

# Regulations for Research Degree Programmes 2015/16



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Research programmes may be proposed in any field of study approved by the University subject to the requirement that the proposal is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners.

All proposed research programmes are considered for research degree registration on their academic merits and without reference to the interests of any associated funding body. The written submission may be accompanied by material in other than written form. It is the responsibility of the principal investigator, supervisor and all researchers to ensure that appropriate consideration is given to ethical and compliance issues pertaining to their research activities; to comply with the Middlesex University Code of Practice for Research: Principles and Procedures; to seek advice, ethics review and/or approval of their research and to conduct and manage their research activity in accordance with their professional/statutory/regulatory body Code of Conduct/Code of Ethics/Research Governance Framework.

The University shall sanction co-operation with industrial, commercial, professional, research or Not-for-Profit establishments for the purposes of research leading to the award of research degrees.

Collaboration may be formalised with one or more bodies external to the University. Such collaboration is subject to formal agreement and normally involves the student's use of facilities and other resources, including supervision, which are provided jointly by the University and the collaborating partner.

The University may also enter into partnerships with collaborative partners to jointly offer research degrees (although with ultimate responsibility for standards and quality always lying with the University). For the purpose of the research degree regulations, these shall be referred to as Partner Institutions. Where a research degree project is part

of a piece of funded research, the Dean, or the Director of Research Degrees (DRD) for the School (if appointed by the Dean), or the School Research Team (SRT) (if appointed by the DRD), or, in the case of collaborative awards, the research team at the partner institution (as agreed with the School Dean, DRD or SRT as appropriate) shall establish to its satisfaction that the terms on which the research is funded do not detract from the fulfilment of the objectives and requirements of the candidate's research degree.

Except where permission has been given by the University's Research Degrees Board for the thesis/dissertation and oral examination to be in another language, the Dean/School Research Director/Institute for Work Based Learning Head of Research and Research Degrees/School Research Team (as appropriate) or the partner institution research team shall satisfy itself that the candidate has sufficient command of the English language to complete satisfactorily the programme of work and defend the submission in English.

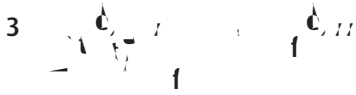
The University's Research Degrees Board shall make decisions on the reports and recommendations of the examiners in respect of the candidate. The power to confer the degree shall rest with the Academic Board of the University.

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## Section A General Regulations

cases, the presentation and submission may be partly in other than written form.

The creative work shall be documented in some permanent form (for instance, a copy of the edited texts a collection of artefacts, video, photographic record, musical score, or diagrammatic representation) which, where practicable, shall be bound with the submission. The application for registration shall set out the form of the candidate's intended submission and of the proposed method of assessment.



A candidate for a research project shall have at least two and normally not more than three supervisors. Supervisors may be referred to as advisors or consultants for some awards. Where there are two supervisors, at least one and normally both shall be research active. A third supervisor may work in an industrial or commercial company or professional organization which may be the collaborating establishment. Supervision for candidates at partner institutions shall be provided by the partner institution depending on the requirements of each individual research project.

One supervisor shall be the Director of Studies (first supervisor) with responsibility to supervise the candidate on a regular and frequent basis. For candidates at partner institutions Directors of Studies shall in all circumstances be academic staff of the partner institution but other supervisors may be drawn from other institutions as appropriate. All supervisors shall be nominated by the partner institution in accordance with the requirements set out above and approved by the University.

A candidate for a research degree shall be ineligible to act as supervisor for another research degree candidate.

The Director of Research Degrees for the School or a team designated by him/her, or the research team at the partner institution shall monitor the progress of every registered research degree candidate to establish insofar as is

reasonably possible on the information available that good progress is being made and that supervision and facilities are adequate.

Upon receipt of monitoring reports from supervisors, the Dean/School Research Director/Institute for Work Based Learning Head of Research and Research Degrees/School Research Team (as appropriate) and the research team at the partner institution (where appropriate) shall take appropriate action. In the event of unsatisfactory progress, this may include changes in the supervisory team, recommendations to the supervisory team that the student transfer to a different research degree or, in exceptional cases, that the student be required to withdraw.



A candidate shall normally be assessed orally on the programme of work and field of study in which the programme lies. Where for reasons of sickness, disability, or comparable valid cause, the University's Research Degrees Board is satisfied that a candidate would be under a serious disadvantage if required to undergo an oral assessment, an alternative form of assessment, or modification to the oral assessment procedure, may be approved. Such approval shall not be given on the grounds that the candidate's knowledge of the language in which the thesis/dissertation is presented is inadequate.

An oral examination shall normally be held in the UK. In special cases, the University's Research Degrees Board may give approval for the examination to take place abroad.

Exceptionally supervisors and others on the University or partner institution staff may be present as observers (only when the candidate is also present), and only with the agreement of the candidate and the examiners. Such additional participants are not expected to participate in the discussion but may answer questions put to them by the Chair.

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University or partner institution;

**(b)** experienced in the examination of research degrees;

**(c)** knowledgeable of the field of study that the research falls within

A candidate's supervisor or adviser shall not be an internal examiner. A member of staff of the University or the partner institution or a member of staff of the candidate's Collaborating Establishment may be an internal examiner provided he/she has at no time been connected with the candidate's research. No candidate for a research degree shall act as an examiner.

The external examiner shall normally have suitable experience (that is, two or more previous examinations at the appropriate level) of examining research degree students. In cases where there are two external examiners, they shall have a combined experience of at least two previous examinations at the appropriate level.

An external examiner shall be independent both of the University and of the Collaborating Establishment and shall not have acted previously as the student's supervisor or adviser. An external examiner shall normally not be either a supervisor of another student or an external examiner on a taught course in the same academic department at the University. Former members of staff of the University shall normally not be approved as external examiners until three years after the termination of their employment with the University.

An external examiner shall not normally be approved to examine more than three theses over a two year period, after which a break of at least two years should elapse before reappointment.

Each examiner shall review and examine the work submitted and submit, on the appropriate form, an independent preliminary report on it to the University before any oral or alternative form of examination is held. In completing the preliminary report, each examiner shall consider whether the submission provisionally satisfies the requirements

of the degree and where possible make an appropriate provisional recommendation subject to the outcome of any oral examination.

Where the preliminary report forms show that the examiners are of the opinion that no useful purpose would be served by conducting an oral examination at that stage, the Chair of the oral examination may recommend that the University's Research Degrees Board dispense with the oral examination and refer the submission for further work. In such cases, the examiners shall provide the University with written guidance for the candidate concerning the deficiencies of the submission. The examiners should not recommend that a candidate fail outright without holding an oral examination or other alternative examination at a later date and following further work on the submission.

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 University. 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.

Following the completion of the examination the examiners may recommend to the University's Research Degrees Board that:

**(a)** the candidate be awarded the degree;

**(b)** the candidate be awarded the degree subject to minor amendments being made to the submitted work;

**(c)** the candidate be permitted to re-submit for the degree and be re-examined, with or without an oral examination;

**(d)** the candidate be not awarded the degree and be not permitted to be re-examined; or

**(e)** in the case of an examination at doctoral level, the candidate be awarded a degree at 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 Research Degrees Board.

Where the examiners' recommendations are not unanimous, the University's Research Degrees Board may:

**(a)** accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);

**(b)** accept the recommendation of the external examiner; or

**(c)** require the appointment of an additional external examiner.

Where the University's Research Degrees Board decides that the degree be not awarded and that no re-examination be permitted, the examiners shall prepare an agreed statement of the deficiencies of the thesis/dissertation submission and the reason for their recommendation. This statement shall be forwarded to the University by the Chair of the oral examination.

In all cases where a submission is failed, or where the degree awarded is other than that for which the submission was submitted, a panel of enquiry shall be set up to investigate the reasons. This shall report its conclusions to the University Research Degrees Board, and appropriate action shall be agreed and implemented.

A candidate shall be deemed to have withdrawn owing to lapse of time if the thesis/dissertation has not been submitted before the completion of the maximum period of study, and no applica-

## Section A General Regulations

tion for an extension of time has been



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 thesis/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 electronic 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 Univer-

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Section A General Regulations

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









## Section B Award specific regulations

works shall also be supplemented by a context statement as specified above.

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Section B Award specific regulations

8,000- 10,000 words for the MProf and 15,000 - 25,000 words for the DProf.

The University shall also consider work for the degrees of MProf and DProf by Public Works in non-written form. These may include creative works that have been made public by presentation or display, scholarly editions, software and research reports, or translations that embody research. The work must be available in a suitable form for perusal by supervisors and examiners and documented for archiving purposes. The works shall also be supplemented by a context statement as specified above.



As an equivalent qualification to an MPhil, an application for enrolment for the degree of Arts M shall be a practitioner capable of developing rigorous and high quality creative practice and holding a good Undergraduate and / or Masters degree or equivalent qualification in a related field to the area of research, or, being able to evidence equivalent professional experience and recognition as measured by indices such as public funding, commissions, or relevant professional employment.

As a doctoral qualification, an applicant for enrolment for the degree of Arts M with possibility of transfer to Arts D shall be a practitioner who can evidence an advanced practice holding a Masters degree or equivalent qualification, or, being able to evidence equivalent professional experience and recognition as measured by indices such as record of public funding, commissions, or relevant professional employment.

In both cases the candidate should provide access to their previous creative work as part of the admissions process.



Registration processes are as for MPhil/ PhD candidates.

A candidate for the Arts M or Arts D shall follow an associated training programme that aims to provide a range of creative/conceptual frameworks and tools relevant to the degree and a range of professional matters. This is intended to:

- (a) to provide the candidate with the skills and knowledge necessary for the pursuit of the proposed research;
- (b) to provide a awareness of related professional contexts which intersect with the proposed research.
- (c) to provide a body of knowledge associated with the field of study and the proposed research; and
- (d) to provide breadth of knowledge in the related subjects/practices.



The minimum and maximum periods of registration shall be as follows:

	Minimum	Maximum
<b>Arts M (direct)</b>		
Full-time	18 months	36 months
Part-time	30 months	48 months
<b>Arts D (via transfer from Arts M registration)</b>		
Full-time	33 months	60 months
Part-time	45 months	84 months



In addition to the supervision and monitoring as per the PhD/MPhil regulations, an adviser or advisers may be proposed to contribute some specialised knowledge or a link with an external organisation as appropriate to the field of research.



In support of a transfer application, the candidate shall prepare a transfer portfolio consisting of:

(a) A significant body of artistic work (which may be a series of in-progress works) carried out to date for the degree and accompanied by exposition material(s) that articulate this work. Together these should demonstrate a rigorous approach to artistic practice, a good understanding of the research context, appropriate research design and methods. The exposition may be in text form or in aural, visual, digital or other performative modes. (If fully written approx. 6,000 words is expected)

(b) A clear explanation of research undertaken and future research to be done. This may be presented in written form or by other means and must clarify the independent and original contribution to artistic practice and/or interpretation/understanding that is likely to emerge. (If fully written approx. 3,000 is expected).

This shall normally take place after 18-22 months of full-time study or the part-time equivalent.

Before approving transfer from Arts M to Arts D, the School Research Degree Progression Board or equivalent Board shall be satisfied that the candidate appears to have made sufficient progress and that the proposed programme provides a suitable basis for work at Arts D standard which the candidate appears at that time to be capable of pursuing to completion. An oral assessment may be used by the School Research Degree Progression Board or equivalent Board in appropriate circumstances as part of its assessment of the case for transfer.



In all cases, candidates for the degree of Arts M or Arts D shall prepare a submission consisting of:

(a) a substantive portfolio of artistic work which should be as fully documented as is possible to reflect the nature, scope and rigour of the research.

(b) An exposition(s) relating to this work. The exposition(s) may be in the form of written text or in aural, visual, digital or

## Section B Award specific regulations

other performative modes.

There is no requirement of a one-to-one match between artistic work and exposi



Section B Award specific regulations

to:

- Approve the proposed programme
- Approve the proposed programme, if minor or major conditions are met within a specified time
- Not approve the proposed programme. In this case, the candidate is allowed, as of right, one further opportunity to resubmit the Programme Plan at a specified time, following revision
- To receive decisions of sub-Panels for ratification (in reporting committees only).
- To make general recommendations about the MProf/DProf programme structure and development to the MProf/DProf Board of Studies.
- To consider the ethical issues for each project where problematic areas have been identified.
- To ensure all ethics forms have been completed and appropriately signed.

The minimum and maximum periods of the programme shall be as follows:

- Master of Professional Studies  
Part-time 12 months - 24 months
- Doctor of Professional Studies and Doctorate of Business Administration  
Part-time 36 months -84 months

**6.3** *6.3.1*

For the taught part of the programme, the candidate will undergo advising through delivery of the modules from the host subject area.

In the research phase of the programme, the advisory duties for the candidate will be undertaken by a team consisting of an Academic Adviser and one or more Consultants, depending on the particular needs of the candidate in relation to the project(s) being undertaken. In cases where there are two Consultants, the second one shall normally be appointed after the candidate

has formulated the project(s)/proposal and shall have a specialist advisory and assessment role, ensuring the project's academic rigour. One of the consultants may work in the professional area and could be external to the University or partner institution.

The academic adviser shall be from a support team approved by the Programme Directors or the Chair of the School/Institute for Work Based Learning Research Degree Committee. Other consultants on the team shall be research active or practitioners and have expertise in the relevant field but need not have previous research-supervisory experience.

**6.4** *6.4.1*

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 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 in paragraph is correct. Where the examiners are not in agreement, separate reports and recommendations shall be submitted.

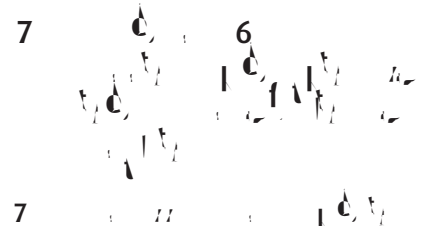
**6.5** *6.5.1*

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

This range may vary from this 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.



The Doctor of Education is a part-time, modular, post graduate research based programme consisting of four stages, which are:


- Stage One: Planning, Research and Authoring Skills (3 modules of 30 credits each)
- Stage Two: Research Project (s) (1, 2 or 3 research projects totalling 180 credits)
- Stage Three : Thesis: Coherence and Examination (1 module of 90 credits)

Details of the modules of study can be found in the programme handbook.

The entry qualification for the Ed.D programme is an MA Education or its equivalent.

**73** 

The whole programme (Stages 1-3) shall normally be completed within a maximum of 7 years. Times in excess of this shall be referred to the University Research Degrees Board. The minimum time for completion is normally three years part time.

**7** 

In Stage 2 of the programme, a candidate shall be supported by two supervisors. The principal supervisor shall be a research-active staff member of University staff from a cognate subject area and shall be responsible for ensuring that administrative procedures in respect of the programme are followed.

The Programme Approval Panel is responsible for providing candidates with an appropriate supervisory team.

**75** 

The Programme Approval Panel shall consider whether or not the candidate's research project(s) satisfies the requirements for an Ed.D award (or an M Phil award as appropriate).

The presentation to an academic audience is a development of and equivalent to the Oral examination in a PhD programme. The developments are that there may be an additional audience of interested parties who may be observers, and that the Oral examination and discussion will be preceded by a presentation of the Ed.D research.

**76** 

The modular Doctor of Education programme is based upon the construction of research assignments of various kinds for each module. All research assignments should contain a contextual statement, methodological outline and critique. Following the completion of this phase, the student will defend a final written thesis or project through an oral viva voce examination.

**7**  
**Additional Regulations  
for the award of Higher  
Doctorates**



The relevant Dean/School Research Director/Institute for Work Based Learning Head of Research and Research De-

The work submitted for a Higher Doctorate must demonstrate a coherent theme, be of high distinction, must constitute an original and significant contribution to the advancement of knowledge or to the application of knowledge or to both; should constitute a coherent body of work and must establish that the applicant is a leading authority in the field or fields of study concerned.

Applications may be made for the following higher doctorates:

- Doctor of Laws (LLD)
- Doctor of Letters (DLitt)
- Doctor of Science (DSc)
- Doctor of Technology (DTech)

Applicants are required to state the higher doctorate for which they wish their work to be considered.

Applicants should normally be:

- (a) holders of at least seven years' standing, of a first degree awarded by a university in the United Kingdom or of a qualification of equivalent standard; or
- (b) holders, of at least four years' standing, of a higher degree awarded by a university in the United Kingdom or of a qualification of equivalent standard.

**2** 

Eligibility to register for the award of Higher Doctorate requires the applicant to meet the entry requirements and be able to produce evidence of appropriate published work.

**3** 

Registration is from the date of the University Research Degrees Board, which approves the registration, and the student must be registered for at least 12 months, prior to submission of the work for examination.

## Section B Award specific regulations

(c) that the degree may not be awarded.

The University's Research Degrees Board shall consider the reports of the examiners and determine whether the Degree should be conferred.

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Neither the award of MPhil or PhD, nor a recommendation that the candidate can be re-examined within 12 months