

Regulation 23: Degrees of Master of Philosophy and Doctor of Philosophy

General

1. This Regulation applies to all research degrees as specified in the Academic Framework, including collaborative provision. Taught elements of research degrees are governed by the taught regulations. Excluded from this regulation are Higher Degrees (see Regulation 25).
2. In accordance with Article 10 of the Charter and in accordance with the Statutes, the University shall:
 - a) grant and confer academic awards to qualified candidates where the specified standard and requirements have been met.
 - b) where there is good cause, revoke any awards granted to them by the University.
3. Awards of the University are conferred by the authority of Senate on the recommendation of one of its authorised sub-committees.
4. The power to interpret these Regulations shall be vested in Senate.
5. The research degree shall be pursued in a location approved by the University.
6. 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, thus enabling them to be a supervisor, an internal examiner or to undertake a PhD by Published Works.
7. Postgraduate researchers (PGRs) 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.
8. The Procedures on Research Degrees (PoRD) underpins this Regulation and should be referred to in conjunction with it.

Admission to a Research Degree

9. In addition to fulfilling any general or research degree specific entry requirements, PGRs shall not be admitted to a research degree unless they have agreed to comply with the *Charter and Statutes, Regulations* and the *Postgraduate Terms and Conditions* of the University.
10. Consideration of any requests for Entry with Advanced Standing will be as specified by the Procedures on Research Degrees.

Registration

11. PGRs shall be registered in the School or Department (or equivalent body) of the University of the main supervisor, only.
12. Simultaneous registration is not permitted. I.e., PGRs registered for a research degree may not be registered at the same time for another degree, at this institution or any other, unless such registration forms part of a collaborative research degree arrangement approved by the University.
13. Registration shall be renewed at the beginning of each University year, or at such time as is otherwise set by Regulation.

14. The University shall have the right to withhold or withdraw registration from a PGR who:
- a) is in arrears with the payment of tuition fees due to the University or to an affiliated institution; or
 - b) has temporarily withdrawn from the University and has failed to meet the conditions laid down for the resumption of registration; or
 - c) has been disciplined under Regulation 2 in so far as the disciplinary action taken by the University relates to registration or re-registration; or
 - d) has been required by the University to temporarily withdraw; or
 - e) has been found guilty of academic or research misconduct; or
 - f) has provided materially inaccurate or false, information in support of their application; or
 - g) 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) fails to comply with the requirements of their Student Visa sponsorship, and therefore jeopardises the University's status as a Trusted Sponsor.
15. A PGR who wishes to withdraw from the University before the completion of the research degree must contact the Student Data and Records team who will advise on the correct protocol based on the particular circumstances. Fees already paid will not normally be refunded and any fees due will be charged notwithstanding the withdrawal.
16. Any subsequent application for re-admission or new admission shall be determined in accordance with this Regulation and the Procedures on Research Degrees.
17. The minimum, normal and maximum periods of registration are in accordance with the University's Academic Framework. PGRs will not be permitted to submit after the maximum period of registration has been reached, and they will therefore fail the academic requirements of the research degree.
18. Extensions to the maximum period of registration will be granted only in exceptional circumstances, as laid out in the Procedures on Research Degrees.
19. Transfer to a different level of research degree (i.e. from MPhil to PhD in the same discipline, or vice versa) or to a different research degree entirely (i.e. a transfer between disciplines, whether at the same or a different level), may be made on the recommendation of the Assessor(s) following a Formal Progression Review, or otherwise be considered following a request from a PGR. The process for transfer shall be overseen by the relevant Associate Dean (Research and Innovation) with appropriate delegation. Where the transfer involves a change of Faculty, granting permission shall be overseen jointly by Associate Deans (Research and Innovation) of both Faculties (or delegates). In all cases, a transfer must take place before the PGR gives notice of intention to submit.
20. A PGR may be permitted to temporarily withdraw from the University for a period ('intermission') under the procedures detailed in the Procedures on Research Degrees. Maximum periods apply, as defined in the Procedures on Research Degrees. Conditions may be set for resuming registration and, depending on the circumstances, the PGR may need to be assessed under the Fitness to Study Policy and Procedures before their return is permitted.
21. A PGR's continuing registration is subject to satisfactory progress through the Formal Progression Review points as laid out in the Procedures on Research Degrees.
22. A PGR undertaking a degree conferred as part of a collaborative provision arrangement with another institution must comply at all times with the Charter and Statutes Regulations of the University of Sussex, and all other relevant Regulations and Policies as agreed at the validation of the degree, the requirements of which will be set out in handbook (or equivalent resource) relevant to the PGR's research degree.

Attendance

23. PGRs are required to attend and engage with their research degree as per the Attendance, Engagement and Absence Policy. Faculty Research and Innovation Committees may set out additional expectations, in which case these will be clearly stated in the relevant PGR handbook or equivalent resource.
24. No PGR may engage in any aspect of a research degree, including receiving supervision, unless they are registered for that degree. The auditing of taught modules by PGRs – which requires registration on a Sussex research degree – is covered by the Procedures on Research Degrees.
25. Subject to satisfactory progress (as assessed through Formal Progression Reviews; see the Procedures on Research Degrees) PGRs are required to be registered continuously for the duration of their registration. Any breaks in registration require a request for intermission (clause 20 refers; an application is required and approval is not guaranteed).

Supervision

26. Associate Deans (Research and Innovation), or an appropriate nominee will oversee the process for the appointment of supervisors. As a minimum, a PGR shall have a main supervisor and a co-supervisor at Sussex (or, in the case of a Joint Research Degree Student, two main supervisors, one appointed from the University of Sussex and one from the other institution). The responsibilities and duties of both the PGR and of those involved in the PGR's supervision are laid out in the Procedures on Research Degrees.

Submission of Thesis

27. A PGR must be registered, not on intermission and up-to-date with tuition fee payments before submitting their thesis.
28. Unless otherwise stipulated by their funder, a PGR may submit their thesis at any time between the minimum and maximum periods of registration as outlined in the Procedures on Research Degrees.
29. A PGR 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.
30. A PGR shall prepare and submit the thesis or equivalent in accordance with the Procedures on Research Degrees.

Examination and Award

31. The thesis shall be assessed by a minimum of one internal examiner and a minimum of one external examiner, unless a PGR is or has been a member of academic staff (Grade 7 or above), in which case the thesis shall be assessed by a minimum of two external examiners and an independent chair will be appointed. Examiners are appointed by the Research Degree Progression and Award Board (RDPAB) on the recommendation of the Associate Dean (Research and Innovation) or nominee.
32. The PGR and their thesis shall be assessed by *viva voce* examination ('viva').
33. Work submitted for examination shall:
 - a) be written in English;
 - b) be the PGR's own work except where other authors are acknowledged;
 - c) become the physical 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.

34. If the PGR fails to attend their viva without good reason, they have not fulfilled the requirements of the award, and have thus failed the degree.

Academic and Research Misconduct

35. PGRs are subject to the University's Code of Practice for Research, the Procedure for the Investigation of Allegations of Misconduct in Research and, where they may be taking taught modules, the Academic Misconduct Regulation.

Requirements for an award

36. A PGR shall be required to satisfy the examiners that the criteria for award have been met for the degree under consideration, as outlined in the Academic Framework and the Procedures on Research Degrees.
37. The examiners shall make a recommendation via the Research Degrees Progression and Award Board to the Chair of the Postgraduate Researcher Sub-Committee, for approval on behalf of Senate.
38. The outcomes available to the examiners, together with the timeframes permitted to PGRs to complete any required corrections or revisions, are laid out in the Procedures on Research Degrees.
39. Once a PGR has resubmitted their thesis for re-examination, they will not be able to revert to the outcome of their original examination following re-examination.
40. No thesis shall be examined more than twice except as may be determined by the outcome of an academic appeal.
41. Where a PGR is in arrears with the payment of tuition fees due to the University or to an affiliated institution, 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.

Academic Appeals

42. A PGR shall have the right to appeal against a progression or award decision of the Faculty Postgraduate Research Committee or the Research Degrees Progression and Award Board, in accordance with the University's Academic Appeal Regulations.