



Postgraduate Research Thesis and Examination Policy

1 Introduction and background

- 1.1 This policy sets out the requirements of postgraduate research degree theses, their submission, examination – including the nomination and approval of examining teams – and the award of postgraduate research degrees.

2 Purpose and scope

- 2.1 This policy applies to all research degrees programmes offered by the University of Northampton, as well as any delivered via partner arrangements, except where alternative arrangements have been agreed during the approval of the arrangement.

3.0 Definitions

- 3.1 Postgraduate Research Degrees are Doctor of Philosophy (PhD) (including Practice-based PhDs in The Arts), Doctor of Philosophy (PhD) by Published Works, Doctor of Business Administration (DBA), Doctor of Professional Practice (Health and Social Care) (D.Prof.Prac) and Master of Philosophy (MPhil).
- 3.2 The Graduate School is the University's central hub for postgraduate research degree administration, quality assurance and researcher development. The Head of the Graduate School is the academic lead. The Postgraduate Research Manager and administrative staff provide a university-wide administration for research degrees programmes.

4.0 Key principles

The thesis

- 4.1 In the majority of cases, the thesis will be a single written document submitted at the end of the research process. The length of the thesis should not normally exceed the following (theses word limits to exclude the preliminary pages (such as contents lists, abstract, acknowledgements), references, footnotes and appendices).

PhD (Social Science, Business and Education and Arts & Humanities)	80 000 words
PhD (Science)	40 000 words
MPhil (Social Science, Business and Education and Arts & Humanities)	50 000 words
MPhil (Science)	20 000 words
Professional research module theses (Social Science, Business and Education and Arts & Humanities)	40 000 words
Professional research module theses (Science)	20 000 words

Where the thesis contains extended passages of transcribed material, these may be presented in appendices and are excluded from the word count. Shorter extracts of verbatim transcription included in the body of the thesis are included in the word count.

Supervisors of science students undertaking interdisciplinary research degrees or using social scientific methods may seek permission from the RDC for the maximum thesis word limit of 80,000 words for a PhD and 50,000 words for an MPhil. Such requests should be made to the Research Degrees Board in the first instance. If considered to be an appropriate request, the chair of the RDB should seek approval from the RDC.

- 4.1.1 In the context of Practice-based PhDs in the Arts, 'thesis' is understood to denote the totality of the submission which may comprise a practical component (e.g. fine art exhibition, design, creative writing, musical composition, film, dance and performance) accompanied by an analytical commentary that sets the work in its relevant theoretical, historical, critical and design context. The analytical commentary shall conform to the usual scholarly requirements and be of an appropriate length. Section 9.16 of the Academic Regulations for Research Students sets out the requirements for final submission of the practical element.
- 4.1.2 For PhD by means of published work 'the thesis' shall be deemed to be the published works and the critical appraisal. Where the format of the published works makes binding problematic a resolution should be agreed by the Postgraduate Research Manager. Section 8.12 of the Academic Regulations for Research Students sets out the requirements of the critical appraisal and the thesis as a whole.
- 4.2 The candidate must submit a statement in Gateway following submission of the thesis to certify that the thesis is the result of work mainly done during the

period of registration, and that in the case of conjoint work a substantial part of the thesis is the original work of the candidate. Where the thesis (i) incorporates material submitted for another degree and, or (ii) includes conjoint work the extent of the material affected must be clearly stated.

- 4.3 Theses must be typed or word processed and in a print-ready electronic format for examination. The following requirements must be strictly observed:

Page size	A4 (210 X 297 mm)
Page layout	one side of paper only to be used
Spacing	double or one-and-a-half
Inner margin	35 mm minimum
Head, foot and outer margins	15 mm minimum
Explanatory footnotes	to stand at the foot of relevant pages
Bibliography/references	to follow text and any appendices and to be presented in an appropriate format
Title page	to include, as well as the full title of the thesis, the degree for which the work is submitted, the year of submission and the candidate's name.

Following the viva voce examination, after any changes have been made to the thesis (if required), a print-ready electronic copy of the thesis must be submitted to the Graduate School. It will be deposited in PURE, the university's open access institutional repository, in accordance with PURE's Terms and Conditions. The Procedure for Thesis Submission shall set out the requirements for submission of the final post-examination thesis.

- 4.4 Section 9.15 of the Academic Regulations for Research Students sets out the requirements for thesis embargo requests.

Prior to Examination

- 4.5 Notice of intention to submit a thesis
Section 8.7 of the Academic Regulations for Research Students sets out the requirements for notice of intention to submit.
- 4.6 Appointment of examiners
Following submission of the notice of intention to submit by the student, the supervisory team will receive an automated reminder to nominate examiners if they have not already done so. The nomination of examiners should be submitted in Gateway.

A summary of the requirements for the appointment of research degree examiners is set out in section 8.8 of the Academic Regulations for Research Students.

In addition, the following criteria shall be taken into consideration when considering the appointment of external examiners.

- i. The level of the nominee's qualifications. The nominee should normally hold a degree at least at the level of the degree being examined;
- ii. The nominee's experience of examining in the UK at the level of the degree being examined;
- iii. The nominee's expertise and reputation in the area of the research being examined;
- iv. The relevance of the nominee's recent publications to the field of study.

A nominee shall normally be excluded from acting as an external examiner if:

- i. They have had a substantial direct involvement in the student's work or their own work is the focus of the research project;
- ii. They have been on the student's supervisory team either as a supervisor or an external advisor;
- iii. They have been employed by the University within the last five years;
- iv. They have been awarded a research degree by the University within the last five years;
- v. They have already acted as external examiner for a research degree on two occasions within the past five years.

In highly specialised research fields, it may be appropriate to appoint the same external examiner more than twice within five years. In such exceptional circumstances, the Research Degrees Committee must be convinced that there is not another appropriate external examiner.

Nominations for the examining team are presented to the relevant Research Degrees Board, together with a rationale for the team, details of their examining experience, an indication of their area of subject expertise and their independence from the project. Following approval by the Research Degrees Board the nomination for the team will be forwarded to the Research Degrees Committee which, if satisfied, will make the necessary recommendations to Senate.

- 4.6.1 Examiners of candidates for practice based PhDs in the Arts may need to be recruited earlier in the research degree process. The timing of examination of the practical component will be indicated at Transfer of registration.

- 4.7 Mock viva voce examination
Prior to submission of the thesis the student should have undertaken a mock viva voce examination. This is the responsibility of the Director of Studies, in conjunction with the Faculty's or Division's research leader.

Submission of the thesis

- 4.8 Requirements at submission for examination
Before submission for examination, PGR students should familiarise themselves with sections 8.7 to 8.20 of the Academic Regulations for Research Students to understand the requirements for submission and to ensure the thesis complies with the University's regulations. A 'print ready' electronic copy of the thesis should be submitted to the Graduate School in PDF format with the statement of originality. Guidance shall be provided on submission procedures.
- 4.9 Supervisors' approval of submission
Regulations about the candidate's decision to submit and supervisor approval are set out in section 8.13 of the Academic Regulations for Research Students.
- 4.10 Students shall be required to submit an electronic version of the thesis through Turnitin at the time of submission for examination and guidance shall be provided. A thesis will not be despatched to examiners unless a Turnitin report has been submitted.

Examination

- 4.11 All candidates undergoing assessment for the award of MPhil or PhD or for the Thesis module must submit a thesis and undergo a viva voce (oral) examination. Following submission of the thesis and approval of the examining team the thesis will be forwarded to the examiners, accompanied by the guidance notes for examiners and a copy of this policy.
- 4.12 The University expects that in normal circumstances the examination of a research degree candidate will be concluded within three months of submission. If, exceptionally, there is likely to be a delay the internal examiner should ensure that the candidate and the Graduate School are informed of the situation.
- 4.12.1 Where the research is practice-based, the timing and location for examination of the practical component are broadly established at transfer of registration, as described in section 6.8 of the Academic Regulations for Research Students. Where the formal examination of the practical component takes place prior to the final viva voce, section 8.17 and 9.1 of the Academic Regulations for Research Students will be followed. Requests

for examination of the practical component before Transfer can only take place exceptionally with the approval of the Research Degrees Committee.

4.13 Responsibilities of the examining team

Both examiners must submit a pre viva report in accordance with section 9.2 of the Academic Regulations for Research Students. The report should be submitted in Gateway and will be available for both examiners to view once both reports have been submitted.

The internal examiner is responsible for:

- facilitating the arrangements for the viva voce examination;
- informing the candidate of corrections and/or amendments that are required following examination;
- ensuring the agreed report complies with guidelines for production and submission to the Graduate School.

The external examiner plays an important role in ensuring that the thesis and the knowledge displayed by the candidate are comparable to those of students being examined for the same degree at another University.

4.14 No student shall be awarded a degree without a viva-voce examination. A viva voce examination will take place following initial submission, unless, following discussion of the pre-viva reports, the examiners agree that the thesis should not proceed to viva voce examination, in which case section 9.2 of the Academic Regulations for Research Students will be followed. A second viva-voce examination may also be required following a referral for resubmission, as noted in 4.17.3 below.

4.15 Independent non-examining chair

As noted in Section 9.1 of the Academic Regulations for Research Students an Independent Chair will be appointed to each viva-voce examination for MPhil, PhD, PhD by Means of Published Works and Thesis Module theses. Independent Chairs are experienced examiners with a sound working knowledge of the University's regulations and procedures for research degrees. The candidate, Director of Studies and the examining team will be notified of the appointed Independent Chair and receive guidance notes on the role of the Independent Chair from the Graduate School (see Guidance on the Role of the Independent Non-Examining Chair).

4.16 The viva voce (oral) examination

As noted in section 9.3 of the Academic Regulations for Research Students, under normal circumstances, a PhD/MPhil/Thesis module viva will be conducted in person at the University of Northampton, or at a partner institution where appropriate, and consist of the student, the internal examiner, the external

examiner and an independent chair. It is possible, by agreement, that the viva could be held elsewhere, provided that all parties are present.

The student and examiners' circumstances may be taken into consideration where one or more persons cannot be present. It may be possible to use a video link or online meeting platform. If this is the case, the following guidelines should be followed:

- i. The viva should not normally be held at more than two sites. Where necessary, the viva may be held at multiple sites with approval of the Graduate School;
- ii. The student should normally be accompanied by at least one of the examiners or the independent chair. If the student will be unaccompanied, the following conditions will apply:
 - The examining team should be able to establish via video link that the student is performing unassisted.
 - One of the student's supervisors should be available to provide pastoral support to the student before and after the viva, and may be required to join the remote viva as a non-participating observer, both to confirm the identity of the student and to provide pastoral support;
 - The viva should be recorded where possibleAll parties must agree in writing to the arrangement, which requires approval from the Graduate School.

All oral examinations are individual events and therefore it is not possible to describe exactly what will happen. The purpose of the oral examination is to enable the examiners to clarify any ambiguities in the thesis, satisfy themselves that the thesis is the candidate's own work, ensure that the candidate has sufficient knowledge and understanding of the relationship of his/her own work to the academic discipline and establish that the thesis is of a sufficiently high standard to merit the award of the degree for which it is submitted. It is expected that examiners will try to ensure that candidates are put as much at their ease as possible given the circumstances to enable them to perform to the best of their ability.

It is usual that candidates will attend the viva on their own but in exceptional cases the Chair of the examination panel with the agreement of the external examiner may invite one of the supervisors to be in attendance as an observer. The supervisor is expected to attend for the de-briefing session immediately following the viva. It is reasonable to expect that the examination may last from one to three hours, depending on the discipline and the topic of the thesis.

If students have additional needs, these should be communicated to the Graduate School and reasonable adjustments shall be made.

Examination Outcomes

4.17 Section 9.4 of the Academic Regulations for Research Students notes the possible recommendations for examiners of research degrees as follows:

Examiners of PhD and MPhil may make the following recommendations:

- i. award of the degree of PhD;
- ii. award of the degree of PhD, subject to corrections and minor amendments;
- iii. award of the degree of PhD, subject to amendments;
- iv. referral for resubmission of the degree of PhD;
- v. award of the degree of MPhil;
- vi. award of the degree of MPhil, subject to corrections and minor amendments;
- vii. award of the degree of MPhil, subject to amendments;
- viii. referral for resubmission of the degree of MPhil;
- ix. fail.

Thesis module examiners may make the following recommendations:

- i. has achieved the learning outcomes for the module and should be awarded the associated credit;
- ii. has achieved the learning outcomes for the module subject to corrections and minor amendments;
- iii. has achieved the learning outcomes for the module subject to amendments;
- iv. has been referred for resubmission of thesis;
- v. has failed to achieve the learning outcomes for the module

The internal examiner should ensure that the candidate is provided with any details regarding minor amendments or major revisions. In the case of a referral the candidate should also be advised that he/she will receive a copy of the joint examiners' report from the Graduate School along with confirmation of the arrangements for resubmission.

4.17.1 Corrections and minor amendments

Where a degree is awarded subject to corrections and minor amendments it is expected that these will be completed and submitted to the internal examiner within one month. It is expected that minor amendments will be largely typographical or grammatical and may include corrections to references and diagrams. They may also involve the minor re-writing of small sections.

4.17.2 Amendments

Where a degree is awarded subject to amendments these should be completed within five months. The examiners shall determine whether the amendments are to be approved by the external examiner and/or the internal examiner.

4.17.3 Referral for resubmission

A candidate shall be referred if the thesis or other submitted material, although satisfactory in other respects, does not reach the approved standard in such matters as methodological exposition and demonstration, relevance and coherence of argument and effectiveness of style. Further, where the work involved includes further research or the re-writing of large sections of the thesis it is likely that a thesis will be referred. Where a referral is recommended examiners should specify the time limit (resubmission to take place in not less than six months and not more than two years), and whether a further oral examination is required. Section 9.8 of the Academic Regulations for Research Degrees notes that the viva voce examination on a resubmitted thesis or on other re-submitted materials may be omitted at the examiners' discretion.

The resubmission fee is £130 for a PhD and £90 for an MPhil resubmission. Candidates for the degree of PhD by means of published works shall only be referred in relation to the critical appraisal.

Section 9.6 of the Academic Regulations for Research Students states that where the examiners are in the position of choosing between a recommendation for resubmission and the award of a lower degree the examiners may, if they so wish, take account of the candidate's wishes.

Section 9.8 of the Academic Regulations for Research Students states that following re-examination of a referred thesis, examiners may make any of recommendations listed above except that the thesis cannot be referred for a second time. Outcomes iv. and viii. for PhD and MPhil examinations and outcome iv. for the Professional research module are not therefore possible following re-examination of a referred thesis.

4.17.4 Fail

Section 9.12 of the Academic Regulations for Research Students states that where the examiners recommend a fail, students may not re-apply to undertake a research degree within a period of three years from the date of the original examination.

Requirements of the award

4.18 Level 8 Indicators (Doctor of Philosophy (PhD) and Professional Doctorates)
The QAA has defined the requirements for the award of a doctorate in the form of the 'descriptor for qualifications at doctoral level (Level 8)'. Doctorates are awarded to students who have demonstrated:

- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
- a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;
- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas, or approaches;

and will have:

- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

The PhD or Professional Doctorate should be awarded to a candidate who has presented and defended a thesis, by viva voce examination, to the satisfaction of the examiners. In order to be awarded the degree it is expected that a candidate's thesis will be clearly and concisely written, well-argued and show a satisfactory knowledge of primary and secondary sources. It should also reflect research which could reasonably have been carried out within the specified registration periods (see Postgraduate Research Registration and Progression Policy). There should be a full bibliography and a description of the methods and techniques of the research. The thesis should demonstrate a significant and original contribution to a specialised field of inquiry demonstrating a command

of methodological issues and engaging in critical dialogue with peers. It should contain work which is deemed worthy of publication although not necessarily in the form presented.

4.19 Master of Philosophy (MPhil)

The QAA has defined the requirements for the award of a Master of Philosophy in the form of the 'descriptor for qualifications at masters level (Level 7)'. Masters degrees are awarded to students who have demonstrated:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship
- originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline
- conceptual understanding that enables the student:
 - to evaluate critically current research and advanced scholarship in the discipline
 - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Typically, holders of the qualification will be able to:

- deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences
- demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level
- continue to advance their knowledge and understanding, and to develop new skills to a high level.

And holders will have:

- the qualities and transferable skills necessary for employment requiring:
 - the exercise of initiative and personal responsibility
 - decision-making in complex and unpredictable situations
 - the independent learning ability required for continuing professional development.

The MPhil should be awarded to a candidate who has presented and defended a thesis, by viva voce examination, to the satisfaction of the examiners. In order to be awarded the degree of MPhil it is expected that a candidate's thesis will be

clearly and concisely written, well-argued and show a satisfactory knowledge of primary and secondary sources. It should also reflect research which could reasonably have been carried out within two years of full-time registration or the equivalent part-time period. There should be a full bibliography and a description of the methods and techniques of the research. The thesis should demonstrate mastery of a complex and specialised area of knowledge and skills, employing advanced skills to conduct research, or advanced technical or professional activity.

4.20 The examiners may recommend that a candidate shall pass, or shall fail, or shall be referred with a view to resubmission with or without a further oral examination as agreed by both examiners.

4.21 After the examination

On completion of the viva voce examination the examiners will confer in private to discuss possible outcomes. Where examiners are agreed on the recommendation it is expected that they will inform the candidate and supervisors at the end of the viva voce examination. If, for whatever reason, this is not possible they should indicate to the candidate when s/he will be notified.

4.22 The Joint Examiners' Report

Examiners shall submit a completed joint report for the degree for which the candidate was examined. The report should be submitted to the Postgraduate Research Manager as soon as possible and in any case within one month of the viva voce examination.

Each section should be completed as fully as possible. Where appropriate this report may make use of the text from the two independent reports but it is essential that the final report is clearly an agreed joint report which takes account of any discussions at the oral examination. Reports which do not meet the University's requirement will be returned to the internal examiner for revision.

Examiners are asked to note that a copy of the joint report will be made available to any candidate on written request to the Postgraduate Research Manager and that in the case of a referral for resubmission the report will be forwarded to the candidate.

As part of the report examiners are requested to confirm that the thesis and abstract comply with the University's regulations regarding length, presentation, relevance and style (see 4.1-4.3).

In the unlikely event that the examiners cannot agree a joint recommendation the independent reports should be submitted and the internal examiner should

advise the Postgraduate Research Manager. In such cases an additional external examiner will be appointed.

4.23 Post Examination Procedure

The Research Degree Committee (RDC) will normally accept the report of the examiners. If there is a recommendation that a candidate should fail the RDC will normally recommend to Senate that the student's course be terminated.

Section 9.9 of the Academic Regulations for Research Students notes that the Research Degrees Committee may refer a recommendation back to the examiners to be reconsidered, or for the rationale for the recommendation to be explained more fully. Such reconsideration may or shall, as stipulated by the RDC, include a second oral examination. If after such reconsideration by the examiners the committee is unable to accept their report:

- i) in the case only of a candidate for the degree of PhD whom the examiners either have recommended for a Master's degree or have recommended for referral with a view to resubmission for a master's degree, the RDC may decide that the candidate should be referred with a view to resubmission for the degree of PhD.
- ii) in all cases, the RDC may in exceptional circumstances decide to appoint new examiners.

4.24 Conferment of Awards for Research Degrees

Conditions for, and details about conferment of awards for research degrees can be found in section 10 of the Academic Regulations for Research Students.

Following consideration of an examination record and examiners' reports by the Research Degrees Committee, the Postgraduate Research Manager or other nominee of the Academic Registrar will sign an official pass list, confirming that the conditions listed in section 10.2 of the Academic Regulations for Research Students have been met. The pass list will be presented to Senate for conferment of the award.

Section 10.3 of the Academic Regulations for Research Students notes that upon advice from the Director of Finance, Senate will reserve the right to withhold the certification of the award of any student having an academic financial debt to the University.

Section 10.4 of the Academic Regulations for Research Students sets out what will be recorded on the certificate of an award. The Graduate School will send a pass letter to the student following conferment of their award, which can be used as evidence of the award until the certificate is issued. The University's central certification team is responsible for producing and issuing all certificates for research degree awards.

5.0 Key responsibilities

- 5.1 The supervisory team is responsible for initiating the nomination of examiners. At least one member of the supervisory team is expected to be present at the end of the viva-voce to support students. The supervisory team is expected to continue to provide support following the viva where students are required to make corrections or amendments, or to resubmit the thesis.
- 5.2 The internal examiner should liaise with the external examiner to agree a suitable date for the viva within the stated timescale, is required to prepare a pre-viva report, conduct the viva with the external examiner, draft the joint examiners' report for agreement with the external examiner and submit the report to the Graduate School. The internal examiner shall normally receive a student's thesis amendments or corrections to consider in relation to the examiners' requirements. The internal examiner shall receive resubmitted theses for re-assessment following a referral.
- 5.3 The external examiner is required to prepare a pre-viva report, conduct the viva with the internal examiner, agree the joint examiners' report with the internal examiner and receive resubmitted theses for re-assessment following a referral.
- 5.4 The Non-Examining Independent Chair shall oversee the viva-voce examination according to the Guidance notes on Non-Examining Independent Chairs.
- 5.5 The Graduate School staff shall receive theses submitted for examination and send them to examiners with a copy of this policy. The Graduate School staff shall make all arrangements for the viva including the appointment of a Chair and confirm those details to examiners, the chair, the student and the supervisory team.

6.0 Links to related [UON Policies/Guidance/Regulations](#)

Regulations

- 6.1 Academic Regulations for Research Students

Policies

- 6.2 Postgraduate Research Supervision Policy
- 6.3 Framework for Postgraduate Researcher Development
- 6.4 Postgraduate Research Code of Practice
- 6.5 Postgraduate Research Satisfactory Progress Policy
- 6.6 Research Ethics Policy and Guidance
- 6.7 Complaints Policy
- 6.8 Academic Appeals Policy

6.9 Academic Integrity and Misconduct Policy

6.10 Research Misconduct Policy

6.11 Intellectual Property policy

Guidance

6.12 Guidance on thesis submission for examination

6.13 Procedure for Thesis Submission

6.14 Guidance notes on Non-Examining Independent Chairs

6.15 Guidance for online viva examinations

7.0 Links to related external documents (e.g. QAA)

7.1 UK Quality Code for Higher Education, Advice and Guidance: Research Degrees

8.0 Appendices

Summary Sheet:

Policy Title:	
Postgraduate Research Thesis and Examination Policy	
Purpose of Policy and to whom it applies (please specify cohorts):	
To meet the requirements of the QAA UK Quality Code for HE, Chapter B11: Postgraduate Research Degrees. This policy applies to all research degrees programmes offered by the University of Northampton, as well as any delivered via Education With Others arrangements, except where alternative arrangements have been agreed during the approval of the arrangement.	
Owner and Department:	
Prof Matthew McCormack, Chair of Research Degrees Committee, The Graduate School. Ms Laura Pereira, Postgraduate Research Manager, Student and Academic Services	
Principal contact:	
Ms Laura Pereira, Postgraduate Research Manager, Student and Academic Services	
Dissemination and implementation plan:	
Via RDC and RDBs Via web	
Date of initial committee approval (state committee name):	Research Degrees Committee – June 2015
Date of Senate approval:	July 2015
Date for implementation and cohorts to which it applies:	Immediate implementation to all cohorts
Proposed date of annual update:	June 2023
Date of last annual update:	June 2022
Proposed date of full review:	
Date of last full review:	
Version number and date:	V6. June 2022