

KINGSTON UNIVERSITY

RESEARCH STUDENTS' HANDBOOK
2011/12

INFORMATION FOR STUDENTS:
MA/MSc by Research
MPhil
PhD

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1. WELCOME

Dear Research Student,

Welcome to Kingston University.

As a research student at Kingston University your involvement in university life will be highly valued as both part of the University's research community and as part of the student body. You will be part of an established research culture that is growing in size and reputation with a strong commitment from the University as part of the institutional Strategic Plan and significant investment in research following a successful outcome in the RAE (Research Assessment Exercise) in 2008.

This Handbook is intended to act as a reference throughout your research degree. It includes details of the facilities and services available to research students, as well as important information about the policies and regulations that apply to your research degree, the conduct of your research, the support that you can expect during your time here, and the way in which your progress will be monitored and assessed as you develop your project from commencement to completion.

In addition to the information contained within this handbook, research students have access to **StudentSpace**, part of the University's intranet. StudentSpace is accessible on and off site using your student ID and password and will be available to you as soon as you have enrolled. StudentSpace contains a dedicated area for postgraduate research students (accessed through Your Studies on the StudentSpace homepage). In it you will find copies of the documents and forms referred to in this handbook, a list of research contacts for each faculty and the latest information on training and events for research students:

student.kingston.ac.uk/C16/C10/ResearchStudents/default.aspx

(Please note: If you are accessing this handbook online before you have enrolled you will not be able to access StudentSpace. Please contact your Faculty Research Administrator if you have any queries).



Professor Penny Sparke
Pro Vice Chancellor (Research and Enterprise)

This handbook is intended for students who have applied and been accepted to study for a research degree at Kingston University. If you are looking for information about how to apply, or how to transfer to Kingston University from another institution, please contact Applicant Services in the first instance: pgaps@kingston.ac.uk and discuss your research ideas with the relevant Faculty.

This handbook should be read in conjunction with the General Regulations. Copies are available from the Student Information and Advice Centre and online at:

www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/

2. THE UNIVERSITY SUPPORT STRUCTURE FOR RESEARCH STUDENTS

A. PRO VICE CHANCELLOR (RESEARCH AND ENTERPRISE)

Professor Penny Sparke, Pro Vice Chancellor for Research and Enterprise, has overall responsibility for the University's Research Strategy, including research students.

B. DIRECTOR OF GRADUATE RESEARCH PROGRAMMES

Professor Brad Blitz is the Director of Graduate Research Programmes. His role is to lead in all matters relating to research students, including the research student training programme. Professor Blitz also chairs the University Research Degrees Committee which acts as the examination board for research degrees (see C. below).

C. ACADEMIC DECISIONS AND APPROVALS

There are two main committees responsible for your research degree. The Faculty Research Degrees Committee (FRDC), which is responsible for considering the progress of your research from registration to completion, and the University Research Degrees Committee (URDC), which considers any exceptional circumstances relating to your registration and progress, as well as the recommendations of examiners with regard to the conferment of your final award.

D. THE GRADUATE RESEARCH SCHOOL

The Graduate Research School is part of the University's Research Support Office. They organise generic skills training sessions for all research students and provide advice and guidance on academic regulations, procedures and policies. Working closely with the URDC and the Director of Graduate Research Programmes, the Graduate Research School ensures support for research students at Kingston University is improved by best practice and is responsive to national developments in postgraduate research policies and practices. It is also responsible for the final arrangements of conferring your award and responding to student feedback.

Graduate Research School Administrator
Sally Bevan ext 63135
s.bevan@kingston.ac.uk

Head of Graduate Research School
Rachel Graham ext 63108
rachel.graham@kingston.ac.uk

Director of Research Support Office
Betty Warnock ext 63046
b.warnock@kingston.ac.uk

E. QUALITY ASSURANCE AND OPPORTUNITIES FOR FEEDBACK

The Graduate Research School, along with the Academic Quality and Standards team in Academic Registry and the URDC, is responsible for monitoring the quality of the University's research degrees. This is achieved through faculty based annual programme reports that are considered by the URDC and followed up with a cyclical Internal Quality Assurance review that reviews each faculty's processes in depth.

The University is committed to providing opportunities for the student body to put forward their views and contribute to the enhancement of their degrees. Each faculty will have at least

one **student representative** who plays an active role in the FRDC and will be pleased to put forward any comments on your behalf. Their contact details are available from your Faculty Research Administrator. There is also a student representative on the University Research Degrees Committee. The Graduate Research School will be pleased to receive your comments or queries and conducts various surveys specifically for research students to help ensure the university is responsive to your needs.

Your **Initial Monitoring and Annual Monitoring Reports** provide a formal opportunity for you to give individual feedback each year.

Further details on feedback and student surveys for research students are available on StudentSpace:

student.kingston.ac.uk/C0/C11/Feedback%20and%20Surveys/default.aspx

F. THE FACULTY

As a research student you will be enrolled within one of the University's faculties. Your key contacts at faculty level will be the Chair of the FRDC and the Faculty Research Administrator.

Faculty	Chair of FRDC	Faculty Research Administrator
Art, Design and Architecture	Prof Fran Lloyd f.lloyd@kingston.ac.uk ext. 64021	Jane Nobbs & Emerald Day j.nobbs@kings.ac.uk ext. 64295 e.day@kingston.ac.uk ext. 64016
Arts and Social Sciences	Dr Clarissa Wilks c.wilks@kingtson.ac.uk ext. 62313	Kimberley Plumpton k.plumpton@kingston.ac.uk 62304
Business and Law	Prof Stavros Kalafatis kalafatis@kingston.ac.uk ext.65121	Claire Gaskin c.gaskin@kingston.ac.uk ext. 65226
Health & Social Care Sciences	Prof Andy Jewell a.jewell@sgul.kingston.ac.uk 020 8725 5140	Denise Postings & Anouschka Hurley d.postings@sgul.kingston.ac.uk 020 8266 6076 a.hurley@sgul.kingston.ac.uk ext. 65717
Science, Engineering and Computing	Prof Andy Augousti augousti@kingston.ac.uk ext. 62421	Jackie Deacon j.deacon@kingston.ac.uk ext. 62987

3. YOUR RESEARCH DEGREE: FROM ENROLMENT TO GRADUATION

A. ENROLMENT

For information on the admissions process and how to apply for provisional registration, please see *Information for Applicants and Offer Holders*, available on the research degrees page of the Kingston University website: www.kingston.ac.uk/research/research-degrees/

Once you have been offered a place as a research student and your registration has been approved via the RD3b Registration Details form you will be invited to enrol as a student of the University. At enrolment you will receive a student identity card giving you access to library and computing facilities. Once enrolled you will be liable for fees and will be subject to the University's General Regulations as well as the Academic Award Regulations that apply to your programme of research (see page 28). Your registration as a research student will be re-confirmed annually provided you fulfil your obligations as a student and the progress of your research is deemed acceptable by the University.

Students embarking on a programme of study leading to the award of PhD will be registered **provisionally** in the first instance. Provisionally registered PhD students will have the same status and access rights as other research students. Subject to satisfactory completion of the Initial Monitoring Process registration for PhD will be confirmed (see [Section 5. ACADEMIC REGULATIONS AND STANDARDS: A GUIDE TO YOUR RESEARCH AWARD](#) for a more detailed explanation).

B. FEE PAYMENT

Information on tuition fees and how to pay is on the Kingston University website: www.kingston.ac.uk/postgraduate/fees-and-funding/tuition-fees/

C. CODE OF PRACTICE: RESPONSIBILITIES OF THE UNIVERSITY, STUDENTS AND SUPERVISORS

This section of the handbook outlines, as a code of practice, the responsibilities that the University has to its research students and that research students and supervisors have to each other. These guidelines are minimum expected standards and may be supplemented by additional local agreements between students and members of their supervisory team.

THE UNIVERSITY'S RESPONSIBILITY TO ITS RESEARCH STUDENTS

Kingston University will:

1. provide access to an appropriate research environment, in the University or at an approved external facility to support your research programme
2. appoint a supervisory team with appropriate expertise and experience

3. monitor the quality of experience of research students at the University and act where possible to enhance this
4. provide opportunities for you to put forward your views to the University and respond to these in a timely fashion
5. have a clear and transparent process for dealing with complaints

YOUR RESPONSIBILITIES AS A RESEARCH STUDENT

As a research student at Kingston University you are required to:

1. commit an appropriate amount of time to your research
2. undertake a programme of training for research and transferable skills to be agreed and updated annually with your Director of Studies
3. maintain a personal training log that will be used to inform your Annual Monitoring Report
4. agree a schedule of meetings and other contact with your Director of Studies and supervisor(s) during term-time and University vacations throughout your registration
5. prepare and keep a record of the meeting, agreed with your Director of Studies, after each scheduled meeting
6. discuss with your Director of Studies and supervisor(s) the type of guidance and comment that you find most helpful
7. seek advice from your Director of Studies and supervisor(s) in a proactive way, recognising that you have a responsibility to raise appropriate topics including any difficulties or problems
8. maintain the progress of your work in accordance with plans agreed with your Director of Studies and supervisor(s) at your mid-term/initial/annual monitoring
9. provide appropriate written work for comment and discussion within timescales agreed between you and your supervisory team
10. take note of guidance and feedback on your work provided by your supervisory team
11. inform your supervisory team of other individuals with whom your research is being discussed so that this may be taken into account when nominating examiners
12. comply with the General Regulations of the University, the codes of conduct and best practice that apply to research undertaken within it, and the specific academic regulations that apply to your award

13. comply with the regulations relating to any studentship or other award that you may hold
14. respect the intellectual property rights of members of your supervisory team in external output of any form (e.g. publications, patents etc.) arising from the research
15. conduct your work at all times in accordance with University and departmental safety requirements
16. follow ethical guidance provided by the University through the Research Ethics Committee and/or your supervisory team and refer to your Faculty Research Ethics Committee any changes to your research that may have ethical implications
17. inform your Director of Studies, in good time, of occasions when you plan to be away from the University for more than two weeks if full-time, or one month if part-time
18. complete an Annual Monitoring Report, including an Action Plan, in consultation with your Director of Studies and submit it by the published deadline for consideration by the Faculty Research Degrees Committee
19. commit to completing your research and submitting your thesis/dissertation within the period defined by the University's regulations for your award
20. provide your Director of Studies with a complete draft of your thesis/dissertation in good time, to allow for comment and feedback and any corrections to be made before your period of registration expires
21. decide when to submit your thesis/dissertation, having due regard for the fact that your Director of Studies will be asked to state in writing whether or not they support the submission of your thesis/dissertation for assessment.
22. contribute to the research environment of your School or Faculty by taking up opportunities to present work at research seminars etc. and by engaging in discussion with other researchers

THE RESPONSIBILITIES OF YOUR DIRECTOR OF STUDIES

Your Director of Studies is your principal supervisor and is required to:

1. have the necessary knowledge and expertise to supervise your project in co-operation with the other appointed supervisor(s)
2. agree the respective roles of individual supervisors with you and your supervisory team
3. give clear guidance about the nature of research and the standard expected; guide you in planning your research programme; provide information about literature and sources and

encourage you to keep abreast of all relevant developments within your academic discipline

4. help you select a citation style appropriate to your discipline and project at an early stage in your research
5. ensure that you are aware of and comply with all relevant regulations and monitoring arrangements, as well as regulations attached to any scholarship or studentship that you hold
6. give detailed advice on the necessary completion dates of successive stages of your work, agreeing objectives for each stage so that your thesis/dissertation can be submitted for assessment within the specified time
7. maintain contact with you through regular supervisory meetings and other types of structured communication, as appropriate. You and your Director of Studies must agree the frequency and nature of such contact. Contact may vary according to the stage of your project, your mode of study, and the academic discipline within which you work. One scheduled contact a month, throughout the calendar year, is a suggested acceptable minimum for a full-time student. Contact with part-time students, whilst expected to be less frequent, should still take place regularly and to an agreed schedule.
8. agree a record of the meeting, prepared by you, after each scheduled meeting
9. be accessible to you at other times by arrangement, where advice is required on academic or personal concerns which may affect your studies
10. maintain effective communication with other members of your supervisory team throughout your period of registration
11. inform you and other members of your supervisory team should they plan to be away from the University for more than three weeks and make arrangements with other supervisors to ensure that you receive appropriate support in their absence
12. provide advice on writing up your work throughout your project, requesting written work as appropriate, and returning such work with constructive critical comments within a reasonable time. As a guide, it is suggested that this should be within four weeks for full-time students, or a longer time, acknowledged to you at the time of submission, if the volume of work submitted is such that more than four weeks is required. For part time students the timescale may be longer but should not be double.
13. advise you on matters of confidentiality or ethical considerations relating to your research in terms of techniques, sources or results
14. inform you promptly if the progress or standard of your work is unsatisfactory and arrange a plan of supportive action

15. work with you to complete your mid-term/initial/annual monitoring report and forward this for consideration by the Faculty Research Degrees Committee within agreed timescales
16. help you to develop transferable skills appropriate to your level of study. For example, by arranging for you to discuss your work at research seminars, or helping you to prepare conference papers or articles for publication
17. respect your contribution and intellectual property rights in external output of any form (e.g. publications, patents etc.) arising from the research
18. ensure that the correct safety procedures are followed when using equipment or laboratory materials
19. assist your Head of School to select suitable examiners for your thesis/dissertation
20. ensure that the application for approval of examination arrangements is presented to the Faculty Research Degrees Committee in good time and before your thesis/dissertation is submitted for assessment
21. provide advice on writing up your thesis/dissertation
22. read a complete draft of your thesis/dissertation and provide detailed comments
23. sign a form at the point of submission of your thesis/dissertation, expressing their support for it, and stating that it is ready for assessment in terms of content and presentation. If they do not support your submission, they must make clear to you their reservations and indicate on the form that you are submitting your thesis/dissertation against their advice
24. make the arrangements for your oral examination in liaison with the examiners
25. support you in making any amendments that the examiners require to your dissertation /thesis
26. continue to supervise you if your thesis/dissertation is referred for resubmission and give you appropriate support in revising your thesis/dissertation in light of the detailed recommendations of the examiners.

THE RESPONSIBILITIES OF YOUR ADDITIONAL OR SECOND SUPERVISOR

The University requires each research student to have at least one additional supervisor. The role of this supervisor will vary. S/he may be appointed to provide general expertise, for example, where a Director of Studies has not previously supervised a research student to completion, or to provide particular academic and/or technical expertise on an aspect of your research project. Your additional supervisor may be located at another institution. If, for example, you are based primarily overseas s/he may provide local supervision to supplement the work of a Director of Studies based at the University, or if your research involves a

collaborating institution s/he may work within that collaborating institution. In general terms, additional supervisors are required to:

1. support the work of your Director of Studies and other members of your supervisory team, providing relevant expertise
2. agree with you, your Director of Studies and any other supervisors on the nature and scope of their contribution to the project, and provide the agreed level of support
3. maintain good communication with the other members of the supervisory team concerning your progress
4. make arrangements with you and your Director of Studies to ensure that there is appropriate supervisory support available to you on occasions when your Director of Studies is absent from the University for more than three weeks
5. be accessible to you at arranged times, where advice is required on academic or personal concerns which may affect your studies, usually when your Director of Studies is unavailable
6. work with you to complete your mid-term/initial/annual monitoring report and forward this to the Faculty Research Degrees Committee within the agreed timescales on occasions when your Director of Studies is unavailable during the monitoring process.

D. BEST PRACTICE IN RESEARCH: POLICIES AND GUIDELINES

As a research student you should be aware of and familiar with the University's policies and guidelines on best practice in research. All policies and guidelines referred to below can be found on the Research Policies page of the Research Students section on StudentSpace. student.kingston.ac.uk/C8/C11/Research%20Policies/default.aspx

RESEARCH ETHICS

If your research involves human participants, material or data, consideration should be given to the ethical implications of your research throughout your research programme and you should follow the University's guidelines: *'Ethics: Guidance and Procedures for Undertaking Research Involving Human Subjects'*.

INTELLECTUAL PROPERTY RIGHTS (IPR) FOR STUDENTS

As a general principle the University recognises the student as the owner of any IPR s/he produces while registered as a student at Kingston University. Certain exceptions apply and you should read the *"Kingston University Student Intellectual Property Rights Policy"* for detailed information. The University's Student IPR Appeals Panel will consider any appeals against IPR decisions.

RESEARCH CODE OF PRACTICE

This Code is aimed at research staff within the University but the Principles of Good Research Practice also provide useful guidance for research students.

ACADEMIC MISCONDUCT

The University expects all research students to maintain good scholarly standards. If you are found guilty of misconduct it is likely that you will be required to withdraw from the University.

PLAGIARISM

Plagiarism is presenting the work of another as one's own without proper acknowledgement. **It is a serious academic offence.**

This definition applies to written material, for example, encompassing direct quotations and summaries/paraphrases, and other forms of original work, for example, music, art and design works, images, drawings, diagrams, data, computer programmes, ideas and inventions. It includes:

- published and unpublished sources, including the work of other students;
- the need to cite contributions of others to composite pieces of group work;
- reuse of one's own work;
- unacknowledged use of a wide range of ideas and materials, not just the written word.

Guidance on plagiarism can be on StudentSpace:

student.kingston.ac.uk/C6/Plagiarism/default.aspx

You are advised that you may be asked to submit your dissertation or thesis electronically and that it may then be screened using plagiarism detection software.

HEALTH AND SAFETY

The University has a Health and Safety policy, available on the StudentSpace link below, that you should familiarise yourself with. Your faculty will also have health and safety procedures linked to your particular research area.

student.kingston.ac.uk/C3/Health%20and%20safety%20policy/default.aspx

E. RESEARCH STUDENT TRAINING

As a research student you are expected to develop both discipline specific research skills and transferable skills during your studies. Vitae, the national organisation funded by Research Councils UK to champion the personal, professional and career development of doctoral researchers and research staff, have developed a framework to describe the skills and experience a typical research student should aspire to. It can be accessed via the Vitae website:

vitae.ac.uk/policy-practice/234301/Researcher-Development-Framework.html

Kingston University offers a training programme for research students that is designed not only to develop the skills you will need to successfully complete your degree programme but also to develop skills that will be valuable to you in your future career. Feedback from students who have participated in previous training sessions has been very positive and we strongly encourage you to make the most of these opportunities.

PERSONAL DEVELOPMENT PLAN (PDP)

It is important to discuss your training needs with your Director of Studies. Some students find it useful to create a Personal Development Plan to help identify training objectives and monitor progress. If you are interested in finding out more about this process, a template is available on StudentSpace:

student.kingston.ac.uk/txtlstvw.aspx?LstID=59aaae5a-442e-455c-8981-6e2eb1d76e15

GENERIC SKILLS TRAINING

A list of the generic skills training offered by the Graduate Research School is below, some elements are compulsory and some optional. Further details will be emailed to you when dates and times are confirmed. Alternatively, you can check the Induction and Training page of the Research Students section on StudentSpace:

student.kingston.ac.uk/C18/C10/Induction%20and%20Training/default.aspx

Year 1 Full time/Years 1-2 Part time: Compulsory Training

- Induction
- An Introduction to Your Research Degree at Kingston University
- Ethics

Year 2 Full time/Years 3-4 Part time: Compulsory Training

- Intellectual Property Rights (IPR)

Year 3 Full time/Years 5-6 Part time: Compulsory Training

- Writing your Thesis
- Preparing for your Viva

All Years: Optional Training

- Information Search & Retrieval for Arts and Humanities
- Information Search & Retrieval for Science and Technology
- Relationship Skills
- Assertiveness
- Managing Yourself
- Time Management
- Presentation Skills
- Facing the Media
- Entrepreneurship Masterclass

LEARNING AND TEACHING

If you are given the opportunity to become involved in teaching at the University you will be required to attend a training session at the appropriate level. More information will be sent to you at the time. Please note that opportunities for teaching are not guaranteed.

TRAINING HELD IN FACULTIES AND SCHOOLS

Your faculty will hold training sessions throughout the year. These will take a variety of forms, for example, research methods training, seminars, workshops or summer schools. If you would be interested in attending training available in faculties other than your own, please check the Induction and Training page of the Research Students section on StudentSpace:

student.kingston.ac.uk/C18/C10/Induction%20and%20Training/default.aspx

OTHER FORMS OF TRAINING

Training comes in many different forms and is not restricted to formal sessions delivered by the University or your faculty. For example, your Director of Studies may provide you with training as part of your supervisory meetings; you may attend conferences and workshops in your field; or you may need to undertake specialist technical training.

F. MONITORING YOUR PROGRESS

All research students have their progress monitored at pre-determined points in their research. Monitoring is envisaged as a two-way process. As well as providing evidence of your progress to the University, the monitoring process is intended to ensure that your personal training programme is adequate to your needs, and that you are effectively supported in your research.

The timing of your monitoring will depend on the award for which you are registered and time of year at which you first enrolled. Details of the specific requirements for your award can be found within the award-specific information in [Section 5](#).

G. CHANGING YOUR REGISTRATION

SUSPENDING YOUR REGISTRATION:

If you are unable to make adequate progress with your research project due to, for example, significant medically certified periods of illness or severe personal problems, you can apply to the Faculty Research Degrees Committee to suspend your registration for **up to one year only**. Forms are available from your Faculty Research Administrator (form number RD9c). The form must be countersigned by your Director of Studies and Head of School and returned to your Faculty Research Administrator.

If you are unable to return to your studies after taking the maximum period of suspension, your registration is likely to be terminated. You will have the right to make a new application for admission as a research student (with advanced standing where appropriate), subject to normal admission requirements. Re-admission is not guaranteed.

A period of suspended registration will be added to the final expiry date of your registration on a month-by-month basis.

EXTENDING YOUR REGISTRATION

PhD and MPhil candidates are normally expected to complete and submit a dissertation/thesis within the maximum period allowed for registration. In exceptional circumstances, where the production of a dissertation or thesis has been delayed, it may be possible to apply

to the Faculty Research Degrees Committee to extend registration for **up to one year on one occasion only**. Forms are available from your Faculty Research Administrator (form number RD9b). The form must be countersigned by your Director of Studies and Head of School and returned to your Faculty Research Administrator. The application for extension should give details of any exceptional circumstances that have delayed the completion of the dissertation or thesis, and should contain a detailed action plan showing how the additional time will be used to complete and submit the thesis/dissertation.

Candidates for MA/MSc by Research may be granted an extension of a **maximum period of four months** after one year of full-time or two years of part-time study. They will pay a special reduced rate for this four month period.

TRANSFERRING TO A DIFFERENT DEGREE PROGRAMME

Transferring from, for example, MA or MSc by Research to PhD, or from PhD to MPhil can be considered by Faculty Research Degrees Committees based on your performance or changes to your personal circumstances.

CHANGING YOUR MODE OF ATTENDANCE

If you wish to change your mode of attendance (e.g. from full to part-time study) you should notify your Faculty Research Administrator as soon as possible in order for the change to be effected and the new registration period to be calculated.

WITHDRAWING FROM YOUR DEGREE

If, having begun your research, you are considering withdrawing from your studies you should first discuss your options with your Director of Studies. To withdraw from your degree please contact your Faculty Research Administrator.

H. CHALLENGES DURING YOUR REGISTRATION

The University has procedures in place to ensure that all complaints and academic appeals are dealt with in a fair and timely manner.

INFORMAL COMPLAINTS

Where possible, before making a formal complaint to the University you should first discuss the problem with your Director of Studies. If s/he cannot resolve the issue you should contact the Chair of your faculty's FRDC (Faculty Research Degrees Committee) for further advice in the first instance. If the matter still cannot be resolved it will then be referred to the Dean of your faculty and then to the Chair of the URDC (University Research Degrees Committee).

FORMAL COMPLAINTS: THE STUDENT COMPLAINTS PROCEDURE

This procedure should be used if the process outlined above has not resolved your complaint. The procedure deals with most aspects of student experience at the university other than appeals against assessment decisions. For further details please see the webpage Your Rights on StudentSpace:

student.kingston.ac.uk/C11/Student%20Complaints%20Procedure/default.aspx

SUPERVISORY ISSUES

Should problems arise in your relationship with your Director of Studies or other members of your supervisory team you should contact the Chair of your faculty's FRDC (Faculty Research Degrees Committee) for independent advice in the first instance. If the matter cannot be resolved it will then be referred to the Dean of your faculty and then to the Chair of the URDC (University Research Degrees Committee).

ACADEMIC APPEALS PROCEDURE

If you wish to make a representation against a decision made by an examination board you should refer to the document "Student Appeals Process – Research Degrees" which details the appeals process including the circumstances in which you have a right of appeal and steps that you need to take in order to make one. For further details please see the webpage Academic Appeals on StudentSpace:

student.kingston.ac.uk/C5/Academic%20appeals/default.aspx

POLICY ON HARASSMENT

Kingston University is an equal opportunities employer which believes that every student, member of staff, contract worker and governor has the right, as appropriate, to study or work or participate in University-related social activities without the fear of harassment or bullying. You should refer to the following document "Dignity at Work and During Study: Policy and Procedure" if your complaint involves an allegation of harassment by a student or member of staff. For further details please see the webpage Academic Appeals on StudentSpace:

student.kingston.ac.uk/C15/Harassment%20grievance%20informati/default.aspx

I. WRITING UP MODE OF ATTENDANCE: PHD AND MPhil

For PhD and MPhil students only, once you have completed your research you may re-enrol at the University for 12 months, at a reduced fee, to finish writing your thesis/dissertation. Only one writing-up period is allowed and extensions are not normally permitted. To qualify for writing-up mode of attendance you must:

- have completed three years full-time (six years part-time) towards a PhD or two years full-time (four years part-time) towards an MPhil
- have the agreement of your Director of Studies that your research is at an appropriate stage for writing-up
- be prepared to submit your thesis for examination within 12 months of starting writing-up

To apply for writing-up mode of attendance you should complete form RD15, available from your Faculty Research Administrator. This should be signed by your Director of Studies and returned to your Faculty Research Administrator.

While writing up you will have access to learning and non-specialist ICT resources, although you may not have access to specialist research resources, as your research should have been completed before you begin writing-up.

Writing-up can start at any point in the year after the required registration period has been completed. However, changes to your mode of attendance should be restricted to standard enrolment points wherever possible.

You will be expected to complete an Annual Monitoring Report during writing-up at the normal point in the academic year.

If your tuition fees are partly or wholly paid by an external funding body it is your responsibility to inform your sponsor of any change of study status.

Note: The date of transfer to writing up cannot extend the maximum period of registration. Your submission deadline will be the earlier date of either 12 months from the start of your writing up period, or 4 years (full time) or 8 years (part time) from your initial registration date. For example, if a full time student transferred to writing up after 3.5 years of registration, the submission deadline would remain 4 years from the start of their degree, not one year from the start of their writing up period.

J. PREPARING FOR EXAMINATION

APPOINTING YOUR EXAMINERS

Your Director of Studies and Head of School should, on your behalf, make arrangements for the assessment of your dissertation or thesis, including the nomination of internal and external examiners. This will probably happen during the final stages of your research, when you are writing up the thesis/dissertation.

Each candidate must be examined by an assessment panel comprising at least one external examiner and one internal examiner. Where the candidate is a member of Kingston University staff two externals must be appointed in addition to an internal. The examining team, as a whole, must have previous experience of examining research degrees at the appropriate level. Candidates' supervisors cannot be appointed as examiners.

Once the assessment arrangements have been approved by the Faculty Research Degrees Committee and ratified by the University Research Degrees Committee (which will also consider any exceptional circumstances) you will not be allowed to change the title of your thesis/dissertation and should avoid contact with the appointed external examiner(s) prior to your assessment.

BINDING

Your thesis/dissertation must be submitted for examination in a secure temporary binding. Perfect binding is recommended as it allows amendments to be incorporated before the examined thesis/dissertation is permanently bound. Spiral binding is acceptable. The thesis/dissertation must not be presented in a ring or spring binder.

PREPARING YOUR MANUSCRIPT FOR ASSESSMENT

The information below applies to manuscript submissions for all research degrees. Award-specific guidelines on the required length and content of your thesis/dissertation can be found at the back of this handbook in the award-specific sections.

Your thesis or dissertation must:

- a. be in A4 format (unless approved by the University Research Degrees Committee in advance)
- b. be in a permanent, legible typescript or print. The character size of the main text, including displayed matter and notes, must not be less than 2.0 mm for capitals and 1.5 mm for x-height (the height of lower case x)
- c. be printed on one side of the page only. Paper should normally be white and within the range 70 g/m² to 100 g/m²
- d. have a margin of at least 40mm at the left-hand binding edge of the page. All other margins must be at least 15 mm
- e. use double or one-and-a-half line spacing for the main text. For indented quotations and footnotes you may use single spacing
- f. have pages numbered consecutively throughout the main text, including any whole-page diagrams or illustrations
- g. include a title page specifying
 - the full title of the thesis or dissertation
 - the full name of the author
 - a statement that the thesis/dissertation is being submitted in partial fulfilment of the requirements of the University for the appropriate award
 - the name of any collaborating establishments
 - the month and year of submission (for resubmissions this should be the month and year of resubmission)
- h. incorporate: an abstract of around 300 words stating the nature and scope of the work undertaken and contribution made to knowledge of the subject; a contents page; a statement of objectives (this can be part of the introduction if you wish); a reference list or bibliography
- i. not contain any material that has been previously submitted for an award at an institute of Higher Education either in the UK or overseas. The candidate must confirm this in a Declaration form (see the regulations for your award for further information)
- j. acknowledge if you have published material from your thesis/dissertation in advance of examination. In such cases, copies of the published material should either be bound in with the dissertation or thesis or may be placed in a pocket at the end of it.

It is customary to include acknowledgments to individuals and organisations that have assisted you in your research.

RESEARCH DEGREES INVOLVING CREATIVE WORK AND NON-TRADITIONAL FORMS OF ASSESSABLE MATERIAL

A candidate may undertake a programme of research in which the candidate's own creative work or equivalent forms the most significant part of the intellectual enquiry. Such creative work or equivalent may be in any field (for instance, fine art, design, engineering and technology, architecture, creative writing, musical composition, film, dance and performance), but shall have been undertaken as part of the registered research programme.

In such cases, the presentation and submission of work for assessment must comprise two elements:

- **A written component**, comprising a critical commentary that places the work in the appropriate academic context. The thesis itself shall conform to the usual scholarly requirements and be of an appropriate length. The final written submission must be accompanied by some permanent record of the creative work, or equivalent, and where practicable, bound with the thesis (for example, video, photographic record, CD-ROM, musical score, and diagrammatic representation).
- **Creative work, or equivalent** which shall be clearly presented in relation to the argument of a written thesis and set in its relevant theoretical, historical, critical or design context.

The proposed submission must be approved by the Faculty Research Degrees Committee as part of the application for registration and updated at initial monitoring (for PhD only). Assessment arrangements must be referred by the FRDC for approval by the University Research Degrees Committee.

TREATMENT OF SCHOLARLY WORK

A candidate may undertake a programme of research in which the principal focus is the preparation of a scholarly edition of a text or texts, musical or choreographic work, or other original artefacts. The final submission shall include a copy of the edited text(s) or collection of artefact(s), appropriate textual and explanatory annotations, and a substantial introduction and critical commentary which set the text in the relevant historical, theoretical or critical context. Additional guidance may be provided by your Faculty for your particular subject.

K. SUBMISSION AND EXAMINATION

SUBMITTING YOUR THESIS/DISSERTATION

Your thesis/dissertation must be submitted in the required format and before your period of registration has expired.

When your thesis/dissertation is ready for submission you must give your Faculty Research Administrator one copy for each of your examiners. You should also provide one copy for your Director of Studies and one for your own use in the oral examination.

Your Director of Studies must complete a form stating whether s/he supports your submission. You have the right to submit your thesis/dissertation against the advice of your Director of

Studies, in which case your Director of Studies will state on the form that you are submitting for assessment against their advice.

Once submitted your dissertation or thesis will be checked to ensure that the format is acceptable and you will be asked to sign a declaration relating to its contents.

All exceptional assessment arrangements must be referred by your Faculty Research Degrees Committee for approval by the University Research Degrees Committee before submission. Examples of such exceptional arrangements include:

- the submission of the thesis/dissertation in a language other than English
- the examination of the thesis/dissertation in a language other than English
- an assessment method other than an oral examination and thesis/dissertation
- assessment of a thesis/dissertation that includes the candidate's own creative work
- the oral examination being held at a location outside the University

Once the Director of Studies' statement has been received by your Faculty your thesis/dissertation will usually be sent to examiners within two working days.

PREPARING FOR YOUR ORAL EXAMINATION

The Graduate Research School runs a training session, 'Preparing for your Viva', for 3rd year full time students and part time students in their 5-6th years. More information will be emailed to you nearer the time and will be available on the Training and Induction pages of the Research Student section on StudentSpace:

student.kingston.ac.uk/C18/C10/Induction%20and%20Training/default.aspx

A useful training film called 'The Good Viva Video' is also available on StudentSpace:

student.kingston.ac.uk/C12/C3/Viva%20Video/default.aspx

PRACTICE ORAL EXAMINATION

As part of your personal training programme, you will be given an opportunity to take part in a structured defence of your work with an assessor independent of your supervisory team. This will normally be a practice oral examination, although other formats may be used as appropriate (e.g. seminar presentation). This is intended to provide you with practice in presenting and defending your research to the wider academic community before undertaking formal assessment of your dissertation or thesis.

Guidance given at the practice is for feedback only and is not necessarily an indication of the questions you will be asked at your examination. The outcome of the exercise will not prejudice the actual assessment of your dissertation or thesis and will not form part of the final assessment. Normally, the independent assessor used for the practice exercise should not subsequently be appointed as an examiner.

Your Director of Studies will arrange the oral examination. It is not your responsibility to take any part in arranging the examination. Most oral examinations take place within three months of submission for PhD and MPhil and within two months for MA/MSc by Research.

BEFORE YOUR ORAL EXAMINATION

Examiners are asked to provide a **preliminary independent assessment** of your dissertation/thesis and to return a form stating one of the following recommendations:

- the content of the thesis/dissertation warrants consideration for the award and the oral examination should be held
- the content of thesis/dissertation is not of a satisfactory standard to be considered for the degree. In this case the examiner will select one of the following two options:
 - The candidate be allowed to resubmit the dissertation for reassessment after corrections, in which case the candidate and the Director of Studies will be informed of the failure and given detailed advice about the requirements for resubmission
 - The candidate should not be allowed an opportunity for reassessment

An oral examination will normally be held even where the examiners have reservations concerning the thesis/dissertation. Exceptionally, if all examiners independently recommend that the thesis/dissertation does not warrant consideration for the award, the oral examination may not proceed. In such cases, staff will liaise with the examiners to arrive at a joint statement for the candidate and supervisors.

THE ORAL EXAMINATION

The oral examination will normally be held at the University. Approval to hold the examination elsewhere must be obtained from the University Research Degrees Committee at the time of appointment of examiners.

You will be notified in writing of the time and location of your oral examination. If you are unable to attend through illness or other circumstances beyond your control, it is your responsibility to inform your Director of Studies and/or your Faculty Research Administrator at the earliest opportunity. Normally, the examination will be postponed and new arrangements made.

An Independent Chair will be appointed by your faculty to ensure that your examination is conducted fairly and in accordance with Kingston University regulations and procedures.

Your examiners will determine the most appropriate format for your oral examination in accordance with University regulations. The most common format for the oral examination is as follows:

- private meeting of the examiners to agree questions
- candidate examined. The Director of Studies is normally present at this part of the examination but this is entirely at your discretion and, if you would be more comfortable if they did not attend, please inform your Faculty Research Administrator. The Director of Studies should not normally participate unless invited to do so by the examiners
- private meeting of the examiners to discuss final recommendations
- informal feedback, including result, to candidate (and Director of Studies)

Exceptionally, the University Research Degrees Committee may approve a form of assessment other than an oral examination.

All examiners must participate in the oral examination.

Afterwards they will be asked to provide a joint recommendation to the University Research Degrees Committee

POSSIBLE OUTCOMES OF YOUR ORAL EXAMINATION

After your examination the examiners will normally reach agreement on a recommendation. Where examiners cannot agree, they are permitted to make independent recommendations.

The following recommendations are available to examiners:

- the candidate has reached the required standard and may be conferred with the award
- the candidate has reached the required standard and should be conferred with the award subject to amendments to the thesis/dissertation by a specified date
- the candidate has failed to reach the required standard for the award, but should be permitted one further assessment opportunity, which can be defined as:
 - re-submission of the thesis/dissertation and its defence in a second oral examination
 - re-submission of a revised thesis/dissertation without a further oral examination
 - a second oral examination without significant change to the thesis/dissertation
- the candidate has failed to reach the standard for the award and should not be offered an opportunity for reassessment.

The examiners' recommendations, whether joint or independent, will be forwarded to the Graduate Research School for formal ratification by the University Research Degrees Committee (the body responsible for conferring the award).

If the examiners have not agreed a joint recommendation, the University Research Degrees Committee may:

- accept the recommendation of the majority of the examiners, provided that the majority includes at least one external examiner
- accept the recommendation of the external examiner even if it is not the majority view
- require the appointment of a new external examiner to conduct both stages of the assessment process and to make an independent recommendation to the University Research Degrees Committee

The outcome of your assessment is not confirmed until the Committee has approved it. In the meantime, you will be sent a letter detailing the recommendations made by the examiners, including any amendments that they require you to make to your thesis/dissertation.

AMENDMENTS

If you are required to make amendments to your thesis/dissertation as a condition of the award you may be given a list at the time of your oral assessment, or your examiners may append them to their recommendations. The Graduate Research School will send you details of the amendments to be made and the date by which you must complete them.

Amendments should normally be completed within three months of the oral examination for PhD and MPhil, or one month for MA/MSc by Research.

When you have made your amendments you should submit the amended sections of the thesis/dissertation in loose form to your Faculty Research Administrator, so that the examiner/s can approve them before the work is permanently bound.

The examiner/s will review your amendments and will confirm in writing whether they have been completed to their satisfaction.

REASSESSMENT

A candidate may be reassessed on one occasion only. The form of the re-assessment will be stipulated by the University Research Degrees Committee in the light of the examiners' recommendations.

Normally, where the examiners have recommended that a thesis assessed for MPhil or PhD needs rewriting, you will be given twelve months to do this. For MA/MSc by Research, you will normally be given a maximum of four months.

Reassessment is subject to the same administrative processes as the initial assessment, for example you will need to submit your thesis through your Faculty Research Administrator.

After resubmission of the thesis and/or oral examination (whichever components are required) the examiners will make either a joint recommendation or independent recommendations in the same way as for initial assessment. The following recommendations are available to examiners after reassessment:

- that the candidate has reached the required standard and may be conferred with the award
- that the candidate has reached the required standard and may be conferred with the award subject to amendments to the thesis/dissertation by a specified date
- that the candidate has failed to reach the standard for the degree and there will be no further opportunity for reassessment

SUBMITTING YOUR FINAL BOUND THESIS

Once the examiners have approved your amendments you will be asked to submit final bound copies of your thesis/dissertation.

Conferment of your award is dependent on the submission of two permanently bound copies of your thesis/dissertation, incorporating any corrections required by the examiners, one for

your Director of Studies (which you may give to them directly) and the other for the University Library (which must be submitted to the Graduate Research School).

These two bound copies must be identical in format to those submitted for examination, except that:

- the binding must be of a fixed, permanent type so that pages cannot be removed or replaced.
- the front and rear boards must be strong enough to support the weight of the work when standing upright
- the outside front board must have the following information, in gold lettering, in at least 24 point type: the title of the thesis/dissertation; the name (surname and initials) of the author; the award (MA, MSc, MPhil or PhD); the year of submission or resubmission
- the spine of the work must show, reading downwards: the candidate's name; the award (MA, MSc, MPhil or PhD); the year of submission or resubmission

The University does not have a recommended binding service but details of three local binderies and a website used by students are given below:

Mail Boxes Etc.

22 Eden Street, Kingston upon Thames KT1 1DN

T: 020 8547 1547

F: 020 8547 1567

info@mbekingston.co.uk

www.mbekingston.co.uk

Youngs of Guildford Bookbinders

12 Holford Road, Guildford, Surrey GU1 2QF

Tel/Fax: 01483 534488

www.youngsbookbinders.co.uk

Gray's (Bookbinders) Ltd

Unit 5, 24 Willow Lane, Mitcham CR4 4NA

Tel: 020 8640 1449

www.mythesis.co.uk (You will need to upload your PDF file for this service).

The Book Guide has a useful list of UK thesis binders, searchable by region:

www.inprint.co.uk/thebookguide/binders/general.php?findstring=Thesis%20Binding

In cases where the University Research Degrees Committee has approved submission in a format other than thesis/dissertation, the Committee must also approve the arrangements for final permanent submission.

CONFIDENTIALITY/EMBARGO

A thesis is normally made publicly available, but can be kept confidential for a limited period. An application for a dissertation to remain confidential (normally for two years) must be made to the Faculty Research Degrees Committee and ratified by the University Research Degrees Committee in advance of, or at the time that, examination arrangements are submitted for approval.

CONFERMENT OF YOUR RESEARCH DEGREE

On receipt of your final bound thesis the University will arrange for formal conferment of your degree. This involves a set of official conferment forms being signed by the Chair of the University Research Degrees Committee, the Director of Research Support Office and the Dean of your Faculty. The degree is then legally conferred, and you will be informed of this in writing. You will be invited to the next available Graduation ceremony for your Faculty, which may be up to a year after the degree has been awarded. Normally certificates are given at the Graduation Ceremony. If you wish to have your certificate before then, it may be collected or sent to you by arrangement with the Conferment Office.

4. FACILITIES AND SERVICES FOR POSTGRADUATES

A. THE UNIVERSITY

The main switchboard number for Kingston University is 020 8417 9000 and from overseas +44 20 8417 9000.

B. LIBRARY AND IT SERVICES

Research students have access to the University's full range of library and IT services. For full details of these services please see:

www.kingston.ac.uk/postgraduate/study-resources/

Practical information is also available via the Library webpages on StudentSpace

student.kingston.ac.uk/C8/Library/default.aspx

If you require IT support call or email the Service Desk

Tel: 020 8417 3355/Email: servicedesk@kingston.ac.uk

C. EMAIL FROM HOME

All students have access to email via Outlook Web Access (with the exception of students in the Faculty of Health and Social Care Sciences who use a different email system). It is important that you check your KU email regularly as staff may use this to contact you with essential information. All Library communications will be sent to your KU email address. For full details about how to access your KU email offsite, please see:

www.kingston.ac.uk/information/services/email_from_home.html

D. STUDENTS' UNION

Kingston University Students' Union (KUSU) runs various student societies and, as a source of independent advice and support, can help you if you face academic problems, such disciplinary action. For details see:

www.kingston.ac.uk/postgraduate/student-support/student-union

E. HEALTHCARE

The University's Health Centre offers a wide range of services to students, including: sports injuries clinics, health advice and vaccinations, sexual health clinics, complementary therapies, free counselling and stress management workshops. Full details can be found at:

www.kingston.ac.uk/postgraduate/student-support/healthcare

F. SPORT AND FITNESS

Information about the University's sporting clubs, facilities and Fitness Centre can be found at:

www.kingston.ac.uk/sport/

G. CHILDCARE

If you have children aged between two and five years the University Nursery offers excellent care and education standards. Further information can be found at:

www.kingston.ac.uk/nursery/

H. FAITH GROUPS

Our students come from many different backgrounds and cultures. Faith-based student societies include the Christian Union, the Hindu Society, the Muslim Society and the Sikh Society. The Chaplaincy works in partnership with local faith communities to offer spiritual care to all students and staff.

www.kingston.ac.uk/chaplaincy/

I. DISABILITY AND DYSLEXIA SUPPORT

The University provides extra support for dyslexic students and students with disabilities.

Further information can be found at: www.kingston.ac.uk/disability-and-dyslexia/

J. CAREERS SERVICE

The University Careers Service offers help in furthering your career, as well as support if you're looking for placement opportunities or part-time work while studying. Further information can be found at: www.kingston.ac.uk/postgraduate/student-support/careers-service

K. ACCOMMODATION

Accommodation Services provide information on all matters relating to housing and accommodation. International (non-EU) postgraduate students and some students with disabilities can apply for a place in the University's halls of residence. Information can be found at: www.kingston.ac.uk/postgraduate/accommodation

L. STUDENT INFORMATION AND ADVICE CENTRE

Tel: 020 8417 3587

The Centre can supply Council Tax Exemption certificates for full-time students.

M. FINANCE OFFICE

(Tel: 020 8417 3827)

The Finance Office collects tuition fees and advises on payment and outstanding invoices.

N. INTERNATIONAL STUDENTS

The International Student Advisory Centre (ISAC) provides a comprehensive advice service for international students, including changes to immigration status. Details can be found at:

www.kingston.ac.uk/international/contact-details/advisory-centre

O. INTERSITE BUS SERVICE

The intersite bus service runs between the Kingston University campuses and operates Monday to Friday (except bank holidays) during term time. A timetable and map can be downloaded from: <http://www.kingston.ac.uk/aboutkingstonuniversity/location/intersitebusservice/>

5. ACADEMIC REGULATIONS AND STANDARDS: A GUIDE TO YOUR RESEARCH AWARD

This section of the Research Students' Handbook contains important information on the regulations and standards that apply to particular research awards.

[MA/MSc by Research](#) (page 30)

[MPhil](#) (page 40)

[PhD](#) (page 53)

MA/MSc BY RESEARCH

A. STANDARD OF THE AWARD

The standard of the MA or MSc by Research is that expected of a good honours graduate who has achieved a minimum of 180 credits at M level by:

- critically investigating and evaluating an appropriate topic, and
- presenting and defending a dissertation to the satisfaction of the examiners.

Section 1 of the Regulations for the Award of Masters by Research

B. PERIOD OF REGISTRATION

The normal period of registration is:

- Full time: 1 year from first enrolment date
- Part time: 2 years from first enrolment date

Students registered for an MA/MSc by Research should normally have completed their programme of study and presented their dissertation for examination within this timeframe.

The minimum period of registration for an MA/MSc by Research is the same as the normal period of registration listed above.

C. TIMELINE

The table below shows the progression of a normal MA/MSc by Research registration from beginning to end. Each stage, apart from the submission deadline, is conditional upon satisfactory progress and the appropriate approval of your FRDC and the URDC. Any approved suspensions will result in the timings being increased by the duration of the suspension.

Event	Timing: Full time students	Timing: Part time students
Enrol on MA/MSc by Research	Start of registration period	Start of registration period
Keep agreed records of meetings	At least monthly	Approx. every 6 weeks
Mid term monitoring	6 months	12 months
Submission deadline	12 months	24 months

D. MONITORING REQUIREMENT

You and your Director of Studies must agree as to the most appropriate means to ensure that adequate feedback is given to you on your progress and that, where possible, potential issues are identified and rectified in time to allow successful completion of the award.

A mid-term monitoring report (RD5c) should be completed 6 months (full-time) or 12 months (part-time) into the programme of study.

E. DISSERTATION/ASSESSMENT REQUIREMENT

The assessment of a candidate for an MA/MSc by Research has two elements:

- production of a dissertation
- defence of the dissertation in an oral examination

See also [Section J of YOUR RESEARCH DEGREE: FROM ENROLMENT TO GRADUATION](#)

LENGTH

Text should not normally exceed the following length, excluding ancillary data:

- Art & Design, Arts, Social Sciences, Education: 20,000 words
- Science, Engineering: 15,000 words

The word count does not include footnotes or bibliography. It is recognised that the length and character of the text will vary by discipline and will be determined by the aims and objectives of the submission. Exceptions may be agreed by the Director of Studies, but the final decision will reside with the examination panel. Exceptions will be very rare. Your Director of Studies will offer guidance on the subject specific requirements for your discipline if they differ from the lengths listed above.

The text of an MA/MSc by research may be reduced in length if accompanied by other scholarly materials, or if the submission involves creative output or preparation of a scholarly edition. In such cases, the text of the dissertation should normally be in the range of 5,000 to 10,000 words.

F. AWARD DESCRIPTOR

This descriptor comes from *The framework for higher education qualifications in England, Wales and Northern Ireland* published by the Quality Assurance Agency for Higher Education, second edition revised August 2008. It outlines the basic characteristics of study expected for a Masters award.

Masters degrees are awarded to students who have demonstrated:

- i. a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice;
- ii. a comprehensive understanding of techniques applicable to their own research or advanced scholarship;
- iii. originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;

- iv. conceptual understanding that enables the student:
- to evaluate critically current research and advanced scholarship in the discipline; and
 - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Typically, holders of the qualification will be able to:

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

and will have

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

G. ASSESSMENT CRITERIA

The scope of the dissertation should be what might reasonably be expected after 1 year full-time or 2 years part-time study. The dissertation should not normally exceed the above word limits. In each of the following areas the student will be expected to:

Dissertation Contents

- ensure that the contents of their dissertation result from their own independent work, and demonstrate a critical awareness of current issues and or new knowledge at the forefront of their field(s) of study and/or professional practice.
- show originality in the application of existing knowledge.
- use the dissertation to reflect a coherent research process from the acquisition of basic data to its final conclusions and provide an underlying rationale for the research which is clear and persuasive.

- show a critical appreciation of the context of the research and its relationship to existing literature and received opinion.
- apply their knowledge, skills and understanding of advanced concepts to a complex field(s) of study and/or professional practice.
- make reasoned judgements, and understand the limitations of those made in the absence of complete data and show an appreciation of the limitations of their research and an awareness of areas worthy of further investigation.

Presentation

- lay out the dissertation in a clear and readable manner with respect to both its language and structure and according to the presentation format stated (see [Section J of YOUR RESEARCH DEGREE: FROM ENROLMENT TO GRADUATION](#)).
- make effective use of cross-references, so that the text is readily navigable in order that the reader may extract the information sought.
- use references, bibliography and any headers/footnotes, avoiding both structural and stylistic inconsistencies.

Methodology

- demonstrate that the methodologies that they have adopted and/or developed are appropriate to the research undertaken and explicitly state and justify their underlying rationale.
- demonstrate, where relevant, that they understand and can clearly articulate any ethical implications of their research study.
- adopt and articulate clear and consistent criteria for the selection of data (or textual extracts) and the results of analyses.

H. ACADEMIC REGULATIONS

The following university-wide regulations will apply to you throughout your period of registration. You should familiarise yourself with their contents:

Kingston University – General Student Regulations
student.kingston.ac.uk/C1/General%20Student%20Regulations/default.aspx

I. ACADEMIC REGULATIONS: MA / MSc BY RESEARCH

These regulations should be read in conjunction with the University's Academic Regulations and Procedures, and the Student General Regulations, all of which apply. You should familiarise yourself with their contents:

STANDARD OF THE AWARD

- 1 The standard of the MA or MSc by Research is that expected of a good honours graduate who has achieved a minimum of 180 credits at M level by critically investigating and evaluating an appropriate topic, and presenting and defending a dissertation to the satisfaction of the examiners.

ENTRY REQUIREMENTS FOR APPLICANTS

- 2 The normal minimum requirement for admission to the MA or MSc by Research is a first or second class honours degree, or equivalent, in a subject appropriate to the proposed programme of study.
- 3 Applicants whose first language is not English will be required to provide evidence of an English language qualification (IELTS score of 7 or equivalent is recommended).

Non-standard entrants

- 4 Exceptionally, an applicant without these minimum qualifications may be considered for entry. For example, the Head of School and potential Director of Studies may consider for admission an applicant with relevant professional qualifications and experience, where these provide sufficient evidence of potential to complete the degree programme satisfactorily. In such cases, the application for registration must be made to the University Research Degrees Committee.

PROGRAMME OF RESEARCH

- 5 A programme of research may be in any field of study, provided that the programme: is capable of leading to scholarly research, which may include appropriate creative work, and can be assessed by the presentation of a dissertation and an oral examination.
- 6 A programme of research must have an identified Director of Studies (who will act as the primary supervisor) plus one other supervisor. Normally, the supervisors will work with the applicant to prepare the initial outline of the proposed programme of research.

Externally funded research

- 7 Where the proposed programme is part of an externally funded project, there must be appropriate safeguards to ensure that the terms of the contract will not prevent the fulfilment of the objectives of the proposed research programme.

APPROVAL TO REGISTER

- 8 Students will be registered for the MA/MSc by Research when:
- the proposed programme of research has been approved by the appropriate Faculty Research Degrees Committee
 - any exceptional arrangements have been approved by the University Research Degrees Committee
 - the student has completed the enrolment process
- 9 A student's registration may be terminated under the University's Procedures for Expulsion on Academic Grounds or the Code of Student Discipline.
- 10 If students are prevented from continuing their study by illness or other mitigating circumstances, a formal request for the registration to be suspended must be submitted for approval by the Faculty Research Degrees Committee.

Period of registration

- 11 Students registered for an MA/MSc by Research should normally have completed their programme of study and have presented their dissertation for examination within one year if they are studying full-time or two years if they are studying part-time
- 12 In exceptional circumstances, a student's period of registration may be extended once for a maximum period of four months if the application for an extension is made to the Faculty Research Degrees Committee before the registration period has expired.

TRAINING

- 13 The University expects all research students to undertake an agreed programme of research training. The initial programme will be discussed by the Director of Studies and the student and submitted to the FRDC for approval as part of the application for provisional registration.

ASSESSMENT PROCESS

- 14 The assessment of a candidate for an MA/MSc by Research has two elements: production of a dissertation and the defence of the dissertation in an oral examination
- 15 The arrangements for the assessment of a candidate will be submitted to the Faculty Research Degrees Committee for approval, including the title of the dissertation and the names of the internal and external examiners
- 16 The Faculty Research Degrees Committee will submit the examination arrangements including cv.'s of the proposed internal and external examiners to the University Research Degrees Committee for ratification; this may be done by Chair's action.
- 17 The oral examination will normally be held within two months of the submission of the dissertation.
- 18 The dissertation and the oral examination will be in English unless otherwise approved by the University Research Degrees Committee.
- 19 Once the examination arrangements have been approved, candidates must have no contact with their external examiner.

Assessment panel

- 20 Each candidate must be examined by an assessment panel of two examiners, comprising one external examiner and one internal examiner. Where the candidate is a member of Kingston University staff two externals must be appointed in addition to an internal.
- 21 The Faculty Research Degrees Committee will submit details of the proposed internal and external examiners to the University Research Degrees Committee for approval.
- 22 At least one of the examiners must have experience of examining research degree candidates at a comparable level.
- 23 Candidates' supervisors cannot be appointed as examiners.
- 24 The Faculty Research Degrees Committee will appoint an independent Chair.

Exceptional arrangements

- 25 All exceptional assessment arrangements must be approved by the University Research Degrees Committee. Examples of such exceptional arrangements include the submission of the dissertation in a language other than English; an assessment method other than an oral examination and dissertation.

Submission of the dissertation

- 26 The dissertation must be submitted in the required format, including word limits and before the period of registration has expired.
- 27 A copy of any dissertation submitted as part of a successful award of a research degree must be lodged with the University Library. An application for a dissertation to remain confidential (normally for two years) must be made to the Faculty Research Degrees Committee and ratified by the University Research Degrees Committee at the time the examination arrangements are submitted for approval.
- 28 Normally, a dissertation submitted for a research award should not contain any material that has been previously submitted for an award at an institute of Higher Education either in the UK or overseas. When submitting the dissertation, the candidate must confirm, by completing a Declaration form, that no part of the dissertation has been submitted for a comparable academic award except in cases detailed below.
- 29 In cases where a dissertation contains a proportion of material that has been submitted for a previous award, the nature and proportion of work must be clearly stated in the Declaration form and appropriate reference made in the dissertation. In these cases, the University Research Degrees Committee shall have the authority to decide whether or not to approve the submission of the dissertation for examination. The Committee must be satisfied that there is sufficient new material in the dissertation to warrant consideration for the award.

Assessment of the dissertation

- 30 Each examiner shall consider the dissertation independently and submit a brief report indicating one of the following:
- the content of the dissertation warrants consideration for the MA/MSc by Research award and the oral examination should be held
 - the content of dissertation is not of a satisfactory standard to be considered for the MA/MSc by Research award and the oral examination should not be held (see paragraph 32)
- 31 If there is no initial agreement that the oral examination should proceed, the examiners will be informed and asked to reach a consensus. If this cannot be achieved, the oral examination will be held.

32 If the consensus view is that the dissertation is so unsatisfactory that the oral examination should not proceed, the examiners will be asked to provide a report outlining the deficiencies of the dissertation and recommending one of the following:

- the candidate be allowed to resubmit the dissertation for reassessment after corrections, in which case the candidate and the Director of Studies will be informed of the failure and given detailed advice about the requirements for resubmission
- the candidate should not be allowed an opportunity for reassessment

Oral examination

33 The oral examination will normally be held at the University. Approval to hold the examination elsewhere must be obtained from the University Research Degrees Committee.

34 All examiners must participate in the oral examination.

35 Following the oral examination, the examiners will be asked to provide a joint recommendation to the URDC (in its capacity as Examination Board) indicating one of the following:

- the candidate has reached the required standard and should be awarded the MA/MSc by Research
- the candidate has reached the required standard and should be awarded the MA/MSc by Research, subject to amendments to the dissertation by a specified date (normally within one month)
- the candidate has failed to reach the required standard for the degree, but should be permitted one further assessment opportunity. This can be defined as:
 - re-submission of the dissertation and its defence in a second oral examination (normally within four months.)
 - re-submission of the dissertation only (normally within four months.)
 - undertaking a second oral examination with no significant change to the dissertation
 - the candidate has failed to reach the standard for the degree and should not be offered an opportunity for reassessment

Disagreement between examiners

36 If the examiners are unable to reach a consensus view, the University Research Degrees Committee may:

- accept the recommendation of the majority of the examiners, provided that the majority includes at least one external examiner
- accept the recommendation of the external examiner even if it is not the majority view
- require the appointment of a new external examiner to conduct both stages of the assessment process and to make an independent recommendation to the University Research Degrees Committee

FAILURE AND REASSESSMENT

- 37 A candidate may be reassessed on one occasion only. The form of the re-assessment will be stipulated by the University Research Degrees Committee in the light of the examiners' recommendations.
- 38 Following the completion of the reassessment, the examiners' recommendations will be one of the following:
- that the candidate has reached the required standard and may be conferred with the degree of MA/MSc by Research
 - that the candidate has reached the required standard and may be conferred with the degree of MA/MSc by Research subject to amendments to the dissertation by a specified date (normally within one month)
 - that the candidate has failed to reach the standard for the degree and can be permitted no further opportunity for reassessment.

MPhil

A. STANDARD OF THE AWARD

The standard of the MPhil is that expected of a good honours graduate who has achieved a minimum of 360 credits at M level by:

- satisfactorily completing an agreed programme of research training
- critically investigating and evaluating an appropriate topic
- presenting and defending a thesis to the satisfaction of the examiners

Section 1 of the Regulations for the Award of MPhil

B. PERIOD OF REGISTRATION

The normal period of registration is:

- Full time: 2 years from first enrolment date (3 years maximum)
- Part time: 4 years from first enrolment date (6 years maximum)

Students should normally have presented their dissertation for examination within:

- Full time: 2 years from first enrolment date
- Part time: 4 years from first enrolment date

The minimum period of registration for an MPhil is:

- Full time: 1 year from first enrolment date
- Part time: 2 years from first enrolment date

Normally, this would only apply to students who have been granted advanced standing.

C. TIMELINE

The table below shows the progression of a normal MPhil registration from beginning to end. Each stage, apart from the submission deadline, is conditional upon satisfactory progress and the appropriate approval of your FRDC and the URDC. Any approved suspensions will result in the timings being increased by the duration of the suspension.

Event	Timing: Full time students	Timing: Part time students
Enrol on MPhil	Start of registration period	Start of registration period
Keep agreed records of meetings	At least monthly	Approx. every 6 weeks
Annual Monitoring	End of Year 1	End of Year 1
Annual Monitoring	End of each subsequent year	End of each subsequent year
Transfer to writing up (optional)	End of Year 2	End of Year 4
Submission deadline	End of Year 3	End of Year 6

MONITORING REQUIREMENT

An Annual Monitoring Report should be completed 1 year into the programme of study for both full time and part time students.

The main purposes of the monitoring will be to ensure that:

- the research is progressing at a satisfactory pace
- the planned personal training programme is being, or has been, completed
- any required changes to the supervisory arrangements, the student's mode of attendance or the nature of the proposed research programme, including the title, are identified and submitted for approval
- students are provided with formal feedback on their progress and given an opportunity to highlight any difficulties experienced

(Section 6.2 of the Regulations for the Award of Master of Philosophy)

The monitoring report comprises three elements. You should complete the first two parts of the report in conjunction with your Director of Studies. Your Director of Studies will then complete part 3, their own report on the progress of your research:

1. Commentary on the progress of your project over the past year
2. Action Plan for the next year
3. Director of Studies' report

Your commentary must include details of any changes to your supervisory team or mode of study, as well as alterations to your research that could have ethical implications, in which case your new research plan will be subject to approval through the Faculty Research Ethics Committee.

The Faculty Research Degrees Committee will review your monitoring report and make a formal assessment of your progress.

Once the Faculty Research Degrees Committee agrees that your progress is satisfactory, you will be invited to re-enrol and continue with your research.

If your progress is not considered satisfactory, you will be informed of any conditions that you will need to fulfil in order to continue or, if necessary, be informed that your registration is being reviewed by the University (in which case you will be sent details of the review process).

Failure to demonstrate satisfactory progress could result in registration being termination under Section C, paragraph 3 of the General Regulations.

THESIS/ASSESSMENT REQUIREMENT

The assessment of a candidate for MPhil has two elements:

- the thesis or its equivalent, including other approved examinable material
- defence of the thesis in an oral examination

See also [Section J of YOUR RESEARCH DEGREE: FROM ENROLMENT TO GRADUATION](#)

LENGTH

Text should not normally exceed the following length, excluding ancillary data:

- Art & Design, Arts, Social Sciences, Education: 40,000 words
- Science, Engineering: 20,000 words

The word count does not include footnotes or bibliography. It is recognised that the length and character of the text will vary by discipline and will be determined by the aims and objectives of the submission. Exceptions may be agreed by the Director of Studies, but the final decision will reside with the examination panel. Exceptions will be very rare. Your Director of Studies will offer guidance on the subject specific requirements for your discipline if they differ from the lengths listed above.

The text of a thesis for MPhil may be reduced in length if accompanied by other scholarly materials, or if the submission involves creative output or preparation of a scholarly edition. In such cases, the text of the thesis should normally be in the range of 15,000 to 20,000 words:

D. AWARD DESCRIPTOR

This descriptor comes from *The framework for higher education qualifications in England, Wales and Northern Ireland* published by the Quality Assurance Agency for Higher Education, second edition revised August 2008. It outlines the basic characteristics of study expected for a Masters award.

Masters degrees are awarded to students who have demonstrated:

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

Typically, holders of the qualification will be able to:

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

and will have

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

E. ASSESSMENT CRITERIA

The scope of the thesis should be what might reasonably be expected after 2-3 years full-time or 4-6 years part-time. The thesis should not normally exceed the word limits outlined above. In each of the following areas the student will be expected to:

Thesis Contents

- ensure that the contents of their thesis result from their own independent work, and demonstrate a critical awareness of current issues and or new knowledge at the forefront of their field(s) of study and/or professional practice.
- show originality in the application of existing knowledge.
- use the thesis to reflect a coherent research process from the acquisition of basic data to its final conclusions and provide an underlying rationale for the research which is clear and persuasive.
- show a critical appreciation of the context of the research and its relationship to existing literature and received opinion.
- apply their knowledge, skills and understanding of advanced concepts to a complex field(s) of study and/or professional practice.

- make reasoned judgements, and understand the limitations of those made in the absence of complete data and show an appreciation of the limitations of their research and an awareness of areas worthy of further investigation.

Presentation

- lay out the thesis in a clear and readable manner with respect to both its language and structure and according to the presentation format stated in Section J of YOUR RESEARCH DEGREE: FROM ENROLMENT TO GRADUATION
- make effective use of cross-references, so that the text is readily navigable in order that the reader may extract the information sought.
- use references, bibliography and any headers/footnotes, avoiding both structural and stylistic inconsistencies.

Methodology

- demonstrate that the methodologies that they have adopted and/or developed are appropriate to the research undertaken and explicitly state and justify their underlying rationale.
- demonstrate, where relevant, that they understand and can clearly articulate any ethical implications of their research study.
- adopt and articulate clear and consistent criteria for the selection of data (or textual extracts) and the results of analyses.

F. ACADEMIC REGULATIONS

The following university-wide regulations will apply to you throughout your period of registration. You should familiarise yourself with their contents:

Kingston University – General Student Regulations

student.kingston.ac.uk/C1/General%20Student%20Regulations/default.aspx

G. ACADEMIC REGULATIONS: MPhil

These regulations should be read in conjunction with the University's Academic Regulations and Procedures and the Student General Regulations, all of which apply. You should familiarise yourself with their contents:

THE STANDARD OF THE AWARD

- 1 The standard of the MPhil is that expected of a good honours graduate who has achieved a minimum of 360 credits at M level by:
 - satisfactorily completing an agreed programme of research training
 - critically investigating and evaluating an appropriate topic
 - presenting and defending a thesis to the satisfaction of the examiners

ENTRY REQUIREMENTS FOR APPLICANTS

- 2 The normal minimum requirement for admission to the MPhil is a first or second class honours degree or equivalent in a subject appropriate to the proposed programme of study.
- 3 Applicants whose first language is not English will be required to provide evidence of an English Language qualification (IELTS score of 7 or equivalent is recommended).

Non-standard entrants

- 4 Exceptionally, an applicant without these minimum qualifications may be considered for entry. For example, the Head of School and Director of Studies may consider an applicant with relevant professional qualifications and experience where these provide sufficient evidence of potential to complete the degree programme satisfactorily. In such cases, the application for registration must be approved by the Faculty Research Degrees Committee and referred to the University Research Degrees Committee for ratification.

THE PROGRAMME OF RESEARCH

- 5 A programme of research may be in any field of study provided that the programme is capable of leading to scholarly research, which may include appropriate creative work, and can be assessed by the presentation of a thesis and an oral examination.
- 6 A programme of research must have an identified Director of Studies who will act as the primary supervisor. There must be at least one, and normally, not more than two additional supervisors, who should be nominated as part of the application for provisional registration. Normally, they will work with the applicant to prepare the initial outline of the proposed programme of research.

Collaboration

- 7 The University encourages collaboration with outside institutions and organisations. Where a research student is working in a collaborative arrangement, evidence must be appended to the application for provisional registration giving details of the nature of the arrangement. In cases where Kingston University requires additional physical or staffing resources to support a programme of research, suitable collaborative arrangements may be proposed, and will require the approval of the University Research Degrees Committee.

Note: Advice on formal collaborations is available from the Academic Registry.

Externally funded research

- 8 Where the proposed programme is part of an externally funded project, there must be appropriate safeguards to ensure that the terms of the contract will not prevent the fulfilment of the objectives of the proposed research programme.

Group projects

- 9 Where the proposed programme is part of a larger group project, there must be clear evidence to show how the individual programme is distinct and separate in its aims and objectives from both the overall project and any other research programmes in the same field of study.

REGISTRATION

- 10 Students will be registered for the MPhil when:
- the application to register, including an outline programme of research has been approved by the appropriate Faculty Research Degrees Committee
 - any exceptional arrangements have been approved by the University Research Degrees Committee
 - the enrolment process has been completed

11 Registration is re-confirmed annually and is dependent on the student:

- maintaining satisfactory progress on the programme of research
- being in good financial standing with the University

12 Students' registration may also be terminated under the University's Procedures for Expulsion on Academic Grounds or the Code of Student Discipline.

13 If students are prevented from continuing their study by illness or other mitigating circumstances, a formal request for the registration to be suspended must be submitted for approval by the Faculty Research Degrees Committee.

14 Students wishing to change their mode of study or supervisory arrangements must apply either at the time of the annual monitoring process (see paragraphs 24 - 27) or by a separate recommendation made to the Faculty Research Degrees Committee. The required completion date will be amended pro rata.

15 In exceptional circumstances, a student's period of registration may be extended *once* for a maximum period of one year if the application for an extension is made to the Faculty Research Degrees Committee before the maximum registration period has expired.

Normal period of registration

16 Students registered for a MPhil should normally have presented their thesis for examination within two years from initial registration if they are studying full-time OR four years from initial registration if they are studying part-time

Maximum period of registration

17 Students registered for a MPhil must have presented their thesis for examination within:

- three years from initial registration if they are studying full-time
- six years from initial registration if they are studying part-time

Minimum period of registration

18 The minimum period of registration is one year for full time students and two years for part time students

TRAINING PROGRAMME FOR RESEARCH STUDENTS

19 The University expects all research students to undertake an agreed programme of research training. The initial programme will be discussed by the Director of Studies and the student and submitted to the FRDC for approval as part of the application for registration.

20 The Director of Studies will review the training needs of each research student during the annual monitoring process (see paragraphs 24 - 27).

21 Students are required by Faculties to compile a record of all research training undertaken.

22 Failure to complete the agreed training programme will result in registration being reviewed by the Faculty Research Degrees Committee. The review may result in a recommendation to the University Research Degrees Committee for the registration to be terminated.

23 As part of a student's training, prior to the submission of the assessment arrangements for approval, students must be given the opportunity to undergo a practice oral examination with an independent assessor and provided with informal feedback on their performance.

MONITORING OF PROGRESS

Annual monitoring of progress

24 The student must be informed of the planned date and nature of the annual monitoring process. It is a condition of continued registration that a satisfactory progress report is received annually.

25 The main purposes of the monitoring will be to ensure that:

- the research is progressing at a satisfactory pace
- the planned personal training programme is being, or has been, completed
- any required changes to the supervisory arrangements, the student's mode of attendance or the nature of the proposed research programme, including the title, are identified and submitted for approval

- to provide formal feedback to students on their progress and give them an opportunity to highlight any difficulties experienced.

26 The Faculty Research Degrees Committee will consider the annual reports and provide a summary progress report, including any areas of concern and its action plan to address them, to the University Research Degrees Committee.

27 Exceptionally, a student who is registered for a MPhil, but has not been assessed for the award, may apply for admission to a PhD. This application should normally be made before half of the registration period for the MPhil has expired and should follow the same process as required for the initial confirmation of registration of PhD students. The request would require approval by the University Research Degrees Committee.

ASSESSMENT PROCESS

28 The assessment of a candidate for an MPhil has two elements

- the thesis or its equivalent, including other approved examinable material

- its defence in an oral examination.

29 The arrangements for the assessment of a candidate will be submitted to the Faculty Research Degrees Committee for approval, including:

- the final title of the thesis
- the names of the internal and external examiners
- the form of the submission

30 The Faculty Research Degrees Committee will submit the examination arrangements including the cv.'s of the proposed internal and external examiners to the University Research Degrees Committee for ratification; exceptionally this may be done by Chair's action.

31 The oral examination will normally be held within three months of the submission of the material to be assessed.

32 The thesis and the oral examination will be in English unless otherwise approved by the University Research Degrees Committee.

33 Once the examination arrangements have been approved, candidates must have no contact with any of their external examiners.

Assessment panel

34 Each candidate must be examined by an assessment panel of at least two, and, normally, not more than three examiners.

35 There must be at least one external examiner and one internal examiner. Where the candidate is a member of Kingston University staff two externals must be appointed in addition to an internal.

36 At least one of the examiners must have experience of examining research degree candidates at a comparable level.

37 Candidates' supervisors cannot be appointed as examiners.

38 The Faculty Research Degrees Committee will appoint an Independent Chair.

Exceptional arrangements

39 All exceptional assessment arrangements must be approved by the University Research Degrees Committee, for example, the submission of the thesis in a language other than English OR an assessment method other than an oral examination

40 All changes to the approved assessment arrangement must be agreed by the Faculty Research Degrees Committee and ratified by the University Research Degrees Committee.

Submission of the thesis

- 41 The thesis must be submitted in the required format, including word limits AND normally, before the student's period of registration has expired
- 42 Any thesis submitted as part of a successful award of a research degree will be lodged with the University Library. An application for a thesis to remain confidential (normally for a period of two years) must be made to the Faculty Research Degrees Committee and ratified by the University Research Degrees Committee when the examination arrangements are submitted.
Note: Certain types of submission, eg. of artefacts or creative work, may be retained by the University in another environment, if appropriate.
- 43 Normally, a thesis submitted for a research award should not contain any material that has been previously submitted for an award at an institute of Higher Education either in the UK or overseas. When submitting the thesis, the candidate must confirm, by completing a Declaration form, that no part of the thesis has been submitted for a comparable academic award except in cases detailed below.
- 44 In cases where a thesis contains a proportion of material that has been submitted for a previous award, the nature and proportion of work must be clearly stated in the Declaration form and appropriate reference made in the thesis. In these cases, the University Research Degrees Committee shall have the authority to decide whether or not to approve the submission of the thesis for examination. The Committee must be satisfied that there is sufficient new material in the thesis to warrant consideration for the award.

Assessment of the thesis

- 45 Each examiner shall consider the thesis independently and submit a brief report indicating one of the following:
- the content of the thesis warrants consideration for the MPhil award and the oral examination should be held
 - the content of thesis is not of a satisfactory standard to be considered for the MPhil award and the oral examination should not be held (see paragraph 47)
- 46 If there is no initial agreement that the oral examination should proceed, the examiners will be informed and asked to reach a consensus. If this cannot be achieved, the oral examination will be held.
- 47 If the consensus view is that the thesis is so unsatisfactory that the oral examination should not proceed, the examiners will be asked to provide a report outlining the deficiencies of the thesis and recommending one of the following:
- the candidate be allowed to resubmit, in which case the candidate and the Director of Studies will be informed of the failure and given detailed advice about the requirements for resubmission
 - the candidate should not be allowed an opportunity for reassessment

Oral examination

- 48 The oral examination will normally be held at the University. Approval to hold the examination elsewhere must be obtained from the University Research Degrees Committee.
- 49 All examiners must participate in the oral examination.
- 50 Following the oral examination, the examiners shall be asked to provide a joint recommendation indicating one of the following:
- the candidate has reached the required standard and should be awarded the MPhil
 - the candidate has reached the required standard and should be awarded the MPhil subject to amendments to the thesis by a specified date (normally three months)
 - the candidate has failed to reach the required standard for the degree, but should be permitted one further assessment opportunity. This can be defined as:
 - re-submission of the thesis and its defence in a second oral examination (normally within one year)
 - re-submission of the thesis only (normally within one year)
 - undertaking a second oral examination with no significant change to the thesis
 - the candidate has failed to reach the standard for the degree and should not be offered an opportunity for reassessment.

Disagreement between examiners

- 51 If the examiners are unable to reach a consensus view, the University Research Degrees Committee may:
- accept the recommendation of the majority of the examiners provided it includes at least one external examiner
 - accept the recommendation of the external examiner even if it is not the majority view
 - require the appointment of a new external examiner to conduct both stages of the assessment process and make an independent recommendation to the University Research Degrees Committee

FAILURE AND REASSESSMENT

- 52 A candidate may be reassessed on one occasion only. The form of the re-assessment shall be stipulated by the University Research Degrees Committee in the light of the examiners' recommendations.

53 Following the completion of the reassessment, the examiners' recommendations will be one of the following:

- that the candidate has reached the required standard and may be conferred with the MPhil
- that the candidate has reached the required standard and should be conferred with the MPhil subject to amendments to the thesis by a specified date (normally three months)
- that the candidate has failed to reach the standard for the degree and can be permitted no further opportunity for reassessment.

PHD

A. STANDARD OF THE AWARD

The standard of the PhD is that expected of a good honours graduate who:

- has satisfactorily completed an agreed programme of research training
- has critically investigated and evaluated an approved topic, resulting in a substantial independent and original contribution to knowledge, commensurate with the normal period of registration
- has presented and defended a thesis to the satisfaction of the examiners

Section 1 of the Regulations for the Award of PhD

B. PERIOD OF REGISTRATION

The normal period of registration is:

- Full time: 3 years from first enrolment date
- Part time: 6 years from first enrolment date

The maximum period of registration and the deadline for candidates to have submitted their thesis for examination is:

- Full time: 4 years from first enrolment date
- Part time: 8 years from first enrolment date

The minimum period of registration is:

- Full time: 1 year from first enrolment date
- Part time: 2 years from first enrolment date

Normally, the minimum registration period would only apply to students who have been granted advanced standing.

C. TIMINGS

Event	Timing: Full time students	Timing: Part time students
Enrol on Provisional PhD	Start of registration period	Start of registration period
Keep agreed records of meetings	At least monthly	Approx. every 6 weeks
Annual Monitoring	n/a	End of Year 1
Initial Monitoring and Confirmation of PhD Registration	End of Year 1	End of Year 2
Annual Monitoring	End of each subsequent year	End of each subsequent year
Transfer to writing up (optional)	End of Year 3	End of Year 6
Submission deadline	End of Year 4	End of Year 8

The table above shows the progression of a normal PhD registration from beginning to end. Each stage, apart from the submission deadline, is conditional upon satisfactory progress and the appropriate approval of your FRDC and the URDC. Any approved suspensions will result in the timings being increased by the duration of the suspension.

D. THESIS/ASSESSMENT REQUIREMENT

See also [Section J of YOUR RESEARCH DEGREE: FROM ENROLMENT TO GRADUATION](#)

The assessment of candidates for a PhD has two elements:

- the thesis or its equivalent, including other approved examinable material
- its defence in an oral examination

LENGTH

Text should not normally exceed the following length, excluding ancillary data:

- Art & Design, Arts, Social Sciences, Education: 80,000 words
- Science, Engineering: 40,000 words

The word count does not include footnotes or bibliography. It is recognised that the length and character of the text will vary by discipline and will be determined by the aims and objectives of the submission. Exceptions may be agreed by the Director of Studies, but the final decision will reside with the examination panel. Exceptions will be very rare. Your Director of Studies will offer guidance on the subject specific requirements for your discipline if they differ from the lengths listed above.

The text may be reduced in length if accompanied by other scholarly materials, or if the submission involves creative output or preparation of a scholarly edition. In such cases, the text of the thesis should normally be in the range of 30,000 to 40,000 words

E. MONITORING REQUIREMENTS

INITIAL MONITORING AND CONFIRMATION OF PHD REGISTRATION

Until you have successfully completed the initial monitoring process (by the end of your first year for full time students and by the end of your second year for part time students) your registration for PhD will be provisional.

Before completing your first year of research you will be required to complete a written report and undertake either a viva or a presentation.

The **written report** comprises the following elements:

Form RD5b. You must complete this to show the progress that you have made with your research, the training that you have undertaken, and the research plan that you propose for the following year.

Supporting Documentation. You must supply this to demonstrate how your future research will meet the criteria for PhD and contribute to original knowledge. Supporting documentation will vary according to the type of project being undertaken. It could, for example, comprise an account of early experimental work, a detailed review of existing literature, a critical account of existing models, or other work that your Director of Studies agrees relevant to the successful development of your research project. As a rough guide, supporting documentation will normally be between 3,000 & 6,000 words long and must include a timetable for the completion of your project. Your report should indicate any changes to arrangements, such as changes to your supervisory team or of mode of study and any changes to your research that may have ethical implications.

The format of the **viva or presentation** will depend on your faculty's procedures; more details will be given to you by your Faculty Research Administrator. Your Director of Studies will advise you of what is expected of you and how to prepare.

Once you have completed the written report and the viva or presentation your Director of Studies will append an additional short report on your progress and Action Plan. Your Initial Monitoring Report will then be forwarded to the Faculty Research Degrees Committee, which will recommend one of the following to the URDC:

- that your registration for a PhD should be confirmed
- that your registration may be confirmed subject to some modifications being completed by an agreed date
- that the supporting documentation does not provide evidence of planned research of the required standard for a PhD. In this case, credit may be given for the personal training completed on the PhD and consideration given to admitting you to the MPhil with advanced standing. This will require approval by the University Research Degrees Committee
- that the registration should not be confirmed and your enrolment terminated

Paragraph 28 of the Academic Regulations for the Award of Doctor of Philosophy

Once confirmed, it is a condition of your continued registration for the award of PhD that you complete an Annual Monitoring Report at the end of each subsequent year of your research (for both full time and part time students).

ANNUAL MONITORING REPORT

The main purposes of subsequent reports will be to ensure that:

- the research is progressing at a satisfactory pace
- the planned personal training programme is being, or has been, completed
- any required changes to the supervisory arrangements, to your mode of attendance or the nature of the proposed research programme, including the title, are identified and submitted for approval

- to provide formal feedback on your progress and give you an opportunity to highlight any difficulties experienced

Paragraph 29 of the Academic Regulations for the award of Doctor of Philosophy

The Annual Monitoring Report comprises three elements. You should complete the first two parts of the report in conjunction with your Director of Studies. Your Director of Studies will then complete their own report on the progress of your research:

- Commentary on the progress of your project over the past 12 months
- Action Plan for the next 12 months
- Director of Studies' report

Your commentary must include details of any changes to your supervisory team or mode of study, as well as alterations to your research that could have ethical implications, in which case your new research plan will be subject to approval through the Faculty Research Ethics Committee.

The Faculty Research Degrees Committee will review your monitoring report and make a formal assessment of your progress.

Once the Faculty Research Degrees Committee agrees that your progress is satisfactory, you will be invited to re-enrol and continue with your research.

If your progress is not considered satisfactory, you will be informed of any conditions that you will need to fulfil in order to continue or, if necessary, be informed that your registration is being reviewed by the University (in which case you will be sent details of the review process).

Failure to demonstrate satisfactory progress could result in registration being terminated under Section C, paragraph 3 of the General Regulations.

F. AWARD DESCRIPTOR

This descriptor comes from *The framework for higher education qualifications in England, Wales and Northern Ireland* published by the Quality Assurance Agency for Higher Education, second edition revised August 2008. It outlines the basic characteristics of study expected for a Doctorate.

Doctorates are awarded to students who have demonstrated:

- i. the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
- ii. a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;

- iii. the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
- iv. a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

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

and will have:

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

G. ASSESSMENT CRITERIA

The scope of the thesis should be what might reasonably be expected after 3-4 years full-time or 6-8 years part-time study. The thesis should not normally exceed the word limits outlined above. With regard to the structure and nature of the thesis, in each of the following areas the student will be expected to:

Thesis contents

- ensure that the contents of their thesis result from their own independent work, represent a new, substantial and original contribution to the field(s) of study and/or professional practice as evidenced by the discovery of new facts or by the exercise of independent critical analysis.
- ensure the research is of a quality able to satisfy peer review and merit publication in whole, in part or in a revised form.
- use the thesis to reflect a coherent research process from the acquisition of basic data to its final conclusions and provide an underlying rationale for the research which is clear and persuasive.
- show a critical appreciation of the context of the research, its relationship to existing literature and received opinion.

- apply their knowledge, skills and understanding of key concepts to a complex field(s) of study and/or professional practice.
- make reasoned judgements, possibly in the absence of complete data and show an appreciation of the limitations of their research and of areas worthy of further investigation.

Presentation

- lay out the thesis in a clear and readable manner with respect to both its language and structure and according to the presentation format stated in section J of this handbook.
- make effective use of cross-references, so that the text is readily navigable in order that the reader may extract the information sought.
- use references, bibliography and any headers/footnotes, avoiding both structural and stylistic inconsistencies

Methodology

- demonstrate that the methodologies that they have adopted and/or developed are appropriate to the research undertaken and explicitly state and justify their underlying rationale.
- demonstrate, where relevant, that they understand and can clearly articulate any ethical implications of their research study.
- adopt and articulate clear and consistent criteria for the selection of data (or textual extracts) and the results of analyses.

H. ACADEMIC REGULATIONS

The following university-wide regulations will apply to you throughout your period of registration. You should familiarise yourself with their contents:

Kingston University – General Student Regulations

student.kingston.ac.uk/C1/General%20Student%20Regulations/default.aspx

I. ACADEMIC REGULATIONS: PHD

These regulations should be read in conjunction with the University's Academic Regulations and Procedures and the Student General Regulations, all of which apply. You should familiarise yourself with their contents:

THE STANDARD OF THE AWARD

- 1 The standard of the PhD is that expected of a good honours graduate who has:
 - satisfactorily completed an agreed programme of research training
 - critically investigated and evaluated an approved topic, resulting in a substantial independent and original contribution to knowledge, commensurate with the normal period of registration
 - presented and defended a thesis to the satisfaction of the examiners

ENTRY REQUIREMENTS FOR APPLICANTS

- 2 The normal minimum requirement for admission to the PhD is either a postgraduate Masters degree in a discipline that is appropriate to the proposed research programme or a first or upper second class honours degree or equivalent in a subject appropriate to the proposed programme of study. Admission will be provisional and subject to confirmation at the initial monitoring stage.
- 3 Applicants whose first language is not English will be required to provide evidence of an English Language qualification (IELTS score of 7 or equivalent is recommended).

Non-standard entrants

- 4 Exceptionally, an applicant without these minimum qualifications may be considered for entry. For example, the Head of School and Director of Studies may consider an applicant with relevant professional qualifications and experience where these provide sufficient evidence of potential to complete the degree programme satisfactorily. In such cases, the application for registration must be approved by the Faculty Research Degrees Committee and referred to the University Research Degrees Committee for ratification.

Admission with advanced standing

- 5 Students who are registered for a PhD at another comparable institution may apply for admission with advanced standing. To be eligible for consideration by the Faculty Research Degrees Committee, the applicant must be prepared to register at Kingston University for at least one year (or two years, if part-time) prior to the date of the final submission of the thesis. Admission may be subject to the completion of an agreed programme of research training.

THE PROGRAMME OF RESEARCH

- 6 A programme of research may be in any field of study provided that the programme is capable of leading to scholarly research, which may include appropriate creative work and can be assessed by the presentation of a thesis and an oral examination.
- 7 A programme of research must have an identified Director of Studies who will act as the primary supervisor. There must be at least one, and normally not more than two additional supervisors, who should be nominated as part of the application for provisional registration. Normally, the Director of Studies will work with the applicant to prepare the initial outline of the proposed programme of research.

Collaboration

- 8 The University encourages collaboration with outside institutions and organisations. Where a research student is working in a collaborative arrangement, evidence must be appended to the application for provisional registration giving details of the nature of the arrangement. In cases where Kingston University requires additional physical or staffing resources to support a programme of research, suitable collaborative arrangements may be proposed, and will require the approval of the University Research Degrees Committee.

Note: Advice on collaborative arrangements is available from Academic Registry.

Externally funded research

- 9 Where the proposed programme is part of an externally funded project, there must be appropriate safeguards to ensure that the terms of the contract will not prevent the fulfilment of the objectives of the proposed research programme.

Group projects

- 10 Where the proposed programme is part of a larger group project, there must be clear evidence to show how the individual programme is distinct and separate in its aims and objectives from both the overall project and any other research programmes in the same field of study.

REGISTRATION

- 11 Students will be provisionally registered for a PhD when:
- the application for provisional registration, including an outline programme of research, has been approved by the appropriate Faculty Research Degrees Committee
 - any exceptional arrangements have been approved by the University Research Degrees Committee
 - the enrolment process has been completed
- 12 Students' registration for a PhD will be confirmed once the initial monitoring process has been successfully completed.
- 13 Registration is reconfirmed annually and is dependent on the student:
- maintaining satisfactory progress on the programme of research
 - being in good financial standing with the University
- 14 Students' registration may also be terminated under the University's Procedures for Expulsion on Academic Grounds or the Code of Student Discipline.
- 15 If students are prevented from continuing their study by illness or other mitigating circumstances, a formal request for the registration to be suspended must be submitted for approval by the Faculty Research Degrees Committee.
- 16 Students wishing to change their mode of study or supervisory arrangements must apply either at the time of the annual monitoring process or by a separate recommendation being made to the Faculty Research Degrees Committee. Their required completion date will be amended pro rata.
- 17 In exceptional circumstances, the students' period of registration may be extended once, by up to a maximum period of one year, if the application for an extension is made to the Faculty Research Degrees Committee before the maximum registration period has expired.
- Normal period of registration**
- 18 Students registered for a PhD should normally have presented their thesis for examination within three years from initial registration if they are studying full-time OR six years from initial registration if they are studying part-time
- Maximum period of registration**
- 19 Students registered for a PhD must have presented their thesis for examination within four years from initial registration if they are studying full-time OR eight years from initial registration if they are studying part-time
- Minimum period of registration**
- 20 The minimum period of registration is one year for full time students and two years for part time students

TRAINING PROGRAMME FOR RESEARCH STUDENTS

- 21 The University expects all research students to undertake an agreed programme of research training. The initial programme will be discussed by the Director of Studies and the student and submitted to the FRDC for approval as part of the application for provisional registration. Possible exemptions from particular training elements will also be agreed at this time.
- 22 The Director of Studies will review the training needs of each research student during the annual monitoring process
- 23 Students are required by Faculties to compile a record of all research training undertaken.
- 24 Failure to complete the agreed training programme will result in registration being reviewed by the Faculty Research Degrees Committee. The review may result in a recommendation to the University Research Degrees Committee for the registration to be terminated.
- 25 As part of a student's training, prior to the submission of the assessment arrangements for approval, students must be given the opportunity to undergo a practice oral examination with an independent assessor and provided with informal feedback on their performance.

MONITORING OF PROGRESS

Initial monitoring and confirmation of registration

- 26 As part of the registration process, students must be informed of the date of the first occasion on which progress will be monitored. This must take place within the first year of registration.
- 27 The main purposes of the first monitoring process are to ensure that: the personal programme of research training is adequate to students' needs; the proposed research is at the requisite level and is likely to lead to a significant contribution to knowledge
- 28 Students will be required to submit supporting documentation to the Faculty Research Degrees Committee. On the basis of the documentation, the Faculty Research Degrees Committee will then recommend one of the following to the University Research Degrees Committee:
- that the student's registration for a PhD should be confirmed
 - that the student's registration may be confirmed subject to some modifications being completed by an agreed date
 - that the supporting documentation does not provide evidence of planned research of the required standard for a PhD. In this case, credit may be given for the personal training completed on the PhD and consideration given to admitting the student to the MPhil with advanced standing. This will require approval by the University Research Degrees Committee
 - that the registration should not be confirmed and the student's enrolment terminated

Subsequent annual monitoring

- 29 Once the first annual monitoring process has been completed satisfactorily, students must be informed of the planned date and nature of the subsequent annual monitoring processes. It is a condition of continued registration that a satisfactory progress report is received annually.
- 30 The main purposes of the monitoring will be to ensure that:
- the research is progressing at a satisfactory pace
 - the planned personal training programme is being, or has been, completed
 - any required changes to the supervisory arrangements, the student's mode of attendance or the nature of the proposed research programme, including the title, are identified and submitted for approval
 - to provide formal feedback to students on their progress and give them an opportunity to highlight any difficulties experienced
- 31 The Faculty Research Degrees Committee will consider the annual reports and provide a summary progress report on its students, including any areas of concern and its action plan to address them, to the University Research Degrees Committee.

ASSESSMENT PROCESS

- 32 The assessment of candidates for a PhD has two elements: the thesis or its equivalent, including other approved examinable material and its defence in an oral examination
- 33 The arrangements for the assessment of a candidate will be submitted to the Faculty Research Degrees Committee for approval, including: the final title of the thesis; the names of the internal and external examiners (the assessment panel); the form of the submission
- 34 The Faculty Research Degrees Committee will submit the examination arrangements including cv's of the proposed internal and external examiners to the University Research Degrees Committee for ratification. Exceptionally this can be done by Chair's action.
- 35 The oral examination will normally be held within three months of the submission of the material to be assessed.
- 36 The thesis and the oral examination will be in English unless otherwise approved by the University Research Degrees Committee.
- 37 Once the examination arrangements have been approved, candidates must have no contact with any of their external examiners.

Assessment panel

- 38 Each candidate must be examined by an assessment panel of at least two, and, normally not more than three examiners.
- 39 There must be at least one external examiner and one internal examiner. Where the candidate is a member of Kingston University staff two externals must be appointed in addition to an internal.
- 40 At least one of the examiners must have experience of examining research degree candidates at a comparable level.
- 41 Candidates' supervisors cannot be appointed as examiners.
- 42 The Faculty Research Degrees Committee will appoint an Independent Chair.

Exceptional arrangements

- 43 All exceptional assessment arrangements must be approved by the University Research Degrees Committee. For example: the submission of the thesis in a language other than English; an assessment method other than an oral examination.
- 44 All changes to the approved assessment arrangement must be agreed by the Faculty Research Degrees Committee and ratified by the University Research Degrees Committee.

Submission of the thesis

- 45 The thesis must be submitted: in the required format, including word limits; normally, before the candidate's period of registration has expired
- 46 Any thesis submitted as part of a successful award of a research degree will normally be lodged with the University Library. An application for a thesis to remain confidential must be made to the Faculty Research Degrees Committee and University Research Degrees Committee when the examination arrangements are submitted. The period a thesis may remain confidential is normally two years.

Note: Certain types of submission, eg. of artefacts or creative work, may be retained by the University in another environment if appropriate.

- 47 Normally, a thesis submitted for a research award should not contain any material that has been previously submitted for an award at an institute of Higher Education either in the UK or overseas. When submitting the thesis, the candidate must confirm, by completing a Declaration form, that no part of the thesis has been submitted for a comparable academic award *except* in cases detailed below.
- 48 In cases where a thesis contains a proportion of material that has been submitted for a previous award, the nature and proportion of work must be clearly stated in the Declaration form and appropriate reference made in the thesis. In these cases, the University Research Degrees Committee shall have the authority to decide whether or not to approve the

submission of the thesis for examination. The Committee must be satisfied that there is sufficient new material in the thesis to warrant consideration for the award.

Assessment of the thesis

- 49 Each examiner shall consider the thesis independently and submit a brief report indicating one of the following
- the content of the thesis warrants consideration for the PhD award and the oral examination should be held
 - the content of thesis is not of a satisfactory standard to be considered for the PhD award (see paragraph 51)
- 50 If there is no initial agreement that the oral examination should proceed, the examiners will be informed and asked to reach a consensus. If this cannot be achieved, the oral examination will be held.
- 51 If the consensus view is that the thesis is so unsatisfactory that the oral examination should not proceed, the examiners will be asked to provide a report outlining the deficiencies of the thesis and recommending one of the following:
- the candidate be allowed to resubmit, in which case the candidate and the Director of Studies will be informed of the failure and given detailed advice about the requirements for resubmission
 - the candidate should not be allowed an opportunity for reassessment
- #### **Oral examination**
- 52 The oral examination will normally be held at the University. Approval to hold the examination elsewhere must be obtained from the University Research Degrees Committee.
- 53 All examiners must participate in the oral examination.
- 54 Following the oral examination, the examiners will be asked to provide a joint recommendation to the University Research Degrees Committee (in its capacity as Examination Board) indicating one of the following:
- the candidate has reached the required standard and should be awarded the PhD
 - the candidate has reached the required standard and should be awarded the PhD subject to amendments to the thesis by a specified date (normally three months)
 - the candidate has failed to reach the required standard for the degree, but should be permitted one further assessment opportunity. This can be defined as:
 - resubmission of the revised thesis and its defence in a second oral examination (normally within one year)
 - resubmission of the revised thesis without a further oral examination (normally within one year)
 - a second oral examination without significant change to the thesis
 - the candidate has failed to reach the standard for the degree and should not be offered an opportunity for reassessment.

Disagreement between examiners

55 If the examiners are unable to reach a consensus view, the University Research Degrees Committee may:

- accept the recommendation of the majority of the examiners, provided it includes at least one external examiner
- accept the recommendation of the external examiner even if it is not the majority view
- require the appointment of a new external examiner to conduct both stages of the assessment process and make an independent recommendation to the University Research Degrees Committee

FAILURE AND REASSESSMENT

56 Candidates may be reassessed on one occasion only. The form of the re-assessment will be stipulated by the University Research Degrees Committee, in its capacity as Examination Board, in the light of the examiners' recommendations.

57 Following the completion of the reassessment, the examiners' recommendations must be one of the following:

- the candidate has reached the required standard and should be awarded the PhD
- the candidate has reached the required standard and should be awarded the PhD subject to amendments to the thesis by a specified date (normally three months)
- the candidate has failed to reach the standard for the degree and there will be no opportunity for further reassessment