

**REGULATIONS FOR THE AWARD OF
DOCTORATE IN INTERNATIONAL CRIMINAL JUSTICE (DICJ)**

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CJ1 AIMS & OBJECTIVES

CJ1.1 The Doctorate in International Criminal Justice (**DICJ**) shares the general educational aims of all Sheffield Hallam University's professional doctorates; these are to:

- a) *provide a programme of in-depth study and personal scholarship in a specialist professional area, including the development of expertise in appropriate methods of research and enquiry, through sustained and independent high quality work which demonstrates critical judgment via a project of advanced research and/or enquiry; and to*
- b) *enable the development of knowledge, critical understanding and/or modes of professional practice which make a significant and distinctive contribution to the advancement of the profession, and to the development of a community of professionals committed to evidence-based practice*

CJ1.2 The course will provide the opportunity to:

- deepen the professional knowledge base in relation to research and improvement in professional policy and practice;
- further develop a high level of effective intellectual, organisational, personal, communication and professional skills;
- produce work which represents an independent and original contribution to knowledge and/or practice and which, at least in part, merits publication in an appropriate academic journal
- Share with professionals working in different countries their approach to and understanding of issues of policy in criminal justice matters

The Teaching component will give underpinning knowledge and seek to achieve the following objectives:

- enhance the knowledge and understanding of criminal justice systems through critical reflection on theoretical and policy developments
- broaden and deepen student knowledge and understanding of criminology and criminal justice within an international context
- develop an ability to critically analyse and evaluate policy developments and transfer within a trans-national and global context
- critically analyse the relationships between key stakeholders within criminal justice and understand and evaluate the leadership and governance issues that are associated with these relationships
- develop a critical appreciation of criminological research methods and the role of criminal justice research and its application to practice and policy developments
- critically assess the impact on criminal justice within a global perspective of ethics values and human rights issues and analyse the significance and contribution of social, cultural, political and historical contexts

CJ1.3 The University shall ensure that DICJs awarded and conferred are comparable in standard with similar awards granted and conferred throughout higher education in the United Kingdom.

CJ1.4 The University shall encourage co-operation with other organisations for the purposes of research leading to the award of the DICJ. Such co-operation shall be intended:

- a) to encourage outward-looking and relevant practice-related research;
- b) to extend the candidate's own experience and perspectives of the work;
- c) to provide a wider range of experience and expertise to assist in the development of the project;
- d) to be mutually beneficial; and,
- e) where appropriate, to enable the candidate to develop as a member of a community of professional practitioners.

Co-operation may be formalised with one or more bodies external to the University, referred to as Collaborating Organisations. Formal collaboration shall normally involve essential access by the candidate to one or more of the following categories of resource at the Collaborating Organisation:

- Equipment;
- Facilities;
- Premises;
- Staff;
- Data.

If formal collaboration occurs, the name(s) of the Collaborating Organisation(s) shall appear on the candidate's thesis and degree certificate (see Section CJ7).

CJ2 ADMISSIONS

CJ2.1 For entry to this programme applicants will normally be required to demonstrate:

- the possession of a Masters degree in a relevant field* or fulfilment of one of the criteria for Exceptional Entry (see below)
- at least three years' relevant professional experience either in the public, voluntary or private sectors associated with criminal justice such as will enable the conduct of work-based projects
- at least two satisfactory references – one of these would normally be expected to be from the HEI where the applicant's Masters degree was undertaken or someone who can comment on academic and research achievement. Others may be from, for example, peers or line managers.
- a letter of application demonstrating the capacity to contribute to and benefit from the experience of sustained academic and professional study. The letter of application should give an indication of the potential student's research interests and likely area of research for the thesis and display evidence of the potential to develop work of doctoral standard. The letter of application will be

2,000 words. The exact nature of this may vary for each applicant, but in general terms will require the candidate to present a personal review of their professional and educational experience to date. It will also require them to indicate the substantive area in which they hope to conduct research and to reflect on how they envisage their short and long term development as a result of completing the doctorate.

- access to the internet and to email in order to fully benefit from the electronic means of support and e-learning required on the programme
- are advised to have an identified work-place mentor within his/her organisation or proposed project setting

Applicants will normally be interviewed, either face-to-face or via video conferencing.

When recruiting course members, active consideration will be given to the recruitment of people from sections of the population that are at present under-represented on the Faculty's Postgraduate Programme.

- *Note: A relevant Masters degree is interpreted as a degree where the applicant has been required to conduct some independent research in one or more relevant fields. Examples of appropriate fields of study include:*
- *Criminology, criminal justice and community justice including Policing Studies*
- *Socio-legal studies, law,*
- *community safety and regeneration*
- *Learning support in the sector, for example, mentoring, drug and alcohol counselling and guidance*
- *Management and business related areas such as risk, leadership, governance*
- *Professional development and training in the sector*
- *Research and evaluation*
- *Social sciences including social policy, sociology and psychology*
- *forensic sciences, forensic psychology*
- *Specific aspects of criminal justice, for example, probation, youth justice, community justice, restorative justice, drugs, alcohol, policing, victimology, comparative studies*

CJ2.2 All applicants will normally be expected to meet all the admissions criteria except that in exceptional circumstances, instead of a Masters' degree, applicants with the following may be considered:

- a first or upper second class honours degree in an appropriate discipline from a UK or recognized overseas university

OR, very exceptionally, instead of a Masters' degree and/or a good honours degree (as indicated above) candidates with the following may be considered:

- an undergraduate qualification to diploma level together with relevant extensive professional experience if an applicant can demonstrate research potential through the submission of research papers and/or internal reports.

Exceptional entry will be available only to candidates who can demonstrate that their extensive and relevant experience is such that it may be considered to be equivalent to the normal entry requirements. This provision is important because senior people who are in mid-career or towards the latter end of their careers may view a Masters degree as adding little value to their preparation

for undertaking a doctorate. Examples of those who may be eligible for exceptional entry include those who can demonstrate suitability because they can satisfy one or more of the following:

- occupy leadership positions within their field, for example, Prison Governors, high ranking police officers, senior probation staff, CEOs of voluntary sector organisations, advisers, researchers, leaders of development projects who have excelled in a professional context but who may not have undertaken formal academic qualifications beyond a first degree.
- publication of written material that demonstrates a high level of knowledge and understanding of a relevant professional area
- extensive experience, knowledge and understanding of research and other professional issues that are likely to be the focus of their research.
- evidence of academic study beyond Masters level, for example, an advanced research methods course or where the applicant has begun a doctorate with another institution but who now wishes to transfer to Sheffield Hallam University.

CJ.2.3 For applicants with entry qualifications gained outside the UK, the qualifications must be equivalent to those obtainable in the UK. Where English is not the first language, students must show evidence of English language ability, and the Faculty will accept the following (or equivalent) as proficiency in English: an IELTS score of 7.0 and/or a TOEFL score of 600 and above (250 for the computer-based test). Consideration will be given to those who have studied their masters degree overseas but where the medium for teaching is in English and achieved a good outcome.

CJ2.4 The normal entry requirement to the Doctoral course is a Masters degree and advanced standing will not be granted for possession of a Masters' degree *per se*. However, in exceptional circumstances there may be situations where, by virtue of an applicant's recent study or experience, a convincing *prima facie* case can be made for Advanced Standing on entry to be considered – for example on transfer from a professional doctorate elsewhere. Claims for credit will be handled by the Faculty's normal procedures. The most that this can attract is exemption from the three Level 7 modules.

Where advanced standing is granted for recent study and/or where candidates have completed SHU's MA in International Criminal Justice and meet the other requirements for entry to the doctorate programme candidates will be granted advanced entry with the following requirements:

- to complete the Level 8 module **Applying research to policy and practice**
- to complete a learning log demonstrating how their practice has incorporated ideas from their MA learning

Before proceeding to the Progression Board, DICJ1 completion and entry to the thesis stage.

Anyone wishing to pursue the doctorate through the MA in International Criminal Justice route must do so **within 5 years of achieving the MA.**

CJ3 REGISTRATION PERIOD

CJ3.1 The normal minimum and maximum periods of registration are as follows:

	<u>Minimum</u>	<u>Maximum</u>
Full-time	3 years	5 years
Part-time	4 years	7 years

CJ3.2 Where there is evidence that the research is proceeding exceptionally well in Phase 3 of the Programme - hereafter 'Phase 3' (Section CJ5), Faculty approval may be given for the thesis to be submitted before the normal minimum period of registration indicated in CJ3.1 above.

CJ3.3 Where necessary in Phase 3, the candidate may seek approval from the Faculty for a change of mode of study.

CJ3.4 Where the candidate is prevented, by ill health or other cause, from making progress with the research in Phase 3, Faculty approval may be given for registration to be suspended, normally for not more than one year at a time.

CJ3.5 The candidate must submit a thesis within the appropriate registration period outlined in CJ3.1 above. If the candidate has not presented his/her work within this period, his/her registration will lapse. If the candidate has good cause for not being able to submit a thesis within this period, Faculty approval may be given to extend his/her period of registration for not more than one year in total. In such cases, Faculty approval will be subject to endorsement by the University's Research Degrees Sub-Committee.

CJ3.6 Where a candidate has discontinued the research in Phase 3, the withdrawal of registration shall be notified to the University's Research Degrees Sub-Committee. Exit awards can be offered subject to completion of the relevant requirements.

CJ4 PHASE I TAUGHT MODULES

CJ4.1 The progress of candidates through the taught Modules in Phase I will be overseen by a DICJ Module Assessment Board. This Board will have no powers relating to conferment of the DICJ award (see 8.4); its main purposes will be to:

- agree the final moderated results for each taught Module within the Programme; and
- decide candidates' entitlement to progress from Phase I to Research Proposal Registration in Phase 2.

The purpose, constitution, duties and actions of the Board are set out at Annex 1.

CJ4.2 Taught Module Pass Marks

4.2.1 *Module Assessment Schedule*

An assessment schedule will be published for each Module, which specifies the assessment tasks and their relative weighting.

CJ4.3 Progression from Phase 1 to 2

Unless a candidate exercises his/her right to reassessment under regulation 4.4, s/he will normally be expected to complete and pass all Modules of Phase I before being allowed to progress to Phase 2. Exceptionally, the DICJ Module Assessment Board may exercise its discretion to allow progression to Phase 2 of a candidate who has failed one or two Phase I Modules provided that the Board is satisfied that successful reassessment is likely and that reassessment in addition to Phase 2 work represents a viable student loading.

CJ4.4 Failure and Referral: in Phase I Taught Modules

Failure of Module

Where a candidate fails a Module in Phase I, the candidate will be referred in that Module and has the right to be re-assessed in the Module on one occasion only. This will apply to candidates who have attempted the assessment and failed to meet the pass criteria and those who have failed due to non-submission of coursework.

Where the candidate fails two or more referred Modules, the DICJ Module Assessment Board will permit further reassessment only in exceptional circumstances.

CJ4.5 Reassessment in Phase I Taught Modules

Reassessment requirements

The DICJ Module Assessment Board will determine the method and timing of reassessments. The Board may require a period of attendance prior to further reassessment.

Where it is not practicable for students to be reassessed in the same elements or by the same method as the first attempt, the Board will determine appropriate alternative arrangements.

CJ4.6 Compensation for failure in Phase I Taught Modules

Compensation for failure in any of the Modules in Phase I is not permitted.

CJ4.7 Extenuating Circumstances affecting performance in assessments for Phase 1 Taught Modules

CJ4.7.1 Responsibilities of students

Candidates must inform the Programme Leader of any extenuating circumstances which may have affected their performance in any assessment or part of assessment, if they wish these circumstances to be taken into account.

All claims must be submitted by the candidate on the standard form, in accordance with the University procedures and timetable.

CJ4.7.2 Responsibilities of the DICJ Module Assessment Board

The DICJ Module Assessment Board will receive reports from the relevant Faculty body which decides whether the circumstances described by candidates are valid extenuating circumstances. Only valid claims can be taken into account when considering candidates' performance.

If the Board is satisfied that a candidate's absence, failure to submit work, or poor performance in all or part of an assessment, was due to a valid cause, the Board shall make one of the following decisions:

- to assess the candidate 'as if for the first time' in any or all of the assessments. The Board shall exercise its discretion in determining the particular form the assessment should take.
- to award the candidate a pass mark in the relevant Module. This will only be done on an exceptional basis where the Board is satisfied that there is sufficient evidence of the candidate's achievement.

CJ4.8 Appeals against the decisions of the DICJ Module Assessment Board in relation to taught Modules in Phases I

A candidate may appeal against a decision of the DICJ Module Assessment Board in respect of assessment of taught Modules in Phase 1. Information on the procedure to be followed (Appeals against decisions of Award Assessment Boards for undergraduate and taught postgraduate students) is available on the University's Student Intranet.

Disagreement with the academic judgement of the DICJ Module Assessment Board in agreeing marks or progression **cannot** in itself constitute grounds for appeal.

CJ5.1 PROGRESSION FROM PHASE 1 TAUGHT MODULES TO PHASE 2 RESEARCH PROPOSAL (DICJ1) (RESEARCH PROJECT ELEMENT)

Before being allowed to progress to Phase 2, a candidate:

- must have passed all taught Modules required in Phase 1 subject to CJ4.3
- **The completion of a reflective log and attendance at a seminar series** to underpin their learning from the taught modules and inform their choice of thesis topic. The Seminars will form a core feature of the programme linking the learning between the taught modules and preparing students for their thesis choice. The notion of a Reflective Log will be introduced and utilised in the discussions within the seminars. Seminars may have both a real time and virtual existence to allow maximum engagement of students who may be working. The detailed agendas for the sessions will be shared between the tutor responsible and the students themselves. As well as making sense of the taught modules in the context of their working environments the Seminar Series and Reflective Log will assist the preparation of the DICJ1.
- must have had a research project proposal (DICJ1) approved, with no outstanding approval conditions, by the University's Research Degrees Sub-Committee. To secure approval, proposals must:
 - a) be of an intellectual level consistent with doctoral study;
 - b) provide a basis for satisfying in Phase 3 the educational aims and specific objectives of the DICJ, including the emergence of an independent and original contribution to knowledge and/or professional practice;

CJ5.2 PROGRESSION FROM PHASE 2 DICJ1 (RESEARCH PROPOSAL) TO PHASE 3 DICJ2 (RESEARCH CONFIRMATION)

After a year of study or otherwise as agreed by the Director of Studies in consultation with the Programme Leader the candidate will move from Phase 2 to Phase 3 by completing the following:

- the preparation and presentation of a **seminar paper and 5000 word summary report** detailing progress towards the thesis. A rapporteur will be appointed to assess the progress of the candidate and their suitability to move to completion of the thesis will be assessed
- the Rapporteur's report, as part of the DICJ2, is approved at faculty level and will go to the Research Degrees Sub-Committee for endorsement of the faculty's decision. This approval allows the candidate to proceed to the completion of their thesis and its presentation for examination in Phase 3.

CJ6 SUPERVISION IN PHASE 2/3 OF THE PROGRAMME

CJ6.1 A candidate for DICJ intending to progress to Phase 2 shall seek approval for a Supervisory team from the University's Research Degrees Sub-Committee. This will normally be done as part of the process of securing approval for the research project proposal (CJ5 above) and will need to take account of the following criteria:

- the need for a Supervisory team which has academic expertise appropriate to the nature and focus of the thesis;

- the need for a Supervisory team which is research- or professionally-active to assist the candidate to develop the research proposal in terms of its design and the underpinning literature search;
- the need for *combined experience* across the Supervisory team of:
 - a) successful supervision of at least two doctoral students at a UK higher education institution or equivalent recognised supervision in collaborating institutions; or
 - b) successful supervision of at least one doctoral student together with a completion of the University's Supervisor Development Programme.

CJ6.2 A candidate for DICJ shall normally have two and not more than three Supervisors.

CJ6.3 The Director of Studies shall be responsible for supervising the candidate on a regular and frequent basis. The Director of Studies must be a member of the permanent staff of, or have a contract of employment with, the University.

CJ6.4 In addition to the Supervisors, a mentor may be approved from the candidate's own agency to contribute specialised knowledge or a link with an external organisation.

CJ6.5 A candidate for a research degree or DICJ at any institution of Higher Education shall be ineligible to act as a Director of Studies but may act as a second Supervisor or as an Adviser.

CJ6.6 Programme Board approval must be obtained for any change in supervision arrangements.

CJ7 THE THESIS

CJ7.1 Except with the specific permission of the University's Research Degrees Sub-Committee, the thesis shall be presented in English.

CJ7.2 There shall be an abstract of approximately 300 words bound into the thesis which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to knowledge and/or practice. A loose copy of the abstract shall be submitted with the thesis. The loose copy of the abstract shall have the name of the author, the degree for which the thesis is submitted, and the title of the thesis as a heading.

CJ7.3 The thesis shall include a statement of the candidate's objectives and shall acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.

CJ7.4 Where a candidate's research project is part of a collaborative group project, the candidate shall indicate clearly his/her individual contribution and the extent of the collaboration.

CJ7.5 The candidate shall be free to publish material in advance of the thesis but reference shall be made in the thesis to any such work. Copies of published material should either be bound in with the thesis or placed in an adequately secured pocket at the end of the thesis.

CJ7.6 The text of the thesis should normally not exceed 70,000 words in length (excluding ancillary data) but be a minimum of 50,000 words:

CJ7.7 Following the award of the degree, SLS will:

- a) send one loose copy of the abstract, table of contents and title page to the British Library and;
- b) lodge one copy of the thesis in the library of the University and in the library of any Collaborating Organisation.

CJ7.8 In exceptional circumstances, in order to protect commercially or politically sensitive material, the Research Degrees Sub-Committee may agree that the confidential nature of the candidate's work is such as to preclude the thesis being made freely available in the library of the University (and Collaborating Organisation, if any) and the British Library. In such circumstances, the thesis shall, immediately on completion of the programme of work, be retained by SLS on restricted access and, for a time not exceeding two years, shall be made available only to those who were directly involved in the project.

The Research Degrees Sub-Committee shall normally approve an application for confidentiality only in order to enable a patent application to be lodged or to protect commercially or politically sensitive material. A thesis shall not be restricted in this way in order to protect research leads. While the normal maximum period of confidentiality is two years, in exceptional circumstances the Research Degrees Sub-Committee may approve a longer period. Where a shorter period would be adequate the Research Degrees Sub-Committee shall not automatically grant confidentiality for two years.

CJ7.9 The copies of the thesis submitted for examination shall remain the property of the University but the copyright in the thesis shall be vested in the candidate. The candidate shall be required to sign a statement to this effect which will be submitted together with the thesis.

CJ7.10 The following requirements shall be adhered to in the format of the submitted thesis. Where a candidate desires further guidance, reference may be made to the ISO 7144 (1986) standard. Where the University's regulations differ from ISO 7144 in points of detail (other than a) below), a candidate may follow either.

- a) the thesis shall be bound in purple binders cloth;
- b) the thesis shall normally be in A4 format; the Research Degrees Sub-Committee may give permission for a thesis to be submitted in another format where it is satisfied that the contents of the thesis can be better expressed in that format;
- c) copies of the thesis shall be presented in a permanent and legible form either in typescript or print; where copies are produced by photocopying processes, these shall be of a permanent nature; where word processor and printing devices are used, the printer shall be capable of producing text of satisfactory quality; the size of character used in the main text, including displayed matter and notes, shall not be less than font size 12,

2.00 mm for capitals and 1.5 mm for x-height (that is, the height of lower-case x);

- d) the thesis shall be printed on the recto side of the page only; the paper shall be white and within the range 70 g/m² to 100 g/m²;
- e) double or one-and-a half spacing should be used in typescript except for indented quotations or footnotes where single spacing may be used.
- f) pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages;
- g) the title page shall give the following information:
 - the full title of the thesis;
 - the full name of the author;
 - that the degree is awarded by the University;
 - the award for which the degree is submitted in partial fulfilment of its requirements;
 - the Collaborating Organisation(s), if any; and
 - the month and year of submission.

CJ7.11 The University library copy shall be bound as follows:

- a) the binding shall be of a fixed type so that leaves cannot be removed or replaced; the front and rear boards shall have sufficient rigidity to support the weight of the work when standing upright; and
- b) in at least 24pt type the outside front board shall bear the title of the work, the name and initials of the candidate, the qualification, and the year of submission; the same information (excluding the title of work) shall be shown on the spine of the work, reading downwards.

CJ8 PHASE 3 EXAMINATIONS - GENERAL

CJ8.1 The Phase 3 examination for the DICJ has two stages: firstly the submission and preliminary assessment of the thesis and secondly its defence at an oral or approved alternative examination.

CJ8.2 A candidate shall normally be examined orally on the programme of work and on the field of study in which the programme of research lies. Where for reasons of sickness, disability or comparable valid cause the University's Research Degrees Sub-Committee is satisfied that a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination may be approved.

Such approval shall not be given on the grounds that the candidate's knowledge of the language in which the thesis is presented is inadequate.

CJ8.3 An oral examination shall normally be held in the UK. In special cases the University's Research Degrees Sub-Committee may give approval for the examination to take place abroad. This will apply particularly where study has taken place in the country of the collaborating organisation.

- CJ8.4 Following completion of the examination, the examiners will make a recommendation on the award of the DICJ, via SLS staff, to the Vice Chancellor, who acts on behalf of the University's Academic Board in conferring the degree.
- CJ8.5 The degree of DICJ may be awarded posthumously on the basis of a thesis completed by a candidate which is ready for submission for examination. In such cases the University's Research Degrees Sub-Committee shall seek evidence that the candidate would have been likely to have been successful had the oral examination taken place.
- CJ8.6 Any allegation of plagiarism, collusion, or any other form of dishonest conduct in the preparation of the thesis or in the oral examination will be handled according to the University's cheating regulations (available from the Student Intranet).
- CJ8.7 The University's Research Degrees Sub-Committee shall ensure that all examinations are conducted and the recommendations of the examiners are presented wholly in accordance with the University's regulations. In any instance where the University's Research Degrees Sub-Committee is made aware of a failure to comply with all the procedures of the examination process, it may declare the examination null and void and appoint new examiners.
- CJ8.8 Supervisors may, with the consent of the candidate, attend the oral examination and speak if called upon, but must not participate in the preliminary private meeting of the examiners, and must withdraw prior to the deliberations of the examiners on the outcome of the examination.

CJ9 PHASE 3 EXAMINATION PROCEDURES

- CJ9.1 The Director of Studies shall propose to the University's Research Degrees Sub-Committee for approval the candidate's examination arrangements, including the title for the candidate's thesis and the proposed examining team; this will be done normally no later than four months before the expected date of the examination. The examination may not take place until the examination arrangements have been approved.
- CJ9.2 The Department of SLS shall make known to the candidate the procedure to be followed for the submission of the thesis (including the number of copies to be submitted for examination) and any conditions to be satisfied before the candidate may be considered eligible for examination.
- CJ9.3 The Department of SLS shall notify the candidate, all Supervisors and the examiners of the date of the oral examination.
- CJ9.4 The Department of SLS shall arrange for a copy of the thesis to be sent to each examiner, together with the examiner's preliminary report form and the University's regulations, and shall ensure that the examiners are properly briefed as to their duties.
- CJ9.5 The Department of SLS shall ensure that all the examiners have completed and returned their preliminary reports to the University before the oral examination takes place.

CJ10 THE CANDIDATE'S RESPONSIBILITIES IN THE PHASE 3 EXAMINATION PROCESS

CJ10.1 The candidate shall submit the thesis to the Department of SLS before the expiry of the registration period (see CJ3.1 above).

CJ10.2 The submission of the thesis for examination shall be at the sole discretion of the candidate. While a candidate would be unwise to submit the thesis for examination against the advice of his/her Supervisory team, it is his/her right to do so. Similarly, candidates should not assume that a Supervisor's agreement to the submission of a thesis guarantees the award of the degree.

CJ10.3 The candidate shall satisfy any conditions of eligibility for examination required by the University.

CJ10.4 The candidate shall take no part in the arrangement of the examination and shall have no formal contact with the external examiner between the approval of the examining team and the oral examination.

CJ10.5 The candidate shall confirm, through the submission of a declaration form, that the thesis has not been submitted for a comparable academic award. The candidate shall not be precluded from incorporating in the thesis, covering a wider field, work which has already been submitted for a degree or comparable award, provided that it is indicated, on the declaration form and also in the thesis, which work has been so incorporated.

CJ10.6 The candidate shall ensure that the thesis format is in accordance with the requirements of the University's regulations (see section 7). The thesis may be submitted for examination either in a permanently bound form or in a temporarily bound form which is sufficiently secure to ensure that pages cannot be added or removed. The thesis shall be presented in a permanent binding of the approved type (see paragraph 7.11) before the degree may be awarded.

A thesis submitted in a temporarily bound form shall be in its final form in all respects except the binding. In such cases the candidate shall confirm that the contents of the permanently bound thesis are identical with the version submitted for examination, except where amendments have been made to meet the requirements of the examiners.

CJ11 PHASE 3 EXAMINERS

CJ11.1 A candidate shall be examined by at least two and normally not more than three examiners (except where paragraphs 12.6, 13.2, or 13.8 apply), of whom at least one shall be an external examiner.

CJ11.2 An internal examiner shall be defined as an examiner who is:

- a) a member of staff of the University; or
- b) a member of staff of the candidate's Collaborating Organisation.

Members of the candidate's Supervisory team may not be appointed as examiners for that candidate.

CJ11.3 Where the candidate and the internal examiner are both on the permanent staff of the same organisation, a second external examiner shall be appointed. A candidate who is on a fixed short-term employment contract (for example, a research assistant) shall be exempt from the requirements of this regulation.

CJ11.4 Examiners shall be experienced in research in the general area of the candidate's thesis and, where practicable, have experience as a specialist in the topic(s) to be examined.

CJ11.5 At least one external examiner shall have substantial experience (ie at least several instances) of examining doctoral candidates in the UK, as either an internal or an external examiner. Where this is not possible, for example in emerging subject areas, the Research Degrees Sub-Committee may exercise its discretion by ensuring that the proposed examining team includes an internal examiner who has significant examining experience outside the University.

CJ11.6 An external examiner must be independent both of the University and any Collaborating Organisation and must not have acted previously as the candidate's Supervisor or adviser. An external examiner must not normally be a Supervisor of another candidate at the University. Former members of staff and former students of the University shall normally not be approved as external examiners until three years after the termination of their association with the University.

The University's Research Degrees Sub-Committee shall also ensure that an external examiner is not approved so frequently that his/her familiarity with the Programme might prejudice objective judgement.

CJ11.7 No candidate currently registered for a research degree, may act as an examiner.

CJ12 FIRST EXAMINATION IN PHASE 3

CJ12.1 Each examiner shall read and examine the thesis and submit, on the appropriate form, an independent preliminary report on it to SLS before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the thesis provisionally satisfies the requirements of the degree (as set out in paragraphs CJ1.1 and CJ1.2) and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.

CJ12.2 Following the oral examination the examiners shall, where they are in agreement, submit to SLS, on the appropriate form, a joint report and recommendation relating to the award of the degree. The preliminary reports and joint recommendation of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work to justify the chosen recommendation (see 12.3)

Where the examiners are not in agreement, separate reports and recommendations shall be submitted.

CJ12.3 Following the completion of the examination the examiners may recommend that:

- a) the candidate be awarded the degree; or
- b) the candidate be awarded the degree subject to minor amendments being made to the thesis (see paragraph 12.4); or
- c) the candidate be permitted to resubmit for the degree and be re-examined, with or without an oral examination (see section 13);

Where minor amendments are required (as in option b) above) the candidate shall submit the corrected thesis within four months of the date of the oral examination. The University's Research Degrees Sub-Committee may, where there are good reasons, approve an extension of this period.

CJ12.4 Where the examiners recommend that the degree be awarded subject to the candidate amending the thesis to the satisfaction of the internal and/or the external examiner(s), (see sub-paragraph 12.3.b), they must indicate on the appropriate form what amendments are required.

CJ12.5 Where the examiners' recommendations are not unanimous, the University's Research Degrees Sub-Committee may:

- a) accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);
- b) accept the recommendation of the external examiner; or
- c) require the appointment of an additional external examiner – especially if the internal examiner(s) disagree(s) strongly with the view of the external examiner; any such appointment shall be made in accordance with the approved procedures for the appointment of examiners.

CJ12.6 Where an additional external examiner is appointed under sub-paragraph 12.5c, s/he shall prepare an independent preliminary report on the basis of the thesis and, if considered necessary, may conduct a further oral examination. That examiner must not be informed of the recommendations of the other examiners. On receipt of the report from the additional external examiner, the examination process will be completed as set out in paragraph 8.4.

CJ12.8 A further examination in addition to the oral examination may be requested by the examiners. In such cases the approval of the University's Research Degrees Sub-Committee shall be sought without delay. Where such an examination is arranged following an oral examination, it shall normally be held within two calendar months of the oral examination unless the University's Research Degrees Sub-Committee permits otherwise. Any such examination shall be deemed to be part of the candidate's first examination.

CJ13 RE-EXAMINATION IN PHASE 3

CJ13.1 One re-examination may be permitted by the University's Research Degrees Sub-Committee subject to the following requirements:

- a) a candidate who fails to satisfy the examiners at the first examination, including where appropriate the oral or approved alternative examination (see paragraph 8.2) or any further examination required under paragraph 12.7 may, on the recommendation of the examiners and with the approval of the University's Research Degrees Sub-Committee, be permitted to revise the thesis and be re-examined;
- b) the examiners shall provide the candidate, through SLS staff, with written guidance on the deficiencies of the first submission; and
- c) the candidate shall submit for re-examination within the period of one calendar year from the date of the oral examination; where the University's Research Degrees Sub-Committee has dispensed with the oral examination the re-examination shall take place within one calendar year of the date of this dispensation (see paragraph CJ12.2). The University's Research Degrees Sub-Committee may, where there are good reasons, approve an extension of this period.

CJ13.2 The University's Research Degrees Sub-Committee may require that an additional external examiner be appointed for the re-examination; any such appointment shall be made in accordance with the approved procedures for the appointment of examiners.

CJ13.3 There are four forms of re-examination:

- a) where the candidate's performance in the first oral or approved alternative examination (see paragraph CJ8.2) or further examination (see paragraph CJ12.8) was satisfactory but the thesis was unsatisfactory and the examiners on re-examination certify that the thesis as revised is satisfactory, the University's Research Degrees Sub-Committee may exempt the candidate from further examination, oral or otherwise;
- b) where the candidate's performance in the first oral or approved alternative examination (see paragraph 8.2) or further examination (see paragraph 12.7) was unsatisfactory and the thesis was also unsatisfactory, any re-examination shall normally include a re-examination of the thesis and an oral (but see 13.11) or approved alternative examination (see paragraph 8.2);
- c) where on the first examination the candidate's thesis was satisfactory but the performance in the oral and/or other examination(s) was not satisfactory, the candidate shall be re-examined in the oral and/or other examination(s), within six months, without being requested to revise and re-submit the thesis;
- e) where on the first examination the thesis was satisfactory but the candidate's performance in relation to the other requirements for the award of the degree was not satisfactory, the examiners may propose instead a different form of re-examination to test the candidate's abilities; such examination may take place only with the approval of the University's Research Degrees Sub-Committee.

CJ13.4 In the case of a re-examination under sub-paragraphs 13.3a, b or c, each examiner shall read and examine the thesis and submit, on the appropriate

form, an independent preliminary report on it to SLS before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the thesis provisionally satisfies the requirements of the degree (as set out in paragraphs 1.1 and 1.2) and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.

CJ13.5 Following the re-examination of the thesis under sub-paragraph CJ13.3a or following an oral or other examination under CJ13.3b, c, d or e, the examiners shall, where they are in agreement, submit to SLS, on the appropriate form, a joint report and recommendation relating to the award of the degree. The preliminary reports and joint recommendation of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work to justify the chosen recommendation (E13.6).

Where the examiners are not in agreement, separate reports and recommendations shall be submitted.

CJ13.6 Following the completion of the re-examination the examiners may recommend that:

- a) the candidate be awarded the degree;
- b) the candidate be awarded the degree subject to minor amendments being made to the thesis (see paragraph 13.7);
- c) the candidate be not awarded the degree and be not permitted to be re-examined (see paragraphs 13.11 and 13.12).
- d) the candidate be awarded the degree of MProf subject to the presentation of the thesis amended to the satisfaction of the examiners.

CJ13.7 Where the examiners recommend that the degree be awarded subject to the candidate amending the thesis to the satisfaction of the internal and/or the external examiner(s) (13.6.b), they must indicate on the appropriate form what amendments are required.

CJ13.8 Where the examiners' recommendations are not unanimous, the University's Research Degrees Sub-Committee may:

- a) accept a majority recommendation (provided that the majority recommendation includes at least one external examiner); or
- b) accept the recommendation of the external examiner; or
- c) require the appointment of an additional external examiner; any such appointment shall be made in accordance with the approved procedures for the appointment of examiners.

CJ13.9 Where an additional external examiner is appointed under sub-paragraph 13.8c, s/he shall prepare an independent preliminary report on the basis of the thesis and, if considered necessary, may conduct a further oral examination. That examiner should not be informed of the recommendations of the other examiners. On receipt of the report from the additional examiner, the examination process will be completed as set out in paragraph 8.4.

CJ13.10 A further examination in addition to the oral examination may be requested by the examiners. In such cases the approval of the University's Research Degrees Sub-Committee shall be sought without delay. Where such an examination is arranged following an oral examination, it shall normally be held within two calendar months of the oral examination unless the University's Research Degrees Sub-Committee permits otherwise.

CJ13.11 In the case of a re-examination under sub-paragraph 13.3b, where the examiners are of the opinion that the revised thesis is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the University's Research Degrees Sub-Committee dispense with the oral examination and not award the degree under sub-paragraph 13.6c (see also paragraph 13.12).

CJ13.12 The Academic Board may decide, on the recommendation of the examiners, that the degree be not awarded, and that no re-examination be permitted. In such cases, the examiners shall prepare an agreed statement of the deficiencies of the thesis and the reason for their recommendation, which shall be forwarded to the candidate by SLS.

CJ14 RECOMMENDATION FOR AWARD

CJ14.1 Award of the Doctorate in International Criminal Justice (DICJ)

Subject to the requirements in Regulation 1.1 & 1.2, the Academic Board, on the recommendation of the examiners, will award a Doctorate in International Criminal Justice to all candidates who have:

- passed all the taught Modules required in Phase 1 of the programme; and
- passed the thesis element in Phase 2 and 3 (including the completion and approval of any amendments required by the examining team).

CJ 14.2 Award of Master of Professional Studies in International Criminal Justice (MProf)

The award of MProf International Criminal Justice will be awarded to a candidate who, having critically investigated and evaluated an approved topic/area of professional practice, and demonstrated an understanding of research methods appropriate to the chosen field, has presented and defended a thesis by Viva Voce to the satisfaction of the examiners.

The MProf is a staged exit award providing a potential alternative exit point for a candidate who may be unable to, or does not wish to, complete the full DICJ programme. Provided a candidate has satisfied all requirements for the award of MProf, the examiners may also recommend this award should doctoral standard not be met after the oral examination assessment process has been concluded (see annex 2 for details).

CJ14.3 Aegrotat and Posthumous awards

In cases where a candidate is unable to complete the research through ill health (on medical grounds) an *aegrotat* may be awarded. However, sufficient evidence of the student's achievement at doctoral (for DProf) or masters level (for MProf) would need to be presented for examination. A thesis or alternative form of submission such as a collection of published material, papers or reports with a critical introduction and presented as a bound thesis, would be acceptable for this purpose. Candidates will also be assessed on an individual basis by the Research Degrees Sub-Committee (on the advice of the supervisory team) to determine whether an oral examination would be necessary or would need to be dispensed with.

In such cases the Research Degrees Sub-Committee will seek evidence that the candidate would have been likely to succeed had the oral examination taken place.

CJ15 APPEALS AGAINST THE RECOMMENDATIONS OF THE EXAMINERS IN PHASE 3 OF THE PROGRAMME

CJ15.1 A candidate may appeal against the recommendation of the examiners in Phase 3 under the appeals procedure for research degrees (information available from the Student Intranet).

CJ15.2 A candidate's appeal may be made only in relation to a recommendation of the examiners. Complaints by a candidate on the inadequacy of supervision or other arrangements during the period of study are governed by the separate Student Complaints Procedure (information available from the Student Intranet) and may not be submitted as grounds for appeal.

1 PURPOSE

The main purposes of the DICJ Module Assessment Board are to

- i) agree the final moderated results for each taught Module within the DICJ Programme. The Board will moderate the standards for each Module, by overseeing the moderation processes carried out by internal examiners and by agreeing the final moderated results.

The Board must

- moderate sets of Module marks
 - agree the marks for each Module
- 2) decide candidates' entitlement to progress between Phases I and 2 of the Programme.

The Board will agree:

- decisions on progression
- decisions on referrals
- all reassessment requirements
- decisions on extenuating circumstances
- decisions on action to be taken for missing marks
- decisions on cases of suspected cheating
- decisions following admission of a candidate's appeal relating to the taught Modules.

2 CONSTITUTION

The DICJ Module Assessment Board shall be appointed by the Faculty of Development and Society.

Members of the Board shall be:

Chair
Programme Leader
One Internal Examiner for each Module
External Examiner(s)
Secretary appointed by the Director of SLS

The Chair of the Board shall be appointed by the Faculty of Development and Society for a fixed period of office, normally 4 years. The Chair

- shall be a member of the teaching staff, normally based within the Faculty
- shall have substantial course management/leadership experience or prior substantial experience as an examiner in another institution
- shall not be the Executive Dean of the Faculty, nor the Programme Leader
- shall not have any significant involvement in the administration or delivery of the programme.

3 DUTIES

The DICJ Module Assessment Board shall

- agree results for each Module, by
 - checking the marking standards and range within each Module
 - comparing sets of Module marks to ensure comparability, adjusting marks sets as a whole, if deemed appropriate

If necessary the Board may ask for a set of assessments to be remarked

- consider the overall performance of each registered candidate in the taught Modules within the programme, taking account of information provided on extenuating circumstances, in order to:
 - decide entitlement to progress from Phase 1 to Phase 2
 - agree the arrangements for reassessment for each candidate including methods and timing
 - agree action to be taken in the case of missing marks
 - consider cases of alleged cheating and determine the action to be taken
- inform the Research Degrees Sub-Committee of candidates' performance in the taught Modules of the Programme
- consider APL claims in accordance with University procedures
- consider appeals relating to the taught Modules referred to the Board by the Director of SLS or the Academic Board, in accordance with the University's Appeals Regulations
- refer to the Faculty Board of Studies or to the Academic Board such matters as it considers relevant

4 ACTION BEFORE THE MEETING

Documentation for the DICJ Module Assessment Board

The Board shall receive for each taught Module within the Programme

- a list of all candidates registered for the Module
- for each candidate, the marks for all assessment components of the Module, together with the overall Module mark
- any explanation for any missing marks, together with any supporting evidence and recommendation from internal examiners on action to be taken
- information on extenuating circumstances submitted by candidates in explanation of failure or poor performance, and any staff recommendations for action
- information on any alleged cases of cheating
- any additional information about the assessment of a Module

Documentation for External Examiner/s

To perform their duties, including moderation and sampling, external examiners should:

- be involved in all aspects of assessment contributing to decisions on Module marks
- receive samples of candidates' work, with copies of assignments and marking schemes contributing to decisions on Module marks
- agree sampling with the Module Team, to encompass all assessment modes and all levels of performance across the full marks range
- note that moderation is only possible for the marks for the Module as a *whole*, not for individual candidates on the basis of sampling only. If a potential problem with a mark(s) is identified as a result of sampling, this should be referred back to the Module team for review, in context of the marking for the Module as a whole.

Administrative process

The Chair, Secretary and Programme Leader should work together to:

- ensure all documentation is available for the Board and that the External Examiner/s and all members receive the necessary details

- co-ordinate Module results by candidate profile where straightforward, and annotated where discussion is expected (eg extenuating circumstances/borderlines)
- co-ordinate/collate all extenuating circumstances forms, relevant documentary evidence and other relevant notes on individual students; if appropriate arrange meeting of filtering committee to consider extenuating circumstances

5 ACTION AT THE MEETING

Confidentiality

All proceedings of the meeting should be strictly confidential; the Chair should read out the confidentiality statement included in the University's Assessment Handbook at the start of the meeting.

Moderation Process / Business of the Board

The Board should follow the same moderation procedures as described in the University's Assessment Handbook for the operation of Subject Assessment Boards.

The operation of the Board should follow the same procedures as described in the University's Assessment Handbook for the operation of Award Assessment Boards.

6 ACTION AFTER THE BOARD

The same procedures should be followed as described in the University's Assessment Handbook for the operation of Award Assessment Boards.

The DICJ Module Assessment Board also has a responsibility to inform the University's Research Degrees Sub-Committee of the performance of candidates in Phase 1 (see Regulations Section 5) to enable the RDSC to form a judgement of candidates' fitness to proceed to the Thesis stage.

Intermediate Award – Master of Professional Studies (International Criminal Justice)

MProf (ICJ) award

This award will enable students who are unable to, or who may be advised not to, complete the full DICJ award to exit their programme of study with an alternative intermediate award following completion of the DICJ2. It is not anticipated that this award would be actively marketed or recruited to, but that it would simply provide an award, where appropriate, for some students. Students must have passed all assessment tasks to be eligible to apply.

Students wishing to exit with this award will be required to complete a dissertation (25-30,000 words) based on the work they have completed up to DICJ2 approval and based on the themes presented at that time.

This dissertation will be assessed by oral examination and students will be required to respond to questions and engage in discussion of their work in a viva voce examination with an examination panel including at least one external examiner.

Summary of Assessment requirement for MProf (ICJ) Award

- **A dissertation** that presents a critical discussion and evaluation of the student's key professional interests reflected in the work they have completed at the DICJ2 stage. This will include an informed critical awareness of the theoretical and professional perspectives which have helped them develop new insights into their chosen theme in the area of international criminal justice and will contain a critical literature review.

25 -30,000 words

- **A viva voce Oral examination**

Transfers to MProf (ICJ) Award

Transfers to the MProf (ICJ) award may only occur at the successful completion of the DICJ2. It will be considered upon application by the student as a consequence of an unanticipated change in circumstances that prevent a student from continuing with their DICJ studies or upon recommendation by the Research Degrees Sub-Committee during the DICJ2 process. The MProf (ICJ) award option will also be available for a student who submits a final DICJ thesis but fails, in the end, to satisfy examiners.

The minimum duration of the MProf (ICJ) is three years while the maximum duration is seven years the same as the maximum duration of a full DICJ award.