



Senate

<b>Paper Title</b>	<b>Academic Regulations for Research Degree Programmes: proposed changes for 2017-18</b>
<b>Outcome requested</b>	<p>Senate is <b>asked to approve</b> the proposed changes to the Academic Regulations for Research Degree Programmes for 2017-18.</p> <p>Senate is also <b>asked to delegate</b> to the Chair of the Research Degrees Programmes and Examination Board, in consultation with the VP-Research, the authority to approve any final revisions to the text of the Academic Regulations for Research Degree Programmes and the Code of Practice for Research Degree Programmes for 2017-18 arising from discussion at Senate.</p>
<b>Points to note and further information</b>	<p>The recommendations in this paper have been approved by the Research Degrees Programmes and Examinations Board at its meeting on 17 May and were reported to the Education Quality Board which met after the Research Degrees Board on 17 May.</p> <p>The approved changes to the Academic Regulations for Research Degrees will be incorporated into the Code of Practice for Research Degree Programmes where appropriate, and the opportunity will be taken to clarify a few minor points. There are no other proposed changes to policy matters described in the Code of Practice.</p>
<b>Summary of points to consider</b>	<p>The Research Degrees Programmes and Examination Board recommends the following changes to the Academic Regulations for Research Degrees for 2017-18 for approval by Senate. Regulation numbers apply to the draft regulations for 2017-18.</p> <ul style="list-style-type: none"> <li>• (Reg. 8.28) Concurrent study Requests for a student to study on two programmes at the same time at QMUL are approved by the Head of School/Institute. The Board recommends that requests from PGR students should include approval by their School/Institute Director of Graduate Studies before approval by the Head of School/Institute.</li> <li>• (Reg. 8.53) Delegation from Senate to provide for approval of extensions to the maximum permitted duration of study for a longer period than 12 months on</li> </ul>

research degree programmes.

This is clarified to require approval by the Board followed by the approval of the Academic Registrar in line with the approval process for taught programmes and the process for approving interruptions of study beyond the normal maximum period of 24 months. (A note will be added in the Code of Practice as well).

- (Reg. 8.103) Appointment of an independent chair to an examination panel  
Currently the independent chair in an examination panel must not be appointed from within the same School or Institute as the candidate. The Board recommends that an independent chair may be a senior colleague from the same School or Department but should not have had any supervisory role or have been involved in the progression review of the student or have provided any guidance on the student's project. They should also be from a different area in the School/Institute and not from the same research group / sub-department or unit / centre.
- (Reg. 8.105(e)) QMUL internal examiner.  
Currently an examiner, whether external or a QMUL member of staff, may only be appointed to act once during a given academic year by members of the same School/Institute. The Board recommends that where one of the examiners is a member of QMUL staff they may be appointed up to three times during a given academic year by members of the same School/Institute.
- Criteria for examiners of students who are also members of QMUL staff (reg. 102).  
The Board recommends that if the candidate is a member of QMUL staff normally both examiners should be external to QMUL. (This is stated in the guidance notes on the appointment of examiners but is not included in the Regulations.)
- (Reg. 8.132) Policy on the period of restricted access to the thesis after award (currently up to two years).  
The UK Research Councils (RCUK) expect that a full text version of the thesis of a research student funded by RCUK should be available no longer than 12 months following award of the doctorate. The Board recommends that the normal period of embargo for the initial request should be 12 months, with the possibility of a subsequent extension of the embargo period on joint application by the student and their supervisor.
- [New regulation 8.55] The Board recommends a new provision to permit a research student exceptionally to study away from QMUL campuses for the majority of their studies as part of an agreement or contract.

	<p>Concerning professional doctorate programmes the draft regulations incorporate (see Appendix 1 Requirements for Degrees, paras. 7-15):</p> <ul style="list-style-type: none"> <li>• the decision made by Education Quality Board to provide exit awards from professional doctorate programmes at the level of postgraduate diploma and postgraduate certificate, in addition to the already available appropriate masters' award;</li> <li>• information about the academic credit value, and the requirements for the progression and award of professional doctorate programmes agreed by Senate in approving the framework for professional doctorate programmes.</li> </ul>
<b>Regulatory/statutory reference points</b>	QAA Framework for Higher Education Qualifications and the UK Quality Code for Higher Education (chapter B11 concerning research degrees).
<b>Strategy and risk</b>	Compliance with the UK Quality Code is assessed as part of the HEFCE Annual Provider Review process.
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<b>Sponsors</b>	Vice-Principal (Research) Director of the Doctoral College and Chair of the Research Degrees Programmes and Examination Board

# Academic Regulations for Research Degree Programmes

## Proposed changes for 2017-18

### Introduction

This paper summarises the proposed changes to the Academic Regulations for 2017-18.

#### Key:

Regulations – the Academic Regulations for Research Degree Programmes

Code – the Code of Practice for Research Degree Programmes

Board – the Research Degrees Programmes and Examinations Board

### 1. Concurrent study (new reg. 8.28)

Requests for a student to study on two programmes at the same time are approved by the Head of School/Institute. In the light of a recent case the Board recommends that requests from QMUL PGR students to study concurrently for another award should require approval by the Director of Graduate Studies of the School/Institute in which the student is registered before approval by the Head of School/Institute.

The regulation concerning concurrent study on two programmes has been copied from the general regulations in section 2 of the Academic Regulations and amended as follows:

8.28 A person currently registered for a qualification of QMUL may not concurrently be registered for a degree, diploma, or certificate at any other institution, except with the express permission of Senate, or its delegated authority. Similarly, a student registered on a research studies programme may not be simultaneously registered for more than one QMUL programme, except with the express permission of Senate, or its delegated authority.

The delegated authority from Senate for approval is expanded to include DGSs for research students as follows:

Head of School(s) or Institute(s) and the Director of Graduate Studies of the School or Institute in which the research student is registered.

### 2. Extensions to the maximum permitted duration of study for a longer period than 12 months (reg. 8.53)

There is some ambiguity in the current regulations about the delegated authority to approve extensions to the maximum permitted duration of study on a research degrees programme for a longer period than 12 months. It is unclear whether approval after the Board has considered the request should be sought from the Academic Registrar (as for taught programmes) or requires a suspension of the regulations. This is clarified to require approval by the Academic Registrar in line with the approval process for taught programmes and the process for approving interruptions of study beyond the normal maximum period of 24 months.

### **3. Independent chairs of examination panels (reg. 8.103)**

The Board has reviewed the requirement that the independent chair of an examination panel may not be appointed from within the same School or Institute as the candidate. A summary of practice at some other universities indicated variation in practice. The QAA UK Quality Code does not prescribe a requirement on this question.

The current regulations provide that

“In some cases, an independent chair may be appointed to the Panel of Examiners. The independent chair must be a senior member of academic staff (Senior Lecturer, Reader or Professor) with experience of examining at least one UK PhD (or equivalent for other awards) not from the same school or institute as the candidate . In such cases, the responsibility of the chair is to manage the process and ensure adherence to the regulations. The chair does not contribute to the decision regarding whether or not the standards for award have been met.”

The Board recommends that an independent chair may be a senior colleague from the same School or Department but should not have had any prior involvement with the project or with the student (such as a supervisory role, participation in the progression review of the student or to have provided any guidance on the student’s project). They should also be from a different area in the School/Institute and not from the same research group / sub-department or unit / centre.

### **4. Frequency of appointing members of staff as the internal examiner (reg. 8.105(e))**

The Board has reviewed whether an examiner who is a member of QMUL staff may be appointed more than once during a given academic year by members of the same School/Institute, and if so how many times they may act. The current regulation for both internal and external examiners is that:

8.101[d] An examiner should not normally be appointed more than once during a given academic year by members of the same School/Institute.

Examples of practice at other universities varied on this point.

The Board recommends that where one of the examiners is a member of QMUL staff they may be appointed more than once during a given academic year by members of the same School/Institute. However, the Board considers that there should be some limit on the number of times an internal member of staff could be an examiner in order to ensure that examiners are sufficiently independent, and to avoid repeatedly nominating the same individual. Also regular pairings of internal and external examiners should be avoided in order to prevent entering into reciprocal examining arrangements. Therefore the Board recommends that an examiner who is a member of QMUL staff may be appointed up to three times during a given academic year by members of the same School/Institute.

### **5. Examiners for students who are also members of staff (new reg. 8.102)**

The Board recommends that if a candidate is a member of QMUL staff normally both examiners should be external to QMUL. (This is stated in the guidance notes on the appointment of examiners but is not included in the Regulations.) Other universities' regulations include this requirement.

The new regulation 8.102 reads:

"If the candidate is a member of QMUL staff normally two examiners who are external to QMUL shall be appointed."

## **6. Duration of restricted access to the thesis after award (reg. 8.132)**

The current regulation provides that:

8.128 A candidate may apply to QMUL for restriction of access, for a period not normally exceeding two years, to his/her thesis and/or the abstract of the thesis on the grounds of commercial exploitation or patenting or other specified exceptional circumstances and in accordance with the procedure adopted by QMUL for consideration of such applications. Restricted access may also be agreed by QMUL with the candidate's sponsoring organisation. This period may be extended beyond two years in exceptional circumstances and with the approval of Senate or its delegated authority.

The Board has noted that the UK Research Councils (RCUK) expect that a full text version of the thesis of a research student funded by RCUK should be available no longer than 12 months following award of the doctorate. The Board recommends that the normal period of embargo for the initial request should be 12 months, with the possibility of a subsequent extension of the embargo period on joint application by the student and their supervisor. The guidance on the circumstances in which an embargo might be required will be reviewed as there are indications that students in some disciplines assume that they should embargo their thesis until publication.

## **7. Research study away from QMUL (new regulation 8.55)**

There have been several discussions recently at the Board of PhD funding agreements and opportunities requiring a student to undertake the majority of their studies at a research organisation outside QMUL with joint supervision provided by staff at QMUL and the partner research organisation. Such arrangements allow supervisors to consider external funding schemes which require a student to spend the majority of their time studying at a research facility external to QMUL with joint supervision between QMUL and the partner leading to the QMUL award. It would also enable QMUL to put in place a model of PhD study to make it easier to participate in international scholarship schemes requiring students to spend the majority of their studies at another institution, such as the King Abdulaziz University (KAU) scheme to encourage female faculty to study for research degrees awarded by international partners. The Board recommends making a provision to permit this study model as part of an agreement or contract. This might be included in the section on attendance requirements (new reg. 8.55) as follows.

"Students may exceptionally be permitted to undertake the majority of their studies at a research organisation external to QMUL as part of a formal agreement or contract with joint supervision provided by staff at QMUL and the partner research organisation.

Schools and Institutes must assess that the supervision and research facilities and resources to be provided by the research organisation are satisfactory. The agreement with the research partner may be subject to approval by Partnerships Board in accordance with its terms of reference. Exceptions to the standard model of research studies may require the approval of the Research Degrees Programmes and Examinations Board. The QMUL requirements for supervision apply.”

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Academic Regulations  
2017-18

Part 8 – Research Degrees

Scope

- 8.1 These regulations take effect from August 2017 and apply to all research studies programmes and all students registered for a research studies programme at QMUL. A student who enters for examination is examined in accordance with the regulations in place at the time of examination entry or re-entry.
- 8.2 The Academic Regulations, Part 2 – General Regulations apply to students registered for a research studies programme at QMUL. The regulations for taught programmes of study apply to research degree students who are required to undertake an element of taught study as a part of their research studies programme.
- 8.3 Students should also refer to the Queen Mary Code of Practice for Research Degree Programmes. Compliance with the Code of Practice is mandatory. In any issues of interpretation of the Code, the Academic Regulations take precedence.
- 8.4 Research degrees awarded by Queen Mary University of London are awards of the University of London or of Queen Mary University of London.
- 8.5 In 2013/14, QMUL implemented its independent degree awarding powers. New and continuing students in 2013/14 were given the option of receiving either a QMUL award or a University of London award, where appropriate. Students were required to make their selections before the published deadline in 2013/14 and in accordance with the stated procedure. New students from 2014/15 shall be awarded QMUL awards where the requirements are met.
- 8.6 These regulations also apply to students registered as an associate student of QMUL undertaking study that is part of a research studies programme.
- 8.7 The awards covered by these regulations are:

**University of London Awards**

Master of Philosophy (MPhil)  
Doctor of Philosophy (PhD)  
Doctor of Medicine (Research) (MD(Res))  
Doctor in Professional Studies (DrPS)  
Doctor in Clinical Dentistry (DClinDent)

**QMUL awards**

Master of Philosophy (MPhil)  
Doctor of Philosophy (PhD)  
Doctor of Medicine (Research) (MD(Res))  
Doctor in Professional Studies (DrPS)  
Doctor in Clinical Dentistry (DClinDent)  
Doctor of Psychiatry ( DPsych)



- 8.8 All references to 'Academic Regulations' include 'research studies programme regulations'.
- 8.9 QMUL reserves the right to amend the Academic Regulations as it considers appropriate.

## Research Studies Programme Regulations

- 8.10 Research Studies Programme Regulations are those regulations that apply to research students and research programmes at Faculty and School/Institute or subject level. Research Studies Programme Regulations are a sub-set of the Academic Regulations. Research Studies Programme Regulations do not diverge from the standard Academic Regulations; they are intended to provide a greater level of detail and amplify the Academic Regulations. Where Research Studies Programme Regulations are silent in any regard, default to the Academic Regulations normally occurs.

## Admission

- 8.11 The principles and procedures for selecting applicants for research degree programmes are set out in the QMUL Admissions Policy.
- 8.12 The normal minimum entry requirement for admission to a research studies programme is an upper second class honours degree, a registrable qualification in Medicine, Dentistry or veterinary science, or postgraduate degree of a UK university or an overseas qualification of an equivalent standard. At its discretion, QMUL may accept candidates with alternative qualifications or an appropriate level of research experience gained in the workplace or similar environment. Normally two academic references are required. Equivalent professional experience and references from practitioners or employers may be considered on a case-by-case basis.
- 8.13 QMUL may require a qualifying examination in English and/or evidence of an appropriate level of competence in written and spoken English.
- 8.14 Each School/Institute sets its own admissions criteria within the above minimum requirements.
- 8.15 In addition, for MD(Res) the minimum entry requirement also includes a requirement that the student must either
- i) have obtained an MB,BS degree of the University of London or some other registrable primary qualification in Medicine and be eligible for full registration or hold limited registration with the General Medical Council
- or
- ii) have obtained a BDS degree of the University of London and/or be eligible for registration with the General Dental Council.
- 8.16 Exceptionally, a student may be permitted to enrol as an associate student and undertake a period of guided study and/or research, normally for a period of up to six months (and not exceeding twelve months) with specified conditions to be met for admission to the research studies programme. This period does not count towards the minimum registration period required for award. Where the conditions of admission to

the research studies programme are not met, the student is normally required to terminate his/her studies at the end of the period of registration as an associate student.

## Registration and Enrolment

### General

- 8.17 A student is required to enrol with QMUL at the start of his/her research degree programme and register for the research studies programme. The period of registration will date from the point of initial enrolment. Research degree students may, with the agreement of their School or Institute, enrol at any one of the defined entry points during the year. The main enrolment points are in September and January. Other enrolment points are held on defined dates through the year
- 8.18 Students are required to re-enrol each academic year for the duration of the programme of studies (including during the period of writing-up) regardless of the mode of attendance. Re-enrolment takes place in ~~September~~ August each year. Failure to re-enrol results in termination of registration.

### Associate Students

- 8.19 An associate student enrolls with QMUL for a specified period to undertake a specified activity that does not lead to an award of QMUL or the University. This is normally for a maximum period of twelve months. Associate students are required to commence their study and enrol at one of the defined entry points within the year.
- 8.20 An associate student may also enrol with QMUL for a longer period of registration in cases where:
- (i) students are undertaking research studies at QMUL as part of a formal collaboration between QMUL and another institution, governed by a written agreement or contract; or
  - (ii) students have their primary registration at another institution and a member of QMUL academic staff is a formal member of the student's supervisory team, usually the second supervisor.

Such students may enrol as associate students with QMUL for the duration of their programme of study at the primary institution with the permission of Senate or its delegated authority.

### PhD and MPhil

- 8.21 A PhD student registers for a programme of research study leading to PhD from the outset. The registration period for which the student initially registers is four years or the approved duration for that programme of research studies, or part-time equivalent.
- 8.22 An MPhil student registers only for MPhil.
- 8.23 The start date for the duration of the research studies programme is the date of initial enrolment with QMUL and registration for the research programme of studies.

### MD(Res)

- 8.24 A student registers for a ~~four-year~~ programme of research study leading to MD(Res) from the outset ~~or part-time equivalent~~.

### **DrPS, DPsych and DClinDent**

- 8.25 A student registers for a ~~three-year~~ programme of research study leading to DrPS, DPsych or DClinDent from the outset ~~or part-time equivalent~~.

### **Transfer from another institution**

- 8.26 A candidate registered for a research degree at another institution may transfer his or her registration at the discretion of Senate or its delegated authority and be exempted from part of the research studies programme at QMUL. Where this occurs, the period of registration at QMUL must be at least 12 months full-time or 24 months part-time. QMUL will determine the appropriate point of entry to the programme.
- 8.27 On transfer of registration, the registration for the original degree will lapse.

### **Concurrent study**

- 8.28 A person currently registered for a qualification of QMUL may not concurrently be registered for a degree, diploma, or certificate at any other institution, except with the express permission of Senate, or its delegated authority. Similarly, a student registered on a research studies programme may not be simultaneously registered for more than one QMUL programme, except with the express permission of Senate, or its delegated authority.

### **Mode of attendance**

- 8.298 The following modes of attendance are available to students:

- Full-time
- Part-time (50% of the workload of a full-time student per year)

- 8.3029 A student is expected to continue in the same mode of study for which he/she originally registered. Transfer between full-time and part-time study may be permitted by Senate or its delegated authority. In such cases, the minimum and maximum registration periods will be adjusted according to the length of registration spent in each mode.

### **Writing up status**

- 8.310 A student may transfer to 'writing up' status with the approval of Senate or its delegated authority provided that he or she has completed the minimum registration period and not exceeded the maximum registration period. In order to transfer to writing up status, a student is required to have completed all experimental work or collection of material related to his/her thesis, to have passed annual progression in the second year of study (fourth year of study for part-time students) and, in the judgement of the primary supervisor, be in a position to submit the thesis within 12 months. A student registered for MPhil/PhD can only be transferred to writing up status if he/she has completed the transfer process from MPhil to PhD where transfer is a requirement of his/her research studies programme.
- 8.324 A student must enrol during the period of writing up and pay any fee applicable during this period.

8.332 The maximum period for 'writing up' is one calendar year regardless of the mode of attendance of the student, unless the terms of a studentship stipulate that a longer period of writing-up is permitted. A penalty charge may be applied if the writing up status is extended beyond one calendar year where it has not been extended for a specific cause.

8.343 A student who submits their thesis for examination and has not already transferred to 'writing up' status shall be transferred to 'writing up' status with effect from the date of submission of their thesis.

8.354 In exceptional circumstances, Senate or its delegated authority may permit an extension of the writing up period for students who have writing up status. A student with writing up status may be permitted to extend their writing up period by up to twelve months or for a maximum period prescribed by the terms of their studentship. A penalty charge may be applied if the student has not submitted their thesis by the end of the period of extension. Extensions will not be granted retrospectively.

8.365 The period of extension counts as part of the overall period of registration.

### Teaching studentships

8.376 A student who is undertaking a teaching studentship registers for a full-time degree. The regulations as relevant to full-time students apply in all cases.

### Interruption

8.387 A student may be permitted to interrupt a research studies programme for a maximum period of two years in total throughout their period of registration or for a maximum period prescribed by the terms of any studentship, on the grounds of illness or other good cause with the permission of Senate or its delegated authority.

8.398 A student may interrupt their registration on the grounds of primary carer leave for up to one year per child. This may cover pregnancy and related illnesses, and/or caring responsibilities. Periods of interruption for primary carer leave shall not count towards the maximum of two years permitted for interruption, but in all other respects the standard interruption procedures shall apply. Secondary carers wishing to take an extended period of leave shall do so under the standard interruption procedures.

8.4039 The period of interruption does not count towards the minimum or maximum registration period for the research studies programme, in accordance with the general regulations.

8.410 A student is not required to pay fees during the period of interruption.

### Minimum and Maximum registration periods<sup>1</sup>

8.424 A student must not be registered for a programme of study for a period longer than the normal duration for the programme of study plus one year. Periods of interruption shall not count towards the maximum permitted duration of study. In exceptional circumstances, Senate (or its delegated authority) may approve an extension to the maximum permitted duration.

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<sup>1</sup> Previously known as 'period of study'

8.43 The registration period starts on the date of a student's initial enrolment and registration with QMUL for the research studies programme.

8.442 The registration period ends on the date of award or termination of registration.

8.453 QMUL terminates the registration of any student who exceeds the maximum registration period.

#### **Minimum registration period**

8.464 The minimum period of full-time study for the awards of MPhil, PhD, MD(Res) and DrPS is two calendar years. The minimum period of full-time study for the award of DCLinDent and DPsych is three calendar years.

8.475 The minimum period of part-time study for the awards of MPhil, PhD, MD(Res) and DrPS is four calendar years. The minimum period of part-time study for the award of DCLinDent and DPsych is six calendar years.

8.486 The minimum registration period for a student who has transferred from another institution/programme under regulation 8.26 above is as specified in the regulation.

#### **Maximum registration period**

8.497 The maximum registration period includes any period where the student is registered as writing up.

8.5048 The maximum period of full-time study for the awards of MPhil, PhD, MD(Res), DrPS, DPsych and DCLinDent is 4 calendar years (including any writing up period).

8.5149 The maximum period of part-time study for the awards of MPhil, PhD, MD(Res), DrPS, DPsych and DCLinDent is 7 calendar years (including any writing up period).

#### **Exceptions to the maximum and minimum registration periods**

8.520 Exceptionally, Senate or its delegated authority may permit a student to submit either before the minimum registration period, or after the maximum registration period, or to extend the writing up period [and/or period of registration for a maximum of 12 months](#).

[8.53 In exceptional circumstances, Senate \(or its delegated authority\) may approve an extension to the maximum permitted duration of study for a longer period than 12 months.](#)

### **Attendance**

#### **Attendance requirements**

8.544 In addition to the general attendance requirements, attendance refers to QMUL's expectations with regard to the way in which students engage with their research studies programme. The specific nature of attendance requirements varies depending on the nature of the research studies programme. General expectations are that a student meets regularly with his/her primary supervisor and undertakes training and other specified activities that may also include the completion of taught modules. There should be a minimum of ten supervisory meetings per academic year for full-time students (pro rata for part-time students) held at regular intervals up to submission of

the thesis for examination. Supervision meetings may be held with any member of the supervisory team.

8.55 Students may exceptionally be permitted to undertake the majority of their studies at a research organisation external to QMUL as part of a formal agreement or contract with joint supervision provided by staff at QMUL and the partner research organisation. Schools and Institutes must assess that the supervision and research facilities and resources to be provided by the research organisation are satisfactory. The agreement with the research partner may be subject to approval by Partnerships Board in accordance with its terms of reference. Exceptions to the standard model of research studies may require the approval of the Research Degrees Programmes and Examinations Board. The QMUL requirements for supervision apply.

8.56~~2~~ A full-time student is not permitted to undertake other duties or work (apart from limited demonstrating or tutorial duties) without the approval of his/her primary supervisor(s) unless provided for in the terms of any studentship.

8.57~~3~~ Full-time students are expected to undertake a full study week of 35 hours on their research studies. Part-time students should reach an agreement with their supervisors at the start of their registration as to the proportion of time they will spend on their research degree programme to enable them to submit within the prescribed period.

### Vacations

8.58~~4~~ For full-time students the annual holiday entitlement is 30 working days plus the eight UK public holidays and the four QMUL closure days. Holiday entitlement is pro rata for part-time students and for parts of a year. The timings of vacations are agreed by the student's primary supervisor.

### Termination of Registration

8.59~~5~~ Senate or its delegated authority may terminate the registration of a student who fails to meet the progression requirements for the research study programme or where his/her general attendance or submission of work and/or completion of required activities fails to meet the stated requirements.

8.60~~5~~~~7~~~~6~~ Termination of registration may also take place as a result of non-attendance/participation in any aspect of the research studies programme in accordance with the general regulations on attendance (see 2.64-2.68).

8.61~~7~~ Termination of registration means that enrolment is also terminated and the individual is no longer a student of QMUL in accordance with the general regulations (see 2.83-2.85)

8.62~~8~~ A student for whom registration is terminated may appeal against this decision under the Appeal Regulations.

### Studentships and scholarships

8.63~~5~~~~9~~ Studentships or scholarships may include additional, and/or specific requirements and conditions. These requirements and conditions apply in addition to these Regulations to those students in receipt of the studentship or scholarship.

## Research Integrity

8.640 All students must familiarise themselves with the QMUL policies relating to research integrity and other associated research policies and procedures, including any requirements for formal ethical review of the research project, and ensure that their research conforms to it.

## Title of thesis

### **MPhil and PhD**

8.652 Upon registration, a student identifies the topic of his/her research and the research studies programme to be followed. Senate or its delegated authority approves the title of the thesis at the point of notifying entry for examination.

### **MD(Res)**

8.66 Senate or its delegated authority approves the title of the thesis prior to registration for the research studies programme.

### **DrPS, DPsych and DClinDent**

8.67 Senate or its delegated authority approves the subject and title of the thesis and/or research portfolio after the equivalent of one year's full-time study on the research studies programme.

### **Change of title**

8.685 In all cases, Senate or its delegated authority approves any change to the title of the thesis in accordance with the required procedure.

## Supervision

8.695 The QMUL Code of Practice for Postgraduate Research Programmes sets out the requirements for supervision.

8.70 Supervisors are appointed to the role by Senate or its delegated authority and meet the approved criteria, which may include relevant training requirements being met.

## Progress Monitoring

8.717 Progress monitoring is a formal review process that takes place at least once per academic year in accordance with the requirements approved by Senate, or its delegated authority. Progress monitoring informs progression.

## Progression

8.728 Progression is a formal process that permits a student to continue to the next stage/period of his/her research studies programme.

8.730 Senate or its delegated authority approves progression requirements for research studies programmes. The normal minimum progression points for a full-time student on a PhD, MPhil or MD(Res) programme occur between 6 to 9 months after registration on the research studies programme, between 18 and 24 months after registration, and at 36 months where submission of the thesis for examination has not occurred. For a part-time student on a PhD, MPhil or MD(Res) programme the normal progression points occur between 12 to 18 months after registration on the research studies programme, between 36 and 48 months after registration, and 72 months where submission of the thesis for examination has not occurred. Progression for students on DrPS, DPsych and DClinDent programmes is assessed as outlined in the appropriate research studies programme regulations, approved by Senate or its delegated authority.

8.740 Progression decisions are made in accordance with procedures established by Senate or its delegated authority.

8.754 The 6 to 9 month (Year 1) progression point (12 to 18 months for part-time students) is undertaken in accordance with the approved requirements for the PhD, MPhil or MD(Res) research studies programme and may include the submission of written work and an oral examination. Year 1 progression decisions are made by the Director of Graduate Studies following a panel's review of the student's progress. Any panel recommending a decision about a student's progression or registration on a research studies programme must comprise at least two people, at least one of whom must be independent of the student's supervisory team. The independent member has a casting vote regarding the recommended outcome.

8.762 Progression decisions in subsequent years of study (18-24 months and 30-36 months for full-time students, and 36-48 months and 60-72 months for part-time students) are made in accordance with procedures outlined in the relevant research studies programme regulations, approved by Senate or its delegated authority. Progression decisions are made by the Director of Graduate Studies. It is recommended that Ppart-time students should complete an annual review in the intervening years.

8.773 The possible outcomes of progression are:

- Progress – the student may progress to the next stage of the research studies programme
- Referred – the student must undertake further specified work and be reconsidered for progression again within 3 months

8.785 At the end of the referral period, the outcomes are:

- Progress – the student may progress to the next stage of the research studies programme
- Fail to progress – the student may transfer registration to MPhil or other appropriate programme
- Fail to progress – the student's registration is to be terminated

8.796 The process of assessment for progression must always include a meeting with the student if the recommendation is referral for a second assessment or fail to progress.

8.806 Senate or its delegated authority terminates the registration of a student who fails to meet the progression requirements for his/her research studies programme. A student may appeal against the termination of registration under the Appeal Regulations.



Transfer of Registration from MPhil to PhD (for students registered for a research studies programme before 1<sup>st</sup> September 2010)

8.781 A student registered before 1<sup>st</sup> September 2010 for a research studies programme leading to the award of MPhil/PhD may transfer his/her registration to PhD. The transfer process normally takes place between 12 to 24 months for a full-time student and 24 to 48 months for a part-time student.

8.828 The transfer process is undertaken in accordance with the approved requirements for the research studies programme which include the submission of written work and an oral examination. The oral examination is conducted by a panel of examiners that comprises at least two members. The examiners for transfer from MPhil to PhD may include the supervisor and must include at least one examiner, knowledgeable in the field, who is not connected with the student's research.

8.8379 Where a student is successful and transfers his/her registration, the date of initial registration for the research studies programme continues to apply for the purpose of determining maximum and minimum registration periods.

8.840 Where a student is unsuccessful in the transfer examination, the examiners may recommend that he/she may remain registered on the MPhil programme and be examined for that award, or that the student should be permitted to submit for transfer on one further occasion. If a student is unsuccessful at the second attempt at transfer, the examiners may recommend that he/she may remain registered on the MPhil programme and be examined for that award, or may recommend that his/her registration should be terminated.

8.854 A student registered for a research studies programme leading to the award of MD(Res) may transfer his/her registration to PhD. The transfer process is the same as that for MPhil to PhD.

8.862 A student registered for a research studies programme leading to the award of MPhil after 1 September 2010 may transfer his/her registration to PhD. The transfer process is as outlined in 8.76-8.79 above.

8.873 A student may appeal against the decision of the examiners for transfer under the Appeal Regulations.

## Examination Entry

8.884 Examination entry is the formal process by which a student notifies QMUL of his/her intention to submit the thesis and be examined for the degree for which he/she is registered. Examination entry is also the process by which the title of the thesis is notified and approved. The procedure for examination entry is approved by Senate or its delegated authority.

8.895 A student intending to enter for examination is required to complete the relevant forms for examination entry. The forms should be submitted to the designated body at least three months before the proposed submission of the thesis. The submission of the thesis must take place up to twelve months after examination entry. After twelve months,

if the thesis has not been submitted, a new entry form is required and a re-entry fee may be required.

8.906 For a student to be entered for examination, QMUL must confirm that he/she has completed the research degree programme in accordance with the relevant regulations.

8.917 Examination entry cannot occur more than twelve months prior to completion of the minimum registration period.

### Submission of thesis

8.928 A student is required to submit his/her thesis in a form that meets the requirements for a thesis. A student is required to submit two printed copies of his/her thesis in the approved format and a digital (PDF) file which is an exact electronic copy of the submitted thesis. A third copy of the thesis may be required where a third examiner is appointed.

8.930 The student is required to bring to the oral examination a copy of his/her thesis paginated in the same way as the copies submitted to QMUL.

8.941 In submitting a thesis for examination or re-examination a student accepts responsibility for its contents and quality. Students are required to conform to QMUL's policy on editorial assistance and to include in their thesis a statement of originality detailing any work undertaken in collaboration with others.

### Requirements for a Thesis

8.952 The thesis must meet the specific requirements for a thesis provided in Appendix 1 of these regulations.

### Requirements for DrPS, DPsych and DClinDent

8.962 In addition to the thesis, the professional doctorates of DrPS, DPsych and DClinDent are examined through a broader range of methods than thesis and oral examination. The requirements for the awards of DrPS, DPsych and DClinDent are those approved by Senate or its delegated authority.

### Word limits

8.973 The thesis must not exceed the following word limits:

PhD – 100,000 words  
MPhil – 60,000 words  
MD(Res) – 50,000 words

For the degrees of DrPS, DPsych and DClinDent the minimum length of the thesis shall be no less than 25,000 words.

[The bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which the examiners are not required to read in order to examine the thesis but to which they may refer if they wish.]

8.985 Senate or its delegated authority may approve lower word counts for specific research studies programmes.

### Panel of Examiners

8.995 A Panel of Examiners is established for each individual examination of an MPhil, PhD, MD(Res), DrPS, DPsych and DClinDent.

8.1006 The Panel of Examiners normally comprises two examiners appointed by Senate or its delegated authority:

- one internal examiner from the academic staff of Queen Mary University of London who has not been involved in the candidate's work and has not been a member of the candidate's progression panel(s); and
- one external examiner.

8.1017 Where the criteria above for an internal examiner cannot be met or a School/Institute considers it to be academically desirable two external examiners may be appointed.

8.102 If the candidate is a member of QMUL staff normally two examiners who are external to QMUL shall be appointed.

8.1038 In some cases, an independent chair may be appointed to the Panel of Examiners. The independent chair must be a senior member of academic staff (Senior Lecturer, Reader or Professor) with experience of examining at least one UK PhD (or equivalent for other awards) not from the same school or institute as the candidate from the same School or Institute but should not have had any prior involvement with the project or with the student. They should also be from a different area in the School/Institute and not from the same research group / sub-department or unit / centre. In such cases, the responsibility of the chair is to manage the process and ensure adherence to the regulations. The chair does not contribute to the decision regarding whether or not the standards for award have been met.

8.1040 The candidate may invite their supervisor to attend the examination but the supervisor may not participate in the examination and must absent themselves when the decision regarding the outcome of the examination is to be made. If the candidate does not wish the supervisor to be present, he/she should make this clear at the time of examination entry.

### Criteria for Examiners

8.1054 Examiners for MPhil, PhD, MD(Res), DrPS, DPsych and DClinDent normally fulfil the following criteria:

- [a] Examiners should be experts in the field of the thesis but not necessarily in all parts of the precise topic.
- [b] At least one examiner should have experience of examining for a research degree in the UK, and the examiners should have examined at least five research degrees of the same or equivalent level between them. For the MD(Res), at least one examiner should have previous experience of examining for the MD(Res).

[c] Nominated examiners must have had no direct involvement in the candidate's research or any close connections or extensive recent (within the past five years) collaborations with either the supervisor(s) or student including joint publications or research grants which might inhibit a completely objective examination. They must not have taken an active role in considering the student's progression and/or transfer of status from MPhil to PhD.

[d] An external examiner should not normally be appointed more than once during a given academic year by members of the same School/Institute.

[e] An examiner who is a member of QMUL staff may be appointed up to three times during a given academic year by members of the same School/Institute

[f] NHS Consultants or the equivalent in the NHS who are not QMUL or University employees may be appointed as examiners but they should hold an Honorary Senior Lecturer or above contract with a College or University. Other professional experts may be appointed as external examiners, but the normal requirements for examining experience across the examination team will apply.

[g] Individuals who were previously members of staff, students or other members of Queen Mary University of London must not be appointed as an external examiner until a period of three years has elapsed.

[h] Individuals who have retired from academic positions at Queen Mary University of London or another higher education institution may be appointed as internal or external examiners (subject to the provisions in 8.99[f] above) if they remain active in their field of research.

[i] Overseas examiners are appointed as external examiners only in exceptional circumstances and where it is considered that such an appointment is necessary.

## Conduct of Examinations

8.1062 The examination for MPhil, PhD and MD(Res) is by submission of thesis and oral examination of the thesis. The examination for DrPS, DPsych and DClinDent is by submission of thesis and/or research portfolio and oral examination. At their discretion, the examiners may also examine the candidate by practical or written examination.

8.1072 The examination process is held in private, and is not a public examination. Normally, the oral examination is held at QMUL with the candidate and both examiners present. If agreed by the candidate, Senate or its delegated authority may under exceptional circumstances permit one of the examiners to attend the examination by video-link. In such cases an Independent Chair must be appointed.

8.1084 If requested by the candidate, Senate or its delegated authority may under exceptional circumstances permit the candidate to attend the examination by video link. Both examiners must be present in person at QMUL. The candidate must attend the examination from an approved location in a recognised University or other approved body, such as the British Council, and a member of that organisation's academic or professional staff must act as invigilator and be present in the room with the candidate for the duration of the examination.

8.1095 All matters related to the examination are confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in the student's thesis

until such time as the thesis is made available or any restrictions on access to the thesis are removed.

8.1105 The examination is conducted in English (unless the Senate or its delegated authority has given permission for it to be conducted in another language). The candidate must attend the examination at the place and time specified by QMUL and must bring with him/her an additional copy of the thesis that is paginated in the same way as that submitted for examination.

8.1116 Each examiner prepares an independent report on the thesis in advance of the oral examination. The examiners exchange reports before the oral examination.

8.1127 The examiners may reject a thesis which they consider to be incomplete or unacceptable without conducting an examination. Such cases will be reported to the Chair of the Research Degree Programmes and Examinations Board to determine the action to be taken. The candidate may be permitted to submit the thesis for examination on a subsequent occasion.

8.1138 The examiners have a right to make comments in confidence to the Principal of QMUL in a separate report.

8.1140 The examiners submit to the Academic Registrar's nominee copies of their preliminary reports and a joint final report that details their judgement of the candidate's performance and reasons for the decision they have reached. The joint report will be available to the candidate for his/her personal information, and the supervisor(s) and School/Institute Director of Graduate Studies. The preliminary reports are made available to the candidate at the discretion of the examiners. Examiners should normally submit their independent preliminary reports and joint report on the examination with the examination outcome form to the Research Degrees Office within two weeks of the date of the oral examination of the candidate.

8.1154 Where the supervisor is in attendance at the oral examination he/she must not participate in the examination but may make comments if asked to do so by the examiners. The examiners may, at their discretion, consult the supervisor before completing their report, particularly if they have doubts relating to the appropriate decision to be made.

8.1164 If a candidate becomes unwell in advance of an oral examination, he/she should notify the supervisor who will make reasonable efforts to change the date of the examination. In attending an oral examination, candidates declare themselves 'fit to sit'. Any subsequent claim for extenuating circumstances shall not normally be considered.

## Decisions of the Panel of Examiners

### Outcomes for PhD, MPhil and MD(Res)

8.1172 Except as provided in paragraph 8.106 the examiners, after reading the thesis, examine the student orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on relevant subjects.

8.11<sup>83</sup> The options open to examiners in determining the result of an examination are as follows:

- (a) if the thesis fulfils the criteria (set out in Appendix 1) 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 and recommend a Pass;
- (b) if the thesis otherwise fulfils the criteria 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 minor amendments as specified by them in full and in writing, in or with their joint report, within three months. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory;
- (c) if the thesis otherwise fulfils the criteria but requires major amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make major amendments as specified by them in full and in writing, in or with their joint report, within six or nine months (as specified by the examiners). The amended thesis shall be submitted to both the examiners for confirmation that the amendments are satisfactory;
- (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-submit his/her thesis in a revised form within 18 months for the PhD, MD(Res) DrPS, DPpsych and DClinDent degrees, or within 12 months for the MPhil degree. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination following the re-submission of the thesis. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- (e) if the thesis satisfies the criteria but the candidate fails to satisfy the examiners at the practical or written examination held in conjunction, the examiners may determine that the candidate 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. The examiners may at their discretion exempt the candidate from taking a further oral examination. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- (f) if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present him/herself for a further oral examination within a period specified by them and not exceeding 18 months for the PhD, MD(Res), DrPS, DPpsych or DClinDent degree or 12 months for the MPhil degree. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- (g) the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies), nor, for the PhD degree, before considering whether the candidate does or might be able to satisfy the requirements for the award of the MPhil degree. If they so decide, the examiners shall submit a report which demonstrates either (a) how the criteria for the MPhil degree are satisfied, or (b) what action would need to be taken in order for these criteria to be satisfied.

If the examiners recommend that the criteria for the MPhil degree are or may be satisfied, the candidate will be informed that he/she has been unsuccessful in the examination for the PhD degree, but that his/her examiners have indicated that he/she has either reached the standard or subject to minor amendments will reach the standard required for the award of the MPhil degree. The candidate will be given three months to indicate whether he/she wishes to be so considered (to run concurrently with any period for minor corrections as required).

If he/she does not wish to be considered for the MPhil degree, or does not confirm that he/she wishes to be so considered within the specified period, then he/she will be informed that they have failed to satisfy the examiners for the PhD degree and that he/she may no longer be considered for the award of the MPhil degree.

If he/she wishes to be considered for the award of MPhil under this regulation, the candidate will not be required to re-submit the thesis or undergo an oral examination but will be required to fulfil the requirements for the MPhil examination in all other respects. Any minor amendments required shall be made within three months of the date of notification of the examination outcome and the amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory.

In a case where the thesis, though inadequate, shall seem of sufficient merit to justify such an action, the examiners may determine that the candidate be permitted to enter the examination for the MPhil degree and re-submit his/her thesis in a revised form within 12 months. The examiners may at their discretion exempt the candidate from a further oral examination on re-submission of his/her thesis. This outcome may not be recommended for candidates undertaking a second (re-) examination.

- (h) the examiners may determine that the candidate has not satisfied them in the examination and recommend that the candidate has failed with no re-entry permitted. The examiners shall not, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies).

### **Outcomes for DrPS, DPsych and DClinDent**

8.1195 Except as provided in paragraph 8.106 the examiners, after reading the thesis and/or research portfolio, examine the student orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on relevant subjects.

8.1205 The options open to examiners in determining the result of an examination are as follows:

- (a) if the thesis fulfils the criteria (set out in Appendix 1) 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 and recommend a Pass;
- (b) if the thesis otherwise fulfils the criteria 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 minor amendments as specified by them in full and in writing, in or with their joint report, within three months. The amended thesis shall be submitted to the examiners or one of their number nominated by them for confirmation that the amendments are satisfactory;

- (c) if the thesis otherwise fulfils the criteria but requires major amendments and if the candidate satisfies the examiners in all other parts of the examination, the examiners may require the candidate to make major amendments as specified by them in full and in writing, in or with their joint report, within six or nine months (as specified by the examiners). The amended thesis shall be submitted to both the examiners for confirmation that the amendments are satisfactory;
- (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-submit his/her thesis in a revised form within 12 months. Examiners shall not, however, make such a decision without submitting the candidate to an oral examination. The examiners may at their discretion exempt the candidate from a further oral examination following the re-submission of the thesis. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- (e) if the thesis satisfies the criteria but the candidate fails to satisfy the examiners at the practical or written examination held in conjunction, the examiners may determine that the candidate 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 12 months. The examiners may at their discretion exempt the candidate from taking a further oral examination. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- (f) if the thesis satisfies the criteria for the degree, but the candidate fails to satisfy the examiners at the oral examination, the examiners may determine that the candidate be permitted to re-present him/herself for a further oral examination within a period specified by them and not exceeding 12 months. This outcome may not be recommended for candidates undertaking a second (re-) examination;
- (g) the examiners may determine that the candidate has not satisfied them in the examination. The examiners shall not, however, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies). Where the examiners recommend this decision, they shall also consider whether a candidate may meet the requirements for a relevant Level 7 (masters) programme and, if appropriate, recommend that they be considered for the award of that degree by the relevant Subject Examination Board;
- (h) the examiners may determine that the candidate has not satisfied them in the examination and recommend that the candidate has failed with no re-entry permitted. The examiners shall not, save in very exceptional circumstances, make such a decision without submitting the candidate to an oral examination (in the case of a second examination, examiners' discretion about whether to hold a second oral examination still applies).

### **Points applicable to all degrees**

8.1217 If the examiners are unable to reach agreement, their reports shall be referred to the Chair of the Research Degree Programmes and Examination Board, who shall determine the action to be taken. In the event that the Chair of the Research Degree Programmes and Examination Board was involved in the student's supervision or examination, the case is determined by a Deputy Dean for Research not in the candidate's faculty.



8.122~~187~~<sup>197</sup> In submitting a revised thesis incorporating amendments after an examination, a student accepts responsibility for the contents and quality of the revised version. A student who fails to complete the required amendments to the examiners' satisfaction and/or within the required timeframe shall be deemed to have failed to satisfy the examiners and not to have passed the examination. In such cases, examiners have the discretion to recommend the award of MPhil in the case of candidates who had been examined for a PhD.

8.123~~198~~<sup>198</sup> A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination. If the examiners' decision is to fail the candidate outright and to reject all other examination outcomes, they should indicate the reasons for their decision in the joint report.

### Re-examination

8.124~~49~~<sup>49</sup> Where the examiners have decided that the criteria for award are satisfied in part, in some or all of the elements for examination [thesis, oral, practical etc.] but the criteria for award are not met, the student may be re-examined. This applies to all research studies programmes and awards. QMUL may charge a fee for re-entry. When the re-examination takes place, the regulations and procedures in force at the time of re-entry apply. The same examiners will normally undertake the re-examination. The outcomes of re-examination are those that are specified for the award in question.

8.125~~0~~<sup>0</sup> On re-examination, only options (a), (b), (c) and (g) are available to the examiners. QMUL charges a fee for re-examination.

8.126~~4~~<sup>4</sup> A student who does not re-enter within the prescribed time frame will be deemed not to have satisfied the examiners in the examination, and will have his/her registration terminated.

8.127~~2~~<sup>2</sup> Where the student has failed to satisfy the examiners (i.e. failed), there is no right of re-examination.

### Award of the degree

8.128~~3~~<sup>3</sup> Senate or its delegated authority awards the degree. For University of London awards, Senate or its delegated authority awards the degree under delegated authority from the University of London.

8.129~~4~~<sup>4</sup> The award of the degree does not occur until the student has submitted a digital copy of the final thesis.

8.130~~5~~<sup>5</sup> Senate or its delegated authority may award a research degree posthumously in accordance with the approved policy.

### Availability of Theses

8.131~~6~~<sup>6</sup> It is a requirement for the award of the degree that one digital copy of a successful thesis be stored in the electronic repository of the QMUL Library. Students are required to sign

a declaration relating to the availability of the thesis (the detailed declaration is given in Appendix 2).

8.1327 A candidate may apply to QMUL for restriction of access, for a period not normally exceeding ~~two years~~ twelve months, to his/her thesis and/or the abstract of the thesis on the grounds of commercial exploitation or patenting or other specified exceptional circumstances and in accordance with the procedure adopted by QMUL for consideration of such applications. Restricted access may also be agreed by QMUL with the candidate's sponsoring organisation. This period may be extended beyond ~~two years~~ twelve months in exceptional circumstances and with the approval of Senate or its delegated authority.

## Examination Offences and Academic Misconduct

8.1338 Examination offences, including plagiarism, are dealt with in accordance with the procedure specified in the Regulations on Assessment Offences that are provided in the Academic Regulations.

8.13429 Academic misconduct during the course of a research studies programme is also dealt with using the Regulations on Assessment Offences.

8.1359 All assessment that is submitted for progress review, transfer, or examination is subject to the Assessment Offences Regulations. Work that is submitted for review by the supervisor during the course of the research preparation is not considered to be a formal submission of assessment and is not subject to the Assessment Offences Regulations.

8.1364 A research student who is found to have committed an assessment offence may also incur the following penalties:

- change of registration from PhD to MPhil;
- termination of studies.

8.1372 Where plagiarism or fraud is established after an award has been made, the award may be revoked.

8.1383 Research students are also subject to the QMUL policies relating to research integrity and other associated research policies and procedures, including the procedure for dealing with allegations of research misconduct.

## Appeals

8.1394 A student may appeal against a progression decision or a decision of a panel of examiners using the Appeal Regulations.

## Collaborative Arrangements

8.1405 Collaborative arrangements for the supervision and award of research degree programmes are approved in accordance with the policy and procedures established by Senate, or its delegated authority, for that purpose. Such arrangements may lead to the award of a single QMUL degree, two degrees from both QMUL and the partner institution(s) or a single degree awarded jointly by QMUL and the partner institution(s).

| 8.1416 In all cases, where a research studies programme leads to a dual or double award, the award of one institution cannot be made where the requirements for the award of the other awarding institution(s) are not met.

#### Revocation of Award

| 8.1427 QMUL may revoke an award made under these regulations, in accordance with the relevant procedures of QMUL or the University. Such cases shall be considered on a case-by-case basis by Senate, or its delegated authority.

#### Additional award requirements for European Doctorate

| 8.1439 A PhD may be designated 'European Doctorate' where the approved research studies programme permits. As a minimum, a European Doctorate is required to fulfil the criteria approved by Senate or its delegated authority.

## Requirements for degrees – MPhil, PhD, MD(Res), DrPS, DPsych and DClinDent

### Requirements for degrees

#### Master of Philosophy

1. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.
2. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 60,000 words.
3. The thesis shall:
  - [a] consist of the candidate's own account of his/her investigations;  
[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]
  - [b] be either a record of original work or an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;
  - [c] be an integrated whole and present a coherent argument;  
[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.  
Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]
  - [d] give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings; and
  - [e] be written in English and the literary presentation shall be satisfactory, although QMUL may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis.

In certain specified fields other forms of material may be required to be submitted for assessment in addition to the thesis:

*Drama, Theatre and Performance Studies*

In the field of Drama, Theatre and Performance Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice (the balance between the written and practical components is determined by the needs of the project).

#### *Film Studies*

In the field of Film Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of original film, video, or new media (the balance between the written and practical components is determined by the needs of the project).

In such cases the submission is examined in relation to the criteria for the degree outlined above. Students who submit a combination of a written thesis and practice do so on the understanding that the material is submitted concurrently and examined as an integrated whole. Practice must be submitted using a form of retainable documentation agreed in consultation with the supervisor and Director of Graduate Studies, and approved by the faculty Deputy Dean for Research, or nominee.

- [f] Requests for the thesis to be submitted in alternative formats may be approved by the faculty Deputy Dean for Research where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.

#### Doctor of Philosophy

4. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.
5. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 100,000 words.
6. The thesis shall:
  - a. consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;  
[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]
  - b. 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;
  - c. be an integrated whole and present a coherent argument;  
[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.  
Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the

thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

- d. give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field;
- e. be written in English and the literary presentation shall be satisfactory, although QMUL may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis;
- f. demonstrate research skills relevant to the thesis being presented;
- g. 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).
- h. In certain specified fields other forms of material may be required to be submitted in addition to the thesis:

#### *Drama, Theatre and Performance Studies*

In the field of Drama, Theatre and Performance Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice (the balance between the written and practical components is determined by the needs of the project).

#### *Film Studies*

In the field of Film Studies, a candidate may undertake research leading either to the submission of a written thesis or a combination of a written thesis and practice in the form of original film, video, or new media (the balance between the written and practical components is determined by the needs of the project).

In such cases the submission is examined in relation to the criteria for the degree outlined above. Students who submit a combination of a written thesis and practice do so on the understanding that the material is submitted concurrently and examined as an integrated whole. Practice must be submitted using a form of retainable documentation agreed in consultation with the supervisor and Director of Graduate Studies, and approved by the faculty Deputy Dean for Research, or nominee.

- i. Requests for the thesis to be submitted in alternative formats may be approved by the faculty Deputy Dean for Research where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.

## Professional Doctorates (DrPS, DPsych and DClinDent)

7. A programme of study and examination for the degree of *Doctor in/of* ----- shall satisfy the following requirements:
- a. the aims and objectives of the programme shall be such that it will provide an education at an intellectual level equivalent to that required for the PhD;
  - b. the programme of study shall extend over a period of at least three years' full-time study or the part-time equivalent;
  - c. the programme shall include a substantial research component which is of a nature appropriate to the discipline concerned on which the final examination contributing to the award of the degree will be based (see also 7d. and 7g. below);
  - d. the results of the research shall be presented in the form of a thesis and/or research portfolio which makes a distinct contribution to the knowledge of the subject or its professional practice and affords evidence of originality shown by the discovery of new facts, the exercise of independent critical power, and/or innovation in practice. The minimum length of the thesis and/or portfolio shall be not less than 25,000 words and be appropriate to the subject concerned, having regard to the other formally assessed elements for the degree;
  - e. the programme shall, in addition to the thesis and/or research portfolio, include elements of a practical/work-related/professional nature and formally taught elements appropriate to support its academic objectives;
  - f. the elements listed at 7e. shall be assessed by methods and at an intellectual level and at a time appropriate to the programme, and approved by Senate or its delegated authority. Such assessment shall normally involve at least one examiner external to the University;
  - g. the final examination contributing to the award of the degree shall be designed (i) to test the thesis against the stated requirements (see 7d. above) **and** (ii) to test the candidate's conceptual understanding of the integration of all elements of the course and their related assessment;
  - h. the final examination shall include an oral examination of each candidate conducted by at least two examiners, one of whom shall be external to [the University QMUL](#) in accordance with the normal requirements for examiners for research degree programmes.

### Progression

8. A student must meet any programme or pathway requirements, and pass all taught / directed study modules for the current developmental year. Such modules are graded pass/fail for the purposes of the doctoral degree. Directed study assessment results including module marks, and progression decisions, will be considered at the relevant postgraduate Subject Examination Board.
9. The provisions of Section 5 of the Academic Regulations concerning postgraduate programme modules shall apply to professional doctorate programmes, in particular the regulations specifying the "Marks and grades for student performance in individual modules" and the "Requirements to pass a module".

10. Students shall also be required to undertake a formal assessment in each developmental year of research-based study to confirm progression to the following year. The format of such assessments shall be outlined in the programme specification for each professional doctorate programme.
11. Where a student misses a taught / directed study module assessment due to an approved certified absence or fails to meet the progression requirements for the current developmental year, the examination board may apply its discretion and, if it deems it appropriate, permit the student to progress.

### **Eligibility for award**

12. To be eligible for award a student must pass all taught / directed study modules and satisfy the requirements for the examination of the research elements of the professional doctorate programme.

### **Academic credit requirements for award**

13. To be eligible for the award a student must:
  - a. take modules and research assessments to the value of 540 credits;
  - b. the research element of the programme will be worth a minimum of 270 credits;
  - c. the directed study element of the programmes will be for a maximum of 270 credits;
  - d. modules may be assessed and awarded at level 7, up to a maximum of 180 credits at level 7 in total;
  - e. a minimum of 360 credits must be assessed at level 8.

### **Failure to meet requirements for award**

14. A student who does not meet the requirements for award but is entitled to resits or retakes may elect to exit with the award of Postgraduate Diploma, Postgraduate Certificate or appropriate master's award, where the requirements for those awards are met. The student shall then be ineligible to resit or retake the failed modules to meet the requirements for the professional doctorate programme.
15. A student who does not meet the requirements for award and has exhausted all attempts, but who meets the requirements for the award of Postgraduate Diploma, Postgraduate Certificate or appropriate master's award shall be conferred the award for which the requirements have been met, unless the student has been deregistered. Where a student has been deregistered, the nature of the deregistration shall be considered in deciding whether to recommend an exit award. In such cases the progression and award regulations for the Postgraduate Diploma, the Postgraduate Certificate and the master's award shall apply as specified in Section 5 of the Academic Regulations concerning postgraduate programmes.

## **Doctor of Medicine (Research) (MD(Res))**

- 8-16. The minimum period of study shall be two calendar years' full-time study or the part-time equivalent.



9-17. The emphasis of the programme of study will be on the development in the individual student of:

- a. the ability to recognise and validate problems;
- b. original, independent and critical thinking and the ability to develop theoretical concepts;
- c. a knowledge of recent advances within the field in related areas;
- d. an understanding of research methodologies and techniques and their appropriate application within the research field;
- e. the ability to analyse critically and evaluate the research findings and those of others; and
- f. an ability to summarise, document, report and reflect on progress.
- g. Assessment for the award shall in all cases be by submission of a thesis and an oral examination, which shall be conducted in English. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study, and the length shall not, other than in the most exceptional circumstances, exceed 50,000 words.

| 18. The thesis shall:

- a. consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;  
[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]
- b. 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;
- c. be an integrated whole and present a coherent argument;  
[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.  
Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]
- d. give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgement in complex situations and autonomous work in that field;

- e. be written in English and the literary presentation shall be satisfactory;
- f. demonstrate research skills relevant to the thesis being presented;
- g. 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);
- h. requests for the thesis to be submitted in alternative formats may be approved by the faculty Deputy Dean for Research where there is a demonstrable need, explaining clearly the reasons for this. Requests should be submitted jointly by the candidate for examination and their supervisor, with the approval of the School/Institute Director of Graduate Studies.

## Declaration on the availability of the thesis

Subject to paragraph 8.121 above, candidates for the degrees of MPhil, PhD, MD(Res), DrPS, DPsych and DClinDent will at the time of entry to the examination be required to sign a declaration in the following terms:

### Declaration

1. I authorise that the thesis I present for examination for the ~~MPhil/PhD~~ degree shall, if a degree is awarded, be deposited in the electronic institutional repository of the library of Queen Mary University of London and that, subject to the conditions set out below, it may be made available for public reference, inter-library loan and copying.
2. I authorise QMUL or University authorities as appropriate to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.
3. I understand that before my thesis is made available for public reference, inter-library loan and copying, the following statement will have been included at the beginning of my thesis or clearly associated with any electronic version: The copyright of this thesis rests with the author and no quotation from it or information derived from it may be published without the prior written consent of the author.
4. I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.
5. I understand that if my thesis is not approved by the examiners, this declaration will become void.

## ACADEMIC REGULATIONS 2017-18

### DELEGATIONS OF SENATE

#### Research Degree Programmes

<b>Regulation:</b>	<b>8.20</b>
<b>Authority:</b>	Associate Student enrolment beyond twelve months
<b>Delegated to:</b>	Deputy Dean <a href="#">for Research</a> (PGR) on the advice of the Director of Graduate Studies
<b>Process:</b>	Through the admissions process or on request from the School/Institute

<b>Regulation:</b>	<b>8.26</b>
<b>Authority:</b>	Transfer of registration from another institution.
<b>Delegated to:</b>	Director of Graduate Studies
<b>Process:</b>	Through the admissions process in accordance with the time-limits permitted in regulation 8.26.

<b>Regulation:</b>	<b>8.28</b>
<b>Authority:</b>	<a href="#">Approval of concurrent study elsewhere, or at QMUL.</a>
<b>Delegated to:</b>	<a href="#">Head of School(s) or Institute(s) and the Director of Graduate Studies of the School or Institute in which the research student is registered.</a>
<b>Process:</b>	<a href="#">Consideration on a case-by-case basis co-ordinated by the Research Degrees Office.</a>

<b>Regulation:</b>	<b>8.2930</b>
<b>Authority:</b>	Transfer between full-time and part-time study
<b>Delegated to:</b>	At School/Institute level by the Director of Graduate Studies, on the advice of the primary supervisor
<b>Process:</b>	Following a request made by the student that is supported by the primary supervisor, and taking account of any limitations resulting from any studentship, as applicable.

<b>Regulation:</b>	<b>8.310</b>
<b>Authority:</b>	Transfer to 'writing up' status
<b>Delegated to:</b>	Deputy Dean <a href="#">for Research</a> (PGR) on the advice of the Director of Graduate Studies. The primary supervisor confirms that the student is expected to complete within one year.
<b>Process:</b>	By sign off of the request using the appropriate form.

<b>Regulation:</b>	<b>8.387</b>
<b>Authority:</b>	Interruption of a research studies programme for up to two years, or a maximum period prescribed by the terms of any studentship.
<b>Delegated to:</b>	Research Degrees Programmes and Examination Board
<b>Process:</b>	Sign off of the request using the appropriate form and its submission to the Research Degrees Office.

<b>Regulation:</b>	<b>8.387</b>
<b>Authority:</b>	Interruption for a longer period than 2 years.

<b>Delegated to:</b>	Secretary to Council and Academic Registrar
<b>Process:</b>	Submission of written request co-ordinated through the Research Degrees Office, and approved by the Research Degrees Programmes and Examination Board

<b>Regulation:</b>	<b>8.520</b>
<b>Authority:</b>	Permission to submit either before the minimum registration period, or after the maximum registration period, or to extend the writing up period <a href="#">and/or period of registration</a> .
<b>Delegated to:</b>	Research Degrees Programmes and Examination Board
<b>Process:</b>	Sign off of the request using the appropriate form and its submission to the Research Degrees Office.

<b>Regulation:</b>	<b>8.531</b>
<b>Authority:</b>	<a href="#">Approval of an extension to the maximum permitted duration of study for a longer period than 12 months.</a>
<b>Delegated to:</b>	<a href="#">Secretary to Council and Academic Registrar</a>
<b>Process:</b>	<a href="#">Submission of written request co-ordinated through the Research Degrees Office, and approved by the Research Degrees Programmes and Examination Board</a>

<b>Regulation:</b>	<b>8.595</b>
<b>Authority:</b>	Senate or its delegated authority may terminate the registration of a student who fails to meet the progression requirements for the research study programme or where his/her general attendance or submission of work and/or completion of required activities fails to meet the stated requirements.
<b>Delegated to:</b>	Director of Graduate Studies on the recommendation of the progression panel or on the recommendation of the primary supervisor following progress monitoring.
<b>Process:</b>	Progress monitoring or formal progression processes.

<b>Regulation:</b>	<b>8.653</b>
<b>Authority:</b>	Approval of the title of the thesis at the point of notifying entry for examination.
<b>Delegated to:</b>	Director of Graduate Studies
<b>Process:</b>	Examination Entry Process

<b>Regulation:</b>	<b>8.684</b>
<b>Authority:</b>	Approval of any change to the title of the thesis.
<b>Delegated to:</b>	Director of Graduate Studies
<b>Process:</b>	Written notification to the Research Degrees Office

<b>Regulation:</b>	<b>8.7066</b>
<b>Authority:</b>	Appointment of supervisors and ensuring that supervisors have the appropriate training.
<b>Delegated to:</b>	Head of School/Director of Institute
<b>Process:</b>	In accordance with the requirements of the Code of Practice <a href="#">for Research Degree Programmes</a>

<b>Regulation:</b>	<b>8.671</b>
<b>Authority:</b>	Progress monitoring once per academic year.
<b>Delegated to:</b>	Director of Graduate Studies

<b>Process:</b>	In accordance with the established requirements for progress monitoring which informs progression.
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<b>Regulation:</b>	<b>8.732</b>
<b>Authority:</b>	Approval of progression requirements and procedures for research studies programmes
<b>Delegated to:</b>	Research Degrees Programmes and Examinations Board
<b>Process:</b>	Consideration of details of the progression requirements that are set out in writing.

<b>Regulation:</b>	<b>8.730</b>
<b>Authority:</b>	Approval of progression panel members.
<b>Delegated to:</b>	Approved by the Director of Graduate Studies for each student
<b>Process:</b>	On the recommendation of the primary supervisor

<b>Regulation:</b>	<b>8.8076</b>
<b>Authority:</b>	Termination of the registration of a student who fails to meet the progression requirements for his/her research studies programme.
<b>Delegated to:</b>	Director of Graduate Studies on the recommendation of the progression panel
<b>Process:</b>	Following the outcome of the progression process

<b>Regulation:</b>	<b>8.884</b>
<b>Authority:</b>	Approval of the procedure for examination entry
<b>Delegated to:</b>	Research Degrees Programmes and Examinations Board
<b>Process:</b>	Co-ordinated through the Research Degrees Office

<b>Regulation:</b>	<b>8.962</b>
<b>Authority:</b>	Approval of requirements for the awards of DrPS, DPsych and DClinDent
<b>Delegated to:</b>	Research Degrees Programmes and Examinations Board
<b>Process:</b>	Consideration of details of the requirements that are set out in writing.

<b>Regulation:</b>	<b>8.984</b>
<b>Authority:</b>	Approval of lower word counts for specific research studies programmes
<b>Delegated to:</b>	Research Degrees Programmes and Examinations Board
<b>Process:</b>	Consideration of details of the specific programme requirements that are set out in writing.

<b>Regulation:</b>	<b>8.10096</b>
<b>Authority:</b>	Approval of examiners
<b>Delegated to:</b>	Research Degrees Programmes and Examinations Board
<b>Process:</b>	Following nomination through the examination entry process.

<b>Regulation:</b>	<b>8.1072</b>
<b>Authority:</b>	Approval for one examiner to attend the viva by video-link
<b>Delegated to:</b>	Research Degrees Programmes and Examinations Board
<b>Process:</b>	By individual application to the Board setting out the reasons for the request.

<b>Regulation:</b>	<b>8.1083</b>
<b>Authority:</b>	Approval for the candidate to attend the viva by video-link
<b>Delegated to:</b>	Research Degrees Programmes and Examinations Board
<b>Process:</b>	By individual application to the Board setting out the reasons for the request.

<b>Regulation:</b>	<b>8.11095</b>
<b>Authority:</b>	Approval to conduct an examination in a language other than English
<b>Delegated to:</b>	Research Degrees Programmes and Examinations Board.
<b>Process:</b>	By individual application to the Board setting out the reasons for the request.

<b>Regulation:</b>	<b>8.1283</b>
<b>Authority:</b>	Award of research degree
<b>Delegated to:</b>	Research Degrees Programmes and Examinations Board
<b>Process:</b>	On review of the panel of examiners' reports and confirmation of their recommendation for award (co-ordinated through the Research Degrees Office).

<b>Regulation:</b>	<b>8.13025</b>
<b>Authority:</b>	Posthumous award of research degree
<b>Delegated to:</b>	Research Degrees Programmes and Examinations Board
<b>Process:</b>	In accordance with the approved policy and procedure.

<b>Regulation:</b>	<b>8.13227</b>
<b>Authority:</b>	Availability of the thesis – extension of the <del>two-year</del> <u>twelve month</u> restricted access period.
<b>Delegated to:</b>	Deputy Dean <u>for Research</u> (PGR)
<b>Process:</b>	By individual application setting out the reasons for the request and why the circumstances are exceptional.

<b>Regulation:</b>	<b>8.14035</b>
<b>Authority:</b>	Approval of collaborative arrangements for research degrees
<b>Delegated to:</b>	Research Degrees Programmes and Examinations Board (subject to approval of any collaborative partners by the <u>Educational</u> Partnerships Board)
<b>Process:</b>	Following the procedures for collaborative provision agreed by Senate

<b>Regulation:</b>	<b>8.14237</b>
<b>Authority:</b>	Revocation of an award.
<b>Delegated to:</b>	Principal.
<b>Process:</b>	Recommendation from the Academic Registrar.

<b>Regulation:</b>	<b>8.14338</b>
<b>Authority:</b>	European Doctorate award requirements.
<b>Delegated to:</b>	Research Degrees Programmes and Examinations Board
<b>Process:</b>	In accordance with the approved policy and procedure.