds a Master's degree of an approved University obtained by research or advanced study, which included a 20 credit research methods module, and which, in the judgment of the School's Research Degrees or relevant Sub-Committee, provided sufficient academic background to permit the completion of the Professional Doctorate;
 - (ii)** The applicant has completed a minimum of one year's full-time or two year's part-time supervised postgraduate work in the same academic discipline, which included appropriate Research Methods training, deemed to be satisfactory to the School's Research Degrees or relevant Sub-Committee to permit the completion of the Professional Doctorate;
 - (iii)** The applicant can otherwise provide the School's Research Degrees or relevant Sub-Committee with satisfactory evidence, equivalent to (i) or (ii) above that he or she has sufficient relevant expertise, experience or qualification beyond graduation for the purposes of completing the Professional Doctorate. In this case, the candidate must complete a 20 credits or equivalent Research Methods module alongside the commencement of the Professional Doctorate.
- In any of the above cases the candidate must complete the University's RP(E)L form and produce a portfolio of evidence to support exemption. The School's Professional Doctorate Coordinator will take whatever steps are deemed necessary, including calling for academic references, to determine the candidate's academic attainment and suitability to undertake research.
- 4.3** Applicants may be granted exception from the first 120 credits of the Professional Doctorate if they have completed a Master's level degree and a Level 7 equivalent Research Degree (e.g., MPhil / MRES).
- 4.4** Applicants who have previously exited with an MProf or MProfPrac (old title) from Cardiff Metropolitan University may via successful application to the University's RPL procedure to return to complete the Final Project Report module and, upon successful completion of it, exit with a Professional Doctorate.
- 4.5** Aligned to the Cardiff School of Sport RP(E)L guidelines, candidates will have a 5 year time limit to apply to return and re-engage with the professional doctorate.
- 4.6** Claims for RP(E)L shall be assessed by the School's Research Degrees or relevant Sub-Committee following counselling of the student by a member of the proposed supervisory team (see also 4.2(iii) above).
- 4.7** In addition to the above entrance requirements, candidates must be capable of satisfying the Chair of the Research Degrees Committee with regard to their proficiency in English or Welsh 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 overseas candidates whose first language is not 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 and a minimum of 6.0 in the remaining components. Candidates will be asked to provide such evidence as is deemed sufficient by the relevant School. See www.cardiffmet.ac.uk/EnglishRequirements

Enrolment

- 5.1** A candidate for a research degree is required to complete an official Cardiff Metropolitan University enrolment form (online) and produce formal identification documents. Upon enrolment the candidate will be responsible for the payment of fees.
- 5.2** A candidate must enrol as a part-time student, and pay the appropriate fee prescribed.

Transfer of Enrolment from another Institution

- 6.1** Where research has been conducted under supervision at another university before the candidate enrolls at Cardiff Metropolitan University, that earlier research may contribute to the work submitted in the modules. In such a case the majority of the work submitted in the modules must be in relation to research conducted at Cardiff Metropolitan University after enrolment.
- 6.2** In considering an application for transfer the Research Degrees Committee will require:
- (i)** a letter of agreement from the previous institution;
 - (ii)** a copy of the original approved research project;
 - (iii)** a progress report from the supervisor;
 - (iv)** the date of original enrolment;
 - (v)** the title of the research project and the names and addresses of supervisors.

Approval

- 7.1** Following enrolment and completion of the Professional Doctorate taught modules, candidates for a research degree at Cardiff Metropolitan University must obtain the approval of the University's Research Degrees Committee for the research project as described on the Research Degree Proposal form.
- 7.2** The University's Research Degrees Committee may approve research degree proposals or may withhold approval on academic grounds including inadequate or inappropriate research design, supervision arrangements or facilities.



Date of Commencement

- 8.1** The date of commencement of a Professional Doctorate programme is the date of commencement of the first Professional Doctorate taught module. This module is normally delivered in April and November each academic year.

Programme Structure

- 9.1** A candidate for the degree shall follow a taught scheme of study (which may include periods of approved professional/industrial practice and training), together with a programme of applied research for the duration prescribed, and subsequently will be required to present himself/herself for an examination of the final project report.

Appointment of Supervisors and Advisors

- 10.1** Each candidate must have no fewer than two supervisors approved by the Research Degrees Committee. One of the supervisors must be the Director of Studies who shall have overall responsibility for the work of the supervising team and at least one member of the supervising team must be a full time permanent member of the academic staff (≥ 0.4).
- 10.2** Together, members of a supervision team must have experience of supervising at least two research degree candidates to successful completion, and at least one at a Doctoral level. The supervisory team must also demonstrate research activity in the research project's subject area, as well as such other expertise as is required to complete the supervisory duties of the team.
- 10.3** In addition to the supervisory team, a work-based mentor shall be appointed as an advisor to the supervisory team to facilitate the progress of the programme in the organisation.

Assessments: Taught Element

- 11.1** The pass mark for all the taught Professional Doctorate modules will be 40%. All assessments within all modules must be passed. Candidates will not be compensated across assessments or modules.
- 11.2** Candidates will have a maximum of two re-assessment attempts at each mode of assessment. It is expected that the candidate will undergo formative assessment procedures with the supervision team to ensure the assessment product is of the appropriate standard (against the assessment criteria) prior to assessment submission.
- 11.3** In order to be eligible for a Post Graduate Certificate in Higher Education, the candidate must pass 60 credits of taught modules on the Professional Doctorate.
- 11.4** In order to be eligible for a Post Graduate Diploma in Higher Education, the candidate must pass 120 credits of taught modules on the Professional Doctorate.
- 11.5** In order to be eligible for the Master's Degree in Professional Practice, the candidate must pass all taught Professional Doctorate modules.

Thesis: Portfolio and Final Project Report

- 12.1** The programme shall be completed by the presentation of a thesis that includes: a portfolio of the assessments completed within each taught Professional Doctorate module and the final project report module.
- 12.2** The final project report module will be assessed via a Viva Voce within a formal exam board. In order to qualify for the Professional Doctorate degree, the candidate must successfully defend the work during the Viva Voce, with the exam board then recommending approval of the award to the University's Research Degrees Committee.
- 12.3** A candidature shall lapse if a Professional Doctorate thesis is not submitted, in the form and manner prescribed by regulation, or modules for the MProf are not completed:

(a) Professional Doctorate thesis: (portfolio and final project report):

Part-time candidates: Within nine years of the date of initial enrolment, unless the candidate has had a requested RP(E)L approved for 120 or 240 credits of the taught modules of the Professional Doctorate. In these cases, 2 ½ years per phase will be removed from the original period of completion (i.e., 9 years).

(b) MProf Modules:

Part-time candidates: Within five years of the date of initial enrolment, unless the candidate has had a requested RP(E)L approved for 120 credits of the taught modules of the Professional Doctorate. In this case, 2 ½ years will be removed from the original period of completion (i.e., 5 years).

The above time-limits may be extended by the University, but in exceptional cases only. A reasoned application, supported by appropriate independent evidence, must be submitted by the candidate's School for consideration by the Research Degrees Committee.

- 12.4** If any part of the programme is to be conducted externally to the University, the provisions of the Research Degrees Code of Practice shall apply.
- 12.5** Candidates shall sign a declaration to certify that the work submitted has not been accepted in substance for any degree or award, and is not being submitted concurrently in candidature for any degree or other award. The signed declaration shall be included in all copies of the works submitted for examination.
- 12.6** Every candidate's research shall be completed by the presentation of a final project report, which is incorporated within a larger thesis that also includes the previous assessments completed within the Professional Doctorate programme. A properly constituted Examination Board is required to conduct an oral examination of a candidate for a Professional Doctorate who submits a thesis and portfolio for examination. This requirement might, however, be waived at the discretion of the Examination Board, when an examination of a re-submitted thesis and portfolio is being conducted.
- 12.7** The form of submission and examination of the thesis and portfolio shall conform to the University's "Regulations for the Submission and Examination of Research Theses", attached as an appendix to these Regulations.

Progress, Monitoring and Reports

- 13.1** The School's Research Degrees or relevant Sub-Committee, through the process in 13.2 below will establish at least annually whether the candidate is:
- (i) still actively engaged on the research project and making progress;
 - (ii) maintaining regular and frequent contact with the supervisory team;
 - (iii) likely to complete successfully within the normal permissible timescale .
- and recommend to the Professional Doctorate Committee whether progress is satisfactory and whether re-enrolment be permitted.
- 13.2** This process requires that the candidate and the supervisory team submit an annual monitoring report through PhD Manager 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 annual monitoring report contains sections which are to be completed by the candidate and sections which are to be completed by the supervisory team; although the report is normally submitted as a joint report, either the candidate or the supervisory team may decide that independent reports will be submitted.
- 13.3** Where the report indicates that factors impeding progress have prevented the achievement of the expected objectives for the year, the School's Research Degrees or relevant Sub-Committee, will exercise their academic judgement in deciding whether, in the circumstances, progress has been satisfactory and the planned timetable is realistic.
- 13.4** After consideration of the recommendation from the School's Research Degrees or relevant Sub-Committee, the Research Degrees Committee must either approve the progress report or determine that progress has not been satisfactory.
- 13.5** A candidate may only re-enrol after the Research Degrees Committee has approved the progress report. Where the Research Degrees Committee has determined that progress has not been satisfactory, the candidate's enrolment is terminated. The candidate may appeal against this decision (see paragraph 18 below).

The Examination Board for the Thesis and Portfolio

14.1 The function of the Examination Board is to ascertain that the thesis submitted for the award is at the appropriate standard for the award and that the thesis is the work of the candidate.

14.2 Except as provided below, an Examination Board must be comprised as follows:

Chair & Convenor

Internal Examiner

External Examiner

In the case of a Cardiff Metropolitan University staff member at 0.5 FTE and above, the Examination Board composition must be:

Chair & Convenor

External Examiner

External Examiner

The Chair and Convenor must have undertaken the Cardiff Metropolitan University's Exam Board Chair Training and be approved by the Research Degrees Committee as part of the proposed exam board arrangements.

14.3 A candidate's supervisor must not be appointed internal examiner although the supervisor may, with the prior consent of the candidate, be invited to attend the oral examination.

14.4 Where it is not possible to appoint an internal examiner, a second external examiner may be nominated.

14.5 The examiners 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, and together must have experience in examining at least two research degrees - for doctoral candidates, at least one of the examining experiences shall be at doctoral level.



Examination of the Thesis and Portfolio

15.1 A candidate for the degree of Professional Doctorate is examined on their final project report, which is included in the thesis that is submitted.

15.2 The examination process consists of two stages:

- (i) preliminary independent examination of the final project report by the internal and external examiners, who prepare independent interim reports on this work. The examiners' interim report on the final project report should be received by the Academic Registry at least two weeks before the proposed date for the oral examination;
- (ii) an oral examination conducted by an Examination Board.

15.3 The oral examination may only be waived in the case of a resubmitted thesis and at the discretion of the Examination Board, in which case the decision of the Board is based on the examination of the final project report by the examiners.

15.4 Recommendations Available to Examination Boards (Professional Doctorates)

Following the oral examination the Examination Board is required to provide a report on the examination and to make one of the following recommendations:

- (i) that the candidate be approved for the doctoral degree sought;
- (ii) that the candidate be approved for the doctoral degree sought subject to the satisfactory completion of such minor corrections and amendments as may be required by the Examination Board. Corrections and amendments shall be completed within a period to be decided by the Examination Board, but normally within twenty four working weeks from the date of official notification to the candidate of the outcome of the Examination Board. The Examination Board may stipulate that the corrections made shall be scrutinised by either or both of the examiners prior to the award process being initiated;
- (iii) that the candidate be not approved for the doctoral degree sought but be allowed to modify the final project report and re-submit it for the doctoral degree on payment of a re-submission fee*. A candidate may be allowed a single opportunity to re-submit the work. The re-submission should take place within a period not exceeding two years;
- (iv) that the candidate be not approved for the award of a Doctorate Level degree. The candidate will exit with the MProf.

*Options (iii) and (v) are not applicable when a re-submitted thesis and portfolio is being examined.

15.5 Recommendations Available to Examination Boards (MProf)

The degree of MProf may be awarded upon successful completion of the taught Professional Doctorate modules. The Examination Board may permit up to three attempts at any module.

Appeals against decisions of Examination Boards

Candidates for a Professional Doctorate programme may appeal under the Appeals Procedure for research degree candidates set out in Paragraph 18 of the University's Research Degree Regulations.

Appeals Against Decisions of the Research Degrees Committee

- 17.1** A candidate for a Professional Doctorate may appeal against a decision of the Research Degrees Committee where the Committee has:
- (i) not accepted a research proposal for enrolment purposes or not accepted the proposal at the anticipated level;
 - (ii) recommended that enrolment should be terminated following receipt of an unsatisfactory monitoring report and/or repeated non-compliance with the requirements of monitoring.
- 17.2** The candidate may appeal against the decision to reject a research degree proposal if the decision is based on entrance requirements or project specification.
- 17.3** To appeal against a decision under paragraph 16.1 (i) above the candidate must write to the University's Academic Registry (Ref: Appeals) detailing the grounds of appeal in full. Such appeal is to be made within two months of notification by the Committee of the decision against which the candidate wishes to appeal. The Academic Registry is to arrange for written independent opinion external to the University, which in the case of project specification will be an expert in the field from another higher education establishment. The results of such enquiry are to be final and must be notified by the Academic Registry directly to the candidate and the Chair of the Research Degrees Committee and is to be final.
- 17.4** To appeal against the termination of enrolment under paragraph 16.1 (ii) above the candidate must write to the University's Academic Registry (Ref: Appeals) detailing the grounds of appeal in full. Such appeal is to be made within two weeks of notification by the Committee of the decision against which the candidate wishes to appeal. Upon receipt of the case for appeal the Academic Registry must conduct an appropriate investigation and thereafter refer the case to a member of the Vice-Chancellor's Board for decision. The decision must be communicated by the Academic Registry to the candidate and to the Chair of the Research Degrees Committee and is to be final.
- 17.5** Appeals under paragraph 17 shall normally be determined within three months of receipt of the notice of appeal.

Relationship between Appeal Procedures and the Complaints Procedure

18.1 The Cardiff Metropolitan University individual Complaints Procedure for students is set out in the Student Handbook and is applicable to research degrees candidates.

18.2 In the event of alleged inadequate supervision candidates should invoke the Complaints Procedure as soon as there appears to be cause for complaint and should not await the outcome of examination by the Examination Board.

18.3 The Office of the Independent Adjudicator for Higher Education (the OIA) has been designated by the National Assembly for Wales from 1 January 2005 as the operator of an independent scheme in Wales for the review of student complaints.

Once all the relevant Cardiff Metropolitan University procedures above have been exhausted a candidate may submit a complaint to the OIA. Any such complaint must be submitted by sending a completed scheme application form together with all relevant information to the OIA within three months of the date on the 'Completion of Procedures Letter' from the University on completion of its internal procedures. A scheme application form can be obtained from Cardiff Metropolitan University's Academic Registry (REF: RGT), downloaded from the OIA website www.oiahe.org.uk or by telephoning or writing to the OIA.

The contact details for the OIA are as follows:

OIA for HE, Third Floor, Kings Reach, 38-50 Kings Road, Reading RG1 3AA

Telephone: 0118 9599813

Email: enquiries@oiahe.org.uk



Appendix

Format, Binding and Submission of Theses

Format of the Thesis

- 1.1** A candidate's research for a Professional Doctorate is to be completed by the presentation of a thesis embodying a portfolio of assessments from completed taught modules (that have already undergone External Examination) and the final project report.
- 1.2** The thesis is to be written in English, except where the candidate has been given permission at enrolment to submit the thesis in the Welsh language, in which case the thesis may be written in Welsh. Brief quotations in foreign languages are permitted.
- 1.3** The length of the Professional Doctorate thesis must be appropriate to the subject area covered, and should be approximately 61,000 words. Included within the thesis is the portfolio of assessments from completed modules (each module to be one chapter) and the final project report. The final project report is approximately 20,000 words in total (not including footnotes, figures, tables, and references), accompanied by a 5000 reflection of work conducted within the professional doctorate programme..
- 1.4** A thesis of greater length than stated 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.
- 1.5** 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.
- 1.6** 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 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.
- 1.7** 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 1mm. 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. Copies produced by xerographic or comparable permanent processes are acceptable. Theses are to be produced on A4 paper (297mm x 210mm) of good quality and sufficient opacity for normal reading.

1.8 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.

1.9 The thesis must contain within its binding:

- (i) an abstract not exceeding three hundred 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 below).

1.10 The thesis must carry on its title page:

- (i) the author's full name and degrees;
- (ii) the title;
- (iii) the discipline or disciplines to which it pertains;
- (iv) the date of submission;
- (v) the names of the Director of Studies and Second Supervisor(s);
- (vi) the name(s) of any collaborating establishment;
- (vii) a statement that the research was undertaken under the auspices of the Cardiff Metropolitan University.

1.11 Candidates may submit material not bound with the thesis or a portfolio of other work 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. In addition, the portfolio may include the candidate's PDP and materials from other advanced modules completed.

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 (see paragraph 2.2 below), so placed as to be readily legible when the container is in its stored position.

1.12 A thesis submitted for a research degree shall normally be openly available and subject to no security or restriction of access. The Research Degrees Committee, however, may place a bar on photocopying and/or access to a thesis for a specified period of up to five years. Wherever applicable, the candidate's Director of Studies is to 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.

On submission of the thesis, a candidate is to be 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;

or

- (ii) 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.

Binding of the Thesis

2.1 A candidate submitting a higher degrees thesis for examination may submit the thesis in temporary binding. After examination one copy of the thesis for library storage must be permanently bound and one electronically copy sent to **ResearchDegreeExam@cardiffmet.ac.uk**.

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 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 name of the Cardiff Metropolitan University and the degree for which he/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.

Submission of the Thesis

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

- two copies of the thesis, whether in temporary or permanent binding, and any separate material;
- one electronic copy of the thesis;
- a signed statement regarding the availability of the thesis;
- two completed "Notice of Candidature" forms, copies of which are available from the Academic Registry;
- a certificate provided by the University to show that all obligations including payment of all 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, in exceptional circumstances, with the consent of the Research Degrees Committee.





Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd



THE QUEEN'S
ANNIVERSARY PRIZES
For Higher and Further Education
2015

