

Approval of PhD Subjects

Category:	Academic
Last Modified:	May 2012
Review Date:	May 2014
Approved By:	Chair, Academic Board
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Introduction:

The degree of Doctor of Philosophy is offered in a wide range of subject areas and from time-to-time a new subject area is proposed. Proposals for any new PhD subjects require CUAP approval (even if the subject has been taught at undergraduate or masters levels). This policy lays out the information which must be provided to the UC Postgraduate Committee and Academic Administration Committee for consideration of a recommendation of a new subject to the Academic Board.

Policy Statement:

The PhD regulations and guidelines require supervisors to be appropriately qualified and to have research interests and/or methodological expertise relevant to the proposed research of the candidate. Both the PhD enrolment process and the code of practice for research theses also require Heads of Departments/Schools to establish that appropriate supervision and resources are available. Before a new PhD subject is approved, the Academic Board must therefore be confident that the academic unit responsible is generally capable of meeting these requirements.

Applications to establish a new PhD subject should include adequate evidence to establish the following:

1. The academic unit which will be responsible for candidates enrolled in the subject.
2. That there are sufficient supervisors available to ensure competent supervision, and co-supervision, of candidates at doctoral level in the subject area over a full period of candidature (allowing for staff leave, etc). This will normally be adequately demonstrated by CVs of the staff concerned along with a statement as to their experience as supervisors.

3. That the academic unit is able to meet the minimum resources for research students (as specified in the Provision of Resources Policy: Support for PhD Students), in addition to any specialised resources that the subject may require.
4. That the academic unit has an appropriate academic structure for providing oversight and approval of research topics and progress of candidates.
5. Where the subject area encompasses more than one Department/School, all Heads of Departments/Schools concerned support the proposal.

Procedures:

Following approval at relevant Department/School level, the proposal should be sent concurrently to the relevant Faculty and to the UC Postgraduate Committee. If the Postgraduate Committee is satisfied that the conditions above are met, it will recommend to the Academic Administration Committee that the subject be added to the PhD schedule. The Academic Administration Committee will consider the proposal as a whole, including the Faculty recommendation, before forwarding its recommendation to the Academic Board, Council and CUAP for final approval.

Related Policies, Procedures and Forms:

- [PhD Regulations and Guidelines](#)
- [Research Work for a Masters or PhD Thesis Code of Practice for Heads of Department/School, Supervisors and Students](#)
- [PhD registration form](#)
- [Provision of Resources – Support for PhD Students](#)

Version Control Table		
Action	Approval Body	Date Amended
Full Review <i>No changes, rolled over for another 2-year period.</i>	Chair, Academic Board	30 March 2010
Full Review <i>Minor changes</i>	Chair, Academic Board	9 May 2012

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