

Academic Development Unit

# Guide for Research Students

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## **A note from the Deputy Vice Chancellor (Education)**

Welcome to City University London.

We hope that you will enjoy your experience as a research student here. In choosing to study at City University London you will benefit from its distinctive environment (in which a high proportion of its student body are postgraduates), its lively research culture, its London location (where you will have access to a variety of specialist libraries and other unique facilities), its links with industry and the professions and its highly international outlook.

This Guide will provide you with information on what it is to be a research student at City University London or at one of our validated institutions. It will also provide you with some advice on what you can do should you experience any difficulties for whatever reason in the progress of your research. You are advised to also refer to any relevant School/Departmental Handbooks that may be available for further information on your period of registration. You will also have access to information on Moodle, the virtual learning environment employed at City University London.

Finally, I would like to take this opportunity to personally wish you every success in pursuit of your research interests. The path that you have chosen can inevitably be both the most exciting and the most testing kind of university study, as you make breakthroughs and encounter obstacles. You will be strongly supported by my colleagues in the University, by your fellow students, and by your friends and family. And I look forward to us all celebrating on the day you receive your final degree and embark on your chosen career.

**Professor David Bolton**  
**Deputy Vice Chancellor (Education)**

## **Introduction**

The following information provides you with the institutional context in which research degree provision operates within the University. Research degree provision delivered at our validated institutions is managed through the University's [Validation and Institutional Partnerships \(VIP\) Committee](#) and the relevant Course Board. Further information on our validation and partnership arrangements is available [here](#). A Guide for students on validated programmes is also available for your information [here](#).

## **University level**

### **Deputy Vice Chancellor (Education)**

The Deputy Vice Chancellor (Education) is responsible for managing the University's educational offering, including its research degree provision. Where there is any convergence, the Deputy Vice Chancellor (Education) and the Deputy Vice Chancellor (Research & International) take joint responsibility for managing research degree provision within the University. The Deputy Vice Chancellor (Education) is Chair of the [University's Academic Practice, Programmes and Standards Committee](#) (APPSC).

### **Academic Practice, Programmes & Standards Committee (APPSC)**

Oversight of research degree provision is managed formally through the University's Academic Practice, Programmes and Standards Committee (APPSC). APPSC has a responsibility for overseeing the management and development of policy and processes for research degrees and in assuring the quality and standards and enhancement of research degree provision across the University.

### **Academic Lead for Research Degrees**

The Academic Lead for Research Degrees is responsible for providing advice and leadership on research degree provision within the University through regular attendance at APPSC and

other relevant University committees. They are additionally responsible for contributing to the development and implementation of University-wide strategies, policies and initiatives in support of research degree provision. The Academic Lead for Research Degrees is Chair of the [Senior Tutor for Research \(STR\) Forum](#).

### **Senior Tutor for Research (STR) Forum**

The Senior Tutor for Research (STR) Forum is a formal working group of APPSC. It is responsible for advising APPSC on matters relating to the University's research degree provision. Each School and/or Department has a representative on the Forum. It meets formally at least three times a year. The STR Forum is supported by the University's [Academic Development Unit](#).

### **Academic Development Unit (ADU)**

The management and development of the University's [Framework for Research Degree Provision](#) is supported by the Academic Development Unit. The Academic Development Unit provides advice to academic and administrative staff on all aspects of academic policy relating to research degree provision including advice on admissions, entry requirements, registration, induction, progress and review arrangements, training provision and examination arrangements and any other matters arising such as research student complaints and appeals.

### **Framework for Research Degree Provision**

The Framework for Research Degree Provision clarifies the academic policy that underpins the University's measures for assuring the quality and standards of research degree provision. Additionally, it sets out the operational arrangements for the quality assurance and enhancement of research degree provision across the University.

The Framework is aimed at:

- Research students (including research students registered at validated institutions);

- Academic staff with a responsibility for the supervision and examination of research students;
- Administrative staff with a responsibility for supporting academic staff involved in the supervision and examination of research students;
- External stakeholders.

The Framework consists of:

- Regulations for [Doctoral Programmes](#) and [Masters by Research](#)
- [Research Degree Policy Statements](#)
- [Guide for Research Students](#)
- [Statement of best practice for research students who teach](#)
- [Roles and responsibilities of research students and supervisors](#)
- [Guide for Staff involved in Research Degree Provision](#)
- Handbook for Examiners (Research)
- [Research Degree Typology](#)
- [Governance Framework for Good Practice in Research](#)

The University is committed to ensuring that you have access to a research environment that enables you to carry out your research to successful completion in an atmosphere that is lively and engaging. The [Learning Development Centre](#) assists the University in meeting this objective.

### **Learning Development Centre**

The Learning Development Centre supports the delivery of those strategic objectives of the University which relate to learning and teaching development. In particular, the Centre supports the University's staff in curriculum development, design and delivery; champions the enhancement of academic practice and innovation, including the use of new technologies; offers a range of professional development opportunities, including formal teaching qualifications; and acts as a focal point for teachers, learners and researchers engaged in learning, teaching and support activities.

The Centre also delivers an annual programme of events for new and continuing research students. As a research student within the University you will, therefore, have access to, and be actively encouraged to participate in, the Annual Researcher Development Programme. The aim of these events is to enhance your experience as a research student at the University; provide you with the opportunity to enhance your transferable skills; and strengthen the University's research student community. It will also provide you with the opportunity to interact with academic staff from other Schools and Departments within the University. Details of the annual programme of events are circulated ahead of each academic year in order to ensure that you have the earliest opportunity by which to arrange attendance.

## **School Level**

Research degree provision is managed within the institution at School level through the Board of Studies, the role of the Senior Tutor for Research (and other senior academic staff with a broader responsibility for research within the School) the supervisory team, the provision of informal and formal feedback from you and through research student representatives. Some Schools may additionally manage their research degree provision through a School and/or Departmental Research Committee and/or a Research Degrees Committee.

## **Board of Studies**

Under the Framework of Delegated Authority, Schools are responsible for managing the approval of the admission and re-registration, monitoring and annual progress review, examination arrangements and the recommendation of awards of research students. Schools are additionally responsible for the approval of any changes in registration during any period of candidature and in the acquisition of research student feedback in accordance with University requirements. Schools are additionally responsible for monitoring the delivery and evaluation of research degree

programmes within the School through consideration of the Annual Programme Evaluation of research degrees.

### **Senior Tutor for Research**

Each Department has a designated member of academic staff who assumes the role of Senior Tutor for Research. The Senior Tutor for Research has overall responsibility for the management of the administration of research degree provision within the School/Department or Centre within which they are appointed. They are familiar with the University's regulations relating to research degrees and are responsible for answering any enquiries on University research degree regulations, policy and procedures. They are the second point of contact for research students after the supervisory team and are responsible for managing any complaints or problems that you might raise.

### **Supervisory arrangements**

A research student is normally appointed a supervisory team consisting of at least two supervisors. One supervisor will be designated the first point of contact with personal responsibility for the effective supervision of the student. The supervisory team is responsible for ensuring that you have a clear understanding of what is required of a doctoral degree and in ensuring that you receive the appropriate training and resource provision to carry out your research to successful completion. A full list of the roles and responsibilities of you and your supervisor(s) team is available [here](#) or from the list of references provided at the end of this Guide.

### **Student feedback**

The University values your feedback on areas in which we do well and on areas that may require improvement. This provides us with invaluable information that enables us to improve our programmes and services to students. As a research student, you are encouraged to take advantage of the close relationship with your supervisor(s) and your School/Department or Centre. You may offer feedback informally through a discussion with your supervisor(s) and/or the Senior Tutor for Research. Each

School/Department or Centre is also encouraged to seek feedback from students on a regular basis on topics such as on the quality of supervision, support mechanisms and resource provision, through the University's [Framework for student engagement](#). You are also actively encouraged to provide feedback on your experience as a research student within the University through participation in the biennial [Postgraduate Research Experience Survey](#).

### **Student representation**

As a student representative, you will play a vital role in the development of research degree provision at City University London and/or at one of our validated institutions. You may be elected as a student representative by your peers within your School/Department or Centre and/or as a student representative by your peers across the University. Your role as a student representative within the School is to represent the interests of your peers at School Board of Studies meetings and/or any other relevant School Committees. Your role as a student representative across the University is to represent the wider interests of the research student body as a whole at the University's Senior Tutor for Research Forum and the University's Student Affairs Committee. Appointments are normally for two years.

If you are interested in becoming a student representative talk to your Senior Tutor for Research within your School/Department in the first instance. Further information on student representation at the University is available from [here](#) and from the Student Union [here](#). Further information on student engagement within the University is also available [here](#).

### **What is a research degree?**

The University offers research degrees at both masters and doctoral levels. You are advised to familiarize yourself with the following information and to revisit it periodically in order to ensure

that you are aware of the requirements of the degree for which you are studying.

### **Doctoral Level**

In line with the [Framework for Higher Education Qualifications in England, Wales and Northern Ireland](#) the University confers doctoral awards to candidates who, through research study, publications, or original creative work, can demonstrate:

- 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;
- 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;
- 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;
- a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- make informed judgments 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.

You will be assessed against these criteria when you are invited to present yourself for an oral examination upon submission of your doctoral thesis.

The University currently approves two types of doctoral degrees, namely the Doctor of Philosophy (PhD) and the Professional Doctorate. The University has summarised these types of doctoral degrees in its [Typology of Research Degrees](#). Within the degree of Doctor of Philosophy (PhD) you may submit material for consideration of the award in a variety of formats within a variety of approved research degree titles. The manner in which it is intended you will submit your research material will have been discussed with you when you applied to carry out your research study at the University in the first place. Submission for the degree of Doctor of Philosophy (PhD) may be by major thesis, by structured components or by prior or prospective publications. Aspiring doctoral candidates will normally register as MPhil/PhD candidates and, in due course, be assessed for transfer of registration to PhD according to the approved procedures of each School.

*N.B. Students submitting material for Doctor of Philosophy by publication are required to provide a [Statement of Co-Authors of Joint Publications](#) for each co-authored publication submitted as evidence towards the degree.*

Should you be registered on a professional doctorate within the University you will be required to submit material according to the particular expectations of the degree on which you are registered. Professional doctorates normally comprise the completion of examined pre-requisites before being permitted to continue with your research.

### **Professional doctorates**

As a University with a strong vocational focus, the University offers a range of practice-focused doctorates alongside its PhD programmes. The University currently offers professional doctorates in the following:

- Doctor of Psychology in Health Psychology;
- Doctor of Psychology in Counselling Psychology;
- Doctor of Professional Practice;
- Doctor of Practice and Services Development.

These awards fulfill the requirement for study at the highest practice-focused level and are the equivalent academic standard of a traditional doctorate. The emphasis is on developing a thesis that contains one or more reflective accounts of case study work, a critical review of literature, the main research area and a dissemination artefact and plan. The range of assessed elements represents the development of high-level skills pertinent to practice development and professional leadership.

### **Master of Musical Arts (MMA) and Doctor of Musical Arts (DMA)**

The MMA/DMA degree is run jointly by City University London and the Guildhall School of Music & Drama with the final degree award made by City University London. Students register initially for the MMA degree and transfer to the DMA once good progress has been made on the initial stages of the research. The work completed at the time of transfer contributes to form the basis of the DMA. The programme aims to combine performance at a professional level and research on an aspect of performance. Submission for the degree comprises an integrated combination of thesis and performance.

The Doctor of Musical Arts (DMA) is equivalent to a Doctor of Philosophy (PhD) and is not classified as a professional doctorate within the terms of the University's Typology of Research Degrees. Where this Guide makes reference to the MPhil/PhD and/or PhD it also intends to also refer to the MMA/DMA and/or DMA.

### **Master of Philosophy (MPhil)**

In line with the [Framework for Higher Education Qualifications in England, Wales and Northern Ireland](#) the University confers Masters' degrees by research to candidates who, through

research study, publications, or original creative work, can demonstrate:

- 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;
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship;
- 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;
- conceptual understanding that enables the student:
  - to evaluate critically current research and advanced scholarship in the discipline
  - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

You are required to present yourselves for oral examination on the subject of your thesis for consideration of the degree of Master of Philosophy in the same way as you would for consideration of the degree of Doctor of Philosophy.

## **Approved Research Degrees**

City University London awards the following research degrees:

Master of Philosophy (MPhil)/Doctor of Philosophy (PhD)  
Master of Musical Arts (MMA)/Doctor of Musical Arts (DMA)  
Master of Law (LLM) (by research)  
Doctor of Psychology (DPsych)  
Doctor of Health (DHealth)<sup>1</sup>  
Doctor of Journalism (DJourn)<sup>2</sup>

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<sup>1</sup> While the award of this degree is approved by the University, it is no longer offered within the School of Community and Health Sciences.

Doctor of Professional Practice  
Doctor of Practice and Services Development  
PhD (Practice and Services Development)

Upon successful completion of your research study you will be awarded one of the above approved degrees in the particular subject within which you have studied, for example, a Master of Philosophy in Finance. A full list of the approved research degree titles that are available across the University is available [here](#).

## Thesis Length

| Degree               | Thesis Length  |
|----------------------|--|
| <b>MPhil/MMA/LLM</b> | Not normally expected to exceed 50,000 words   |
| <b>PhD/DMA</b>       | Not normally expected to exceed 100,000 words or 20,000 words for the award of PhD through the submission of portfolio prior publications. |
| <b>DPsych</b>        | Not normally expected to exceed 40,000 words plus 5-6,000 words on each case study and critical literature review                          |

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<sup>2</sup> This award is currently suspended by the School of Arts.

## Duration of study

The minimum and maximum periods for the duration of research study, transfer from MPhil/MMA to PhD/DMA and transfer to writing-up are summarised in the following table:

| Degree                                    |    | Period of Registration |                                   | Period for Transfer to PhD/DMA* |         | Minimum period before transferring to writing-up |
|---|----|------------------------|-----------------------------------|---------------------------------|---------|--|
|   |    | Minimum                | Maximum                           | Minimum                         | Maximum |  |
| PhD/DMA<br>DPsych*<br>DHealth*<br>DJourn* | FT | 2 years                | 4 years<br>(including writing-up) |                                 |         | 2 years  |
| PhD/DMA<br>DPsych*<br>DHealth*<br>DJourn* | PT | 3 years                | 7 years<br>(including writing-up) |                                 |         | 3 years  |
| MPhil/MMA/<br>LLM                         | FT | 1 year                 | 3 years                           | 1 year                          |         | 2 years  |
| MPhil/MMA/<br>LLM                         | PT | 2 years                | 5 years                           | 2 years                         |         | 4 years  |
| DPsych (top-up)                           | FT | 18 months              | 4 years                           |                                 |         | 1 year**   |
| DPsych (top-up)                           | PT | 30 months              | 4 years                           |                                 |         | 2 years**  |

FT = Full-time

PT = Part-time

The normal period for full-time PhD/DMA studies is three years, the two year minimum being intended for those students who have completed a relevant MSc or similar qualification before registration.

\* The professional doctorates – DPsych, DHealth and DJourn – do not have the equivalent of an MPhil programme. Students will register directly onto the doctorate programme.

\*\* The minimum period specified above for DPsych degrees represents the time spent on the DPsych programme. It should be noted that candidates must have completed a minimum of six years' full-time study in Psychology (or its part-time equivalent), including three years' full-time (or its part-time equivalent) postgraduate study in Psychology.

## **Registration, re-registration and fees**

During the application process, you will have been accepted for registration as a research candidate under one of the following categories:

- Full-time internal
- Part-time internal
- Full-time external
- Part-time external
- Staff candidate

You will be expected to have registered online before you commence your research study within the University. You are advised to contact the research administrator within your School/Department or Centre should you have experienced any difficulties in registering online but further information on registration is also available [here](#).

### **Full-time/Part-time**

As a full-time student, you will spend the majority of your working time in research at the University. You are expected to dedicate yourself full-time to your research.

As a part-time student, you are expected to spend the equivalent of two days per week on your research. This period shall not exceed 15 hours of organised daytime study per week.

## **Internal/External**

As an internally registered student, you will follow a course of research within the University under the guidance of an internal supervisor who will be your first point of contact. You will normally also be allocated a second supervisor, who may or may not be internal to the University.

As an externally registered student, you will follow a course of research either in an approved educational institution or in an industrial or commercial organisation. You may be based abroad or carry out research which requires extensive contact with an outside organisation. You will be allocated an external as well as an internal supervisor. The external supervisor will be your first point of contact and will provide you with intensive day-to-day supervision. As an externally registered student, you may be required to:

- spend up to 4 days per year in the University and meet with your second, internal supervisor;
- present an annual seminar on your research at the University.

It may also be appropriate for your internal supervisor to visit you in your workplace or place of study and you may, as an overseas external student, be formally invoiced to cover travelling and other costs for this purpose.

Your supervisors will have agreed their respective responsibilities between themselves before you commence your research. You are encouraged to familiarise yourself with the respective roles and responsibilities of your supervisors and to seek further clarification should you be at all unclear of their respective roles. You are also encouraged to revisit these roles and responsibilities with your supervisor(s) periodically. Again, please refer to the full list of the roles and responsibilities of a supervisory team available [here](#) or from the references listed at the end of this Guide.

## **Staff candidate**

The decision to permit registration for a research degree as a staff candidate is the responsibility of the School Board of Studies. As a staff candidate you may normally submit after having served one year as a member of academic staff of the University and no sooner than one year after the appointment of your advisor. Subject to these minimum requirements submission may be made at any time by staff in service and retired members of staff but may not otherwise submit later than 3 years after you have left the service of the University.

## **Re-registration**

All research candidates are required to re-register each year. Re-registration is subject to satisfactory annual progress. Please contact the research administrator within your School/Department or Centre should you experience any difficulties in re-registering.

## **Fees**

Fees for research degrees are charged annually and cover registration, supervision and examination. They do not cover accommodation and other living expenses. Students should expect the annual fee to increase each year. As a research student you may pay your fees by instalment. Information on the instalment scheme is available [here](#) or from the reference listed below. Sponsored students must arrange for the sponsoring body to complete a [sponsorship form](#) so that the sponsors may be invoiced.

## **Appointment of supervisor(s)**

You will normally be appointed a supervisory team, consisting of at least two supervisors, during the initial stages of the application process. One member of the supervisory team will be identified as the first supervisor and will be your main point of contact during your period of candidature. Your supervisor(s) will have accepted an invitation by the Senior Tutor for Research to act as your supervisor.

Your supervisory team will ensure that your research project is within the scope of the department's resources. They will guide you so that your topic is not so large that it cannot be completed in the maximum period of candidature nor so restricted that you are unable to demonstrate research ability and critical judgement or be unable to make an original contribution to your field of research.

## **Changing supervisor(s)**

It may be necessary for a change in supervisory arrangements to be recommended during your period of candidature. The reasons for a change of supervisor(s) may be because:

- the supervisor is on sabbatical leave;
- the supervisor has left the University;
- difficulties in the relationship between yourself and your supervisor(s).

You should discuss any need for a change in supervisor(s) with your supervisory team and/or the Senior Tutor for Research immediately it is apparent that a change in supervisory arrangements is necessary. You are expected to raise any difficulties that you may be experiencing with your supervisor(s) at the earliest opportunity in accordance with the University's regulations, policy and procedures for managing [student complaints](#). Everything possible should be done to address the issues if a change in supervisor(s) is recommended as a result of difficulties in the relationship between you and your supervisor(s). If these difficulties cannot be resolved, then a new supervisor(s) may be nominated.

## **Roles and Responsibilities**

Your roles and responsibilities, as well as those of your supervisory team, will vary according to the category under which you are registered and the stage that you have reached in your research at any one time. Please see [here](#) or the references listed below for further information on your roles and responsibilities.

## **First year of study**

You should meet with your first supervisor as soon as possible after registration, usually within the first two weeks of registering. At the first meeting, in consultation with yourself and your supervisors, you should clarify

- the research topic;
- an itinerary for the progress of your work;
- the methodological skills required to carry out your research and an outline of how those skills will be acquired if further training is required.

In some disciplines your research topic will already be agreed before you have registered (for example, if you have been recruited to work on an already defined research project). It is crucial, however, that you and your supervisory team agree your research topic early on in your first year of registration since the progress in your research may be adversely affected until this is decided.

An itinerary for the first year of study may include:

- agreement on the frequency of meetings between yourself and your supervisor(s);
- agreement between you and your supervisor(s) on the fundamental beliefs and expectations of undertaking a research degree at City University London;
- suggestions on and agreement of attendance of courses, conferences or seminars;
- tasks relating to literature reviews, pilot studies or research techniques;
- meetings with other researchers.

The frequency with which you meet your supervisor(s) will vary as you progress through your research. It is anticipated that you will meet more regularly with your supervisor(s) in the earlier stages of your research and during the examination stage. As a full-time student you should expect to meet with your supervisor(s) at least twice each term while part-time students should expect to meet

with their supervisor(s) at least once each term. Again, however, it is expected that you will meet with your supervisor(s) more frequently initially. The frequency of meetings with your supervisor(s) should be reviewed regularly as you progress through your research. A draft learning contract is available [here](#), or from the references listed at the end of this Guide, for your use.

At these meetings, you and your supervisor(s) will review your progress and agree further aims and objectives in the light of your progress. You and your supervisor(s) are encouraged to maintain written records of all formal supervisory meetings and a template is available [here](#), or from the references listed at the end of this Guide, for your use.

A questionnaire has additionally been designed to assist you and your supervisor(s) in reaching agreement on what is expected. You are advised to discuss this questionnaire with your supervisor(s) at the beginning of your research as well as review your understanding of what is expected as you progress through your research. The questionnaire is available [here](#) or from the references listed at the end of this Guide.

## **Monitoring and review processes**

Your progress in your first year of study will be reviewed formally after six months of registration. Your progress will also be reviewed annually on or around the anniversary of your first date of registration. The purpose of these reviews is to ensure that you and your supervisor(s) are content with your progress and to allow you to raise any difficulties that you think might be inhibiting your progress or for you to both discuss ways in which your progress could be improved. The progress review forms are available [here](#) and [here](#) or from the references listed at the end of this Guide.

You are reminded that you are required to re-register each year and that re-registration is subject to satisfactory annual progress.

Your Senior Tutor of Research will also carry out an Annual Programme Evaluation in order to provide an overview of

research degree activity within your School/Department or Centre. The purpose of this annual evaluation is to enable the University to monitor the progress of its research students overall. It also aims to ensure consistency of practice within Schools/Departments or Centres across the University and for the University to consider any amendments to regulation, policy or processes as part of the maintenance and development of its [Framework for Research Degree Provision](#).

### **Transfer from MPhil/PhD to PhD (or equivalent)**

You will normally register as an MPhil/PhD research student before being permitted to proceed to doctoral stage. You will not normally proceed to doctoral stage until you have fulfilled the statutory minimum period of candidature for the completion of an MPhil and satisfied the specific criteria agreed by the School for transfer of registration to be recommended. Transfer from MPhil/PhD to PhD is to show that you are capable of carrying out research at doctoral level. You will not be awarded the degree of MPhil (or equivalent) should you transfer to doctoral stage successfully. The examiners also reserve the right to recommend that you be awarded the degree of Master of Philosophy rather than the degree of Doctor of Philosophy at the viva voce examination.

You will be assessed for transfer from MPhil/PhD to PhD (or equivalent) according to the particular requirements agreed by your School/Department or Centre. You are advised to discuss what is expected of you with your supervisor(s) at the earliest opportunity but you will normally be asked to provide a piece of written work, attend a viva voce examination and/or present your research to peers within your department in the form of a seminar. You will normally be assessed by your supervisory team and one other member of academic staff but, again, you are advised to discuss the arrangements with your supervisor(s).

Subject to satisfactory progress, your supervisor(s) and the Senior Tutor for Research may make a recommendation to your School Board of Studies that you be permitted to transfer

registration from MPhil/PhD to PhD (or equivalent). Your supervisors may also recommend that you consider submitting material for the degree of Master of Philosophy should you not meet the criteria for transfer to Doctor of Philosophy. A Master of Philosophy is an award of considerable distinction in its own right and you will be required to present yourselves for oral examination on the subject of your thesis for consideration of the degree of Master of Philosophy in the same way as you would for consideration of the degree of Doctor of Philosophy. You are also reminded to familiarise yourself with the qualification descriptors in the [Framework for Higher Education Qualifications in England, Wales and Northern Ireland](#).

## **Transfer to writing up**

You are encouraged to begin writing sections of your thesis as you progress through your research or as soon as you are in a position to do so. You may, however, reach a stage in your research where you no longer require regular and frequent supervision but nevertheless need additional limited time to finish writing up your thesis. Your first supervisor, at this stage, may recommend to the School Board of Studies that you transfer to writing-up stage. You will need to have met the following criteria before transfer to writing-up may be recommended:

- you have served the minimum period of candidature;
- you no longer require supervision.

Transfer to writing-up is an academic judgment and will not be permitted for financial reasons. Neither will you be transferred to writing-up at the end of the maximum period of candidature for the degree on which you are registered should it be judged that you still require supervision. You are also advised that in some subject areas the period of writing-up is not utilised at all and you may be expected to proceed direct to examination instead.

The role of your supervisor at this stage is restricted to reviewing draft copies of your thesis. You will be required to pay a nominal registration fee and will be expected to provide your supervisor

with a regular report on your progress until you are able to present your thesis for examination.

You will normally be registered as writing-up for a maximum period of 12 months as a full-time research candidate and 18 months as a part-time research candidate. You are advised that these time-limits are guidelines only and that you may be reverted to full registration should you not have submitted your thesis for examination within a reasonable time period.

## **Suspension of candidature**

You may apply for a suspension of registration should you anticipate that your research will be significantly interrupted because of any one or a combination of the following reasons:

- a period of persistent or lengthy illness of your own and/or your dependents;
- serious personal or domestic difficulties;
- the opportunity to take up a temporary, short-term post which can be justified as being highly relevant to your thesis or research training;
- maternity, paternity or adoption leave;
- any other appropriate reason.

A request for a period of suspension because of financial hardship will not be approved. In cases of illness, you will also normally be asked to provide medical evidence. A request for a period of suspension must normally be made in advance but a period of retrospective suspension may be agreed in exceptional circumstances. You should discuss any need for a period of suspension with your supervisory team initially. When you have met with your supervisory team and they agree that a period of suspension is the best way forward, you will need to write to your supervisors and to your Senior Tutor for Research to request a period of suspension.

You may normally suspend registration for a minimum period of six months and a maximum period of one year at any one time. You are not normally advised to apply for a period of suspension

on more than two occasions during your overall period of candidature and usually for no more than a total of twenty four months. These time limits are designed to protect you and the currency of your research.

A period of suspension will not be included in the calculations towards the duration of your candidature and you are not expected to carry out research while you are on a period of suspension. Any research carried out during a period of suspension will be deducted from the overall period of candidature. You will not be able to access the library or use the University library facilities during a period of suspension.

Students in receipt of funding (RCUK or University studentship, for example) are advised that their funding may be deferred during any period of suspension. Students are advised to contact their funding body immediately should they need to apply for a period of suspension. International students must also *contact an [International student adviser](#) in the [Student Centre](#) for clarification on any visa implications during any application for a period of suspension.*

## **Resumption of studies**

It is expected that when you resume your studies after a period of suspension you are fit and able to return to study. It is recommended that you discuss resumption of your studies with your supervisory team before you are allowed to re-register.

If you fail to re-register after a period of suspension you will be deemed to have withdrawn from the programme and your candidature will be regarded as having lapsed. You will be advised in writing that your period of candidature has lapsed and you may be required to re-apply for admission to candidature before being permitted to continue your research

## **Request for extension of candidature**

You may apply for an extension of registration beyond the cumulative maximum period of candidature because of any one or a combination of the following extenuating circumstances:

- a period of persistent or lengthy illness of your own and/or of your dependents;
- death of a close relative;
- unforeseen events such as the theft of equipment;
- temporary unavailability of research facilities;
- other problems beyond your control (such as problems within the School/Department or Centre, departure of the Supervisor).

You may also request an extension to the time permitted to re-submit your thesis following the viva voce examination. You must normally apply for an extension of candidature at least three months before the end of your maximum period of candidature and may only apply for an extension of candidature retrospectively in exceptional circumstances. You may normally apply for a maximum extension of candidature of six months initially although you may apply for a further extension of candidature subsequently. No more than a maximum period of eighteen months extension of candidature will normally be approved.

An extension of candidature is included in the calculations towards the overall duration of study. You and your supervisor(s) should consider any penalties which may apply if you choose to extend your period of study. You may also wish to discuss with your supervisor(s) whether an extension of candidature will realistically provide you with the additional time needed to complete your thesis. You may need to consider submitting material for the award of Master of Philosophy (or equivalent).

Should you agree, your supervisory team and the Senior Tutor for Research will make a recommendation to your School Board of Studies that your period of candidature be extended. If you fail to

submit your thesis within the agreed extended period of candidature you will be deemed to have withdrawn from the programme and your candidature will be regarded as having lapsed. You will be advised in writing that your period of candidature has lapsed and you may be required to re-apply for admission to candidature before being permitted to continue your research.

International students must *contact an [International student adviser](#) in the [Student Centre](#) for clarification on any visa implications during any application for a period of extension.*

## **Withdrawal of candidature**

You may initiate withdrawal of candidature for a variety of reasons. You are advised to discuss any difficulties that may be affecting your study with your supervisor(s) as soon as possible so that the best course of action can be agreed upon in view of your particular circumstances.

Should you wish to withdraw your candidature because you are intending to continue your research with another institution you may need confirmation from your supervisory team and/or the University that they are content to release the intellectual property rights of your topic. Please contact the [Knowledge and Technology Transfer Team](#) for further information on the University's policy on [Intellectual Property Rights](#). You will need to advise your supervisory team in writing that you wish to withdraw your candidature.

Your supervisors may also initiate withdrawal of candidature where there are serious concerns about your ability to continue or your academic progress. Your supervisor(s) and/or Senior Tutor for Research will discuss withdrawal with you initially beforehand. If you have already transferred from MPhil/PhD to PhD (or equivalent) but your supervisor(s) recommend withdrawal because of lack of progress consideration must be given to you being permitted to submit material for the award of MPhil (or equivalent).

You will be informed of your right to appeal should you be advised that your candidature has been withdrawn. You are reminded that you are expected to pursue any difficulties that you may be experiencing with your supervisor(s) at the earliest opportunity in accordance with the University's regulations, policies and processes for managing [student complaints](#).

### **Three month notice of intention to submit**

You will need to decide, in consultation with your supervisor(s), when you anticipate actually submitting your thesis. You will need to give approximately three months notice of your intention to submit your thesis for examination in writing so that suitable examiners can be arranged and a mutually convenient date for the viva can be agreed.

While it is advisable for you to follow the advice of your first supervisor, you can indicate your readiness to submit your thesis without the support of your supervisors. The first supervisor is asked to indicate in writing why they do not support a submission at a given time.

The Notice of Intention to Submit form is available [here](#) or from the references listed at the end of this Guide.

### **Appointment of examiners**

When you have given three months notice of intention to submit, you and your supervisor(s) may discuss who might be an appropriate external examiner to assess your thesis. While you are not permitted to choose the examiner you may be invited to suggest a number of people who you think may be suitable for the role. Your first supervisor will consider your nominations, consider any other suitable academics, and make a recommendation to the Senior Tutor for Research and the Board of Studies for an internal and external examiner to assess your research.

For student research candidates, one external examiner and one internal examiner is appointed. In some circumstances it may be

necessary for a student to be appointed two external examiners. Your supervisors may not act as examiners.

For staff research candidates, at least two external examiners are appointed.

## **Submission of Thesis for examination**

You may submit your thesis at any time between the completion of the prescribed minimum and maximum period of registration unless you have been permitted an extension of candidature.

The initial submission before examination should be soft-bound. You must submit two copies of your thesis to the research administrator within your School/Department or Centre. The soft-bound thesis is intended to ensure that examiners do not feel constrained about recommending minor revisions of a typographical nature intended to improve the overall quality of the thesis in its final version.

The initial submission should be accompanied by a thesis receipt form. The thesis receipt form is signed by you and your first supervisor. It is signed by you to testify that the thesis is your own work and it is signed by your first supervisor to testify that it is suitable in presentation and in content to be submitted for examination.

You may submit your thesis without the approval of your first supervisor. You will need to sign the thesis receipt form to confirm that it is your own work and the supervisor will need to provide written confirmation that it is their advice that you not submit at the given time.

The thesis receipt form is available [here](#) or from the references listed at the end of this Guide.

Students submitting material for Doctor of Philosophy by publication are reminded to provide a [Statement of Co-Authors of Joint Publications](#) for each co-authored publication submitted as evidence towards the degree.

## Viva voce or oral examination

You are required to present yourself for a viva voce examination on the subject of your thesis or published papers unless by permission of Senate on the recommendation of the examiners you are deemed to be exempt from the oral examination. Your School/Department or Centre will make the arrangements for the viva voce examination. Your supervisor(s) may attend the examination as an observer at the discretion of the examiners and yourself.

You are advised to read the Notes for Students available [here](#), or from the list of references at the end of this Guide, for further information on the viva voce examination. The viva voce is an oral examination where you will defend your thesis. The examiners, a chairperson and usually the first supervisor are present. The chairperson is present to ensure that the examination is conducted in a fair and academically rigorous manner and advises the examiners and the student on regulatory matters.

The length of the oral examination will vary depending on the subject but a typical examination will last around two hours. Following the examination, the examiners will confer and decide on a variety of outcomes. You are advised to familiarise yourself with the University's regulations for Doctoral Programmes and Masters' degrees by Research available [here](#) and [here](#). The examiners of doctoral degrees may make any one of the following recommendations:

- a) that the candidate be awarded an appropriate doctoral level degree drawn from clause 1 of these regulations;
- b) that an a doctoral level award be made subject to amendments being carried out to the satisfaction of the examiners within 6 months;
- c) that a doctoral level award be made subject to amendments being carried out to the satisfaction of the examiners within 12 months and presentation for a further oral examination;
- d) that a doctoral level award be made subject to amendments being carried out to the satisfaction of the examiners within

12 months without the need for presentation for a further oral examination;

- e) that the candidate not be awarded a doctoral level degree;
- f) that the candidate be awarded a Masters Level qualification (see regulation 23);
- g) that the candidate be awarded a Masters Level qualification subject to the satisfaction of the examiners or internal examiner;
- h) that the candidate be not awarded a degree.

The examiners of Masters' degrees by research may make any one of the following recommendations:

- a) that the candidate be awarded the Degree of Master of Philosophy, Master of Philosophy, Master of Law, Master of Musical Arts or Master of Research as appropriate; OR
- b) that the candidate be permitted to re-submit his or her thesis or published papers in a revised form and present himself or herself for a further oral examination; OR
- c) that the candidate be permitted to re-submit the same thesis or published papers and present himself or herself for a further oral examination; OR
- d) that the candidate be not awarded a degree.

The examiners will normally tell you the outcome of the examination immediately, although in very rare cases the examiners will need to seek further advice before making their recommendation.

The examiners are permitted to recommend a time in which amendments are to be completed but it is normally expected that minor amendments will be completed within 6 months and major amendments will be completed within 12 months.

If the examiners recommend that you be not awarded the intended degree or recommend that you be awarded an MPhil/MMA where a PhD/DMA is sought you have the right to appeal against the decision. If appropriate, you will be advised of your right to appeal in writing.

## **Amendments**

If the examiners have recommended minor amendments you will normally have six months in which to carry out the revisions. You will need to submit the amendments to your School/Departmental research administrator who will forward them to the examiners for approval.

If the examiners have recommended major amendments you will normally have twelve months in which to carry out the revisions. You will need to submit two copies of the amendments, incorporated into the overall thesis, to your School/Departmental research administrator. The amendments will be sent to the examiners with a new report form. Arrangements will be made for another viva if you are asked to represent yourself for a second oral examination.

## **Resubmission and Re-examination**

The term 'resubmission' refers to those instances where a research candidate has been assessed and is required to amend and resubmit their thesis (with or without the need for an additional viva voce) for further examination. Except in certain cases of appeal, re-examination is normally undertaken by the original examiners.

The examiners of resubmitted material for a doctoral degree may make any one of the following recommendations:

- a) that the candidate be awarded an appropriate doctoral level degree drawn from clause 1 of these regulations;
- b) that the candidate be awarded an appropriate doctoral level degree drawn from clause 1 of these regulations subject to minor amendments being carried out to the satisfaction of the internal examiner. Such amendments are required to be completed in no more than 4 weeks of the re-examination and include the following:
  - Typographical errors;
  - Minor amendments to text;

- References or other diagrams or
  - More extensive corrections that do not require significant reworking of the intellectual content of the thesis
- c) That the candidate be awarded a Masters Level qualification (see regulation 23);
- d) That the candidate be awarded an appropriate Masters level degree drawn from clause 1 of the University's regulations for subject to minor amendments being carried out to the satisfaction of the internal examiner. Such amendments are required to be completed in no more than 4 weeks of the re-examination and may include the following:
- Typographical errors;
  - Minor amendments to text;
  - References or other diagrams or
  - More extensive corrections that do not require significant reworking of the intellectual content of the thesis;
- e) That the candidate be not awarded a degree.

The examiners of resubmitted material for a Masters degree by research may make any one of the following recommendations:

- a) that the candidate be awarded an appropriate Masters level degree drawn from clause 1 of these regulations;
- (b) that the candidate be awarded an appropriate Masters level degree drawn from clause 1 of these regulations subject to minor amendments being carried out to the satisfaction of the internal examiner. Such amendments are required to be completed in no more than 4 weeks of the re-examination and include the following:
- Typographical errors;
  - Minor amendments to text;
  - References or other diagrams or
  - More extensive corrections that do not require significant reworking of the intellectual content of the thesis
- (c) That the candidate not be awarded a degree.

If the examiners recommend that you be not awarded the intended degree or recommend that you be awarded an MPhil/MMA where a PhD/DMA is sought you have the right to appeal against the decision. If appropriate, you will be advised of your right to appeal in writing.

Written confirmation from your examiners that they recommend that the appropriate degree be awarded will be sought first before the degree is conferred.

## **Format and binding of a thesis**

Upon written confirmation from the examiners that the amendments have been carried out satisfactorily, you will be invited to submit one hardbound copy of your thesis to be stored in the University Library. You will also be invited to submit an electronic copy of your thesis for inclusion in our institutional repository and the British Library. You will be issued a letter of award and invited to attend graduation following receipt of your hardbound thesis.

The thesis must be written in English. It shall be hard-bound in black and shall include on the spine of the volume, in at least 22pt (8mm) type, the degree, your surname followed by your initials and the year of presentation in gold lettering starting from 40mm from the base of the spine. Further details on the format and binding of a thesis are available [here](#) or from the reference listed at the end of this Guide. You are also asked to sign the thesis deposit agreement in order to permit the library to publish your thesis in the University's institutional repository and to agree to an electronic copy of your thesis being included in the British Library Electronic Theses On-line System (EThOS). The thesis deposit agreement form is available [here](#).

The recommended binders are [Wyvern bindery](#) in Clerkenwell and [Collis-Bird & Withey](#) also in London in Drayton Park.

## Graduation

Should you be successful, and once we have received written confirmation from your examiners, you will be sent a letter of award, giving details of the graduation ceremony at which your particular degree will be conferred. You will be sent details of the graduation ceremony approximately six weeks before the congregation. You are also advised to contact the research administrator within your School/Department or Centre or the [Student Centre](#) should you require further information on graduation.

Students registered on a validated research programme will graduate at the ceremony provided by the institution at which they studied.

## Complaints

The University expects students to raise any complaint at the level at which the event leading to the complaint occurred (e.g. at programme level, School level or within a service department) and within two months of the occurrence of the event. The University also expects students to address the complaint to the member of staff most directly involved in the event leading to the complaint in order to give them the opportunity to address the students' concerns.

Your supervisor(s) are available for guidance and advice during agreed hours. Should you experience any difficulties you are advised to discuss them with your supervisor(s), in accordance with the University's regulations for managing complaints, at as early a stage as possible. You are reminded to familiarise yourself with your [roles and responsibilities](#) and those of your supervisor(s), but if you are dissatisfied with the supervision that you are receiving, or you feel that the level of technical or resource support is inadequate, you should discuss this with your supervisor(s) initially in an attempt to resolve matters. Should you be unable to reach a resolution informally additional mechanisms are in place for your complaint to be considered formally.

Further information on the University's regulations, policy and processes for managing complaints is available [here](#), and from the references listed at the end of this Guide. Students registered on a validated research degree programme, are referred to Appendix A of the University's regulations for student complaints available [here](#).

If all internal procedures within the University have been completed and you are not satisfied with the outcome of your complaint, you may be able to apply to the Office of the Independent Adjudicator for Higher Education (OIA). Information and eligibility rules are available [here](#) and from the references listed at the end of this Guide.

## **Appeals**

You may appeal against either a decision by a Board of Studies to amend your registration category (such as withdrawal of registration) or against the outcome of an examination (such as the examiners recommendation that you be not awarded the intended degree for which you have submitted). Your right of appeal may only be exercised in writing within 28 days of you receiving written confirmation of the decision concerning your category of registration or the outcome of your examination.

Further information on the University's regulations, policy and processes for managing appeals is available [here](#), and from the references listed at the end of this Guide. Students registered on a validated research degree programme are referred to the University's appeal regulations for research programmes at validated institutions available [here](#).

If all internal procedures within the University have been completed and you are not satisfied with the outcome of your appeal, you may be able to apply to the Office of the Independent Adjudicator for Higher Education (OIA). Information and eligibility rules are available [here](#) and from the references listed at the end of this Guide.

## Other Information

### **Research degree provision at validated institutions**

When a research degree programme has been validated by the University the programme is managed on a day-to-day basis by the validated institution and by the Course Board. The Course Board is chaired by a senior member of University staff with relevant expertise and comprises representatives of the University, the validated institution and an external advisor.

Research students registered at a validated institution are entitled to use the University library, computing facilities and sports centre once they have received a University ID card. Further information is available in the [Guide for Students on Validated Programmes](#) or from the reference on Validation and Partnerships listed below.

Research students registered at a validated institution will be examined in the same way as they would be should they be registered at the University and the same University regulations apply.

### **Research governance framework**

City University London has developed a Framework for Good Practice in Research, in accordance with RCUK requirements, in order to ensure that appropriate policies and related procedures are in place for assuring sound scientific conduct in research, including an appropriate procedure for investigating allegations of misconduct. The Framework applies to all staff and students who are engaged in or support research activity.

The Framework has been designed to:

- establish and promote a code of good practice in the conduct of research;
- encourage members of the University to maintain the highest achievable standards in their research conduct;
- ensure that the quality of research conducted by members of the University is safeguarded and to document the procedure for investigating allegations of misconduct.

All staff and students are advised to read and familiarise themselves with the Framework available [here](#) and from the references listed at the end of this Guide.

## **Research Ethics**

You may need to consider the ethical implications of your research should it involve any of the following:

- Interviews;
- Circulation of questionnaires, surveys or research on any of the following:
  - Children under 18 years of age
  - Those unable to give informed consent
  - Minority groups
  - Vulnerable categories
  - Pregnant women or women in labour
  - Persons with a physical or mental disability
- Observation of human behaviour;
- Studying illegal activities;
- Research on human tissue;

Your supervisor(s) and/or your Senior Tutor for Research will be able to guide you through the ethics approval mechanisms within your School/Department or Centre. Further information on School/Departmental policies for managing research ethics is also available [here](#). Occasionally, you may need to seek approval from the [University Research Ethics Committee](#) and, again, your supervisor(s) and/or your Senior Tutor for Research will be able to advise you on the approval mechanisms within the University. You are also referred to the University's list of [Frequently Asked Questions](#) on the submission of an application to the University's Research Ethics Committee.

## **Intellectual Property Rights**

In the course of any research, students may come up with a new product or service idea, gadget, software or compound, a new improved use of an existing device or compile a database that may have commercial use/applications. All intellectual property rights arising out of work carried out by a postgraduate research

student in the course of or incidentally to their studies belongs to the University and are subject to the terms set out in the University's policy on Managing Intellectual Property available [here](#) or from the reference listed below.

Details must not be disclosed in publications/abstracts/presentations etc until advice for protecting your intellectual property has been sought from the Research & Enterprise office in the University. Please contact either Carol Daniel by email on [c.daniel.1@city.ac.uk](mailto:c.daniel.1@city.ac.uk) or by phone on extension 4080 or Tia Khan at [t.khan@city.ac.uk](mailto:t.khan@city.ac.uk) or by phone on extension 4180 for further information on intellectual property rights.

Theses containing confidential material relating to matters other than a patent application may also be placed on restricted access and requests for this should be made to the University librarian giving the reasons for the restriction. The duration of the restriction will normally be two years but a request for an extension of up to a further three years will be considered.

## **Research Skills**

The University recognises the importance of the provision of enhanced transferable skills training for research students and the creation and development of a strong research community in supporting the exchange of ideas amongst its research candidates. In response to feedback from its research students, an extensive programme of seminars and workshops for its research students has been developed by the University. These workshops are provided variously by our [Learning Development Centre](#), the [Academic Development Unit](#), the [Enterprise Training Team](#) and the University's [Leadership and Staff Development Unit](#). Provision is also available online through the University's virtual learning environment, Moodle. References to these providers are also available at the end of this Guide. These workshops are provided in addition to the variety of seminars, lectures and conferences provided within a School/Department or Centre within a particular discipline.

The University also aims to host a postgraduate research symposium each year at which research students across the University are invited to deliver a 10 minute presentation on the subject of their research and/or to present a research poster on their subject. The aim of the symposium is to demonstrate the breadth of research being carried out within the University and to encourage wider interaction between research candidates from different disciplines across the University.

The University additionally organises Research half-day events throughout an academic year with the aim of enabling staff and students to:

- share research findings and current and proposed work;
- forge multi-disciplinary relationships and collaborative work;
- raise the profile of their work within the University.

Further information on past Research half-day events is available [here](#).

### **Training and resource provision**

The University has agreed threshold standards of training and resource provision for research students. These threshold standards have been agreed as a result of consultation across the University and in consideration of the [Research Councils UK \(RCUK\) joint skills statement](#) on the training requirements for research students.

Training provision varies greatly between Schools and Departments according to disciplinary differences and management practices. Some Schools/Departments have formal programmes and others provide training that is individually tailored for a particular research student. Additionally, some Schools/Departments make use of provision from other departments or from outside of the University. Similarly, resource provision varies according to the particular research project. Training may include subject-specific material, technical skills, research methods, and personal and professional skills such as

presentation, communication, writing, computing, teamwork and leadership skills.

The methodological skills required to carry out your research will vary in kind and degree from one candidate to another, between different subject disciplines and between different Schools and Departments. Your supervisor(s) will know what skills you will need to conduct your research and will assess your particular training needs at the beginning of your research (and throughout your period of candidature) during your formal supervisory meetings and during the annual progress reviews. Appropriate research methods training is provided for a particular student for a particular subject area but students from all disciplines may also be asked to attend specific modules of a relevant taught Master's Degree or other courses in the University as a training exercise in specific research skills or areas of knowledge. Advice in this area should be sought from your supervisor(s) and/or the Senior Tutor for Research.

The training and resource needs of each new and continuing student should be discussed and assessed regularly by your supervisor(s). Senior Tutors for Research, supervisors and students are encouraged to identify training needs at an early stage of the research project. Please also refer to your School or Department for further guidance on resource and training provision.

## **Training**

The following standards for training provision have been agreed:

- all students should attend the University Research Student Induction Programme;
- Departmental/School/Validated Institution inductions should be provided for all research students with a checklist of induction areas to ensure that all aspects are covered for all students;
- cross-Departmental/School participation on course modules should be encouraged;

- courses on presentation and writing skills should be made available to research students and students should be encouraged to attend these sessions;
- attendance on the relevant modules on the MA in Academic Practice delivered by the Learning Development Centre should be mandatory before research students undertake teaching duties, unless they have prior experience. Further information is available [here](#) or from the reference listed at the end of this Guide. Students are also referred to the University's [Statement of best practice for research students who teach](#).

### **Physical Resources**

The following standards for resource provision have been agreed:

- full-time research students should be provided with regular access to a desk and bookshelf or filing cabinet. For part-time students, if a permanent desk is not possible, desk space should be made available;
- all research students should be given access to telephone, fax and photocopying facilities and should be provided with an appropriate level of the office and computing consumables necessary for the completion of their project;
- where possible, research students should have access to a networked PC or Workstation with e-mail and internet facilities within their School/Department or Centre. In addition, where possible, they should also have access to a printer to print reports, thesis, manuscripts and teaching materials, if necessary;
- if possible, research students should have access to a common room either solely for their use or shared staff to promote interaction;
- where possible, Schools/Departments or Centres should provide support for research students to attend or present their work at national and international conferences;
- new research students should only be accepted when access to necessary specialist facilities is available.

## **Human Resources**

The following standards for HR provision have been agreed:

- new research students should only be accepted when the appropriate levels of human resources necessary to support them are available;
- the University minimum requirements for the frequency of formal supervision meetings should be met or exceeded for all research students. The minimum standards are two meetings per term for full-time students and one meeting per term for part-time students and apply to both internal and external candidates. In the case of external candidates, these standards include meetings with external supervisors and incidences of contact with internal supervisors by means of communication technology;
- 'Lone workers' should be provided with entry to the research student community, perhaps through cross-Departmental mentoring or 'buddy' schemes;
- all students should be provided with opportunities to make contact and meet with their peers and to talk about their experiences.

## **Written guidance**

The following standards on guidance have been agreed:

- all students should have access to the Guide for Research Students;
- Schools should be encouraged to provide all students with a School Handbook for research students, to supplement the information provided through the University's [Framework for Research Degree Provision](#).

All Schools/Departments should have pro-forma guidelines for the assessment of training needs. Where a formal assessed programme of research training is not provided, a formalised mechanism for monitoring student performance and progression in training areas identified should be provided.

## **Employment**

Full-time research students may undertake limited employment (including any paid teaching and/or tutorial duties within the University) for not more than an average of 6 hours per week with the approval of their first supervisor and Head of Department.

## **Holiday allowance**

The Research Councils recommend that research students have a holiday allowance of at least 25 days a year in addition to periods when the University is closed. The University supports this recommendation but also recommends that any holiday be discussed with your supervisor(s) initially before booking any holiday.

## **Maternity, paternity and adoption leave**

The University has a policy on maternity, paternity and adoption leave for research students. The policy aims to mirror the approach to maternity, paternity and adoption leave by the Research Councils. The policy is available [here](#) or from the list of references at the end of this Guide.

## **Equal opportunities**

In conformity with its Charter, the University confirms its commitment to equal opportunities in all its activities. It is intended that all students receive equal treatment irrespective of political belief, gender, sexual orientation, age, disability, marital status, race, nationality, ethnic origin, religion or social background.

The University has a Code of Practice on equal opportunities and copies of the Code are available from the Student Centre or on the University website [here](#). The code is also available from the references listed at the end of this Guide.

Advice and support for prospective and current students with disabilities is available [here](#) or from the references listed at the end of this Guide. Staff candidates with disabilities may seek additional advice from the Occupational Health Service, details of which are available [here](#).

The University has additional guidelines on dealing with sexual and racial harassment and these are published separately. These guidelines provide details of trained advisors and counsellors from whom advice and support can be obtained. Copies may be obtained from the Student Centre. The University's Race Equality policy is accessible [here](#) or from the references listed at the end of this Guide.

The University requires all students and staff in the University to conform to the spirit and letter of these codes, policies and guidelines. Any breach is liable to be dealt with under the relevant disciplinary procedures.

### **Plagiarism**

Plagiarism is defined as the passing off of someone else's work as your own. Plagiarism is a serious offence against scholarship. Students should be aware that repeated incidents could lead to expulsion from the University. Further information on plagiarism, and how to avoid it, is available [here](#) and from the references listed at the end of the Guide. Research students are also referred to the University's Framework for Good Practice in Research available [here](#).

### **Data protection**

The University is registered under the UK Data Protection law. It holds data in electronic and paper form on a student's personal details, academic and administrative history, on any relevant financial transactions and on the use of University facilities. This information is necessary for the University to properly administer student activity. Further information for students on data protection is available [here](#) or from the reference listed below.

## References

Academic Development Unit

<http://www.city.ac.uk/adu/index.html>

Annual Progress Review

[http://www.city.ac.uk/adu/dps/research/forms/annual\\_progress\\_report.doc](http://www.city.ac.uk/adu/dps/research/forms/annual_progress_report.doc)

Appeals – Research Programmes

[http://www.city.ac.uk/adu/dps/senate\\_regs/s21.doc](http://www.city.ac.uk/adu/dps/senate_regs/s21.doc)

Appeals – Research Programmes at validated institutions

[http://www.city.ac.uk/adu/dps/senate\\_regs/s21b.doc](http://www.city.ac.uk/adu/dps/senate_regs/s21b.doc)

Disability services for students

<http://www.city.ac.uk/disability/>

Equal opportunities Code of Practice

[http://www.city.ac.uk/registry/students\\_equal%20opportunities.html](http://www.city.ac.uk/registry/students_equal%20opportunities.html)

Finance Office

[http://www.city.ac.uk/finance/student\\_info/studinfo.html](http://www.city.ac.uk/finance/student_info/studinfo.html)

Framework for Good Practice in Research

<http://www.city.ac.uk/research/integrity/framework.html>

Framework for research degree provision

<http://www.city.ac.uk/adu/rd/framework.html>

Framework for student engagement

<http://www.city.ac.uk/adu/se/index.html>

Graduation

<http://www.city.ac.uk/registry/graduation.html>

Guide for students on validated programmes

[http://www.city.ac.uk/adu/dps/validation\\_student\\_guide.pdf](http://www.city.ac.uk/adu/dps/validation_student_guide.pdf)

Information compliance

<http://www.city.ac.uk/ic/dataprotection/studentinfo.html>

Intellectual Property

[http://www.city.ac.uk/business/dps/2009\\_Sept\\_A\\_IPR%20policy.pdf](http://www.city.ac.uk/business/dps/2009_Sept_A_IPR%20policy.pdf)

Joint skills statement – RCUK

<http://www.vitae.ac.uk/CMS/files/upload/RCUK-Joint-Skills-Statement-2001.pdf>

Leadership and Staff Development Unit

<http://www.city.ac.uk/sd/>

Learning contract

[http://www.city.ac.uk/adu/dps/research/forms/draft\\_learning\\_contract.doc](http://www.city.ac.uk/adu/dps/research/forms/draft_learning_contract.doc)

Learning Development Centre

[http://www.city.ac.uk/ldc/events/research\\_series/index.html](http://www.city.ac.uk/ldc/events/research_series/index.html)

Learning and Teaching Strategy

<http://www.city.ac.uk/adu/dps/learningandteachingstrategy200812.pdf>

Maternity, paternity and adoption leave policy

[http://www.city.ac.uk/adu/dps/research/research\\_paternity\\_leave.pdf](http://www.city.ac.uk/adu/dps/research/research_paternity_leave.pdf)

Notes for students – viva voce examination

[http://www.city.ac.uk/adu/dps/research/forms/notes\\_for\\_students.doc](http://www.city.ac.uk/adu/dps/research/forms/notes_for_students.doc)

Notice of Intention to Submit

<http://www.city.ac.uk/adu/dps/research/forms/rdf4.doc>

Occupational health

[http://www.city.ac.uk/occupational\\_health/index.html](http://www.city.ac.uk/occupational_health/index.html)

Office of the Independent Adjudicator for Higher Education (OIA)

<http://www.oiahe.org.uk/>

Physical Format, Binding and Retention of theses

[http://www.city.ac.uk/adu/dps/senate\\_regs/s25.DOC](http://www.city.ac.uk/adu/dps/senate_regs/s25.DOC)

Plagiarism

[http://www.city.ac.uk/library/lis\\_nsq/learn\\_research\\_supp/lrs-train/plagiarism.html](http://www.city.ac.uk/library/lis_nsq/learn_research_supp/lrs-train/plagiarism.html)

Progress Report – first year

<http://www.city.ac.uk/adu/dps/research/forms/1styr6monthprogressreview.doc>

Quality Assurance Agency for Higher Education

<http://www.qaa.ac.uk/>

Race equality policy

<http://www.city.ac.uk/hr/policies/equality-diversity/race.html>

Regulations for Doctoral Programmes

[http://www.city.ac.uk/adu/dps/senate\\_regs/s24.doc](http://www.city.ac.uk/adu/dps/senate_regs/s24.doc)

Regulations for Masters degrees by Research

[http://www.city.ac.uk/adu/dps/senate\\_regs/s23.doc](http://www.city.ac.uk/adu/dps/senate_regs/s23.doc)

Research Ethics

[http://www.city.ac.uk/adu/university\\_governance/new/rec/rec\\_info.html](http://www.city.ac.uk/adu/university_governance/new/rec/rec_info.html)

Research Strategy

<http://www.city.ac.uk/aboutcity/strategy/>

Roles and responsibilities of research students and supervisors

[http://www.city.ac.uk/adu/dps/research/roles\\_responsibilities\\_student\\_supervisors.doc](http://www.city.ac.uk/adu/dps/research/roles_responsibilities_student_supervisors.doc)

Statement of best practice for research students who teach

[http://www.city.ac.uk/adu/dps/research/statement\\_best\\_practice.doc](http://www.city.ac.uk/adu/dps/research/statement_best_practice.doc)

Statement of co-authors of joint publications

[http://www.city.ac.uk/adu/dps/research/statement\\_coauthors\\_joint\\_publications.doc](http://www.city.ac.uk/adu/dps/research/statement_coauthors_joint_publications.doc)

Student complaints

[http://www.city.ac.uk/adu/dps/senate\\_regs/s26.doc](http://www.city.ac.uk/adu/dps/senate_regs/s26.doc)

Student Centre

<http://www.city.ac.uk/studentcentre/>

Student engagement

<http://www.city.ac.uk/adu/se/index.html>

Student Union

<http://www.city.ac.uk/studentcentre/studentsunion/>

Supervisor/supervisee questionnaire

[http://www.city.ac.uk/adu/dps/research/forms/supervision\\_agreement.doc](http://www.city.ac.uk/adu/dps/research/forms/supervision_agreement.doc)

Supervisor/supervisee record form

[http://www.city.ac.uk/adu/dps/research/forms/formal\\_supervision.doc](http://www.city.ac.uk/adu/dps/research/forms/formal_supervision.doc)

Thesis deposit agreement

[http://www.city.ac.uk/adu/dps/research/forms/thesis\\_deposit.doc](http://www.city.ac.uk/adu/dps/research/forms/thesis_deposit.doc)

Thesis receipt form

[http://www.city.ac.uk/adu/dps/research/forms/submission\\_and\\_receipt.doc](http://www.city.ac.uk/adu/dps/research/forms/submission_and_receipt.doc)

Typology of research degrees

[http://www.city.ac.uk/adu/dps/rd\\_typology.pdf](http://www.city.ac.uk/adu/dps/rd_typology.pdf)

Validation and Partnerships

<http://www.city.ac.uk/adu/vandp/index.html>