



# REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

Universiti Brunei Darussalam

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CONSTITUTION OF UNIVERSITI BRUNEI DARUSSALAM  
(Section 29)

REGULATIONS FOR DOCTOR OF PHILOSOPHY

Universiti Brunei Darussalam confers the Doctor of Philosophy degree in recognition of the original works of research and systematic studies that advance knowledge. The procedures described in these regulations allow candidates to meet the requirements of Universiti Brunei Darussalam for the award of the degree of Doctor of Philosophy.

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/ Director of the Faculty/ Institute/ Centre/ Academy concerned;

“Faculty” means a Faculty/ Institute/ Centre/ Academy or institution established under section 18(1) of the University Constitution;

“Faculty Board” means the Board of the Faculty/ Institute/ Centre/ Academy or institution concerned;

“Institution” means an institution of the University as defined in section 2 of the University Constitution;

“Registrar” means the Registrar and Secretary of the University;

“The University” means Universiti Brunei Darussalam.

University Graduate Studies Committee

3. The University Graduate Studies Committee shall be appointed by the Vice Chancellor to act on behalf of the Senate, except as otherwise specified in these regulations.
4. The duties and responsibilities of the University Graduate Studies Committee shall include:

- a. Receiving the report of the Boards of Examiners constituted under Regulation 5 of these Regulations, and recommending to Senate the award of the Master or Doctor of Philosophy Degree;
- b. Making decisions on the termination of a candidate's registration as a student of the University, based on the candidate's academic performance, the Academic Regulations governing the Programme and the recommendations of the Faculty Graduate Studies Committee;
- c. Granting of Leave of Absence from the programme, either for reasons of ill-health or for personal reasons;
- d. Deciding on the award of exhibitions and prizes where such awards are provided for;
- e. Reporting to the Senate on any matter relating to the standard or manner in which the examinations of any of the programmes has been conducted; and
- f. Dealing with any other matters pertaining to the candidate's candidature and examinations covered by these Regulations or any matter which has been referred to the Committee by the Faculty Board.

#### Faculty Graduate Studies Committee

5. The Faculty Graduate Studies Committee is empowered to act on behalf of the Faculty Board concerned.
6. The duties and responsibilities of the Faculty Graduate Studies Committees shall include:
  - a. Receiving reports from the supervisor(s) of the candidate and monitoring the progress of the candidate; and
  - b. Making recommendations to the University Graduate Studies Committee regarding termination, extension and matters relating to a candidate's candidature, based on the Regulations governing the Programme and the aforesaid reports mentioned in clause 6 (a).

#### Joint and Double Degree Doctoral Programmes

7. A candidate may undertake an approved Joint or Double Degree Doctoral Programme with another university. The terms and conditions of the said programme shall be stated in a memorandum and agreement made between the Faculty and another

University, and approved by the Senate.

## Admission

8. In addition to the general admission requirements of the University, a candidate should have a Master's degree. In exceptional cases, with approval from the Senate, a first class Honours degree, or relevant qualifications from an institution recognised by the Senate, may be admitted. A candidate must submit evidence of adequate training and ability to undertake the proposed programme.
9. a. Notwithstanding Regulation 8, the Senate may, on the recommendation of the Faculty Graduate Studies Committee and depending on the merits of each case, permit a Master's by research degree candidate of the University to convert to a PhD candidate if the candidate satisfies the following requirements:
  - i. He/she is registered as a candidate for a Master's degree in the same discipline;
  - ii. The field or topic of his/her research for the Master's degree is related or relevant to that proposed for the degree of PhD;
  - iii. He/she has completed at least 12 and no more than 18 months as a Master's candidate; and
  - iv. The Faculty Graduate Studies Committee has evaluated the candidate's performance and makes a strong recommendation to the Senate in support of his/her transfer to the PhD programme.
- b. When admitting a candidate under Regulation 9 (a), the Senate may, on the recommendation of the Faculty Graduate Studies Committee and depending on the merits of each case, have whole or part of the period spent as a Master's degree by research candidate counted as part of the minimum period of the PhD candidature provided, that the period counted does not exceed 12 months for conversion to a full-time PhD candidate, or 24 months for conversion to a part-time PhD candidate.
- c. For the purpose of Regulation 9 (b),
  - i. Each period of 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; and
  - ii. Each period of 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.

10. A full-time staff member of the University may be admitted as a part-time candidate if the academic requirements for admission are satisfied as stated in Regulation 8 and approved by the Senate.

#### Exemption for Admission Requirements

11. The Senate may, in exceptional circumstances and on the recommendation of the Faculty Graduate Studies Committee, grant such exemptions as it deems fit from the requirements of Regulations 8 to 10.

#### Application for Admission

12. An application for admission must be made on the prescribed Application Form and submitted to the University, giving details of the applicant's qualifications, research experience and proposed scheme of advanced study and research.
13. An application for admission shall be submitted in the first instance to the Faculty Graduate Studies Committee concerned for consideration. The Faculty Graduate Studies Committee shall then send a recommendation to the University Graduate Studies Committee, 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
  - c. Any course or courses to be taken by the candidate and whether any prescribed examination is required; and
  - d. The language in which the thesis is to be written, i.e. English or Malay or Arabic; and
  - e. Any other matter that the Faculty Graduate Studies Committee 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 the Supervisor

14. a. The Faculty Graduate Studies Committee shall, when recommending the admission of a candidate, recommend to the University Graduate Studies Committee the appointment of the Supervisor from among the full-time staff of the University. The

Supervisor shall be principally responsible for the supervision and guidance of the candidate. One or more co-supervisors may additionally be appointed. The Supervisor and co-supervisor(s), if any, should possess appropriate expertise and experience in the research field.

- b. The Supervisor shall monitor the progress of the candidate. In case of unsatisfactory progress, the Supervisor may recommend termination of the candidature to the Faculty Graduate Studies Committee.
- c. The Supervisor shall submit to the Faculty Graduate Studies Committee, through the Programme Leader and the Dean concerned, the following confidential reports on the candidate's study and research;
  - i. A progress report at the end of each 6-month period, calculated from the date of admission; and
  - ii. A final report when the candidate is submitting his/her thesis for examination.

#### Annual Registration and Payment of Fees

- 15. A candidate must, on admission, register as a student of the University and pay the prescribed fees. A candidate must also renew his/her registration annually and pay the prescribed fees where applicable within the period allowed by the University. Failure to pay prescribed fees shall result in termination from a candidature.

#### Period of candidature and Residency Requirements

- 16.
  - a. A candidate is required to complete the approved scheme of advanced study and research, within 60 months in the case of a full-time candidate, or within 84 months in the case of a part-time candidate.
  - b. The Senate may grant the extension of the candidate's candidature beyond the period of candidature.
  - c. A candidate may apply only once for change of status from full-time to part-time or vice versa, within two years in the case of full-time candidate or three years in the case of part-time candidate. Such an application shall be recommended by the Faculty Graduate Studies Committee and approved by the Senate. For the purpose of determining the period of candidature of such a candidate, one month of full-time candidacy shall be deemed equivalent to two months of part-time candidacy.
- 17. With the exception of the Joint Doctoral Programme governed by Regulation 7, a candidate, whether full-time or part-time, is required to spend not less than 24 months

of residency at the University.

18. Subject to Regulations 17 and 19, the Senate may, on the recommendation of the Faculty Graduate Studies Committee concerned, permit a candidate to undertake part of the approved scheme of advanced study and research in an approved institution outside the University, within or outside the country (hereinafter referred to as “the approved place of research”), for up to a maximum period of 12 months, subject to the following conditions:
  - a. The Faculty Graduate Studies Committee shall, wherever possible, recommend a suitably qualified person from the approved place of research for appointment as a field supervisor under regulation 14 (a) to assist in guiding the candidate; and
  - b. There must be frequent and regular contact between the candidate and his/her Supervisor/co-supervisor(s).
19. Notwithstanding Regulation 18, if a candidate’s research requires him/her to undertake fieldwork away from the University for long periods, the Faculty Graduate Studies Committee, on the recommendation from the Supervisor may recommend that the candidate’s fieldwork schedule be approved by the University Graduate Studies Committee. There must be frequent and regular contact between the candidate and his/her Supervisor.
20. A full-time candidate is not permitted to engage in full-time employment. The University Graduate Studies Committee may permit a full-time candidate to undertake employment not exceeding 10 hours per week, provided that such employment is compatible with the candidate following the PhD programme full-time. The employment, however, is subject to the Laws and Regulations of Brunei Darussalam governing immigration and employment of university students.
21. A candidate must follow and attend such lectures, tutorials, seminars, class or practical work as may be prescribed by the Faculty Graduate Studies Committee or by his/her Supervisor. The Faculty Graduate Studies Committee may also require the candidate to read and/or pass the examination for additional prescribed modules taken.

#### Qualifying Assessment and Master of Philosophy

22. A candidate must pass the prescribed qualifying assessment in order to proceed further to PhD degree. The assessment by the Faculty Board must take place not earlier than 12 months and not later than 18 months of the candidature for full time candidate, and not earlier than 18 months and not later than 24 months of the candidature for part time candidate. The Senate shall approve, on recommendation by the Faculty Board, a prescribed method of assessment that may include presentations, interviews, written tests or combination of these.

23. The Senate shall, having considered the report by the Faculty Board, recommend as follows:
- a. Candidate qualifies to proceed to the PhD programme;
  - b. Terminate from PhD programme but refer to Board of Examiners if candidate does not have sufficient research work to continue for PhD but has completed sufficient work to consider for the award Master of Philosophy (MPhil) degree; and
  - c. Terminate from PhD programme if candidate fails to qualify to proceed to the PhD programme and did not complete sufficient work to award Master of Philosophy (MPhil) degree. Faculty board may make recommendation to the candidate to join other Master programme when appropriate.
24. a. Subject to paragraph (b) and (c) of this regulation, a candidate must complete the approved scheme of advanced study and research and submit his/her thesis for examination not later than 60 months if he/she is a full-time candidate or not later than 84 months if he/she is a part-time candidate, calculated from the date of admission to the date of submission of the thesis for examination, failing which his/her candidature shall be deemed to have lapsed.
- b. Notwithstanding paragraph (a) of this regulation, the Senate may, on the recommendation of the Faculty Graduate Studies Committee concerned, consider extending the candidature of a candidate beyond the maximum period specified in paragraph (a) subject to such conditions as the Senate may determine, normally up to 12 months, or longer under exceptional circumstances.
  - c. The Senate may grant, a Leave of Absence to a candidate, of normally up to 12 months or longer, under exceptional circumstances. Sick leave or a period of absence granted by the Senate shall not be counted as part of the prescribed period of candidature. Any period of absence due to disciplinary procedures shall, however, be included in the prescribed period of candidature.

#### Termination

25. The Faculty Graduate Studies Committee may recommend to the Senate that a candidature be terminated. The Senate may terminate the candidature of any candidate whose progress is considered by the Senate to be unsatisfactory, or who has failed to qualify to proceed to PhD degree after prescribed assessment or who has failed to comply with these PhD regulations. A candidate may appeal to the Senate against such termination, but in the case of such appeal the decision of the Senate shall be final.

### Submission of Title of Thesis

26. a. A candidate must, after consultation with his/her Supervisor, submit the following for approval of the Senate, through the Faculty Graduate Studies Committee:
  - i. The provisional title of his/her thesis, not later than 6 months in the case of a full-time candidate or not later than 12 months in the case of a part-time candidate, calculated from the date of admission; and
  - ii. The firm title and synopsis of the thesis, at least 6 months prior to the proposed date of submission of the thesis for examination; and
  - iii. Any changes in the provisional title, proposal and time schedule stated in (i).
- b. 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 Faculty Graduate Studies Committee to review the candidate's entire research work before permitting the candidate to submit his/her thesis for examination.

### Submission of Thesis for Examination

27. a. A candidate is required to give at least 3 months notice of his/her intention to submit his/her thesis for examination. Such notice must be given on the prescribed submission form through the Supervisor to the Dean of Graduate Studies and Research.
  - b. The Supervisor shall indicate his/her agreement to the candidate's submission of the thesis on the prescribed submission form. The Supervisor shall make such indication of his/her agreement known to the candidate.
  - c. The Supervisor must submit a final report on the candidate's candidature, to the Senate, through Faculty Graduate Studies Committee and the Dean concerned.
28. a. A candidate must submit the original and four softbound copies of his/her thesis as well as a digital copy, including an abstract not exceeding 500 words, to the Dean of Graduate Studies and Research for examination.
  - b. The thesis must be submitted in the form given below:
    - i. A thesis written in English or Malay must be printed in Times News Roman font at 12 point size, 1.5 lines spaced, on A4 size paper and single or double sided printing;

- ii. Each page must have a binding margin of 4.0 cm;
  - iii. The thesis must include the following prefatory materials: title page, dedication (if any), acknowledgements, declaration of originality, abbreviations, table of contents, an abstract not exceeding 500 words; and
  - iv. Prefatory materials 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.
- c. 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 Board of Examiners, the candidate shall then be required to have the approved thesis bound in the form mentioned in paragraph (b) of this regulation. In addition:
- i. the title and the author's name shall be printed in block letters on the cover;
  - ii. the title or abbreviations thereof and the author's name shall be printed on the spine of the thesis; and
  - iii. the thesis must be bound in dark blue cloth with stiff boards with gold lettering not exceeding 16 points.
- d. The original and four copies of the bound thesis must be submitted to the Dean of Graduate Studies and Research not later than two months from the date of written notification of the examination results. The prior written approval of the Dean of Graduate Studies and Research must be obtained if additional time is required for the binding and final submission of the thesis.
29. A thesis written in a language other than English must contain an English translation of the abstract. A thesis written in English must contain a Malay translation of the abstract.
30. A thesis must not exceed 100,000 words, including footnotes but excluding appendices, tables, diagrams, bibliography, maps, charts, statistical tables, graphs, illustrations and other additional materials if any, unless the 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 and the Faculty Graduate Studies Committee, 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.

31. With the exception of the Joint Doctoral Programme governed by Regulation 7, a candidate may not submit as his/her thesis work which has been submitted for a degree of the University or any other university or institution. A candidate is, however, not precluded from incorporating any part of such work in the thesis provided that he/she clearly indicates in the thesis that part of the work, which has been so incorporated. He/she may in addition submit other published work, provided it has not already been submitted for a degree of the University or any other university or institution.
32. With prior permission from the Dean of Graduate Studies and Research, a candidate may publish papers on his/her work during the period of candidature provided that due acknowledgements are made to the University in all publications. The publication rights are subject to the University's existing Intellectual Property Policies and related Regulations.
33. 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 Graduate Studies and Research and one hardbound copy as well as one digital copy shall be deposited in the University Library.

#### Appointment of Examiners

34. Subject to regulation 33, the University Graduate Studies Committee shall, having considered the recommendation of the Faculty Graduate Studies Committee, appoint the following to examine the thesis of a candidate;
  - a. Two external examiners from outside the University, at least one of whom shall be from outside Brunei Darussalam; and
  - b. One internal examiner from among the academic staff of the University other than the candidate's supervisor(s).
35. If no academic staff member can be found for appointment as internal examiner, the University Graduate Studies Committee shall appoint an additional external examiner.

#### Examination procedures

36. To be awarded with a doctoral degree, a candidate must pass both thesis and oral examination components.

#### Board of Examiners and Examination

37. 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 or his/her nominee;  
The Dean of the Faculty concerned or his/her nominee;  
The Programme Leader concerned or a Faculty member in the area of specialisation of the candidate, as nominated by the Dean;  
The external examiners if present at the University;  
The internal examiner; and  
The supervisor of the candidate as an observer.

- b. The Dean of Graduate Studies and Research shall be Secretary to the Board of Examiners.
- c. An oral examination is to be held at the University on the subject matter of the candidate's thesis before a panel. The panel will report the results to the Board of Examiners and shall consist of the following members:

The Dean of the Faculty as Chairperson or his/her nominee;  
The Programme Leader concerned or a Faculty member in the area of specialisation of the candidate, as nominated by the Dean;  
The external examiners if present at the University;  
The internal examiner; and  
The supervisor as an observer.

- 38. The Board of Examiners shall, having considered the examiners' reports, recommend as follows:
  - a. Accept the thesis with no/minor amendments to the thesis. Such amendments, if any, should be made to the satisfaction of the supervisor(s) and the revised thesis need not be re-examined.
  - b. Accept the thesis with major amendments to the thesis. Such amendments should be made to the satisfaction of the examiner(s), or supervisor(s), or both, and the revised thesis need not be re-examined.
  - c. Not to accept the thesis. The candidate should revise the thesis and amendments should be made to the satisfaction of the examiner(s), or supervisor(s), or both, and the revised thesis needs to be re-examined. A student may spend an additional period of research work before resubmission.
  - d. Not to award the PhD degree to the candidate. Depending on the candidate's completed research work, the Board of Examiners may recommend the Senate to award the candidate with the Master of Philosophy (MPhil) degree.

39. The Board of Examiners shall submit a report to the University Graduate Studies Committee, acting on behalf of the Senate, for approval. The University Graduate Studies Committee shall make appropriate recommendations to Senate for the award of the degree.
40. If the decision of the Board of Examiners is as set out in regulation 38 (c), the candidate shall submit the revised thesis for examination as set out in Regulations 28 to 33.
41. A candidate may seek leave to appeal the decision of the Examination Board in writing through the Dean of Graduate Studies and Research to the University Graduate Studies Committee. The decision of the University Graduate Studies Committee, acting on behalf of the Senate, shall be final.

#### Award of Degree

42. A candidate may be awarded the degree of Doctor of Philosophy if he/she 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; and
  - (c) paid all of the prescribed fees, where applicable.
43. A candidate may be awarded the degree of Master of Philosophy if he/she has:
  - (a) fulfilled the requirements of these Regulations;
  - (b) been recommended by the either Faculty Board or Board of Examiners concerned whichever applicable for the award of the degree of Master of Philosophy; and
  - (c) paid all of the prescribed fees, where applicable.