

## VIII. Master of Philosophy Progress Regulations

*These regulations should be read in conjunction with the:*

- *Master of Philosophy Assessment Regulations*, except where *programme specific regulations* have been approved by University Education Committee (UEC).
- *Doctor of Philosophy Progress Regulations* as directed in these regulations.
- *Code of Practice for Research Degree Programmes* approved by Senate, which is reviewed annually and made available each academic year and included in the *Handbook for Research Students and Supervisors*.

*The basis for the award of the degree of Master of Philosophy to staff candidates will be the same as the basis for the award of the degree to students.*

*Where these regulations refer to Academic Unit, this is an overarching term for School and Institute.*

*Where reference is made to any named University role, this also includes their nominees.*

### A. Introduction

1. Applicants for the degree of Master of Philosophy are required to show familiarity and understanding of the chosen subject and its principal sources and authorities. A student must demonstrate the ability to deal with the chosen subject in a competent and scholarly manner displaying critical discrimination and a sense of proportion in evaluating the evidence and opinions of others. (The University [Handbook for Examiners of Research Degrees](#) provides further details in the section, 'Criteria for the Master of Philosophy'.) The thesis submitted by the student should be clear, well-written and orderly in arrangement and include a bibliography in which the sources used are accurately and systematically presented.
2. Applicants, including members of staff, who are approved for admission as Master of Philosophy students will be required to pay the fees for the degree as set out in the annual Fees Schedule (details are available [here](#)).

### B. General Entrance Requirements for the Degree of Master of Philosophy

3. An applicant may be approved for admission by a minimum of two Postgraduate Admissions Selectors in accordance with the University's *Postgraduate Admissions Policy* and Faculty/Programme criteria approved by respective Deans of Postgraduate Study where an applicant:
  - a) is a graduate of this or another approved university or other approved degree awarding body or holds other qualifications approved by the Dean of Postgraduate Studies;
  - b) has completed an approved application, including:
    - i. evidence of their suitability to become a student in terms of academic ability and prior training and experience;

- ii. evidence that their English language proficiency meets the published requirements for the programme of research;
  - iii. a research proposal, if required.
- c) has supplied details of two recent referees and evidence of qualifications and experience as required by the Postgraduate Admissions Selectors and/or the Dean of Postgraduate Studies.
- 4. Where an applicant has previously studied for a Master of Philosophy at another institution and wishes this to be taken into account at Newcastle University, a '[Previous Study](#)' application must be submitted and approved by the Dean of Postgraduate Studies.
- 5. In considering an application, the Postgraduate Admissions Selectors must be satisfied of:
  - a) the applicant's suitability for the programme, and
  - b) the availability of appropriate supervision, suitable facilities and resources once the applicant is admitted. *(It is the responsibility of the relevant Head of Academic Unit, directly or through the Postgraduate Admissions Selectors, to ensure that these will be available to an applicant once admitted.)*

### **C. Admission as a Staff Candidate for the Degree of Master of Philosophy**

- 6. In addition to the requirements set out in Regulation B, if you are a University staff member seeking approval as a Staff Candidate for the degree of Master of Philosophy you will be required to complete and submit an application at the outset of studies which sets out:
  - a) a description of proposed research as specified by the relevant Faculty;
  - b) details of the nature of the appointment held by you and its duration;
  - c) approval from both your Head of the Academic Unit of employment and your Head of Academic Unit of study.

#### **Notes:**

- (i) *For the purpose of agreeing a staff fee, you must hold a substantive post, defined as being a contract of employment of at least 25% FTE over a full 12-month period, and covering the annual period of registration with the University.*
- (ii) *Retrospective registration requests will continue to be considered on a case-by-case basis, but requests of more than one year of retrospective registration would not normally be supported.*
- (iii) *If you are a member of staff on a temporary contract and your contract ends before the end of your candidature, you will be transferred to student regulations at your contract end date. You will be required to pay any remaining tuition fees at the student fee rate for the remainder of your candidature.*
- (iv) *This does not include students who are employed on an Occasional Postgraduate Teacher (OPT) or a Contracted Postgraduate Teacher*

*(CPT) by the University, e.g., as demonstrators, General Duty Assistants, Laboratory Technicians. (Please consult the [Postgraduates who Teach Policy](#) for further information.)*

## **D. Preconditions for the Award of the Degree of Master of Philosophy**

7. Before being awarded the degree of Master of Philosophy, you must:
  - a) satisfy the entrance requirements for the degree;
  - b) register for and make satisfactory progress throughout your programme of study;
  - c) satisfy the examiners as required under the Assessment Regulations and any specific programme regulations.

## **E. Research Degree Supervision**

See [Section F of the Doctor of Philosophy Progress Regulations](#).

## **F. Candidature Categories, Period of Study and Registration Requirements**

8. You may be approved as a student for the degree of Master of Philosophy in one of the following candidature categories:
  - a) Full-time – as a student whose minimum period of candidature will normally be not less than 12 months of full-time study; or
  - b) Part-time – as a student whose minimum period of candidature will normally be not less than 24 months of part-time study.
9. In all cases of candidature approved under Regulation 8, you will be required to register continuously from commencement of your candidature until completion. During this time, you must abide by the requirements of the University's *General Regulations*. Your period of study is calculated from the date of first registration for the degree of Master of Philosophy.
10. If you wish to transfer from one of the categories of candidature to another, as specified in Regulation 8, you may do so only with the approval of the appropriate Dean of Postgraduate Studies and subject to the recommendation of the relevant Supervisory Team and Head of Academic Unit.

Notes:

- (i) *If you are a staff candidate, you will normally be registered part-time (Regulation 8b). However, if the Dean of Postgraduate Studies is satisfied that the greater part of your time is devoted to supervised research, you can be registered full-time (Regulation 8a).*
- (ii) *The normal expectation is that you will study at the Newcastle University or approved overseas campuses. If study will be carried out away from these approved campuses and this is known at the admissions stage, then 'Outside Study' approval should be sought from the Dean of Postgraduate Studies, in advance of registration on the programme.*

- (iii) *The basis of Part-Time candidature (Regulation 8b) is 50% of full-time study. However, where a student intends to submit their thesis earlier than the start of the final term of minimum candidature, this is possible with the support of the Annual Progress Review panel. (Section S: Early Submission provides additional information.)*

## **G. Study Undertaken Outside the University**

See [Section H of the Doctor of Philosophy Progress Regulations.](#)

## **H. Attendance and Progress**

See [Section J of the Doctor of Philosophy Progress Regulations.](#)

## **J. Progress of Students Intending to Transfer to Registration for the Degree of Doctor of Philosophy**

11. If you are intending to subsequently transfer to the degree of Doctor of Philosophy, you must normally have received the support and recommendation of the Annual Progress Review panel and the approval of the Dean of Postgraduate Studies to transfer not later than 12 months after commencing your studies (if studying full-time) and not later than 24 months (if studying part-time). Transfer from a Master of Philosophy to the Doctor of Philosophy will not normally be permitted unless you have been registered for the Master of Philosophy for at least nine months.

12. Where a transfer to the Doctor of Philosophy is approved, you will be deemed to have registered for the Doctor of Philosophy on the date of your initial registration on the Master of Philosophy.

## **K. Mid-Year Review of Academic Progress**

See [Section K of the Doctor of Philosophy Progress Regulations.](#)

## **L. Procedure for Review of Annual Progress Review Outcomes**

See [Section L of the Doctor of Philosophy Progress Regulations.](#)

## **M. Change of Circumstances**

See [Section M of the Doctor of Philosophy Progress Regulations.](#)

## **N Presumed Withdrawn**

See [Section N of the Doctor of Philosophy Progress Regulations.](#)

## **P. Teaching Duties**

See [Section P of the Doctor of Philosophy Progress Regulations.](#)

## **R. Pending Submission for Students Completing their Minimum Period of Candidature**

*Minimum Candidature is the period during which you are expected to conduct and complete your primary research (e.g., a full time Master of Philosophy student has a 1-year period of minimum candidature, a part time Master of Philosophy student has a 2-year period of minimum candidature.)*

13. The fact that you have completed your period of minimum candidature does not constitute grounds for automatically transferring to 'pending submission' registration.

14. If you have completed your period of minimum candidature and completed your primary research, you will be permitted on the recommendation of your Supervisory Team to proceed to 'pending submission' student status for one further year and you will be registered as a 'pending submission' student you are required to register with the University.

15. If you are registered as a 'pending submission' student you will not be permitted to work in laboratories or studios or to take part in field trips (unless you have the approval authority of the appropriate Head of Academic Unit to do so for teaching or demonstrating purposes).

16. It is expected that as a registered 'pending submission' student that you will continue to receive regular structured interactions with your Supervisory Team and full access to Library and IT facilities will be available.

17. If you have completed your minimum candidature but are still actively researching, you must continue with full registration and pay the relevant tuition fee.

## **S. Submission**

18. The results of your advanced study and research must be embodied in a submitted thesis in an approved format in accordance with the [Rules for the Form of Theses and Submission of Work for Higher Degrees \(Section XIV\)](#). The length of a thesis will be determined, by the Faculty Postgraduate Research Committee as set out in [Rules for the Form of Theses and Submission of Work for Higher Degrees \(Section XIV\)](#). You must submit an electronic version of your thesis to the Graduate School, along with a completed Examination Entry form.

19. All submitted theses will be scrutinised by the University using plagiarism identification software. If any incidences of plagiarism are detected, then the University's [Procedure for Academic Misconduct](#) will apply.

20. You must seek approval of the exact title of your thesis from the Dean of Postgraduate Studies, via the PGR Code of Practice System, normally three months before you submit your thesis. You must notify your Graduate School of any subsequent change to your approved title of thesis so that this can be approved by the Dean of Postgraduate Studies.

21. Your thesis must be submitted for examination within the period specified below from the date appointed as the beginning of the period of study:

- a) within two years if you are on full-time candidature;
- b) within three years if you are on part-time candidature.

22. If you have an outstanding tuition fee debt upon submission of your thesis, the Graduate School will accept and record your thesis submission, however, the examination of your thesis will be on hold until receipt of the outstanding tuition fees.

## **T. Early Submission**

23. If your thesis is ready for submission during the last term of your minimum period of candidature, you may submit your thesis to the Graduate School without having to seek support from your Annual Progress Review Panel (APR).

24. If you wish to submit your thesis earlier than the start of your last term of minimum candidature, you should discuss this with your Supervisory Team in the first instance, as soon as you are considering an early submission.

25. Provided that your APR Panel is supportive of your early submission, you will be permitted to submit your thesis earlier than the end of your minimum period of candidature. If you do not have an APR Panel meeting scheduled before you intend to submit, your Supervisory Team should approach the Academic Unit to arrange an extraordinary APR Panel to consider your early submission.

26. If you are permitted to submit your thesis earlier than the minimum period of candidature Studies, you will still be required to pay tuition fees for the whole of your minimum period of candidature.

## **U. Language of Submission**

See [Section U of the Doctor of Philosophy Progress Regulations](#).

## **V. Examination**

27. Details of the required arrangements for the examination are provided in the [Master of Philosophy Assessment Regulations \(Section IX\)](#).

*Note: The University cannot guarantee the examination of your thesis immediately after its submission. You are advised that several weeks may elapse between the submission of your thesis and the completion of the examination process. The normal period between submission of a thesis and an examination is ten weeks, although circumstances may necessitate a longer time frame. The Graduate School will keep you informed of the progress of the examination, should the examination process extend beyond the normal ten-week period.*