

**University of Sussex**  
Academic Registry

# **Handbook and Regulations for Doctoral Researchers 2015-16**



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# 1 Introduction

## 1 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 Vicky Lebeau**  
Director of Doctoral Education  
February 2014



# 1 Introduction

## 1.1 About the handbook

The purpose of this handbook is to provide guidance and information to help research students and their supervisors 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. The handbook is therefore not only a guide; it is a Code of Practice incorporating the University's Regulations for Research Degrees, and should be read in conjunction with the handbooks and induction information that will be provided by your School, Department or Research Group.

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. Students and supervisors are expected to keep up to date with any 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.

## 1.2 Sources of advice and help

### 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 in Sussex House [www.sussex.ac.uk/rsao](http://www.sussex.ac.uk/rsao). The office deals with all aspects of research student administration from 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 17.00 Monday to Friday. Enquiries may be made by phone, T 01273 876550 (internal extension 6550), or

E [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.

The Researcher Development Programme provides year-round professional, research and career development workshops and events specifically for doctoral researchers at Sussex. All our workshops are mapped to the [Vita 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 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

E [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/doctoralschool/internal/esrc](http://www.sussex.ac.uk/doctoralschool/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/doctoralschool/funding](http://www.sussex.ac.uk/doctoralschool/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

When you register for a research degree at Sussex, you will be based in one of our 12 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 practice 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. Find out more about the scheme here:

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

# 1 Introduction

## Support services outside the Schools

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/studentssupport](http://www.sussex.ac.uk/studentssupport)

- **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 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/internationalstudent](http://www.sussex.ac.uk/internationalstudent)

- **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/)

## 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).

## 2 On arrival

### 2 Registration

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 registration will be sent to you by email in August/September each year.

All students should register using the online registration system. If you are full-time and unable to register using the online system, you should attend registration in person.

#### 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 students will be sent to pigeon hole addresses;
- Correspondence for 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 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.

### 3 Induction

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 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/doctorschool/internal/researcherdev/onlineprofile](http://www.sussex.ac.uk/doctorschool/internal/researcherdev/onlineprofile)

#### 4 First supervisor meeting

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. 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.



## 2 On arrival

### 5 Responsibilities of research degree students and their supervisors

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;
- preparation of a research outline to be approved during the student's first year of study;
- planning a research project which is achievable within a schedule consistent with the normal expectations of the relevant Research Council, 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 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 aware of the University's Codes of Practice for Research and Intellectual Property and adhering to the requirements and observing the principles contained therein.

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

- 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:
- 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 external 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 Codes of Practice for Research and Intellectual Property and that he or she adhere to the requirements and observe the principles contained therein;
- 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).



## 6.1 Research outline

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.

## 6.2 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.

## 6.3 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)

## 7 Annual review process

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 and return it to the Research and Enterprise Co-ordinator.

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.

You will be asked to return the report to your School Office by the date specified.

### 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

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

- 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;
- your registration may be transferred (downgraded) from PhD to MPhil;
- 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 (and the Chair of the Doctoral School Board) for final consideration and approval;
- the Chair of the Doctoral Studies Committee (and the Chair of the Doctoral School Board) 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/other](http://www.sussex.ac.uk/ogs/complaintsappeals/academic/other).

## 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 at least one formal meeting each month (or equivalent) between student and supervisor, all of which need to be recorded via Sussex Direct.

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





## 8 In year 2

### 8 Fieldwork

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. The minimum prescribed period of registration for the MPhil Degree is three terms for a full-time student and six terms for a part-time student and for the PhD Degree it is six terms and nine terms respectively.

Before you proceed on fieldwork you should ensure:

- your thesis title and research outline/research topic have been submitted and approved;
- 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 Office 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.

#### 8.1 Application procedure

Please complete an application to undertake fieldwork or to study away from the University, which is available from the Research and Enterprise Coordinator in your School Office.

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.

### 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/rso](http://www.sussex.ac.uk/rso)

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.

## 9 In years 3 and 4

### 9 Pre-submission status

You can apply to transfer to pre-submission status, for which a reduced fee is payable, 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 request a 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.

If you are eligible and would like to apply to transfer to pre-submission status, please contact the Research Student Administration Office. Please note that a transfer of registration status will only take effect from the beginning of a term.

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.

As a reduced fee is charged for pre-submission status, you will only have limited access to University facilities and you will not be entitled to:

- attendance at seminars, classes or tutorials;
- use of work-rooms, laboratories or similar facilities;
- close or regular contact with supervisors;
- University accommodation or membership of, or election to, University Committees;
- use of a study space or locker;
- social facilities of the University, other than the Careers and Employability Centre (CEC).

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.



## 10 Submission and Examination

### 10 Submission

#### 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](http://www.sussex.ac.uk/rsao) 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 and 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 Summary

The summary or abstract should provide a synopsis of the thesis, 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 and a copy included in each of your temporary bound thesis or portfolio.

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

#### 10.3 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.

##### 10.3.1 Number of copies required

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

##### 10.3.2 Temporary binding

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. Note that you should only submit a hard bound copy of your thesis after you have been examined and completed any corrections. Temporary (soft) binding is sufficient for the initial submission.
- 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.

##### 10.3.3 Language of thesis or portfolio

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.

##### 10.3.4 Length and format of thesis or portfolio

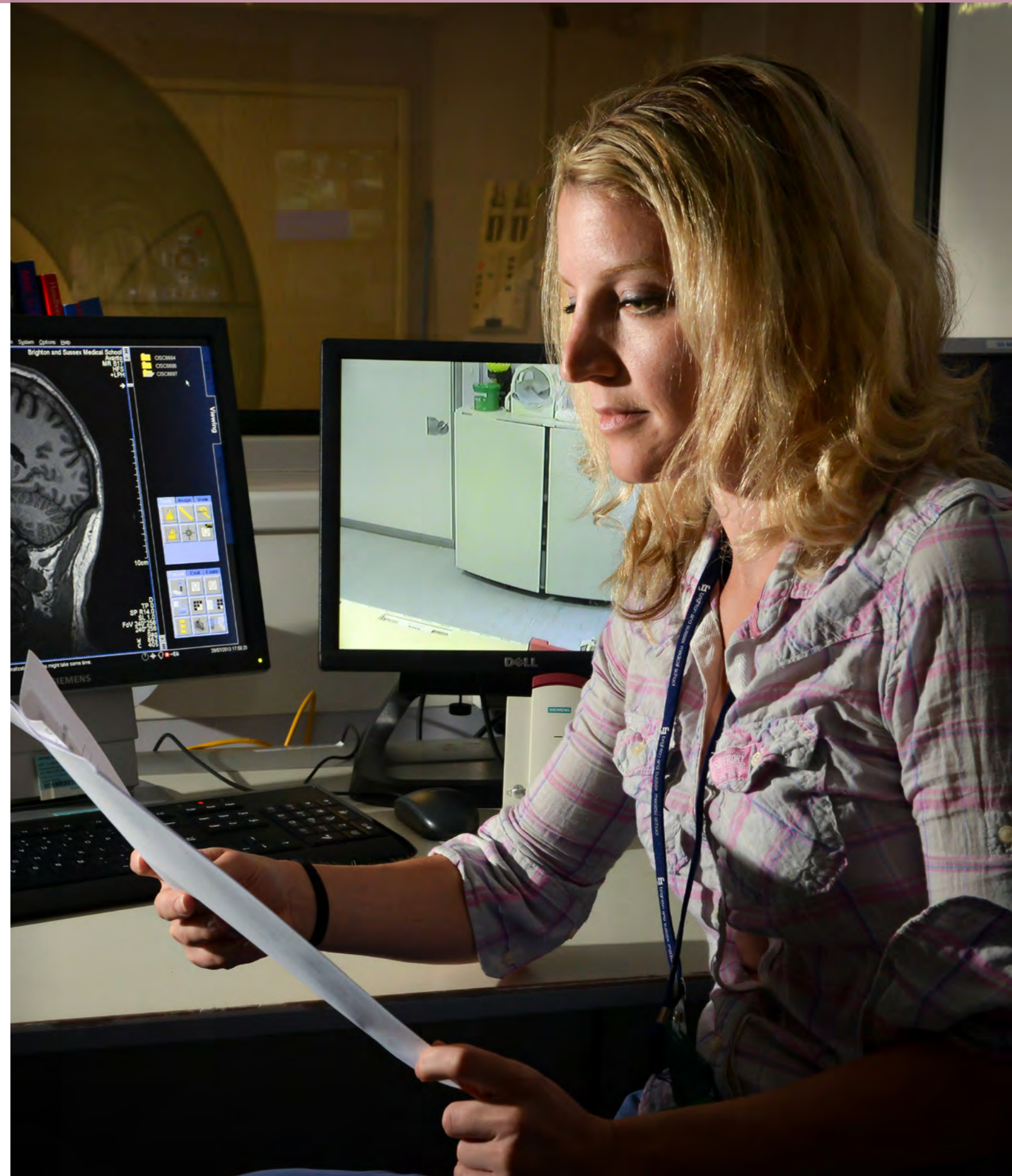
The maximum word length for a PhD thesis is 80,000 words.

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.



## 10 Submission

### 10.3.5 Musical composition

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.

### 10.3.6 Music-theatre performance

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.

### 10.3.7 Creative writing

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.

All students registered from 2008/9 will be examined under this regulation; students registered prior to 2008/9 will also be examined under this regulation, except those who have chosen poetry for their creative component, who will be examined under the corresponding regulation for creative writing as stated in the 2007/8 version of the *Ordinances and Regulations*.

### 10.3.8 Media practice

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.

### 10.3.9 Doctor of Education and Doctor of Social Work

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.

### 10.3.10 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 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.

### 10.3.11 Format of the thesis or portfolio

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.

### 10.3.12 Pagination

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.

### 10.3.13 Title page

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.

### 10.3.14 Table of contents

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.

### 10.3.15 Bibliography

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.

### 10.3.16 Acknowledgements

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

## 10 Submission

procedures, indicating what general categories of persons you interviewed and you should indicate any special conditions of access to information.

### 10.3.17 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.

### 10.3.18 Incorporation of published work ('papers style thesis')

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).

### 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:.....

### 10.3.19 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:

#### 10.3.20 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.

#### 10.3.21 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.

#### 11.3.22 Collusion

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.

### 10.3.23 Interference

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

### 10.3.24 Non-compliance

With requirements governing research - 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)

### 10.3.25 Turnitin for Doctoral researchers

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.

### 10.3.26 Support for research students in preparation for the viva examination

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 Examination

### 11 The examination process

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 as this may result in the examination being invalidated.

### 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 (see Appendix 1 at the end of this Handbook). 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.

### 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 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 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.

### 11.4 Successful attainment of the award

If the examiners recommend that you be awarded the degree unconditionally, the copy of your thesis that has been retained by the Research Student Administration Office will be returned to you. You then submit one hard copy of your thesis in the approved style for final binding and one electronic (PDF) copy.



## 11 Examination

### 11.5 Revision and re-submission of a thesis or portfolio, including corrections

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. 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. This deadline may not be extended.

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 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.

### 11.7 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.**

### 11.8 Submission of the final version of the thesis

On successful completion of the examination process you must submit ONE electronic copy of your thesis or portfolio and ONE hard copy of your thesis or portfolio bound in the approved style.

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 hard copy, on the outside front board should bear the title of the work **in gold lettering** and in at least 24 pt type. If the title is of excessive length, a short title will be sufficient.

The spine of the work should bear, the qualification attained, your surname and initials and year of award **in gold lettering** and in at least 24 pt type. These three items should read in that order from the top to the base of the spine when the work is correctly shelved in the vertical position. This information should be printed along the spine in such a way as to be readable when the volume is lying flat with the front cover uppermost. If the work consists of more than one volume, the spine should also bear the number of each volume at the base.

The approved binding of a thesis consists of boards and smooth cloth:

- the **MPhil** thesis must be bound in a maroon colour cloth;
- the **PhD** thesis must be bound in a dark blue cloth.

One copy of all drawings, maps and similar documents must be supplied, preferably being included in each text but may if necessary, be submitted in portfolios lettered in a similar fashion to the text.

One copy of the Summary must be bound into the hard copy of the thesis.

### 11.9 MPhil and PhD by composition

For the MPhil or PhD by musical composition, the portfolio must be bound in the approved style of rigid material, A3 in size, portrait orientation and bound at the side with lace-up ties.

Inside it should have two wallets:

- one to hold the scores that make up the submission, these can be numerous and potentially thick, making the portfolio rather wide;
- and one to hold the Commentary required as part of the submission.

The approved colour and lettering should be in line with that given above for PhD or MPhil. Please note that, although the scores for the initial submission may be larger than A3, all scores for the final binding should be reduced to either A4 or A3.

The Research Student Administration Office can advise you on details of binders who can provide the necessary portfolio binding.

### 11.10 University Institutional Repository and the British Library

On the successful completion of your examination, you are required to submit one hard and one electronic (PDF) copy of your thesis or portfolio, both of which become the property of the University. The hard copy will be retained by your department or School.

In line with the University's policies on open access [www.sussex.ac.uk/staff/research/rqi/policy/research-policy](http://www.sussex.ac.uk/staff/research/rqi/policy/research-policy), the electronic copy will be used to allow public access to your thesis

via the University's Institutional Repository, Sussex Research Online. Sussex University Library will no longer hold printed hard copies of theses. An electronic copy of your thesis will also be uploaded to the Electronic Theses Online Service (EThOS) run by the British Library, <http://ethos.bl.uk>. This service offers free access to the full text of UK theses, allowing your research to be made available to the wider scholarly community more easily. The thesis will be free to download, although the requestor may opt to pay for a print copy or a copy on CD. You will be requested to complete an EThOS deposit form upon submitting your thesis.

### 11.11 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.

### 11.12 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.

### 11.13 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 Examination

### 11.14 Access to theses and embargo arrangements

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

- I. it is made available for use in the electronic University Repository, Sussex Research Online;
- II. 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;
- III. 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 two years.

If your thesis contains material for which you do not have cleared copyright, you may remove that material to separate volume which will be permanently embargoed. However you must make every effort to obtain copyright during the preparation of your thesis.

### 11.15 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.

### 12 Graduation

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/)

## 13 Further information

### 13 Changing status from full-time to part-time or vice versa

If you wish to change your registration status from full-time to part-time or vice versa, please contact the Research and Enterprise Coordinator in your School in order to obtain the relevant application form.

If you are applying to change your status because you are due to receive sponsorship please attach a copy of the award letter to the application form.

If you have completed the required minimum period of registration before making an application for a 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.

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.

### 14 Intermission

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 is permitted during your research degree. Intermission is taken in periods of months, beginning on the first of a month.

Please be aware that intermission is not a right and the University may set conditions for your return.

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 and Enterprise Coordinator in your School. 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.

### 15 Change from MPhil to PhD

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, 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.

### 15.1 Refusal to permission to change your registration from MPhil to PhD

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.

### 16 Change of thesis title

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 and Enterprise Coordinator in your School.

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 and inform the Research Student Administration Office who will then write to inform you of the outcome.

### 17 Change of supervisor

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.

### 18 What to do if you want to withdraw from your studies

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.

## 13 Further information

You should notify the Research Student Administration Office of your intention to withdraw from your studies in writing, confirming the date on which you wish to withdraw. The Research Student Administration Office will then write to you to confirm your withdrawal.

### 19 Extension to your registration period

The maximum period of registration for the MPhil is three years for a full-time student and four years for a part-time student. The maximum period of registration for the PhD is four years for a full-time student and six years for a part-time student and the maximum period of registration for the EdD and DSW is six years.

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 one, two or up to a maximum of three quarters. Each quarter (3 months) must begin on the first of a month.

Your request for an extension should be made to the Director of Doctoral Studies in your School, at least three months before your maximum period of registration is reached. 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.

### 20 Leave

#### 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.

### 21 Information specific to International students

#### 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 of their intentions no later than two months before the start date. 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. In applying for intermission the standard intermission form should be used.

#### 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.

### 22 Appeals procedures for research degrees

#### 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:

- (a) 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;
- (b) 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;
- (c) 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).



### 23 Appendix 1 – Criteria for assessment of research degrees at Sussex

The criteria for assessment of research degrees during 2012-13 are as described in this Appendix. In order to inform their judgement of whether your thesis has met the required standard, examiners of doctoral-level work will also take into account the Quality Assurance Agency's doctoral-level descriptors (please see Appendix 2 which follows below).

#### Master of Philosophy

- for the award of the Master of Philosophy, that the thesis makes an adequate original contribution to knowledge or understanding or is a valuable presentation or interpretation of material put together in an original manner.
- for the award of the Master of Philosophy taken by musical composition, that the portfolio of musical compositions makes an adequate original contribution to the field of composition and that the associated discursive and critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the compositions and relevant practices in the field within which they are located (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory.
- for the award of the Master of Philosophy taken by music-theatre performance, that the work makes an adequate original contribution to the field of music theatre practice and that the associated discursive and critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the performance work and relevant practices in the field (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory.
- for the award of the Master of Philosophy taken by Media Practice that the work makes an adequate original contribution to the field of media practice, and that the associated discursive and critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the practical work and relevant practices in the field (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory.
- for the award of the Master of Philosophy taken by creative writing, that the work demonstrates adequate levels of creativity, originality, scholarly competence and knowledge of the field within which it is located. The critical component should comprise at least one of (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the literary composition and contemporary or traditional achievements in the genre (c) an exploration of ways in which the writing responds to or explores specific issues in contemporary literary and critical theory (d) a research-based consideration of the creative writing process in relation to issues in the field of personal development. If the creative and critical components are inter-woven, examiners will take particular account of the way these components enhance each other and form a coherent whole. All students registered from 2008/9 will be examined under this regulation; students registered prior to 2008/9 will also be examined under this regulation, except those who have chosen poetry for their creative component, who will be examined under the corresponding regulation for creative writing as stated in the 2007/8 version of the Ordinances and Regulations.

#### Doctor of Philosophy

- for the award of the Doctor of Philosophy, that the thesis makes a substantial original contribution to knowledge or understanding.
- for the award of the Doctor of Philosophy taken by musical composition, that the portfolio of musical compositions makes a substantial original contribution to the field of composition and that the associated discursive and critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the compositions and relevant practices in the field within which they are located (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory.
- for the award of the Doctor of Philosophy taken by music-theatre performance, that the work makes a substantial original contribution to the field of music theatre practice, and that the associated discursive and critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical

consideration of the relationship between the performance work and relevant practices in the field (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory.

- for the award of the Doctor of Philosophy taken by Media Practice, that the work makes a substantial original contribution to the field of media practice, and that the associated discursive and critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the practical work and relevant practices in the field (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory.
- for the award of the Doctor of Philosophy taken by creative writing that the work demonstrates substantial levels of creativity, originality, scholarly competence and knowledge of the field within which it is located. The critical component should comprise at least one of (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the literary composition and contemporary or traditional achievements in the genre (c) an exploration of ways in which the writing responds to or explores specific issues in contemporary literary and critical theory (d) a research-based consideration of the creative writing process in relation to issues in the field of personal development. If the creative and critical components are inter-woven, examiners will take particular account of the way these components enhance each other and form a coherent whole. All students registered from 2008/9 will be examined under this regulation; students registered prior to 2008/9 will also be examined under this regulation, except those who have chosen poetry for their creative component, who will be examined under the corresponding regulation for creative writing as stated in the 2007/8 version of the Ordinances and Regulations.

#### Doctor of Education or Doctor of Social Work

- for the award of the Doctor of Education or Doctor of Social Work, that the thesis makes a substantial original contribution to knowledge or understanding.

### 24 Appendix 2 – Quality Assurance Agency descriptors for qualifications at Doctoral (D) level

Doctorates are awarded to students who have demonstrated:

- the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;
- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;
- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
- a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;
- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches; and will have:
- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

### 25 Appendix 3 – Regulation 23: Degrees of Master of Philosophy and Doctor of Philosophy

#### General

- This Regulation applies to the Master of Philosophy (MPhil) and Doctor of Philosophy (PhD).
- In accordance with Article 10 of the Charter and in accordance with the Statutes, the University shall:
  - grant and confer Degrees, Diplomas, Certificates and other academic distinctions to and on persons who shall have pursued a course of study approved by the University and shall have passed the examinations or other tests prescribed by the University; provided that all Degrees, Diplomas, Certificates and other academic distinctions so granted and conferred shall be held subject to this Regulation.
  - on what the University shall deem to be good cause, to deprive persons of any Degrees or other distinctions conferred on them and to revoke any Diplomas or Certificates granted to them by the University.
- The degrees, foundation degrees, diplomas, certificates, and other distinctions of the University shall be awarded by the authority of Senate on the recommendation of one of its authorised sub-committees.
- The University reserves the right to withhold registration or re-registration, or to withdraw registration, not to confer a degree, and not to award a foundation degree, diploma or certificate to a candidate or such lesser sanction as may be specified in regulations unless they have paid the fees prescribed by the University and any other sums due to the University.
- The conferment of any degree, or the award of any foundation degree, diploma or certificate, may be revoked by Senate, provided that the individual circumstances of each such case shall be considered by Senate.
- The power to interpret these Regulations shall be vested in Senate.
- The prescribed course of study shall be pursued either fully or partly in the University or an Affiliated Institution.
- For the purposes of this Regulation a fellow of the Institute of Development Studies shall be regarded as a member of the academic staff of the University.
- The facilities available to full-time and part-time students shall be prescribed by Doctoral Studies Committee and by Performance Committee.
- A student shall be subject to the University's Code of Practice for Research and shall adhere to the requirements and observe the principles contained therein.
- A student will be subject to the University's Policy on Exploitation and Commercialisation of Intellectual Property.
- Any attempt to exploit commercially the University's intellectual property outside the terms of this Policy will infringe the University's rights and the University reserves the right to enforce its rights.
- A student may be admitted to the degree of Master of Philosophy who has complied with the Regulations and has pursued, as a full-time student for not less than one year, or as a part-time student for not less than two years, a course of graduate study approved by the University under a supervisor appointed by Senate.
- A student may be admitted to the degree of Doctor of Philosophy who has complied with the Regulations and has pursued, as a full-time student for not less than two years, or as a part-time student for not less than three years, a course of graduate study approved by the University under a supervisor appointed by Senate.

#### Admission and registration

- Every application for admission shall be submitted on the designated form.
- The entrance requirements for a course shall be determined by the Doctoral Studies Committee.

- A student shall be registered in a School (or equivalent body) of the University.
- The Doctoral Studies Committee shall prescribe that each course and module is available to full-time students, to part-time students or to both.

#### Simultaneous registration

- No person shall be eligible for admission who would thereby be registered simultaneously for an award in more than one institution, except:
  - under the terms of an agreement between the University and that institution; or
  - with the permission of the Head of the relevant School.
- A student shall not be permitted to register simultaneously for more than one award of the University without permission of the relevant Head of School of Studies.

#### Exemption from part of a course

- A student may be exempted, under procedures approved by Doctoral Studies Committee, from part of a prescribed course on the basis of previous education or relevant experience.

#### Admission to a course

- A student shall not be admitted to a course unless they have:
  - satisfied, or have been properly exempted from, the entrance requirements for the course;
  - agreed to comply with the *Charter and Statutes*, and *Regulations* of the University.
- The relevant Director of Doctoral Studies (or nominee) shall have the authority to admit applicants meeting the normal entrance requirements, in conjunction with the Registrar and Secretary (or nominee). Admission of applicants not meeting the normal entrance requirements must be approved personally by the relevant Director of Doctoral Studies, in conjunction with the Registrar and Secretary (or nominee). In all cases, the Registrar and Secretary's decision shall be final.

#### Completion of registration

- On completion of registration a student shall be entitled to receive a registration card which may be required at any time (including examinations) to be produced for the purpose of identification.

#### Late registration fee

- A late registration fee may be charged where a student does not register within four weeks of the start of the relevant term.

#### Renewal of registration

- Registration shall be renewed at the beginning of each University year, or at such time as is otherwise set by Regulation.

#### The withholding or withdrawal of registration

- The University shall have the right to withhold or withdraw registration which may involve inter alia (among other things), exclusion from sit or resit assessment from a student who:
  - is in arrears with the payment of fees or any other dues to the University or to an affiliated institution; or
  - has failed to meet the academic requirements to continue on the course of studies concerned; or
  - has temporarily withdrawn from the University and has failed to meet the conditions laid down for the resumption of study; or
  - has been disciplined under Regulation 2 in so far as the disciplinary action taken by the University relates to registration or re-registration; or
  - has been found guilty of misconduct in research; or
  - has provided materially inaccurate information in support of their application; or
  - has acquired a criminal conviction of sufficient seriousness or has failed to declare a criminal conviction occurring during the course of their studies; or

h. has a visa status which is in conflict with the terms of the University's licence as a visa-sponsoring organisation.

**Change in registration particulars**

28. A student must notify the Registrar and Secretary of any changes occurring in the particulars supplied by the student for registration purposes. Where such changes are such that initial admission and registration would not have been permitted had the changed circumstances applied at that time, the University may require the student to de-register from the University and to leave their course of study.

**Minimum and maximum periods of registration**

29. The minimum and maximum periods of registration shall be determined by Doctoral Studies Committee. The minimum and maximum periods of registration are:

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

30. A student required by the Director of Doctoral Studies of the relevant School to undertake coursework shall normally have the minimum and maximum periods of registration extended by a corresponding period.

31. A student who changes registration status from full-time to part-time, or vice versa, before reaching the minimum period of registration shall have the minimum and maximum periods of registration recalculated in proportions approved by the Doctoral Studies Committee.

**Transfer of registration between Master and Doctor of Philosophy**

32. A student registered for either the degree of Master of Philosophy or the degree of Doctor of Philosophy may apply to be registered for the other degree and, with the consent of the Director of Doctoral Studies of the relevant School, may cancel that registration and register instead for the other degree at any time before giving notice as required under paragraph 51.

**Collaborative Distant Students**

33. Senate may approve an institutional collaborative arrangement with another institution in order to enable a student to register, as a Collaborative Distant Student, on a course of study leading to an award of the University, while carrying out their research work within another institution.

**Independent Distant Students**

34. The Director of Doctoral Studies of the relevant School may approve an arrangement whereby a student resident overseas (including elsewhere in the European Union) may register on a course of study and research as an Independent Distant Student leading to an award of the University. An Independent Distant Student shall be required to attend for a minimum period of one term at the University during the period although the Director of Doctoral Studies of the relevant School may specify a longer period of attendance, depending on the requirements of the research course. The Director of Doctoral Studies of the relevant School shall approve a provisional timetable for completion of the required period of attendance. For the purpose of the minimum and maximum periods of registration permitted, an Independent Distant student shall be regarded as equivalent to a full-time student.

**Attendance and study**

35. No person may attend any course, including receiving supervision, unless registered for that course as a student.  
36. A student shall be required to attend such academic and practical work and to perform such academic engagements as may be prescribed for the course concerned, except when permission to be absent or not to complete the work has been obtained under

procedures approved by Doctoral Studies Committee. A student shall be required to be in attendance unless permission to the contrary has been obtained under procedures approved by the Doctoral Studies Committee.

37. A student, unable by reason of illness, incapacitation or other emergency, to fulfil the attendance requirements, shall arrange to inform the main supervisor. In the event of a student suffering illness lasting more than six days, a medical certificate must be obtained and sent to the Director of Student Experience.

**Exemption from part of study**

38. Where the Director of Doctoral Studies of the relevant School has exempted a student from part of a course of study, the minimum duration of the course of study at the University shall be not less than one half of the minimum period of registration required.

**Fieldwork**

39. The Director of Doctoral Studies of the relevant School may permit a student to carry out fieldwork elsewhere as part of the course, provided that any such fieldwork elsewhere is in the interests of a student's academic work and that a student shall have spent at least half the minimum prescribed period of registration as a research student at the University.

**Withdrawal from the University**

40. A student who wishes to withdraw from the University before the completion of the course must give notice in writing to the Registrar and Secretary, after consulting the Director of Doctoral Studies of the relevant School. Fees already paid will not normally be refunded and any fees due will be charged notwithstanding the withdrawal. Any subsequent application for admission shall be determined ab initio (from the beginning) in accordance with these regulations, under procedures determined by the Doctoral Studies Committee.

**Temporary withdrawal**

41. A student may be permitted to withdraw temporarily from the University for a specified period under procedures determined by the Doctoral Studies Committee. Conditions may be set for resuming registration as a student.

**Requirement to withdraw**

42. Registration may be withheld or withdrawn from a student whose academic progress is considered to be unsatisfactory under procedures determined by the Doctoral Studies Committee.

**Course structure**

43. A student shall pursue a course of supervised study approved by the Doctoral Studies Committee.

**Coursework**

44. A student may be required to undertake coursework, the content of which shall be prescribed by the Director of Doctoral Studies of the relevant School.

**Supervision**

45. A student shall have a main and additional supervisor appointed by the Director of Doctoral Studies (or, in the case of a Joint Research Degree Student, two joint supervisors, one appointed from the University of Sussex and one from the other institution). The responsibilities and duties of both the student and of those involved in the student's supervision shall be prescribed by the Doctoral Studies Committee.

**Academic progress**

46. A student will be required to prepare, in accordance with procedures approved by Doctoral Studies Committee, an outline of the research project for consideration during their first year of study.

47. A certificate to confirm the content and title of the student's thesis and research outline shall be submitted to the Director of Doctoral Studies of the relevant School by the published deadline within the first year of the student's registration for a degree. Any subsequent changes in the title or research topic shall be valid only when approved by the Director of Doctoral Studies of the relevant School on the recommendation of the supervisor(s).

48. The academic progress of a student shall be reviewed annually under procedures approved by the Doctoral Studies Committee. In accordance with those procedures, a student shall be required to submit a report on research progress during each academic year. The Director of Doctoral Studies shall be responsible, within framework guidance set down by the Doctoral Studies Committee, for ensuring the existence and effective operation of arrangements within the School for proper review of the progress of each student. The Director of Doctoral Studies shall, on the outcome of the review, decide that a student should either be permitted to proceed with the research and be re-registered or not be permitted to re-register.

**Submission of thesis**

49. A thesis may be submitted only by a registered student.

50. A student may submit a thesis at any time after the completion of the minimum period of registration but shall not be permitted to submit it after the period listed below without the consent of the Director of Doctoral Studies of the relevant School:

Award	Mode of Study	Minimum period of registration	Maximum permitted time for submission of thesis after minimum period of registration
Master of Philosophy	full-time part-time	one year two years	two years two years
Doctor of Philosophy	full-time part-time	two years three years	two years three years

51. A student shall give at least two months notice of the submission of the thesis by completing the prescribed form stating the full title of the thesis.

52. A student shall submit three copies of the thesis, including a summary which shall be liable to examination, in the form prescribed by Doctoral Studies Committee. Any variation to the length of the thesis must be approved by the Director of Doctoral Studies of the relevant School. The form prescribed by Doctoral Studies Committee is as follows:

- a. Word length limits for theses: the maximum word length for PhD theses shall be 80,000 words, and for MPhil theses shall be 40,000 words except in the following subjects, where no such limits are specified:  
Biochemistry  
Biology  
Chemistry  
Engineering & Information Technology  
Environmental Science  
Informatics  
Mathematics  
Physics & Astronomy  
SPRU: Science & Technology Policy Research
- b. Summary word length: the maximum word length for the summary section for both PhD and MPhil theses shall be 300 words except for theses in the subjects of Education, Creative Writing and Media Practice where the limit shall be 600 words.
- c. Musical composition

In the case of the MPhil taken by musical composition the thesis shall consist of a portfolio of compositions and a discursive or written component. The portfolio shall 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] shall be between 8000-10,000 words in length. In the case of the PhD taken by musical composition the portfolio of

compositions shall 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 large 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, which must be documented on DVD and submitted with the critical commentary. The written component [associated commentary] shall be between 20,000-40,000 words in length.

d. Music-theatre performance

The thesis will 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 performance and portfolio (where relevant) must be accompanied by a written critical and theoretical commentary. For the MPhil (PhD) the discursive or critical written component of the thesis will be between 10,000 (20,000) and 20,000 (40,000) words in length. The summary for both the MPhil and the PhD shall not exceed 600 words.

e. Creative writing

The thesis will be an original piece of creative writing and research. The MPhil shall be no more than 40,000 words in length and the PhD no more than 80,000 words. Many creative writing theses will consist of a creative component, in any recognised genre of creative writing, together with a related critical study, with the critical component occupying 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). However, 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.

f. Media practice

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 creative work must be accompanied by a discursive or critical written component. For the MPhil (PhD) the discursive or critical written component of the thesis will be between 10,000 (20,000) and 20,000 (40,000) words in length. The summary for both the MPhil and the PhD shall not exceed 600 words.

g. The use of alternative modes for other courses

The modes listed in paragraphs 52 (c-f) for Musical Composition, Music-Theatre Performance, Creative Writing and Media Practice may also be available for use on other courses, with suitable variation, subject to the approval of the Director of Doctoral Studies within the relevant school.

**Written declaration**

53. A student may not be awarded more than one degree for the same research thesis, or for a thesis containing significantly overlapping material. Students shall be required to make a written declaration:

a. stating the extent to which the material in the thesis has

already been submitted as part of formal assessment at this or any other University, and the award, if any, obtained as a result; and in such a case may be required to produce that original material;

- b. providing an assurance that the thesis has not been, and will not be, submitted in whole or in part to another University for any other degree, except as declared under paragraph (a) above, or in terms of re-submission at the University of Sussex.

Notwithstanding the declaration, the University may investigate to verify the statement should it deem this to be necessary. Should the University be dissatisfied with the outcome of any such investigation, it may decide to terminate the examination. The University reserves the right for Senate to rescind the award of a degree if it is proven that a student has submitted the same thesis, or a thesis which significantly overlaps in content, to another University for the award of a degree, subsequent to the award of the Sussex degree.

54. A student shall state, in a preface to the thesis, the sources from which the information has been derived and, if any part of the thesis results from joint work with other persons, the extent to which the thesis has drawn on the work of those others and the portion of the thesis which a student claims to be their own original work.

#### Incorporation of published work

55. Only material which is freely available for publication may be incorporated into work submitted for assessment. For work permitted to incorporate material not freely available for publication an embargo on consultation or restriction of access may be implemented by the Library for a specific duration with the approval of the Director of Doctoral Studies of the relevant School and other conditions shall apply at the discretion of the Director of Doctoral Studies of the relevant School who may permit the inclusion of materials not freely available for publication.

#### Incorporation of a student's published work

56. A student may incorporate, as an integral part of their thesis, any of their work published before 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. Publications by a student relating to work described in the thesis may be submitted as supporting material.

#### Examination and Award

57. The thesis shall be assessed by at least one internal examiner and at least one external examiner, appointed by the Chair or Vice-Chair of the Research Degree Examination Board on the recommendation of the Director of Doctoral Studies.

58. A viva voce examination, a practical examination or a combination of both shall normally be an integral part of the examination.

#### Title of awards and courses

59. The title of awards and courses shall be determined by the Doctoral Studies Committee.

#### Submission of work for assessment

60. Work submitted for assessment shall:

- be written in English unless otherwise approved by Doctoral Studies Committee;
- be the student's own work except where other authors are acknowledged by a method acceptable to the examiners;
- become the property of the University which may deposit it in the University's Institutional Repository or elsewhere and shall have the right to take copies of it and circulate those copies as it shall think fit.

#### Collusion, plagiarism and misconduct

61. It shall be an offence for any student to be guilty of, or party to, attempting to commit or committing collusion, plagiarism or any other misconduct in an examination or work which is submitted for assessment. An examiner who has reason to believe that there may have been collusion, plagiarism or any other misconduct shall report the circumstances to the Chair

of the Research Degree Examination Board, who shall as soon as possible investigate the matter in such manner as may be appropriate, subject to any rules or procedures which may have been prescribed by Doctoral Studies Committee, provided always that the student shall be given reasonable opportunity to make representations.

62. The Chair of the Research Degree Examination Board, if they have adequate reason to suspect that collusion, plagiarism or any other misconduct has occurred, shall constitute a viva panel to investigate the matter.

63. Under procedures prescribed by Doctoral Studies Committee, the viva panel shall make a recommendation to the Research Degree Examination Board which may include disqualification from eligibility for the award or some other penalty. A student shall be informed of the recommendation as soon as is practicable. A student shall have the right to appeal.

#### Requirements for an award

64. A student shall be required to satisfy the examiners in one of the following:

##### a. Master of Philosophy

for the award of the Master of Philosophy, that the thesis makes an adequate original contribution to knowledge or understanding or is a valuable presentation or interpretation of material put together in an original manner;

for the award of the Master of Philosophy taken by musical composition, that the portfolio of musical compositions makes an adequate original contribution to the field of composition and that the associated discursive or critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the compositions and relevant practices in the field within which they are located (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory;

for the award of the Master of Philosophy taken by music-theatre performance, that the work makes an adequate original contribution to the field of music theatre practice and that the associated discursive or critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the performance work and relevant practices in the field (c) an exploration of ways in which the performance responds to or explores specific issues in contemporary critical theory.

for the award of the Master of Philosophy taken by Media Practice that the work makes an adequate original contribution to the field of media practice, and that the associated discursive and critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the practical work and relevant practices in the field (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory.

for the award of the Master of Philosophy taken by creative writing, that the work demonstrates adequate levels of creativity, originality, scholarly competence and knowledge of the field within which it is located. The critical component should comprise at least one of: (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the literary composition and contemporary or traditional achievements in the genre (c) an exploration of ways in which the writing responds to or explores specific issues in contemporary literary and critical theory (d) a research-based consideration of the creative writing process in relation to issues in the field of personal development. If the creative and critical components are interwoven, examiners will take particular account of the way these components enhance each other and form a coherent whole.

##### b. Doctor of Philosophy

for the award of the Doctor of Philosophy, that the thesis makes a substantial original contribution to knowledge or understanding;

for the award of the Doctor of Philosophy taken by musical composition, that the portfolio of musical compositions makes a substantial original contribution to the field of composition

and that the associated discursive or critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the compositions and relevant practices in the field within which they are located (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory;

for the award of the Doctor of Philosophy taken by music-theatre performance, that the work makes a substantial original contribution to the field of music theatre practice, and that the associated discursive or critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the performance work and relevant practices in the field (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory;

for the award of Doctor of Philosophy taken by Media Practice, that the work makes a substantial original contribution to the field of media practice, and that the associated discursive and critical component should comprise (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the practical work and relevant practices in the field (c) an account of ways in which the practice responds to or explores specific issues in relevant critical theory;

for the award of the Doctor of Philosophy taken by creative writing, that the work demonstrates substantial levels of creativity, originality, scholarly competence and knowledge of the field within which it is located. The critical component should comprise at least one of: (a) a critical understanding of the attendant creative process (b) a critical consideration of the relationship between the literary composition and contemporary or traditional achievements in the genre (c) an exploration of ways in which the writing responds to or explores specific issues in contemporary literary and critical theory (d) a research-based consideration of the creative writing process in relation to issues in the field of personal development. If the creative and critical components are interwoven, examiners will take particular account of the way these components enhance each other and form a coherent whole.

65. The examiners shall make a recommendation through the Research Degree Examination Board to the Chair of the Doctoral Studies Committee, for approval on behalf of Senate, in respect of each student being recommended for an award.

66. The examiners shall recommend, for the award of the degree of Master of Philosophy, one of the following:

- that the Master of Philosophy be awarded unconditionally, or subject to corrections being made to the thesis;
- that the thesis be referred for major revision but the student be permitted to revise and resubmit the thesis for examination for Master of Philosophy a second time;
- that a student should fail and should not be permitted to revise and resubmit the thesis for examination.

67. The examiners shall recommend, for the award of the degree of Doctor of Philosophy, either:

- that the Doctor of Philosophy be awarded unconditionally, or subject to corrections being made to the thesis;
- that the thesis be referred for major revision, the student to have the choice, to be exercised within twenty-eight days of the formal communication of the result of the examination to a student, between (a) the opportunity to revise and resubmit the thesis for examination for the Doctor of Philosophy degree or (b) to accept the award of the Master of Philosophy, either unconditionally or subject to corrections being made to the thesis;
- that a student registered for the Doctor of Philosophy should fail the Doctor of Philosophy but be awarded the Master of Philosophy, unconditionally or subject to corrections being made to the thesis;
- that a student registered for the Doctor of Philosophy should fail the Doctor of Philosophy but be permitted to revise and resubmit the thesis for examination for a second time, this time for the Master of Philosophy;

e. that a student registered for a Doctor of Philosophy should fail the Doctor of Philosophy, but should have the choice, in exceptional circumstances only, to be exercised within twenty eight days of the formal communication of the result to a student, to choose to revise and resubmit the thesis for examination for a second time for either the Doctor of Philosophy or the Master of Philosophy;

f. that a student should fail and should not be permitted to revise and resubmit the thesis for examination.

68. A student awarded the degree of Doctor of Philosophy or Master of Philosophy subject to corrections shall normally be permitted a maximum of six months in which to so do the corrections to the approval of the internal examiner.

69. A student permitted to revise and resubmit a thesis for examination for a second time shall normally be required to do so within a further year.

70. The examiners shall recommend, for a student permitted to revise and resubmit the thesis for a second examination for the award of the Master of Philosophy, either:

- that the Master of Philosophy be awarded, unconditionally or subject to corrections being made to the thesis;
- that a student should fail and should not be permitted to revise and to re-submit the thesis for further examination.

71. Once a student has resubmitted their thesis for re-examination, s/he will not be able to revert to the original offer made by the Research Degree Examination Board after their examination.

72. The examiners shall recommend, for a student permitted to revise and resubmit the thesis for a second examination for the award of the Doctor of Philosophy, either:

- that the Doctor of Philosophy be awarded, unconditionally or subject to corrections being made to the thesis;
- that a student should fail the Doctor of Philosophy but be awarded the Master of Philosophy, unconditionally or subject to corrections being made to the thesis;
- that a student should fail and should not be permitted to revise and to re-submit the thesis for further examination.

73. The procedure to be followed in the event of failure by the examiners to reach a joint recommendation as to the result of the examination shall be determined by Doctoral Studies Committee.

74. No thesis shall be examined more than twice under this Regulations except as may be determined by the Research Degree and Professional Doctorate Appeals Board.

#### Withholding of award

75. Where a student is in arrears with the payment of any dues to the University or to an affiliated institution, including fees, fines or other charges, the University reserves the right to withhold an award and to withhold any recommendation for an award or recognition of study by any accrediting or validating body.

#### Appeals

76. There is no right of appeal in the University against the academic judgement of the duly appointed examiners.

77. A student may appeal against any of the decisions under paragraphs 66(b), 66(c), 67(b), 67(c), 67(d), 67(e), 67(f), 70(b), 72(b), 72(c).

78. Procedures for complaint and redress during the study period shall be set out in a statement approved by Doctoral Studies Committee. The alleged inadequacy of supervisory or other arrangements during the period of registration shall not 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.

79. A student who has been refused permission to re-register or to change registration from Master of Philosophy to Doctor of Philosophy or vice versa and considers that the decision was based on inadequate evidence or taken in an improper manner, or whose registration has been withdrawn, shall have the right

to appeal against that decision by writing to the Secretary of the Appeals Board within twenty-one days of the notification of the decision. It shall be the responsibility of the student to ensure that all relevant evidence is available to the appropriate authority before the 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.

80. The grounds for an admissible appeal shall be one or more of the following allegations:
- that there existed circumstances affecting the student's performance of which the examiners were not 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.
81. To lodge an appeal, the student must complete the relevant pro-forma as specified in the Academic Appeals Procedures and ensure this is submitted to, and received by, the Secretary of the Appeals Board within twenty-one days of the publication of the decision against which the appeal is made.
82. A decision on whether an appeal is admissible will be made by the Chair of the Research Degrees and Professional Doctorates Appeals Board, acting on the basis of the evidence and advice from relevant officers, in terms of being:
- received in time (or, if received out of time, whether mitigating circumstances exist which justify waiving the normal time-limit);
  - that the grounds of the appeal are admissible according to sections 76 to 80 above;
  - that the remedy sought is one that is compatible with the University's rules on examination and assessment.
83. Where an appeal is determined to be admissible, it shall be considered in one of these ways:
- where the appeal appears to be readily decidable in favour of the appellant on the basis of the evidence available, the Chair of the Research Degree and Professional Doctorate Appeals Board may reach a decision without the need for a hearing;
  - otherwise, the appeal will be examined at a hearing of an Appeals Panel drawn from the membership of the Research Degree and Professional Doctorates Appeals Board.
84. In the event that a hearing of an Appeals Panel is held, the appellant shall have the right (though not an obligation) to attend. The Supervisor shall have the right to attend. The Appeals Panel shall be entitled to ask (but not require) the appellant to attend to provide further information. The Panel shall have the right to require the supervisor to attend the meeting. The appellant shall have the right to request that the supervisor may or may not attend the hearing jointly with the appellant. The Appeals Panel shall have the right to invite any other person to attend.
85. An appellant who attends an Appeals Panel hearing shall be entitled to be accompanied by a person of their choice, who may represent him or her in addition to the supervisor. If the appellant wishes to be so accompanied or represented, they shall inform the Secretary of the Appeals Board accordingly at least five working days in advance of the time of the hearing and shall at that time also supply the name of that person. If the appellant wishes the supervisor to be present with the appellant, they shall inform the Secretary of the Appeals Board at least five working days in advance of the time of the hearing.
86. After the Appeals Panel has been presented with the evidence in the case, all persons other than the Panel members and its officers shall withdraw while the Panel considers its decision in private. The Panel will normally invite the appellant (and the person accompanying him or her) to return to hear its decision.

However, an Appeals Panel reserves the right to defer immediate decision and instead to provide a later written decision. In such cases, the normal time-limit (for reaching a decision, formulating it in writing and despatching it to the appellant) shall be seven working days unless otherwise specified by the Panel at the time of the hearing, in which case a specific reason for needing the additional time will be given to the appellant.

87. The Appeals Panel shall determine whether the case presented constitutes grounds for reconsideration and, if so, institute such steps as it considers appropriate in the circumstances'.
88. There is no right of appeal 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.
- Deposit of thesis**
89. A student awarded a degree shall:
- deposit two copies of the approved thesis with the University. One copy shall be bound in the style approved by Doctoral Studies Committee. The other shall be submitted in electronic format as prescribed by the Research Student Administration Office. Both copies shall become the property of the University. Subject to any embargo or restriction of access to published work, the copy in electronic format shall be deposited in the University's Institutional Repository and made available for wider public access by appropriate means. Graduation will be subject to the receipt of one bound and one electronic copy of the thesis;
  - duly complete all necessary authorisations required by the British Library to lend, photocopy and sell copies of the thesis without further reference to the author.
90. In the case of a student not awarded a degree the University shall retain one copy of the thesis which shall become the property of the University.

## 26 Appendix 4 – Regulation 24: Professional Doctorates and Exit Awards

### General

- This Regulation applies to the Doctor of Education and to the Doctor of Social Work.
- In accordance with Article 10 of the Charter and in accordance with the Statutes, the University shall:
  - grant and confer Degrees, Diplomas, Certificates and other academic distinctions to and on persons who shall have pursued a course of study approved by the University and shall have passed the examinations or other tests prescribed by the University; provided that all Degrees, Diplomas, Certificates and other academic distinctions so granted and conferred shall be held subject to this Regulation.
  - on what the University shall deem to be good cause, to deprive persons of any Degrees or other distinctions conferred on them and to revoke any Diplomas or Certificates granted to them by the University.
- The degrees, foundation degrees, diplomas, certificates, and other distinctions of the University shall be awarded by the authority of Senate on the recommendation of one of its authorised sub-committees.
- The University reserves the right to withhold registration or re-registration, or to withdraw registration, not to confer a degree, and not to award a foundation degree, diploma or certificate to a candidate or such lesser sanction as may be specified in regulations unless he or she has paid the fees prescribed by the University and any other sums due to the University.
- The conferment of any degree, or the award of any foundation degree, diploma or certificate, may be revoked by Senate, provided that the individual circumstances of each such case shall be considered by Senate.
- A student may be admitted to the degree of Doctor of Education or Doctor of Social Work who has complied with the Regulations and has pursued, as a part-time student for not less than four years, a course of graduate study approved by the University.
- The power to interpret these Regulations shall be vested in Senate.
- The facilities available to full-time and part-time students shall be prescribed by Doctoral School Board.
- A student shall be subject to the University's Code of Practice for Research and shall adhere to the requirements and observe the principles contained therein.
- A student will be subject to the University's Policy on Exploitation and Commercialisation of Intellectual Property.
- Any attempt to exploit commercially the University's intellectual property outside the terms of this Policy will infringe the University's rights and the University reserves the right to enforce its rights.

### Admission and registration

- Every application for admission shall be submitted on the designated form.
- The entrance requirements for a course shall be determined by the Doctoral Studies Committee.
- A student will be registered in the School of Education and Social Work.

### Simultaneous registration

- No person shall be eligible for admission who would thereby be registered simultaneously for an award in more than one institution, except:
  - under the terms of an agreement between the University and that institution; or
  - with the permission of the Director of Doctoral Studies of the School of Education and Social Work.

### Exemption from part of a course

- A student may be exempted, under procedures approved by Doctoral Studies Committee, from part of a prescribed course on the basis of previous education or relevant experience. A student shall not be permitted to register simultaneously for more than one award of the University without permission of the Director of Doctoral Studies of the School of Education and Social Work.

### Admission to a course

- A student shall not be admitted to a course unless they have:
  - satisfied, or have been properly exempted from, the entrance requirements for the course;
  - agreed to comply with the *Charter and Statutes and Regulations* of the University.
- The Director of Doctoral Studies of the School of Education and Social Work (or nominee) shall have the authority to admit applicants meeting the normal entrance requirements, in conjunction with the Registrar and Secretary (or nominee). Admission of applicants not meeting the normal entrance requirements must be approved personally by the Director of Doctoral Studies, in conjunction with the Registrar and Secretary (or nominee). In all cases, the Registrar and Secretary's decision shall be final.

### Completion of registration

- On completion of registration a student shall be entitled to receive a registration card which may be required at any time (including examinations) to be produced for the purpose of identification.

### Late registration fee

- A late registration fee may be charged where a student does not register within four weeks of the start of the relevant term.

### Renewal of registration

- Registration shall be renewed at the beginning of each University year, or at such time as is otherwise set by Regulation.

### The withholding or withdrawal of registration

- The University shall have the right to withhold or withdraw registration which may involve inter alia (among other things), exclusion from sit or resit assessment from a student who:
  - is in arrears with the payment of fees or any other dues to the University or to an affiliated institution; or
  - has failed to meet the academic requirements to continue on the course of studies concerned; or
  - has temporarily withdrawn from the University and has failed to meet the conditions laid down for the resumption of study; or
  - has been disciplined under Regulation II in so far as the disciplinary action taken by the University relates to registration or re-registration; or
  - has been found guilty of misconduct in research; or
  - has provided materially inaccurate information in support of their application; or
  - has acquired a criminal conviction of sufficient seriousness or has failed to declare a criminal conviction occurring during the course of their studies; or
  - has a visa status which is in conflict with the terms of the University's licence as a visa-sponsoring organisation.

### Change in registration particulars

- A student must notify the Registrar and Secretary of any changes occurring in the particulars supplied by the student for registration purposes. Where such changes are such that initial admission and registration would not have been permitted had the changed circumstances applied at that time, the University may require the student to de-register from the University and to leave their course of study.

**Minimum and maximum period of registration**

24. The minimum and maximum periods of registration shall be determined by Doctoral Studies Committee. The minimum and maximum periods of registration are:

Award	Mode of Study	Minimum period of registration	Maximum period of registration
Doctor of Education	part-time	four years*	six years
Doctor of Social Work	part-time	four years	six years

\* In the case of students registered on the international EdD course (whose mode of study is by distant registration) the thesis component may be submitted after three years rather than four, subject to the approval of the Director of Doctoral Studies.

**Independent Distant Students**

25. The Director of Doctoral Studies of the relevant School may approve an arrangement whereby a student resident overseas (including elsewhere in the European Union) may register on a course of study and research as an Independent Distant Student leading to an award of the University. An Independent Distant Student shall be required to attend for a minimum period of one term at the University during the period although the Director of Doctoral Studies of the relevant School may specify a longer period of attendance, depending on the requirements of the research course. The Director of Doctoral Studies of the relevant School shall approve a provisional timetable for completion of the required period of attendance.

**Attendance and study**

26. No person may attend any course, including receiving supervision, unless registered for that course of study.

27. A student shall be required to attend such academic and practical work and to perform such academic engagements as may be prescribed for the course concerned, except when permission to be absent or not to complete the work has been obtained under procedures approved by Doctoral Studies Committee. A student shall be required to be in attendance unless permission to the contrary has been obtained under procedures approved by Doctoral Studies Committee.

28. A student, unable by reason of illness, incapacitation or other emergency, to fulfil the attendance requirements, shall arrange to inform the main supervisor. In the event of a student suffering illness lasting more than six days, a medical certificate must be obtained and sent to the Director of Doctoral Studies of the School of Education and Social Work.

**Exemption from part of study**

29. Where the Director of Doctoral Studies in the School of Education and Social Work has exempted a student from part of a course of study, the minimum duration of the course of study at the University shall be not less than one half of the minimum period of registration required.

**Withdrawal from the University**

30. A student who wishes to withdraw from the University before the completion of the course must give notice in writing to the Registrar and Secretary, after consulting the Director of Doctoral Studies of the School of Education and Social Work. Fees already paid will not normally be refunded and any fees due will be charged notwithstanding the withdrawal. Any subsequent application for admission shall be determined ab initio (from the beginning) in accordance with this regulation.

**Temporary withdrawal**

31. A student may be permitted to withdraw temporarily from the University for a specified period under procedures determined by the Doctoral Studies Committee. Conditions may be set for resuming registration as a student.

**Requirement to withdraw**

32. Registration may be withheld or withdrawn from a student whose academic progress is considered to be unsatisfactory under procedures determined by the Doctoral Studies Committee.

**Course structure**

33. A student shall pursue a course of taught coursework, supervised study and research in a subject approved by the Doctoral Studies Committee.

**Fieldwork**

34. The Director of Doctoral Studies in the School of Education and Social Work may permit a student to carry out fieldwork elsewhere as part of the course, provided that any such fieldwork elsewhere is in the interests of a student's academic work and that a student shall have spent at least half the minimum prescribed period of registration as a research student at the University.

**Supervision**

35. A student shall have a main and additional supervisor appointed by the Director of Doctoral Studies. The responsibilities and duties of both the student and those involved in the student's supervision shall be prescribed by Doctoral Studies Committee.

36. The main supervisor shall report on the work and progress of a student as and when required by Doctoral Studies Committee.

**Academic progress**

**Coursework**

37. A student shall be required to satisfy the examiners in any form of assessment prescribed by Doctoral Studies Committee before proceeding to the submission of the thesis.

**Research**

38. A student will be required to prepare, in accordance with procedures approved by Doctoral Studies Committee, an outline of the research project for consideration during their first year of research study.

39. A certificate to confirm the content and title of the student's thesis and research outline shall be submitted to the Director of Doctoral Studies in the School of Education and Social Work by the deadline published within the Graduate Centre of the School of Education and Social Work. Any subsequent changes in the title or research topic shall be valid only when approved by the Director of Doctoral Studies of the School of Education and Social Work on the recommendation of the supervisor.

40. The academic progress of a student shall be reviewed annually under procedures approved by the Doctoral Studies Committee. In accordance with those procedures, a student shall be required to submit a report on research progress during each academic year. The Director of Doctoral Studies shall be responsible, within framework guidance set down by the Doctoral Studies Committee, for ensuring the existence and effective operation of arrangements within the School for proper review of the progress of each student. The Director of Doctoral Studies shall, on the outcome of the review, decide that a student should either be permitted to proceed with the research and be re-registered or not be permitted to re-register.

**Examination of coursework**

41. A Professional Doctorate Examination Board shall have the discretion to award such marks as it thinks appropriate in respect of a student who has failed to submit work required for assessment, whether through absence or through failure to observe prescribed submission dates or who has failed to comply with any relevant procedures prescribed by the examiners, provided that such marks will apply to the element or elements of the course of studies in respect of which the failure has occurred.

42. A student who has failed to satisfy the examiners may, with the permission of a Professional Doctorate Examination Board and on the recommendation of the examiners, retake the relevant assessment to be held at a time prescribed by a Professional Doctorate Examination Board during the 12-month period immediately following the first attempt. A student may be required

to pursue a further course of study for a specific period not exceeding one year and must pay all appropriate fees arising from such further study. A student who fails to satisfy the examiners at the second attempt shall be required to withdraw from the University.

43. A student shall have the right to appeal against a decision of the Professional Doctorate Examination Board that they be required to withdraw from the University on academic grounds (see paragraphs 72 to 83 below, relating to coursework appeals).

**Collusion, plagiarism and misconduct**

44. It shall be an offence for any student to be guilty of, or party to, attempting to commit or committing collusion, plagiarism or any other misconduct in an examination or work which is submitted for assessment. An examiner who has reason to believe that there may have been collusion, plagiarism or any other misconduct shall report the circumstances to the Chair of the Professional Doctorate Examination Board, who shall as soon as possible investigate the matter in such manner as may be appropriate, subject to any rules or procedures which may have been prescribed by Doctoral Studies Committee, provided always that the student shall be given reasonable opportunity to make representations.

45. The Chair of the Professional Doctorate Examination Board, if they have adequate reason to suspect that collusion, plagiarism or any other misconduct has occurred, shall constitute a viva panel to investigate the matter.

46. Under procedures prescribed by Doctoral Studies Committee, the viva panel shall make a recommendation to the Professional Doctorate Examination Board which may include disqualification from eligibility for the award or some other penalty. A student shall be informed of the recommendation as soon as is practicable. A student shall have the right to appeal.

**Submission of thesis**

47. A thesis may be submitted only by a registered student.

48. Doctoral Studies Committee shall determine the maximum time allowed, while registered, for a student to be eligible for an award. A student may submit the thesis at any time after the completion of the minimum period of registration but shall not be permitted to submit it after the period listed below without the consent of the Director of Doctoral Studies in the School of Education and Social Work.

Award	Mode of study	Minimum period of registration	Maximum date for submission of thesis after minimum period of registration
Doctor of Education	part-time	four years	two years
Doctor of Social Work	part-time	four years	two years

49. A student shall give at least two months notice of the submission of the thesis by completing the prescribed form stating the full title of the thesis.

50. A student shall submit three copies of the thesis, including a summary which shall be liable to examination, in the form prescribed by Doctoral Studies Committee. Any variation to the length of the thesis must be approved by the Director of Doctoral Studies in the School of Education and Social Work. The form prescribed by Doctoral Studies Committee is as follows:

Award Title	Award	Word length	Summary word length
Doctor of Education	EdD	50,000 words	600 words
Doctor of Social Work	DSW	50,000 words	600 words

**Written declaration**

51. A student may not be awarded more than one degree for the same research thesis, or for a thesis containing significantly overlapping material. Students shall be required to make a written declaration:

- a. stating the extent to which the material in the thesis has already been submitted as part of formal assessment at this or any other University, and the award, if any, obtained as a result; and in such a case may be required to produce that original material;
- b. providing an assurance that the thesis has not been, and will not be, submitted in whole or in part to another University for any other degree, except as declared under (a) above, or in terms of re-submission at the University of Sussex.

Notwithstanding the declaration, the University may investigate to verify the statement should it deem this to be necessary. Should the University be dissatisfied with the outcome of any such investigation, it may decide to terminate the examination. The University reserves the right for Senate to rescind the award of a degree if it is proven that a student has submitted the same thesis, or a thesis which significantly overlaps in content, to another University for the award of a degree, subsequent to the award of the Sussex degree.

52. A student shall state, in a preface to the thesis, the sources from which the information has been derived and, if any part of the thesis results from joint work with other persons, the extent to which the thesis has drawn on the work of those others and the portion of the thesis which a student claims to be their own original work.

**Incorporation of published work**

53. Only material which is freely available for publication may be incorporated into work submitted for assessment. For work permitted to incorporate material not freely available for publication an embargo on consultation or restriction of access may be implemented by the Library for a specific duration and other conditions shall apply at the discretion of the Director of Doctoral Studies in the School of Education and Social Work who may permit the inclusion of materials not freely available for publication.

**Incorporation of a student's published work**

54. A student may incorporate, as an integral part of their thesis, any of their work published before 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. Publications by a student relating to work described in the thesis may be submitted as supporting material.

**Examination and award**

55. The thesis shall be assessed by at least one internal examiner and at least one external examiner, appointed by the Chair or Vice-Chair of a Professional Doctorate Examination Board.

56. A viva voce examination, a practical examination or a combination of both shall normally be an integral part of the examination.

**Title of awards and courses**

57. The title of awards and courses shall be determined by the Doctoral Studies Committee.

**Submission of work for assessment**

- 58. Work submitted for assessment shall:
  - a. be written in English unless otherwise approved by Doctoral Studies Committee;
  - b. be the student's own work except where other authors are acknowledged by a method acceptable to the examiners;
  - c. become the property of the University which may deposit it in the University's Institutional Repository or elsewhere and shall have the right to take copies of it and circulate those copies as it shall think fit.

**Requirements for an award**

59. A student shall be required to satisfy the examiners in one of the following:
- Master of Philosophy  
For the award of the degree of Master of Philosophy, that the thesis makes an adequate original contribution to knowledge or understanding or is a valuable presentational interpretation of material put together in an original manner.
  - Doctor of Education or Doctor of Social Work  
For the award of the degree of Doctor of Education or Doctor of Social work, that the thesis makes a substantial original contribution to knowledge or understanding.
60. The examiners shall make a recommendation through the Professional Doctorate Examination Board to the Chair of the Doctoral Studies Committee, for approval on behalf of Senate, in respect of each student being recommended for an award.
61. The examiners shall recommend, for the award of the degree of Master of Philosophy, one of the following:
- that the Master of Philosophy be awarded unconditionally, or subject to corrections being made to the thesis;
  - that the thesis be referred for major revision but the student be permitted to revise and resubmit the thesis for examination for Master of Philosophy a second time;
  - that a student should fail and should not be permitted to revise and resubmit the thesis for examination.
62. The examiners shall recommend, for the award of the degree of Doctor of Education or Doctor of Social Work, either:
- that the Doctor of Education or Doctor of Social Work be awarded unconditionally, or subject to corrections being made to the thesis;
  - that the thesis be referred for major revision, the student to have the choice, to be exercised within twenty-eight days of the formal communication of the result of the examination to a student, between (a) the opportunity to revise and resubmit the thesis for examination for the Doctor of Education or Doctor of Social Work degree or (b) to accept the award of the Master of Philosophy, either unconditionally or subject to corrections being made to the thesis;
  - that a student registered for the Doctor of Education or Doctor of Social Work should fail the award but be awarded the Master of Philosophy, unconditionally or subject to corrections being made to the thesis;
  - that a student registered for the Doctor of Education or Doctor of Social Work should fail the award but be permitted to revise and resubmit the thesis for examination for a second time, this time for the Master of Philosophy;
  - that a student registered for the Doctor of Education or Doctor of Social Work should fail the award, but should have the choice, in exceptional circumstances only, to be exercised within twenty-eight days of the formal communication of the result to a student, to choose to revise and resubmit the thesis for examination for a second time for either the Doctor of Education or Doctor of Social Work or the Master of Philosophy;
  - that a student should fail and should not be permitted to revise and resubmit the thesis for examination.
63. A student awarded the Doctor of Education, Doctor of Social Work or Master of Philosophy subject to corrections shall normally be permitted a maximum of six months in which to do so to the approval of the internal examiner.
64. A student permitted to revise and resubmit the thesis for examination for a second time shall normally be required to do so within a further year.
65. The examiners shall recommend, for a student permitted to revise and resubmit the thesis for a second examination for the award of the Doctor of Education or Doctor of Social Work, either:

- that the Doctor of Education or Doctor of Social Work be awarded, unconditionally or subject to corrections being made to the thesis;
- that a student should fail the Doctor of Education or Doctor of Social Work but be awarded the Master of Philosophy, unconditionally or subject to corrections being made to the thesis;
- that a student should fail and should not be permitted to revise and to resubmit the thesis for further examination.

66. The examiners shall recommend, for a student permitted to revise and submit the thesis for a second examination for the award of the Master of Philosophy, either:

- that the Master of Philosophy be awarded unconditionally or subject to corrections being made to the thesis;
- that a student should fail and should not be permitted to revise and to resubmit the thesis for further examination.

67. Once a student has submitted the thesis for re-examination, the student will not be able to revert to the original offer made by the Professional Doctorate Examination Board after the examination.

68. The procedure to be followed in the event of failure by the examiners to reach a joint recommendation as to the result of the examination shall be determined by Doctoral Studies Committee.

69. No thesis shall be examined more than twice under this Regulation except as may be determined by the Research Degree and Professional Doctorate Appeals Board.

**Withholding of award**

70. Where a student is in arrears with the payment of any dues to the University or to an affiliated institution, including fees, fines or other charges, the University reserves the right to withhold an award and to withhold any recommendation for an award or recognition of study by any accrediting or validating body.

**Exit awards for those who complete the taught component only**

71. The Professional Doctorate Examination Board shall have authority to recommend the following awards to candidates who withdraw from a professional doctorate course having successfully completed Phase 1, or Phases 1 and 2:

- those who successfully complete Phase 1, having been awarded the required number of credits (100 Level 8 credits), shall qualify for the award of Postgraduate Certificate in Educational Research and Evaluation or Postgraduate Certificate in Social Work Research and Evaluation.
- those who successfully complete Phases 1 and 2, having been awarded the required number of credits (200 Level 8 credits), shall qualify for the award of Master of Arts in Educational Research and Evaluation or Master of Arts in Social Work Research and Evaluation.

**Coursework appeals**

72. There is no right of appeal in the University against the academic judgement of the duly appointed examiners.

73. A student shall have the right to appeal against a decision of the relevant Examination Board, on one of the grounds described below, in relation to the conduct of assessments affecting:

- failure of the course – i.e. a decision that no award be made;
- the recommended category of award;
- a decision that a student be required to withdraw from the University, having failed to satisfy the prescribed requirements for academic progress;
- a decision that a student be required to resit one or more assessment units, having failed to satisfy the prescribed requirements for academic progress;
- a decision that a student be required to repeat a year or stage, having failed to satisfy the prescribed requirements for academic progress;
- an individual assessment result result in relation to a particular module (or modules) or a particular item (or items) of assessment.

74. The grounds for an admissible appeal against a decision of the Examination Board shall be one or more of the following:

- that there existed circumstances affecting the student's performance of which the examiners were not aware when their decision was taken and which could not reasonably have been presented to the examiners;
- that there was a procedural irregularity (including administrative error) or other inadequacy in the conduct of the examinations, or processing of marks or grades, or the categorisation of an award of such a nature as to cause doubt as to whether the result might have been different had there not been such an irregularity;
- that there exists evidence of prejudice or of bias on the part of an examiner.

75. Senate shall appoint an Appeals Board and procedures governing the conduct of appeals shall be set down by the Appeals Board. The composition of the Appeals Board shall be determined by Senate and published annually in the *Organisation of the University* document for the current year. The functions of the Appeals Board shall be:

- to oversee matters of policy and procedure relating to appeals which are lodged by students on taught courses;
- to receive an annual report on the conduct of taught course appeals;
- to report on, and make recommendations in respect of appeals matters to Senate, via Teaching and Learning Committee.

76. Members of the Appeals Board shall form themselves into Appeals Panels for the purpose of examining appeals under paragraph 73. An Appeals Panel shall normally consist of four members of the Appeals Board, and be composed of: a Chair, two academic faculty members and one student member. The role of Chair and student member shall be restricted to members of the Appeals Board designated as candidates for these roles in the *Organisation of the University* document. The normal quorum for an Appeals Panel shall be: a Chair, one academic and one student member; but exceptionally may be a Chair and two academic faculty members of the Appeals Board. Decisions of Appeals Panels shall be reached by a simple majority vote of those members present and voting, with the Chair having a second and casting vote if necessary.

77. Nominees of the Registrar and Secretary shall act as Secretaries of the Appeals Board and the Appeals Panels and shall attend their meetings.

78. To lodge an appeal, the student must complete the relevant pro-forma as specified in the Academic Appeals Procedures and ensure this is submitted to, and received by, the Secretary of the Appeals Board within twenty-one days of the publication of the decision against which the appeal is made.

79. A decision on whether an appeal is admissible will be made by the Chair of the Appeals Board, acting on the basis of evidence and advice from relevant officers, in terms of being:

- received in time (or, if received out of time, whether mitigating circumstances exist which justify waiving the normal time-limit);
- that the grounds of the appeal are admissible according to paragraphs 73 and 74 above, and
- that the remedy sought is one that is compatible with the University's rules on examination and assessment.

80. Where an appeal is determined to be admissible it shall be considered, in one of these ways:

- where the appeal appears to be readily decidable in favour of the appellant on the basis of the evidence available, the Chair of an Appeals Board may reach a decision without the need for a hearing;
- otherwise, the appeal will be examined at a hearing, at which the appellant shall have the right (though not the obligation) to attend, and the Appeals Panel shall be entitled to ask (but not require) the student to attend, to provide further information.

81. An appellant who attends an Appeals Panel hearing shall be entitled to be accompanied by a person of their choice, who may represent him or her, in accordance with the Academic Appeals Procedures. If the appellant wishes to be so accompanied or represented, they shall inform the Secretary to the Appeals Board accordingly at least two working days in advance of the time of the hearing and shall at that time also supply the name of that person. A student who is anticipating bringing a legal representative is required to give at least five working days' notice of this to the University.

82. After the Appeals Panel hearing has been presented with the evidence in the case, the appellant (and the person accompanying him or her) shall withdraw while the Panel considers its decision in private. The Appeals Panel will normally invite the appellant (and the person accompanying him or her) to return to hear its decision. However, Appeals Panels reserve the right to defer immediate decision and instead to provide a later written decision. In such cases, the normal time-limit (for reaching a decision, formulating it in writing and despatching it to the appellant) shall be seven working days unless otherwise specified by the Appeals Panel at the time of the hearing, in which case a specific reason for needing the additional time will be given to the appellant.

83. The Appeals Panel, whose decision shall be final, shall either:

- arrange for the appellant and the relevant Examination Board to be informed that the appeal is not upheld and that the decision of the Board should not be altered; or
- uphold the appeal and determine a remedy appropriate in the circumstances in accordance with the Academic Appeals Procedures, and inform the appellant and the Examination Board accordingly.

**Research appeals**

84. There is no right of appeal in the University against the academic judgement of the duly appointed examiners.

85. A student may appeal against any of the decisions under paragraphs 61(b), 61(c), 62(b), 62(c), 62(d), 62(e), 62(f), 65(b), 65(c), 66(b).

86. Procedures for complaint and redress during the study period shall be set out in a statement approved by Doctoral Studies Committee. The alleged inadequacy of supervisory or other arrangements during the period of registration shall not 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.

87. A student who has been refused permission to re-register or to change registration from Master of Philosophy to Doctor of Education or Doctor of Social Work or vice versa and considers that the decision was based on inadequate evidence or taken in an appropriate manner, or whose registration has been withdrawn, shall have the right to appeal against that decision by writing to the Secretary of the Appeals Board within twenty-one days of the notification of the decision. It shall be the responsibility of the student to ensure that all relevant evidence is available to the appropriate authority before the 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.

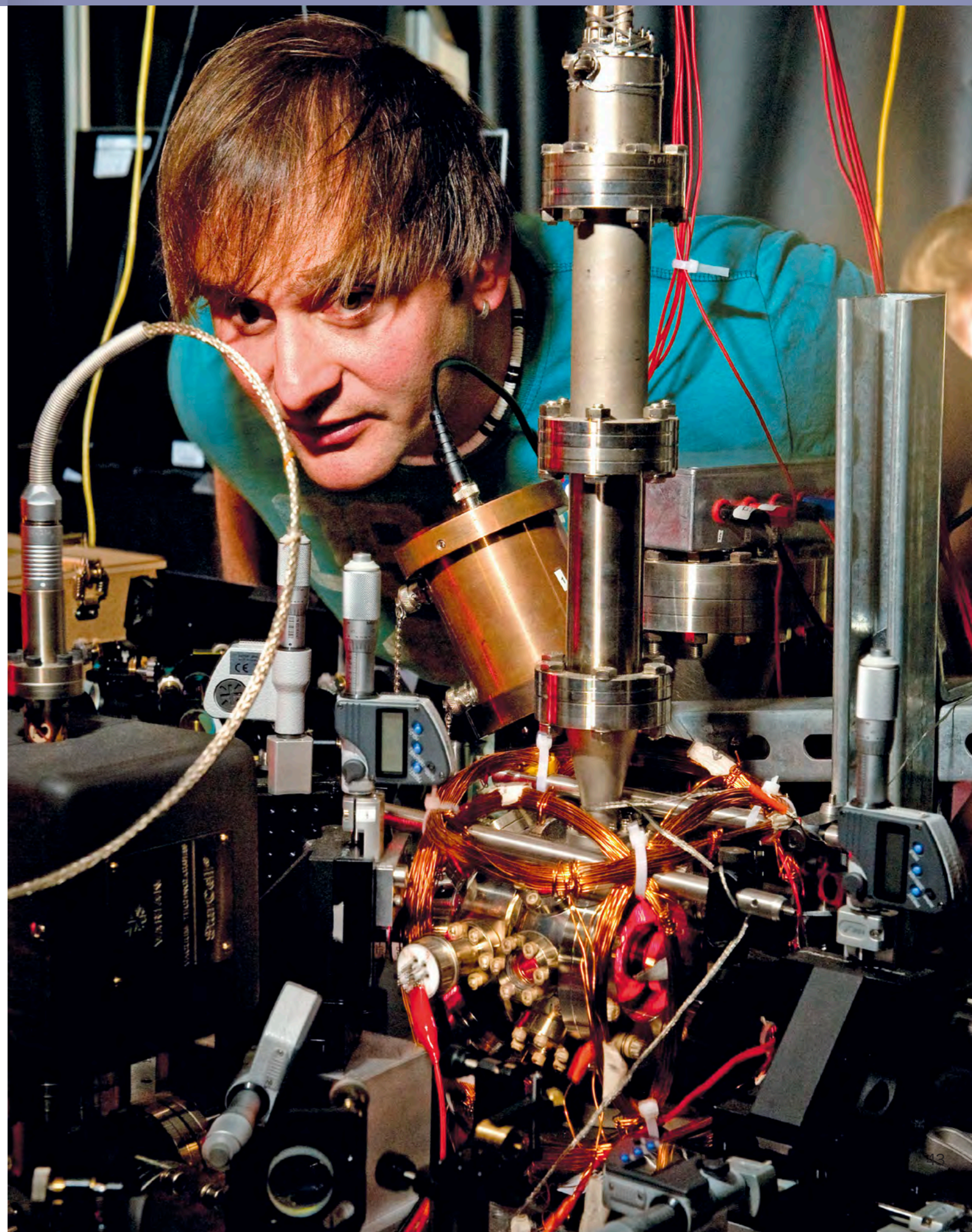
88. The grounds for an admissible appeal shall be one or more of the following allegations:

- that there existed circumstances affecting the student's performance of which the examiners were not 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.

89. To lodge an appeal, the student must complete the relevant pro-forma as specified in the Academic Appeals Procedures and ensure this is submitted to, and received by, the Secretary of the Appeals Board, within twenty-one days of the publication of the decision against which the appeal is made.
90. A decision on whether an appeal is admissible will be made by the Chair of the Research Degrees and Professional Doctorates Appeals Board, acting on the basis of the evidence and advice from relevant officers, in terms of being:
- received in time (or, if received out of time, whether mitigating circumstances exist which justify waiving the normal time-limit);
  - that the grounds of the appeal are admissible according to paragraphs 85-88 above, and
  - that the remedy sought is one that is compatible with the University's rules on examination and assessment.
91. Where an appeal is determined to be admissible, it shall be considered in one of these ways:
- where the appeal appears to be readily decidable in favour of the appellant on the basis of the evidence available, the Chair of the Research Degree and Professional Doctorates Appeals Board may reach a decision without the need for a hearing;
  - otherwise, the appeal will be examined at a hearing of an Appeals Panel drawn from the membership of the Research Degree and Professional Doctorates Appeals Board.
92. In the event that a hearing of an Appeals Panel is held, the appellant shall have the right (though not an obligation) to attend. The Supervisor shall have the right to attend. The Appeals Panel shall be entitled to ask (but not require) the appellant to attend to provide further information. The Panel shall have the right to require the supervisor to attend the meeting. The appellant shall have the right to request that the supervisor may or may not attend the hearing jointly with the appellant. The Appeals Panel shall have the right to invite any other person to attend.
93. An appellant who attends an Appeals Panel hearing shall be entitled to be accompanied by a person of their choice, who may represent him or her in addition to the supervisor. If the appellant wishes to be so accompanied or represented, they shall inform the Secretary of the Appeals Board accordingly at least five working days in advance of the time of the hearing and shall at that time also supply the name of that person. If the appellant wishes the supervisor to be present with the appellant, they shall inform the Secretary of the Appeals Board at least five working days in advance of the time of the hearing.
94. After the Appeals Panel has been presented with the evidence in the case, all persons other than the Panel members and its officers shall withdraw while the Panel considers its decision in private. The Panel will normally invite the appellant (and the person accompanying him or her) to return to hear its decision. However, an Appeals Panel reserves the right to defer immediate decision and instead to provide a later written decision. In such cases, the normal time-limit (for reaching a decision, formulating it in writing and despatching it to the appellant) shall be seven working days unless otherwise specified by the Panel at the time of the hearing, in which case a specific reason for needing the additional time will be given to the appellant.
95. The Appeals Panel shall determine whether the case presented constitutes grounds for reconsideration and, if so, institute such steps as it considers appropriate in the circumstances.

### Deposit of thesis

96. A student awarded a degree shall:
- deposit two copies of the approved thesis with the University. One copy shall be bound in the style approved by Doctoral Studies Committee. The other shall be submitted in electronic format as prescribed by the Research Student Administration Office. Both copies shall become the property of the University. Subject to any embargo or restriction of access to published work, the copy in electronic format shall be deposited in the University's Institutional Repository and made available for wider public access by appropriate means. Graduation will be subject to the receipt of one bound and one electronic copy of the thesis;
  - duly complete all necessary authorisations required by the British Library to lend, photocopy and sell copies of the thesis without further reference to the author.
97. In the case of a student not awarded a degree the University shall retain one copy of the thesis which shall become the property of the University.



University of Sussex  
Sussex House  
Falmer  
Brighton BN1 9RH  
United Kingdom

**T** +44 (0)1273 606755

**F** +44 (0)1273 678335

**E** [info@sussex.ac.uk](mailto:info@sussex.ac.uk)

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



**US**

University of Sussex