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RESEARCH DEGREE PROGRAMMES

1. Programmes of study

(1) The College offers programmes of study leading to the award of the following Research Degrees of the University of London:

(a) Master of Arts by Research

(b) Master of Science by Research

(c) Master of Philosophy (MPhil)

(d) Doctor of Philosophy (PhD)

(e) Doctor of Clinical Psychology (DClinPsy)

(f) Doctorate in Professional Studies (DPS)

And the following programme which leads to the award of a Research Degree of Royal Holloway and Bedford New College:

(g) Doctor of Philosophy by Prior Publication (PhD).

(2) Programmes of study leading to the award of an MPhil and PhD will be determined for each student individually and will consist primarily of research, which is presented in the form of a thesis and assessed by oral examination.

(3) A student may be required as part of a programme of study leading to the award of a Research Degree to undertake one or more taught courses, either as part of the same degree programme or forming part of another degree programme. In such cases, the student will also be subject to any applicable regulations.

(4) The College reserves the right to vary the content and delivery of programmes, to discontinue, merge, or combine programmes, and to introduce new programmes if such action is reasonably considered to be necessary by the College. Such change may occur either before or after admission. Students will be informed, as soon as is practicable, of any substantial changes which might affect their programme.

(5) The College aims to offer flexibility within programmes. However, while every student will be able to take courses appropriate to the programme for which s/he is registered, no timetable can guarantee that all options will be available to all students qualified to take them.

2. Period of study

(1) In calculating the period of study for an individual student:

(a) account will be taken of whether the student is studying on a full-time or part-time basis or has changed their mode of study;

(b) any part of the programme of study from which the student has been granted exemption under the provisions of Section 4 of these regulations will be included;

(c) any period(s) of time for which the student has been granted a formal interruption of studies under the provisions of Section 5 of these regulations will be excluded.

(2) Full-time students are not normally permitted to change to part-time study after the end of the second year of the MPhil or PhD programme.

(3) The period of study for an MPhil or PhD Degree will be a minimum of two calendar years of full-time study, or four years of part-time study. Other programmes may have their own specified periods of study.

(4) Students first registered on an MPhil or PhD programme in or after September 2006 must submit the thesis for examination within the following periods of study, otherwise their

registration with the College may be terminated under the provisions of Section 15 (1), or 17 (11) of these regulations.

(a) For programmes of study leading to the award of MPhil, the thesis must be submitted within three calendar years of full-time study, or six calendar years of part-time study.

(b) For programmes of study leading to the award of PhD, the thesis must be submitted within four calendar years of full-time study, or eight calendar years of part-time study. Where a student is in receipt of Research Council funding with a deadline that precedes that of the College, the former will take precedence.

ARRANGEMENTS FOR ADMISSION, REGISTRATION AND ENROLMENT

3. Admission to a Research Degree programme

(1) In order to be eligible for admission to a Research Degree programme an applicant must:

(a) be at least 16 years of age on the start date of the programme of study;

(b) satisfy or be exempted from the General Entrance Requirements set out in the College Course Finder and from any additional entrance requirements which may be prescribed for individual programmes of study;

(c) be able to demonstrate proficiency in spoken and written English to the satisfaction of the College before commencing the programme of study.

(2) In assessing an applicant who does not possess the normal qualifications for admission the College will seek alternative evidence that s/he can study at the required level, has a broad general education and has achieved the specific learning outcomes, including professional competencies and proficiency in spoken and written English required for admission to the programme of study. The College may set qualifying examinations where it is not satisfied that prior learning has been verified through reliable and valid assessment.

(3) An applicant will only be admitted to a programme of study which the College has judged to be sufficiently different from any studies that the applicant has previously undertaken, whether at the College or elsewhere, except where such studies are to be counted as part of the applicant's programme of study at the College under the provisions of Section 4 of these regulations.

(4) Applicants will be asked to give details of any disability or Specific Learning Difficulty so that the College can advise them provisionally on the level of support available. Information provided for this purpose will play no part in assessing an application for admission to the College.

(5) The College operates procedures for considering applications from people with criminal convictions or legal charges still pending. Further conditions for admission in respect of these matters may be set out in the programme specification for programmes leading to the award of a professional qualification or membership of a professional body.

(6) A contract is formed between the College and the applicant as soon as the offer of admission to the College has been accepted. Acceptance of an offer is expressly subject to the terms of this contract, which include the requirement that students will comply with the conditions of enrolment with the College.

4. Exemption from part of the MPhil and PhD programmes of study

(1) An applicant who has followed a programme of postgraduate research of at least twelve months of full-time study, or 24 months of part-time study at another institution may be considered for exemption from part of a an MPhil or PhD programme at the College.

(2) Applicants for programmes of study leading to the degree of MPhil may be exempted from up to the first twelve months of full-time study, or 24 months of part-time study and will be required to complete twelve months of full-time study, or 24 months of part-time study under supervision at the College before being permitted to submit the thesis for examination.

(3) Applicants for programmes of study leading to the degree of PhD may be exempted from up to the first 24 months of full-time study, or 48 months of part-time study and will be required to complete twelve months of full-time study, or 24 months part-time study under supervision at the College before being permitted to submit the thesis for examination.

(4) Exemption from more than twelve months of full-time study, or 24 months part-time study shall be granted only if there is convincing evidence that the applicant has already satisfied all of the College's requirements, including those for skills development, to be upgraded to the degree of PhD (see Section 9).

(5) In order to qualify for consideration, the applicant's previous programme of research:

(a) must be in a field and at a level appropriate to the proposed programme of study at the College;

(b) must have been undertaken at a higher education institution of appropriate standing and be certified by a competent officer at that institution;

(c) must have been undertaken no longer than seven years prior to the start date of the programme at the College;

(d) must not already have been taken into account in the award of a Research Degree.

5. Interruption of studies

(1) The period of study shall normally be continuous.

(2) The Vice-Principal (Education) may permit a student to interrupt his/her studies for up to 24 months on financial, medical or personal grounds on the recommendation of the student's Head(s) of Department or School. A period of interruption will not normally be granted during the writing-up year.

(3) A student may only interrupt his/her studies for more than 24 months, whether consecutively or otherwise, with the permission of the College Board of Examiners' Executive Committee.

(4) Students who have interrupted their studies remain registered students of the College and subject to College regulations, but, with the exception of cases of maternity/adoption leave, do not have the right to attend classes, use College facilities, or receive tuition or supervision other than occasional access to tutors by arrangement.

(5) Registration periods for international students may be restricted by visa regulations.

6. Registration with the College

(1) In order to be eligible for registration as a student of the College, an applicant must have applied for and been formally offered admission, and have satisfied the academic and other conditions for admission.

(2) No student may normally register concurrently for more than one programme of study at the College unless special provision is made for this in the regulations for the individual programmes of study.

(3) No student may normally register concurrently as a student of another institution except:

(a) to undertake an approved programme of extramural study which does not in itself lead to an academic award or qualification;

(b) where special provision has been made for joint registration in a formal agreement between the College and the other institution.

(4) Students who register with the College retain their registration status until they graduate, withdraw permanently or have their registration terminated by the College. Students must give written notice to the Academic Registrar before withdrawing.

7. Registration on MPhil and PhD programmes

(1) Each student following a programme of study leading to the award of the degree of PhD shall be registered in the first instance for the degree of MPhil, except where in granting exemption from part of the programme of study under the provisions of Section 4 of these regulations it is determined that the student has previously satisfied the requirements to be registered for the degree of PhD.

(2) A student wishing to upgrade his/her registration to the degree of PhD must successfully complete a formal review under the provisions of Section 9 of these regulations. The first attempt to upgrade must be undertaken within the first twenty months of full-time study, or the first forty months of part-time study. If the student is not successful on the first attempt, s/he may be granted a second and final attempt before the end of the second year of full-time study, or the fourth year of part-time study.

(3) A student who has upgraded his/her registration to the degree of PhD may opt to transfer back to the degree of MPhil at any time up to the date of entry to the final examination.

(4) At the time of a student's initial registration on an MPhil or PhD programme, the Director of Graduate Studies in the student's department or school shall ensure:

(a) that the student has been allocated a supervisor, a second supervisor and/or an adviser in accordance with the requirements of the Code of Practice for the Academic Welfare of Postgraduate Research Students and that the supervisory arrangements as a whole are appropriate;

(b) that any issues arising from commercial funding of the research, and matters of intellectual property and research ethics, have been considered and addressed appropriately;

(c) that any specific and material needs on the part of the student have been considered and addressed appropriately, taking account of the mode and place of study and any disabilities or impairments which the student may have disclosed to the College.

8. Annual enrolment with the College

(1) Students who have not interrupted their studies under the provisions of Section 5 of these regulations must enrol for each year of their studies by paying, or making arrangements acceptable to the College to pay the appropriate tuition fees and any outstanding debts with the College, and by completing the Online Sign-Up process. The College reserves the right to decline to enrol a student who arrives after the advertised dates without prior approval and in the absence of medical or other good cause deemed acceptable by the Academic Registrar.

(2) It is a condition of enrolment that students agree to abide by and submit to the College Statutes, Regulations and Rules, as made and amended from time to time by the Academic Board and Council. Without prejudice to the generality of that statement, these include the academic regulations, the fee regulations, the library and computing regulations, arrangements for hearing appeals and grievances, codes of discipline, safety rules and arrangements in respect of the Data Protection Act (1998). Failure to comply may result in the student's registration with the College being terminated.

(3) Enrolment gives students the right to attend classes, receive tuition or supervision and have access to relevant College facilities.

(4) The amount of paid work undertaken by a student enrolled with the College on a full-time basis shall not exceed twenty hours per week. No student may undertake paid work which may conflict with his/her responsibilities as a student of the College.

(5) Where full-time students are enrolled on writing-up status, they are expected to undertake periods of study at an average of 21 hours per week for at least 24 weeks. This only applies to students in their first year of writing-up, and only to those who were previously enrolled on a full-time basis.

ASSESSMENT OF ACADEMIC PROGRESS DURING THE MPHIL AND PHD PROGRAMMES

9. Reviews of academic progress

(1) Each student's academic progress will be formally reviewed at least once every twelve months, unless the student has interrupted his/her studies under the provisions of Section 5 of these regulations and is consequently unavailable to attend a review within 12months, in which case a review will take place not more than two months after the student has formally resumed his/her studies.

(2) Each department or school will determine and publish at the beginning of each academic year its own procedures, requirements and criteria for the reviews, including those for upgrading to the degree of PhD, subject to the minimum requirements set out in these regulations. Where a student has supervisors in more than one department or school, the principal supervisor will be responsible for determining the procedures, requirements and criteria which will apply and for notifying the student at the beginning of his/her programme of study.

(3) The purpose of the reviews will be:

(a) to consider the student's academic progress in relation to the objectives and standards which have been set; where the student is being considered for upgrading to the degree of PhD, the review will assess whether the student has reached an appropriate standard and has in prospect an adequate project of research to justify the upgrade;

(b) to confirm satisfactory completion of, or exemption from, the requirements for research training and development which apply for the period under review;

(c) to assess the amount of research completed and the extent of work outstanding;

(d) to determine new objectives and training requirements, and a schedule of work, which will help to ensure timely submission of work for the final examination.

(4) Reviews will be conducted by a panel, comprising the supervisor(s), second supervisor and/ or the adviser and at least one other academic from outside the supervisory team.

(5) Reviews may be conducted with a member of the panel present via video conference or by webcam where there are extenuating circumstances. The supervisor(s) must obtain prior agreement to the arrangements with the student. It should be noted in the written invitation to the student prior to the review meeting where a member of the panel will be present via video conference or by webcam.

(6) Reviews will include the following components:

(a) the consideration of a brief report, written by the student, which summarises the progress which has been made during the period under review and the extent to which objectives have been met, and sets out a draft schedule of future work;

(b) a meeting between the panel and the student, which will be a face-to-face meeting;

(c) where the student is being considered for upgrade from MPhil PhD, a substantial piece or portfolio of work, which must include written work but may also include other forms of work which are appropriate to the project of research.

(7) All work submitted for review must consist of the student's own account of his/her investigations, with the part played by the student in any work done jointly with the supervisor(s) and/or fellow researchers clearly stated by the student and certified by the supervisor(s). The presentation of another person's work in any quantity or form without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student will be considered under the Regulations on Assessment Offences.

(8) The student will be issued with a written invitation to the review meeting, which shall state the material that the student is required to submit and the deadline by which it must be submitted.

(9) The student may ask the panel to consider any circumstances which may have affected his/her academic performance. Such requests must be made in writing and be supported with appropriate documentary evidence in accordance with the Instructions to Candidates. Requests must be submitted within the deadline set by the department or school for the submission of material for the review, except where the circumstances only relate to the student's performance at his/her meeting with the panel, in which case the student must inform the panel of his/her circumstances at the beginning of the meeting and then submit the written request and supporting evidence not more than seven days later.

(10) The panel will record the outcome of the review and its recommendations using the relevant form issued by the Academic Registrar. A copy of the form will be kept on file in the department or school together with copies of the materials submitted by the student and any other documents which have contributed to the panel's decision. A copy of the form will also be given to the student. If the purpose of the review is to consider the student for upgrading to the degree of PhD, the student will also be sent formal notification by the Academic Registrar of the outcome, its implications for the student's registration at the College and, if appropriate, the right to appeal against the decision under the provisions of Section 21 of these regulations.

(11) If it is decided that the student has not made satisfactory progress, or if there is concern that the student will not reach the required standard and/or be in a position to submit the thesis within an appropriate timeframe, the panel will recommend a course of action and provide the student with written guidance on the reasons for their concerns and what would need to be done by the student in order to address them.

(12) The outcomes of all reviews will be considered by the Board or other appropriate committee of the department or school. If the panel has identified concerns about the student's progress, the Board will consider the panel's recommendations and may decide to hold a further formal review and/or to invite the Head of Department or School to issue the student with a formal warning under the provisions of Section 10 of these regulations.

TERMINATION OF REGISTRATION ON RESEARCH DEGREES

10. Termination of registration on research degrees

(1) Where a student's record of attendance, academic performance or productivity is unsatisfactory, the Head(s) of Department or School may recommend to the Vice-Principal that the student's registration should be terminated. If the Head of Department or School is a member of the student's supervisory team, it may be appropriate for a different member of staff to be involved in making such a recommendation and in monitoring the student's progress. In addition, for students holding a Tier 4 (General) Student Visa, the College has obligations placed on it to report non-attendance to UK Visas and Immigration and may terminate a student's registration without following the formal warning process.

(2) Before making a recommendation to the Vice-Principal, the Head(s) of Department or School, or an authorised deputy, must issue the student with two formal warnings by letter. Each letter shall state the reason(s) for the warning, the nature of any requirement made of the student in order to demonstrate improvement and the period of time within which this is to be done in order for the student to avoid his/her registration being terminated. The second letter of formal warning shall state the fact that it is the final warning.

(3) At least four weeks must elapse between the first and second formal warnings in order to give adequate time for the student to demonstrate a satisfactory level of improvement.

(4) At each warning the student will be offered the opportunity to submit a written response and/or to meet with the Head(s) of Department or School in order to discuss the grounds for the warning. The student may be accompanied at the meeting by another student or member of staff of the College. The Head(s) of Department or School may set the warning aside and confirm this decision to the student by letter on provision of satisfactory and adequately documented explanation for the student's record of attendance, academic performance or productivity. Formal warnings which have not been set aside will remain active for the duration of the student's programme of study.

(5) If after the second letter of formal warning there is insufficient improvement, it may be decided to recommend that the student's registration should be terminated. The Head(s) of Department or School shall communicate the decision and the grounds for it in writing to the Academic Registrar. The Academic Registrar will then present the case to the Vice-Principal (Education), who will make a final decision based on the particular circumstances.

(6) The Academic Registrar or a nominee will write to each student whose registration has been terminated informing him/her of the decision and the reasons for it, of the right to appeal against the decision and the appeals procedure as set out in Section 22 of these regulations, and of the date by which any appeal must be submitted.

FINAL EXAMINATION FOR THE DEGREE OF MPHIL OR PHD

11. Entry or re-entry to the final examination

(1) Each student must submit to Student Administration, Registry, his/her formal entry or re-entry to the final examination at least two months before submitting the thesis, using the form issued for this purpose by the Academic Registrar.

(2) If a student does not submit the thesis within eighteen months of submitting the entry form, his/her entry to the final examination will be cancelled.

(3) Students will be examined in accordance with the regulations in force at the time they submitted their formal entry or re-entry for the examination.

(4) Examiners reserve the right to decline to examine an incomplete or unfinished thesis.

12. Appointment of examiners for MPhil and PhD programmes of study

(1) The examiners for the thesis will be nominated in the first instance by the student's principal supervisor. In order to ensure that examiners are sufficiently independent, supervisors should avoid repeatedly nominating the same individual and should not enter into reciprocal examining arrangements. The supervisor may contact potential nominees informally in order to establish whether or not they would be willing and able to act as examiners.

(2) The supervisor's nominations will be considered by the Board of the department or school of the lead supervisor either at a formal meeting or by correspondence. The consultation will include a range of discipline specialists and the Director of Graduate Studies, and a record of the process will be kept in the department or school. Where the student is registered in more than one department or school, discipline specialists from the other department(s) or school(s) will also be consulted.

(3) If the nominations are deemed to be acceptable by the school or department, they will be submitted to the Dean of the relevant Faculty for final consideration and approval, on behalf of the College Board of Examiners' Executive Committee, at the time of the student's formal entry or re-entry to the examination using the form issued for this purpose by the Academic Registrar. The Faculty Dean may seek advice on individual nominations from senior academics in the College or elsewhere. The Faculty Dean may refer any cases to the Chair of the College Board of Examiners' Executive Committee if deemed appropriate.

(4) Two examiners, or exceptionally three if the Faculty Dean determines that the scope of the thesis is such that it cannot be examined adequately by two individuals, will be appointed to act jointly for each student as follows.

(a) at least one of the examiners will be external to the University of London when the nomination is made, meaning that s/he must not have been a member of staff at any college or institute of the University for a period of at least three years.

(b) one examiner will normally be a member of staff, or a visiting lecturer, or a visiting professor, at Royal Holloway or another college or institute of the University of London when the nomination is made, or will have held such a position within the last three years. If no suitable individual is available from the College or elsewhere in the University, a second examiner who is external to the University may be appointed. Where an examiner is appointed from the staff at Royal Holloway, the individual must be genuinely independent of the student's programme of study.

(5) The aim of the appointment process is to appoint examiners who will be able, and be seen to be able, to make a fair and independent assessment of the student and his/her thesis and

to ensure the good standing of University of London Research Degrees through the consistent application of appropriate academic standards. To this end:

(a) the examiners will be of sufficient authority in the discipline to command the respect of the wider academic community and familiar with current standards and procedures of Research Degrees in the UK;

(b) the examiners will be experts in the field of the thesis; whilst it is accepted that each examiner individually may not have expertise in all parts of the precise topic, the examiners together should be able to cover all aspects of the work to be presented by the student;

(c) the examiners will be able to make an independent assessment of the student and will not therefore have played an active role previously in assessing the student's academic progress on the programme of study or have had any other involvement with the student or supervisor which might reasonably lead to an allegation of bias;

(d) at least one of the examiners will, wherever practicable, have had experience in examining for a Research Degree of the University of London.

(6) Following his/her formal appointment by the College Board of Examiners' Executive Committee, each examiner will be sent a letter of appointment and details of the College's rules, regulations and guidelines for the assessment of Research Degrees by Student Administration, Registry.

13. Requirements of the MPhil and PhD theses

(1) Save for the following provisions, the thesis will comprise a piece of scholarly writing of not more than 60,000 words for the degree of MPhil, and of not more than 100,000 words for the degree of PhD, with a full bibliography and references and with a satisfactory standard of literary presentation. The word counts include references, footnotes and endnotes, but exclude the bibliography and any appendices, which should only include material which the examiners are not required to read in order adequately to examine the thesis, but to which they may refer if they wish.

(2) The thesis must be complete and in a finished state. Examiners reserve the right to decline to examine a thesis which, in their judgement, is incomplete or unfinished. This would include a thesis where a complete chapter or chapters are missing, or where parts of the thesis are written in note form.

(3) In the field of Drama and Theatre Studies, where the student has undertaken research in which practice forms a core methodology and mode of enquiry, the PhD submission may include a live performance (broadly defined) or a piece of creative writing (normally a play script) devised specifically for the degree, together with a body of critical/theoretical writing. Both will show coherence, originality and intellectual rigour, illustrating knowledge and understanding of relevant practice and critical debates in the field. Taken together, they will demonstrate the contribution to knowledge made by the thesis as a whole. The relationship between the practical/creative and critical/theoretical components of the thesis will vary depending on the specific project. The exact balance will be decided between the student and the supervisory team, however, the following is a suggested breakdown:

(a) a substantial body of performance or creative work;
(b) normally 30,000 – 60,000 words of critical writing.

Live performance work submitted as part of the PhD will be appropriately documented, and a retainable record of the performance(s) or other creative practices will be submitted in a form which has been approved by the Board of the Department of Drama and Theatre Studies.

(4) Where the student has undertaken studio-based or other audio-visual research in the field of Design and Media, the thesis may include evidence in the form of an audio-visual display of original work which exemplifies and locates the ideas which are developed in conjunction with the written part of the thesis, together with a retainable record of the display in a form which has been approved by the Board of the Department of Media Arts. All components of the thesis will be submitted concurrently and examined as an integrated whole.

(5) In the field of Music, the main outcomes of the student's research may be submitted in either a written format, in accordance with the normal provisions for a Research Degree thesis, or in a practical format, in accordance with the provisions of (6) and (7) below. A thesis which is submitted in accordance with the normal provisions may be accompanied by illustrative material in the form of recorded and/or live performance, together with a retainable record of the performance in a form which has been approved by the Board of the Department of Music. All components of the thesis will be submitted concurrently and examined as an integrated whole.

(6) Where a student working in the field of Music has undertaken research in composition, s/he may submit a portfolio of compositions accompanied by a written commentary, components which together constitute the thesis. The portfolio should show artistic skill, coherence and originality, should bear relation to the research questions outlined in the written commentary, and should include recordings of as many of the compositions as possible in a form which has been approved by the Board of the Department of Music. The written commentary should outline the compositionally-driven research questions governing the submission as a whole, and should reflect on the creative processes involved in producing the portfolio by employing intellectually rigorous analytical and critical techniques. The commentary should also make clear that the student is well acquainted with the history and contemporary developments of the genre(s) in which s/he is working in the creative portion of the thesis, and the associated critical field or fields, and is able independently to analyse, interpret and evaluate associated debates and theoretical positions. All components of the thesis shall together present an integrated argument and shall be submitted concurrently and examined as an integrated whole.

(7) Where a student working in the field of Music has undertaken research in performance practice, s/he may submit performance material, presented as one or more concerts, recitals or recordings, accompanied by a written commentary or study, components which together constitute the thesis. The performances should show artistic skill, insight and technical mastery, and should bear relation to the research questions outlined in the written component. All the performance material to be considered as part of the thesis should be made available to the examiners and recorded for archiving with the written component. The written component should outline the performance-driven research questions governing the submission as a whole and make clear the significance of the performances by employing intellectually rigorous analytical and critical techniques. The commentary should also make clear that the candidate is well acquainted with the history and

contemporary developments of the genre or genres in which s/he is working in the creative portion of the thesis, and the associated critical field or fields, and is able independently to analyse, interpret and evaluate associated debates and theoretical positions. All components of the thesis shall together present an integrated argument and shall be submitted concurrently and examined as an integrated whole.

(8) Where the student has undertaken research in creative writing or poetic practice the thesis will comprise a body of creative work devised specifically for the degree together with a body of critical/theoretical writing. Both will show coherence, originality and intellectual rigour, illustrating knowledge and understanding of relevant practice and critical debates in the field. The relationship between the creative and critical/theoretical components will vary depending on the specific project. Taken together, they will demonstrate the contribution to knowledge made by the thesis as a whole. The exact balance between the creative and critical elements of the thesis will be decided between the student and supervisor; however, the following is a suggested breakdown, though in all cases the critical writing element must be a minimum of 20,000 words:

Fiction
The thesis is normally between 80,000-130,000 words in total:

- 60,000–80,000 words of creative writing;
- 20,000–40,000 words of critical writing.

Poetry & Poetic Practice
The thesis is the equivalent of normally between 80,000-130,000 words in total:

- 45–60 pages of poetry or equivalent practice-based output;
- 20,000–40,000 words of critical writing.

(9) Where a student working in the field of Geography has undertaken research in which practice forms a core methodology and mode of research, the PhD submission may include a body of creative work devised specially for the degree together with a body of critical/theoretical writing. Both will show coherence, originality and intellectual rigour, illustrating knowledge and understanding of relevant practice and critical debates in the field. The relationship between the creative and critical/theoretical components will vary depending on the specific project. Taken together, they will demonstrate the contribution to knowledge made by the thesis as a whole. The exact balance between the creative and critical elements of the thesis will be decided between the student and the supervisory team; however, the following is a suggested breakdown:

- A substantial body of creative work;
- Normally 30,000-60,000 words of critical writing.

If an exhibition, live performance or other non-textual creative work is to be submitted as part of the PhD, it will be appropriately documented and a retainable record of these creative practices will be submitted in a form which has been approved by the supervisory team and the Director of Graduate Studies in Geography.

(10) The scope of the thesis will be what might reasonably be expected after two or at most three years of full-time study for the degree of MPhil, and after three or at most four years of full-time study for the degree of PhD.

(11) The thesis will consist of the student's own account of his/her investigations, with the part played by the student in any work done jointly with the supervisor(s) and/or fellow researchers clearly stated by the student and certified by the supervisor(s). The presentation of another person's work in any quantity or form without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct expected from the student will be considered under the Regulations on assessment offences.

(12) The greater proportion of the work which is recorded in the thesis must have been undertaken after the student's initial registration for the Research Degree programme at the College, subject to the provisions of Section 4 of these regulations, and shall not have been submitted previously for a degree or comparable award of the University of London or any other university or institution. Any work which has been incorporated in the thesis and has been submitted previously in this way must be clearly indicated.

(13) The thesis for the degree of MPhil will be a record either of original work or of an ordered and critical exposition of existing knowledge and provide evidence that the field has been surveyed thoroughly; whereas the thesis for the degree of PhD will form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power.

(14) The thesis must be presented in accordance with *either* of the following formats:

(a) The thesis will be an integrated whole and present a coherent argument. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the student alone or jointly with others, may be integrated into the body of the thesis in a suitably adapted form. Any publications derived from the work in the thesis may also be bound as supplementary material at the back of the thesis.

Or

(b) Students wishing to present a thesis in a format other than a monograph, for example as papers (including book chapters, journal articles, or conference proceedings) may do so with the permission of their supervisor. This must normally be confirmed at the time of the upgrade review. The thesis should include the following:

(i) *Either* a short introduction which provides the context of the research, the rationale for the investigation, and the strategy employed during the research at the start of the thesis, together with a critical evaluation of the work presented in the thesis located at the end of the thesis; *or* a longer introductory section which includes the introduction as defined in section 13, paragraph 14 (b) (i) *and* the critical evaluation, at the start of the thesis. In either instance the critical evaluation, should be a maximum of 15,000 words.

(ii) A detailed methodology section which describes the methods employed during the research with a detailed critical analysis of those methods

making reference to the main thesis content derived from those methods. This should be a maximum of 8,000 words.

(iii) a summary and conclusion which draws together, with the critical evaluation, the various outcomes of the work into a coherent synthesis and indicates directions for future work.

(15) The option under section 13, paragraph (14) (b) is not available for students presenting research in the field of creative writing or poetic practice.

(16) The thesis will give a critical assessment of the relevant literature, describe the method of research used and its findings and include a discussion on those findings. For the degree of PhD, the thesis will additionally indicate in what respects the findings appear to the student to advance the study of the subject and, in so doing, demonstrate objectivity, the capacity for judgement in complex situations and autonomous work in the field of study, and a deep and synoptic understanding of that field, the student being able to place the thesis in a wider context.

(17) The thesis for the degree of PhD will demonstrate research skills relevant to the thesis and be of a standard to merit publication in whole or in part or in a revised form, for example as a monograph or as a number of articles in learned journals.

14. Language of the MPhil and PhD theses

(1) The written part of the thesis will be in English.

(2) Where a student has undertaken research in the field of Modern Foreign Languages and Literatures, s/he may apply for permission on an exceptional basis to write the thesis in the language of study. Successful applications must meet all or substantially all of the following criteria:

(a) the language of the thesis must be the same as the main language of study;

(b) the thesis must involve a high degree of reference to samples from, or texts written in the language of study;

(c) the critical or other professional discourse of the subject must be substantially grounded in the language of study;

(d) publication in the language of study must be perceived as being beneficial to the subject and in the best interests of the student.

(3) Applications based on deficiencies or shortcomings in the student's command of English, or the fact that the student is not a native speaker of English, or the fact that the candidate is a native speaker of the language of study, shall not be approved.

(4) Applications must be submitted in writing by the student to Student Administration, Registry, at an early stage in the student's studies, or before initial registration for the programme of study, and must be supported in writing by the student's supervisor(s). Applications will be considered by the Faculty Dean on behalf of the College Board of Examiners' Executive Committee. The student shall be notified in writing of the decision,

the reasons for the decision and, if appropriate, the right to request within two weeks of notification that the decision be reviewed by the Principal or his/her nominee.

(5) If the application is approved, the student will be required to include in the thesis an additional submission of between 10,000 and 20,000 words, which will be written in English with a satisfactory standard of literary presentation and summarise the main arguments of the thesis. The summary shall not be included in the word count for the thesis.

15. Submission of the MPhil and PhD theses

(1) Two copies of the thesis must be submitted by the student to Student Administration, Registry. The student may be required to submit a third copy of the thesis in the event that a third examiner is appointed at any stage in the examination process. The thesis must be submitted within the maximum period of registration in Section 2, (4) (a) and (b). Failure to submit within the required period will normally result in the student failing the degree without the option to present the thesis for a second time, unless there are severe extenuating circumstances which are deemed acceptable by the College Board of Examiners' Executive Committee.

(2) All components of the thesis must be presented for examination in a final form and bound in accordance with the Instructions on the Submission, Format and Binding of Theses for Research Degrees.

(3) The decision to submit a thesis in any particular form rests with the student alone.

16. Conduct of the MPhil and PhD final examination

(1) The final examination for the MPhil and PhD Degree will be based on a thesis submitted by the student and an oral examination, which in all cases will be conducted in English. The examiners may additionally require the student to undertake practical and/or written examinations on the subject of the thesis and/or other relevant subjects at times and places determined by the College.

(2) Each academic department/school must have a policy to either appoint an independent chair to be present at the oral examination in addition to the examiners, or to have an audio recording made of the oral examination. In the event of the independent chair not being available for the examination, an audio recording will be made. The recording will be kept by the student's academic department/school for two months, after which time it will normally be destroyed. The recording will only be listened to in the event of an academic appeal or complaint, and only by those involved with investigating the appeal or complaint. In cases where an independent chair is appointed, his/her role will be to act as an observer and to ensure that the procedures are followed. S/he will not be directly involved with examining the thesis. The independent chair will normally be a member of the academic staff, but not the Head of Department or School, who has had no involvement with the student's programme of study. It is expected that the independent chair will normally have had experience of conducting at least three Research Degree viva voce examinations as an examiner.

(3) All matters relating to the final examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a student's thesis until such time as the thesis has been placed in the public domain and any

restrictions on access to the thesis which have been granted by the College under the provisions of Section 20 of these regulations are removed.

(4) Before holding the oral examination, or before preparing a joint report in those cases where the student is to be re-examined without holding an oral examination, each examiner will write an independent, preliminary report on the thesis. The preliminary reports will be submitted to Student Administration, Registry, prior to the examination, but will not normally be made available to the student.

(5) Where an examiner deems the thesis to be incomplete or unfinished, such that it will not be examined, the examiner(s) will not write a report but will instead write a brief statement giving the reason for his/her decision. This statement will be submitted to Student Administration, Registry, and will be made available to the student. This first, unexamined submission of the thesis for examination will be counted as a first submission.

(6) The oral examination will be held at the College or in one of the buildings owned by the University of London in central London, unless both the student and the College agree that it is expedient to hold the oral examination elsewhere. The viva will normally be held within three months from the submission of the thesis.

(7) The principal supervisor will be invited to attend the oral examination as an observer, unless the student indicates otherwise at the time of his/her formal entry or re-entry to the final examination. The supervisor will not participate in the examination of the student unless invited to contribute by the examiners. Otherwise the oral examination will be held in private.

(8) The student must bring to the oral examination a copy of his/her thesis paginated in the same way as the copies submitted to the College. This may be an electronic copy.

(9) After any oral examination, a joint final report shall be prepared by the examiners for submission to the College Board of Examiners. The joint final report will be released routinely to students for their personal information.

(10) Students with any disability or Specific Learning Difficulty may ask for reasonable adjustments to be made to the conduct of the final examination under the provisions of the Regulations on Access Arrangements for Assessment. Such requests should be submitted to Student Administration, Registry, at the time of the student's formal entry or re-entry to the final examination where possible and not later than two weeks before the date of the oral examination.

(11) Where a student feels that his/her academic performance on the date of the oral examination may be substantially affected by unexpected medical or other personal circumstances, the student should inform the examiners of his/her situation no later than the start of the oral examination so that they can make a decision on whether or not to proceed. The examiners may require the student to submit evidence of his/her condition to Student Administration, Registry, within seven days.

17. Outcome of the PhD examination

(1) If the thesis fulfils the criteria for the PhD degree set out in Section (13) of these regulations and the student satisfies the examiners in all other parts of the examination, the examiners

will report to the College Board of Examiners that the candidate has satisfied them in the examination for the PhD degree.

(2) If the thesis otherwise fulfils the criteria for the PhD degree set out in Section 13 of these regulations, but requires minor amendments, and the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make amendments to the thesis specified by them within three months. The amended thesis shall be submitted to the examiners, or to one of their number nominated by them, for confirmation that the amendments are satisfactory. If the amendments are satisfactory, the examiners will report to the College Board of Examiners that the candidate has satisfied them in the examination for the PhD degree. If the amendments are not satisfactory, the examiners will either give the student a further three months in which to make the amendments, or determine that the student has not satisfied them in the examination under the provisions of Section 17 (9).

(3) Where the examiners have required the student to submit a finished thesis as the original one was not examined by reason of being incomplete, the completed thesis shall be submitted to the examiners within three months of the original decision. In such a case the candidate must undergo an oral examination. If the amended thesis is satisfactory, the examiners will report to the College Board of Examiners that the candidate has satisfied them unconditionally in the examination for the PhD degree. If the amended thesis is not satisfactory, the examiners will either (i) require the student to make minor amendments to the thesis specified by them within three months or (ii) require the student to make moderate amendments to the thesis specified by them within a period of up to nine months or (iii) determine that the student has not satisfied them in the examination under the provisions of Section 17 (9).

(4) If the thesis otherwise fulfils the criteria for the PhD degree set out in Section 13 of these regulations, but requires amendments to address errors of substance or omission, and the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make amendments to the thesis specified by them within a period of up to nine months. This option is not available to examiners re-examining a thesis. The amended thesis shall be submitted to the examiners, or to one of their number nominated by them, for confirmation that the amendments are satisfactory, without the requirement to conduct a further viva. If the amendments are satisfactory, the examiners will report to the College Board of Examiners that the candidate has satisfied them in the examination for the PhD degree. If the amendments are not satisfactory, the examiners will either give the student a further three months in which to make the amendments, or determine that the student has not satisfied them in the examination under the provisions of Section 17 (9).

(5) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present his/her thesis in a revised form within 18 months. This option is not available to examiners re-examining a thesis. The examiners shall not make such a decision without first submitting the candidate to an oral examination. The examiners may at their discretion exempt from a further oral examination a student who under this regulation has been permitted to re-present the thesis in a revised form.

(6) If the thesis satisfies the criteria for the PhD degree set out in Section 13 of these regulations, but the student fails to satisfy the examiners at the practical or written examination prescribed under Section 16(1), the examiners may determine that the student

be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding 18 months. This option is not available to examiners re-examining a thesis. The examiners may at their discretion exempt the student from taking a further oral examination.

(7) If the thesis satisfies the criteria for the PhD degree set out in Section 13 of these regulations, but the student fails to satisfy the examiners at the oral examination, the examiners may determine that the student be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 18 months.

(8) If, after completion of the examination, including the oral examination, the examiners determine that a student has not reached the standard required for the award of the PhD degree nor for the re-presentation of the thesis in a revised form for that degree, they shall consider whether the thesis does or might be able to satisfy the criteria for the award of the MPhil degree. If they so decide, the examiners shall submit a report which demonstrates either how the criteria for the MPhil degree are satisfied, or what action would need to be taken in order for these criteria to be satisfied. Thereafter one of the following procedures will apply.

(a) If the thesis as it stands fulfils the criteria for the MPhil degree set out in Section 13 of these regulations and the student satisfies the examiners in all other parts of the examination, the student will be informed that s/he has been unsuccessful at the examination for the PhD degree, but that the examiners have indicated that s/he has reached the standard required for the award of the MPhil degree. The student will be given two months to indicate whether or not s/he wishes to be considered for the award of the MPhil degree. If the student indicates that s/he wishes to be so considered, the examiners will report to the College Board of Examiners that the candidate has satisfied them in the examination for the MPhil degree. If the student does not indicate within two months that s/he wishes to be so considered, s/he will be informed that s/he has failed to satisfy the examiners for the PhD degree and that s/he may no longer be considered for the award of the MPhil degree.

(b) If the thesis otherwise fulfils the criteria for the MPhil degree set out in Section 13 of these regulations, but requires minor amendments, and the student satisfies the examiners in all other parts of the examination, the student will be informed that s/he has been unsuccessful at the examination for the PhD degree, but that with minor amendments to the thesis s/he would satisfy the criteria for the award of the MPhil degree. The student will be given two months to indicate whether or not s/he wishes to be considered for the award of the MPhil degree. If the student indicates that s/he wishes to be so considered, s/he must then within three months submit the amended thesis to the examiners, or to one of their number nominated by them, for confirmation that the amendments are satisfactory. If the amendments are satisfactory, the examiners will report to the College Board of Examiners that the candidate has satisfied them in the examination for the MPhil degree. If the amendments are not satisfactory, the examiners will either give the student a further three months in which to make the amendments, or determine that the student has not satisfied them in the examination under the provisions of paragraph 7. If the student does not indicate within two months that s/he wishes to be so considered, s/he will be informed that s/he has failed to satisfy the examiners for the

PhD degree and that s/he may no longer be considered for the award of the MPhil degree.

(c) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to enter the examination for the MPhil degree and re-present his/her thesis in a revised form within twelve months. The examiners may at their discretion exempt from a further oral examination a student who under this regulation has been permitted to re-present the thesis in a revised form.

(9) The examiners may determine and report to the College Board of Examiners that the student has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the student to an oral examination. A student who fails to satisfy the examiners will not be permitted to re-enter for the examination.

(10) If the examiners are unable to reach agreement, their reports shall be referred to the College Board of Examiners' Executive Committee, which shall determine the action to be taken. This will normally involve the appointment of an independent third or fourth examiner who will be external to the College as well as the institutions in which the original examiners are members of staff.

(11) In all cases where the outcome requires re-submission of the thesis and/or a further form of examination students must submit the thesis by the deadline and/or undertake the examination on the date(s) set. Failure to do so will normally result in the student failing the degree, unless there are severe extenuating circumstances which are deemed acceptable by the College Board of Examiners' Executive Committee.

18. Outcome of the MPhil examination

(1) If the thesis fulfils the criteria for the MPhil degree set out in Section 13 of these regulations and the student satisfies the examiners in all other parts of the examination, the examiners will report to the College Board of Examiners that the candidate has satisfied them in the examination for the MPhil degree.

(2) If the thesis otherwise fulfils the criteria for the MPhil degree set out in Section 13 of these regulations, but requires minor amendments, and the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make amendments to the thesis specified by them within three months. The amended thesis shall be submitted to the examiners, or to one of their number nominated by them, for confirmation that the amendments are satisfactory. If the amendments are satisfactory, the examiners will report to the College Board of Examiners that the candidate has satisfied them in the examination for the MPhil degree. If the amendments are not satisfactory, the examiners will either give the student a further three months in which to make the amendments, or determine that the student has not satisfied them in the examination under the provisions of Section 18 (8).

(3) Where the examiners have required the student to submit a finished thesis as the original one was not examined by reason of being incomplete, the completed thesis shall be submitted to the examiners within three months of the original decision. In such a case the candidate must undergo an oral examination. If the amended thesis is satisfactory, the

examiners will report to the College Board of Examiners that the candidate has satisfied them unconditionally in the examination for the MPhil degree. If the amended thesis is not satisfactory, the examiners will either (i) require the student to make minor amendments to the thesis specified by them within three months or (ii) require the student to make moderate amendments to the thesis specified by them within a period of up to nine months or (iii) determine that the student has not satisfied them in the examination under the provisions of Section 18 (8).

(4) If the thesis otherwise fulfils the criteria for the MPhil degree set out in Section 13 of these regulations, but requires amendments to address errors of substance or omission, and the student satisfies the examiners in all other parts of the examination, the examiners may require the student to make amendments to the thesis specified by them within a period of up to nine months. The amended thesis shall be submitted to the examiners, or to one of their number nominated by them, for confirmation that the amendments are satisfactory, without the requirement to conduct a further viva. If the amendments are satisfactory, the examiners will report to the College Board of Examiners that the candidate has satisfied them in the examination for the MPhil degree. If the amendments are not satisfactory, the examiners will either give the student a further three months in which to make the amendments, or determine that the student has not satisfied them in the examination under the provisions of Section 18 (8).

(5) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the student be permitted to re-present his/her thesis in a revised form within twelve months. The examiners shall not make such a decision without first submitting the candidate to an oral examination. The examiners may at their discretion exempt from a further oral examination a student who under this regulation has been permitted to re-present the thesis in a revised form.

(6) If the thesis satisfies the criteria for the MPhil degree set out in Section 13 of these regulations, but the student fails to satisfy the examiners at the practical or written examination prescribed under Section 16(1), the examiners may determine that the student be exempted on re-entry from presentation of the thesis and be permitted to submit to a further practical or written examination within a period specified by them and not exceeding twelve months. The examiners may at their discretion exempt the student from taking a further oral examination.

(7) If the thesis satisfies the criteria for the MPhil degree set out in Section 13 of these regulations, but the student fails to satisfy the examiners at the oral examination, the examiners may determine that the student be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding twelve months.

(8) The examiners may determine and report to the College Board of Examiners that the student has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the student to an oral examination. A student who fails to satisfy the examiners will not be permitted to re-enter for the examination.

(9) If the examiners are unable to reach agreement, their reports shall be referred to the College Board of Examiners' Executive Committee which shall determine the action to be taken.

(10) In all cases where the outcome requires re-submission of the thesis and/or a further form of examination students must submit the thesis by the deadline and/or undertake the examination on the date(s) set. Failure to do so will normally result in the student failing the degree, unless there are severe extenuating circumstances which are deemed acceptable by the College Board of Examiners' Executive Committee.

19. Notification of results

(1) Final results will be issued to students by the Academic Registrar after they have been considered and approved by the College Board of Examiners.

(2) The degree of MPhil or PhD shall not be awarded until one print copy of the successful thesis, bound in the appropriate format, has been lodged with Student Administration, Registry, (see Section 15(2) of these regulations) and one electronic copy of the final, post-viva, corrected version of the thesis has been submitted to the institutional repository.

(3) A diploma under the seal of the University of London shall be subsequently delivered to each candidate who has been awarded a degree. The diploma for the degree will bear the names of the student in the form in which they appear in the records of the College at the date of issue. Formal notification or confirmation of results will not be given to students deemed to have tuition or tuition-related debt to the College or the University.

20. Availability of MPhil and PhD theses

(1) Unless subject to Section 20 (2), (3) and (4) of these regulations, copies of successful theses shall be placed, after award, in the College Library (print version) and Institutional Repository (electronic version) to be available for public reference, inter-library loans and copying.

(2) Restriction of access to the print and/or electronic version of the thesis for a period of up to two years can be specified by the student without any formal justification or approval. Students wishing to impose access restrictions for any period longer than two years must follow the formal process specified in Section 20 (4) of these regulations.

(3) Where documentary evidence of commercial funding and/or commercial sensitivity is provided, restriction of access to the print and/or electronic version of the thesis for a period longer than two, with a maximum of five, years can be specified by the student at the point of submission. This request must be approved by the supervisor(s). Students or supervisors requesting access restrictions for any period longer than five years must follow the formal process specified in Section 20(4) of these regulations.

(4) Formal requests for restriction of access beyond the periods outlined in Sections 20 (2) and 20 (3) must be submitted in writing by the student or supervisor(s) to Student Administration, Registry. This can be submitted at the time of the student's entry for the examination, or, within eighteen months following the successful viva and must be supported in writing by the student's supervisor(s), or Head of Department if the supervisor has left the College. The request will be considered by the Dean of Faculty.

(5) The student shall be notified in writing of the decision of the Dean of Faculty, the reasons for the decision and, if appropriate, the right to appeal against the decision

by writing to the Vice-Principal (Research and Enterprise) within two weeks of notification.

APPEALS FOR MASTERS BY RESEARCH, DPS, DCLINPSY, MPHIL AND PHD CANDIDATES

21. Appeals against the outcomes of formal reviews, other required assessments, refusal to examine an incomplete thesis and the final examination

(1) The College's appeals process against the outcome of a formal review for upgrading to the degree of PhD, a refusal to examine the thesis on the grounds that it was incomplete or unfinished, or the outcome of the final examination includes two stages as outlined below:

(a) a formal stage;

(b) a review stage.

(2) A student may appeal only on one or more of the following grounds:

(a) that the student's performance in the assessment was substantially affected by circumstances of which the examiners had not been made aware and which the student could not with reasonable diligence have disclosed before the outcome had been determined;

(b) that there were procedural irregularities in the conduct of the assessment, or administrative errors, which might cause reasonable doubt as to whether the outcome would have been the same if the irregularities or errors had not occurred;

(c) that there is evidence of bias on the part of one or more of the examiners such that the outcome should not be allowed to stand.

(3) Appeals must be submitted in writing by the student to the Academic Registrar within 15 working days of the date on which the student was formally notified of the outcome of the Boards of Examiners. The student's submission must include:

(a) a statement of all the matters which the student wishes to be investigated and taken into account, which specifies how these matters relate to the grounds for appeal in paragraph (2) above and lead the student to believe that the outcome of the assessment was unfair;

(b) a statement of the student's desired outcome from the appeal;

(c) copies of all documentary evidence on which the student wishes to rely in the appeal, and where relevant an explanation for why the student was previously unable to submit any of the evidence or information for consideration by the examiners;

(d) in the case of appeals made in reference to paragraph (2)(c) above , a signed record by the student of all comments or remarks made by the examiners which, in the student's view, indicate bias.

(4) The Academic Registrar or his/her nominee may dismiss any appeal which in his/her opinion does not fall within the remit or these regulations, fails to present reasonable grounds or fails to provide sufficient evidence in support of the student's claims. Where there are inadequate grounds for an appeal or insufficient evidence, the Academic Registrar or his/her nominee may give the student one opportunity to address the deficiencies before deciding to dismiss the appeal. Where the appeal does not fall within the remit of these regulations the Academic Registrar or his/her nominee may recommend an alternative route for consideration of the student's concerns. If an appeal is considered by the Academic Registrar or his/her nominee to be frivolous or malicious, the student may be liable for disciplinary action under the Student Disciplinary Regulations.

(5) Appeals which are not dismissed under the provisions of paragraph (4) above will be investigated by a senior member of the Academic Quality and Policy team. Normally the investigation will be conducted through written correspondence and may include requests to any individual or party for representations, additional information or an expert opinion. The senior member of the Academic Quality and Policy team may also decide to meet with one or more individuals as part of the investigation, in which case a written record will be kept of any matters arising during the meeting which are relevant to the investigation and would be likely to influence the outcome. Where the senior member of the Academic Quality and Policy team decides to meet with the student, the student may be accompanied by another student or member of staff of the College, otherwise all such meetings shall be held in private.

(6) A student who wishes to abandon or withdraw an appeal at any stage must inform the Academic Registrar immediately in writing. The senior member of the Academic Quality and Policy team will then determine how to proceed, taking account of the available evidence and the matters raised by the student in the appeal.

(7) Following his/her investigation, the senior member of the Academic Quality and Policy team will decide on one of the following outcomes of the formal stage.

(a) reject the appeal, in which case the original outcome of the Boards of Examiners shall stand.

(b) ask the original examiners to reconsider their decision, the outcome of which shall be final.

(c) set the original assessment aside and arrange for another assessment to be conducted, the outcome of which shall be final. The senior member of the Academic Quality and Policy team in consultation with the Academic Registrar may make stipulations about the conduct of the assessment.

(8) In addition to the provisions of paragraph (7) above, the senior member of the Academic Quality and Policy team and/ or the Academic Registrar may make any recommendations which s/he deems to be appropriate in the light of his/her investigation.

(9) The Academic Registrar or senior member of the Academic Quality and Policy team will inform the student in writing of his/ her decision and the reasons for it, the student's right to take the academic appeal to the review stage, the procedures and time limit for doing so and where and how to access support in this regard.

(10) If a student chooses not to take the appeal to the review stage, or fails to do so within the given time limit of 10 working days s/he can request that the College issue a Completion of Procedures letter.

(11) On receipt of the written outcome of the formal stage of the appeals investigation as outlined in paragraph (10) above, a student may request a review of their appeal but only on one or more of the following grounds:

(a) fresh evidence can be presented which could not with reasonable diligence have been submitted with the initial appeal and which might cause reasonable doubt as to the fairness of that decision;

(b) there is evidence of a failure to follow the procedures set out in these regulations which might cause reasonable doubt as to the fairness of the decision;

(c) the decision was perverse given the evidence which was available at the time.

An appeal must have been considered at the formal stage as outlined in paragraphs (2) – (10) above before a student can request a review as outlined in paragraph (11) above.

(12) Requests for a review must be submitted in writing by the student to the Academic Registrar within 10 working days of the date on which the student was formally notified of the initial outcome of their appeal.

(13) The student's submission requesting a review must include:

(a) a statement of all the matters which the student wishes to be investigated and taken into account, which specifies how these matters relate to the grounds for review in paragraph (11) above and lead the student to believe that the outcome of the initial investigation was not reasonable in all the circumstances;

(b) a statement of the student's desired outcome from the review;

(c) copies of all documentary evidence on which the student wishes to rely in the review, and an explanation for why the student was previously unable to submit any of the evidence or information for consideration at the initial stage of the appeal investigation.

(14) The Academic Registrar or his/her nominee may dismiss any request for review which in his/her opinion does not fall within the remit of these regulations, fails to present reasonable grounds or fails to provide sufficient evidence in support of the student's claims.

(15) The review request will be considered by the Academic Registrar or his/ her nominee who has not been involved in the investigation at the formal stage of the appeals process. The designated member of staff will determine one of the following courses of action:

(a) dismiss the request for a review;

(b) refer the matter back to the formal stage for reconsideration;

(c) refer the case to a Review Panel for consideration.

Exceptionally the Academic Registrar or his/ her nominee may decide to refer an appeal to a Review Panel for further consideration without the student having requested this prior to the issuing of a Completion of Procedures letter as outlined in paragraph (13).

(16) The Review Panel will comprise a Vice-Principal or nominee as Chair, two members of academic staff, normally the Associate Dean (Education) and a Chair of a Sub-board both from the Faculty in which the student is studying and the Head of the Academic Quality and Policy Office or his/ her nominee. A senior member of the Academic Quality and Policy Office will act as Secretary to the Panel. The senior member of the Academic Quality and Policy team shall be responsible for setting the date and place of the review, for notifying members of the Review Panel and the student of the arrangements, and for sending copies of all relevant documentation to members of the Panel and the student in advance. The student may be accompanied by another student or member of staff of the College, otherwise all such meetings shall be held in private. Where a student is unable or unwilling to attend, s/he may submit a written statement for consideration.

(17) The Review Panel will decide on one of the following outcomes.

(a) reject the request for review, in which case the initial findings of the investigation by the Academic Quality and Policy team shall stand;

(b) ask the original examiners to reconsider their decision, the outcome of which shall be final;

(c) set the original assessment aside and arrange for another assessment to be conducted, the outcome of which shall be final. The Review Panel may make stipulations about the conduct of the assessment.

(18) A student who wishes to abandon or withdraw a request for review at any stage must inform the Academic Registrar immediately in writing. The senior member of the Academic Quality and Policy team will then determine how to proceed, taking account of the available evidence and the matters raised by the student in the appeal.

(19) The Academic Registrar or senior member of the Academic Quality and Policy team will inform the student in writing of the decision of the Review Panel and the reasons for it, clarify that the internal appeals procedures of the College have been completed and his/her right to request that the College's decision be reviewed by the Office of the Independent Adjudicator for Higher Education.

(20) In addition to the provisions of paragraph (17) above, the Review Panel may make any recommendations which they deem to be appropriate in the light of their review of the case.

22. Appeals against termination of registration

(1) A student may appeal against a decision to terminate his/her registration on one or both of the following grounds:

(a) that there is evidence of a failure to follow the procedures set out in Section 10 of these regulations which might cause reasonable doubt as to the fairness of the decision to terminate the student's registration;

(b) that fresh evidence can be presented which the student could not with reasonable diligence have disclosed before the decision to terminate his/her registration was made and which might cause reasonable doubt as to the fairness of that decision.

(2) Appeals must be submitted in writing by the student to the Academic Registrar within fifteen working days of the date on which the student was formally notified of the decision to terminate his/her registration. The student's submission must include:

(a) a statement of all the matters which the student wishes to be investigated and taken into account, which specifies how these matters relate to the grounds for appeal in Section 22(1) of these regulations and lead the student to believe that the decision to terminate his/her registration was unfair;

(b) a statement of the student's desired outcome from the appeal;

(c) copies of all documentary evidence on which the student wishes to rely in the appeal, and where relevant an explanation for why the student was previously unable to disclose any of the evidence or information.

(3) The case will be considered by a Vice-Principal. The Vice-Principal may dismiss any appeal which in his/her opinion does not fall within the remit or these regulations, fails to present reasonable grounds or fails to provide sufficient evidence in support of the student's claims. Where there are inadequate grounds for an appeal or insufficient evidence, the student may be given one opportunity to address the deficiencies before a decision is taken to dismiss the appeal. Where the appeal does not fall within the remit of these regulations the Vice-Principal may recommend an alternative route for consideration of the student's concerns.

(4) Appeals which are not dismissed under the provisions of Section 22(3) of these regulations will be investigated in the first instance by a senior member of the Academic Quality and Policy Office. The investigation will be conducted through written correspondence and may include requests to any individual or party for representations, additional information or an expert opinion.

(5) The findings from the investigation by the senior member of the Academic Quality & Policy Office will be presented in writing to a Vice-Principal, who will determine one of the following courses of action:

(a) in the event that the appeal is upheld, to reinstate the student's registration in full subject to any conditions which s/he may wish to impose and with a revised deadline for final submission to account for the time taken for the appeal process;

(b) to confirm the decision to terminate the student's registration;

(c) to convene an Appeals Committee under the provisions of Section 22 (6) to investigate the matter further through a formal hearing. Normally, this is only in cases where major procedural irregularities have been identified.

(6) The Appeals Committee will comprise the Vice-Principal as Chair, the Dean from a faculty in which the student has studied, and two other members of academic staff from the faculty/faculties in which the student has studied, but not from the student's department(s) or school(s). The senior member of the Academic Quality & Policy Office shall be responsible for setting the date and place of the hearing, for notifying members of the Committee and the student of the arrangements, and for sending copies of all relevant documentation to members of the Committee and the student in advance. The Appeals Committee may invite one or more representatives from the student's department or school to attend all or part of the hearing for the purpose of answering questions. The student may be accompanied by another student or member of staff of the College to assist in presenting his/her case, otherwise the hearing will be conducted in private.

(7) A student who wishes to abandon or withdraw an appeal at any stage must inform the Academic Registrar immediately in writing. The Vice-Principal will determine how to proceed, taking account of the available evidence and the matters raised by the student in the appeal.

(8) The Academic Registrar or his/her nominee will inform the student in writing of the Vice-Principal's decision and the reasons for it, as well as the student's right to request that the decision be reviewed by the Office of the Independent Adjudicator for Higher Education.

Appendix 1: Regulations governing Masters by Research programmes

These should be read in conjunction with the regulations governing Research Degrees. The following regulations govern the elements of the award of degree of Master of Arts by Research, and Master of Science by Research which differ to the Research Degree Regulations. In respect to all other matters, the Research Degree Regulations apply unless otherwise specified.

1. Admission to programme
2. Period of study
3. Structure of programmes
4. Taught component
5. Dissertation

1. Admission to Programme

(1) Students will normally be required to have a second class undergraduate honours degree to qualify for the programme.

2. Period of Study

(1) Programmes may be offered as a period of one year full-time study or two years of part-time study.

3. Structure of programmes

(1) The award of MA or MSc will comprise a dissertation leading to the assessment of at least 1,800 notional learning hours at FHEQ level 7.

4. Taught Component

(1) Some programmes may include a taught component which must be passed. Students taking these programmes are required to satisfactorily pass the taught component in order to qualify for the award. Students who fail the taught component will not normally be offered the opportunity to resit this component and will therefore fail the programme.

5. Dissertation

(1) The dissertation will be a maximum of 40,000 words.

(2) The dissertation shall:

(a) synthesise knowledge from the subject or discipline and apply it to a suitable research problem, hypotheses or research questions;

(b) provide a critical discussion of relevant major theories, debates and concepts;

(c) demonstrate the capacity to design and carry out an independent research project using appropriate research methods and utilizing suitable skills and techniques;

(d) undertake a clear analysis of the results of the project, and show informed and critical use of theories and concepts to interrogate these results;

(e) provide a reasoned and coherent account of the main findings and their significance;

(f) display good presentation and referencing skills.

(3) The dissertation element of the degree will be examined by both an internal examiner, who may have acted as the dissertation supervisor for the student, and an external examiner.

(4) An oral examination may be conducted at the discretion of the examiners. The oral examination will normally be held within three months of the date of submission of the dissertation. The oral examination will be subject to the examination requirements set out in paragraph Section 16 (1) to (10) of the Research Degree Regulations.

(5) If the taught element of the programme has been successfully passed and the dissertation is of sufficient merit but minor corrections are required, the examiners can recommend that the candidate be awarded the Master of Arts or Master of Science by Research Degree, subject to completion of minor corrections to the dissertation which must be submitted within six weeks of the student being formally notified of the outcome. If these corrections are made by the deadline and to the satisfaction of the examiners, the examiners can recommend to the College Board of Examiners that the student be awarded the Master of Arts or Master of Science by Research Degree. If the candidate fails to meet these requirements the examiners will normally recommend offering the candidate the option to return the following academic year to resubmit the dissertation for a second and final time.

(6) Students who fail to submit or resubmit the dissertation by the required deadline will normally have their registration with the College terminated. The College Board of Examiners will not follow the formal warning procedure.

Appendix 2: Regulations governing the Doctor of Clinical Psychology (DClinPsy)

These should be read in conjunction with the regulations governing Research Degrees and the programme specification. The following regulations govern the elements of the award of Doctor of Clinical Psychology which differ from the Research Degree Regulations. In respect to all other matters, the Research Degree Regulations apply unless otherwise specified.

1. Period of study
2. Structure of programme
3. Requirements of DClinPsy thesis
4. Conduct of the DClinPsy thesis examination

1. Period of Study

(1) The period of study for programmes leading to the award of the DClinPsy will be three calendar years of full-time study.

2. Structure of programme

(1) The programme leading to the award of the DClinPsy will include elements of a practical, vocational and professional nature as well as formally taught elements, all with required assessments outlined in the Programme Specification, and will include a substantial research element at FHEQ level 8 which is of a nature appropriate to the discipline and is presented in the form of a thesis.

3. Requirements of the DClinPsy thesis

(1) The thesis shall:

(a) consist of the candidate's own account of his/her investigations, indicating in what respects they advance the study of the subject;

(b) form a distinct contribution to the knowledge of the subject and afford evidence of originality shown by the discovery of new facts and/or the exercise of independent critical power;

(c) be appropriate to the subject concerned, having regard to the other formally assessed elements for the degree;

(d) be a minimum of 25,000 words in length. The word count include references, footnotes and endnotes, but exclude the bibliography and any appendices, which should only include material which the examiners are not required to read in order adequately to examine the thesis, but to which they may refer if they wish;

(e) be written in English to a satisfactory standard of literary presentation;

(f) be presented in typescript or print and bound in accordance with instructions issued by the Academic Registrar.

(2) A candidate may not submit a thesis which has already been submitted for a degree or comparable award of the College or another institution. Work which has already been submitted in this way may, however, be incorporated in a thesis covering a wider field, provided this is indicated on the examination entry form and in the thesis itself.

(3) A candidate may submit the results of work done in conjunction with the supervisor or with other researchers, provided the personal share in the investigation is clearly stated and certified by the supervisor.

(4) Published work may be included only if it forms an integral part of the thesis and makes a relevant contribution to the main theme of the thesis. A series of publications alone is not acceptable as a thesis. The personal share in publications in joint names must be clearly stated and certified by the supervisor.

(5) A candidate may submit as supplementary material in support of his/her candidature any published contribution to the advancement of the subject. Such material should normally be bound in at the end of the thesis in its published form, with appropriate references made in the body of the thesis. The personal share in publications in joint names must be clearly stated and certified by the supervisor.

(6) A thesis will normally be placed in the public domain immediately after the award of the degree. Exceptions to this requirement will normally be made only on the grounds of commercial exploitation or patenting or in very exceptional circumstances and will be granted for a maximum period of two years.

(7) Students with disabilities or other impairments may ask for reasonable adjustments to be made to the conduct of the final examination under the provisions of the Regulations on Access Arrangements for Assessment. Such requests should be submitted to the Programme Office at the time of the student's formal entry or re-entry to the final examination where possible and not later than two weeks before the date of the oral examination.

4. Conduct of the DClinPsy thesis examination

(1) A candidate must satisfy the examiners in all other programme requirements to date before submitting the thesis for examination.

(2) Examiners for the thesis will be appointed by the College Board of Examiners' Executive Committee, which will ensure that:

(a) the examiners are expert in the field of the thesis and able to make an independent assessment of the student;

(b) at least one of the examiners is external to the University of London;

(c) One examiner will normally be a member of staff, or a visiting lecturer, or a visiting professor, at Royal Holloway or another college or institute of the University of London when the nomination is made, or will have held such a position within the last three years. If no suitable individual is available from the College or elsewhere in the University, a second examiner who is external to the University may be appointed.

(d) a candidate is not examined by his/her own supervisor, except in the most exceptional circumstances, in which case three examiners in total must be appointed.

(3) After reading the thesis the examiners will:

(a) prepare independent written reports on the thesis prior to the oral examination;

(b) examine the candidate orally with only themselves and the candidate;

(c) make an audio recording of the oral examination. The recording will be kept by the student's academic department for two months, after which time it will normally be destroyed. The recording will only be listened to in the event of an academic appeal or complaint, and only by those involved with investigating the appeal or complaint.

(4) The examiners may examine the candidate in addition by written and/or practical assessments on subjects relevant to the thesis.

(5) There are six options open to the examiners in determining the result of the final examination as follows:

(a) If the thesis is adequate and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree.

(b) If the thesis is otherwise adequate but requires typographical or other minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make amendments specified by them within one month.

(c) If the thesis is otherwise adequate but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make amendments specified by them within three months.

(d) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-present the thesis in a revised form within twelve months. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt from a further oral examination, on the re-presentation of the thesis, a candidate who under this regulation has been permitted to re-present it in a revised form.

(e) If the thesis is adequate, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 18 months.

(f) The examiners may determine that the candidate has not satisfied them in the examination and that the degree should not be awarded. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination.

(6) If the examiners are unable to reach agreement, their reports shall be referred to the College Board of Examiners' Executive Committee which shall determine the action to be taken.

(7) The examiners for the thesis shall provide a detailed and reasoned statement of their judgement of the candidate's performance and for the decision they have reached, and this report shall be made available to the candidate for her/his personal information.

(8) The degree shall not be awarded until one print copy of the successful thesis, bound in the appropriate format, has been lodged with the Programme and one electronic copy of the final, post-viva, corrected version of the thesis has been submitted to the institutional repository.

Appendix 3: Regulations governing the Doctorate in Professional Studies (Health and Social Care Practice) (DPS)

These should be read in conjunction with the regulations governing Research Degrees. The following regulations govern the elements of the award of the Doctorate in Professional Studies (Health and Social Care Practice) (DPS) which differ from the Research Degree Regulations. In respect to all other matters, the Research Degree Regulations apply unless otherwise specified. Further details are set out in the Programme Specification.

1. Period of study
2. Structure of programme
3. Requirements of DPS (Health and Social Care Practice) thesis
4. Conduct of the DPS thesis examination

1. Period of study

(1) The period of study is a minimum of three years full-time, or the equivalent part-time.

2. Structure of programme

(1) Programmes leading to the award of DPS will include elements of a practical, vocational and professional nature as well as formally-taught elements, and will include a substantial research element at FHEQ Level 8 which is of a nature appropriate to the discipline and is presented in the form of a thesis.

3. Requirements of the DPS (Health and Social Care Practice) thesis

(1) The thesis shall:

(a) consist of the candidate's own account of his/her investigations, indicating in what respects they advance the study of the subject;

(b) form a distinct contribution to the knowledge of the subject and afford evidence of originality shown by the discovery of new facts and/or the exercise of independent critical power;

(c) be appropriate to the subject concerned, having regard to the other formally assessed elements for the degree;

(d) not exceed 50,000 words in length, excluding appendices and bibliography;

(e) be written in English to a satisfactory standard of literary presentation;

(f) be presented in typescript, or electronically, or print and bound in accordance with instructions issued by the Academic Registrar.

(2) A candidate may not submit a thesis which has already been submitted for a degree or comparable award of the College or another institution. Work which has already been submitted in this way may, however, be incorporated in a thesis covering a wider field, provided this is indicated on the examination entry form and in the thesis itself.

(3) A candidate may submit the results of work done in conjunction with the supervisor or with other researchers, provided the personal share in the investigation is clearly stated and certified by the supervisor.

(4) Published work may be included only if it forms an integral part of the thesis and makes a relevant contribution to the main theme of the thesis. A series of publications alone is not acceptable as a thesis. The personal share in publications in joint names must be clearly stated and certified by the supervisor.

(5) A candidate may submit as supplementary material in support of his/her candidature any published contribution to the advancement of the subject. Such material should normally be bound in at the end of the thesis in its published form, with appropriate references made in the body of the thesis. The personal share in publications in joint names must be clearly stated and certified by the supervisor.

(6) A thesis will normally be placed in the public domain immediately after the award of the degree. Exceptions to this requirement will normally be made only on the grounds of commercial exploitation or patenting or in other very exceptional circumstances and will usually only be granted for a maximum period of two years.

4. Conduct of the DPS (Health and Social Care Practice) thesis examination

(1) A candidate must satisfy the examiners in all other elements of the assessment for the programme before submitting the thesis for examination.

(2) Examiners for the thesis will be appointed by the College Board of Examiners' Executive Committee, which will ensure that:

(a) the examiners are expert in the field of the thesis and able to make an independent assessment of the student;

(b) at least one of the examiners is external to the University of London;

(c) one examiner will normally be a member of staff, or a visiting lecturer, or a visiting professor, at Royal Holloway or another college or institute of the University of London when the nomination is made, or will have held such a position within the last three years. If no suitable individual is available from the College or elsewhere in the University, a second examiner who is external to the University may be appointed. Where an examiner is appointed from the staff at Royal Holloway, the individual must be genuinely independent of the student's programme of study;

(d) a candidate is not examined by his/her own supervisor, except in the most exceptional circumstances, in which case three examiners in total must be appointed.

(3) After reading the thesis the examiners will:

(a) prepare independent written reports on the thesis prior to the oral examination;

(b) examine the candidate orally with only themselves, the candidate and, subject to the candidate's agreement, the supervisor present;

(c) make an audio recording of the oral examination. The recording will be kept by the student's academic department for two months, after which time it will normally be destroyed. The recording will only be listened to in the event of an academic appeal or complaint, and only by those involved with investigating the appeal or complaint.

(4) There are five options open to the examiners in determining the result of the final examination as follows:

(a) If the thesis is adequate and the candidate satisfies the examiners in all other parts of the examination, the examiners will report that the candidate has satisfied them in the examination for the degree.

(b) If the thesis is otherwise adequate but requires minor amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make amendments specified by them within three months.

(c) If the thesis, though inadequate, shall seem of sufficient merit to justify such action, the examiners may determine that the candidate be permitted to re-present the thesis in a revised form within 18 months. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt from a further oral examination, on the re-presentation of the thesis, a candidate who under this regulation has been permitted to re-present it in a revised form.

(d) If the thesis is adequate, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present the same thesis, and submit to a further oral examination within a period specified by them and not exceeding 18 months.

(e) The examiners may determine that the candidate has not satisfied them in the examination and that the degree should not be awarded. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination.

(5) In the event that unanimity is not achieved on the result of the thesis by the examiners, a third examiner, appointed according to the procedure given in paragraph 10 above shall be asked to advise. Each examiner will write a report on the examination and submit these to the Chair of the Academic Board, who will conduct an inquiry, taking advice as s/he shall determine, before reaching a decision in the matter.

(6) The examiners for the thesis shall provide a detailed and reasoned statement of their judgement of the candidate's performance and for the decision they have reached, and this report shall be made available to the candidate for her/his personal information.

Appendix 4: Regulations governing the Doctor in Philosophy by Prior Publication

1. Award
2. Eligibility
3. Admission
4. Registration
5. Supervision
6. Requirements of the PhD by Prior Publication Submission
7. Examination Entry
8. Appointment of Examiners
9. Submission of PhD by Prior Publication
10. Outcome of the PhD Examination
11. Appeals against the outcome of the Examination

1. Award

(1) The PhD by Prior Publication programme leads to an award of Royal Holloway and Bedford New College.

2. Eligibility

(1) In order to be eligible for admission the candidate must be an established member of the academic staff, senior teaching fellow, or teaching fellow, who has been in post for at least two years.

3. Admission

(1) A member of staff wishing to apply for the award must first seek approval from the Director of Graduate Studies in the relevant department or school who will establish if there is the appropriate expertise within the department or school's academic body to supervise the candidate and seek the agreement of the relevant supervisor.

(2) If appropriate expertise is available in the department or school, the candidate should complete the online application form, available on the Student Administration website, and submit a 1000-1,500 words statement, or equivalent in the case of some performing and creative arts disciplines, accompanied by the relevant evidence (normally a list of the publications the candidate intends to submit) to Student Administration, Registry, and pay the fee for application assessment. Once the fee has been paid, the application will be forwarded to the relevant Director of Graduate Studies in order to be assessed for acceptance on to the programme. In order for admission to be granted, the submission must provide prima facie evidence that:

(a) there is a coherent body of work;

(b) there is evidence of a significant contribution made to the field;

(c) the extent of the work is equivalent to that expected of a standard Doctor of Philosophy.

(3) The assessment for admission to the programme will be carried out by the member(s) of staff who will be the supervisor(s) for the candidate. The recommendation for admission to the programme will be subject to approval of the relevant Director of Graduate Studies. External expertise may be sought, if considered necessary, to provide advice to the supervisor and Director of Graduate Studies on whether the submission contains the prima facie evidence required in paragraph 4 (a-c) above.

(4) If the application is rejected, a candidate may not put forward a new application until a period of 24 months has elapsed since the original application.

4. Registration

(1) If admission is granted, a supervisor will be appointed and the candidate will be registered for the programme.

(2) The submission must normally be made within twelve months of registration.

(3) The candidate must pay the appropriate fee to the College.

5. Supervision

(1) The role of the supervisor is:

(a) to provide guidance on the coherence and quality of the candidate's published work to be submitted for examination;

(b) to advise on the preparation of the supporting critical appraisal;

(c) to provide guidance on the preparation for the oral examination.

(2) The supervisor will normally arrange up to six supervisory meetings per year.

6. Requirements of the PhD by Prior Publication Submission

(1) The candidate must submit:

(a) a portfolio of peer-verified outputs which are in the public domain and/or published research, subject to paragraph 14 below, which must constitute a substantial and coherent body of work that is comparable to the extent of work required of a standard Doctor of Philosophy programme;

(b) a critical appraisal of 15,000 – 30,000 words in length which must:
(i) explain how the outputs form a coherent body of work;
(ii) demonstrate methodological and conceptual rigour;
(iii) articulate the contribution to the field;
(iv) for co-authored work, identify the individual contribution made by the candidate.

(2) For performing and creative arts submissions the criteria included in Section 13 (2) to (8) of the above Research Degree Regulations should be followed in relation to the nature of the submission apart from the requirements for submission which are set out in paragraph 12 above of these regulations. Further guidance will be provided by the supervisory team.

(3) If the outputs are not immediately demonstrable as publishable, as in the case of some performing and creative arts disciplines, additional external peer scrutiny may be required.

(4) The total submission, including the critical appraisal, should not normally exceed 130,000 words or the equivalent.

(5) No work submitted for the award of a degree at the College or any other degree-awarding body should be included in the submission.

7. Examination Entry

(1) Each candidate must submit to Student Administration, Registry, his/her formal entry to the final examination at least two months before submitting the critical appraisal and portfolio, in accordance with the guidance issued by Student Administration, Registry.

(2) If the candidate does not submit the critical appraisal and portfolio within 6 months of submitting the entry form, his/her entry to the final examination will be cancelled.

8. Appointment of examiners

(1) Two examiners, or exceptionally three if the Faculty Dean determines that the scope of the critical appraisal and portfolio is such that it cannot be examined adequately by two individuals, will be appointed from outside the University of London according to the following criteria:

(a) the examiners will be of sufficient authority in the discipline to command the respect of the wider academic community and familiar with current standards and procedures of Research Degrees in the UK;

(b) the examiners will be experts in the field of the thesis; whilst it is accepted that each examiner individually may not have expertise in all parts of the precise topic, the examiners together should be able to cover all aspects of the work to be presented by the candidate;

(c) the examiners will be able to make an independent assessment of the candidate and will not therefore have had any other involvement with the candidate or supervisor which might reasonably lead to an allegation of bias.

(2) The examiners for the critical appraisal and portfolio will be nominated in the first instance by the lead supervisor. In order to ensure that examiners are sufficiently independent, supervisors should avoid repeatedly nominating the same individual and should not enter into reciprocal examining arrangements. The supervisor may contact potential nominees informally in order to establish whether or not they would be willing and able to act as examiners.

(3) The supervisor's nominations will be considered by the Board of the department or school of the lead supervisor either at a formal meeting or by correspondence. The consultation will include a range of discipline specialists and the Director of Graduate Studies, and a record of the process will be kept in the department or school. Where the candidate is registered in more than one department or school, discipline specialists from the other department(s) or school(s) will also be consulted.

(4) If the nominations are deemed to be acceptable by the school or department, they will be submitted to the Dean of the relevant Faculty for final consideration and approval, on behalf of the College Board of Examiners' Executive Committee, at the time of the candidate's formal entry to the examination. The Faculty Dean may seek advice on individual nominations from senior academics in the College or elsewhere. The Faculty Dean may refer any cases to the Chair of the College Board of Examiners' Executive Committee if deemed appropriate.

9. Submission of PhD by Prior Publication

(1) Two copies of the critical appraisal and portfolio must be submitted by the candidate to Student Administration, Registry. The candidate may be required to submit a third copy of the critical appraisal and portfolio in the event that a third examiner is appointed at any stage in the examination process. The thesis must be submitted within the maximum period of registration (see paragraph 8 above). Failure to submit within the required period will normally result in the candidate failing the degree without the option to submit for a second time, unless there are severe extenuating circumstances which are deemed acceptable by the College Board of Examiners' Executive Committee.

(2) All components of the thesis must be presented for examination in accordance with the Instructions on the Submission, Format and Binding of Theses for Research Degrees.

(3) A candidate may apply for permission to present the critical appraisal and portfolio in an alternative format where there is a demonstrable need. Applications must be submitted in writing by the candidate to Student Administration, Registry, no later than the time of the candidate's entry to the examination and must be supported in writing by the candidate's supervisor(s). Applications will be considered by the Faculty Dean on behalf of the College Board of Examiners' Executive Committee. The candidate will be notified in writing of the Faculty Dean's decision, the reasons for the decision and, if appropriate, the right to request within two weeks of notification that the decision be reviewed by the Vice-Principal or his/her nominee.

(4) The final examination will be based on the critical appraisal and portfolio submitted by the candidate and an oral examination, which in all cases will be conducted in English.

(5) Each academic department/school must have a policy to either appoint an independent chair to be present at the oral examination in addition to the examiners, or to have an audio recording made of the oral examination. In the event of the independent chair not being available for the examination, an audio recording will be made. The recording will be kept by the candidate's academic department/school for two months, after which time it will normally be destroyed. The recording will only be listened to in the event of an academic appeal or complaint, and only by those involved with investigating the appeal or complaint.

In cases where an independent chair is appointed, his/her role will be to act as an observer and to ensure that the procedures are followed. S/he will not be directly involved with the examination of the critical appraisal and portfolio. The independent chair will normally be a member of the academic staff, but not the Head of Department or School, who has had no involvement with the candidate's programme of study. It is expected that the independent chair will normally have had experience of conducting at least three Research Degree viva voce examinations as an examiner.

(6) Before holding the oral examination each examiner will write an independent, preliminary report on the submission. The preliminary reports will be submitted to Student Administration section, Registry, prior to the examination, but will not normally be made available to the candidate.

(7) The oral examination will be held at the College or in one of the buildings owned by the University of London in central London, unless both the candidate and the College agree that it is expedient to hold the oral examination elsewhere. The viva will normally be held within three months from the submission of the critical appraisal and portfolio.

(8) The lead supervisor will be invited to attend the oral examination as an observer, unless the candidate indicates otherwise at the time of his/her formal entry to the final examination. The supervisor will not participate in the examination of the candidate unless invited to contribute by the examiners. Otherwise the oral examination will be held in private.

(9) The candidate must bring to the oral examination a copy of his/her submission paginated in the same way as the copies submitted to the College. This may be an electronic copy.

(10) After any oral examination, a joint final report shall be prepared by the examiners for submission to the College Board of Examiners. The joint final report will be released routinely to candidates for their personal information.

(11) Candidates with any disability or Specific Learning Difficulty may ask for reasonable adjustments to be made to the conduct of the final examination under the provisions of the Regulations on Access Arrangements for Assessment. Such requests should be submitted to Student Administration, Registry, at the time of the candidate's formal entry to the final examination where possible and not later than two weeks before the date of the oral examination.

(12) Where a candidate feels that his/her academic performance on the date of the oral examination may be substantially affected by unexpected medical or other personal circumstances, the candidate should inform the examiners of his/her situation no later than the start of the oral examination so that they can make a decision on whether or not to proceed. The examiners may require the candidate to submit evidence of his/her condition to Student Administration, Registry, within seven days.

10. Outcome of the PhD examination

(1) If the submission fulfils the criteria for the PhD degree set out in paragraphs 12-18 of these regulations and the candidate satisfies the examiners in all other parts of the examination, the examiners will report to the College Board of Examiners that the candidate has satisfied them in the examination for the PhD degree.

(2) If the submission otherwise fulfils the criteria for the PhD degree set out in paragraphs 12-18 of these regulations, but requires minor amendments, and the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make amendments to the critical appraisal and portfolio (if appropriate) specified by them within three months. The amended submission shall be submitted to the examiners, or to one of their number nominated by them, for confirmation that the amendments are satisfactory. If the amendments are satisfactory, the examiners will report to the College Board of Examiners that the candidate has satisfied them in the examination for the PhD degree. If the amendments are not satisfactory, the examiners will either give the candidate a further three months in which to make the amendments, or determine that the candidate has not satisfied them in the examination under the provisions of paragraph 37 below.

(3) The examiners may determine and report to the College Board of Examiners that the candidate has not satisfied them in the examination and the degree should not be awarded.

(4) If the examiners are unable to reach agreement, their reports shall be referred to the College Board of Examiners' Executive Committee, which shall determine the action to be taken. This will normally involve the appointment of an independent third or fourth examiner who will be external to the College as well as the institutions in which the original examiners are members of staff.

11. Appeals against the outcomes of the examination

(1) A candidate may appeal against the outcome of the outcome of the final examination, only on one or more of the following grounds:

(a) that the candidate's performance in the examination was substantially affected by circumstances of which the examiners had not been made aware and which the candidate could not with reasonable diligence have disclosed before the outcome had been determined;

(b) that there were procedural irregularities in the conduct of the examination, or administrative errors, which might cause reasonable doubt as to whether the outcome would have been the same if the irregularities or errors had not occurred;

(c) that there is evidence of bias on the part of one or more of the examiners such that the outcome should not be allowed to stand.

(2) Appeals must be submitted in writing by the candidate to the Academic Registrar within 15 days of the date on which the candidate was formally notified of the outcome of the examination. The candidate's submission must include:

(a) a statement of all the matters which the candidate wishes to be investigated and taken into account, which specifies how these matters relate to the grounds for appeal in paragraph (1) above and lead the student to believe that the outcome of the review, examination or other assessment was unfair;

(b) a statement of the student's desired outcome from the appeal;

(c) copies of all documentary evidence on which the student wishes to rely in the appeal, and where relevant an explanation for why the student was previously unable to submit any of the evidence or information for consideration by the panel or examiners;

(d) in the case of appeals made in reference to paragraph (1) above of these regulations, a signed record by the candidate of all comments or remarks made by the examiners which, in the candidate's view, indicate prejudice, bias or inadequate assessment.

(3) The case will be considered by a senior member of the academic staff, normally a Vice-Principal. The appointed member of staff may dismiss any appeal which in his/her opinion does not fall within the remit or these regulations, fails to present reasonable grounds or fails to provide sufficient evidence in support of the candidate's claims. Where there are inadequate grounds for an appeal or insufficient evidence, the candidate may be given one opportunity to address the deficiencies before a decision is taken to dismiss the appeal. Where the appeal does not fall within the remit of these regulations the appointed member of staff may recommend an alternative route for consideration of the candidate's concerns.

(4) Appeals which are not dismissed under the provisions of paragraph (3) above will be investigated by a senior member of the Academic Quality and Policy Office team on behalf of the appointed member of staff. The investigation will normally be conducted through written correspondence and may include requests to any individual or party for representations, additional information or an expert opinion.

(5) A candidate who wishes to abandon or withdraw an appeal at any stage must inform the Academic Registrar immediately in writing. The appointed member of staff will determine how to proceed, taking account of the available evidence and the matters raised by the student in the appeal.

(6) The findings from the investigation by the senior member of the Academic Quality and Policy Office team will be presented in writing to the appointed member of staff, who will determine one of the following courses of action:

(a) to reject the appeal, in which case the original outcome of the examination shall stand;

(b) to convene an Appeals Committee, to investigate the matter further through a formal hearing; the Appeals Committee will comprise the Vice-Principal as Chair, the Dean from the faculty in which the candidate has been supervised, and two other members of academic staff from the faculty/faculties in which the candidate has been supervised, but not from the candidate's own department(s) or school(s). The senior member of the Academic Quality & Policy Office shall be responsible for setting the date and place of the hearing, for notifying members of the Committee and the candidate of the arrangements, and for sending copies of all relevant documentation to members of the Committee and the candidate in advance. The candidate may be accompanied by another member of staff of the College to assist in presenting his/her case, otherwise the hearing will be conducted in private;

(c) to ask the original examiners to reconsider their decision, normally after holding another oral examination with the candidate, the outcome of which shall be final;

(d) to set the original examination aside and to arrange for another examination to be conducted, the outcome of which shall be final. This shall be with entirely new examiners appointed in accordance with Section 8 of this Appendix.

(7) In addition to the provisions of paragraph (6) (a-d) above, the appointed member of staff may make any recommendations which s/he deems to be appropriate in the light of the investigation.

(8) The Academic Registrar or his/her nominee will inform the candidate in writing of the decision and the reasons for it, as well as the candidate's right to request that the decision be reviewed by the Office of the Independent Adjudicator for Higher Education.