



Regulations for Research Degree Programmes 2018/19

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Regulations Introduction

Research programmes may be proposed in any field of study approved by the University subject to

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A1 General Regulations

A1.1 Admission and Enrolment

The selection and admission of candidates for a research degree will be conducted in accordance with University criteria and the relevant Faculty Handbook. The interview and selection of applicants who will be pursuing their research at a partner institution shall be undertaken by the partner institution. The University shall ensure that staff at the partner institution are fully conversant with the University criteria and in their application and implementation.

An applicant holding qualifications other than those specified within the specific degree regulations shall be considered on his/her merits and in relation to the nature and scope of the programme of work proposed. In considering an applicant in this category, the Faculty shall look for evidence of the candidate's ability and background knowledge in relation to the proposed research.

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- and not normally more than 12 months from the date of the oral examination;
- (c) the examiners, via the Chair of the Exam Board shall provide the University with written guidance on the deficiencies of the submission which shall be forwarded to the candidate.

Where the University's Research Degrees Board has dispensed with the oral examination the re-examination shall take place within 12 months of the date of this dispensation. The University's Research Degrees Board may, where there are good reasons, approve an extension of this period.

The University's Research Degrees Board may require that an additional, or replacement, external examiner be appointed for a re-examination.

The following forms of re-examination may be considered:

- (a) where the candidate's performance in the first oral or approved alternative examination or further examination was satisfactory but the submission was unsatisfactory and the examiners on re-examination certify that the work as revised is satisfactory, the University's Research Degrees Board may exempt the candidate from further examination, oral or otherwise;
- (b) where the candidate's performance in the first oral or approved alternative examination or further examination was unsatisfactory and the submitted work was also unsatisfactory, any re-examination shall include a re-examination of the work and an oral or approved alternative examination;
- (c) where on the first examination the candidate's submitted work was so unsatisfactory that the University's Research Degrees Board dispensed with the oral examination, any re-examination shall include a re-examination of the work and an oral or approved alternative examination;
- (d) where on the first examination the candidate's submitted work was satisfactory but the performance in the oral and/or other examination(s) was not satisfactory the candidate shall be re-examined in the oral and/or other examination(s), subject to the time limits prescribed above, without being requested to revise and re-submit the work;
- (e) where on the first examination the submitted work was satisfactory but the candidate's performance in relation to the other requirements for the award of the degree was not satisfactory, the examiners may propose instead a different form of re-examination to test the candidate's abilities; such examination may take place only with the approval of the University's Research Degrees Board.

Following the re-examination of the submitted work or following an oral or other examination, the examiners shall, where they are in agreement, submit, on the appropriate form, a joint report and recommendation relating to the award of the degree to the University.

Where the examiners are not in agreement, separate reports and recommendations shall be submitted. The recommendations -

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masters level subject to the presentation of the submission amended to the satisfaction of the examiners.

Examiners may indicate informally their recommendation on the result of the examination to the candidate but they shall make it clear that the decision rests with the University's Research Degrees Board.

A1.6 Submission and Retention of the Thesis/ Dissertation and related materials

The thesis/dissertation or other submitted work shall be written in English except where permission has been given by University's Research Degrees Board for another language to be used owing to the nature of the subject. The abstract shall always be in English.

The thesis/dissertation or other submitted work shall be subject to the University specifications on format and binding. It should be submitted in line with the University procedures.

All candidates of the University and of the partner institutions who have been awarded research degrees shall submit to the University one copy of the thesis/dissertation (or equivalent materials where appropriate) in a suitable electronic storage medium (as decided by the University) together with a completed and signed Middlesex University Research Repository Agreement Form. Candidates shall not normally be awarded a degree certificate until the electronic dissertation and completed form have been received by the University.

The electronic copy submitted to the University shall become the property of the University.

Copyright in the submission shall normally be vested in the candidate. The exceptions are set out in the Policy Statement *Intellectual Property Rights: Students*. The Policy Statement also explains ownership in respect of other forms of Intellectual Property which may arise from the research undertaken.

In cases where there is a collaborating establishment, the candidate shall submit one further copy of the submission to the University together with a completed and signed Middlesex University Research Repository Agreement Form. The University library copy shall be formatted according to the specifications in the Procedures Handbook.

In all cases, including partner institutions' theses, following receipt of the electronic copy of the submission, the University shall lodge this in the University Library for inclusion in the Middlesex University Research Repository.

University of Middlesex, Holloway Road, London, N19 4PU. Tel: 020 7000 7000. Fax: 020 7000 7000. Email: enquiries@middlesex.ac.uk. Website: www.middlesex.ac.uk. (ar)-5.9 (ar)-5.9 (

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also supply with the complete original copy of an embargoed thesis a second redacted copy for immediate open access on the repository.

A1.8 Candidates in Debt

A candidate shall pay such fees as may be determined from time to time by the University and which are notified to the candidate at the beginning of each academic year. No candidate shall be entitled to the award of a degree unless all fees and any other sums due to the University have been paid, and the rightful property of the University returned.

A1.9 Data Protection

In accordance with the Data Protection Act and University policy, candidates and supervisors are permitted to see all reports written by assessors. This fact shall be made clear to assessors at the time of their appointment.

A1.10 Academic Misconduct

Where evidence of academic dishonesty in the preparation or the dissertation, or other

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A1.12.5 Consideration of appeal

7. The procedure for considering an appeal shall be as follows:

(a) an Appeal Panel shall be established consisting of:

- the Academic Registrar (or nominee) who shall chair the panel
- at least two senior staff experienced in research degree supervision and examining who are not members of the University's Research Degrees Board, who shall be appointed by the Academic Registrar.
- a staff member of the Research Degrees Administration Team

(b) Members of the Panel shall have had no previous involvement in the case. Previous involvement is defined as having supervised, advised, or counselled the candidate about the project or advised or counselled the supervisors about matters pertaining to the project. Consideration of the initial registration and/or subsequent transfer from MPhil to PhD registration etc. of a candidate by a member of the University's Research Degrees Board or a School Research Committee does not constitute involvement.

(c) the Appeal Panel shall consider the evidence which shall include:

- the candidate's written case;
- the examiners' reports;
- materials submitted by the candidate for the assessment to which the appeal relates;
- any other relevant papers.

8. The candidate shall have the right to be heard in person and to speak to his/ her written case. S/he may be accompanied by a person of her/his choice, but may not seek legal representation at a hearing of the Panel.

9. The Appeal Panel shall have the power to invite the examiners to present an oral or written report to the Panel and shall normally do so.

10. The Appeal Panel shall have the power to question any member of the University staff, the candidate's external supervisor/s (if any) and the internal and external examiners.

11. Candidates shall receive a written statement of the reasons for failure prepared by examiners after the examination.

12. The Appeal Panel shall examine the case presented by the candidate, ensure that it falls within the remit of the University Regulations and establish whether there is a prima facie case as detailed in paragraph 1 above. It shall establish this principally by enquiring whether the final decision by the examiners was fair and sound.

13. The examiners shall be informed that an appeal has been made and told that the Panel may find it necessary to approach them on issues raised by the candidate.

14. The examiners shall be assured that issues to be considered by the Panel will be confined to those which fall within the scope of the University's Research Degree Appeals Regulations.

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16. The examiners shall be informed of the outcome of the Panel's deliberations and of the decision of the University's Research Degrees Board.

17. The Appeal Panel shall make one of the following recommendations:

(a) that the appeal be rejected by the University's Research Degrees Board;

(b) that the University's Research Degrees Board under powers delegated by the Academic Board, shall invite the original examiners to reconsider their decision in accordance with approved Regulations and Procedures;

(c) that the University's Research Degrees Board appoint new examiners to conduct the examination as if for the first time.

The Panel has no powers to recommend that the original recommendation of the examiners be set aside other than in respect of 1 to 3 above.

18. The University's Research Degrees Board or Chair of this Committee shall receive the recommendations of the Review Panel and take appropriate action.

19. The Academic Registry Research Student Support Team shall communicate the decision of the University's Research Degrees Board to the candidate setting out the reasons for the decision and informing the candidate that the Appeals Procedure of the University has been completed.

20. In normal circumstances, the University shall aim to complete the appeal process within 90 days from receipt of the full appeal.

21 Should the candidate wish to take the matter externally, to the Higher Education Independent Adjudicator (OIA), he/she must do so within 12 months of receiving notification that the internal procedures of the University have been completed. The website address is: www.oiahe.org.uk.

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Faculty on the recommendation of the candidate's supervisor. In such a case, the Faculty may also extend the period within which the dissertation is to be submitted, by not more than the extension in the period of study.

- (b) The Faculty may permit the suspension of study on the grounds of ill-health or other good cause. The Faculty shall specify the length of suspension which may not exceed 3 months at a time. In such a case, the Faculty may also extend the period within which the dissertation is to be submitted, by no more than the length of the suspension.

Research) to a related taught Masters programme may be requested by a candidate, or

that the candidate is the candidate's Director of Studies (by email to registrar@ucl.ac.uk) or by post to the Registrar, UCL, Gower Street, London WC1E 6BT. Page 20 of 27

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approved by both internal and external examiners. During this time the candidate shall remain an enrolled and registered student of the University.

B1.7 Submission

The maximum number of words in the dissertation, excluding supplementary material such as tables, diagrams, appendices, references, and the bibliography, shall be as follows:

For the MA (by Research): 30,000 words;
For the LLM (by Research): 30,000 words;
For the MSc (by Research): 20,000 words;
For the MTh: 30,000 words.

Candidates should not exceed the word limit stated.

Where the dissertation is accompanied by work in non-written form and this work forms the point of reference and principal mode of enquiry for the dissertation, the dissertation shall normally be no more than:

15,000 words for the MA (by Research);
15,000 words for the LLM (by Research);
12,000 words for the MSc (by Research);
15,000 words for the MTh

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B2: Appendix 2

Additional Regulations for the award of Master of Philosophy and Doctor of Philosophy

B2.1 Admission and Enrolment

An applicant for registration for the degree of MPhil or MPhil with possibility of transfer to PhD shall normally hold a first or second class honours degree of the University, a university in the UK or a qualification which is regarded by the University as equivalent to such an Honours degree.

B2.2 Registration

A candidate for MPhil or MPhil with possibility of transfer to PhD shall initially enrol for a period of up to 6 months (full-time) or 10 months (part-time) to develop their research proposal. During this period the candidate will submit materials as required to a Registration Panel, comprising their Director of Studies, an independent examiner and independent chair, appointed by the relevant Faculty. The Panel may recommend to the University's Research Degrees Board that the candidate proceed to Registration or be referred back for furo R-p7-Rea.9 (-o R)2.6 (e)10.5 fuu10.5 .59c.6 (e

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Normally the text of an MPhil submission in all disciplines (excluding supplementary material such as tables, diagrams, appendices, references, and the bibliography, shall not exceed 40,000 words.

Note that these word lengths should be regarded as guidelines only. Variation is permitted according to the particular submission and/or the discipline of the research. Concise writing and brevity is always recommended.

Where the candidate's own creative work forms the point of reference and principal mode of enquiry for the submission, or where the submission involves the preparation of a scholarly edition, the written thesis should normally be within the range:

PhD	30,000 - 60,000 words
MPhil	15,000 - 20,000 words.

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B3 Appendix 3

Additional Regulations for the award of Master in Arts and Doctor of Arts

B3.1 Admission and Enrolment

As an equivalent qualification to an MPhil, an application for enrolment for the degree of ArtsM

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If the panel do not approve the registration/transfer on the new route, the candidate will be required to resubmit under the route they are currently enrolled upon.

B3.3 Registration Period

The minimum and maximum periods of registration shall be as set out in the regulations.

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artistic work(s), the exposition and/or documentation) (normally be expected to be completed within 6-12 months);

- (d) the candidate be not awarded the degree and be not permitted to be re-examined; or
- (e) in the case of an ArtsD submission, the candidate be permitted to count the creative practice/exposition towards the degree of ArtsM; and in the case of an ArtsM submission, the candidate be permitted to count the creative practice/exposition towards the degree of MA (by research), subject to any required amendments to the satisfaction of the examiners.

In the case of non-agreement between the examiners, the general regulations (see A1.4) will be followed.

A further examination in addition to the oral examination may be requested by the examiners. In such cases the approval of the University's Research Degrees Board shall be sought without delay. Where such an examination is arranged following an oral examination, it shall normally be held within two calendar months of the oral examination unless the University's Research Degrees Board permits otherwise. Any such examination shall be deemed to be part of the candidate's first examination.

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B4 Appendix 4:

Additional Regulations for the award of Doctor/ Master of Professional Studies and Specialist Validated Pathways including Doctor of Bu.72 Tm(ea)0.004 Tc -0.

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Candidates must enrol and follow a programme of studies for the attainment of competence in research methods and of knowledge related to their professional practice and proposed submission.

The M/DProf candidates are required to gain programme approval and ethical approval at the Programme Approval Panel and Research Ethics Sub-Committee (PAPRESC). The purpose of the PAPRESC is to approve a candidate's programme for the award of Masters or Doctor of

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B4.4 Examination

Candidates who successfully complete the coursework of the preparatory phase only, but who do not progress to the research project phase of the programme may be able to continue to undertake a Masters level research project and attain an exit award at Masters level.

Following the oral examination the examiners shall, where they are in agreement, submit on the appropriate form, a joint report and recommendation relating to the award of the degree. This shall be given to the Chair of the oral examination for forwarding to the programme assessment Board in order for recommendations to be made to the University's Research Degrees Board. The preliminary reports and joint recommendation of the examiners shall together provide sufficiently detailed comments on the scope and quality of the work to enable the University's Research Degrees Board to satisfy itself that the recommendation chosen is correct. Where the examiners are not in agreement, separate reports and recommendations shall be submitted.

B4.5 Research Project Submission

The length of the submission should normally be within the range of 32,500 – 72,000 words (excluding ancillary data).

This range may vary for some awards (in which case further guidance will be provided in the award handbooks).

The dissertation/thesis shall be subject to the University specifications on format and media and should be submitted in line with the University procedures.

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B5 Appendix 5 Additional Regulations for the award of Research Degrees by Public Works

B5.1 Admission and Enrolment

The University's Research Degrees by Public Works (MProf, DProf, MPhil and PhD) consist of the presentation of a submission and the defence of the submission at an oral examination. The submission is made up of the candidate's public works undertaken prior to enrolment for the degree, and a context statement undertaken at the University or the partner institution under supervision. Public works may consist of a suitable combination of significant professional contributions and/or publications. A candidate must satisfy the examiners both in respect of the submission and orally in order to be awarded the degree.

A candidate whose list of publications or other public domain works includes works of joint authorship shall submit a signed statement to clarify his/her own contribution to these works. In the case of works of creative practice, the collaborators shall sign such a statement.

B5.2 Registration

A senior member of the research team will ensure the applicant has sufficient public works to proceed to a full application in which they provide access to the public works and evidence of impact.

Prior to enrolment for the MProf/DProf and no later than 6 months after enrolment for the MPhil/PhD, the Faculty, either through a registration panel or alternative process of independent and internal review, shall ensure the quality of the proposed submission for the degree, with particular regard to the content, rationale, and length of the context statement, and its relation to the Public Works.

The Faculty shall also consider whether the candidate should be assessed for the degree of MProf, DProf, MPhil or PhD by Public Works.

B5.3 Registration Period

Registration is from the date of enrolment for the MProf/DProf, or the date on which the Research Degrees Board approves the registration for the MPhil/PhD, and the candidate must be registered for at least 12 months, prior to submission of the work for examination.

B5.4 Supervision and Progress Monitoring

The Faculty shall appoint a Director of Studies, Advisor, or Programme Leader to prepare the candidate for registration and submission. This shall consist of assisting the candidate in selecting the publications or other public domain works for the degree, in formulating the scheme and rationale of the context statement, and in advising on any further reading.

The Director of Studies shall also advise the candidate on whether he/she should submit for examination for the degree of DProf by Public Works, MProf by Public Works, PhD by Public Works or MPhil by Public Works.

Where a candidate's public works are part of a collaborative activity there shall be a clear indication of each candidate's individual role and contribution.

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B6.6 Submission

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B7 Appendix 7 Additional Regulations for the award of Higher Doctorates

B7.1 Admission and Enrolment

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If satisfied that such a case has been established the University's Research Degrees Board will

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(b) a full statement of the extent of the applicant's

