

IDEALAB: Doctor of Philosophy Regulations

A. Introduction

1. This is a joint degree between the Universities of Groningen, Macquarie, Newcastle, Potsdam and Trento.

Each candidate has a Home University and at least one Host University (The Home University is the University of their primary supervisor, and the Host University/Universities are the University/Universities of their secondary supervisor(s)).

2. All candidates for the joint degree will be required to meet the following regulations, but when the applicable regulations of their Home University are more stringent they will be required to also meet those requirements.

3. Applicants for the degree of Doctor of Philosophy are required to show ability to conduct original investigations, to test ideas, whether their own or others', and to understand the relationship of their work and its themes to a wider field of knowledge. A doctoral thesis should be a body of work which a capable, well-qualified and diligent candidate, who is properly supported and supervised, can produce in three years of full-time study. It should exhibit substantial evidence of original scholarship and contain material worthy of publication.

B. Admission as a Candidate for the Degree of Doctor of Philosophy

4. An applicant must be approved for admission as a candidate for the degree of Doctor of Philosophy by the IDEALAB Selection Committee, and must:

- (a) have completed a relevant first degree and research Master's degree (amounting normally to 270-300 ECTSs or the equivalent);
- (b) have completed an approved application including:
 - (i) evidence of the applicant's suitability to become a candidate in terms of academic ability and prior training and experience.
 - (ii) evidence that the applicant's English language proficiency meets the published requirements for the programme of research;
 - (iii) a research proposal;
- (c) has supplied details of two recent referees and evidence of prior qualifications and experience as the Selection Committee may require.

The Selection Committee shall have the power to approve candidates with qualifications that do not meet all of the criteria in exceptional circumstances.

5. In considering an application for admission as a candidate for the degree of Doctor of Philosophy, the Selection Committee must be satisfied not only as to the suitability of the applicant, but also as to the availability to the applicant of appropriate supervision and suitable facilities and resources once the applicant is admitted. It is the responsibility of the Home University, to ensure that appropriate supervision, suitable facilities and resources will be available to an applicant once admitted.

C. Conditional Candidature

6. An application for admission as a candidate for the degree of Doctor of Philosophy will be approved conditionally. During the first 12 months, Doctoral candidature status will normally be confirmed following a recommendation of satisfactory progress by the first Progress Panel and that decision is confirmed by the IDEALAB Management Committee.

D. General Preconditions to the Award of the Degree of Doctor of Philosophy

7. Before being awarded the degree of Doctor of Philosophy, a candidate must:

- (a) satisfy the entrance requirements for the degree;
- (b) register for and make satisfactory progress throughout the relevant programme of study;
- (c) satisfy the examiners in the assessments specified.

E. Supervision of Students

8. A candidate for the degree of Doctor of Philosophy must engage in advanced study and research under the direction of a Supervisory Team at the Home and Host Universities. Each candidate will have, at least, a supervisor at their Home and Host Universities. The appointment of the supervisors is the responsibility of the Management Committee.

9. To be eligible to supervise candidates for the degree of Doctor of Philosophy, a member of staff must hold the degree of Doctor of Philosophy (or equivalent). Both supervisors should meet the eligibility criteria of both Home and Host Universities as described in their doctoral regulations.

10. The academic supervisors will have primary responsibility for supporting the candidate throughout the period of study.

F. Period of Study

11. Candidates are normally expected to complete their degree within three years of first registration.

12. This can be extended by a maximum of 12 months on approval by both the Examination Board and the Home University. Approval for extension can on each occasion be given for only six months, and, at most, two extensions of six months can be given. The candidate will be required to give reasons for the request.

In exceptional circumstances and with the agreement of both the Examination Board and the Home University further extension of the period of study can be granted.

G. Attendance and Progress

13. A candidate registered for the degree of Doctor of Philosophy in IDEALAB shall comply with following requirements for progression:

- (a) Within 1 month of registering for the research programme, the candidate and the programme shall have signed an approved learning agreement to cover the period of candidature;
- (b) Candidates should submit detailed project proposals within three months of registration. The candidate's project proposal must be approved by the IDEALAB Examination Board. Where the project proposal is not approved by the Examination Board, candidates shall have one opportunity to provide a revised proposal within three months.

Progression on the programme will be dependent upon acceptance of the project proposal.

- (c) Candidates should attend their Home or Host University as frequently and at such intervals as the Supervisory Team shall require. As a minimum, students should have regular contact with their academic supervisors at least ten times a year, approximately once per month, and should have formal contact with their supervisory team at least three times a year. Candidates should maintain a record of their personal development throughout their period of registration and submit this as evidence of development on an annual basis;
- (e) Candidates should submit reports and evidence of achievement as specified by the IDEALAB programme on an annual basis. Candidates may also be required to make a project presentation or submit a piece of work or to attend a viva as prescribed by the programme. This material, along with reports from the supervisory team, will be considered as part of an annual submission to the progress panel for each candidate.

14. The IDEALAB programme will appoint a Progress Panel for each candidate. The Progress Panel will include at least two members of the IDEALAB Examination Board who are not members of the candidate's Supervisory Team. The Progress Panel will review evidence of the candidate's progress and make recommendations to the candidate, the Supervisory Team and the Examination Board. The progress of each candidate will be reviewed annually until submission of the thesis for examination.

15. The Supervisory Team shall submit an annual report concerning the progress of the candidate's research for review by the appointed Progress Panel until submission of the thesis for examination.

16. Further progress on the programme of study will be subject to approval by the IDEALAB Examination Board. In addition to detailed feedback that the Progress Panel may wish to provide to the candidate and the Supervisory Team, the Progress Panel will make one of the following recommendations:

- (i) that the candidate's performance is satisfactory and that the candidate can proceed to the next stage. If the candidate is in their first year, the candidature to study for the Doctor of Philosophy is confirmed;

- (ii) that notwithstanding some concerns, which the candidate and Supervisory Team should note, the candidate's overall performance is satisfactory and that the candidate can proceed to the next stage. If the candidate is in their first year, the candidature to study for the Doctor of Philosophy is confirmed;
- (iii) that the candidate's performance is unsatisfactory and that a further assessment by the Progress Panel should be held within two months to determine whether progress on the programme will be recommended;
- (iv) that the candidate's performance is unsatisfactory and that no submission for a Doctor of Philosophy examination is recommended, and that the candidature is terminated.

17. In exceptional cases where the Progress Panel is not satisfied that the supervisory arrangements are adequate and appropriate, but considers that the candidate would otherwise be able to achieve the standards of the award, the panel may seek the approval of IDEALAB Examination Board for the replacement of all or part of the Supervisory Team.

18. The annual progression review procedure will be deemed equivalent to a Examination Board and therefore standard procedures for the assessment of any reported or suspected cheating or plagiarism will apply. The procedures applied will be those of both the Home University and the Host University.

H Confirmation of Registration for the Degree of Doctor of Philosophy

19. Candidates registered for the degree of Doctor of Philosophy shall have their progress reviewed (in accordance with Regulation 14) during their first year of study with a view to determining whether or not a recommendation should be made to the Examination Board that they should continue studying for the degree of Doctor of Philosophy.

20. A candidate registered for the degree of Doctor of Philosophy whose progress is deemed unsatisfactory shall not be permitted to continue as a candidate.

I. Procedure for Review of Penalties for Unsatisfactory Progress

21. A candidate applying for review of the decision of the Progress Panel may only do so in writing, to the Appeals Committee, specifying one or more of the following grounds:

- (a) the Progress Panel were not aware of circumstances affecting the candidate's performance. (That is: the candidate was adversely affected by illness or other factors of which s/he was previously unaware, or which for a good cause, s/he was unable to disclose to the progress panel);
- (b) procedural irregularity on the part of the Progress Panel;
- (c) bias or prejudice on the part of the Progress Panel.

J. Interruption of Study

22. The Programme normally expects candidates to complete their candidature in a single continuous period, i.e. continuously registered until the submission of the thesis.

However sympathetic consideration will be given to requests for interruption arising due to unforeseen mitigating circumstances. Candidature should not normally be held in abeyance for more than 12 months. An interruption to registration may be granted by the Examination Board, subject to the candidate providing strong justification, supported by the Supervisory Team.

K. Submission for Examination by Thesis

23. The results of a candidate's advanced study and research must be embodied in a thesis that must be submitted, together with the completed and signed submission form and other relevant material, to the Home University.

24. The precise form of the thesis and the procedures for examination shall be those of the candidate's Home University.

25. Notwithstanding this: (i) each thesis will be examined by an Examination Committee comprising at least two examiners of whom at least one is an external examiner (who should be an expert in the field, employed at a University not involved in the IDEALAB programme), (ii) no member of a candidate's Supervisory Team can be a member of the Examination Committee, (iii) every candidate should be able to revise their final submission, having taken into consideration feedback from the Examination Committee.

26. The appointment of the members of the Examination Committee shall be subject to approval by the IDEALAB Examination Board.

27. Except with the permission of the Examination Board, a candidate may not submit a thesis earlier than the beginning of the last term of the prescribed period of study

L. Language of Submission

28. A candidate's thesis must be written in English.

Definitions:

Board of Directors: comprises the Local Directors as appointed by each of the five participating universities.

Board of Studies: means all Local Directors, two internationally respected peers external to the Programme, and five doctoral candidates (one elected from the cohort at each participant).

Examination Board: means the Board of Directors and all supervisors. The Chair of the examination board is appointed by the Board of Directors. The Examination Board shall have the power to delegate routine decisions to the Chair of the Board.

Selection Committee: means the Board of Directors and the two external assessors (internationally respected peers external to the Programme, who are also members of the Board of Studies).

Examination Committee: means the Committee appointed in accordance to the Home University's regulations to examine the candidate's thesis. This must comprise at least two members, at least one of whom is an external examiner (an expert in the field who is from a University external to the programme). No member of the candidate's Supervisory Team can be a member of the Examination Committee. There may be further members of the Examination Committee when required by the regulations of the candidate's Home University.

Appeals Committee: means the two external assessors (who are also members of the Board of Studies and the Selection Committee) with one member of the Board of Directors appointed by the Board of Directors.

Progress Panel: two members of staff from the participating universities who are not the candidate's supervisors who will assess the candidate's progress.

Supervisory Team: this comprises the candidate's principal supervisor (at their Home University) and their second supervisor(s) (at their Host University(ies)).