

R7. Regulations relating to Doctorate Programmes

These regulations govern doctoral degree programmes offered by CITY ULE and leading to University of York (hereafter ‘the University’) awards. These regulations apply to all doctoral (PhD) students enrolled at CITY ULE from 2025 onwards.

All doctoral degree programmes offered by CITY ULE must be approved by CITY ULE and subsequently by the University as set out in the CITY ULE Policy on Doctoral Degrees. Approved doctoral programmes are set out in the CITY ULE Policy on Doctoral Degrees.

Any proposals for doctoral degree programmes offered by CITY ULE in collaboration with a partner, including but not limited to joint/double/dual awards and off-site and split-site provision, require the approval of the University.

Oversight of the Doctoral programmes offered by CITY ULE is undertaken by the Doctoral Programme Board which includes, for the University, the Dean of York Graduate Research School (or their nominated alternate) and the Associate Pro-Vice-Chancellor (Teaching, Learning and Students) (or their nominate alternate).

1. Validation of the CITY ULE Doctoral Degree Programmes

CITY ULE doctoral degree programmes are delivered by CITY ULE Schools/Departments and overseen by the CITY ULE Research and Innovation Committee.

CITY ULE doctoral degree programmes are validated by the University of York (hereafter ‘the University’).

CITY ULE doctoral degree programmes are subject to approval by the CITY ULE Senate and the University via York Graduate Research School.

The University oversees the CITY ULE doctoral degree programmes through the following mechanisms:

- Through membership of, and participation, in the Doctoral Programme Board (see below)
- Through approval of new programmes and major programme modifications
- Through providing co-supervisors and/or TAP members
- By participating in formal reviews of progress
- By overseeing the final examination process, including the appointment of the examiners
- By annual review and, where appropriate, periodic review (with an initial review at the end of the first two years of validation) of the PhD provision.

The validation agreement extends only to PhD programmes delivered by and at CITY ULE, plus PGR exchanges and visiting PGRs. It does not cover collaborative provision including off-site or split-site provision and joint/double/dual PhDs or similar.

Any proposals for collaborative provision require University approval before any preliminary work is undertaken.

2. Governance of the CITY ULE Doctoral Degree Programmes

The CITY ULE doctoral degree programmes are overseen by a Doctoral Programme Board, which reports to the CITY ULE Senate. The Board comprises:

- The Vice-Provost (Research and Innovation), Chair
- The PhD programme Director
- The PhD programme Administrator
- The Research Directors of each School/Department
- SEERC Director (South-East European Research Centre)
- The Dean of York Graduate Research School (or nominated alternate)
- One from the following list: a Faculty Director of Postgraduate Research or the Associate Pro-Vice-Chancellor (Teaching, Learning and Students)

At least one member of the University should be present for the Board to be quorate.

The Board convenes at least three times per year to define strategy and monitor the CITY ULE Doctoral programme and fulfil the other requirements set out in the CITY ULE Regulations for Doctoral Degree Awards and this Policy.

3. Doctoral Degree Programmes Offered by CITY ULE

The CITY ULE Senate and the University have given in principle approval for the following doctoral degree programmes to be delivered by and at CITY ULE:

- Business School: PhD in Management (covering research in finance and economics, employment relations, human resource management, International business and strategy, marketing, operations management, organisational behaviour);
- Computer Science Department:
PhD in Computer Science;
- Humanities Department:
 - PhD in English Language and Linguistics
 - PhD in Translation Studies
 - PhD in English Literature
 - PhD in TESOL
 - PhD in Communication and Digital Media
- Psychology Department:
PhD in Psychology;
- Law Department:
PhD in Law.

Additional doctoral degree programmes may be approved by the CITY ULE Senate and the University via York Graduate Research School.

Major modifications to doctoral degree programmes (e.g. the introduction of distance learning provision) also requires approval by the CITY ULE Senate and the University via York Graduate Research School.

4. Doctoral Degree Awards

A doctoral degree (PhD) certifies that an individual has successfully undertaken original academic research and has made a substantial contribution to the advancement of knowledge in their discipline or across disciplines.

In order to qualify for a doctoral degree, students must:

- A. Meet the specified entry requirements;
- B. Pursue the doctoral programme of study prescribed for the specified period of enrolment;
- C. Comply with supervision and attendance requirements;
- D. Fulfil all other progression and programme requirements;
- E. Pay such tuition fees as may be prescribed
- F. Meet the specified assessment and examination requirements, including the final thesis or equivalent and an oral examination.

Failure to meet the requirements set out in A-E to above may result in a student not being permitted to enter for assessments or examinations for the specified award.

5. Supervision

Students must be supervised as specified in the CITY ULE Policy on Doctoral Degrees.

Students on the doctoral programme are allocated at least two supervisors. The main supervisor will be an appropriately qualified member of the CITY ULE academic staff. The co-supervisor may be a member of the CITY ULE academic staff or a member of the University academic staff. Additional supervisors, including from industry, may be appointed where desirable.

Students are required to attend supervisory meetings regularly, as set out in the CITY ULE Policy on Doctoral Degrees.

6. Residence and attendance

Students must comply with the residence and attendance requirements set out in the CITY ULE Policy on Doctoral Degrees.

7. Progress and programme transfers

Students must meet the progression requirements set out in the CITY ULE Policy on Doctoral Degrees and in programme documentation. Students who fail to meet progression requirements will not be permitted to continue and their enrolment with CITY ULE may be terminated or, where permitted, transferred to another programme.

Students may appeal against decisions on academic progress (see below).

A student may request a transfer to a different doctoral degree at CITY ULE where such degrees are available and provided that such transfer takes place before the thesis is submitted.

8. Assessment requirements

8.1 Introduction

Assessment requirements and procedures for the award of research degrees are set out in the CITY ULE Policy on Doctoral Degrees.

Students must follow all other examination requirements as set out in the CITY ULE Policy on Doctoral Degrees. Any student not complying with the examination requirements may be deemed to have failed the assessment and may not be given a reassessment opportunity.

For the award of the doctoral degree, a student must:

1. present a thesis according the requirements set out in the CITY ULE Policy on Doctoral Degrees
2. present themselves for an oral examination on the subject of their doctoral thesis.

Students are not permitted to submit a thesis containing work that has already been submitted for the award of a degree or other qualification conferred at this or any other university without proper acknowledgement of the work and any award which was granted for it.

All materials submitted for assessment or forming part of an assessment process become the property of CITY ULE and the University on receipt. CITY ULE may pass copies of assessment materials to third parties, but in so doing undertakes not to prejudice the rights, freedoms and legitimate interests of the student in accordance with relevant legislation.

All theses deposited shall normally be available for consultation and for reproduction (subject to normal conditions for acknowledgement). Details on the policy on embargo of theses can be found in the CITY ULE Policy on Doctoral Degrees. The intellectual property contained in assessment materials remains with the originator, except where the provisions of [Regulation 12](#) of the University apply.

8.2 Examiners

Procedures for the appointment of internal and external examiners are set out in the CITY ULE Policy on Doctoral Degrees.

Candidates for doctoral degree awards shall be examined by at least two and not more than three examiners. The number of examiners who are not members of the academic staff of CITY ULE or the University shall always equal or exceed the number of those who are.

Any candidate for a doctoral degree award who, at any time, during the five years prior to the date on which they submit their thesis for examination, has been a member of Academic, Research or Teaching staff of CITY ULE shall normally be examined by at least two and not more than three examiners, two of whom shall not be members of the academic staff of CITY ULE. Exemptions from this requirement may only be made by the University's Standing Committee on Assessment on the recommendation of the relevant CITY ULE School/Department concerned.

8.3 Outcomes

Following the examination for the award of a PhD, the examiners may make one of the following recommendations:

- A. that the candidate be awarded the doctoral degree: with no corrections to the thesis being required; or subject to corrections being made to the thesis in not more than three months OR six months to the satisfaction of the examiners;
- B. that the thesis should be revised and resubmitted ('referral') for examination, after a further period of no more than twelve and no less than three months. A thesis may normally be referred on one occasion only. The thesis shall be re-examined, normally by the original examiners;
- C. that the candidate should be awarded the degree of MPhil with no corrections to the thesis being required OR subject to corrections being made to the thesis in not more than three months OR not more than six months, to the satisfaction of the internal or another of the examiners;
- D. that the candidate should be awarded the degree of MA (by research) or MSc (by research) with no corrections to the thesis being required OR subject to corrections being made to the thesis in no more than two months, to the satisfaction of the internal or another of the examiners;
- E. that no degree should be awarded.

8.4 Exceptional circumstances

Students are expected to attend scheduled examinations and submit theses at the required time and date. If a student is unable to meet these requirements for good cause and would like this to be taken into account, s/he will need to submit an extension request as set out in the CITY ULE Policy on Doctoral Degrees.

Where a student has been rendered, or can be reasonably judged to have become, permanently unable to complete their studies, normally as a result of serious medical circumstances the award of an aegrotat degree may be proposed in accordance with the relevant University policy.

8.5 Academic and research misconduct

CITY ULE is committed to developing high standards of academic practice among its students and to safeguarding the standards of its academic awards. It regards any form of academic or research misconduct as an extremely serious matter.

Procedures for investigating academic and research misconduct and the penalties to be applied (which may include termination of a student's enrolment or candidature for award in the cases of severe or repeated academic or research misconduct) where it has been committed are set out in the CITY ULE Policy on Doctoral Degrees.

Plagiarism detection software packages may be used to detect unfair practice in student submissions. As part of the academic community, students accept that work they submit for assessment may be submitted to these software packages.

8.6 Granting of awards

A doctoral degree will not be awarded or conferred until any corrections required by the examiners have been made to the satisfaction of the internal or another of the examiners, and until copies of the thesis have been deposited in accordance with the requirements set out by the CITY ULE Policy on Doctoral Degrees.

No student may represent him or herself as holding an award of the University until such time as that award has been granted to him or her.

Before the receipt of an award parchment, all students must make adequate arrangements to reconcile any tuition related debts to CITY ULE.

Graduands will be presented for their degrees either in person, or in absentia, at a Congregation for the conferment of degrees. They are required to notify CITY ULE whether they intend to attend the Congregation.

Students attending a Congregation of the University for the conferment of degrees or granting of other awards are required to wear the dress prescribed for the occasion.

9. Academic appeals

9.1 General principles regarding appeals

Responsibility for considering or hearing appeals by PhD students has been delegated by the University to the CITY ULE Appeals Committee.

PhD students wishing to exercise their right of appeal against a decision or recommendation (as set out below) must follow the procedure set out in the Appeals section of the CITY ULE General Regulations.

9.2 Recommendations or decisions against which an appeal may be considered

Students may not appeal against exercise of academic judgement. A student may appeal against the following decisions or recommendations made by or on behalf of a CITY ULE School/Department:

- A. That the degree for which the student was enrolled should not be awarded, including circumstances when the student is required to revise and resubmit a thesis for re-examination for the award or for a lesser award; and against the conditions on which such permission is given.
- B. A decision of the appropriate academic misconduct investigation panel relating to the application of the academic misconduct procedures.
- C. A recommendation that a student's enrolment should be terminated or transferred to another programme on the grounds that the student has failed to meet or comply with the requirements of an external organisation in which training or education is undertaken, or of an appropriate professional or regulatory body.
- D. A decision regarding student progression, resulting in programme transfer or termination of studies.
- E. A recommendation that a student's enrolment should be terminated, other than where triggered by failure of the programme or failure to progress.
- F. A decision taken by CITY ULE Doctoral Programme Board not to uphold recommendations of the relevant CITY ULE School/Department to grant leave of absence, programme extensions or other exceptions to programme specifications and enrolment requirements that fall under the CITY ULE Doctoral Programme Board's remit.

9.3 Grounds for appeal

Students may appeal against any decision listed in Regulation 8.2, other than those relating to academic misconduct procedures (see below), only if:

- A. They believe that a procedural irregularity has occurred, or that the assessment was conducted unfairly or improperly; or

- B. For good reason, relevant exceptional circumstances can be shown that could not reasonably have been brought to the attention of the examiners before a decision on academic performance was reached.

Students may only appeal against a decision made as a result of academic misconduct procedures on the grounds that:

- C. The academic misconduct procedures were not followed properly;
- D. The appropriate academic misconduct investigation panel reached a decision that was not reasonable in all the circumstances;
- E. New evidence is available which could not reasonably have been brought to the attention of the appropriate academic misconduct investigation panel at the time of its investigation;
- F. There was bias or reasonable perception of bias during the academic misconduct process;
- G. Any penalty imposed by the appropriate academic misconduct investigation panel was disproportionate or not permitted under the academic misconduct procedures.