

CONSTITUTION OF UNIVERSITI BRUNEI DARUSSALAM
(SECTION 29)
DOCTOR OF PHILOSOPHY REGULATIONS

Approved by UBD Council on 1st August, 2005

PhD Programme by Research

1. The University offers a Doctor of Philosophy (PhD) programme by *research*.

Interpretation

2. In these Regulations, unless the context otherwise requires:

"Constitution" means the Constitution of Universiti Brunei Darussalam;

"Dean" means the Dean of the Faculty concerned, and includes the Dean of the Sultan Hassanah Bolkiah Institute of Education, the Dean of the Sultan Haji Omar Ali Saifuddin Institute of Islamic Studies, the Director of the Academy of Brunei Studies, and the Head of any institution established under section 18(1) of the Constitution;

"Faculty" means a Faculty or institution established under section 18(1) of the Constitution, and includes the Sultan Hassanah Bolkiah Institute of Education, the Sultan Haji Omar Ali Saifuddin Institute of Islamic Studies and the Academy of Brunei Studies;

"Faculty Board" means the Board of the Faculty concerned;

"institution" means an institution of the University as defined in section 2 of the Constitution;

"Registrar and Secretary" means the Registrar and Secretary of the University;

"the University" means Universiti Brunei Darussalam.

Admission

3. Subject to regulation 4, a candidate must have, in addition to the general admission requirements of the University, a Master's degree or a First Class Honours degree or Upper Second Class Honours degree or equivalent in the relevant discipline, where required, of Universiti Brunei Darussalam or another institution recognised by the Senate and must submit

evidence of adequate training and ability to undertake the proposed programme.

4. (1) Notwithstanding regulation 3, the Senate may, on the recommendation of the Faculty Board and on the merits of each case, permit a Master's degree candidate of the University to convert to become a PhD candidate if the candidate satisfies the following requirements: -

(a) he is registered as a candidate for a Master's degree by *research* or by *coursework and dissertation* in the same discipline;

(b) the field or topic of his research for the Master's degree is the same or is related or relevant to that proposed for the degree of PhD;

(c) he has completed at least 8 months but not more than 18 months as a Master's candidate; and

(d) his supervisor for the Master's degree has reported favourably on the research undertaken by him so far and strongly recommends his application for conversion to become a PhD candidate.

(2) When admitting a candidate under paragraph (1), the Senate may, on the recommendation of the Faculty Board and on the merits of each case, have the whole or part of the period spent as a Master's degree candidate counted as part of the minimum period of the PhD candidature *provided that* the period counted must not exceed 12 months if he is converting to become a full-time PhD candidate or 24 months if he is converting to become a part-time PhD candidate.

(3) For the purpose of this regulation, one month completed as a full-time Master's candidate shall count as one completed month of full-time study or two completed months of part-time study for the PhD or two months completed as a part-time Master's candidate shall count as one completed month of full-time study or two completed months of part-time study for the PhD.

5. Subject to the provisions contained in these Regulations, a full-time officer or teacher of the University may be admitted as a part-time candidate if he satisfies the academic requirements for admission and possesses research experience approved by the Senate.

Exemption

6. The Senate may, in exceptional circumstances and on the recommendation of the Faculty Board concerned, grant such exemptions as it deems fit from the requirements of these Regulations.

Application

7. An application for admission must be made on the prescribed Application Form and submitted to reach the Registrar and Secretary, normally at least two months prior to the proposed date of admission, giving details of the applicant's qualifications, research experience and proposed scheme of advanced study and research.

8. An application for admission shall normally be referred in the first instance to the Faculty Board concerned for consideration and recommendation to the Senate for approval if the applicant is recommended for admission, giving the following details:

(a) the proposed field of research;

(b) the type of candidature proposed, that is, whether as a full-time or part-time candidate and the minimum period of candidature if it is to be more than the minimum specified in regulation 12(a);

(c) any course or courses to be taken by the candidate and whether or not he must take and pass the prescribed examination or examinations;

(d) the language in which the thesis is to be written if it is to be in a language other than English; and

(e) any other matter that the Faculty Board may wish to highlight or bring to the attention of the Senate.

The decision of the Senate on an application shall be final.

Appointment of Supervisor

9. (1) The Faculty Board shall, when recommending the admission of a candidate, appoint at least one supervisor from among the full-time staff of the University to guide, direct and supervise the candidate. Where more than one supervisor are appointed, one shall be named as the chief supervisor.

(2) The Senate may, on the recommendation of the Faculty Board, appoint any suitably qualified person from outside the University as an honorary advisor to assist in guiding and supervising the candidate.

(3) The supervisor and the chief supervisor of a candidate are each required to submit to the Faculty Board, through the Dean of the Faculty and the Head of department concerned; the following confidential reports on the candidate's study and research:

(a) a progress report at the end of each 6-month period, calculated from the date of admission; and

(b) a final report when the candidate is submitting his thesis for examination.

(4) The honorary advisor of a candidate shall submit a confidential report on the work and progress of the candidate as and when required by the supervisor or the chief supervisor, as the case may be. The report shall be submitted to the Faculty Board, through the Dean and the Head of department concerned.

Annual Registration and Payment of Fees

10. A candidate must renew his registration as a student of the University on the anniversary of the date of his admission and pay the prescribed fees, where applicable, failing which he shall be deemed to have withdrawn as a candidate.

Period and Nature of Advanced Study and Research

11. (a) Subject to regulations 13 to 15, a candidate is required, after admission, to pursue the approved scheme of advanced study and research in the University for not less than 36 months in the case of a full-time candidate or not less than 60 months in the case of a part-time candidate *provided that* the Senate may, on the merits of each case and on the recommendation of the Faculty Board, reduce

the said minimum period of candidature by up to 12 months in the following circumstances:

(i) in the case of conversion from a Master's degree candidate to become a PhD candidate as provided for in regulation 4(2); or

(ii) where the candidate possesses a Master's degree in the relevant discipline, where required.

(b) The method of counting set out in regulation 4(3) shall be used for the purpose of counting the period of candidature completed by a candidate when considering and permitting the candidate to convert from full-time to part-time, and *vice versa*.

12. The Senate may at any time require a candidate to terminate his candidature if it is not satisfied with the progress of the candidate.

13. (a) Subject to paragraph (b) of this regulation, every candidate, whether full-time or part-time, is required to spend at least 6 months of full-time study and research in the University *provided that* this requirement may be fulfilled in stages prior to submission of the thesis for examination.

(b) The requirement of paragraph (a) is also applicable to a candidate who had enrolled for the programme while a full-time staff member of the University and who had since left the service of the University before completing 6 months of resident service, calculated from the date of admission as a candidate. In this event, such candidate must put in full-time study and research at the University to make up a total of 6 months, including the period of resident service served in the University calculated from the date of his admission as a candidate.

14. Subject to regulations 13(a) and 15, the Senate may, on the recommendation of the Faculty Board concerned, permit a candidate to undertake part of the approved scheme of advanced study and research in an approved institution outside the University (hereinafter referred to as "the approved place of research"), subject to the following conditions:

(a) the Faculty Board shall, wherever possible, recommend a suitably qualified person from the approved place of research for appointment as an honorary advisor under regulation 9(2) to assist in guiding and supervising the candidate; and

(b) there must be frequent and regular contact between the candidate and his supervisor.

15. Notwithstanding regulation 14, if a candidate's research requires him to undertake field work away from the University for long periods, the supervisor or the chief supervisor, as the case may be, is empowered to approve in writing the candidate's absence from the University for the said purpose *provided that* the approved periods of absence must not exceed a total of 6 months and provided further there is frequent and regular contact between the candidate and his supervisor. The prior approval of the Senate must be obtained under regulation 14 if such absence is to exceed the prescribed limit of 6 months.

16. A candidate must follow and attend such lectures, tutorials, seminars, class or practical work as may be prescribed by the Faculty Board or by his supervisor or chief supervisor. The Faculty Board may also require the candidate to pass the examination prescribed for any course taken.

17. A full-time candidate is not permitted to engage in full-time employment or, if employed, must be granted leave by his employer to undertake the programme. The supervisor or chief supervisor, as the case may be, may however, permit a full-time candidate to undertake employment not exceeding 10 hours a week.

18: (1) Subject to paragraphs (2) and (3) of this regulation, a candidate must complete the approved scheme of advanced study and research and submit his thesis for examination not later than 60 months if he is a full-time candidate or not later than 84 months if he is a part-time candidate, calculated from the date of admission to the date of submission of the thesis for examination, failing which his candidature shall be deemed to have lapsed.

(2) Notwithstanding paragraph (1) of this regulation, the Senate may, in exceptional cases and on the recommendation of the Faculty Board concerned, extend the candidature of a candidate beyond the maximum period specified in paragraph (1) subject to such conditions as the Senate may determine provided that any such extension granted must not exceed 24 months.

(3) For the purpose of this regulation:

(a) sick leave or any period of suspension of candidature granted by the Senate other than suspension on disciplinary grounds shall not be counted as part of the prescribed maximum period of candidature; and

(b) the method of counting set out in regulation 4(3) shall apply *mutatis mutandis* when calculating the period of candidature mentioned in paragraphs (1) and (2) of this regulation.

Submission of Title of Thesis

19. (1) A candidate must after consultation with his supervisor and the chief supervisor, as the case may be, submit the following for approval of the Senate, through the Faculty Board:

(a) the provisional title of his thesis, not later than 12 months in the case of a full-time candidate or not later than 18 months in the case of a part-time candidate, calculated from the date of admission; and

(b) the firm title of his thesis at least 6 months prior to the proposed date of submission of his thesis for examination.

(2) If the Senate is of the opinion that the provisional or firm title is different or has deviated from the approved field of research or that the firm title is different or has deviated from the provisional title, the Senate may require the candidate to spend a longer period of candidature before permitting him to submit his thesis for examination *provided* that any extension of time imposed in such cases must not go beyond the maximum period of candidature allowed under regulation 18.

Submission of Thesis for Examination

20. (a) A candidate is required to give to the Registrar and Secretary at least 3 months of notice in writing of his intention to submit his thesis for examination.

(b) The thesis must contain original work or critical interpretation worthy of publication.

21. (a) A candidate must obtain the written consent of his supervisor and the chief supervisor, as the case may be, to submit his thesis for examination. If consent is not given, the supervisor or the chief supervisor must submit

a confidential report, giving the reasons for his decision, to the Faculty Board and the Senate, through the Dean concerned.

(b) If a candidate is of the opinion that his supervisor or chief supervisor, as the case may be, is not justified in not permitting him to submit his thesis for examination, the candidate may lodge an appeal in writing to the Senate, through the Registrar and Secretary, giving his reasons in detail. The Registrar and Secretary shall, having obtained the comments of the Dean, the Head of department, the supervisor and the chief supervisor, submit the appeal to the Senate.

(c) The decision of the Senate on a matter under this regulation shall be final.

22. (1) A candidate must submit five unbound copies of his thesis for examination, one of which shall be retained by the Office of the Registrar and Secretary as a reference copy.

(2) The thesis must be submitted in the form given below:

(a) it must be cyclostyled, printed or type-written in international size A4(210mm x 297mm);

(b) each page must have a margin of 3.7cm to provide for binding later;

(c) the thesis must be preceded by the following in the order given: title page, acknowledgements, table of contents, abstract, all of which must accompany the text of the thesis; and

(d) pages preceding the text must be numbered in Roman numerals and pages of the text must be numbered in Arabic numerals; if the thesis consists of more than one volume, one sequence of numbering must be used for the text.

(3) If the thesis is approved by the Board of Examiners or if there are amendments or corrections required by the Board of Examiners and all amendments or corrections have been made to the satisfaction of the supervisor and the chief supervisor, as the case may be, the candidate shall then be required to have the approved thesis bound in the form mentioned in paragraph (2) of this regulation. In addition:

(a) the title and the author's name

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must be given in block letters on the cover;

(b) the title or abbreviation thereof and the author's name must be given on the spine of the thesis; and

(c) the thesis must be bound in dark blue with gold lettering not exceeding 16 pts.

(4) The original and four copies of the bound thesis must be submitted to the Registrar and Secretary not later than two months from the date of written notification of the examination results, failing which this may result in a delay in the degree being conferred on the candidate. Prior written approval of the Registrar and Secretary must be sought and obtained if additional time is required for the binding and submission of the thesis.

23. All theses must be written in English except those approved by the Senate at the time of admission to be written in a language other than English or where allowed for under regulation.

24. Without the approval of the Senate, theses in the Department of Malay Language and Linguistics and the Department of Malay Literature may be written in Malay and theses in the Institute of Islamic Studies may be written in Malay or Arabic. The language in which a thesis is to be written must, however, be determined and reported to the Senate at the time of admission.

25. A thesis written in English must contain an abstract not exceeding 500 words written in that language and in a form suitable for publication.

26. A thesis written in a language other than English must contain an abstract not exceeding 500 words written in that language and in a form suitable for publication. The thesis must also be accompanied by an abstract which shall not exceed 200 words written in English and in a form suitable for publication.

27. A thesis must not exceed 100,000 words, including footnotes but excluding appendices, tables, diagrams, bibliography, maps, charts, statistical tables, graphs, illustrations, etc. unless prior permission of the Senate has been obtained to exceed this limit. If the thesis incorporates reproduction or translation of a text such material shall not be counted but the candidate's own comments or criticism shall be counted. An application to exceed this limit must be made in writing to the Senate, through the supervisor or chief supervisor, as the case may be, and the Faculty Board at least three months prior to the

date of submission of the thesis for examination, giving the reasons why it is not possible to adhere to the prescribed limit.

28. A candidate may not submit as his thesis work which has been submitted for a degree of the University or any other university or institution. He is however, not precluded from incorporating any part of such work in the thesis provided that he clearly indicates in the thesis that part of the work which has been so incorporated. He may in addition submit such other published work as he desires provided it has not already been submitted for a degree of the University or any other university or institution.

29. A candidate may, with the approval of his supervisor or chief supervisor, as the case may be, publish papers on his work during his candidature provided that due reference is made to the University in all publications.

30. The original and copies of a thesis, whether approved or not, shall remain the property of the University. The original of an approved thesis shall be kept in the Office of the Registrar and Secretary and one copy shall be deposited in the University Library.

Appointment of Examiners

31. Subject to regulation 32, the Senate shall, having considered the recommendation of the Faculty Board, appoint the following to examine the thesis of a candidate;

(a) at least one internal examiner from among the full-time staff of the University other than the supervisor and the chief supervisor; and

(b) two external examiners.

32. If no full-time staff member can be found for appointment as internal examiner, the Senate shall appoint an additional external examiner, making it a total of three external examiners to be appointed.

Board of Examiners

33. (a) The examiners' reports on the thesis shall be submitted to the Board of Examiners concerned, consisting of the following:

The Vice-Chancellor as Chairman;
The Dean of the Faculty concerned;
The Head of department concerned;

The internal examiner;
 The external examiners if present at the University;
 The chief supervisor of the candidate, if appointed; and
 The supervisor of the candidate;

(b) The Registrar and Secretary or his deputy shall be Secretary to the Board of Examiners.

34. The Board of Examiners shall, having considered the the thesis of a candidate, decide as follows:

(a) that the candidate has passed the examination for the award of the degree of Doctor of Philosophy; or

(b) that the candidate has passed the examination subject to minor amendments or corrections to be made to the thesis and that he be awarded the degree of Doctor of Philosophy or Master in the appropriate field provided that he has amended and corrected the thesis to the satisfaction of his supervisor or the chief supervisor, as the case may be; or

(c) that the candidate be required to pursue a further scheme of work and research and to revise his thesis over a period of time to be determined by the Board of Examiners at the end of which he may resubmit the revised thesis for examination; or

(d) that the candidate has failed the examination for the degree of Doctor of Philosophy; or

(e) that the candidate has failed the examination for the degree of Doctor of Philosophy but has nevertheless reached the required standard for the award of the degree of Master and that the candidate be awarded the degree of Master in appropriate field of the Faculty concerned; or

(f) that the candidate be deemed as having passed the examination for the award of the degree of Doctor of Philosophy provided that he presents himself for an oral examination on the subject matter of his thesis before a panel consisting of the following members and he satisfies the panel in the said oral examination:

The Dean of the Faculty as a non-voting Chairman;

The internal examiners;

The external examiners if present at the University;

A staff member of the department concerned who is conversant with the candidate's field of research appointed by the Senate on the recommendation of the Faculty Board concerned; and

An expert in the candidate's field of research from outside the University but within Brunei Darussalam, if available, to be appointed by the Faculty Board concerned:

Provided that if the candidate fails to satisfy the panel in the oral Examination, the panel shall report back to the Board of Examiners concerned, which shall then deal with the case in accordance with paragraph (c) or (e) above.

35. The Report of the Board of Examiners shall be submitted to the Senate and the recommendations contained therein shall be subject to the approval of the Senate.

36. If the decision of the Board of Examiners is as set out in regulation 34(c), the candidate shall submit the revised thesis for examination as set out in regulations 21 to 28.

37. A candidate who has been awarded the degree of Doctor of Philosophy or Master under these Regulations may, with the permission of the Registrar and Secretary, publish his thesis or part thereof.

Award of Degree

38. A candidate may be awarded the degree of Doctor of Philosophy or Master if he has:

(a) fulfilled the requirements of these Regulations;

(b) been recommended by the Board of Examiners concerned for the award of the degree of Doctor of Philosophy or Master, as the case may be; and

(c) paid all of the prescribed fees, where applicable.