

ACADEMIC REGISTRY

# Handbook and Regulations for Doctoral Researchers 2017-18

US

UNIVERSITY  
OF SUSSEX



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## Welcome to PGR study at Sussex

A very warm welcome from the Doctoral School and congratulations on obtaining a place to study on a research programme at Sussex. Choosing Sussex to pursue your graduate studies was a crucial decision for you and it is a privilege for us to have the opportunity to work with you at this vital stage in your career.

Sussex has a large and cosmopolitan graduate community, with an international reputation for research and a culture driven by interdisciplinary problem-solving. As a doctoral student, you make an invaluable contribution to the Sussex research culture and the spirit of critical inquiry for which it is renowned. The Doctoral School provides a range of support – from advice on funding to professional development opportunities – across Sussex Schools and their diverse doctoral programmes. Do visit our website [www.sussex.ac.uk/doctoralschool](http://www.sussex.ac.uk/doctoralschool), it contains information about events, programmes and opportunities relevant to you as well as up-to-date guidance on the resources available to support you – both professionally and personally – at Sussex.

This handbook is designed as a guide to the day-to-day organisation of doctoral studies at Sussex as well as the policies and procedures – from registration to graduation – that will govern your progress through your research. Like any large institution, Sussex is a complex place; this handbook sets out who and what you need to know as a doctoral researcher. Not everything will apply to everyone but we have set out the basic ‘lifecycle’ of a doctoral student, including the people who will be working with you during your period of study. Your supervisor, or supervisory team, is at the core of your studies but each School also has a Director of Doctoral Studies (DDS) responsible for graduate research who is a key point of contact for our doctoral students.

The pursuit of doctoral research is one of the most interesting, exhilarating and (sometimes) daunting experiences you can have. You are pursuing your studies at a time of significant change in the postgraduate landscape, with national and international discussion on the future shape of doctoral research. The Doctoral School is committed to developing the critical and creative environment for postgraduate study at Sussex, including the provision of opportunities for participation in research workshops, skills training and professional development throughout your period of study.



PROFESSOR GEORGE KEMENES  
DIRECTOR OF THE DOCTORAL SCHOOL  
AUGUST 2016







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## 1.1 ABOUT THE HANDBOOK

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The purpose of this handbook is to provide guidance and information to help research students navigate through the University's requirements for research degrees. It signposts the key stages and processes involved in the lifecycle of a research student, and clarifies who is responsible for doing what at each stage. The handbook is divided into chronological sections based on the typical student journey from registration to graduation.

This Handbook specifies the minimum standards for a range of activities leading to the award of a research degree at Sussex, and has regulatory status. All students are also expected to comply with the University Regulations as set out here: [www.sussex.ac.uk/ogs/govdocuments/regulations](http://www.sussex.ac.uk/ogs/govdocuments/regulations)

As independent researchers, doctoral students are subject to the same research policies as academic faculty, and students and their supervisors should familiarise themselves in particular with the University's *Code of Practice for Research* and with additional research governance policies set out here: [www.sussex.ac.uk/staff/research/rqi/policy/research-policy](http://www.sussex.ac.uk/staff/research/rqi/policy/research-policy) as well as copyright guidance set out here: [www.sussex.ac.uk/ogs/policies/information/copyright](http://www.sussex.ac.uk/ogs/policies/information/copyright)

University-level policy regarding research degree matters is normally approved by the Doctoral Studies Committee in consultation with Schools and with the Research Degrees Examination Board, and ratified by Senate. Changes to policy and regulations normally take effect from the start of the academic year and this Handbook applies to all research students for the 2017-18 session. Students and supervisors are expected to keep up to date with any minor changes that may be made to this framework that may be communicated to them throughout the year by e-mail and advertised on the Research Student Administration Office website: [www.sussex.ac.uk/rsao](http://www.sussex.ac.uk/rsao)

This Handbook along with the *Handbook for Research Supervisors and Directors of Doctoral Studies 2017-18* is available to download from the Research Student Administration Office website: [www.sussex.ac.uk/rsao](http://www.sussex.ac.uk/rsao)

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## 1.2 SOURCES OF ADVICE AND HELP

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### THE DOCTORAL SCHOOL

The Doctoral School is a University-wide collaboration with the aim of supporting doctoral researchers across the University, sharing our vibrant intellectual culture and helping you become part of the research community at Sussex. Specifically, it enables an institutional framework for the provision of University-wide skills training and professional development opportunities, as well as co-ordinating a regular programme of social activities and events relevant to the particular needs and interests of research students. The Doctoral School is also host to two major national doctoral training programmes, as well as monitoring the progress and assessment of all doctoral researchers. The Doctoral School is comprised of several functional units:

- **Research Student Administration Office**

Your main point of contact with all issues regarding registration, progress and examination matters should be with the Research Student Administration Office [www.sussex.ac.uk/rsao](http://www.sussex.ac.uk/rsao). The office deals with all aspects of research student administration from admission and registration to graduation, including the production of 'To Whom it May Concern' letters and issuing of CAS/ATAS for international students.

The Research Student Administration Office is based in Sussex House. The reception is open from 10.00 to 13.00 and 14.00 to 16.00 Monday to Friday. Enquiries may be made by phone, 01273 876550 (internal extension 6550), or email: [researchstudentoffice@sussex.ac.uk](mailto:researchstudentoffice@sussex.ac.uk)

- **Researcher Development Programme**

The experience of studying for a doctoral qualification is at once unique and shared. Your work with your supervisor or supervisory team will be at the core of your studies; however, the Doctoral School also co-ordinates a range of events to support your development as a researcher (from applying to funding to publishing your research; from the use of social media to technical support in computer-assisted qualitative data analysis). You are strongly encouraged to explore what is on offer via the Researcher Development Programme – not least for the opportunities it offers to meet other researchers and to develop interdisciplinary research networks within and beyond Sussex. [www.sussex.ac.uk/internal/doctoralschool/researcherdev/](http://www.sussex.ac.uk/internal/doctoralschool/researcherdev/)



The Researcher Development Programme is mapped to the **Vitae Researcher Development Framework (RDF)** which describes the knowledge and skills of effective researchers. You should discuss your development needs with your supervisor on commencement of your doctorate, and by consulting the RDF you will be able to identify the skills required to undertake your project. It's a good idea to review your skills on a periodic basis as you progress, and as part of your ongoing professional development. There are some further **online resources** available to help you with this. Contact [researcher-development@sussex.ac.uk](mailto:researcher-development@sussex.ac.uk) with enquiries.

- **Doctoral Training Partnerships**

Established by the Economic and Social Research Council (ESRC), the Sussex ESRC DTC is one of a network of 21 Doctoral Training Centres in the UK. Funded by the ESRC and Sussex, the Centre provides 22 studentships each year for social science research; students join 1 of 6 interdisciplinary pathways: Understanding Behaviour; Global Social Transformations; Knowledge and Society; Well-being, Health and Communities; Citizenship, Justice and Security; Global Economic Performance.

More information may be found here:

[www.sussex.ac.uk/doctorschool/internal/esrc](http://www.sussex.ac.uk/doctorschool/internal/esrc)

Sussex is also the co-ordinating institution for the Consortium for Humanities and the Arts South-East England, one of 11 new Doctoral Training Partners with the Arts and Humanities Research Council (AHRC). Our partners are Courtauld Institute of Art, Essex, Goldsmiths, Kent, Open University and UEA; together we expect to support over 375 doctoral students in the arts and humanities over the period of the AHRC award, with our first intake in October 2014. More information may be found here: [www.chase.ac.uk](http://www.chase.ac.uk)

- **Funding**

Visit [www.sussex.ac.uk/doctorschool/funding](http://www.sussex.ac.uk/doctorschool/funding) for details of support available to researchers wishing to collaborate with other research organisations, undertake international study visits, present at overseas conferences and engage with potential employers.

- **Sussex Research Hive**

The Sussex Research Hive is the Library's designated area for researchers, open to all doctoral researchers and research staff. It provides private study areas, bookable meeting rooms and space for information discussion and collaborative work. SAGE Publications have given funding to support both the Research Hive and the Library's innovative work in engaging with the research community at Sussex. Three Research Hive Scholars support the area whilst engaging with and fostering the research community at Sussex. The Scholars are on hand in the Hive to talk about the support available to researchers and to find out what users want from their research community. These hours are advertised in the Research Hive and on the events calendar at the bottom of this page: [www.sussex.ac.uk/library/research/hive](http://www.sussex.ac.uk/library/research/hive)

## SUPPORT WITHIN SCHOOLS

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When you register for a research degree at Sussex, you will be based in one of our 11 Schools of study. The Schools form the academic heart of the University, driving forward academic development in research and teaching and fostering an interdisciplinary approach to learning. Each School provides a stimulating and supportive environment in which you will flourish supervised by staff at the forefront of their fields. Many of our Schools bring together related departments, capitalising on the connections between subjects to deliver new and exciting opportunities for research students and faculty. Student representatives ensure there is a strong connection between student opinion and how each department is run. There are various officers within each School who will be able to provide you with advice and assistance during your time as a doctoral student:

- **Director of Doctoral Studies**

The role of the Director of Doctoral Studies is to assist the Head of School in ensuring that the University's and School's strategic and operational plans for research students and postdoctoral staff are achieved, to include meeting the growth agenda; to play an essential role in ensuring that the standards set for doctoral students and supervision are maintained, and to provide leadership in developing new initiatives and formulating policy on matters relevant to research students and postdoctoral staff.

- **Director of Student Experience**

The role of the Director of Student Experience is to assist the Head of School in ensuring that the University's and School's strategic and operational plans for student support are achieved. To provide leadership in developing and contributing to policy determined at University level under the direction of the Pro-Vice-Chancellor (Teaching and Learning) and also by the School's senior management team, in the areas of student support and the student experience, to include helping ensure consistent practice across the University.

- **Research Convenor**

Some departments have a Research Convenor who assists the Director of Doctoral Studies. In these cases, the Research Convenor is responsible for the allocation of supervisor/s, oversight of supervisory arrangements for research degree students in the department or research centre, liaison with the Director of Doctoral

Studies over any changes of research supervisor, organisation of departmental arrangements for the annual review of research students and submission of a departmental report to the Director of Doctoral Studies on the outcome of reviews conducted by the department.

- **Research and Enterprise Co-ordinator**

The Research and Enterprise Co-ordinator is part of the School administrative team and is responsible for local induction arrangements, maintaining records of research students and supervisory arrangements including reporting on frequency of supervisory contact, assisting with the planning of the annual review and viva, assisting with the administration of studentships, and processing expenses for doctoral students.

- **PGR Student Reps**

The Student Rep scheme is co-run by the University of Sussex and the University of Sussex Students' Union. Student Reps provide an essential link between Students, the Union and the University. PGR Student Reps are Postgraduate students, elected by Sussex University and by Brighton and Sussex Medical School students to represent the views and interests of students in their subject. Reps find out about issues impacting on students' studies and experience. They may raise these informally with individual members of staff or more formally at department, school, and university level committees in order to effect positive change. Being a student Rep gives an opportunity to learn and practise new life skills that can improve your employability. There is a strong tie between Student Reps and Student's Union School Councillors, to ensure that important issues feed in to the decision making processes of the Students' Union. A number of Student Reps are elected to hold positions on University committees to raise issues at a higher level. Student Reps are elected in October every year. Find out more about the scheme here:

[www.sussexstudent.com/studentreps](http://www.sussexstudent.com/studentreps)







## SUPPORT SERVICES OUTSIDE THE SCHOOLS

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There are a range of support services which provide advice and help to students across the University:

- **Student Support Unit**

The Student Support Unit is a team of specialist advisors who work with students who may need support at the University due to a long term condition, such as disability, learning difficulties or mental health problems. For more information, see: [www.sussex.ac.uk/studentsupport](http://www.sussex.ac.uk/studentsupport)

- **Student Life Centre**

The Student Life Centre offers information and advice to all Sussex Students. Their aim is to help you to gain the best university experience you can, whatever your circumstances, by ensuring that if you run into problems you get appropriate guidance and support. For more information, see:

[www.sussex.ac.uk/studentlifecentre/index](http://www.sussex.ac.uk/studentlifecentre/index)

- **International Student Support**

Coming to study in the UK is an exciting experience, with opportunities to broaden your academic, social and cultural horizons; we also recognise it can be a time of anxiety, especially when you are making arrangements to leave home. The International Student Support office aims to offer you a high level of support to ensure that your time with us is as rewarding and problem-free as possible. For more information, see:

[www.sussex.ac.uk/internationalsupport](http://www.sussex.ac.uk/internationalsupport)

- **Careers and Employability Centre**

The Careers and Employability Centre is part of **Student Services** at the University of Sussex, and works within the University's **equality and diversity** policy. The Centre runs training courses specifically for doctoral students. For more information, see the Researcher's Guide to the Careers and Employability Centre: [www.sussex.ac.uk/careers/aboutus/publications/resguidebklt](http://www.sussex.ac.uk/careers/aboutus/publications/resguidebklt)

- **Academic Development**

Academic Development workshops and one-to-one tutorials are available free of charge for students for whom English is a second or additional language. The workshops also offer guidance on academic referencing and plagiarism. The aim is to raise students' awareness of academic practice, language and culture. The sessions are run through the Sussex Centre for Language Studies: [www.sussex.ac.uk/languages](http://www.sussex.ac.uk/languages)

- **Starting to Teach**

Starting to Teach is the University's training module for new, early-career and more experienced Higher Education teachers. Starting to Teach is a Master's level module accredited by the Higher Education Academy (HEA), meaning successful completion of the module can gain you Associate Fellowship of the HEA.

Starting to Teach is open to all PhD students, whether you are currently teaching or not, although to benefit most from the module, you should consult with your supervisor about the best moment in your studies to undertake the training. Most people find it beneficial to settle into Sussex and their PhD before taking the module, and while you are required to complete Starting to Teach if you want to teach at Sussex, you can do this either before or alongside your teaching.

The module consists of 5 workshops across one term, with a series of small assignments. We run the module 8 times across the academic year, allowing you to book a time of year that works best with your studies and teaching.

Full details of the module, including how to register and content covered can be found at: [www.sussex.ac.uk/adqe/enhancement/devawardsrecognition/stt](http://www.sussex.ac.uk/adqe/enhancement/devawardsrecognition/stt)

# Lifecycle of the doctoral researcher

The next section of the handbook sets out the ‘milestones’ – from registration to graduation – that apply to nearly all students studying for a research degree at Sussex (e.g. research plan or equivalent; thesis submission; viva).

Some processes happen only once, some occur every year (e.g. annual review).

There is also a sub-section on procedures that will apply only to students in particular fields of study (e.g. students undertaking fieldwork) or to individuals in particular circumstances (e.g. students applying to intermit).







# On arrival



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### 2 REGISTRATION

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Registration is the formal process of recording that you have become a member of the University. Once you have registered you will be able to receive tuition, sit examinations, and use the Library, Computing and other University facilities.

Once registered you will receive a University registration card which includes membership of the Students' Union.

#### 2.1 REGISTRATION FOR CURRENT STUDENTS

In order to remain a candidate for the degree you are required to renew your registration each academic year. Information regarding online registration will be sent to you by email in August/September each year.

#### 2.2 CONTACT BY POST

The University will contact you by email in the first instance, using your University of Sussex email address. Should the University need to contact you by letter, the following addresses will be used:

- correspondence for full-time, part-time or pre-submission students will be sent to term-time addresses
- correspondence for fieldwork/distant learning students will be sent to fieldwork/distant learning addresses.

#### 2.3 TERM TIME ADDRESS

When you register you should confirm your term-time address, any changes to your address should be updated on your details via Sussex Direct.

#### 2.4 HEALTH SERVICE

You and your dependents may register with the University Health Service.

#### 2.5 COUNCIL TAX

Full-time registered students living in University-managed accommodation are generally exempt from paying Council Tax and the University supplies details of tenants to the local authority.

If you are a full-time student not living in University accommodation, upon request the Research Student Administration Office we will provide you with a letter confirming your registration status which you may use to establish your Council Tax liability with the local authority.

If you are a part-time or pre-submission student you should contact your local Council Tax Office for further information on any discounts you may be eligible for.

#### 2.6 ELECTORAL REGISTRATION

If you live in University-managed accommodation you should receive electoral registration forms automatically, if you are living elsewhere you might not. Please note in order to vote you must be registered.

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### 3 INDUCTION

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All research students offered a place are notified in advance of a programme of University and School level induction events which are designed to inform them about, and help them settle into, their studies at the University. Prior to their attending the University all students are provided with access to an induction handbook and dedicated website which outline the full package of support that is available during induction, as well as more general background information about the University, support services and practical advice including a dedicated website and handbook for international students.

Your School will ensure that all new research students meet their supervisor and the Research Convenor as early as possible.

In addition to a wider induction of students by the University, your School will arrange meetings for new students presided over by Directors of Doctoral Studies, or nominees, at which you should be familiarised with 'The Responsibilities of Research Degree Supervisors and Students' (see below).

A more informal social gathering will also be arranged at which current postgraduates including research students and appropriate faculty will be present. All new research students will be provided with key information relating to the requirements expected of them and sources of support that are available.

#### 3.1 NEW DOCTORAL RESEARCHERS: ONLINE INDUCTION RESOURCE

The Doctoral School has developed a new resource to help you manage the early days of your doctorate – bringing together video interviews with current doctoral researchers and staff from across the University, webinar recordings and lots of useful tools. See: [www.sussex.ac.uk/internal/doctoralschool/new-doctoral-researchers](http://www.sussex.ac.uk/internal/doctoralschool/new-doctoral-researchers)

#### 3.2 PERSONAL WEB PROFILE

Once you have commenced your research degree you are encouraged to set up a personal profile on the University's website. The profile facility allows you to present yourself and your research on your School webpages. This can help raise your academic profile and promote your research.

For details of how to create your profile, visit: [www.sussex.ac.uk/doctoralschool/internal/researcherdev/onlineprofile](http://www.sussex.ac.uk/doctoralschool/internal/researcherdev/onlineprofile)

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### 4 SUPERVISION

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In most cases you will have a main supervisor and then one or more secondary supervisors, all of whom will provide you with advice and guidance throughout your time at Sussex. Your main supervisor is responsible for communication with the Research Student Administration Office and will take the lead in the administration of your research progress. In cases of joint or co-supervision, one of your two supervisors will be responsible for taking this role. You are required to submit via Sussex Direct a record of each meeting with your supervisor(s) – a mutually agreed summary of the key issues discussed and agreed deadlines – for both submission of work and feedback.

In some cases it may be necessary for the School to change your supervisor(s) during the course of your studies. This could be temporary, due to research leave or illness, or it could be on a permanent basis, for example as a result of a change in the focus of your project or if your supervisor leaves the University. In all cases the Director of Doctoral Studies in your School will ensure that appropriate replacement supervision is arranged as soon as possible.

You should have your first meeting with your supervisory team within your first two weeks after registration. This meeting should include a discussion of the schedule of supervisory meetings.



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## 5 RESPONSIBILITIES OF RESEARCH DEGREE STUDENTS AND THEIR SUPERVISORS

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The responsibilities that must be observed by research degree students are as follows:

- maintaining regular contact with the main supervisor
  - within 3 months of first registration, to organise a meeting with the supervisor to discuss the Researcher Development Framework
  - to prepare a research plan (or School equivalent) which must be approved by the supervisor and Director of Doctoral Studies; your School will inform you of specific requirements and timing but this must be completed by the end of the second term of study at the latest. The research plan must include your most recent Training Needs Analysis
  - discussing with the supervisor/s the type of guidance and comment which will be most helpful, and agreeing upon a schedule of meetings
  - keeping a record of supervisory meetings using the online system
  - taking the initiative in raising problems or difficulties, however elementary they may seem
  - for the safety of themselves and others, students working in a potentially hazardous research environment must take the initiative to ensure that they are competent in any relevant research techniques to be used. Those travelling to potentially unsafe areas for fieldwork need to obtain insurance accordingly
  - planning a research project which is achievable within a schedule consistent with the normal expectations of the University, and maintaining progress in line with that schedule
  - maintaining the progress of work in accordance with the stages agreed with the main supervisor, including in particular the presentation of written material as required in sufficient time to allow for comments and discussion before proceeding to the next stage
  - providing annually a brief formal report to the Director of Doctoral Studies as part of the annual review process
- deciding when to submit the thesis, taking due account of the supervisor/s advice, and of University requirements regarding the length, format and organisation of the thesis
  - taking responsibility for their own personal and professional development
  - agreeing their development needs via the Training Needs Analysis with the main supervisor at the outset of the programme, reviewing these on an annual basis, and attending any relevant development opportunities so identified
  - being familiar with institutional regulations and policies that affect them, including the regulations for their qualification
  - being familiar with funding arrangements, terms and conditions, including length of funding and funder requirements should any changes to study be made
  - being aware of the University's Code of Practice for Research and adhering to the requirements and observing the principles contained therein
  - being aware of the University's Open Access policies and the copyright implications of publishing their thesis in the institutional repository.

A student who considers that his or her work is not proceeding satisfactorily for reasons outside his or her control should discuss the matter with the supervisor/s and, failing satisfaction, with the Director of Doctoral Studies and/or Research Convenor who will advise on any grievance procedures. In particular, the student should ask to meet the Director of Doctoral Studies if the student feels that he or she is not establishing an effective working relationship with the supervisor/s, bearing in mind that the alleged inadequacy of supervisory or other arrangements during the period of study would not constitute grounds for an appeal against the result of a research degree examination unless there were exceptional reasons for it not having come to light until after the examination, in which case it might be considered.

### RESPONSIBILITIES OF RESEARCH DEGREE SUPERVISORS

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The main supervisor is directly responsible in their role as supervisor to the Director of Doctoral Studies and, through that officer, to the Head of School. The main supervisor (or co-supervisor in the case of joint supervisions) is expected to provide the student with advice at every stage in the planning and conduct of research and in the writing of the thesis and to ensure, through the Director of Doctoral Studies, that replacement supervision is available in the event of any significant period of absence. The more specific responsibilities of the main supervisor are as follows:

- maintaining regular contact with the student
- within 3 months of first registration, to organise a meeting with the student to discuss the Researcher Development Framework
- to keep a record of supervisory meetings using the online system
- to approve and pass on to Director of Doctoral Studies a research plan (or School equivalent\*) produced by the student, which must be approved by the supervisor and Director of Doctoral Studies; Schools will have specific requirements and timing but this must be completed by the end of the second term of study at the latest
- to complete an annual report on the student's progress for consideration within the framework of the School and/or department's annual review procedures, for later submission to the Director of Doctoral Studies
- to provide advice and support to the student on the preparation of a suitable thesis research outline during the first year of their study, in accordance with School procedures
- to request written work as appropriate, and return such work with constructive criticism and within reasonable time
- if working in a potentially hazardous research environment, ensuring and monitoring that the student possess adequate technical competence in any relevant research techniques, so that he or she presents no undue risk to themselves, others, and/or University facilities
- to give detailed advice on the necessary completion of successive stages of work so that the whole may be submitted within the scheduled time

- to ensure that the student is made aware of inadequacy of progress or of standards of work below that generally expected
- to identify prospective examiners.

The more general responsibilities of those involved in the student's supervision are as follows:

- to agree a schedule of regular meetings with the student, in accordance with School policy and in the light of discussion of arrangements with the student
- to be accessible to the student at other appropriate times when he or she may need advice
- to give guidance about the nature of research and the standard expected, the planning of the research programme, literature and sources, attendance at taught classes, requisite techniques (including arranging for instruction where necessary), and the problem of plagiarism
- to be familiar with the standard expected of research degree examiners, consistent with the guidance laid down by relevant Research Councils
- to arrange as appropriate for the student to talk about his or her work to faculty or graduate seminars, and to be well briefed about the procedures involved in oral examinations
- to provide clarification on the guidance or comment that will be offered on the student's written submissions
- to ensure that the student is aware of the University's Code of Practice for Research and that he or she adhere to the requirements and observe the principles contained therein
- to ensure that the student is aware of the University's Open Access policies and the copyright implications of publishing their thesis in the institutional repository
- to advise on the need for training in the ethical, legal and other conventions used in the conduct of research, and supporting the student in the consideration of these as appropriate
- to ensure that the student is aware of institutional-level sources of advice, including careers guidance, health and safety legislation and equal opportunities policy
- to maintain and develop the necessary skills and expertise in order to perform all facets of the role effectively (including taking up appropriate continuing professional development opportunities).







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## 6 RESEARCH OUTLINE

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Your research progress is reviewed annually and is an important process. The first stage is the preparation of a research plan (or School equivalent) which sets out the overall plan, objectives and timetable for your research. This needs to be completed by the end of your second term of full-time study at the latest. Your research plan will need to include a proposed thesis title, be endorsed by your supervisor and approved by the Director of Doctoral Studies.

### 6.1 TRAINING NEEDS ANALYSIS

You must complete a Training Needs Analysis with your supervisor at the start of each year. By reflecting on your training needs you can identify areas for development and then target specific workshops and courses offered by the Doctoral School that focus on these areas. Your Training Needs Analysis should be considered by the panel assessing your academic progress as part of your annual review.

### 6.2 ETHICAL REVIEW

All staff and students whose research involves living subjects will require ethical approval before their research may commence. To determine whether you need an ethical review, during your first year you will need to complete an ethical review checklist. Subsequently, if appropriate, you will need to gain ethical approval for your research via a committee review:

[www.sussex.ac.uk/staff/research/governance/checklist](http://www.sussex.ac.uk/staff/research/governance/checklist)

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## 7 ANNUAL REVIEW PROCESS

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Each year of registration you will need to achieve satisfactory progress in your research. The Director of Doctoral Studies in your School will advise the Research Student Administration Office on whether you have academic clearance to progress.

Although you should raise any concerns you may have during the course of your Registration, the process does also provide an opportunity to draw attention to any problems you may be experiencing, or any areas where you might be better supported by your department or School.

### 7.1 STUDENT REPORT

As part of the annual review, you will be asked to complete a report outlining your progress.

Your student report should provide the following areas of detail:

- the current stage of your research: You should refer this account to your research outline, explaining any changes and indicating the most recent developments. If you are on fieldwork, or have completed it in the past year, you should outline its successes and any issues that arose
- any issues you are experiencing in your research which might need access to further specialised advice or resources
- whether your work has been significantly impeded by any non-academic factors or if you expect it to be so in the next few months
- how many times you have been in contact with your supervisor and whether that has been satisfactory
- whether you feel that you have been receiving adequate and appropriate feedback and advice
- any courses or training you have undertaken in the past year and whether there are any further requirements that you feel you need
- your funding arrangements
- research objectives for the forthcoming year
- when you realistically expect to submit your thesis
- any other factors that you would like to draw to the attention of the Director of Doctoral Studies.



## 7.2 SUPERVISOR'S REPORT

Your main supervisor will also be asked to complete a report which details:

- whether you are making satisfactory progress in accordance with the plans in your research outline
- your relationship with your supervisor and whether you have kept in touch adequately
- when your supervisor realistically expects your thesis to be submitted
- whether, in your supervisor's opinion, there is any risk that you will not submit by your deadline
- whether any non-academic factors may have impeded your work sufficiently to make a case for intermission
- whether your supervisor thinks that you need any specialist training, advice, or special resources
- any problems identified and the possible solutions to rectify those problems.

Your supervisor will discuss their report fully with you so that you know your supervisor's views and have an opportunity to comment if you wish. Your supervisor will then forward the report to the Director of Doctoral Studies.

## 7.3 ANNUAL REVIEW MEETING

You will be required to attend a formal annual review meeting with at least one member of Faculty who will be nominated by the Director of Doctoral Studies and who is not your main supervisor. This meeting is sometimes referred to as a 'Thesis Panel'.

Your supervisor(s) may also attend with the agreement of the Director of Doctoral Studies. The meeting is to discuss your academic progress and may include an academic defence of the subject matter of the thesis or 'mini viva'.

Following the annual review meeting, a recommendation will be made to the Director of Doctoral Studies on your registration status for the following academic year.

The Director of Doctoral Studies will confirm to the Research Student Administration Office that:

- all reports have been completed by both the student and the supervisor
- the annual review meeting has taken place
- a decision has been taken on your registration for the following academic year.

### 7.3.1 UNSATISFACTORY PROGRESS

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Following your annual review, if your progress is deemed to be unsatisfactory, there are three options which your School may consider.

1. you may be offered a period of provisional registration. Your School will set the conditions that you have to meet by the end of that period (e.g. completion of a chapter) in order to progress and be fully registered
2. your registration may be transferred (downgraded) from PhD to MPhil
3. you may be refused permission to register in the following academic year.

If the decision is to refuse progression to the next academic year the following steps will be taken:

- the departmental review group, or equivalent within your School assigned to conduct the annual review should produce a detailed report on your academic progress, highlighting aspects that are not satisfactory and include a recommendation to refuse registration in the next academic year

- the report should be forwarded to the School Research Degree Committee chaired by the Director of Doctoral Studies. If the School Research Degree Committee accepts the recommendation it should forward the recommendation including the departmental report and a minute of the Research Degree Committee discussion and conclusion to the Research Student Administration Office
- the Research Student Administration Office will review the papers to confirm that proper procedures have been followed and that the recommendation is not in contravention of any regulations
- the Research Student Administration Office will then send the documents on to the Chair of the Doctoral Studies Committee for final consideration and approval
- the Chair of the Doctoral Studies Committee will approve the refusal if they agree with the recommendation, and notify the Research Student Administration Office of its decision
- the Research Student Administration Office will write to you to inform you of the outcome and advise you of your right to appeal and the procedure involved.

### 7.4 APPEAL

If you have been refused permission to re-register and consider that the decision was based on inadequate evidence or taken in an improper manner, you have the right to appeal against that decision in writing to the Secretary of the Research Degree and Professional Doctorate Appeals Board within 21 days of notification of the decision.

If you have been refused permission to re-register you will receive a letter from the Research Student Administration Office informing you of this and setting out the procedure for appeal which can also be found here:

[www.sussex.ac.uk/ogs/complaintsappeals/academic/](http://www.sussex.ac.uk/ogs/complaintsappeals/academic/)

### 7.5 GENERAL MONITORING OF YOUR PROGRESS AND ATTENDANCE

Your School will advise you of the character and frequency of the research supervision that you can expect to have with your supervisor(s). At minimum there should normally be one formal meeting each month between student and supervisor, all of which need to be recorded via Sussex Direct. Your supervision records will create a useful history of discussions with your supervisors which you can refer to during your research.

Your School will apply procedures to monitor your attendance on a regular basis.



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### 8 FIELDWORK

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On successful completion of your first annual review, you may be permitted to carry out research elsewhere in the interests of your academic work providing that you spend at least half of your minimum prescribed period of registration as a research student at the University.

Before you proceed on fieldwork you should ensure:

- your thesis title and research outline/research topic have been submitted and approved
- you have ethical approval for fieldwork where necessary
- you have completed the necessary risk assessments and insurance applications
- you have received notification in writing from the Research Student Administration Office that approval has been granted for you to proceed on fieldwork
- if you are attending a Research Skills Course as a compulsory requirement for your studies that you have completed this course before going on fieldwork.

The general expectation is that 100% of the relevant fees will normally be paid. With respect to periods away on fieldwork, however, a discount of 35% may be agreed, subject to the approval of the Director of Doctoral Studies. This discount will only be approved where a clear case can be made on the basis that you will not have access to the standard facilities, infrastructure and support network that would normally be available to you.

Please advise the Research Student Administration Office of your address during your absence and any subsequent change of address.

Please contact the Research and Enterprise Coordinator in your School to make any necessary arrangements with regard to your work space.

Please note that, in accordance with the arrangements approved by your School, you should maintain regular contact with your supervisor(s) to advise on your progress while you are undertaking fieldwork.

#### 8.1 APPLICATION PROCEDURE

Please complete an application to undertake fieldwork or to study away from the University, which is available from the Research Student Administration Office website, [www.sussex.ac.uk/rsao/forms](http://www.sussex.ac.uk/rsao/forms)

Once completed your application should be passed to your main supervisor who will make a recommendation to the Director of Doctoral Studies in your School. The Director of Doctoral Studies in your School will then make a decision on your application.

The completed form will be sent to the Research Student Administration Office who will write to inform you of the decision.

Please note that you must apply for permission to undertake fieldwork in advance and retrospective applications will not be approved.

#### 8.2 APPLICATION TO EXTEND YOUR PERIOD OF FIELDWORK OR PERIOD OF STUDY AWAY FROM THE UNIVERSITY

In order to extend your period on fieldwork or study away from the University please complete the application form available from the Research Student Administration Office website, [www.sussex.ac.uk/rsao/forms](http://www.sussex.ac.uk/rsao/forms) before the end of your current period of fieldwork.

If your supervisor supports your request they will make a recommendation to the Director of Doctoral Studies who will notify the Research Student Administration Office of the final decision. The Research Student Administration Office will then write to you to notify you of the decision.

#### 8.3 RETURN FROM FIELDWORK OR STUDY AWAY FROM THE UNIVERSITY

On your return from fieldwork or study away from the University please advise the Research Student Administration Office of your term-time address and check that addresses held on Sussex Direct are correct.

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### 9 PRE-SUBMISSION STATUS

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You can apply to transfer to pre-submission status (sometimes referred to as 'writing up status') if you have completed your research work and collected all your data. Your supervisor must approve a well-worked first draft of your thesis as well as a detailed timeline and plan to submission before you are eligible to transfer to pre-submission status. Please discuss your progress with your supervisor before you complete an application form for pre-submission status.

Pre-submission status is not normally approved before the completion of three years full-time study or five years part-time study, and cannot be applied retrospectively.

A reduced tuition fee is payable for students registered with pre-submission status. You may apply in quarterly periods (3 months at a time) up to a maximum of one year and your tuition fees will be adjusted accordingly. Please note that if you are applying for less than one year then your timetable to submission must be realistic and must match the length of time requested on pre-submission status. If you have not reached your maximum date of registration by the end of your approved period of pre-submission, you may apply for a further period, up to a maximum of one year.

Each quarter entitles the student to two meetings with their supervisor/supervisory team. The supervisor will read and comment on a revised full draft of the thesis while the student is registered with pre-submission status.

You will not be entitled to:

- use of work-rooms, laboratories or similar facilities
- University accommodation
- membership of, or election to, University Committees.

Although a reduced fee is charged, you will still continue to receive the same level of use of facilities of the Library and Computing Service up to your maximum date of registration.

An application form for pre-submission status is available from the Research Student Administration Office website. Once completed, your application form should be passed to your main supervisor who will make a recommendation to the Director of Doctoral Studies in your School. The Director of Doctoral Studies will then make a decision on your application. The completed form will be sent to the Research Student Administration Office who will write to inform you of the decision.

Please note that not all students will transfer to pre-submission status and you may have any registration status (full time, part-time, pre-submission) at the time you submit your thesis.









# Submission



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## 10 SUBMISSION

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### 10.1 NOTICE OF INTENTION TO SUBMIT YOUR THESIS OR PORTFOLIO

You should give at least two months' notice of your intention to submit your thesis or portfolio to the Research Student Administration Office by completing the *Application for Entry to the Research Degree Examination (Intention to Submit Form)* available from the Research Student Administration Office website, [www.sussex.ac.uk/rsao/forms](http://www.sussex.ac.uk/rsao/forms) and attaching a copy of your summary to the form (below is a description of what the summary should include). You should then pass the form to your main supervisor. You will receive written confirmation of receipt from the Research Student Administration Office.

Two months' notice is required as internal and external examiners need to be identified and formally appointed by the Research Degrees Examination Board. Failure to give full notice of your intention to submit will delay the examination of your thesis.

Please note that you must be registered at the time of the submission of your thesis or portfolio.

### 10.2 NON-DISCLOSURE AGREEMENTS

If you are being funded through your studies, and there is commercially sensitive information within your thesis, funders can request a non-disclosure agreement. This would be between your examiners and the University of Sussex. In these instances, staff in the Research Student Administration Office can advise [researchexams@sussex.ac.uk](mailto:researchexams@sussex.ac.uk) and arrange for an agreement to be signed.

### 10.3 SUMMARY

The summary or abstract should provide a synopsis of the thesis, and should clearly state the nature and scope of the research undertaken and contribution made to the knowledge of the subject. It should include a brief statement of the method of investigation where appropriate, an outline of the major divisions or principal arguments of the work and a summary of any conclusions reached.

A loose leaf copy of the summary should be submitted with your Intention to Submit form and a copy included in each of your temporary bound theses/portfolios.

Your summary may be single spaced and each copy should be on a separate sheet of A4 paper, separately printed, not photocopied and must not exceed 300 words, except in the following subjects: Education/Social Work, Music-Theatre Performance, Creative Writing and Media Practice, which must not exceed 600 words.

Each summary should include a heading set out in the following style:

UNIVERSITY OF SUSSEX

YOUR FULL NAME DEGREE FOR WHICH THE THESIS OR PORTFOLIO IS SUBMITTED

TITLE OF THESIS OR PORTFOLIO

SUMMARY

### 10.4 PREPARATION OF YOUR THESIS OR PORTFOLIO FOR EXAMINATION

Your thesis should be submitted to the Research Student Administration Office either in person or by post. Theses submitted by post should be addressed to the Research Student Administration Office, Sussex House, University of Sussex, Falmer, Brighton, BN1 9RH. Please note that you must be fully registered in order to submit your thesis.

#### 10.4.1 NUMBER OF COPIES REQUIRED

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You should submit three copies of your thesis in temporary binding.

#### 10.4.2 TEMPORARY BINDING

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Three copies of the thesis should be submitted in temporary binding as follows:

- The pages of the thesis should be held together in a soft cover by an adhesive spine and should not be stitched or have holes punched in them. The Print Unit (Hastings Building) offers a thermal binding service for reasonable rates. [www.sussex.ac.uk/sef/services/print](http://www.sussex.ac.uk/sef/services/print)
- A portfolio of musical compositions and associated commentary should have a spiral binding.

### 10.4.3 LANGUAGE OF THESIS OR PORTFOLIO

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Apart from quotations, the thesis or portfolio should be written in English.

The Doctoral Studies Committee may approve the submission of a thesis in a language other than English only in exceptional circumstances.

### 10.4.4 LENGTH AND FORMAT OF THESIS OR PORTFOLIO

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The maximum word length for a PhD thesis is 80,000 words.

The maximum word length for an MPhil thesis is 40,000 words.

In the following subjects no limits are specified:

- Biochemistry
- Biology
- Chemistry
- Engineering and Design
- Environmental Science
- Informatics
- Mathematics
- Physics & Astronomy
- SPRU: Science & Technology Policy Research

The maximum word length includes footnotes and bibliography but excludes any appendices. Any request to exceed the word limit must be submitted via the Approval to Exceed Thesis Length form and approved by your School, as here: [www.sussex.ac.uk/rsao/forms/](http://www.sussex.ac.uk/rsao/forms/)

### 10.4.5 MUSICAL COMPOSITION

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An MPhil taken by musical composition should be submitted in the format of a portfolio of compositions and a discursive or written component.

The portfolio must contain at least one substantial composition and one or more related shorter compositions.

The substantial composition should consist of either:

- a written score to be scored either for larger forces or for smaller forces in which case it should exceed 15 minutes in duration
- or an equivalent-scale musical, sonic or audio-visual work for digital media
- or an equivalent-scale musical performance of original work, which must be documented on DVD and submitted with the critical commentary
- the written component [associated commentary] must be between 8000 and 10,000 words in length. The portfolio of compositions should normally contain at least one large-scale work and a number of related smaller compositions.

The large-scale work should consist of either:

- a written score for larger forces or for smaller forces in which case it should exceed 30 minutes in duration
- an equivalent-scale musical, sonic or audio-visual work for digital media
- an equivalent-scale musical performance of original work documented on DVD and submitted with the critical commentary.

The written component [associated commentary] must be between 20,000 and 40,000 words in length.

### 10.4.6 MUSIC-THEATRE PERFORMANCE

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The thesis should consist of either a substantial performance work, or a performance work with a portfolio of compositions or other creative work, and a discursive and critical written component.

The performance may involve any media or disciplines in combination with music, and may or may not involve the student him or herself. The performance work must be documented on DVD, which must be submitted with the critical commentary.

The MPhil discursive or critical written component of the thesis will be between 10,000 and 20,000, PhD will be between 20,000 and 40,000 words in length. The summary for both the MPhil and the PhD shall not exceed 600 words.



#### 10.4.7 CREATIVE WRITING

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The MPhil shall be no more than 40,000 words in length. The PhD shall be no more than 80,000 words.

The thesis will be an original piece of creative writing and research. Many creative writing theses will consist of a creative component:

- in any recognised genre of creative writing, together with a related critical study
- the critical component should occupy no less than 20% and no more than 80% of the total word length
- where poetry is the chosen genre, the creative component will be a book length manuscript and the critical component will be no less than 25,000 words (MPhil) or 50,000 words (PhD)
- the thesis may also be presented in such a way that the creative and critical components are interwoven to create a distinctive whole. In this instance, the creative and critical components may be seen, for example, as two different but interdependent responses to the same topic
- or the creative component may arise out of the critical component (or vice versa) and be a vehicle for exploring it further
- in either case, the summary for both the MPhil and the PhD shall not exceed 600 words.

#### 10.4.8 MEDIA PRACTICE

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The thesis will consist of a substantial creative work, or a portfolio of creative work, in either video or digital imaging or photography or interactive media or sound or any other digital media or combination of media, and a discursive and critical written component.

The work may incorporate live performance and installation in which case these elements must be documented in retainable forms, such as videos, scripts and plans, that are approved by the supervisor(s).

The MPhil discursive or critical written component of the thesis will be between 10,000 and 20,000 words in length and PhD between 20,000 and 40,000 words in length. The summary for both the MPhil and the PhD must not exceed 600 words.

#### 10.4.9 PAPERS STYLE THESIS

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You may incorporate, as an integral part of the thesis, any of your work published before the submission of the thesis, provided that the greater proportion of the work for the thesis has been carried out after registration for the degree and under supervision. Candidates submitting a 'papers-style' thesis are required to include a declaration confirming their contribution to each paper, especially in cases where the co-author is a supervisor. Examiners will be asked to pay particular attention to consistency or otherwise in the quality of those parts of the thesis which have not been submitted for publication (linking chapters).

Please note that in preparing a 'papers style' thesis you should bear in mind that the examiners will be judging the overall contribution of the research project in addition to the quality or impact of the individual papers. You should therefore include a section in the introduction to your thesis which explains how your project represents a significant contribution to knowledge. The introduction should also be expanded to include a short description of each chapter or paper and their contribution to the overall project. You should also prepare a final chapter bringing the papers and chapters together into a conclusion.

Please note that you may amend the original papers for inclusion in your thesis, even if they have already been published elsewhere. For example, a single set of appendices containing your data, and a single bibliography, will aid the examiners in reading and evaluating the overall thesis.

#### 10.4.10 PHD BY PUBLISHED WORKS

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This course of registration relates to those who are the author of substantial research-led publications prior to registration.

This PhD is awarded for the submission of a portfolio of published research of the same standard as a typical PhD. The work can take the form of refereed articles, chapters, monographs, scholarly editions, software and creative work (including fine art, audiovisual works, design, music or performance) or other original artefacts, as long as they are available or traceable in the public domain.

Three copies will be required of a portfolio consisting of the following: an abstract of the submission, including a list of the items of published work; the items of published work; and a 10,000 word supporting paper that:

- summarises each published work to be submitted
- provides a commentary on the status of the publishing outlets
- describes the interrelationship of the published works to be submitted
- gives a critical review of the current state of knowledge and research in the relevant field
- reports on the reception of the published works as indicated by citations and reviews
- demonstrates how the published works to be submitted have made a significant contribution to knowledge in a particular field.

### 10.4.11 DOCTOR OF EDUCATION AND DOCTOR OF SOCIAL WORK

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The thesis must not normally exceed 50,000 words. The summary for both the Doctor of Education and Doctor of Social Work must not exceed 600 words.

### 10.5 PRESENTATION OF YOUR THESIS

As it is important that your thesis is presented for examination in a complete form before submission you are advised to check;

- all chapters/sections are present and complete, correctly numbered and in the correct order
- tables of contents, etc. are present and correct
- all Figures and Tables are present, inserted in the correct place, have an appropriate title and legend where necessary, and are in final form and appropriately numbered
- a minimum font size of not less than 9 is suggested after insertion of a Figure into the main text of the thesis
- the text has been carefully checked to remove typographical, spelling and grammatical errors. As complete elimination is very difficult, insertion of a few corrections at a later stage is usually allowed, although please be advised that more than one error per page is not considered acceptable

- the bibliography is presented in an acceptable format, your supervisor should be able to advise you further
- references are cited accurately, and every reference cited in the text is given in the bibliography and vice-versa
- all pages are present and correctly numbered and located
- you have correctly set out subject-specific aspects such as statistical analyses, formulae or quotations.

### ADVISORY NOTE

You may wish to retain the services of a proof reader or editor to assist you in completing a draft of your thesis.

A thesis presented for examination in an incomplete or poor form could result in the examiners being unable to assess the academic work properly.

### 10.5.1 FORMAT OF THE THESIS OR PORTFOLIO

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The approved format of your thesis or portfolio is as follows:

#### Paper

- A4 and of good quality
- students in countries where A4 paper is difficult to source may submit on US Letter sized paper
- there is no size restriction on drawings, map and similar documents.

#### Typeface

- the typeface should be clear and easy to read.

#### Printing

- on one side of the paper only.

#### Spacing

- for the main text, double or one-and-a-half line-spacing
- for indented quotations or footnotes, single line-spacing.

#### Margins

- the left-hand-side should be 4cm
- the top and bottom margins should be 2.5cm deep
- the right hand margin should be 2cm.



## 10.5.2 PAGINATION

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Pages should be numbered consecutively through the main text, excluding photographs and/or diagrams which are not embodied in the text.

Page numbers should be located centrally at the top of the page.

Any photographs or diagrams not included in the text must be indexed separately by reference to the page which follows it.

## 10.5.3 TITLE PAGE

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The title page should include:

- the full title of the thesis and the sub-title if any
- the full name of the author
- the qualification aimed for
- the name of the University of Sussex
- the month and year of submission.

## 10.5.4 TABLE OF CONTENTS

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A table of contents should be included in the thesis and should list in sequence with the page numbers all relevant sub-divisions of the thesis including;

- the titles of chapters
- sections and paragraphs as appropriate
- the bibliography
- the list of abbreviations and other functional parts of the thesis
- any appendices and the index (if provided).

Drawings, maps and similar documents should preferably be included with the text, but may, if necessary, be submitted in a portfolio lettered in similar fashion to the text.

## 10.5.5 BIBLIOGRAPHY

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A composite bibliography should be presented at the end of the thesis after the main text and before any appendices.

Individual bibliographies for sub-divisions of the thesis should not be employed.

The composite bibliography should be:

- either numbered consecutively, as far as possible, in the same order as references appear in the text, with numbers only in the text
- or be placed in alphabetical order of authors, sub-divided chronologically by year of publication, with authors' names and years of publications in the text
- in the latter case publications in the same year by the same author(s) should be distinguished in the bibliography and the text by letters in alphabetical sequence (e.g. 1979a, 1979b)
- referencing system: please use the referencing system most prevalent in your discipline. The same referencing system should be used throughout the thesis.

## 10.5.6 ACKNOWLEDGEMENTS

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In the introduction to your thesis, you should set out the sources of your information, such as particular libraries, archives, organisational records, private papers and department files.

You should also set out the plan of your research procedures, indicating what general categories of persons you interviewed and you should indicate any special conditions of access to information.

10.5.7 STATEMENT

Your thesis or portfolio must include a signed declaration bound into the thesis or portfolio after the title page which states:

- the thesis or portfolio, whether in the same or different form, has not been previously submitted to this or any other University for a degree, unless you are re-submitting the thesis or portfolio for re-examination
- to what extent any material has already been submitted as part of required coursework, at any university and any award obtained as a result
- The sources from which the information has been derived and, if any part of the thesis or portfolio results from joint work with other persons. If so, the extent to which the thesis or portfolio has drawn on the work of those others and the portion of the thesis or portfolio which you claim to be your own original work
- in the case of the papers-style thesis, the declaration must state the candidate's contribution to each paper.

EXAMPLES OF STANDARD STATEMENTS

EXAMPLE 1 - WORK SUBMITTED ELSEWHERE FOR EXAMINATION

I hereby declare that this thesis has not been and will not be, submitted in whole or in part to another University for the award of any other degree. However, the thesis incorporates to the extent indicated below, material already submitted as part of required coursework and/or for the degree of:

.....

In.....  
 (subject)  
 which was awarded by  
 .....  
 (institution)  
 Signature: .....

EXAMPLE 2 - WORK NOT SUBMITTED ELSEWHERE FOR EXAMINATION

I hereby declare that this thesis has not been and will not be, submitted in whole or in part to another University for the award of any other degree.  
 Signature: .....

10.6 PLAGIARISM, COLLUSION AND OTHER FORMS OF MISCONDUCT

It is an offence for any student to be guilty of, or party to, collusion, plagiarism or any other form of misconduct in an examination or work which is submitted for assessment. It is also an offence to commit any form of misconduct during the course of your research.

The main types of misconduct are defined as follows:

10.6.1 PLAGIARISM

Plagiarism is the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one's own in written work submitted for assessment. To copy sentences, phrases or even striking expressions without acknowledgement of the source (either by inadequate citation or failure to indicate verbatim quotations), is plagiarism; to paraphrase without acknowledgement is likewise plagiarism. Where such copying or paraphrase has occurred, the mere mention of the source in the bibliography shall not be deemed sufficient acknowledgement; each such instance must be referred specifically to its source. Verbatim quotations must be either in inverted commas, or indented, and directly acknowledged.

10.6.2 FRAUD

Deliberate deception, usually involving the invention of data or the fabrication of results or observations. It does not include unintentional error or professional differences in interpretation or judgement of data.

## 10.6.3 COLLUSION

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Collusion is the preparation or production of work for assessment jointly with another person or persons unless explicitly permitted. An act of collusion is understood to encompass those who actively assist others as well as those who derive benefit from others' work. Where joint preparation is permitted but joint production is not, the submitted work must be produced solely by the candidate making the submission. Where joint production or joint preparation and production of work for assessment is specifically permitted, this will be stated explicitly in the relevant course documentation. This does not preclude collaborative working arrangements (e.g. experimental research in laboratories) where this is permitted by the School; however, the student is required to acknowledge in the thesis where the results of collaborative work are presented and outline the contributions made by each party.

## 10.6.4 INTERFERENCE

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Intentional damage to, or removal of, the research-related property of another.

## 10.6.5 NON-COMPLIANCE WITH REQUIREMENTS GOVERNING RESEARCH

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Intentional non-compliance with the terms and conditions governing the award of external funding for research or with the University's policies and procedures relating to research, including accounting requirements, ethics, and health and safety regulations.

At the time you submit your thesis, you will be asked to sign a statement to confirm that you understand the definition of plagiarism and that the sources used in your thesis have been fully acknowledged.

Allegations or complaints of misconduct committed by research students will be investigated by the appropriate authority, depending on the timing and nature of the allegation. Where a student is found guilty of misconduct, a range of penalties may be applied, up to and including disqualification from eligibility for the award for the most serious offences. The detailed procedures for the consideration of misconduct by research students, or others, engaged in research can be accessed at: [www.sussex.ac.uk/staff/research/rqi/policy/research-policy](http://www.sussex.ac.uk/staff/research/rqi/policy/research-policy)

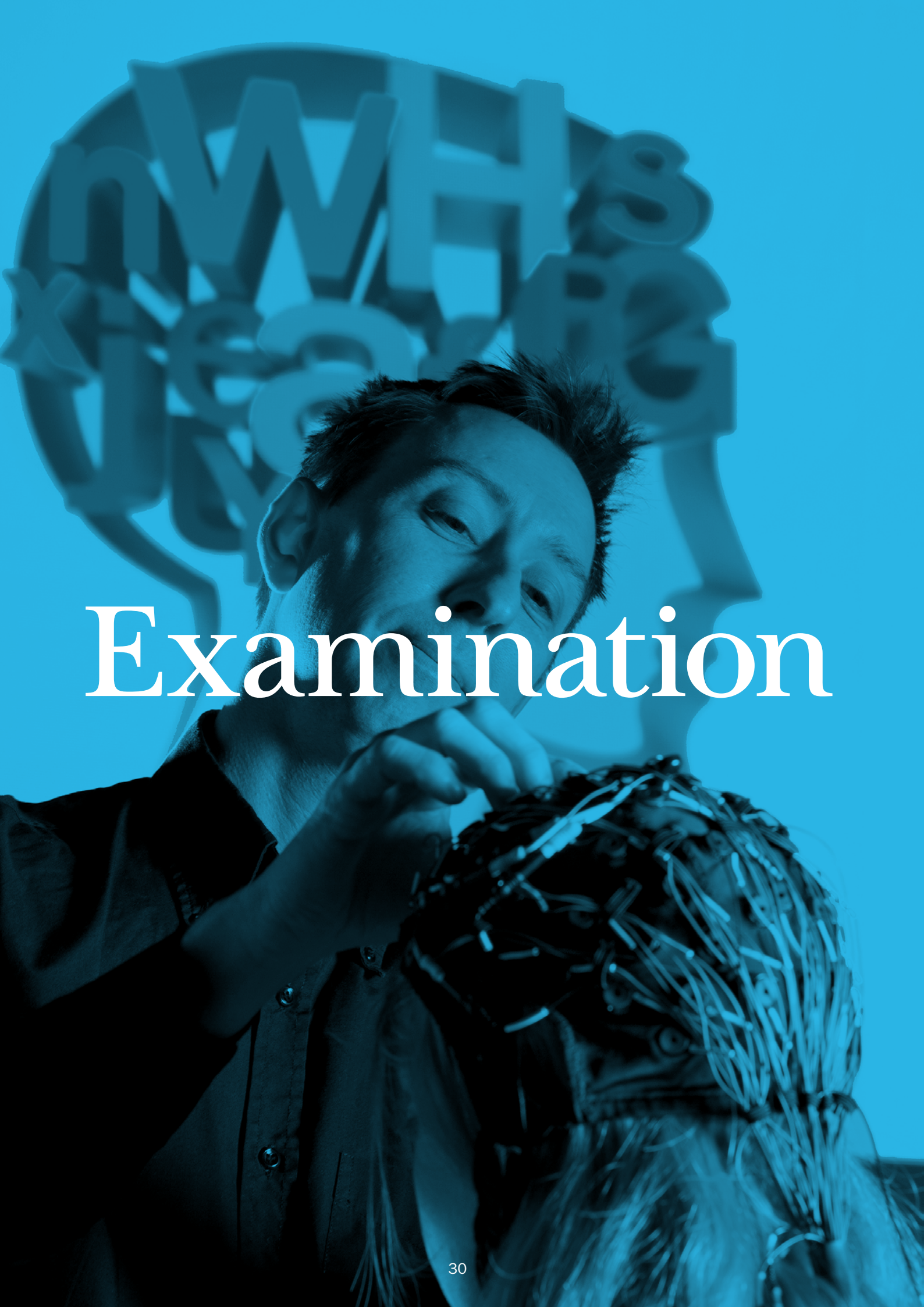
## 10.6.6 TURNITIN FOR DOCTORAL RESEARCHERS

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Turnitin, the text-matching service can be accessed via the Doctoral School website.

Turnitin enables you to check the text in chapters or sections of your thesis or research reports, to ensure that material from other sources have all been identified and referenced. Turnitin does this by comparing your submitted text with its enormous database of digital text from journals, books, conference proceedings, web pages, and archived student papers. You then have a confidential and detailed report on text similarities, which you can use to identify material taken from other sources. The site also provides links to helpful resources such as copyright and referencing information and guidance for researchers.





# Examination

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## 11 THE EXAMINATION PROCESS

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Your thesis will be examined by at least one internal and at least one external examiner. One copy of your thesis or portfolio will be sent by the Research Student Administration Office to each of your examiners and the remaining copy will be kept in the Research Student Administration Office.

As part of the examination process you will be required to attend a *viva voce* examination in defence of your thesis or portfolio. The internal examiner will contact both you and the external examiner to arrange a mutually convenient time to hold the *viva voce* examination. Please note that if you refuse to agree a time, or if you do not attend at the agreed time, you risk failure of the examination and the examiners will have the right to go ahead and conduct the examination and make a recommendation to the Examination Board, on the basis of the evidence before them, i.e. the thesis alone.

Your supervisor, with your agreement, may be invited by the examiners to attend your *viva voce* examination. If a supervisor does attend a *viva voce* examination they should only contribute to the discussion if directly addressed by the examiners.

If anyone additional attends at a *viva voce* examination as an observer this must be approved by the Director of Doctoral Studies of your School and on the condition that they play no part in the examination. Your consent must be obtained, and the rationale for the additional person attending must be clearly explained to you in advance, and confirmed at the outset of the *viva*.

Where it is School or departmental level policy, or where there are particular circumstances that warrant it, an independent chair may be employed at your *viva voce* examination. Where this is the case, you will be notified in advance.

The examination is normally held approximately 3-4 months after the time of submission of your thesis. If you will be unavailable to attend the *viva voce* examination for any period of time you should inform the Research Student Administration Office at the time of submission.

If you are unable to attend your *viva voce* examination due to illness, you should inform the internal examiner and the Research Student Administration Office as soon as possible in order that an alternative date may be arranged.

In exceptional circumstances a *viva* may be conducted via Skype or videoconference. These arrangements must be approved by the Research Degrees Examination Board well in advance. Contact the Research Student Administration Office for details.

Please note that you may not make contact with your examiners at any time other than to arrange the *viva* date as this may result in the examination being invalidated. Any contact, if necessary, should be made via your supervisors.

Schools will ensure that students are offered support in preparation for the *viva* (for example participation at a suitable workshop, offer of a mock *viva* or reference to relevant written guidance materials).

Your principal source of support in preparation for the *viva* should be your main supervisor, though input from others involved in your supervision is also encouraged.

The opportunity to present and defend academic work should take place regularly and form part of Annual Review.

Centrally-run workshops on preparation for the *viva* are available to all students. Details can be found on the Doctoral School website.

### 11.1 BASIS OF ASSESSMENT

In order to decide whether you have met the required standard for the degree for which you are being examined, your examiners will be guided by the assessment criteria for your degree. They will also take into account the doctoral-level qualification descriptors produced by the Quality Assurance Agency, which specify standards and characteristics that are expected of those who are awarded doctoral-level qualifications. See the Research Student Administration Office website for details:

[www.sussex.ac.uk/rsao/examiners](http://www.sussex.ac.uk/rsao/examiners)

### 11.2 THE ROLE OF THE RESEARCH DEGREES EXAMINATION BOARD

The role of the Research Degrees Examination Board is to formally appoint examiners on behalf of Senate and to consider the recommendations made by those examiners on the outcome of the doctoral examination. The Research Degrees Examination Board will then make a recommendation to Senate on the award of the degree, and the Research Student Administration Office will communicate the result to the student.

Most of the work of the Research Degrees Examination Board is carried out by the Chair and the Vice-Chair, who are each appointed by the Doctoral Studies Committee for a 3-year term, and who between them must have experience of graduate work at research degree level in both the humanities and social sciences and in science or engineering. The Chair has discretion to call a meeting of the full Research Degrees Examination Board to consider any cases where the recommendation of the examiners, following the viva, does not appear to be straightforward.

The Research Degrees Examination Board becomes involved with a research student's progress at various points during the examination process:

- at the time of the appointment of examiners (at least two months before the thesis is submitted)
- when they have received the individual and joint reports of the internal and external examiners for consideration of the recommended outcome (several weeks after the viva)
- when they recommend the award of the degree to Senate (after all corrections requested by the examiners have been made to the thesis and approved by the examiners).

### 11.3 EXAMINATION OUTCOME CATEGORIES

The outcome of the examination is based both on the quality of the submitted thesis and the candidate's performance in the viva. The examiners will recommend one of the following outcomes to the Research Degrees Examination Board:

#### 1. Unconditional pass

The thesis is of doctoral quality and may be awarded the degree of Doctor of Philosophy unconditionally. A very small number of minor typographical errors, which can be corrected immediately but do not require checking by the examiners, are permitted.

#### 2. Pass with minor corrections

The thesis is of doctoral quality and will pass pending the completion of minor corrections. This category allows for a period of up to three months during which the candidate may undertake the following types of minor corrections: spelling/typing errors, textual errors, reordering of material, correction of citations, and correction of figures, tables and diagrams, and the addition of a small number of paragraphs for clarification or qualification.

#### 3. Pass with corrections

The thesis is of doctoral quality and will pass pending the completion of a number of more substantial corrections. This category allows for a period of up to six months during which the candidate may undertake the following types of corrections in addition to those specified in category 2: more substantial addition of paragraphs, including the incorporation of some new material, reordering and restructuring of chapters, or some additional data analyses.

#### 4. Major revisions and re-submission for the PhD

The thesis is not of doctoral standard but may be resubmitted for examination for the award of Doctor of Philosophy. This category allows for a period of up to 12 months during which the candidate is required to thoroughly revise their thesis for resubmission, using the guidance set out in the examiners' joint report. Tuition fees are payable for this additional year.

#### 5. Award of the MPhil

The thesis is not of doctoral standard and may not be resubmitted for the award of PhD, but the MPhil may be awarded according to one of the three pass categories above, the corrections to be approved by the examiners

#### 6. Fail

The candidate be failed and not be permitted to revise and re-submit the thesis for examination





#### **11.4 NOTIFICATION OF EXAMINATION RESULT**

Please note that the only definitive notification of the outcome of your examination is from the Research Student Administration Office. Any informal indication by your examiners of your performance is not definitive.

#### **11.5 REVISION AND RE-SUBMISSION OF A THESIS OR PORTFOLIO**

If you have not met the standard required for the award at the first attempt you will be required by the Examination Board to revise and resubmit your thesis or portfolio for re-examination within one year (outcome 4, section 11.2). The Research Student Administration Office will write to you to inform you of the recommended revisions and of the date by which your thesis or portfolio must be resubmitted. In exceptional circumstances it is possible to apply for an extension of up to six months through the Research Student Administration Office, with registration fees applying.

You will be asked to confirm your acceptance of the decision of the Examination Board of revision and resubmission and pay any appropriate fees. You should consult your supervisor regarding the recommended revisions but you must not communicate with the examiners during the period of revision. Your revised thesis must be submitted to the Research Student Administration Office who will arrange for a second examination.

If your thesis or portfolio is referred for corrections only, you must return your corrected thesis to the Research Student Administration Office who will seek approval from your examiners.

Once you have resubmitted your thesis for re-examination, you will not be able to revert to the original offer made by the Examination Board following your original examination.

#### **11.6 PASS SUBJECT TO MINOR CORRECTIONS, OR CORRECTIONS**

If your thesis or portfolio is referred for corrections only (outcomes 2 and 3, section 11.2) you must return your corrected thesis to the Research Student Administration Office who will seek approval from your examiners. The corrected thesis must be accompanied by a cover-note to examiners, listing the location and detail of all changes made to the thesis.

In exceptional circumstances it is possible to apply for an extension of up to one month (minor corrections) or

three months (corrections) through the Research Student Administration Office. Registration fees apply during periods of extension.

#### **11.7 UNSUCCESSFUL CANDIDATES**

If you are unsuccessful in your examination, the University will retain one copy of the thesis which shall become the property of the University.

#### **11.8 RETURN OF THESES**

On request, the Research Student Administration Office will return copies of your thesis to you:

- by recorded delivery, if you live in the United Kingdom
- by registered surface mail or by insured mail (if you live outside the United Kingdom)
- or you may collect your thesis in person from the Research Student Administration Office.

Please note that the Research Student Administration Office are unable to take responsibility for the safe delivery of theses by post, we would be happy to make alternative arrangements for you but they would be at your own expense.

**As a precaution we advise you to retain a copy of any work submitted for examination.**

#### **11.9 SUBMISSION OF THE FINAL VERSION OF THE THESIS**

On successful completion of the examination process you must submit an electronic copy of your thesis.

IT Services have several electronic guides that relate to creating and managing PDFs: [www.sussex.ac.uk/its/help](http://www.sussex.ac.uk/its/help)

The electronic version of your thesis will be uploaded into the institutional repository, Sussex Research Online, where it will be available for download via open access.

#### **11.10 THIRD PARTY COPYRIGHT AND CONFIDENTIAL SOURCES**

Before submitting the hard and electronic copies of your thesis, you should check that you are able to use any third party material e.g. photographs, images, diagrams, maps and long extracts from other works.

While you are permitted to use third party material in a thesis for the purposes of examination, you do not

automatically have permission to make these materials freely available online. Under copyright law, making a thesis available online is considered a form of 'publishing' as it makes the work available to the public. Every attempt should be made, at the earliest opportunity, to gain permission from the rights holder to include such material. All permission should be obtained in writing and an electronic copy of the correspondence should be submitted along with the electronic copy of your thesis.

Further information on third party copyright permissions, including what to do if permission is not granted, is available from the Library website at:

[www.sussex.ac.uk/library/info/copyright](http://www.sussex.ac.uk/library/info/copyright)

The following is intended to illustrate the kinds of material, which may be termed confidential sources, and to offer guidance on the problems which such material presents.

### 11.1.1 THE NATURE OF CONFIDENTIAL SOURCES

The following are examples of sources of confidential information which may be encountered by students:

- information from documents or files which were produced under the authority of a public agency or Government department, and made available by private agencies, such as firms, or individuals, with or without conditions
- information from letters written by individuals in a public or private capacity which have not been published or available in a public archive for more than one hundred years
- information from interviews with individuals about the activities and/or personnel of public or private organisations.

Any material which is protected by copyright should also be considered to determine whether it is also confidential.

In the course of their research, students may obtain information from confidential sources, and then face decisions about how to take account of the information, and how to clear it for publication. The problems should not be put aside until the thesis has been written. It is important to realise that a thesis is legally considered to have been published as soon as it is made available to anyone at all, and therefore it cannot be written as a private document.

### 11.1.2 TREATMENT OF CONFIDENTIAL SOURCES

Given that a thesis is a publication it cannot, without permission, include quotations from, or citations of, documents or letters or oral statements which are confidential. Students who have obtained confidential information should proceed as follows:

- Every effort should be made to find published sources which make points or substantiate data which have been encountered in confidential sources.
- Some institutions allow a researcher to consult records on condition that manuscripts of any material intended for publication are submitted to them for approval prior to publication; in such cases, copies of the letter stating conditions of access and signifying approval of the thesis manuscript should be included when the thesis is submitted for examination.
- Students may be given documents or letters held by a private individual who is an employee, or former employee, of some public or private institution. If students wish to quote from or cite documents or letters belonging to such private collectors, they should obtain written permission from the originators of the letters or documents, whether personal or institutional.
- In many cases, the amount of confidential material which students will obtain in the course of their research can be dealt with simply, but if students intend to base their theses to a large extent on such sources, then they should discuss this matter carefully with their supervisor at the outset of their studies and continue to review outstanding copyright matters on an annual basis as their thesis progresses, keeping a record of any actions that need to be taken prior to submission.
- The Researcher Development Programme includes regular copyright workshops run by the Library which are specifically intended to assist research students by raising awareness and understanding of the copyright issues involved in e-theses submission. Details are available via the Doctoral School website.







### 11.13 ACCESS TO THESES AND EMBARGO ARRANGEMENTS

When a thesis is submitted, it is subject to the following arrangements:

1. it is made available for use in the electronic University Repository, Sussex Research Online
2. it is automatically uploaded to the British Library 'EThOS' service and hence becomes publicly available for download subject to the acceptance of the EThOS End User Licence Agreement
3. details of the thesis, sometimes including abstracts, are sent to various national, international and subject bodies, and to bibliographies.

There may be valid reasons for restricting access to your thesis. Usually this will be for a limited period. Below are some common reasons why you may need to restrict access to your thesis:

- you have an agreement with a publisher to publish all or part of your thesis
- your thesis contains commercially sensitive information that may prejudice the commercial interests of another person or company
- your thesis contains material that was obtained under a promise of confidentiality
- your thesis contains sensitive material about an individual or individuals that may endanger their physical or mental well-being.

All requests for an embargo should be discussed in the first instance with your supervisor who will advise you on how to proceed. Access may, with the approval of the Director of Doctoral Studies, be restricted for a period of up to three years.

If your thesis contains material for which you do not have cleared copyright, you may remove that material to a separate volume which will be permanently embargoed. In such cases you will need to submit one hard bound copy of your thesis which will be placed in the University Library for consultation by scholars but not on public access. However you must make every effort to obtain copyright during the preparation of your thesis.

### 11.14 FEEDBACK ON YOUR EXPERIENCE AS A RESEARCH STUDENT

You will be asked to complete an end-of-programme evaluation form following your submission which will provide an opportunity for feedback to the Doctoral School on the working of your examination process, as well as some overall reflections on your experience as a research student during your time at Sussex.

All research students are encouraged to complete the national Postgraduate Research Student Experience Survey. This survey is the primary way in which the University reflects on and makes changes to its research student offer. The survey contains questions about supervision, research culture, resources and expectations and will be publicised by email direct to all research students.

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## 12 GRADUATION

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Graduation ceremonies are currently held in January and July. You will be sent details of the next appropriate ceremony based on the expected date of your *viva*.

Please note there is no guarantee that you will have completed in time to be eligible to graduate at the ceremony you have been sent the details for, as the process of submitting, examining and correcting your thesis typically takes several months.

In order to graduate, you must have no outstanding academic commitments. If you are asked by your examiners to make corrections to your thesis after your *viva*, these corrections must be completed and approved by the Research Degrees Examination Board before you will be eligible to graduate.

See the Graduation webpages for more details of your ceremony [www.sussex.ac.uk/graduation](http://www.sussex.ac.uk/graduation)

A blue-tinted photograph of a university building entrance. In the foreground, three students are on a set of stairs. Two women are sitting on the lower steps, looking towards the right. A man with a backpack is walking up the stairs on the right side. The background shows a large glass window and a brick wall. The text 'Further information' is overlaid in the center in a white serif font.

# Further information

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### 13 CHANGING STATUS FROM FULL-TIME TO PART-TIME OR VICE VERSA

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If you wish to change your registration status from full-time to part-time or vice versa, please complete the relevant form which is available from the Research Student Administration Office website.

If you have completed the required minimum period of registration before making an application for a full-time to part-time change of status, your maximum date of registration will not be recalculated. Your maximum date of registration will only be recalculated if you have not yet reached your minimum date of registration. If there is a difference between your funding and University end-date, you may need to apply for an extension of registration.

Once you have completed the form, you should send it to your main supervisor who will make a decision on your request and make a recommendation to the Director of Doctoral Studies in your school whether or not your registration status should be changed. The Director of Doctoral Studies may then approve the change of registration and will inform the Research Student Administration Office who will then write to you to notify you of the decision.

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### 14 INTERMISSION

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Intermission is time away from your research and you will not be permitted access to your supervisors while intermitting. You may only make an application for intermission in advance. An application for retrospective intermission is not permitted. A maximum of one year of intermission for full time students and two years for part-time students is permitted during your research degree. Intermission is taken in periods of months, beginning on the first of a month.

Students sponsored on a Tier 4 visa may take up to two months intermission without it affecting their visa. This is known as 'authorised absence'. The right to work in the UK would cease with effect from the first day of your period of intermission (Tier 4 sponsored only), and you should therefore notify any current employer that you will not be permitted to undertake any further work.

If your studies are funded, it is your obligation to be aware of the terms and conditions of your funding award, and how these are affected by an intermission, or any other change to your registration. If you are funded by a US Federal Direct Loan, advice must be taken from the Financial Aid Office before any changes to your registration are made.

[usfinancialaid@sussex.ac.uk](mailto:usfinancialaid@sussex.ac.uk)

Please be aware that intermission is not a right and the University may set conditions for your return. Please also note that intermission is granted in addition to parental leave.

Should it be necessary for you to request intermission you should consult your main supervisor in the first instance. You should then complete an application form which is available from the Research Student Administration Office website. If your supervisor supports your request they will make a recommendation to the Director of Doctoral Studies who will notify the Research Student Administration Office of the final decision. The Research Student Administration Office will then write to you to notify you of the decision.

A further year of exceptional intermission may be granted and any such application will be approved by the Chair of Doctoral Studies Committee based on a recommendation by the Director of Doctoral Studies in your School.

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### 15 CHANGE FROM MPhil TO PHD AND VICE VERSA

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If you wish to apply to transfer your registration from the MPhil to PhD you should consult your main supervisor, providing him/her with a written application which consists of a copy of written work produced so far and a statement of the way in which the thesis will be developed, including a timetable.

Your main supervisor will pass your application to the Director of Doctoral Studies in your School together with his/her recommendation.

Recommended practice is that the application will then be considered at an internal viva examination which should be conducted by a member of the School other than your main supervisor, although your supervisor may be present with the agreement of the student. The recommendation will then be passed to the Director of Doctoral Studies in your School who will then make a decision on your application and inform the Research Student Administration Office who will then write to inform you of the outcome.



## FURTHER INFORMATION

If you are refused permission to change your registration from MPhil to PhD and consider that the decision was based on inadequate evidence or taken in an improper manner, you have the right to appeal against that decision in writing to the Secretary of the Research Degree and Professional Doctorate Appeals Board within 21 days of notification of the decision.

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### 16 CHANGE OF THESIS TITLE

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Your thesis title should be approved with your research plan as part of the annual review process in your first year. Should you wish to change the title of your thesis you should consult your main supervisor in the first instance. If your supervisor agrees with the change you should then complete an application form which is available from the Research Student Administration Office website.

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### 17 CHANGE OF SUPERVISOR

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If you wish to request a change to your supervision you should consult with your Research Convenor or Director of Doctoral Studies in the first instance. If either your Research Convenor or Director of Doctoral Studies is involved as main or second supervisor you should consult your Head of School. You may also seek advice from the PGR student representative in your School before making a formal request.

The Director of Doctoral Studies in your School will then make a decision on your application and inform the Research Student Administration Office who will then write to inform you of the outcome.

In some cases it may be necessary for the School to change your supervisor(s) during the course of your studies. This could be temporary, due to research leave or illness, or it could be on a permanent basis, for example as a result of a change in the focus of your project or if your supervisor leaves the University. In all cases the Director of Doctoral Studies in your School will ensure that appropriate replacement supervision is arranged as soon as possible.

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### 18 WHAT TO DO IF YOU WANT TO WITHDRAW FROM YOUR STUDIES

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If you wish to withdraw from your studies you should contact your supervisor in the first instance to discuss your decision. It is also advisable to contact your School Research Enterprise Co-ordinator as, depending on your reasons for wishing to withdraw from your studies, there may be an alternative option available to you. You may also find it useful to contact the Student Life Centre for advice and support before making a decision.

You should notify the Research Student Administration Office of your intention to withdraw from your studies in writing via the withdrawal form [www.sussex.ac.uk/rsao/forms/](http://www.sussex.ac.uk/rsao/forms/), confirming the date on which you wish to withdraw. The Research Student Administration Office will then write to you to confirm your withdrawal.

If you are a Tier 4 sponsored student, your right to work in the UK would cease with effect from the first day of your withdrawal, and this would end the University's sponsorship of your residence in the UK.

If your studies are funded, it is your obligation to be aware of the terms and conditions of your funding award, and how these are affected by a withdrawal. If you are funded by a US Federal Direct Loan, advice must be taken from the Financial Aid Office before any changes to your registration are made. [usfinancialaid@sussex.ac.uk](mailto:usfinancialaid@sussex.ac.uk)

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### 19 EXTENSION TO YOUR REGISTRATION PERIOD

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Minimum and maximum periods of registration for research degrees are as follows:

AWARD	MODE OF STUDY	MINIMUM PERIOD OF REGISTRATION	MAXIMUM PERIOD OF REGISTRATION
Master of Philosophy	full-time part-time	one year two years	three years four years
Doctor of Philosophy,	full-time part-time	two years three years	four years six years
Doctor of Education, Doctor of Social Work	part-time	four years	six years

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In exceptional circumstances you may request an extension to your period of registration past your maximum period of registration. Exceptional circumstances may include illness, accident, exceptional personal circumstances, maternity, paternity, or adoption. You may apply for an extension of two, three or four quarters or up to a maximum of one year. Each quarter (3 months) must begin on the first of a month.

You may be registered full time, part-time or with pre-submission status for the period of your extension. Please note that in addition to the relevant tuition fee, an extension fee of £125 is payable the first time an extension is granted. This fee is not charged for any subsequent extensions.

Your request for an extension should be made to the Director of Doctoral Studies in your School in advance. When making your request you should supply the following information:

- a statement setting out the reason for the request for an extension
- a statement of the current progress of your research and writing-up
- a timetable for the completion and submission of your thesis
- any documentary evidence in support of the request
- a statement of support from your main supervisor.

The Director of Doctoral Studies in your School will then make a decision on your request and inform the Research Student Administration Office who will then write to inform you of the outcome.

Any extension granted will constitute a final period of registration. If the Director does not agree to grant you an extension, you will be required to withdraw on academic grounds and you will no longer be a candidate for a University of Sussex degree once your maximum period of registration has been reached.

A further year of exceptional extension may be granted (making 6 years total registration for full time students, and 8 years for part-time) and any such application will be approved by the Chair of Doctoral Studies Committee based on a recommendation by the Director of Doctoral Studies in your School.

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## 20 LEAVE

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### 20.1 ANNUAL LEAVE

All doctoral students are entitled to a maximum of eight weeks annual leave including public holidays and University closure days. Students should notify their supervisors in writing of when they intend to take their annual leave. Those students holding Tier 4 visas sponsored by the University may take annual leave without risk to their immigration status. While on annual leave, students and supervisors should continue to make contact every month.

### 20.2 MATERNITY LEAVE

All doctoral students are entitled to one full year (52 weeks) of maternity leave. Those students in receipt of an RCUK stipend or a Sussex Scholarship are entitled to 26 weeks of maternity leave on full stipend and a further 26 weeks of unpaid maternity leave. Students may decide when they wish their maternity leave to begin, but should inform the Research Student Administration Office of their intentions no later than two months before the start date.

### 20.3 ADOPTION LEAVE

Adoption leave is granted on the same basis as maternity leave.

### 20.4 PATERNITY LEAVE

Fathers are entitled to up to 10 days (two weeks) ordinary paternity leave and up to 26 weeks of additional paternity leave. For those students in receipt of an RCUK stipend or a Sussex Scholarship, the ordinary paternity leave will be at full stipend and the period of additional paternity leave may include paid and unpaid leave, depending on the individual circumstances, and any paid leave should be at full stipend. Students may decide when they wish their paternity leave to begin, but should inform the Research Student Administration Office of their intentions no later than two months before the start date.

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### 21 INFORMATION SPECIFIC TO INTERNATIONAL STUDENTS

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#### 21.1 VISA EXTENSIONS

If you need to apply for a Tier 4 visa extension, you will need to request a Confirmation of Acceptance for Study (CAS) from the University and you should contact the Research Student Administration Office, who will provide you with the necessary documentation. We recommend that you begin this process at least three months before your visa is due to expire. For more information on visa extensions and the application process, please check the International Student Support webpages:

[www.sussex.ac.uk/internationalsupport/immigration](http://www.sussex.ac.uk/internationalsupport/immigration)

#### 21.2 CHANGING TO PART-TIME STATUS

The Tier 4 immigration rules do not currently allow students who hold a Tier 4 visa to transfer to part-time status. Part-time study may be permitted on some other visa types but you should discuss the implications with an International Student Advisor (based in International Student Support) before making any change to your visa status.

#### 21.3 INTERMISSION AND AUTHORISED ABSENCE

International doctoral students holding a Tier 4 visa are entitled to a period of authorised absence (a type of intermission) from their studies, during which the University will continue to act as their sponsor. Advice from the UKVI is that this period does not exceed two months (60 days). Periods of authorised absence of up to 60 days will be granted for maternity, paternity or adoption leave, and exceptionally for medical or financial reasons. During the period of authorised absence students must maintain regular contact with their supervisors. Students may decide when they wish their period of authorised absence to begin, but should inform the Research Student Administration Office in advance. The standard intermission form should be used.

If a student holding a Tier 4 visa wishes to take intermission for longer than 60 consecutive days, the University will cease to be their sponsor. The student must then return to their home country and apply to the University for a new CAS (Confirmation of Acceptance to Study) and a new visa when they are ready to resume their studies. The standard intermission form should be used.

The right to work in the UK would cease with effect from the first day of your period of intermission (tier 4 sponsored only), and you should therefore notify any current employer that you will not be permitted to undertake any further work.

#### 21.4 DOCTORATE EXTENSION SCHEME

The Doctorate Extension Scheme (DES) was introduced by the UK Border Agency in 2013. Through the DES scheme, the University can grant a further CAS to completing doctoral students to apply for an extension to their Tier 4 Visa. The DES visa will allow you to look for and start work in the UK (including self-employment) for a further 12 months after completion of your studies. The scheme can also provide a bridge to longer term extensions in the UK to work under either Tier 1 or 2. You must apply for this while your current Tier 4 is still valid and before you have formally completed your PhD. Contact the International Student Support Office for advice.



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### 22 APPEALS PROCEDURES FOR RESEARCH DEGREES

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#### 22.1

You may appeal against a decision by the examiners of your thesis following your examination. If you wish to appeal a decision by your examiners, you should submit your appeal in writing to the Secretary of the Research Degree and Professional Doctorate Appeals Board, with supporting evidence, no later than 21 days after publication of the result.

#### 22.2

The grounds for an admissible appeal are as follows:

- that there exist circumstances affecting the student's performance of which the examiners had not been made aware when their decision was taken, and which could not reasonably have been presented to the examiners
- that there were procedural irregularities in the conduct of the examination (including administrative error) of such a nature as to cause reasonable doubt whether the examiners would have reached the same conclusion had they not occurred
- that there is evidence of prejudice or of bias on the part of one or more of the examiners.

#### 22.3

Please note, however, that there is no right of appeal in the University against the academic judgement of the examiners. Nor does the alleged inadequacy of supervisory or other arrangements during the period of registration constitute grounds for an appeal unless there are exceptional reasons for the information not having come to the attention of the examiners until after the examination.

#### 22.4

You may also appeal against a decision that your registration be withdrawn, that you be refused permission to re-register, or that you be refused permission to change your registration from Master of Philosophy to Doctor of Philosophy (or vice-versa). You should submit your appeal in writing within 21 days of the notification of the decision.

#### 22.5

Please note that it is your responsibility to ensure that all the relevant evidence is available to the appropriate authority before a decision on re-registration or change of registration is made. Evidence produced later will be taken into account only when there are good reasons for it not having been presented in good time.

#### 22.6

Where an appeal is deemed to be admissible, the outcome will be decided in the vast majority of cases by the Chair of the Research Degree and Professional Doctorate Appeals Board on the basis of the evidence available and advice from relevant officers. The more detailed procedures for the consideration of research degree appeals are set out within the regulations for your degree accessible via:

[www.sussex.ac.uk/ogs/govdocuments/regulations](http://www.sussex.ac.uk/ogs/govdocuments/regulations)

#### 22.7

More detailed guidance on the appeals procedures, and the process for submitting an appeal, can be found on the appeals website via:

[www.sussex.ac.uk/ogs/complaintsappeals/academic](http://www.sussex.ac.uk/ogs/complaintsappeals/academic)

#### 22.8

There is no right of appeal within the University against a decision of the Research Degree and Professional Doctorate Appeals Board or against the outcome of any process of reconsideration instituted by that Board.

#### 22.9

The Office of the Independent Adjudicator for Higher Education (OIA) provides an independent scheme for the review of student appeals. Once the University's internal procedures have been exhausted, the University will issue a Completion of Procedures letter. Students wishing to pursue the avenue of an independent review by the OIA must submit their application to the OIA within three months of the issue of the Completion of Procedures letter. Further details about the OIA are available at [www.oiahe.org.uk](http://www.oiahe.org.uk)



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