**Admission and Registration**

12. Every application for admission shall be submitted on the designated form.

13. The entrance requirements for a course shall be determined by the Doctoral School Committee.

| Award | Mode of Study | Minimum period of registration | Maximum period of registration |
|---|---|---|---|
| Doctor of Education | part-D | | |

already paid will not normally be refunded and any fees due will be charged notwithstanding the withdrawal. Any subsequent application for admission shall be determined *ab initio* (from the beginning) in accordance with this regulation.

*Temporary Withdrawal*

31.

Education and Social Work by the deadline published within the Graduate Centre of

46.

(b) providing an assurance that the thesis has not been, and will not be, submitted in whole or in part to another University for any other degree, except as declared under (a) above, or in terms of re-submission at the University of Sussex.

Notwithstanding the declaration, the University may investigate to verify the statement should it deem this to be necessary. Should the University be dissatisfied with the outcome of any such investigation, it may decide to terminate the examination. The University reserves the right for Senate to rescind the award of a degree if it is proven that a student has submitted the same thesis, or a thesis which significantly overlaps in content, to another University for the award of a degree, subsequent to the award of the Sussex degree.

52. A student shall state, in a preface to the thesis, the sources from which the information has been derived and, if any part of the thesis results from joint work with other persons, the extent to which the thesis has drawn on the work of those others and the portion of the thesis which a student claims to be their own original work.

*Incorporation of published work*

53. Only material which is freely available for publication may be incorporated into work submitted for assessment. For work permitted to incorporate material not freely available for publication an embargo on consultation or restriction of access may be implemented by the Library for a specific duration and other conditions shall apply at the discretion of the Director of Doctoral Studies in the School of Education and Social Work who may permit the inclusion of materials not freely available for publication.

*Incorporation of a student's published work*

54. A student may incorporate, as an integral part of their thesis, any of their work published before submission of the thesis, provided that the greater proportion of the work for the thesis has been carried out after registration for the degree and under supervision. Publications by a student relating to work described in the thesis may be submitted as supporting material.

**Examination and Award**

55. The thesis shall be assessed by at least one internal examiner and at least one external examiner, appointed by the Chair or Vice-Chair of a Professional Doctorate Examination Board.

56. A *viva voce* examination, a practical examination or a combination of both shall normally be an integral part of the examination.

*Title of awards and courses*

57.

(a) be written in English unless otherwise approved by Doctoral School Committee;

(b) be the student's own work except where other authors are acknowledged by a method acceptable to the examiners;

(c) become the property of the University which may deposit it in the University's Institutional Repository or elsewhere and shall have the right to take copies of it and circulate those copies as it shall think fit.

*Requirements for an award*

59. A student shall be required to satisfy the examiners in one of the following:

(a) Master of Philosophy

For the award of the degree of Master of Philosophy, that the thesis makes an adequate original contribution to knowledge or understanding or is a valuable presentational interpretation of material put together in an original manner.

(b) Doctor of Education or Doctor of Social Work

68. The procedure to be followed in the event of failure by the examiners to reach a joint recommendation as to the result of the examination shall be determined by Doctoral School Committee.

69. No thesis shall be examined more than twice under this Regulation except as may be determined by the Research Degree and Professional Doctorate Appeals Board.

*Withholding of award*

70. Where a student is in arrears with the payment of tuition fees due to the University or to an affiliated institution, the University reserves the right to withhold an award and

74. The grounds for an admissible appeal against a decision of the Examination Board shall be one or more of the following:

    (a) that there existed circumstances affecting the student's performance of which the examiners were not aware when their decision was taken and which could not reasonably have been presented to the examiners;

    (b) that there was a procedural irregularity (including administrative error) or other inadequacy in the conduct of the examinations, or processing of marks or grades, or the categorisation of an award of such a nature as to cause doubt as to whether the result might have been different had there not been such an irregularity;

    (c) that there exists evidence of prejudice or of bias on the part of an examiner.

75. Senate shall appoint an Appeals Board and procedures governing the conduct of appeals shall be set down by the Appeals Board. The composition of the Appeals Board shall be determined by Senate and published annually in the *Organisation of the University* document for the current year. The functions of the Appeals Board shall be:

    (a) to oversee matters of policy and procedure relating to appeals which are lodged by students on taught

85.

Graduation will be subject to the receipt of one bound and one electronic copy of the thesis;

(b) duly complete all necessary authorisations required by the British Library to lend, photocopy and sell copies of the thesis without further reference to the author.

97. In the case of a student not awarded a degree the University shall retain one copy of the thesis which shall become the property of the University.

**Fitness to Study**

98. Fitness to study is defined as fit to: benefit from the programme of study or research; participate and function largely independently in the university environment including in academic, residential, social, community activities. A student may be considered not fit to study if they cannot make academic progress without frequently disrupting the academic, social or normal business of the University, its staff and other students. This regulation also applies where continued attendance is likely to be detrimental to the health of the student. Under procedures approved by Senate, where a Fitness to Study Panel believes that a student is not fit to study, the Director or Deputy Director for the Student Experience (or nominee) may recommend to the Pro Vice Chancellor for Education and Students that the student be required to temporarily or permanently withdraw or that an applicant may be required to withdraw or defer admission.

99. Fitness to Study procedures also apply to students wishing to study abroad and to those going on placements.

*Right of Appeal*

100. A student who is required to withdraw/temporarily withdraw (or an applicant whose place is withdrawn/deferred) on fitness to study grounds shall have the right to appeal to the Deputy Vice Chancellor in writing within 7 working days of the decision being communicated to the student's address, including their email address, as recorded on their student record. The grounds for appeal must be that there has been procedural irregularity or other inadequacy in the process by which the withdrawal/temporary withdrawal has been required.

101. Where a student or applicant lodges an appeal, they must not attend between the date of the notice in writing that they must withdraw, or temporarily withdraw, and the outcome of the appeal.

**Return from temporary withdrawal or deferral of admission on health grounds:**

102. A student preparing to return from temporary withdrawal (on health grounds) must satisfy the Fitness to Study Panel that their health has improved sufficiently to [re]commence studies or research

Updated June 2018