



University of Brighton

Doctoral College

University of Brighton Code of Practice and Regulations for Research Degrees

2016/17

UNIVERSITY OF BRIGHTON CODE OF PRACTICE FOR RESEARCH DEGREES¹

The status of this handbook

The processes in this document form the minimum requirements for the support of research degree students at the University of Brighton. Directors of Postgraduate Studies may have adopted additional requirements for research students over and above those outlined in this document. If you have any queries about the contents of this handbook, or about possible variations to the procedures contained within it, please contact a member of the Doctoral College (see section 1.12).

Part One: Code of Practice

List of Contents:

Monitoring and progression
Key stages for research students
Key to abbreviations used in the document

<u>Section</u>	<u>Page</u>
1. Introduction	1
2. Application and Admission	8
3. Student Entitlements and Responsibilities	15
4. Supervision	18
5. Enrolment, Fees, Induction and Training	23
6. Research Plan Approval	28
7. The Procedure for Reviewing the Annual Academic Progress of Research Students	31
8. Research Student Monitoring	35
9. Transfer from MPhil to PhD	37
10. Proposals for Examination Arrangements	39
11. The Examination	44
12. Thesis Panel and Mode of Study Changes, Extensions, Suspensions and Withdrawal	47
13. Writing-Up Fee Status	50
14. Procedures for International Students	51
15. Procedures for Members of Staff of the University who Apply to Undertake a Research Degree	53
16. Professional Doctorates / Doctor of Engineering	54
17. PhD by Publication	56
18. Copyright and Electronic Theses	58

Appendices

1. Code of good practice in Research
2. Complaints Procedure

¹ For the purposes of this document, 'Research Degrees' refers to Master of Philosophy (MPhil), Doctor of Philosophy (PhD), Professional Doctorate (ProfD), PhD by Publication and Engineering Doctorate (EngD) awards

**Part Two:
Research Degree Regulations for Research Degrees**

<u>Section</u>	<u>Page</u>
1. Scope	1
2. Standard of Research degrees	1
3. Registration periods	2
4. Requirements for registration of candidates	3
5. Induction, programme of work and related studies and collaboration	5
6. Research Plan Approval	5
7. Supervision	6
8. Progress review	6
9. Transfer of registration from Master to Doctor of Philosophy	7
10. Transfer of registration from MRes to PhD/EngD	8
11. Examinations	9
12. Examiners	10
13. Responsibilities of the examiners	11
14. Re-examination	14
15. Conferment of award	14
16. Grounds for appeals against examination decisions	14
17. The thesis	15
18. Submission of the final thesis	16
19. Research conducted outside the United Kingdom	16
20. Additional regulations for the award of the degree of Doctor of Philosophy on the basis of published works	17

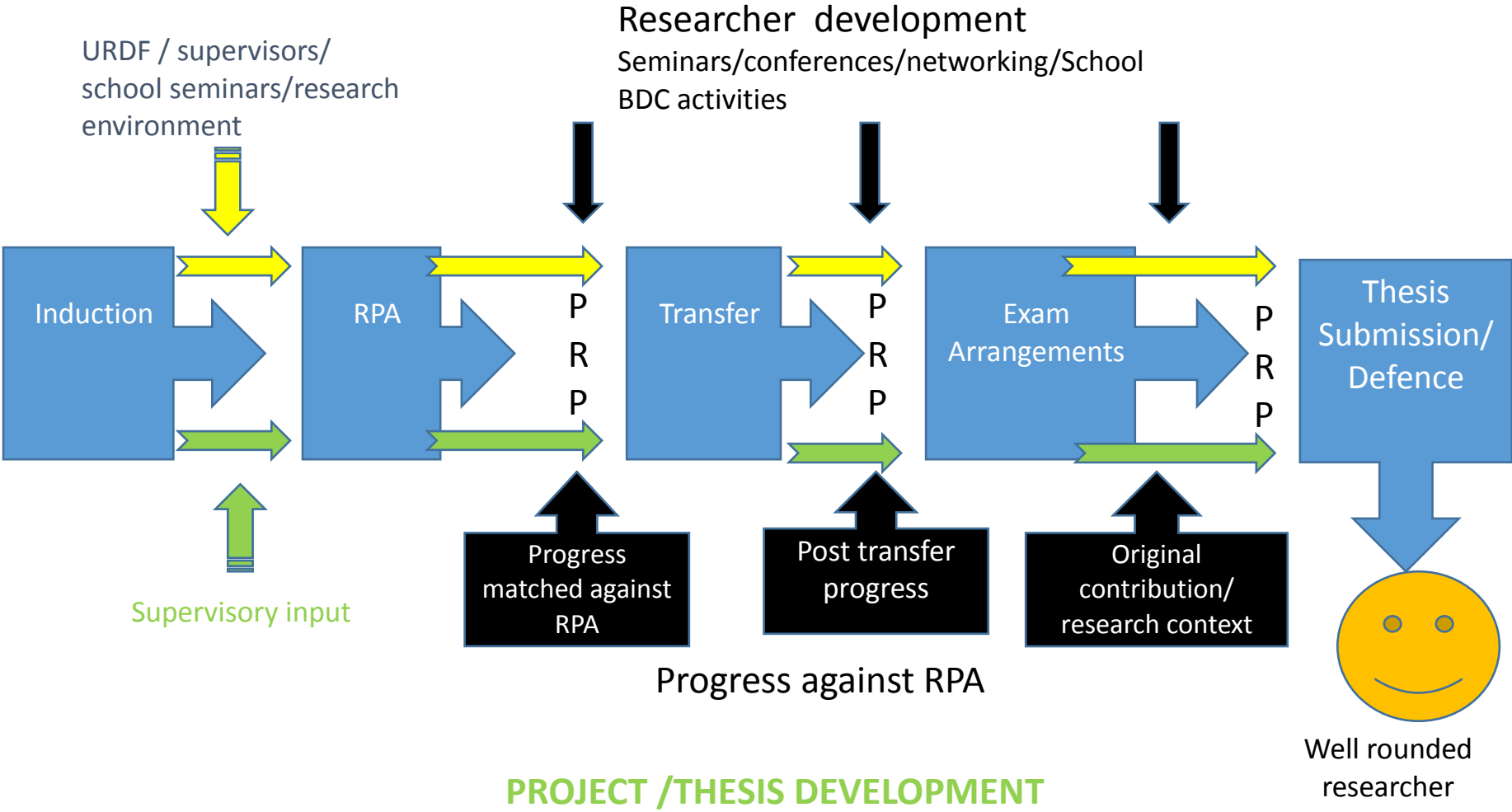
Annex

1. Appeals to the Academic Appeals Committee following the exclusion from the University on academic grounds other than failure at assessment	19
2. Appeals against examination decisions for research degree candidates	25

Appendices

1. Guidelines for the presentation of theses	30
--	----

Monitoring & Progression



Key stages for normal progression of research students

Mode of Study	Award	Induction	Research Plan Approval	Transfer from MPhil to PhD	Examination Arrangements	Thesis Submission
Full-time	MPhil	6 weeks	4 months	N/A	18 months	24 months
	PhD	6 weeks	4 months	18 months	30 months	36 months
	Professional Doctorate	N/A*	See section 16	N/A	30 months	36 months
	EngD	N/A*	See section 16 (15-18 months)	N/A	42 months	48 months
Part-time	MPhil	6 weeks	7 months	N/A	30 months	36 months
	PhD	6 weeks	7 months	30 months	54 months	60 months
	Professional Doctorate	N/A*	See section 16	N/A	54 months	60 months

* It is expected that induction to the course and to resources will be part of the taught component in Stage I.

<p>Minimum periods of study (full time / part time - months)</p> <p>MPhil – 18 / 30 PHD – 24 / 36 Professional Doctorate – 36 / 48 PhD by Publication – submission within 12 months (part-time only) EngD – 48 (full-time only)</p>	<p>Maximum periods of study (full time / part time - months)</p> <p>MPhil – 36 / 48 PHD – 60 / 84 Professional Doctorate – 72 PhD by Publication – 24 (part-time only) EngD – 72 (full-time only)</p>
--	--

Key to abbreviations used in the rest of this document:

ATAS	Academic Technology Approval Scheme
DC	Doctoral College
DCB	Doctoral College Board
DPS	Director of Postgraduate Studies
EdD	Education Doctorate
EngD	Engineering Doctorate
HoS	Head of School
PBS	Points Based System
ProfD	Professional Doctorate
DCESC	Doctoral College Examination Sub-Committee
RSA	Research Student Administrator
TP	Thesis Panel
URDF	University Researcher Development Framework
PRP	Progression Review Panel
RPA	Research Plan Approval
UKBA	UK Borders Agency

PART ONE CODE OF PRACTICE

1 INTRODUCTION

1.1 The aim of the research degree student support system

The University aims to ensure that its research degree students study in an environment which stimulates original and creative inquiry, and which is academically rigorous and supportive. The Academic Board of the University has established procedures designed to fulfil this aim, and to ensure that clear records are kept by which the effectiveness of the procedures can be judged. The following notes and appendices detail the processes of admission, the subsequent support and the examination of research degree students. These need to be read in conjunction with the University's regulations for Research Degrees, included as Part Two of this document. The various forms referred to in these notes are available on staffcentral and the Doctoral College section of studentcentral.

In addition to the information contained in this document, the University has a number of more specific policies, which include:

- Disability Statement
- Environmental Policy
- Equal Opportunities Policy Statement
- Harassment Policy Statement
- Learning and Teaching Strategy
- Personal Tutoring Policy
- Whistle-blowing Policy
- Drug and Alcohol Policy
- Assessment Policy
- Data Protection Policy
- Mental Health Policy
- Tuition Fee Policy

These can be found on studentcentral in the Student Handbook section and also on the university website at the addresses below. All staff and students are responsible for making themselves aware of these policies and for abiding by them.

<http://studentcentral.brighton.ac.uk>

<https://www.brighton.ac.uk/studentlife/studentadvice/regulations/index.php>

<http://staffcentral.brighton.ac.uk/studentservices/>

1.2 The location of research degree students

Every research degree student of the University of Brighton will be enrolled within the Doctoral College. Mutually agreed contact with the lead supervisor will form part of student induction (see section 5.3), and the student will be located within that supervisor's corresponding School, unless otherwise specified.

1.3 'Types' of research degree at Brighton

There are five different types of research degree offered at Brighton:-

Traditional research degrees consisting of an original written thesis (see section 11) and, for those in practice-based areas, additional creative work (please refer to regulations 11.5, 11.6 and 11.7), leading to the University of Brighton MPhil or PhD;

The PhD by Publication a route open only to those with substantial existing research publications, representing a systematic study in single or related fields and a distinctive contribution to knowledge. This represents a different route through which to obtain the University of Brighton PhD, but it is equivalent in standard and quality to the 'traditional' route PhD (for processes specific to the PhD by Publication please refer to Section 17);

The Professional Doctorate comprises both taught work and an original written thesis. The degree is usually cohort-based with a series of assessments on-going throughout the initial period of study, and culminating in the production of the thesis. The overall aim of the Professional Doctorate programme is to develop a practitioner who can use research to address problems of professional practice. Professional Doctorates are currently available in Education and Health-related subjects (for processes specific to Professional Doctorates please refer to Section 16).

The Engineering Doctorate (EngD) also comprises both taught and original written work and is underpinned by a substantial structured learning element which may be distributed throughout the programme as determined by the needs of the student and agreed as part of the registration process. That structured learning element may comprise a number of taught modules as well as individually designed learning packages which will be closely supported by the student's academic supervisory team (for processes specific to Professional Doctorates, please refer to Section 16).

Masters in Research (MRes) comprise a modular taught component (80 credits) and a major independent research project (100 credits) at level 7 of study under the QAA Framework for Higher Education Qualifications. MRes courses make up the first stage of the EngD and the Professional Doctorate programmes in Education and Health and have an individual set of regulations (available on staffcentral) outside of those for Research Degrees. MRes students are associate members of the Doctoral College and as such have access to Doctoral College materials and training opportunities.

1.4 Length of registration

The student offer letter will specify the period of study for which the student will be initially registered. For the purposes of this document, registration refers to the overall period during which a student undertakes their course, and enrolment (please refer to section 5) refers to the annual process of engaging with University systems. Students registered on an MPhil will be given an extra year to complete after the transfer to PhD if they are full time, and an extra two years if part-time.

The minimum and maximum periods of registration are listed under the 'key stages for normal progression of research students' at the start of this document.

The University actively encourages and supports all students to complete their research within the agreed time and certainly within the maximum registration period

defined in the regulations (see regulation 3.4). The University is aware that exceptional circumstances could prevent completion within the required time frame and so students who have not completed within the normal period of registration can apply for an extension (see section 12.2). The granting of an extension however will only be considered under exceptional circumstances.

1.5 Staff Roles and Responsibilities

Director of the Doctoral College

The Director of the Doctoral College has overall responsibility for the quality assurance of research degree provision and the research student experience. The Director takes the strategic lead on the development of researchers and their contribution to the University's research culture.

Director of Postgraduate Studies (DPS)

Each College has a senior academic lead with responsibility for overseeing the academic well-being, progress and pastoral support of all the research students in their College. The DPS is a first point of contact on general research matters. The DPS will normally chair the Thesis Panel. Colleges will also have a Deputy DPS(s) to undertake some of the DPS functions.

Doctoral College Manager / Deputy Manager / Examinations Officer

These centrally located administrators oversee the development and operation of the processes and systems that research students operate within. Regulations, admissions, studentships (please refer to sections 2 and 5) and examinations (please refer to sections 10 and 11) are coordinated by these staff.

Research Student Administrator (RSA)

Each School has at least one administrator who will guide students and supervisors through the administrative processes required of a research degree. RSAs will inform students and supervisors when key stages of the programme are due (please cross reference with 3.3 and 4.2 for student / supervisor responsibilities). They will arrange the meetings of the thesis panel and send out the necessary paperwork for completion. They can also advise on any issues relating to the Code of Practice, and will keep students and supervisors informed of any seminars, research training opportunities or social activities organised by the Doctoral College.

The Head of School (HoS)

Heads of School are responsible for approving the level of available resources and setting bench/materials fees where appropriate, including:

- agreeing the appointment of appropriately experienced and qualified supervisors who are willing to undertake the task of supervision and any training required;
- space for the research to take place;
- equipment;
- engagement with the School's research culture.

Thesis Panel (TP)

For each student, for the duration of their research degree, there will be a Thesis Panel which will make the major decisions about the progress of the student and the degree. The Thesis Panel (TP) will have primary responsibility for:

- the admission of research degree students;
- the approval of Research Plans;
- any changes in supervisory arrangements;
- any suspension in or extensions to the student's enrolment;
- any change to the initially approved mode of study;
- monitoring the academic progress of the student;
- approving annual progression;
- transfer from MPhil to PhD (where necessary);
- recommendations relating to student's withdrawal;
- proposals for the appointment of examiners.

There is a requirement to replace anyone on the TP who leaves the University. The TP will vary depending on the meeting in question but will draw from the following people:

- Head of School (or nominee) in which the student is to be located.
- DPS (or nominee) for the College where the student is to be located.
- Supervisors.

The DPS will act as chair of the TP. Guidance on forming a provisional TP in order to consider a candidate for admission is in Section 2. Where appropriate and on the judgment of the DPS, RSAs may attend TP meetings as the officer. There are a number of ways in which the membership of the TP may be varied, as described below. Professional Doctorate students will not have a full TP until they enter Stage Two of the programme.

Where the Head of School is one of the supervisors, a senior researcher with delegated authority must be appointed to the TP in his or her place. Similarly, this should occur where the DPS is one of the supervisors, with a Deputy DPS (where available) or senior researcher being appointed to the TP in his or her place. This system of appointing 'nominees' for the roles of DPS and Head of School may also be adopted as a way of managing the workload in a School, particularly where student numbers are high. If this approach is adopted, it should be made clear to all relevant staff and students who have been appointed as a 'nominee', and in what role. Regular communication should be maintained between the DPS and Head of School and any nominees acting on their behalf, to ensure consistency of approach.

1.6 General regulations governing Thesis Panel meetings and decisions

This document indicates where it is necessary for a meeting of all members of a TP to be convened in order to make decisions about a student's progress, and where decisions may be made without a formal meeting. For all processes detailed under Section 12, the chair of the TP may decide whether a full meeting is required, or whether business can be conducted by telephone, email or on paper. The DPS is also responsible for deciding when external supervisors should physically attend a TP meeting, and when this is not necessary. If an external supervisor is not required to physically attend a TP meeting, the DPS must still ensure that the processes are conducted properly. This means that where necessary, the external supervisor must

be involved in important TP meetings either by telephone/video conferencing or, alternatively, be consulted fully on any matters affecting their supervisee's progress prior to any decisions being made.

In the event of video conferencing being used (for the purposes of the Code, video conferencing is used to refer to all activities combining visual/audio communication, most commonly associated with 'Skype'), the TP are required to make a judgment on the quality of communications should the service be intermittent. In the event of communications being compromised, alternative arrangements (postponement / teleconferencing) should be made rather than progressing with the meeting. It is the joint responsibility of the student, the RSA and the TP to ensure the technical capacity for video conferencing is available.

Records of all Thesis Panel meetings should be kept on the student file by the RSA, including any decisions made and any action points agreed.

1.7 Role of the Doctoral College Board

The University's Doctoral College Board (DCB) holds the responsibility for monitoring the provision of research degrees at the University and also considers issues of policy relating to the regulations and processes for research degrees. It brings together a wide range of expertise and experience of issues relating to research degrees. This includes: extensive experience of supervision and examination of such degrees, a thorough knowledge of the relevant regulations, awareness of the pitfalls and problems that need to be guarded against and a commitment to the University's research students as a whole. This committee includes research student and supervisor representatives, and all the DPSs and Professional Doctorate and EngD Course Leaders. It meets four times a year and the formal terms of reference, constitution and membership are agreed annually and are publicly available through staffcentral.

1.8 Role of the Doctoral College Examination Sub-Committee

The DCESC acts on behalf of the Doctoral College Board (DCB) and is responsible for the approval of examination arrangements and conferment of awards for all research degree students. The sub-committee also includes all DPSs and Deputy DPSs, meets six times a year and its terms of reference, constitution and membership are agreed annually and are publicly available through staffcentral.

1.9 Doctoral College committees

Each College (as 1.11) has an associated PGR committee. The purpose of these committees is to provide a formal point of liaison through which local or subject specific issues can be raised and disseminated. These committees involve student representatives, supervisor representatives, Deans (or nominees), Heads of School (or nominees), Professional Doctorate and EngD Course Leaders. The meetings are chaired by the relevant DPS. Terms of reference, constitution and membership are agreed annually and are publicly available through staffcentral.

1.10 School / Doctoral College responsibilities

Each research degree student will be registered with an academic School of study (or the College of Arts and Humanities in that instance) through the admissions process. All resources, human and physical, are the responsibility of the School. The Doctoral College's responsibilities are to register students and to ensure their

appropriate progress through to graduation. Incidental costs are covered by Schools, which must make explicit at the point of offer what additional fees are to be charged for consumables, conferences and other activities.

1.11 Doctoral College contacts

The university is divided into Colleges. The Doctoral College will host the key individuals (over and above supervisors) to be contacted with enquiries relating to all progression and pastoral issues. Issues relating to the physical interaction with the space in which a student may be studying (for example: access to buildings/work space) should be redirected to the relevant School office.

Doctoral College offices will additionally provide a hub for research student and supervisor interaction and networking.

1.12 Doctoral College contact details

Miles Willey Doctoral College Manager	M.Willey@brighton.ac.uk	01273 641107
Alice Parkes Deputy Doctoral College Manager	A.Parkes@brighton.ac.uk	01273 641108
Ursula O'Toole Research Student Officer (Examinations)	U.O'Toole@brighton.ac.uk	01273 642809

College of Social Sciences		
DPS – Dr Mark Erickson	M.Erickson@brighton.ac.uk	01273 644078
Deputy DPS – Dr Steve Reeve	S.D.Reeve@brighton.ac.uk	01273 642967
RSA – Linda McVeigh <i>(School of Education)</i>	L.McVeigh@brighton.ac.uk	01273 641084
RSA – Fiona Sutton <i>(School of Applied Social Science)</i>	F.J.Sutton@brighton.ac.uk	01273 641065
RSA – Dan Weismayr <i>(Brighton Business School)</i>	D.F.Weismayr@brighton.ac.uk	01273 641106
RSA – Lynne McChesney <i>(School of Sport and Service Management)</i>	L.Mcchesney2@brighton.ac.uk	01273 644763

College of Life, Health and Physical Sciences		
DPS – Dr Susi Sandeman	S.Sandeman@brighton.ac.uk	01273 641377
Deputy DPS – Dr Anne Mandy	A.Mandy@brighton.ac.uk	01273 643946
Deputy DPS - Dr Julie Scholes	J.Scholes@brighton.ac.uk	01273 644015
RSA – Dan Weismayr	D.F.Weismayr@brighton.ac.uk	01273 641106
<i>(School of Pharmacy and Biomolecular Sciences D)</i>		
RSA – Sarah Mockler	S.Mockler@brighton.ac.uk	01273 641104
<i>(School of Computing, Engineering and Mathematics/ EngD)</i>		
RSA – Sarah Longstaff	S.Longstaff@brighton.ac.uk	01273 641105
<i>(School of Environment and Technology)</i>		
RSA – Fiona Sutton	F.J.Sutton@brighton.ac.uk	01273 641065
<i>(School of Health Sciences – Falmer)</i>		
RSA – Lynne McChesney	L.Mcchesney2@brighton.ac.uk	01273 644763
<i>(School of Health Sciences – Eastbourne)</i>		

College of Arts and Humanities		
DPS – Prof Darren Newbury	D.M.Newbury@brighton.ac.uk	01273 643223
Dep DPS – Dr Catherine Palmer	C.A.Palmer@brighton.ac.uk	01273 643629
RSA - Kelly Taft	K.Taft@brighton.ac.uk	01273 644720
<i>(School of Art, Design and Media)</i>		
RSA – Jack Lane	J.Lane2@Brighton.ac.uk	01273 641044
<i>(School of Humanities)</i>		

2 APPLICATION AND ADMISSION

2.1 Submission of application forms

Individuals apply for admission as a research degree student at the University of Brighton online via the postgraduate admissions portal. Start dates for MPhil/PhD entry are the earliest working day in October, January and May (Professional Doctorates start on the earliest working day in October each year). For procedures affecting international applicants see section 14, for procedures affecting applicants who are also members of staff of the University of Brighton see Section 15, for procedures applying to Professional Doctorates and the EngD see Section 16, and for procedures applying to PhDs by Publication see Section 17.

Forms completed by applicants, together with original qualifications or certified copies and references, should be uploaded or returned to the relevant RSA. If qualifications and references are not emailed/uploaded, these details will be requested by the relevant RSA for consideration by the appropriate DPS. In this instance it is, however, the responsibility of the RSA to obtain qualifications and references if they decide to make the applicant an offer. It is recommended that the DPS via the RSA requests applicants to bring their documents to interview, to speed up the process.

An Academic Technology Approval Scheme (ATAS) certificate is required by all international students applying for a tier 4 study visa who fall into the categories of either: Information Technology, Computer Science, Engineering (including the EngD) Pharmacy and Biomedical Sciences, Environment and Technology or Health Professions (including Professional Doctorates). To aid the application for an ATAS certificate a 6-7 sentenced paragraph, drafted by the applicant and agreed by the lead Supervisor and DPS, outlining the research proposal, needs to be sent electronically to the Deputy DC Manager alongside the returned application form (2.8 refers).

2.2 Qualifications and references

The Deputy DC Manager checks that there is evidence of qualifications and, if necessary, the equivalency of qualifications from outside the UK, and prepares appropriate offer letters (either conditional or unconditional) at the request of the RSA once an interview has been conducted (see below). The RSA will additionally check equivalence of qualifications as part of the initial consideration of the application. The Deputy DC Manager will normally ensure that both original qualifications and references have been received before a formal unconditional offer (as requested by an RSA) is made. It should be noted that the interviewing panel makes the academic decision about whether or not to admit an applicant.

2.3 Assessing the validity of applications

On receiving a completed application form and having sought appropriate academic consultation, the DPS should make a decision about the validity of the application. All candidates must have an interview before an offer can be made. However, a DPS may decide that an application is invalid, and therefore not necessary to conduct an interview because:

- The applicant clearly fails to meet the criteria for admission to the University as a research degree student (as detailed in the regulations for Research Degrees).

- An international applicant does not have a sufficient command of English language. Schools have different English Language Testing System (IELTS) requirements, but there should be evidence that in the IELTS, the applicant has scored at least 6.5 overall with a minimum of 6 for the writing and a minimum score of 5.5 on the remaining categories of listening, speaking and reading. There are other approved language tests and further advice on this and the scores required is available from the Doctoral College. It should be noted that some Schools have decided to raise this minimum standard, and that offers can be made subject to language conditions being met (usually through Brighton Language Institute studies) before commencement.
- There is no suitable supervisory team available.
- There are insufficient University resources or facilities to support the work.
- The applicant does not have the funds to support his or her studies and there are no funded places available.
- The proposal is not worthy of consideration.
- There is reason to believe that the research proposal is not the student's own work.

In any of these instances, the application does not normally merit consideration by a full supervisory team meeting. Such application forms should be rejected through the admissions portal by the RSA with the agreement of the DPS.

Applicants who fail to submit all the required documents with their application will be contacted by the RSA who will request the outstanding information. Failure to respond to this request will result in the application being withdrawn.

Further guidance can be obtained from the Deputy DC Manager.

2.4 Transferring between institutions

Occasionally, students move between institutions in order to complete their studies. This may be due to a change of personal circumstance, but most likely due to a supervisor moving between institutions. In such cases, a judgement on the stage of progress the student is at and the appropriate point of transfer will be made by the DPS. This will be informed by an academic reference from the previous institution on the applicant's progress to date. The resulting offer letter will make specific reference to the point of entry and the remaining timescale for completion, with reference made to minimum periods of registration (see 'key stages of normal progression' at the start of this document).

2.5 Setting up a provisional thesis panel for an admissions interview

Should the application be considered worthy of further consideration, the DPS should appoint a provisional TP and arrange for an interview. The provisional TP formed for the admission interview should consist of:

- The DPS (or nominee) as chair.
- At least one member of academic staff with appropriate expertise. Staff in this role should be chosen on the basis that they would be suitable potential supervisors for the applicant, if offered a place.

Heads of School will be notified prior to interview of the proposed supervisory team and the project. Heads (or nominees) are entitled to attend interview and will be consulted regarding any resource implications. DPS' may additionally request Heads (or nominees) attend. It is not normally expected that the RSA will attend interviews.

If the candidate is unable for financial reasons to attend physically for interview, the interview may be conducted by video conferencing facilities or exceptionally via telephone once visual contact has been established by the panel. The DPS must still ensure that all issues listed below are satisfactorily covered.

2.6 The aim of the admissions interview

The following points are applicable to all students and must be addressed at interview. For students who are based at another university and for students who study abroad for long periods of time, section 2.7 must also be confirmed (section 19 in regulations refers). The admissions TP should have (on the application form) full details of the applicant and the proposed research project. The details on the form should be sufficient to establish whether the applicant is capable of undertaking a research degree programme and whether it is credible that the research programme, as proposed, would lead to the designated research degree. The interview should address the following issues. If any of these points have been satisfactorily dealt with pre-interview, they should be formally confirmed.

i) Is the academic background of the student adequate and does it provide an appropriate starting point for the proposed research degree programme?

ii) Is the outline programme of work presented in sufficient detail for the DPS to make judgements about its worthiness as a research degree? Are the methods to be used for the achievement of the research objectives appropriate?

iii) What is the student's motivation? Why does the student want to study at the University of Brighton? Why do they want to research this topic? Is the DPS confident that the student is able to complete the project?

iv) Have the resources needed to complete the programme of work been clearly identified and can they definitely be provided? Where this is at a location other than UoB formal agreement would normally be required (section 2.7 refers). Such resources might include funding for the student, equipment or materials, travel allowances, financial assistance for attendance at conferences, and support for teaching or demonstrating. A list of the resource requirements should be made so that, where appropriate, RSAs can ensure that the host school is prepared for the student's arrival.

N.B. If any of the research will draw upon NHS resources or facilities, or use patients, service users, organs, tissues or data, the relevant NHS research ethics and governance approval will need to be sought (section 2.9 refers).

v) Is there an appropriate supervisory team? The DPS/HoS should be convinced that the supervisory team has the necessary attributes (section 4 refers), including: current research in the area of the proposal; at least 2 successful supervisions of research students for the degree in question; and sufficient time to dedicate to the task of supervision. The DPS/HoS should also be sure that the strengths, specialist skills and supervisory experience of each supervisor complement that of the other(s). The team will remain in place from enrolment until the Research Plan approval (see section 6) when formal approval of supervisors takes place. At least one member of the supervisory team must be on the University's Register of Approved Supervisors. Any supervisor appointed to a team who is not currently on the University's Register, must be able to fulfil the criteria for approval within one year. In practice, this means that any such supervisor must be research active and undertake University

supervisor training within a year. For further details of supervisor appointment and approval requirements (section 4 refers). Where supervisors are not employed by the UoB please also refer to section 2.7

vi) If a collaborating establishment is being proposed, the precise nature and expectations of the collaboration should be clearly described. The lead supervisor should check in particular what kind of support is being offered by the collaborating establishment, whether there are any intellectual property rights to be protected, and whether the collaborating establishment intends to, or is likely to want to withhold publication of the results of the research for any reason. If the collaboration is to take the form of a second supervisor from another educational establishment the DPS and lead supervisor must decide whether the arrangements are acceptable. Any ethical issues or concerns raised by collaborating bodies or professional bodies should be highlighted at this stage (section 2.9 refers).

vii) If the candidate wishes to study for a Professional Doctorate or the EngD, the admissions panel must assure itself that support from the employer has been given and that the formal agreement form has been completed.

viii) Culture and Environment. It is anticipated that all research students will be located within or affiliated with research groups of staff and students. The expectation for this will be clarified at interview.

2.7 Extended off site working

Although for most students, the focus of their research will be at the University of Brighton, some may be located elsewhere. There are two main categories of students who fit this model – those who are permanently located elsewhere, overseas (section 5.2 and section 19 in the regulations refers) or at a company for example and those who, due to the nature of the research project need to spend extended periods of time working offsite (for example, EngD students based in companies). For students whose projects are based in an overseas institution, it is expected that a formal agreement would be agreed between the two institutions covering all arrangements (such as library access and local supervision) required by the DPS. For advice on whether an agreement is necessary and the process for developing one, please contact the Doctoral College Manager or the Partnership Manager. Students undertaking periods of secondment in external organisations are required to complete form RS-SEC which should describe how the student will receive the required level of support for their studies. For all students who will be working offsite for extended periods of time the interview should address the following issues in addition to those listed in 2.6 above.

i) Resources. Where students are located at another institution the UoB needs written proof that the student will have access to the other institutions facilities in order for them to complete successfully - such as library access, adequate and appropriate working space, internet access, laboratory/studio access/equipment use (where necessary). Funding for travel/conferences needs to be discussed as students are normally expected to pay for their own costs. Where a student's proposal includes an extended period of time offsite consideration should be given as to how they will access the resources listed above throughout their time away.

ii) Supervisor. A student's lead supervisor will always be a UoB member of staff (section 4.3 refers) and it is expected that they will visit their student annually. Approximate timing and arrangements for travel costs would be met by the student, and need to be agreed at interview.

External supervisors will need to be trained and briefed where appropriate of the university's regulations and processes and they should have had previous supervisory experience (section 4.4 refers). If an external supervisor is a non-native English speaker they must have equivalent to an IELTS 6.5 with regards to both written and spoken English.

iii) Arrangements for Communication and Contact between the student and their UoB supervisors must be agreed between them and approved by the DPS before an offer letter is issued. This will include approximate frequency and type of contact e.g. video conferencing, emails and phone calls. Communication and contact between UoB supervisors and supervisors who are not employed by the university must also be agreed at this time to ensure that students receive an appropriate level of academic support. Where a collaborating institution is involved it is expected that the supervisory team will review the formal arrangements to check that the arrangements are within the spirit of the formal agreement. Agreement should be reached as to whether Research Plan Approval (see section 6) and Progression Review Panels (see section 7) require a face-to-face meeting; the use of video conferencing is permitted. Should a student not pass a Progression Review Panel 1 (PRP1) the Progression Review Panel 2 (PRP2) would require the student's attendance at the University of Brighton, travel costs would be agreed as an outcome of the PRP1. The Transfer meeting will normally require the attendance of the student (see section 9) and students must attend the UoB for their Viva examination (refer to section 11). These arrangements must be articulated at the interview.

iv) Culture and environment. It is normally expected that all research students will be located within or affiliated with research groups. For students located externally the DPS must be convinced that the student is able to participate in an equivalent intellectual environment (e.g. research groups, on-line forums). Designated research training should be agreed during the induction period, including where they will be delivered and assessed (see section 5.5). Requirement to attend additional training and attendance at UoB events should be determined at interview.

v) Supervisory meetings. The nature and frequency of supervisory meetings need to be determined at admission. It is expected that the first few meetings take place face-to-face with the initial supervisory meeting taking place at induction. Full time students will receive 90hrs supervision per year, and part time students 45 hours. The student is expected to spend at least six weeks a year at Brighton University and where a student is located overseas it is expected that the supervisor visits at least once a year (section 5.2 and section 19 in the regulations refers). Use of other modes of communication such as email, video conferencing and phone calls need to be addressed at interview.

vi) English Language. Students who are non-native English speakers need to maintain their level of English throughout their studies. Different schools and disciplines may have different requirements. Particular attention needs to be paid to this so that students are prepared for formal meetings, including RPA, Transfer, PRP's and especially their viva. Supervisors should evaluate circumstances for students approaching this stage of their registration (section 5.5 refers).

2.8 The outcome of the admission interview

If the DPS decides, following the interview, that the candidate should be admitted, the admission form should be completed and returned, via the RSA, to the Deputy DC Manager. The completion of the admission form requires the signatures of the

TP to signify agreement of the proposed research programme. The TP must also check that there is a source of funding for the student and that where this is to be provided by a sponsor, that proof of this is supplied. It is essential that forms returned to the Deputy DC Manager with a request for an offer to be made are fully completed and signed. Forms lacking validating signatures or essential information cannot be processed and will be returned to the RSA for completion. On receipt of fully completed admission forms, a formal offer of place will be issued by the Deputy DC Manager for one of the three entry dates (section 2.1 refers), and the student will be required to formally enrol with the appropriate academic school and pay fees.

The RSA should ensure that the host school is aware of the student's starting date and should remind the school of any resource commitments that it has made to the student.

2.9 Consideration of ethical and governance issues

Once a decision has been made to admit a student, preliminary consideration should be given as to the type and level of ethical and governance review required. If approval by a research ethics committee is judged to be required, it can be sought immediately if the statement of the research methodologies to be used is sufficiently detailed. If this is not the case, referral to a research ethics committee should be carried out at the point at which Research Plan approval is sought (see section 6).

The University operates a tiered system of ethics and governance review. Supervisors should carry out an initial scrutiny of students' research proposals to determine whether they present more than minimal risk, or other ethical or governance issues. If any ethical or governance concerns are identified, the proposal should be referred to the School's Research Ethics and Governance Committee for review. There is also a University Research Ethics and Governance Committee which acts as a policy, strategy and monitoring body for research ethics and governance, and can also review proposals referred up to it by lower-tier Research Ethics and Governance Committees. The terms of reference of University Research Ethics and Governance Committees and membership details, are available in the University Committee Handbook or through staffcentral. The University has a 'Guidance on Good Practice in Research Ethics and Governance' document which is also available on the Research Office pages of the staffcentral website (found under the section 'Useful Sites').

Any research proposal which involves NHS patients, staff, premises or facilities needs to be reviewed by an NHS Research Ethics Committee. For some NHS-related proposals the University may also need to agree to act as research 'sponsor' (the organisation responsible for the management, conduct and monitoring of the research), in which case such agreement should be sought from the relevant Research Ethics and Governance Committee. Guidance on research governance in health and on submitting applications to NHS Research Ethics Committees is available on the Research Office pages of the staffcentral website. All research students are expected to be aware of the guidelines and policies of professional bodies in relation to research ethics.

2.10 Intellectual property rights and confidentiality

All intellectual property ("IP") arising from research work undertaken by postgraduate research students is owned by the university unless exception has been agreed between the university and the student. Students will be required to sign an

agreement assigning first rights of IP ownership to the University as a condition of participation in university research projects. This agreement will be included as a constituent part of any official offer of a research studentship.

Should a financial benefit be derived from any commercial exploitation of the IP, students will be accorded the same proportion of this benefit as would be accorded to an employee of the university.

Copyright in the theses will belong to the student. The student agrees to grant the university a free, perpetual and non-exclusive licence to use their thesis for academic and administrative purposes.

Information disclosed to research students during the course of their research activities may be confidential or commercially sensitive and any results generated during that period may constitute valuable IP and require protection prior to any form of non-confidential disclosure. Students, therefore, should not disclose such information and/or results without the prior approval of their research project supervisor. In case of any doubt or if further advice is required, students should contact the DPS or the Commercial contracts and IP Manager.

2.11 Overseas travel, insurance and fieldwork

All PGR students are classed as 'students' when applying for travel insurance via the University of Brighton. Student travel Insurance should be obtained before a PGR student attends an overseas conference or carries out overseas fieldwork for their research project.

The University has an overarching Health & Safety Policy regarding Overseas Travel (<http://staffcentral.brighton.ac.uk/safety/codes/fieldwork.shtm>) as governed by the University of Brighton. This should be implemented at local/School level with a clear process.

All PGR students who are planning to attend an overseas conference or carry out overseas field work will be required to complete the following forms:

- Student Travel Insurance form
[https://staff.brighton.ac.uk/reg/doc/docs/Travel Insurance Application Form.docx](https://staff.brighton.ac.uk/reg/doc/docs/Travel%20Insurance%20Application%20Form.docx)
- Risk Assessment form
<http://staffcentral.brighton.ac.uk/safety/forms.shtm>

A risk assessment should be carried out and accompany the travel insurance form. The risk assessment should be undertaken by a competent individual; normally by the Lead Supervisor in order to evaluate the level of risk.

It is the responsibility of the Head of School to approve any conference/field trip overseas travel for PGR students based in their School, and the responsibility of the student/supervisors to inform the Head of School. The PGR student's local/School office should hold a copy of all travel insurance forms, risk assessments, travel arrangements, itinerary logs, emergency plans and contact details in relation to the overseas travel for PGR students. These forms should be forwarded on to the Insurance Officer, Room 218, Mithras House, Moulsecomb Insurance@brighton.ac.uk at least 1 week prior to the date of departure.

3 STUDENT ENTITLEMENTS AND RESPONSIBILITIES

3.1 Student Entitlements

A full-time research student should be entitled to 90 hours of supervisors' time, the equivalent of 45 hours of each of two supervisors' time (or pro rata for supervisory teams greater than two in number) on an annual basis. Heads of School are expected to include this in the detailing of staff hours and duties. A minimum of one third of this should be consultation time. That is, each full time research student is entitled to a minimum of thirty hours consultation time per year from the supervisory team and part-time students are entitled to normally 50% of that expectation and students on continuation fee to 10% thereof (section 13 refers). The precise timings for delivery of such supervision should be agreed by mutual consent and will need to be such as to meet the needs of the students and supervisors.

The HoS is expected to provide appropriate facilities to support the project to be agreed on at the admissions stage and this should be reviewed throughout the period of study. This will include access to adequate and appropriate working space, as agreed at the admissions interview in communication with the appropriate DPS.

3.2 Resolving Difficulties

If a student is not satisfied with an aspect of their experience which is felt to be within the University's control, the student should speak to a member of staff directly about the concerns as early as possible. Students should, in the first instance, talk to one of their supervisors, the Director of Postgraduate Studies, the Head of the School or if the matter cannot be resolved the Doctoral College Manager.

Not all such problems can be resolved, but a student is entitled to ask the University whether any steps can be taken to rectify the situation. The University hopes that in the rare cases where there is a major problem it can be resolved with the minimum of fuss, as quickly as possible, and to the satisfaction of the student, where reasonable. In almost all cases an informal discussion can resolve any problems. However the University recognises that there will be a small number of cases where a mutually satisfactory resolution may not be immediately apparent, and has therefore put in place a formal Student Complaints Procedure, which is available on staffcentral and studentcentral. If you wish to discuss this procedure you should contact the Doctoral College Manager.

3.3 Student Responsibilities

i) Research degree candidates are expected to exercise critical and independent thought both in the design and execution of their project.

ii) Candidates must exercise self-discipline in adhering to the programme of work mutually agreed with the supervisory team, and to present work at the agreed times or frequency. A written record of key supervisory meetings will be drafted by students for the agreement of supervisors. This will form a shared record of meeting content, future work required, and timelines for delivery (section 4.2 refers). The agreed record does not have cover every single student/supervisor contact, but should focus on periodic key meetings and will be sent/emailed to the RSA for inclusion on the student file.

iii) Candidates are expected to take principal responsibility for conducting the research project leading to the degree and it is their responsibility to ensure that it is completed within the regulated period of time.

iv) Candidates are expected to discuss their expectations, any possible constraints imposed by their personal circumstances, and where possible, their requirements, with their potential supervisors and/or Head of School, prior to entering into a formal agreement with the University.

v) Candidates must inform their DPS of any changes in circumstance, which are likely to have a bearing on the programme of research.

vi) On accepting a place at the University of Brighton, candidates undertake to abide by the University regulations including those regarding the use of its premises and facilities as operated in the candidate's school. It is the candidate's responsibility to ensure safe working practice is observed at all times, in conjunction with health and safety policy.

vii) It is the responsibility of all research degree candidates to ensure that all fees due to the University are paid in full. Non-payment of fees may result in exclusion from the University (section 5.2 refers).

viii) All candidates are required to complete and return an annual progress report to their respective RSA (section 8 refers). This will reflect on the project, personal and professional development.

ix) Research students at the University of Brighton have the same rights as academic staff with regards to email provision. This gives them access to the University-wide networks and therefore they must abide by the 'Conditions of use of University of Brighton computing facilities including networks', available on staffcentral. University email addresses are used as the primary method of communication with students over and above private email accounts.

x) Throughout, candidates should seek to maintain good communication with the supervisory team, and regularly to apprise them of both progress and problems. Breakdown in communication between the candidate and supervisors should be brought to the attention of the Director of Postgraduate Studies, Head of School or, where applicable, an independent advisor within the school, at the earliest opportunity.

xi) Professional research carries with it a responsibility to convey achieved results to other researchers in the field. Candidates are therefore encouraged to communicate the results of their research programme to a wider audience by way of seminars, conferences and publications, and to foster extra-departmental and extra-University contacts. Such activity also provides valuable opportunities for critical feedback on the research that will form the basis of the candidate's degree.

xii) All candidates are encouraged to attend designated training, modules and workshops from the University Researcher Development Framework (URDF). The handbook for the training and development of Research Degree students is available on staff and studentcentral and in hard copy from Brighton-Doctoral-College@brighton.ac.uk.

xiii) Candidates are entitled to up to 8 weeks holiday per year, as agreed with their lead supervisor and logged with the appropriate RSA. Visa restrictions may also

apply in the case of tier 4 sponsored international students. Studentship agreements may impose different limitations, so students in receipt of financial support should check the limitations that are included in the terms of their studentship.

3.4 Research Misconduct

All researchers are expected to observe high standards of professional behaviour both in the practice of research and in the publication of research. The University 'Code of Good Practice in Research Practice' (Appendix 1) should be adhered to by all research students. Any practice or conduct by a member of the University community that deviates from those ethical standards for proposing, conducting and publishing research constitutes research misconduct and violation of University policy and renders the member liable to the University's procedures for '*Investigating and resolving allegations of misconduct in research.*' The document is [available here](#)

4 SUPERVISION

4.1 The Supervisory Team

Each student will be appointed a supervisory team upon admission (refer to section 2.7 for extended offsite working students). This team must include at least two members (normally not more than three). The lead supervisor must be listed on the University's Register of Approved Supervisors and other members of the supervisory team not on the Register will normally complete the requirements for entry onto the Register within the first year of the candidate's programme of study (regulation 7.3 refers). Normally the supervisory team shall have combined experience of the supervision of at least two candidates through to completion. This team will be reconsidered at the Research Plan Approval stage (see section 6) and will be reconstituted if necessary, for example, if the student's project has developed in a different direction since the original application was made. A replacement supervisor should be identified if a supervisor is absent from University for a period of more than six months (regulation 7.7 refers)

Supervisors should have adequate time for dedicated supervision and be reliably and regularly available to their students. The allocation of supervisor time of 45 hours total per supervisor per student per year for a full-time student (with a supervisory team of two members) will be taken into account in school workload planning. At least one annual meeting of the student and the full supervisory team is required, whether by video conference or in person.

4.2 Responsibilities of the supervisory team

It is the responsibility of the supervisory team to foster the research degree student's development as an independent professional researcher. The supervisory team should also provide the necessary academic guidance and support throughout all stages of research and writing. This will involve:

- providing guidance on the management of the research project;
- providing advice on existing scholarly debate and present state of knowledge;
- an introduction to the major sources of information in the field of inquiry;
- help with both general and advanced research techniques appropriate to the field of inquiry;
- introducing the candidate into the relevant research community;
- ensuring that the distinction between mastering existing knowledge and developing original work is made explicit and reflects the requirements of the regulations;
- making clear the standard of work required for MPhil and doctoral thresholds, both in conceptual and methodological terms.

Besides the general points above, the supervisory team has a number of other specific responsibilities which are outlined here in brief. These responsibilities will be discussed at induction and the first meeting with the supervisory team:

- to advise prospective candidates on their suitability for postgraduate research;
- to ensure that candidates are informed about how research degrees are organised and administered within the University of Brighton;
- to ensure that research degree candidates are aware of all relevant regulations relating to research degrees and this Code of Practice;

- to initiate and oversee the research plan approval and the transfer processes;
- to maintain regular monitoring and evaluation of the candidate's progress and to report on this as required;
- to agree a schedule of regular meetings with the student, in accordance with the regulations for Research Degrees and in the light of discussion of arrangements with the student;
- to approve written records of supervisory meetings, the frequency and format of which is agreed at induction, as drafted by students and to ensure that they are sent to RSAs and kept on the student's file (section 3.3 ii refers);
- to be accessible to the student at 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 request written work as appropriate, and return such work with constructive criticism and in reasonable time;
- to arrange as appropriate opportunities for the student to talk about his or her work to peers or at 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 of Brighton's regulations on Intellectual Property and that he or she adheres to the requirements and observes the principles contained therein;
- to provide training in the ethical, legal and other conventions used in the conduct of research, and support the student in the consideration of these as appropriate;
- to conduct the initial assessment, and on-going review, of the student's training and skills development needs;
- to ensure that the student is aware of institutional-level sources of advice and support, including careers guidance, health and safety legislation, equal opportunities policies and disabled student support services;
- 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);
- to ensure, as far as possible, that disabled students and students with specific learning difficulties have an equal opportunity to partake in Research Degrees (Supervisors are advised to contact the Disability Team in Student Services for further advice and information);
- if working in a potentially hazardous research environment, to ensure and monitor that the student possesses adequate technical competence in any relevant research techniques, so that he or she presents no undue risk to themselves, others, and/or the facilities of the Universities or their partner organisations;
- 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 and internal examiners;

Wherever possible, supervisors will encourage candidates to collaborate with colleagues from other organisations during their programme of research by facilitating introductions to contacts with mutual research interests, identifying networking opportunities such as research seminars and conferences, and by providing opportunities for reciprocal visits and joint working (see section 2.6iv).

If the supervisory team is unable to provide the expertise on a particular aspect of the project they must ensure the provision of appropriate advice either from within the Universities or from outside.

Throughout, supervisors should seek to be flexible and sensitive to changes in candidate's circumstances (professional and personal) and be prepared to discuss alternative strategies if candidates encounter problems in maintaining the agreed plan of work.

4.3 Role of the Lead Supervisor

In each supervisory team, one supervisor will be identified as the lead supervisor (refer to 2.7ii for extended offsite working students). This supervisor will have primary administrative responsibility for the student and will also be responsible for annually reporting on the student's progress (see section 8). A supervisor shall not normally act as lead supervisor for more than six students (regulation 7.8 refers).

4.4 External supervisors

External supervisors should only be appointed in cases where adequate supervision cannot be found elsewhere in the University. External supervisors must be identified on the basis that they meet the University's supervisor criteria, although it is recognised that training may have taken place elsewhere (see section 2.7ii refers). All external supervisors will be offered the opportunity of attending University workshops (see section 4.8). External supervisors are paid a flat rate annual fee by the Doctoral College. Full details of payments are available from the relevant RSA. An external supervisor cannot be the lead supervisor.

4.5 The Approved Supervisor Register

The University has a Register of approved supervisors which is maintained by the Doctoral College Board, and located with and updated by the Doctoral College.

Any members of a supervision team who are not on the Register must be approved and placed on the Register within the student's first year of study in order to remain on that team (regulation 7.3 refers). It is the responsibility of the DPS to monitor and report on this to the Doctoral College Manager. DPSs and Heads of School need to ensure that staff likely to become supervisors are aware of the need to be approved and entered on the Register, and to undertake additional staff development if appropriate, before taking on a research degree student.

4.6 Criteria for entry onto the register

An individual will be entered on the Register of Approved Supervisors on the recommendation of Heads of School (or nominee) for a period of 5 years provided that they have;

i) Attended the core research training supervisor workshop provided by the Doctoral College

and

ii) Played a significant role in the publication of at least two peer-reviewed research outputs or been awarded a research degree

and that they have either:

iii) presented at least two papers/posters at a national/international conference

or secured external funding for a research project

or successfully supervised a research student to completion

or actively participated in broader research activities at a national or international level (e.g. organisation of conferences, editorial roles, contribution to national/international research bodies/groups, and work on advisory panels to industry or government).

4.7 Reviewing supervisor approval status

At the end of the five year period on the Register, each member will be reviewed for continued membership of the Register by the relevant Head of School (or nominee). An extension of membership on the Register of Approved Supervisors for a further period of 5 years will normally be approved provided that the individual has attended a Research Supervisor's update workshop provided by the University in the last 2 years and still satisfies criteria ii, iii and iii above. However, in considering continued membership, Heads of School (or nominee) may also consider completion rates of students supervised and any feedback from research students' monitoring reports.

4.8 Supervisor workshops

At present the University offers the following two supervisor training workshops to ensure that supervisors are fully aware of this Code of Practice and Regulations for Research Degrees.:

Core Workshops

- University Research Degree New Supervisors' Workshop: for staff new to supervision or new to the University of Brighton – processes and issues encountered
- University Research Degree Supervisors' Refresher Workshop: for experienced supervisors approaching the end of their five-year period on the University supervisor register.

The Supervisor Workshop programme will also include a workshop run for Professional Doctorate Advisors.

Experienced supervisors who have joined the University from another Higher Education Institution may be exempt from attending the New Supervisor Workshops. This must be approved by the Head of School.

Details and booking onto the workshops should be organised through the Doctoral College via Brighton-Doctoral-College@brighton.ac.uk

5 ENROLMENT, FEES, INDUCTION AND TRAINING

5.1 Enrolment

On initial enrolment at the University, a new research degree student will be provided by the Registry with a combined enrolment and library card. At induction they will also be provided with a Handbook for the training and development of Research Degree students, a programme of training, modules and workshops which are free to research students. Research students must re-enrol annually with the University.

5.2 Fees

Details of fees for research degree programmes are published annually, and are also available from the DC or staffcentral. Fees are payable annually, on enrolment, and failure to pay fees will result in the termination of a student's registration. Fees are payable for all University research degrees, although for some categories of researcher (e.g. members of University of Brighton staff) fees are waived. Fee levels are subject to revision on an annual basis. Please refer to <http://www.brighton.ac.uk/researchstudy> for more information on paying fees and any discounts that you may be eligible for.

Students who have been awarded funding for a set period (usually for full-time and three years) should be aware that if they fail to complete their degrees within that set period, they will become liable for their fees from that point onwards.

If, after examination, a student is only required to make minor amendments then no further fees will be charged. However, if they are required to take a re-examination, then they will be charged full fees at the current rate from the date of previous examination.

'Split' students

Overseas students who remain based in their home country by agreement with their Schools (described as 'split' students on the fee listing) are charged 50% of the relevant full-time overseas fee. Such students are required to attend the University of Brighton for a minimum of 6 weeks per year, and supervisors are encouraged to visit them at least once per year. Schools should therefore assess whether any additional annual fees need to be charged to cover supervisor travel/subsistence expenses. Any intention to charge an additional fee must be clearly communicated to the student, and the amount stated in the official offer letter. Additional fees should not be charged at a later stage in the student's registration if this has not been stated on the offer letter. For further information relating to these students please refer to section 2.7 and section 19 in the regulations.

5.3 The induction programme

Once a student is enrolled, the RSA and DPS will draw up a planned programme of induction for each research student in their area. This should include the provision and discussion of this Code of Practice, the undertaking of a programme of induction, and any subject- or area-specific induction (for e.g., relevant health and safety issues). Although all new students should be offered the chance to visit relevant University facilities and resources and to meet with relevant staff, it is the DPS who should decide what level and type of induction is appropriate, and vary the induction programme according to the needs of the student.

Part of the induction process will be the student's first formal meeting with the supervisors and the DPS (and others, if appropriate). The induction process will be explained, and the student will have the opportunity to clarify general procedures relating to research degrees at Brighton. This first meeting will also be an opportunity for student and supervisors to establish an agreed level of supervision. Although the frequency and lengths of meetings will clearly vary according to the discipline, the mode of study and the stage of the project, it is important to establish (in writing) some initial guidance regarding what is reasonable for the student to expect at the outset of the programme, to be forwarded to RSAs and kept on the student file.

Supervisors and students will also undertake an analysis of any researcher development needs as part of the induction process. A resulting agreed plan of activities, including participation in the URDF (see 5.5), workshops, seminars or other activities will be recorded and signed off as part of the induction checklist. Progress against these arrangements will be considered and updated at RPA and subsequent progression points.

All research students should be provided with the plagiarism awareness pack and should be reminded that plagiarism is unacceptable and that students found guilty of plagiarism will be subject to the University's procedures for '*Investigating and resolving allegations of misconduct in research*' (see section 3.4)

The University has two IPR agreements, one of which agrees that the student will assign the IPR to the University and another in which the student retains the IPR (see 2.10). It is the responsibility of the RSA to ensure that one of the IPR agreements is signed when the student commences their studies and that it is kept on their file. These agreements do not actually assign the IPR, since no IPR will have been created at the stage of signature. They formally agree that IPR will be assigned when there is some. Therefore, when and if there is any IPR resulting from a student project, the Research and Commercial Contracts Manager in Business Services should be contacted to ensure that the actual assignation agreement is signed.

5.4 The outcome of the induction process

The output from the induction process will be the completion of a checklist by the student and DPS, including any agreed actions arising from the process. This may include recommendation for the student's enrolment on modules from the university researcher development framework. This should be logged by the RSA and copies sent to the student and supervisors. Some schools will have additional inductions to include identification of desk/lab space/ photocopy codes/.

5.5 Research student training and development

When considering training needs, the DPS and supervisors should refer to the requirements of the professional Researcher Development Statement².

University Researcher Development Framework (URDF):

Full details of the seminars and workshops offered under the URDF are available through the Doctoral College area of studentcentral. A programme of eight units are available, free of charge to all doctoral candidates:

² <http://www.vitae.ac.uk/researchers/429351/Introducing-the-Researcher-Development-Framework.html>

- Unit 1 Introduction to Doctoral Research
- Unit 2 Preparing your research plan
- Unit 3 Preparing for transfer
- Unit 4 Preparing for thesis submission/viva
- Unit 5 Developing your research profile
- Unit 6 Planning your career
- Unit 7 Writing for academic purposes
- Unit 8 Communicating in the English Language

Students should, wherever possible, be given the chance to attend and present their findings at work-in-progress seminars, as part of their Colleges' seminar programme and/or at an annual student conference.

Students are expected to attend core elements of URDF units 1 (introduction to Doctoral Research) & 2 (Preparing your Research Plan) and may seek to attend other modules in addition to seminars, workshops and provide evidence of their learning. Attendance of modules included in the URDF is free to all research students. Students will be sent a copy of the programme handbook when they enrol on their research degree. Copies of the handbook are also available from Brighton-Doctoral-College@brighton.ac.uk upon request. Understanding of the core elements of the URDF is expected of all students, whether through module attendance, equivalent provision or prior knowledge. It is expected that the DPS and supervisors will advise the student on the most appropriate modules for them. Evidence of learning will be considered at the standard Doctoral progression points, Research Plan Approval, Transfer and finally in the viva voce.

5.6 Personal Development Record

All first year research students will have access to the Personal Development Record (PDR) section of studentcentral. This area is a tool designed to help personal development through skills auditing and data management and should be used in conjunction with supervisory meetings, PRPs and the university researcher development framework. Web links are also included to provide access to useful resources throughout the University's web pages.

5.7 Teaching opportunities for research students

Faculties and schools are encouraged to provide research students with opportunities to undertake teaching duties, as this is valuable experience. Schools are responsible for providing sufficient financial support to enable, and where appropriate, encourage research students to become involved in teaching and/or demonstrating. It is, however, essential that students undergo some prior training, either pre-existing or through participation in;

- 1) *Teaching and learning in HE* (two-day). An introductory course for people who teach in HE and have **primary responsibility** for planning teaching and for students' learning

Or,
- 2) *Supporting learning in HE* (half-day). Designed for people whose work involves supporting students' learning but who **don't normally have primary responsibility** for planning teaching.

Both courses are offered through the Centre for Learning and Teaching, as at: <http://www.brighton.ac.uk/clt/courses/teaching-in-higher-education-short-course/>
It is also the University's policy that full-time research degree students should not undertake more than a maximum of 6 hours teaching and teaching-related duties per week (including preparation and marking).

It is important to contact the Human Resources Department before agreeing any work or rates of pay with research students in order to ensure that you meet statutory requirements and University policy. For example, Equal Pay legislation requires us to pay staff consistently across the institution regardless of practice elsewhere and regardless of the number of hours of work. If research students are to be paid for doing any work outside their project, they must first be appointed formally by the Human Resources Department.

In addition to URDF unit 8 (Communicating in the English Language) the University of Brighton Language Institute³ runs an Undergraduate academic writing course, although this is not tailored to research students, which students are welcome to attend. Further information is available through studentcentral or by contacting the ELC or DC (refer to section 2.7vi).

5.8 Research Student Conference Support Fund

The Research Student Conference Support Fund is held by the Doctoral College Board and overseen by the Director of the Doctoral College.

All students registered as full members of the Brighton Doctoral College are eligible to apply during their period of registration up until the point of their viva. Full members include MPhil/PhD, PhD by Publication and Stage 2 Professional Doctorate students. Research students attached to BSMS are also eligible to apply. M Res and Stage 1 Professional Doctorate students are not eligible.

Applicants will be eligible for only one grant in any one academic year and one Stage 1 and one Stage 2 award throughout the duration of the research degree. Applicants can only receive funding from the ECR Conference Fund, the Staff Conference Fund or the Research Student Conference Fund in a single year, and therefore should apply to only one of these funds.

Research student conference support is designed to enable the development of a research student. As such it is seen that the normal progression of applications to the RSCSF from a student would be as follows:

- i) Stage 0: participation in URDF Unit 5 ('Disseminating your Research') and then presentation at an appropriate internal student conference
- ii) Stage 1: 1st presentation at a conference external to the University (usually expected to be a UK based conference)
- iii) Stage 2: presentation at a conference with participants drawn from a wider, possibly international, community.

A total award of up to £400 (Stage 1) and £800 (Stage 2) will be shared equally between the Brighton Doctoral College and the School. Costs in excess of these

³ www.brighton.ac.uk/learnenglish/

amounts are to be met by the students. However, we would encourage students to explore and secure funds from other sources e.g. sponsored employers, conference organisers, to help cover all costs.

The categories of expenditure covered by the fund are: conference registration fee; accommodation and necessary and economic travel. The fund does not cover subsistence. Any other type of expenditure must be justified on the application form.

Application forms and guidance notes can be downloaded from the 'Student Conferences' section in the Doctoral College area in Student Central. It is essential that applications are submitted at least 8 weeks in advance of the conference.

5.9 Information services for research students

Information Services provides support for research students throughout the research process. This support can be accessed via online and print resources, guides, and face to face guidance and training.

For further information about the resources and training available to you, please visit:

<https://staff.brighton.ac.uk/is/research/Pages/Home.aspx>

6 RESEARCH PLAN APPROVAL

6.1 The aim and timing of the Research Plan Approval

Following the admission of a student, there is a key point at which the ability of the student to progress with their project is assessed. This is known as the Research Plan Approval. Research Plan Approval must occur within no more than four months after admission for a full-time student, and seven months for a part-time student (see regulations 6.1). The RSA will remind the student and supervisory team to apply for approval within this time scale by sending them, in advance the Research Plan Approval form. Professional Doctorate and EngD candidates are not required to submit their Research Plan until they enter, or as a part of their progress to Stage II, although Programme Leaders should be consulted for the exact timescale requirements.

6.2 Submission of the Research Plan Approval form

In consultation with their supervisors, the student will supply the information required for the Research Plan Approval, including a working title, research question, aims and a clear and detailed plan of work. This plan of work should incorporate the background to the project, details of the research methods to be used, intended outcomes, the programme of related studies and evidence of learning and attendance at researcher development framework modules/workshops/events. There is no one way of doing this, as there are different subject conventions. The DPS may therefore choose to give more detailed guidance on preparing research plans to the students in their area, if this is felt to be useful. This information should be entered onto the Research Plan Approval form and returned to the RSA no later than 10 working days prior to RPA. For members of University of Brighton staff, please refer to section 15).

6.3 The Research Plan Approval meeting

RSAs should organise a meeting of:

- the DPS (or nominee) as chair
- the lead supervisor
- the student

Heads of School will be notified prior to RPA of the research plan. Heads (or nominees) are entitled to attend RPA and will be consulted after RPA of any resource implications. DPSs may additionally request Heads (or nominees) attend.

The RSA will act as officer to the meeting and produce a summary record of the outcomes. The group will consider the plan of work, and this may be preceded by a presentation by the student of their work. If the student is working off-site for an extended period of time, particularly if they are overseas, the TP may exceptionally hold the meeting by video conference (refer to section 2.7iii for extended offsite working students). If it is proposed that any of the original supervisors established at the time of interview are to be changed prior to the Research Plan being submitted for approval, the Head of School and the DPS must approve this and reconstitute the TP to include the new supervisors before Research Plan approval takes place.

Approval of the Research Plan will be made following careful consideration of:

i) The title. Although it should be noted that this is a working title and can be changed as the project develops.

ii) The research question and aims. These should be clearly expressed to demonstrate that they relate to the title and are judged as achievable.

iii) The academic validity and feasibility of the programme of work. The plan should set out a research programme at MPhil or PhD level, as appropriate, that can be completed within the time allocated and within the agreed resources, that is properly designed to achieve the declared aims and that uses research methods that are appropriate. At this stage, consideration should again be given to whether scrutiny by the University Ethics Committee is advisable and to ensure that any NHS Research Governance requirements are being observed where applicable (section 2.9 refers).

iv) Any additional research training needs to those identified and not met through the core URDF modules should be considered at the Research Plan Approval meeting in order to ensure that the student is able to meet all of the skills identified in the Researcher Development Framework.

v) Confirmation of the supervisory team. The student will have been appointed a provisional supervisory team at the admissions interview, however, it is recognised that as a student's project becomes more clearly defined, it may be appropriate to change supervisors. Therefore, at the Research Plan Approval interview, consideration should be given to the supervisory team including:

- Current research in the area of the proposal.
- Successful supervision of research students for the degree in question.
- Sufficient time to dedicate to the task of supervision.

The RPA panel should also be sure that the strengths, specialist skills and supervisory experience of each supervisor complement that of the other(s). One supervisor should be designated as the Lead Supervisor; this person will have administrative responsibility for the student. All internal supervisors should normally be on the Approved Supervisor Register by this stage.

6.4 Approval of the Research Plan

The Research Plan Approval form must be signed by all members of the RPA panel to indicate their approval. The RSA will ensure that the form is completed and will issue formal notification of this to the student. Continuation of enrolment as a research student of the University is normally dependent upon approval of the plan (regulation 6 refers).

Research plans can be approved subject to minor evidence or corrections, and signed off by the DPS on behalf of the TP. This would normally constitute minor issues of accuracy that would be approved within 10 working days.

6.5 Non-approval of a research plan

If a research plan is not submitted, submitted late, or is not approved, the candidate will have one further opportunity to submit, using the same template. The revised Research Plan (RPA2) will be reconsidered at a meeting no less than one month and no more than three months from the date of the original Research Plan Approval meeting.

6.6 RPA2 thesis panel membership

- the DPS (or nominee) as chair
- the Head of School (or nominee)
- the supervisory team, or at a minimum the lead supervisor
- a member of the Doctoral College Board who is external to the School
- the student
- a representative of the student (if requested)

The RSA will identify the DCB representative and the paperwork should be circulated to the whole thesis panel. The student is also permitted to bring a representative. The student must attend in person, however, if a student chooses not to attend, the meeting will be held in their absence. This meeting should be minuted by the RSA.

6.7 Outcome of the second RPA meeting

Following the second RPA meeting, there are three possible outcomes:

1. Approval and progression
2. Recommendation of exclusion

Should the recommendation be exclusion, this must be accompanied by supporting evidence for the approval of the Director of the Doctoral College, and then forwarded for approval to the Doctoral College Examinations sub-committee by the Doctoral College Manager. Only the Doctoral College Examinations sub-committee may exclude a student from the university (see 8.3 in the regulations)

Should the student be withdrawn, they will have the right to appeal through the Academic Appeals Committee (Annex 1 of the regulations refers)

7 THE PROCEDURE FOR APPROVING THE ACADEMIC PROGRESSION OF RESEARCH STUDENTS

7.1 The aims of the Progression Review Panel

Research students (including route A stage one Professional Doctorate candidates and all EngD students), must be approved annually for progression on the research degree (see regulations 8.1).

The Progression Review Panel (PRP) consists of:

- the DPS (or nominee) as chair
- the student

Heads of School will be notified prior to PRP of the details of student progression. Heads (or nominees) are entitled to attend PRPs and will be consulted after PRP of any resource implications. DPSs may additionally request Heads (or nominees) attend.

The RSA will not normally attend PRPs. The PRP interviews the student, after seeking advice from the supervisory team, to determine whether the work undertaken is sufficient to approve progression (refer to section 2.7iii for extended offsite working students).

This process applies to all registered research students except those on suspension, those who have submitted and are just awaiting their viva or those who are only undertaking **minor** corrections following their viva. In addition, to approval of progression, the aims of the review are to:

- assess the quality of the student's work;
- assess whether the supervisory relationship seems to be working sufficiently well and to investigate further if there seem to be any difficulties;
- consider training needs and progress in relation to the Researcher Development Framework and review evidence of learning;
- overview evidence provided to demonstrate learning and how it is influencing the research;
- assess whether the student needs additional academic or technical support or development and advise on how this should be done;
- ensure that a sufficient volume of work is being carried out by the student and that they are keeping as far as is reasonable to their agreed plan (usually as set out in their induction, RPA or Transfer Document) or whether there are factors inhibiting the progress of the student, and how this might be addressed.

7.2 Timing

The academic progression of each student is normally considered, at a minimum, on an annual basis in order that re-enrolment can take place each autumn. However, the DPS may feel that it is appropriate to convene a Progression Review Panel at an alternative time, if, for example, there appears to be problems with the student/supervisor relationship or the student does not appear to be progressing as well as expected. The student and supervisors should normally be given one month's notice of any additional Progression reviews.

This process is separate from the research student satisfaction survey, an online survey which is designed to allow the student to make more general (and if desired completely anonymous) comments on their experience as a research student at Brighton. DPSs will take the opportunity of progression review panels to encourage student completion of the satisfaction survey. Details of monitoring requirements are in section 8.

7.3 The Progression Review process

There is a 3 stage process:

- i) Preparation of a progression report by the student

The first stage is the preparation of a description of student progress, which should be done on the form RS (PRP). The first part of this form is to be completed by the student and returned to the RSA by the agreed deadline and at least **10 working days prior** to PRP. Students may make reference to papers produced, seminars attended and any other relevant developmental activities carried out. The student's part of the progression form will be passed to the DPS and Head of School.

- ii) Preparation of a progression report by the supervision team

The second part of the progression form is to be completed by the student's lead supervisor, on behalf of the supervision team, and returned to the RSA by the agreed deadline and **at least 10 working days** prior to PRP. It is very important that the lead supervisor discusses and agrees this with the other supervisors before submitting their part of the progression report to the RSA.

Supervisors are asked to make a recommendation to the Progression Review Panel as to whether the student should be permitted to progress or whether additional work is necessary.

The report should also describe the progress of the student on their research degree project, and their progress in relation to the agreed programme of training. Evidence, with any other related studies should be provided to support the supervisors' evaluation. Supervisors may wish to identify on this form any factors which they believe inhibit the student's progress, including insufficient or inadequate resources. However, queries and comments about resource issues for research students may also be raised by supervisors directly with their Head of School, or through the relevant School Panel. It is expected that resource issues will normally only be raised within the progression system if other mechanisms have already been explored, and the issue has not been resolved.

N.B. Supervisors should note that, under the Data Protection Act, students may request to see these forms.

- iii) The Progression Review Panel

Only the DPS and Head of School or nominee - will receive copies of the first two sections of the progression review form from the RSA. The DPS (and where requested, the Head of School or nominee) will then meet with the student to review progress, including the evidence provided, and determine whether the student should progress, to have a general discussion about the student's progress, and to identify whether there are any other issues or actions to be followed up. If no issues are

identified on the form, the meeting may take place by telephone or video conference. However, the student should always be offered the opportunity to attend in person.

Following this meeting, the DPS will complete the third and final section of the progression form, including the progression recommendation and details of any action points and who is responsible for carrying these out. Copies of this section of the form should go to the student, the supervisors and the RSA (see 7.4 for further details).

In addition to this, other elements may be added into the procedure for annual progression of research students, as appropriate. For example, a progress conference may be arranged for all research students and supervisors within the area, in which work-in-progress presentations and seminars might be given. Particular attention should be paid to students in receipt of University studentships, since satisfactory progress is a condition of the stipend.

If a research student does not attend the meeting, it can be held in their absence and will generally result in a non-progression and a second PRP (see 7.5 for further details).

7.4 Outcomes of the Progression review

At the end of the meeting, the Progression Review Panel must make a decision with regards to the student's progression. Either:

- the student can progress into the next year;
- more evidence or work is required before progression can take place.

If progression can take place, the student and supervisors should be sent a copy of section 3 of the PRP form by the RSA. It is recommended that students keep a copy of this form for their own records.

If the recommendation is that more work is required, a second meeting of the PRP should be convened (see below, and refer to 8.2 in the regulations). In this case, the relevant form should be completed by the RSA including details of work required, any deadline for producing the work, the date of the next meeting, the time and room number. The RSA will write to the student informing them that a second panel will be held and warning them of the possibility that a recommendation may be made to the Vice-Chancellor to exclude them from the University. The student will also be sent a copy of section 3 along with the deferral letter (refer to section 2.7iii for extended offsite working students).

The student must meet with the supervisory team who will provide a structured plan of work for the student to achieve before PRP2. The work will be reviewed by the supervisory team and provide feedback prior to PRP2. Further iterations of this process may be required.

7.5 The second Progression Review Panel

The RSA will send the PRP2 forms to the student 1 month prior to the second meeting so they can complete all tasks and return the paperwork by the due date. The supervisors will be able to complete their PRP2 form once they have received the tasks from the student. The second PRP should be held no less than one month and no more than three months after the first meeting. The membership will comprise:

- the DPS (or nominee) as chair;
- the Head of School (or nominee);
- the supervisory team, or at a minimum the lead supervisor;
- a member of the Doctoral College Board who is external to the School;
- the student;
- A representative of the student (if requested by the student).

The RSA will identify the DCB representative once the meeting date has been confirmed and the paperwork should be circulated to the whole panel. The student is also permitted to bring a representative. The student must attend in person, however, if a student chooses not to attend, the meeting will be held in their absence. All of these meetings should be minuted by the RSA.

7.6 Outcomes of the second progression review panel

Following the second progression review panel, there are four possible outcomes

- i) progression;
- iv) recommendation of exclusion.

In all cases, the form should be forwarded to the RSA. Should the recommendation be exclusion, the form must be accompanied by supporting evidence for the approval of the Director of the Doctoral College, and then forwarded for approval to the Doctoral College Examinations sub-committee by the Doctoral College Manager. Only the Doctoral College Examinations sub-committee may exclude a student from the University (see 8.3 in the regulations).

Should the student be withdrawn, they will have the right to appeal through the Academic Appeals Committee (Annex 1 of the regulations refers).

All progression is subject to the student not being in debt to the university.

8 RESEARCH STUDENT MONITORING

8.1 The aim of research student monitoring

Distinct from the review of research students' academic progress, there is a process for annual monitoring. As mentioned previously, annual progression reviews and meetings concentrate upon the individual student's development towards the degree they are registered for and are intended to be discussed with the DPS. Annual monitoring, on the other hand, is designed to gather students' views on the strengths and weaknesses of the environment and general support provided by the University for their studies, including that provided by both central services and the Doctoral College and for DPSs to consider any issues and highlights of the past academic year. The aims of the research monitoring exercise are, therefore:

- To give students the opportunity to raise any general issues relating to their studies at Brighton, anonymously if they wish, which they may not have had a chance to do in their supervision or progress meetings.
- To ensure that such issues are acknowledged and responded to by the appropriate individual(s) or bodies within the university and that students are informed of the response to their comments.

In order to meet these aims, monitoring needs to be done by all Colleges within a broadly similar framework, as described below.

8.2 Professional Doctorate / EngD programmes

Stage One Professional Doctorate and EngD students should have their views captured under the School's annual monitoring and evaluation process. Stage Two students should follow the process outlined in this chapter.

8.3 Responding to student monitoring information

The monitoring exercise is designed to allow information to be gathered and acted on both in the short and long term. This means that Schools and Colleges may choose to act in response to students' views as soon as the on-line questionnaire has been completed, if this is appropriate. It is not always necessary to wait for the final consideration at the Research Degree Annual Health Day if a comment made by a student is best dealt with by the College or School.

8.4 Feedback of monitoring outcomes to students

DPSs are responsible for ensuring that the students in their area are informed of any actions they have decided should be taken in response to the monitoring information, and the reasons for these actions. This might be done in a number of ways, for example, by bulletin board information notices, e-mails, meetings convened specifically for the purpose or through Doctoral College Committees. Any reference to student names should be avoided, unless students have expressly given permission to be named. The DPS and RSA should discuss and agree the best method for feeding back monitoring outcomes within their own area. In addition to this, comments and decisions made by the Doctoral College Board in response to monitoring reports should be made available to student by the DPSs, all of whom serve on this committee.

8.5 Monitoring process and timings

The monitoring process and a very general timetable for monitoring are outlined below. Timings have purposefully been left general to allow for the different dates of committee meetings in the faculties.

The Student Satisfaction Survey can be completed on-line via a link sent annually to research student emails. Once completed the Doctoral College will receive a report on the information gathered. It is recommended that this is done by the end of August, but this may vary depending on the number of students involved.

The deadline given to students for completing their surveys on-line should allow time for:

- The DPS to compile a summary report on these questionnaires (using a pro-forma).
- The summary report to be submitted to School academic committees in the autumn term. It is also good practice to send the report to students within the College.
- Submission of reports to the University's Research Degree Annual Health Day

8.6 College summary monitoring reports

When the students in a College have completed the survey, the DPS is responsible for producing a summary monitoring report including reports on supervisory capacity, any issues arising in the College and any actions planned for the next academic year. This summary report should follow the standard format. This is to enable the attendees of the Doctoral College Board Annual Health Day to compare and evaluate the views of students in the different Colleges on their experiences as research degree students.

Once the summary reports have been considered by the School, they should be forwarded to the secretary to the Doctoral College Board Annual Health Day. This needs to be done four weeks before the meeting of this committee in December. The role of the Doctoral College Board Annual Health Day is to consider this information on behalf of the Academic Standards Committee and Academic Board, and to identify strengths and weaknesses in research student provision in the University. Where necessary, it will also recommend ways in which this provision can be improved, and by whom.

9 TRANSFER FROM MPhil TO PhD

9.1 Aims of the transfer process

The aim of the transfer process is to assess whether an individual, admitted to the University onto an MPhil, has displayed the clear potential to move to PhD registration status. In order to transfer to PhD candidates must be able to demonstrate the following:

- i. a substantial body of writing;
- ii. critical investigation and evaluation of an approved topic which has the potential to result in an independent and original contribution to knowledge;
- iii. an understanding of research methods appropriate to the field;
- iv. an ability to relate the findings of the study to the broader context. (regulation 9 refers).

9.2 Responsibilities for transfer

It is the supervisors' responsibility to guide and advise the student on their progress towards transfer to a PhD. Transfer should normally take place by the end of 18 months for full-time students, or 30 months for part-time students (please refer to key stages for research students at the start of this document). Transfer may, where appropriate for the student concerned, be carried out at the same time as the annual Progress Review Panel. In all cases, however, an explicit application for transfer must be made, and a clear decision by the DPS and HoS for approval of the application, before a student's registration status can be changed from MPhil to PhD.

9.3 The transfer process

Applications for transfer to PhD status must be made on the transfer form and submitted to the RSA. Along with this form students are required to submit:

- a summary of progress made to date;
- evidence of learning, against individual researcher development needs identified at induction and subsequent progression points;
- three draft chapters, including the methodology chapter (or the appropriate equivalent, depending on the discipline);
- a statement articulating the anticipated original contribution to knowledge;
- a detailed work plan for completion.

Once the RSA has received the form they will convene a transfer panel, which will comprise of:

- the DPS (or nominee) as chair;
- a minimum of one internal member of staff who has expertise in the thesis area (NB: these members of staff are then unable to be proposed as internal examiners for the final viva).

Heads of School will be notified prior to meeting of the details of the proposed transfer. Heads (or nominees) are entitled to attend and will be consulted after transfer of any resource implications. DPSs may additionally request Heads (or nominees) attend.

The RSA will act as officer to the meeting and produce a summary record of the outcomes. The students will be required to present a summary of their work to-date to the transfer panel and this presentation should mirror the style of a viva examination. Some DPSs may wish to invite a person who is external to the School to take part in the transfer process, but it is expected that at a minimum two research active members of staff who are not on the supervisory team are included in the transfer process and are able to interview the student on their project (i.e. as a minimum, the DPS plus one independent reader). The student is normally expected to attend the meeting in person even if they are working off-site or overseas (section 2.7 refers).

Whilst practice across Schools with regards to the composition of the panel may vary, students may request the attendance of a supervisor. It is common for supervisors who are present not to participate in the discussion in order that the process may more closely mirror a mock-viva. If this is the case, it is appropriate for supervisors (where present) to be asked to formally comment at some stage in the proceedings.

Should issues be raised in either the student's or the supervisor's report, the DPS may wish to convene a meeting with the supervisors prior to the transfer panel in order to explore these in more detail.

The student (and supervisor) may be asked to leave the room while the transfer panel makes its decision. Following transfer panel, there are three possible outcomes:

- i) progression to PhD;
- iii) more work required and one further transfer.

Once the transfer panel has occurred, the transfer panel should decide whether the student's plan of work for progress towards a PhD meets the criteria listed in section 9 of the regulations, and whether all members of the supervision team are fully supportive of the transfer application. If approved, the RSA will issue formal confirmation of the new registration status to the student. The outcome and any examiners' notes should also be forwarded to the student and supervisors. If the transfer panel reject the application, the form should also be forwarded to the RSA along with the reasons for rejecting the application in order that a formal letter can be issued to the student. The student will be given one further opportunity to apply and the letter should therefore give a deadline for resubmission. This should be not less than one month and no later than six months of the first meeting (full-time) and nine months (part-time). Only two applications to transfer are permitted, should the application to transfer be rejected, the student shall only be permitted to submit for the award of Master of Philosophy.

9.4 Appealing against a rejection of transfer to doctoral study

Students have a right to appeal on the second rejection of the transfer application. As with the appeals procedure for examination decisions, an appeal cannot be made on academic judgement, but only on procedural irregularity or circumstances unknown to the transfer panel at the time. Request to appeal should be made to the Doctoral College Manager within one month of notification of the decision to reject the transfer application. The Doctoral College Manager will then convene a panel to consider the request (Regulations 9.5 refers).

10 PROPOSALS FOR EXAMINATION ARRANGEMENTS

10.1 General

Examination arrangements should be planned well in advance of the intended thesis submission date (please refer to key stages for research students at the start of this document), to allow enough time for each of the processes involved (6 months is a recommended timescale). This is particularly important in the case of practice-based research degree candidates where there may be an exhibition or performance to be arranged that needs to coincide with the viva. It is very important that either the DPS or lead supervisor checks the Research Degree Regulations governing the nomination of examination teams carefully, and presents all the information required for the Doctoral College Examination Sub-Committee (DCESC).

10.2 The timing of examinations

Whilst it is the student's right to be examined, the DPS should ascertain if the supervision team support the examination. If the supervisors do not support an examination at this stage, documentary evidence recording this fact should be obtained from the student and the supervisors, and lodged with the RSA and the Research Student Officer (Examinations).

The proposal for the examining team should be put forward by the DPS, but approval of the proposed examiners rests with the (DCESC). The DCESC meets six times a year, and TPs should note that Chair's action is not normally permitted. Paperwork must be submitted to the Sub-Committee secretary a minimum of 10 working days before the meeting. The Committee does not receive late papers. Dates and deadlines for the DCESC can be obtained from RSAs and studentcentral.

10.3 Thesis completion

Examination arrangements should be submitted 6 months in advance of thesis submission. Through the examination arrangements form, students will identify an outline of the Thesis and a plan for the final write-up. This would as a minimum include the structure of thesis, the percentage of completion of each chapter and confirm that all training needs have been met. Examination arrangements should be put forward by the Supervisory team, in consultation with the DPS. If there is insufficient evidence to suggest successful completion of the Thesis, the DPS can convene a PRP.

10.4 Nominating examiners

In considering proposals for an examination team, the TP should ensure that they have been put forward by the supervisory team as a whole, although the lead supervisor has the responsibility for co-ordinating the arrangements. Students might be able to recommend examiners appropriate for their area of work but should not be involved in the arrangements for examination. The proposed team should combine the right blend of technical expertise and examining experience. The TP must use their technical expertise, or draw on that of others, to evaluate the appropriateness of the examiners, using CVs or other evidence as necessary. An individual who has had a substantial direct involvement in the student's work may not be appointed as an examiner. It should be noted that the non-supervisory members of a candidate's TP themselves are not automatically excluded from acting as internal examiners, but permission should be sought from the DCESC on this as usual.

The DCESC will consider potential conflicts of interest when approving examiners. Where a conflict of interest is deemed to exist between the student and the internal examiner, it may be necessary to appoint an examining team comprising two external examiners. The standard instance in which this applies would be for those students who are also members of University of Brighton staff (see 15.3). This does not preclude the appointment of an internal to the team where this can be appropriately justified, but where paid work of over 6 hours per week is undertaken (see section 5.5), a statement regarding conflict of interest is required. Sections 11-14 of the regulations for Research Degrees describe the examiner and examination requirements in detail and should be read carefully before submitting examination applications to the DCESC.

10.5 Thesis title

Since this is also the time when the title of the thesis is finalised, the TP must carefully consider the proposed title, ensuring that it properly reflects the work described in the thesis, is concise, grammatically correct and does not contain imprecise words or phrases (such as "a study into"). This should simply and succinctly convey the thesis. This should involve the topic, place of study, population and variables. Formulae, symbols, abbreviations and acronyms should be avoided. Methodology is not included in the title. It is normally no more than 14 words. The title should be written in capitals. Once approved by DCESC, the thesis title may not be changed unless requested by the thesis examiners.

10.6 Approval of arrangements by the DCESC

The proposals for examiners and the final title of the thesis, together with an abstract of the thesis, should be submitted to the DCESC. The proposals should be submitted, together with a brief rationale, TP signatures and supporting documentation (including CVs for all examiners), on the Research Degree Examination form. It is essential that clear reasons are given on the form for the selection of examiners.

The DCESC will consider the evidence provided by the TP in judging the overall appropriateness and experience of the team. The DCESC will ensure that the proposed external examiners have not been used too often by the University, and that there are no other relationships between any of the examiners and the University which might result in a conflict of interests. In addition, the DCESC will approve the final title of the thesis. Candidates should be aware that once this title has been approved, it cannot be changed. Once approved by DCESC, the Research Student Officer (Examinations) will inform the examiners, the DPS, the RSA, the student and the supervisors.

10.7 Thesis abstract: examination arrangements

The abstract is submitted to the Doctoral College Exam Sub Committee (DCESC) along with the thesis title and the proposed examiners. The abstract should make clear what was done, why, how and what was found. The abstract should also make explicit the significance of the findings and original contribution to knowledge. The purpose of the abstract for the DCESC is for the Committee to independently judge the suitability of the proposed examiners (and to be sure there are no conflicts of interest) and to confirm the thesis title. The abstract should stand-alone and be understandable without the thesis.

- The abstract should normally be no more than 400 words.
- The abstract should not have subtitles, or references.
- The application for exam arrangements is normally submitted six months in advance of the thesis submission for examination.
- The abstract should be reviewed and approved by the supervisors before the application is made. The DPS will review this before it is submitted to the Committee to ensure all the relevant information is made explicit and in accessible language.

10.8 Thesis abstract: dissertation

The abstract will set out what is to be found in the thesis. It will guide and frame the examiners' expectations. The abstract will attract and inform fellow scholars searching for information in the field. Within the abstract there should be at least one sentence to summarise each chapter in the thesis and should include:

- The purpose of the thesis should be clearly stated and located with sufficient context to enable the reader to understand the importance of the topic and timelines of the research.
- The methodology, the method(s) and the sample size should all be made explicit including the analytical approach. What has been discovered in the research (results) should be made explicit along with claims for an original contribution.
- It is beneficial to set your claims for originality within the context of the key argument presented in the discussion.
- The abstract should contain five to seven key words that mirror reflect the key words selected for search engine retrieval.
- Acronyms should be used in the abstract once they have been described in full.
- No subtitle should appear in the abstract.
- The abstract is normally written in the third person unless the methodology dictates an alternative authorial voice. The abstract submitted to DCESC can be edited to reflect the final thesis. However, any revision to the thesis title has to be resubmitted and approved.

10.9 Mitigating circumstances for research students

It is recommended that students bring any matters that have or will affect their academic performance to the attention of their supervisors, and if appropriate their RSA and DPS. If appropriate, these matters can be formalised for the consideration of the Thesis Panel (for RPA, PRP or Transfer) or the Doctoral College Examination Subcommittee (viva and final examination).

10.9.1 Ongoing disability/medical condition

Students who have a disability, long-term medical condition or specific learning disability should provide appropriate evidence to the Disability and Dyslexia Team (Student Services), who will then issue a Learning Support Plan. This plan is designed to ensure that the student receives the appropriate support and that reasonable adjustment is made.

10.9.2 Mitigating circumstances

Where a student considers that their research, whether submitted for RPA, PRP, Transfer or final thesis, has been affected by serious, unforeseen and unavoidable personal circumstances and they wish to draw these to the attention of the Thesis Panel or examiners, they should submit a claim for mitigating circumstances.

Students should submit requests for mitigation using the form RSMitCircs to their RSA, wherever possible in advance of the progression event or examination. The RSA will forward details to the appropriate body (see 10.9) for consideration.

10.9.3 Learning Support Plan (LSP – also see regulation 11.8)

Where a student has a disability, long-term medical condition or a specific learning disability it may be possible to vary the method of assessment. LSP requests are normally associated with viva examination and wherever possible should be raised as part of the proposal for examination arrangements for the approval of the Doctoral College Examinations sub-committee.

10.9.4 Documentary evidence

The following are indicative of the kinds of circumstance that will normally be considered valid, where the evidence and timing support the claim:

- serious personal illness;
- serious personal accident or injury or hospitalisation;
- evidence of long term health condition worsening;
- death or serious illness of family member or close friend;
- significant adverse personal or family circumstance or psychological problem.

The following are indicative of the kinds of circumstances that are not normally accepted as mitigating circumstances, even where they can be supported by independent documentary evidence:

- paid employment commitments for full-time students;
- non-serious domestic or personal disruptions e.g. car breakdown, lateness of lift to University, missing a bus or train, oversleeping; moving house, job interview/change of job, holidays, financial issues, minor illnesses (e.g. a cold);
- computer/printer/equipment problems, other University deadlines/poor time management
- other circumstances which it is reasonable to suppose might have been foreseeable or preventable.

The documentary evidence in support of a claim for mitigating circumstances should be from an independent, professional source and cover the appropriate period of time. Examples of such evidence include:

- a medical certificate or letter from a medical practitioner e.g. a doctor;
- other certificate e.g. death certificate;
- letter from a counsellor whom the student has been seeing;
- third party confirmation e.g. police report.

If a student's circumstances are not straightforward, they should seek advice from their supervisor, RSA or DPS as to the evidence that should be submitted in support of a claim for mitigating circumstances. Translation of evidence into English is the student's responsibility

11 THE EXAMINATION

11.1 Submission of the thesis

Details of the requirements for the submission of the thesis are given in the regulations for Research Degrees (section 18). Once completed, the thesis must be presented, copied, and bound according to the key stages for research students of the University regulations, and submitted to the Research Student Officer (Examinations) along with a loose copy of the abstract. For guidelines on the presentation of the thesis see appendix 1 of the Regulations (at the very end of this document). The Research Student Officer (Examinations) will ensure it is sent to the examiners, once the examination date has been agreed. At this point the independent Chair will be appointed (see below). There must be at least 6 weeks from the point of confirmation of the date of viva to the viva itself.

Students who are submitting practice-based work to be examined alongside the written thesis are advised that should the practical work be exhibited in a location other than Brighton, they must first receive permission from the Doctoral College and they may be expected to pay additional expenses incurred for the examination including travel, accommodation and subsistence. While it is possible for supervisors to be in attendance while examiners view any exhibited work, this should be under examination conditions, without any supervisor/student interaction with examiners.

All examinations will have an Independent Chair who will be appointed by the Research Student Officer (Examinations). In order to be eligible for the register of Independent Chairs, staff must have examined a research degree at least once at the University of Brighton and at least once at another UK HEI. They must also be on the approved supervisor register. Members of the Doctoral College Board who are members of the approved Supervisor Register are also eligible to act as Independent Chairs.

Chairs must be from a School other than that in which the student is registered and should have had no prior contact with the candidate. Chairs for Professional Doctorate and EngD examinations should also have experience of supervising and/or examining Professional Doctoral or EngD candidates.

The Chairs are required to complete a report form, detailing any issues of process or conduct during the examination.

Heads of School will be asked on an annual basis to identify which of their supervisors are eligible to act as independent Chairs.

11.2 Responsibilities for examination

It is the University's responsibility to ensure the examination is conducted fairly, in accordance with its regulations and that the standards of the research degrees it awards are upheld. As part of this:

The Research Student Officer (Examinations) is responsible for:

- accommodation and room booking for the viva;
- setting the date of the viva and liaising with the relevant RSA regarding viva arrangements;
- identifying an Independent Chair;

- sending bound theses to examiners;
- forwarding the preliminary thesis report to the examiners and Chair;
- confirm the viva outcome to the candidate;

The RSA is responsible for:

- booking hospitality and greeting attendees upon arrival for the viva.

The examiners are responsible for:

- completing a preliminary report and recommendation (10A) on a candidate's thesis which must be returned to the Research Student Officer (Examinations) at least 5 working days before the oral examination;
- Completing a joint report following the viva using the form supplied for this purpose (10B). If an agreed report cannot be submitted, each examiner should report separately;
- confirming that the amendments of the revised thesis have been completed satisfactorily.

The student is responsible for forwarding the thesis to the Registry for onward transmission to the examiner(s).

The Chair of the examination is responsible for:

- chairing the examination;
- ensuring, with the examination team, prior to the viva, agreement on the issues to be discussed;
- ensuring that the questioning is appropriate and fair and that the student is given every opportunity to respond to the questioning;
- ensuring that the viva proceeds in an orderly manner and is completed in good time;
- advising the examiners on the interpretation of the university's regulations;
- informing the candidate of the recommendations of the panel and ensuring that the candidate is informed of actions required of them;
- ensuring that actions resulting from the examination are understood by all;
- ensuring that notification of the outcome is forwarded to the Research Student Officer (Examinations) for transmission to the DCEC for approval;
- ensuring that the post-viva 10B form is fully completed and forwarded to the Research Student Officer (Examinations).
- Providing a brief written report of the viva to the Research Student Officer (Examinations).

Neither the student nor any members of the supervisory team should contact the Examiners after the viva with regard to any amendments. The amended thesis must be submitted to the Research Student Officer (Examinations) who can also advise on thesis corrections should clarification be required

11.3 Re-examination and fees

If, after examination, a student is required to make minor amendments then no further fees will be charged. However, if they are required to take a re-examination, they would be charged fees at the current rate.

11.4 Conferment

When a recommendation for the award of a Research Degree has been made, following the approval of revisions by examiners if necessary, the student will be asked to submit the final thesis. Please note that the regulations describe a number of possible outcomes of the examination and students may be asked to make minor amendments to the thesis or be re-examined before the research degree can be conferred. (Please see regulations 14 and 15 for full details).

The precise details of format and binding of the final thesis is given in the regulations (regulation 18 and Appendix 1 refers). Please note that an electronic version of the thesis is also required.

Once the final thesis has been received, the proposal for conferment is put to the next University Doctoral College Examination Sub-Committee for approval, following which the student will receive a letter of conferment. If the award is a PhD or Prof Doc, the student can begin using the title of 'Doctor' from that point. When the student has been formally conferred, they will then become eligible to attend the next award ceremony, where the award certificate will be presented.

12 THESIS PANEL AND MODE OF STUDY CHANGES, EXTENSIONS, SUSPENSIONS AND WITHDRAWALS

For the following procedures, the DPS should decide whether full meetings of the TP need to be convened. If the student is an international student under the UK Borders Agency's Points Based System (PBS), then the university is obliged to report these changes to the UKBA as part of their immigration monitoring policy (please read section 15 before completing these procedures for international students).

12.1 Changes to the Thesis Panel, including changes to supervisory arrangements

In considering a proposed change to any of the members of the TP, the same process and criteria will be used as when first approving the panel. A change in TP may come about from such causes as: a panel member leaving the University, a supervisor failing to gain admission to the Register of Approved Supervisors within the required time, issues arising from the monitoring process leading to a need for a change in membership, a change in the direction of the research leading to the need for a change in membership, or a member not being able to devote sufficient time to the task of supervision. Details must be recorded on the Change to Supervisor Arrangements form and returned to the RSA. Changes to supervisors for students who are members of staff must be considered by the Head of School (or nominee) (see section 15 for further details).

12.2 Extension to the period of registration

When considering proposals for an extension to the period of registration, the TP should assure itself that the interests of the student are being served, that the period proposed is appropriate, and that the new completion date is realistic. Extensions will normally only be considered for a maximum of one year at a time regardless of mode of study. Such changes will be recorded on the Extension of Research Degree form by the student and returned to the RSA. International students will also need to fill in a Registry Student Immigration Sponsorship (CAS) Form (section 14.3 refers).

Extensions beyond the maximum periods prescribed by the regulations will only be permitted in exceptional circumstances, and must be supported by a detailed plan of completion. Any such exceptional extensions beyond the maximum period of registration are required to be ratified by a Director of Postgraduate Studies from a different College to that in which the student is registered. It should be noted that extensions add time to the expected student end date but do not add time to the maximum period of registration (section 1.4 refers).

12.3 Suspension of registration

Where a candidate is prevented because of ill-health or other circumstances from making progress with the programme of research, registration may be suspended. Suspensions are normally granted for a period not exceeding a year at any one time and are normally limited to two during the course of a Research Degree. Under normal circumstances, retrospective suspensions may not be granted for more than three months.

When considering proposals for a suspension of registration, the TP should satisfy itself that the interests of the student are being served and that the period proposed is appropriate. If the suspension is due to ill-health then a medical certificate is expected to be provided to the RSA as evidence. Suspended students will not pay

fees to the University for the period of suspension nor shall they be entitled to use the facilities of the University. Suspension will be recorded on the Suspension of Research Degree form by the student and returned to the RSA. Students will be expected to re-enrol upon their return to their studies. The University is obliged to report any international students who suspend to the Home Office. It is possible that these students will have to leave the country and reapply for a visa when they are ready to return. The advice of the International Student Advisors should be sought before suspending an international student.

Students funded through studentships are advised to refer to the terms and conditions of their awards with regards to suspension of study. Details of funded stipend payments through periods of maternity/parental leave may vary by funder.

Suspensions beyond the maximum periods prescribed by the regulations will only be permitted in exceptional circumstances and must be supported by a detailed plan of completion following return to studies. Any such exceptional suspensions beyond the maximum period of registration are required to be ratified by a Director of Postgraduate Studies from a different College to that in which the student is registered. It should be noted that suspensions add time to the expected student end date but do not add time to the maximum period of registration (section 1.4 refers). Students returning from periods of study must participate in a return to study meeting (section 12.4 refers).

12.4 Return to study

Following any period of suspension, students are required to attend (either in person or by video conference) a meeting to consider arrangements made to facilitate return to study. The meeting should be convened within one month of return. When embarking on suspension the RSA will forward the return to study form, for completion by the student and supervisors prior to the meeting. Return to Study meetings will consider matters normally addressed at PRP (see section 7), and additionally:

- arrangements to facilitate return to study;
- provision made to re-accommodate minimum required study time;
- supervisory arrangements and a plan of work.

Where there has been no progression in the project since the student's last progression review, due to the length of suspension, the previous year's PRP forms can be used. Failure to participate in the PRP/return to study meeting will result in a PRP2 being convened.

12.5 Change of study mode

It is frequently the case that full-time students who have not been examined by the end of their full-time study period have to enter employment, making completion of their research difficult. TPs should ensure that in such cases, students are transferred to part-time study mode. Alternatively, part-time students may find funding for the remainder of their study or may wish to devote more time to their research. In such cases, they may wish to change to full-time study mode. Any change in study mode will be recorded on the Change of Study Mode form and returned to the RSA. International students cannot change their mode of study, unless they are completing thesis corrections and are based outside of the UK, as

the CAS number they are assigned will not be valid, nor will their visa. The advice of the International Student Advisors should be sought before changing the study mode of an International student.

12.6 Withdrawal from a research degree

Proposed withdrawal from a research degree should, where possible, be discussed by the TP and all alternative courses of action for the student explored. A student is responsible for fees until such time as they formally withdraw. Withdrawals should be recorded on a Research Student Withdrawal form. Continuation of a student's registration is dependent on satisfactory progress of the research degree; this is assessed in the annual Progression Review Panel (section 7 refers). If a student is not making satisfactory progress, then this must first be discussed with the student. Continuation of registration is also dependent on annual enrolment, and the submission of Research Plan, and other documentation as required by the TP within given timescales. In cases of misconduct, the University's misconduct policy should be followed.

Withdrawals must be student-instigated, unless the student has not enrolled (or because their registration has long expired, etc.)

Students who fail to attend, meet deadlines or are not progressing academically can be withdrawn through the Progression Review Panel process. Progression Review Panels can occur at any point during the year as long as one month's notice is given to the student (section 7 refers and section 8 in the regulations).

Should the student be withdrawn, they will have the right to appeal through the Academic Appeals Committee (regulation Annex 1 refers).

12.7 Exit questionnaires

Following completion of a research degree, or early withdrawal, all students will be requested to complete an exit questionnaire. The RSA will forward this to students exiting before completion, and the Research Student Officer (Examinations) will forward the questionnaire to those upon conferral. Where possible, an exit interview conducted by the DPS can serve the same purpose as the questionnaire.

The questionnaire will seek student feedback on positive and negative aspects of their experience and request recommendations for future enhancements. The results of exit questionnaires will feed in to the Doctoral College Board annual monitoring process via the appropriate DPS and the Doctoral College Manager.

13 WRITING-UP FEE STATUS

The university has a writing-up fee system for students who are in the final stages of their doctorate. This allows students who have completed their research and a full draft of the thesis to apply for a *maximum* of one year's registration at a reduced fee to recognise administrative costs. A full thesis draft is defined as at least the first draft of all thesis chapters. Doctoral students beyond their minimum period of study are eligible to apply.

The Thesis Panel will judge the application for writing-up fee status and make a recommendation to the Director of the Doctoral College against two criteria:

- i. that students have presented to their supervisors a full draft of the thesis, all research is complete and the candidate must be engaged solely with writing-up. In the case of practice-based areas, supervisors should judge from the evidence available whether the progress made in both written and practical/creative work is equivalent to the levels above;
- ii. that beyond commenting on a final draft, minimal supervision is required.

The Thesis Panel recommendation is subject to approval by the Director of the Doctoral College, whose decision is final.

Students who are granted writing-up fee status will retain their registration and have access to standard university facilities such as libraries and the URDF (see section 5.5). Desk space would be at the discretion of the School in question but specialist research facilities, lab or studio access will not be available.

Students and supervisors are required to provide a supporting rationale as to the length of write-up period required. This would include a plan to submission including progress made against each thesis chapter. It is not expected that a full year will be required by all students already in possession of a complete draft thesis. In the event of a student not submitting according to the first write-up fee request, a second application may be made to an overall total of one year.

The thesis must be submitted before the end of the period of writing-up, noting allowances if any mitigating circumstances (see section 10.9) are recorded. Students who are granted the writing-up fee and do not submit their thesis within that year will be considered for discontinuation.

Applications for the writing-up fee can be made at any point in the year and will run from the start of the month after the application is approved by the Director of the Brighton Doctoral College. Retrospective applications will not be considered without the support of mitigating circumstances (see section 10.9).

14 PROCEDURES FOR INTERNATIONAL STUDENTS

14.1 Points Based System

On 31st March 2009, the UK Borders Agency (now UK Visas and Immigration (UKVI)) introduced a new points based system (PBS) for immigration applications to the UK. For international students this falls under Tier 4 of the system and affects new applicants as well as existing students who require an extension to their current visa. For all questions relating to PBS please refer to the International Students Welfare Advisors.

14.2 International applications requiring a visa to study

New applicants requiring a visa to study under the PBS will be assessed by UK Visas and Immigration under three sections:

- personal attributes (qualifications, earnings, age and UK experience);
- English Language;
- Maintenance.

Alongside the university's standard application process (see section 2), an international applicant who has accepted an unconditional offer, will be issued with a Confirmation of Acceptance for Studies (CAS) number which will need to be submitted as part of the visa application process. In order to be issued with a CAS number applicants must complete and submit a visa questionnaire and either have paid the tuition fee deposit, or for those students who fees are to be paid by a sponsor, have provided official confirmation of that sponsorship.

14.3 Extension to visa

Current international students who require an extension to their visa will fall under the PBS and will be assessed by UKVI under two sections:

- continuation of the research degree at an accepted level;
- maintenance.

Students will need to request a CAS (Certificate of Acceptance for Study) number from the university in order to apply for an extension to their visa. Students should contact their nearest Registry Site Office and request a Registry Student Immigration Sponsorship (CAS) Form, which they will need to complete and return to a Registry Site Office. Students will then receive their CAS number via email and may use this to apply to extend their visa.

For guidance on how to do so visit:

<http://www.brighton.ac.uk/international/applying-here/visas-and-immigration/index.aspx>

For further information regarding the UKVI's visa requirements, please visit:

<https://www.gov.uk/browse/visas-immigration/study-visas>

14.4 Monitoring

The university is obliged to report to the UKVI any significant changes to an international student's status. These include:

- change to a lower level of course (normally MPhil), either as a result of examination or progression;
- not enrolling for the academic year within 10 working days of the enrolment period;
- discontinuation of studies - if an international student suspends then the university is required to inform the UKVI within 10 working days. It is probable that the student would have to leave the UK and reapply for a visa when they are ready to return;
- if a student withdraws from their programme of study.
- If a student misses 10 planned contacts in 12 months without the University's permission, or fails to engage with their studies for a period of more than 60 consecutive days.

Student contacts include all formal thesis panel meetings and tutorials. For this reason it is expected that tutorial notes from key meetings are forwarded to the RSA for inclusion on the student's file.

14.5 Doctorate Extension Scheme

As of April 2013 students currently following a course leading to the award of a PhD with a Tier 4 sponsor that is a UK HEI can apply for the Doctorate Extension Scheme (DES) to stay in the UK for 12 months after their course has ended. The scheme is intended to enable students gaining a doctorate to stay in the UK for an additional period to find work with a Tier 2 employer, set up as an entrepreneur, or gain practical work experience.

Students interested in applying for the DES should inform the Doctoral College on or prior to submission of their thesis and before the end of their current Tier 4 visa.

Graduates who have been granted a visa under the DES are required to remain in contact with the university during the period of leave granted to them under that visa, and the University is required to inform the Home Office, if and when:

- students complete their course, or fail their course, or are awarded a qualification lower than doctorate level;
- students miss a scheduled contact with the University and fail to provide an adequate explanation for doing so;
- students permanently leave the UK;
- The University has reason to believe students are breaching the conditions of leave;
- students are no longer participating in the Scheme;
- the University withdraws sponsorship.

15. PROCEDURES FOR MEMBERS OF STAFF OF THE UNIVERSITY WHO APPLY TO UNDERTAKE A RESEARCH DEGREE

Any students who hold a university of Brighton contract of employment will be treated as staff and some variation in the standard procedures apply. If there are any doubts concerning the correct procedures for staff, advice should be sought from the Doctoral College Manager.

15.1 Application

Members of University staff who wish to take a research degree of the University must first gain the approval of their Head of School before applying using the standard research degree application form. The form should indicate which School they wish to study in, depending upon the subject of their intended proposal. The completed application form should be submitted/uploaded to the Deputy DC Manager. The requirement for qualifications proof may be waived if such proof was supplied as part of the recruitment process for the member of staff. On receiving the form, the RSA will log the application and forward it to the relevant DPS.

15.2 Approval of the Thesis Panel

The thesis panel for members of staff undertaking a Professional Doctorate or EngD must be approved by the Head of School (or nominee) at transfer to stage two by completing the staff thesis panel form. Once this is approved the form should be forwarded to the RSA for logging on the system.

For members of staff who are undertaking a Professional Doctorate/EngD any conflict of interest between the thesis panel and the member of staff/student should be noted by the RSA.

Any changes to the supervisors should be considered and approved by the Head of School (or nominee).

Thesis panels for a member of staff undertaking an MPhil/PhD should be approved at Research Plan Approval stage and any conflict of interest between the Thesis Panel and the member of staff should be noted in the relevant section of the RPA form. These might include issues of line management for example.

15.3 Examination

For members of staff undertaking a University research degree, two external examiners are required (described in 12.5 of the regulations).

16 PROFESSIONAL DOCTORATES / DOCTOR OF ENGINEERING (EngD)

16.1 The nature of Professional Doctorates

The purpose of the Professional Doctorate is to develop the capacity to make a significant original contribution to professional practice through research. In other words, the Professional Doctorate is designed to offer a programme of research-based professional development for experienced practitioners. The research undertaken within Professional Doctorate Programmes directly relates to professional practice and problems arising in practice. The degrees include taught components and are cohort-based with a series of assessments on-going throughout the period of study, and culminating in the production of a thesis. The overall aim of the Professional Doctorate Programme is to develop a practitioner who can use research to address problems of professional practice.

The University of Brighton offers the following Professional Doctorate awards:

Doctor of Education (EdD)
Doctor of Nursing (DNursing)
Doctor of Midwifery (DMid)
Doctor of Occupational Therapy (DOccT)
Doctor of Physiotherapy (DPT)
Doctor of Podiatry (DPod)
Doctor of Healthcare (DHC)
Doctor of Counselling and Psychotherapy (DCP)
Doctor of Pharmacy (DPharm)

16.2 The nature of the EngD

The purpose of the EngD is to develop the next generation of engineering professionals, enabling them to become effective agents of change and to perform at the forefront of their chosen engineering discipline. The programme aims to prepare talented engineers and scientists for advanced careers in engineering, and will provide an intellectual challenge at the level of a traditional PhD.

The EngD is a research degree, underpinned by a substantial structured learning element which may be distributed throughout the programme as determined by the needs of the student and agreed as part of the registration process. That structured learning element may comprise a number of taught modules as well as individually designed learning packages which will be closely supported by the student's academic supervisory team.

16.3 Structure of the Professional Doctorate / EngD

The Professional Doctorate and EngD will comprise two stages; the first stage will follow the model of the University's MRes in part or in full (see below) in order to provide students with adequate preparation to transfer to the research stage of the professional doctorate. The taught component falls under the University's General Regulations for Examination and Assessment (GEAR).

Stage Two of the Professional Doctorate and EngD will comply with the Research degree regulations for research degrees. Students will produce a thesis that

contains an independent and original contribution to knowledge relating to practice which will be examined under the regulations for research degrees.

All students accepted for entry to a Professional Doctorate programme will be enrolled in the first instance onto an MRes. EngD students enrol directly to EngD. Professional Doctorate and EngD students will follow one of the two following routes:

- Route A (applies to ProfD in Education) - students follow the full MRes programme to completion which enables transfer to the Professional Doctorate subject to a specified grade profile (refer to course handbook).
- Route B (applies to EngD and ProfD in Health) - students follow the taught element of the MRes programme (80 credits), following which they undertake a transfer process that meets the threshold of the MPhil/PhD transfer (refer to section 9). In this instance students are assigned two supervisors from the outset of the MRes/EngD in order to support the development of their research proposal. EngD students will also be appointed an industry-based supervisor.

16.4 Monitoring and Progression arrangements

The monitoring of Stage One Professional Doctorate candidates should be captured under the school's normal monitoring and evaluation process. EngD and Professional Doctorate candidates under route B will be expected to attend Progression Review Panels during Stage One. Students who have transferred to Stage Two will undertake the monitoring and progression arrangements outlined in sections 7 & 8.

16.5 Programme Management

Each Professional Doctorate and EngD award will have a Programme or Course Leader who will be responsible for all candidates on that award. Stage one (MRes) of the programme should be managed as a taught course/programme with a course/programme board and examination board under GEAR. During Stage One, Professional Doctorate candidates under route A will be allocated a Professional Doctorate Advisor (PDA), with that advisor likely to become a supervisor in Stage Two. Students under route B will be allocated two supervisors in line with MPhil/PhD processes.

17 PHD BY PUBLICATION

17.1 Application

Applications for this type of degree should be submitted in the standard way through the online admissions portal. On receipt of a completed application for a PhD by Publication, the Deputy DC Manager will check whether a list of the works on which the application is based and a statement of the contribution to knowledge represented by the works have been included. The applicant shall also be required to state whether any of the works have been submitted for another degree awarded to the applicant, as these may not form a substantial part of the applicant's submission for a PhD. It is the responsibility of the applicant to ensure that references are sent to the Deputy DC Manager.

17.2 Consideration of the application

Once all necessary information has been received from the applicant, the application will be passed to the relevant DPS who will form an admissions panel, comprising:

- the DPS from the College with which the application is associated;
- the proposed mentor;
- an internal assessor. The internal assessor will not be able to be proposed as the final internal examiner.

Head of School approval of admissions decisions is required, although attendance on the admissions panel is not necessary unless so desired. It is not a requirement that applicants for PhD by Publication are interviewed, as their suitability should be judged by their publications, and statement of application. In looking at the academic qualities of the proposal, such panels should address the following issues:

- that the application contains critical investigation and evaluation;
- that there is an independent and original contribution to knowledge;
- that there is a clear demonstration of an understanding of research methods equivalent to those required at transfer to PHD (please refer to section 9);
- normally there is at least one paper/work that is sole authored
- the suitability of the publications to be presented as a body of work that spans the equivalent chapters of a doctoral thesis;
- that the work be based on research and not solely opinion pieces.

In addition the panel will note a potential external examiner. The external examiner requires specialist knowledge, the ability to judge the body of work and will not have co-authored any of the papers in the body of work or been a close collaborator of the candidate.

The final submission may include outputs not available at the time of admission. The decision of the admissions panel will be forwarded, together with the application form and references, to the Deputy DC Manager, for an offer to be made if appropriate.

17.3 The process

Applicants considered eligible for examination will have a mentor appointed to give advice on the construction and presentation of the thesis. Fees will be payable at the point of acceptance of the proposal.

It is expected that students registered on a PhD by publication will submit for examination within one year in part-time mode of attendance.

17.4 Examination

Once the candidate is ready to submit for examination, the DCEC will appoint the examination team (based upon the recommendation of the admissions panel which considered the application). The candidate will submit the critical appraisal of their work and all other information required by the University's regulations for Research Degrees to the Research Student Officer (Examinations), for forwarding to the examination team once an examination date has been set. The candidate will also need to submit a list of published works within their application. Further detail may be found in the regulations, contained in Part Two of this handbook.

18 COPYRIGHT AND ELECTRONIC THESES

18.1 Introduction

The following section offers guidance on dealing with third party copyright material and works published by the student which appear in the final version of the thesis. For the purpose of examination, there are no restrictions on this material but once it is made available electronically, copyright law relating to published works must be observed.

18.2 Third party copyright material

Traditionally it has been accepted that third party copyright material can be included in the examined print version of UK theses without the permission of the rights holders. But once the thesis is added to the university repository and made available online, the situation changes. It must then be treated as a published work and any third party copyright material cleared for inclusion. Third party copyright material may include diagrams, tables, graphs, photographs, illustrations, maps, plus extracts from books and journals – any text or image copied from another work which is still in copyright.

18.3 Material published by the student

Students may wish to include as appendices to their thesis material that they have had published in journals, books or conference proceedings. Often it is the publisher who owns the copyright, not the author, so for this material to be included in the electronic version of the thesis, the student must check that the publisher will permit this.

18.4 Seeking permission

Ideally, students should seek permission from the rights holders as they go rather than risk delays at the point of writing up their thesis. In the case of material taken from books or journals, the student should seek permission from the publisher. Many publishers give details on their website (under, for example, 'copyright', 'rights', 'permissions', or 'terms and conditions') of how to seek permission and who to contact. If the publisher does not own the copyright, they should pass on your enquiry to whoever does.

In any letter or email to the rights holder, the student should seek permission to include the material in the electronic version of the thesis, giving full bibliographic details of the material they wish to include and explaining that the University of Brighton repository (<http://eprints.brighton.ac.uk/>) is non-commercial and openly available to all.

If permission is granted, any evidence (letters, emails etc.) should be retained by the student and the work adequately acknowledged in the thesis (e.g. 'Permission to reproduce this≈ has been granted by≈').

18.5 When permission is not needed

It is not necessary to seek permission to use third party copyright material if the defence of 'fair dealing for criticism or review' can be applied. This concession allows for an extract of a copyright work to be cited in support of a critical discussion or review of the extract. There is no definition of 'fair dealing' or of how long an extract is allowable but it should not be longer than is necessary for the purpose of criticism or review. In some cases, such as a photograph or diagram, reproducing the whole work will be unavoidable. The source of any quotation/extract copied under 'fair dealing for criticism or review' must be acknowledged. Note that this concession applies to all types of copyright work (including film and music) but not to works which have not been 'made available to the public' (i.e. previously published, performed, exhibited, available online etc).

It is also not necessary to seek permission if the material is out of copyright or in the public domain (copyright-free).

For further information on copyright basics, see <http://www.brighton.ac.uk/is/copyright> and <http://www.ipo.gov.uk/copy.htm>

18.6 When permission is not granted

If the student is unable to gain permission to use any third party copyright material, it may be necessary for the student to make two versions of the thesis – the examined version, including all third party material and their own published work, and a second version for electronic publication, with any un-cleared third party material excluded. For material that cannot be made publicly available, a standard text such as 'This material is unavailable due to copyright restrictions' can be substituted.

18.7 E-thesis deposit agreement

The student will be required to sign a deposit agreement which confirms that, to the best of their knowledge, the thesis contains no infringing third party copyright material. It also confirms that the rights granted to the University of Brighton are non-exclusive so the student is free to re-use the thesis in any way.

University of Brighton

Code of Good Practice in Research⁴

Professional Standards

All members of the University community are expected to follow the seven principles of Public Life identified by The Nolan Committee on Standards in Public, namely, selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

1 Honesty

Researchers and research supervisors are expected to be honest in respect of both their own actions in research and in their responses to the actions of other researchers. This applies to the whole range of research, including aspects of the practice in the creative and performing arts, architecture and design, generating and analysing data, publishing results, and acknowledging the direct and indirect contributions of colleagues, collaborators and others. All individuals in the University must refrain from plagiarism, piracy or the fabrication of results and committing any of these actions is regarded as a serious disciplinary offence.

2 Openness

While recognising the need for researchers to protect their own research interests in the process of planning their research and obtaining their results, the University encourages researchers to be as open as possible in discussing their work with other researchers and with the public. Once results have been publicly disseminated, where appropriate, the University expects researchers to make available relevant data and materials to others, on request. The University recognises that the publication of research results may be delayed for a reasonable period pending protection of intellectual property arising from the research. However, individuals should seek to ensure that such periods of delay in publication are minimised.

In addition researchers are expected to observe the standards of practice set out in guidelines published by funding bodies, scientific societies and other relevant professional bodies, and research governance guidance published by NHS trusts.

3 Research Management

Within the University, it is the responsibility of the Vice Chancellor, Deputy Vice Chancellor, Pro Vice Chancellors, Deans, Heads of Schools and senior research staff to foster a culture of honesty and integrity to allow research to be conducted in accordance with good research practice. These individuals should seek to create a research environment of mutual co-operation, in which all members of the research community are encouraged to develop their skills and in which the open exchange of research ideas is fostered. They must also ensure that appropriate direction of research and supervision of researchers and research students are provided.

Research managers should ensure that all stages of the research process, for example the outlining of research aims or drawing up of hypotheses, preparation of

⁴ In formulating these guidelines the University has drawn on the BBSRC Statement on Safeguarding Good Scientific Practice. 2000; the EPSRC Good Practice in Scientific and Engineering Research. 1999; the Good Research Practice MRC Ethics Series. 2000; the Draft Guidelines on Good Practice in Biomedical Research. The Wellcome Trust 2001 and the Code of Good Practice in Research University of Glasgow. 2000

applications for funding, protocol design, data recording and data analysis, are appropriately supervised.

Research misconduct is least likely to arise in an environment where good research practice (e.g. documentation of results, peer review of research, regular discussion and seminars) is encouraged and where there is adequate supervision at all relevant levels. It is the responsibility of senior academic staff and research managers to convey clearly, and ensure adherence to, standards and principles for research in their disciplines.

4 Submission of research proposals

Principal Investigators should take all reasonable measures to ensure the accuracy and completeness of information which is contained in applications for funding in accordance with University procedures.

5 Ethical Approval

All research projects involving human participants must be approved by the Research Ethics Committee or approved Local Ethics Committee as stated in the University Guidelines for Ethical Approval.

6 Management of research projects

Principal Investigators should take all reasonable measures to ensure compliance with sponsor, institutional, legal, financial, ethical, environmental and moral obligations in managing research projects.

7 Training

The University requires all researchers to undertake necessary training and/or attend courses on research design, regulatory and ethic approvals and consents, use of equipment, confidentiality, data management, record keeping, publication and other appropriate topics relevant to their field of research.

8 The needs of new researchers

Researchers who are new to the research community may face particular difficulties. Responsibility for ensuring that students and other new researchers understand good research practice lies with all members of the community, but particularly with the Research Student Division Leaders and Heads of School.

Research students should be encouraged to attend the University's formal research training programmes in order to ensure that such researchers adopt best practice as quickly as possible.

New research staff should be mentored by a senior member of staff, normally within their own school, for the first 12 months in order to encourage the early understanding and adoption of good research practices.

9 Documenting results and storing primary data

Throughout their work, researchers are required to keep clear and accurate records of the research methodologies employed and the results obtained, including the raw data. This is necessary not only as a means of demonstrating proper research practice, but also in case questions are subsequently asked about either the conduct of the research or the results obtained. For similar reasons, data generated in the course of research must be kept securely in paper or electronic form, as appropriate. The University expects such data to be securely held for a period of at least ten years after the completion of a research project. Personal data must be held in accordance with the Data Protection Act.

10 Publishing results

It is usually a condition of research funding that the results are publicly disseminated in an appropriate form. These are usually papers in refereed journals, but where appropriate, may also include other forms of research outcome such as exhibitions, products or performances. This has long been widely accepted as the best system for research results to be peer assessed, through the refereeing process, and made available to the research community for verification or replication.

The issue of authorship is important in the context of good research practice. The University expects anyone listed as an author on a paper or other medium of research dissemination to accept personal responsibility for ensuring that they are familiar with the contents of the paper, and that they can identify their contributions to it.

11 Acknowledging the role of collaborators and other participants

In all aspects of research, the contributions of formal collaborators and all others who directly or indirectly assist or support the research must be appropriately acknowledged. This applies to any circumstances in which statements about the research are made, including provision of information about the nature and process of the research, and in publishing the outcome. Failure to acknowledge the contributions of others is regarded as unprofessional conduct. Conversely, collaborators and other contributors carry their share of the responsibility for the research and its outcome.

12 Conflicts of Interest

It is the responsibility of researchers, Heads of Schools and senior staff to identify and declare any conflicts of interest to the appropriate authority, whether legal, ethical, moral, financial, personal or other nature, so that it does not become a complicating or actionable issue.

13 Research Misconduct

The University takes seriously any allegation of research misconduct and has a written procedure for investigating and resolving such allegations. Any member of the University who believes that an act of research misconduct has occurred or is occurring should notify the Head of the appropriate School. If, for any reason, this is not possible or appropriate, the individual should contact the Deputy-Vice-Chancellor.

References

- BBSRC Statement on Safeguarding Good Scientific Practice. 2000
- EPSRC Good Practice in Scientific and Engineering Research. 1999
- Good Research Practice MRC Ethics Series. 2000
- Draft Guidelines on Good Practice in Biomedical Research. The Wellcome Trust 2001
- Code of Good Practice in Research University of Glasgow. 2000

Student Complaints Resolution Procedure

1. Introduction

The University of Brighton is committed to providing the best possible student experience through its teaching, learning opportunities, professional services and facilities. However we recognise that students may sometimes wish to complain about its provision. We seek to ensure that any problem can be raised, investigated and resolved courteously and as quickly as possible in the interests of all concerned.

2. General Principles

- Accessible – we aim to be responsive to the needs of current or recent students and provide clear information, advice and support with access to representation by the Students' Union.
- Clear – we will give a clear definition of a complaint and explain the complaints process in clear language which is easy to understand and well signposted.
- Proportionate – we will aim to resolve any complaint as early as possible whether by informal local resolution, formal action or mediation.
- Timely – we will give clear time limits in which to bring complaints and will identify those complaints that require swift resolution. We will normally complete all complaints within 90 calendar days of the start of the formal complaint (i.e. Stage 2).
- Fair - we will ensure that all staff involved in decision making are independent, trained and resourced and that each party is given an equal opportunity to present their case. Students will not be disadvantaged as a result of bringing a complaint
- Independent – decisions will be taken by people without either perceived or actual conflicts of interest at all stages
- Confidential – a complaint will be treated with an appropriate level of confidentiality and your complaint will normally only be disclosed to those involved in its investigation.
- Action taken – the University will ensure appropriate action is taken and will use the process to improve the student experience

3. The use of the Student Complaints Resolution Procedure

The University has a clear 3 stage Student Complaints Procedure to address informal and formal concerns or complaints. In brief this consists of:

Stage 1 Early Resolution

Stage 2 Formal Stage

Stage 3 Review Stage

We hope that most issues can be resolved quickly either by speaking to the person your complaint relates to or if that is not possible by speaking to your School Complaints Officer. However if you are unable to resolve matters within your School then you should submit a Stage 2 Complaint Form which will escalate the complaint to the Formal Stage.

4. What is a Complaint?

For the purpose of this Policy, a student complaint is defined as: “an expression of dissatisfaction by one or more students about the University’s action or lack of action, or about the standard of service provided by or on behalf of the University.”

Examples of complaints include:

- failure by the University to provide a satisfactory service
- the quality of facilities or learning resources
- misleading or incorrect information in prospectuses or promotional material and other information provided by the University
- concerns about the delivery of a programme, teaching or administration including, where applicable, that provided by a partner college
- poor quality of facilities, learning resources or services provided directly by the University
- complaints involving other organisations or contractors providing a service on behalf of the University.

A routine, first-time request for a service is not regarded as a complaint. Similarly where a review procedure already exists (e.g. parking charge appeals, bursary award appeals) these must be completed before a student complaint will be considered

5. Who can make a Complaint?

Any student registered on a University of Brighton course or award (including Brighton and Sussex Medical School awards) may use this procedure but may be referred to the University of Sussex if the matter concerns their provision (e.g. halls of residence). Former students may also use the procedure subject to the timescales in paragraph 10 below.

6. Partner Colleges

Students at the University’s Partner Colleges studying for University of Brighton validated awards who wish to make a complaint should use the procedures of the Partner College if the complaint concerns some aspect of course delivery including resources at the College. Thereafter the College will issue a “Completion of Procedures” letter enabling the student, if still dissatisfied, to take their complaint about the College to the Independent Adjudicator for Higher Education (“OIA”) without the involvement of the University.

Where the complaint relates to provision by the University, links to the decision of an Examination Board, or concerns academic standards, the student must, in the first instance, use the complaints procedures of the Partner College. Once the Partner College’s complaints procedure has been exhausted, then if a student remains dissatisfied with the outcome, they may proceed to submit a Stage 3 Request for Review to the University. (Please note that Stages 1 & 2 are not applicable to students at Partner Colleges). This is the final stage of review and thereafter a “completion of procedures” letter will be issued within 28 days enabling the student, if still dissatisfied, to

bring their complaint to the Office of the Independent Adjudicator for Higher Education (“OIA”).

7. Collective or group Complaints

Complaints will normally be made by individual students, but may be brought by groups of students where the subject matter is the same or similar. A complaint may not be lodged by a third party.

8. Anonymous Complaints

We hope that students have confidence that the University will protect them and it should be unnecessary to bring an anonymous complaint. Students should also be aware that anonymity may make it very difficult to carry out a proper investigation. In cases of doubt, independent confidential advice is available from the Students’ Union.

9. Mediation

In some cases mediation may be useful to help resolve your complaint or concern. Where both the University and you agree to mediation, revised timescales will need to be agreed and confirmed in writing. The formal Complaints Resolution Procedure may need to be re-started if agreement cannot be reached.

10. Timescales for making a Complaint

You should raise your complaint as soon as you become aware of a problem. Former students are not required to use the Early Resolution stage and must submit their Stage 2 Formal Complaint **within 60 calendar days** of their withdrawal.

11. Complaints against the Students’ Union

This Complaints Resolution Procedure does not apply in the case of a student or a group of students who:

- i. are dissatisfied with their dealings with the Students’ Union or;
- ii. have suffered disadvantage through choosing not to be a member of the Students’ Union.

In these instances, a complaint should be addressed to the Registrar and Secretary who, under the Education Act 1994 Section 22(2) (m) is appointed by the Board of Governors to investigate and report on such complaints.

12. Right to be Accompanied

You are entitled to be accompanied at any meetings by a member of the University. This would usually be a member of staff, another student or a Students’ Union adviser. You are responsible for making any such arrangements and should provide details of any such companion in advance to the member of staff you are meeting.

13. Frivolous or vexatious Complaints

The University may reject any complaint without full consideration if it is considered frivolous or vexatious. Examples of what the University considers to be frivolous or vexatious include:

- complaints which are obsessive, harassing, or repetitive

- insistence on pursuing unmeritorious complaints
- seeking unrealistic or unreasonable outcomes
- insistence on pursuing what may be meritorious complaints in an unreasonable manner
- complaints which are designed to cause disruption or annoyance
- demands for redress which lack any serious purpose or value.

If the University considers your complaint falls into this category, you will be advised that your complaint will not be considered further. You will be given the opportunity to appeal against this decision by submitting written reasons to the Registrar and Secretary within 14 calendar days of the date on the letter.

14. Reasonable Adjustments

Where you have declared a disability to the University, the University will endeavour to ensure that information is available to you at all stages of the procedure in appropriate formats, and where needed, reasonable adjustments will be made to the complaints investigation process.

15. Stage 1 Early Resolution

The majority of concerns can be resolved informally within your school. In most cases this approach provides a quick solution and avoids the formality of submitting a written complaint. You are encouraged to raise issues with your School Complaints Officer.

The School Complaints Officer will consider:

- What specifically is the concern about and which area(s) of the university is/are involved?
- What outcome are you hoping for and can it be achieved?
- Is the concern straightforward and likely to be resolved with little or no investigation?
- Can it be resolved on the spot by providing, where appropriate, an explanation, an alternative solution or an apology?
- Can someone else assist in seeking resolution, for example where an informal administrative resolution is required?
- Is there merit in using confidential mediation with the agreement of both parties?
- What assistance or support can be provided to you to take this forward?

The School Complaints Officer will make every attempt to resolve the matter in consultation with you. Where it is clear that early resolution is not appropriate or possible within in timescale of 14 calendar days, you will be advised in writing to complete the Stage 2 Formal Student Complaint Form and will be advised that independent help and advice is available from

Students' Union. You should submit the Stage 2 Formal Student Complaint Form as soon as possible and not later than 14 calendar days of the outcome.

16. Stage 2 Formal Complaint

If your complaint is not resolved through the early resolution process informal discussion, then you should complete a Formal Stage 2 Complaints Form. Copies of the form are available electronically from studentcentral in the Student Handbook Section.

The Formal Stage 2 Complaints Form should be completed in order to provide information on:

- i. the nature of your concern;
- ii. supporting evidence;
- iii. any actions you have taken to try to resolve the complaint;
- iv. the outcome/resolution that you are seeking.

Your Formal Stage 2 Complaint Form should be submitted via email or post to the Appeals and Complaints Office, Mithras House, Room 209c, complaints@brighton.ac.uk. It is important that you give sufficient detail of the complaint as it will be considered by a member of staff without prior knowledge of the matter.

On receipt of your Complaint Form, the Appeals and Complaints Office will check that you have correctly completed your form and attached any relevant documentation and allocate your complaint to be investigated by a University Complaints Officer who has no prior involvement in the subject of your complaint. She or he will discuss the complaint with you and will carry out appropriate investigations before reaching a decision and/or recommendation of remedial action, which will be notified to you in writing usually within 30 calendar days. If it is not possible to complete the investigation within this timescale you will be informed of the delay.

17. Stage 3 Review

If you remain dissatisfied with the outcome of your formal student complaint, you may request that the University carries out a review of the procedures followed at the Formal Complaints Stage by completing a Stage 3 Review Form (available on studentcentral or from the Students' Union).

Your form should specify the reasons why you believe your complaint should be reviewed, which must fall within one or more of the following categories.

- i) proper procedures were not followed
- ii) the outcome was unreasonable.
- iii) new material evidence has come to light which you were unable for valid reason to provide earlier in the process.

The Stage 3 form must be sent to the Appeals and Complaints Office (Mithras House, Room 209c, complaints@brighton.ac.uk) within 14 calendar days of receipt of the outcome letter for the Formal Stage 2.

The Stage 3 Review will not consider the issues afresh or involve a further investigation but will consider whether the relevant procedures were followed during the formal stage (including the giving of clear reasons why the complaint was rejected at the Formal Stage). If the Review Stage is upheld then the complaint will

be returned either to the original complaints officer to consider the further material or to a complaints officer not previously involved in the matter.

18. Referral to the Office of the Independent Adjudicator

Within 28 days of completion of the University's complaints procedures, the University will issue a 'Completion of Procedures Letter' to you confirming that the internal complaints procedures have been exhausted. If you remain dissatisfied with the outcome of the University's internal complaints procedures, then you may refer the matter to the Office of the Independent Adjudicator (OIA) within 3 months of the date of issue of the Completion of Procedures Letter. Further information can be obtained from the Students' Union, Student Services or the OIA website (www.oiahe.ac.uk).



University of Brighton

Doctoral College

University of Brighton Regulations for Research Degrees

2015/16

1 Scope

Programmes of research may be undertaken in any field of study provided that the proposed programme:

- (i) can be appropriately supported by supervisory experience in the University; and
- (ii) is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners in the form of
 - a) a written thesis; or
 - b) a written thesis which may be supplemented by material in other than written form, if appropriate; or
 - c) a written thesis constructed, or drawing from published work (which may include creative or scholarly work) by the researcher including an original critical appraisal of a sustained programme of research in a specific field; or
 - d) the candidate's own creative work where it formed part of the intellectual enquiry and presented in relation to the argument of a written thesis and set in its relevant theoretical, historical, critical or design context; or
 - e) the preparation of a scholarly edition of text or texts, musical or choreographical work or other original artefacts together with a substantial introduction and critical commentary which set the work in the relevant historical, theoretical or critical context.

All proposed research programmes shall be considered on their academic merits and without reference to the concerns or interests of any associated funding body.

2 Standard of research degrees

2.1 the MPhil will be awarded to a candidate who has, to the satisfaction of the examiners, presented and defended by oral examination a thesis which demonstrates that the candidate has:

- i) critically investigated and evaluated an approved topic;
- ii) demonstrated an understanding of research methods appropriate to the field;
- iii) shown an ability to relate the findings of the study to the broader context.

2.2 the PhD, PhD by Publication and EngD will be awarded to a candidate who has, to the satisfaction of the examiners, presented and defended by oral examination a thesis which demonstrates that the candidate has:

- i) critically investigated and evaluated an approved topic resulting in an independent and original contribution to knowledge;
- ii) demonstrated an understanding of research methods appropriate to the field;
- iii) shown an ability to relate the findings of the study to the broader context.

2.3 A Professional Doctorate will be awarded to a candidate with appropriate professional experience who has, to the satisfaction of the examiners, presented and defended by oral examination a thesis, which demonstrates that the candidate has:

- i) critically investigated and evaluated an approved topic resulting in an independent and original contribution to knowledge relating to practice;
- ii) demonstrated an understanding of research methods appropriate to the field;
- iii) shown an ability to relate the findings of the study to the broader context;
- iv) provided evidence of critical reflection through the research process.

2.4 While the University offers a range of Doctoral awards, it should be remembered that the standards and notions of the characteristic quality of a doctoral graduate are in all cases equivalent.

3 Registration periods

3.1 The minimum/maximum periods from initial registration for the respective categories (see 4.2) for research degrees are:

Category	Minimum	Maximum
MPhil		
Full-time	18 months	36 months
Part-time	30 months	48 months
PhD		
Full-time	24 months	60 months
Part-time	36 months	84 months
Professional Doctorates		
Full-time	36 months	60 months
Part-time	48 months	72 months
PhD by Publication		
Part-time	12 months (normal period of registration)	
EngD		
Full-time	48 months	72 months

3.2 The University is aware that research projects develop at different rates and that these guidelines may not always be appropriate. The University will consider, exceptionally, applications for examination within these minimum guidelines.

3.3 If a candidate has previously undertaken research as a registered candidate for a research degree, it may be appropriate to approve a shorter than usual registration period which takes account of all or part of the time already spent by the candidate on such research.

3.4 Where a candidate is prevented because of ill-health or other circumstances from making progress with the programme of research, they may suspend. Suspensions are normally granted for a period not exceeding a year at any one time and normally a student cannot suspend on more than two occasions. Retrospective suspensions will normally be permitted for a maximum three-month period. Any suspension will require the formal approval of the University. Following suspension, students are required to participate in a Return to Study meeting. Failure to do so will result in a Progression Review Panel.

3.5 Full-time candidates are advised that they should devote on average at least 37 hours per week to their research and part-time candidates on average a minimum of 12 hours per week.

3.6 Registration cannot normally be extended beyond the maximum period of registration identified at 3.4 above. Any application for extension beyond the normal period of study will have to prove that completion is possible within this maximum time. Extensions will not normally be granted for a period exceeding one year at a time.

4 Requirements for registration of candidates

4.1 The admission and registration of each candidate will require appropriate academic judgement being brought to bear on the viability of each research proposal in accordance with the procedures established by the Academic Board. The purpose of the admission and registration procedure is to ensure, in so far as it is possible, that the candidate is able to achieve the standard of the award sought; that the subject of the research itself and the research methods proposed will allow this to be achieved; and that the University is able to ensure that suitably qualified and experienced staff act as supervisors, and all other resources required can be accessed. Each registered research student will be affiliated to a specific School and supported by a College.

4.2 A person may apply for admission and registration as a research degree candidate for one of the following categories of registration:

- i) the Degree of Master of Philosophy (MPhil);
- ii) the Degree of Doctor of Philosophy (PhD);
- iii) a Professional Doctorate.
- iv) the Degree of Doctor of Engineering (EngD)

The University expects that the initial registration of PhD candidates will normally be on an MPhil with the possibility of transfer to PhD. The initial registration of Professional Doctorate candidates will be on an MRes and EngD students register directly to that award.

4.3 The normal entry requirements for registration for the Degree of MPhil and EngD are:

- i) a first or second class honours degree, or other qualification which is regarded by the University of Brighton as being equivalent, and which is normally relevant to the programme of study proposed; or
- ii) appropriate research or professional experience at postgraduate level. An application made by someone with this experience will be considered on its merits and will normally require independent academic references.

4.4 The normal entry requirements for registration for the Degree of PhD are:

- i) a recognised Master's Degree or other qualification which is regarded by the University of Brighton as being equivalent, and which is normally relevant to the programme of study proposed; or

ii) substantial appropriate research or professional experience at postgraduate level which resulted in published work, written reports or other appropriate evidence of accomplishment. An application made by someone with this experience will be considered on its merits and will normally require independent academic references.

4.5 The normal entry requirements for registration for a Professional Doctorate are:

i) a recognised Master's Degree or other qualification which is regarded by the University of Brighton as being equivalent, and which is normally relevant to the programme of study proposed and appropriate professional experience; or

ii) substantial appropriate research or professional experience at postgraduate level which resulted in published work, written reports or other appropriate evidence of accomplishment.

4.6 The provisional research topic must be stated in order for a candidate to be considered for admission and registration.

4.7 It is the responsibility of the candidate to enrol as a research student with the University each year during her/his period of registration for a research degree. This re-enrolment is subject to satisfactory progress as approved by the Thesis Panel.

4.8 If the proposed programme of work is to be part of a group project, then the programme of research to be undertaken by the applicant and presented as her/his own work for the purposes of assessment shall be clearly distinguishable and be appropriate for the category of registration and level of award being sought.

4.9 A candidate for the Degree of PhD or MPhil will undertake an integrated programme of related studies, the performance of which may be formally assessed, in addition to the research element. This programme of work will be identified by the Thesis Panel during induction and progress against it will be reviewed at least annually. Such a programme of study shall not occupy more than one-third of the total period of registration and shall complement the research.

4.10 With the exception of specific research training courses, a candidate shall only be permitted to register for another course of study concurrently with the research degree registration if either the research degree registration is itself part-time or the other course of study is part-time, and then only provided that the supervisory team considers that the dual registration will not detract from the research.

4.11 When a candidate wishes to undertake a programme of research in which the candidate's own creative work will form, as a point of origin or reference, a significant part of the intellectual inquiry then the application for the registration of the candidate shall set out the form of the intended submission and the proposed methods of assessment.

4.12 Where a member of the University's teaching staff wishes to register for a research degree, responsibility for approving the registration team shall rest with the Head of School (or nominee).

4.13 The candidate shall abide by the obligations set down in any confidentiality agreement (see also 17.8).

4.14 All intellectual property, whether or not patentable or capable of other intellectual property protection, shall belong to the University unless agreed otherwise in writing at registration. Unless otherwise agreed, the copyright of the thesis is vested in the candidate.

5 Induction, programme of work and related studies and collaboration

5.1 A candidate for a research degree shall be required to follow a programme of induction as appropriate to the area of study as determined by the supervisory team.

5.2 It is expected that students will take a programme of related studies on the advice of their supervisory team. This programme should fulfil the following objectives:

- i) to assist the candidate with the timely and successful completion of the research project;
- ii) to provide the candidate with the skills and knowledge necessary for the pursuit of the proposed research and the use of the intended research methods;
- iii) to ensure that the candidate leaves with a rounded and useful range of skills for further academic work or employment outside academia;
- d) to provide an underpinning body of knowledge relevant to the field of study;
- e) to provide breadth of knowledge in related subjects.

5.3 All research students should be familiar with, and be expected to comply with, the University *Code of Good Practice in Research*. (see Appendix 1)

6 Research Plan Approval

6.1 The full-time candidate is required to submit a Research Plan for University approval within four months of initial registration, this period will be extended to seven months for part-time candidates. Candidates enrolled on Professional Doctorates under route A (refer to section 10) are required to submit a Research Plan within four months of transfer to Stage 2. Candidates enrolled on Professional Doctorates and the EngD under route B submit Research Plans as part of their progression to stage 2. Failure to submit a Research Plan without prior approval will result in a Progression Review Panel which may result in a recommendation for withdrawal of registration.

6.2 Should the Research Plan not be approved, the candidate will have one further opportunity to submit. The date of submission will be no less than one month and no more than three months from the date of the initial Research Plan Approval meeting.

Please refer to sections 6.6 and 6.7 of the code of practice for the possible outcomes of the RPA2.

7 Supervision

7.1 In approving supervision teams the university seeks to ensure that there is an appropriate level of academic support available for the student and experience of supporting research students to a successful conclusion within the supervisory team.

7.2 Each research degree candidate shall have at least two supervisors and not usually more than three.

7.3 Each supervisory team must have a lead supervisor who has primary responsibility for liaison with staff responsible for research student administration within the University and must be listed on the University's Register of Approved Supervisors. Other members of the supervisory team not on the Register will normally complete the requirements for entry onto the Register within the first year of the candidate's programme of study.

7.4 At least one supervisor shall have experience of supervising candidates to the successful completion of research degrees. In the case of a candidate registered for a PhD, one of the supervisors should have successfully supervised to PhD level.

7.5 Normally, the supervision team shall have a combined experience of research degree supervision of not fewer than two candidates to successful completion.

7.6 In addition to the supervisors, it may be appropriate to identify an adviser or advisers to contribute specialised knowledge or to provide a link with an external organisation.

7.7 A person who is registered for a research degree either with the University of Brighton or with another institution, shall normally not be eligible to act as a supervisor for a research degree candidate, but may be appointed to act as such if a special case is made. Where a student's supervisor becomes registered for a research degree other than by PhD by Publication, after the student's registration, that supervisor shall normally withdraw and alternative arrangements for supervision be made. The University will normally appoint a replacement supervisor should one of the existing supervisors be absent for any reason for a period of longer than six months.

7.8 In deciding whether the proposed supervisory arrangements are satisfactory, the existing supervision commitments, and the record of supervision of the proposed supervisors, will be considered. A supervisor shall not normally act as lead supervisor for more than six candidates.

8 Progress review

8.1 Continuation of registration of the student shall be dependent on the approval of the University at a formal Progression Review Panel. This meeting will be held at least once every year. However the University reserves the right to hold a Progression Review Panel at any point provided that at least one month's notice is given to the student and supervisors.

8.2 Should the progression of a student not be approved by the Progression Review Panel, the student must produce specified evidence and/or additional work for consideration at a second meeting of the Progression Review Panel to be held no less than one month and no more than three months after the initial progression review. Supervisors may be required to produce further evidence at this stage. The

supervision team (or lead supervisor as a minimum) will attend this meeting which must also include a representative of the Doctoral College Board who is external to the School. The student is also permitted to bring a person of their choosing.

8.3 The Progression Review Panel will consider the evidence submitted to it and if it is not satisfied that the student has met the requirements outlined in the first meeting of the Progression Review Panel, they may recommend to the Doctoral College Examinations sub-committee that the student be excluded. Should this occur, the student will have the right to submit an appeal. (see Annex 1)

9 Transfer of registration from Master to Doctor of Philosophy

9.1 A candidate who was registered initially for MPhil shall have the opportunity to submit a formal application for the transfer of their registration to PhD. This should normally be done within 18 months of initial registration for a full-time student and within three years for a part-time student.

9.2 In order to apply for transfer, a candidate must prepare a transfer report. This should normally contain the following:

a summary of progress to date;

evidence of learning against individual researcher development needs, as identified at induction and subsequent progression points;

- ii) three draft chapters including the methodology chapter, or the appropriate equivalent, depending on the subject discipline;
- iii) a statement articulating the anticipated original contribution to knowledge which is likely to be made;
- iv) a detailed work plan for the completion of the thesis.

9.3 Students will be required to present a summary of their work to-date to the transfer panel.

9.4 Candidates wishing to transfer to PhD must demonstrate the following:

- i) critical investigation and evaluation of an approved topic which has the potential to result in an independent and original contribution to knowledge;
- ii) an understanding of research methods appropriate to the field;
- iii) an ability to relate the findings of the study to the broader context.

Rejection of the transfer may only be due to failure to achieve the above. Candidates will only have two opportunities to apply for transfer to a doctoral programme. The second application should normally be made within six months of notification of the first unsuccessful attempt for a full time student and within nine months for a part time student.

9.5.1 Candidates should have the right to appeal on the second rejection of the transfer application. An appeal can only be made on the following grounds:

- i) there were circumstances affecting the candidate's performance of which the Thesis Panel were not aware;
- ii) that there was evidence of procedural irregularity in the process (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such an irregularity;
- iii) that there was evidence of unfair assessment or improper conduct on the part of one or more members of the Thesis Panel.

9.5.2 Candidates should submit a request of review of the decision to the Doctoral College Manager within one month of notification of the decision to reject the transfer application. The Doctoral College Manager will convene a panel to consider the request. The panel shall comprise of:

- i) the Chair of the Doctoral College Board (or Deputy where the Chair is from the same School as the candidate);
- ii) a Director of Postgraduate Studies (from an academic College other than the one in which the student is registered);
- iii) a senior researcher from the School in which the candidate is registered who has had no prior involvement with the candidate.

9.5.3 The panel shall have the discretion to decide whether sufficient evidence is presented or whether they wish to interview members of the Thesis Panel or the student, who has the right to be accompanied by a person of their choosing. The panel may also require additional evidence to be provided. If the panel agrees that the candidate has valid reasons for a review they can ask the Thesis Panel to review its decision, requiring if it is considered appropriate, the opinion of the researcher identified in iii) above to be added to the debate.

9.5.4 If the panel decides that there are not valid grounds for an appeal, the decision should be communicated to the candidate. There should be no further right of appeal.

9.6 A candidate who is registered for the Degree of PhD and who is unable to complete the approved programme of work may, at any time prior to the submission of the thesis for examination, apply for the registration to be changed to that of the Degree of MPhil providing that the work has attained the required standard.

10 Transfer of registration from MRes to Professional Doctorate/EngD

10.1 All students accepted for entry to a Professional Doctorate programme will be enrolled in the first instance onto an MRes. EngD students enrol directly to EngD. Professional Doctorate and EngD students will follow one of the two following routes:

Route A (applies to ProfD in Education) - students follow the full MRes programme to completion which enables transfer to the Professional Doctorate subject to a specified grade profile (refer to course handbook).

Route B (applies to EngD and ProfD in Health) - students follow the taught element of the MRes programme (80 credits), following which they undertake a transfer process that meets the threshold of the MPhil/PhD transfer. In this instance students are assigned two supervisors (plus an industrial supervisor for EngD students) from

the outset of the MRes in order to support the development of their research proposal.

11 Examinations

11.1 The examination for the Research Degree shall have two stages: first, the submission and preliminary assessment of the thesis and accompanying material; second, the defence of the thesis by oral examination.

11.2 The Doctoral College Examination Sub-Committee is responsible for the appointment of the examining team. This must take place before the thesis can be submitted for examination.

11.3 It is the responsibility of each candidate to ensure that the thesis is submitted for examination before the expiry of the period of registration (taking account of any extension(s) which may have been approved). The submission of the thesis for examination shall be at the sole discretion of the candidate.

11.4 The candidate shall be required to submit one perfect bound copy of the thesis for each examiner to the Doctoral College normally a minimum of eight weeks before the oral examination. Once the thesis copies have been submitted and lodged in the Doctoral College, a date shall be set for the oral examination. The thesis will be sent to the examiners only when the date of examination has been set and confirmed with the candidate and all examiners involved.

11.5 When a candidate has undertaken a programme of research in which the candidate's own creative work formed, as a point of origin or reference, a significant part of the intellectual inquiry, that work will have been undertaken as part of the registered research programme. The creative work shall also be clearly presented in relation to the argument of a written thesis and set in its relevant theoretical, historical, critical or design context. The final submission shall be accompanied by a permanent record of any creative work, where practicable, bound with the thesis.

11.6 A programme of research including creative work involves the production of a thesis in which the contribution to knowledge and understanding comprises a written text and creative practice. There is a range of ways in which these elements can be configured to comprise the final output/PhD thesis:

The written element and the creative practice together comprise the 'thesis';
The creative practice supplies the data for a thesis which to all intents and purposes takes a written form, but which includes the practice (either first-hand or via documentation) in the role of 'evidence';

The creative practice is seen to carry the original contribution underlying the 'thesis', and its contribution to knowledge and understanding is addressed by the written text.

The above is not exhaustive and variations of the above may be appropriate. All such projects must explain the role of creative practice and the written text in the thesis.

The candidate is expected to demonstrate the originality of their thesis and how the creative practice synergises with the written text to produce an original contribution to knowledge. The candidate must demonstrate the relationship between their creative work and the written thesis. These elements are not examined independently.

The candidate will present their creative practice to be considered by the examiners alongside their written text in a context appropriate to the intentions of that practice. This may involve examiners attending an exhibition, then considering the creative practice as made available in the examination room on the day of the viva or through the production of an appropriate digital (or otherwise) recording of that practice.

Candidates should provide some form of permanent record of their practice to be included as part of the permanent binding of the thesis. In circumstances where the time constraints that result from the candidates broader plans for exhibition mitigate against this the candidate should explain why this is the case in the written text.

11.7 When a candidate undertakes a programme of research of which the principal focus is the preparation of a scholarly edition of a text or texts, musical or choreographic work or other original artefacts, the completed submission shall include a copy of the edited text(s) or collection of artefact(s), appropriate textual and explanatory annotations and a substantial introduction and critical commentary which set the text in the relevant historical, theoretical or critical context.

11.8 Each candidate shall normally be examined orally on the programme of work and on the field of study in which the programme lies. Where for reasons of sickness, disability or comparable valid cause, a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination can be considered by the Doctoral College Examination Sub-Committee. The grounds on which an alternative form of examination may be proposed shall not include a candidate's inadequate knowledge of the language in which the thesis is to be presented.

11.9 Any failure to comply with the procedures established by the Academic Board of the University of Brighton for the examination may lead to the examination being declared null and void and to the appointment of new examiners.

11.10 A candidate shall take no part in the arrangement of the examination and have no formal contact with the external examiner(s) during the examination process.

11.11 A candidate shall be required to confirm that the thesis has not been submitted for a comparable academic award. However, a candidate should not be precluded from incorporating in the thesis, covering a wider field, work which has already been submitted for a degree or comparable award, provided that it is made clear in a formal declaration and in the thesis, which work has been so incorporated.

11.12 The thesis and the oral examination shall be in English. The candidate should, therefore, have sufficient command of the English language to complete satisfactorily the programme of work and to prepare and defend a thesis in English.

12 Examiners

12.1 A research degree shall be examined by at least two examiners, of whom at least one must be an external examiner.

12.2 Each oral examination will be chaired by a member of staff from the register of approved oral examination chairs. Each Chair must be from a School other than that where the student is registered and shall have had no prior involvement with the project, or any association with the candidate. This person shall advise the examiners on the regulations of the University but will take no part in the final academic judgement of the examiners.

12.3 The supervisors of the candidate may not serve as examiners.

12.4 A representative of the supervisory team, subject to the consent of the candidate, may attend the oral examination. He/she may participate in the discussion only if addressed directly by the examiners, shall not be present at the examiners' preliminary discussions and be required to withdraw prior to the deliberation of the examiners on the outcome of the examination.

12.5 Where there is a potential conflict of interest, or the degree is sought by means of published work, a second external examiner must be appointed. (Where a degree is sought by means of published work, please refer to section 17 for further guidance on the examination of such a degree.) Second external examiners would normally apply to candidates who are members of the University's staff. Candidates who have undertaken small amounts of work (up to 6 hours per week paid work at any point of the programme) would normally be examined by one internal and one external examiner. However they are required to provide a statement addressing potential conflicts of interest, and where a conflict is noted, a second external examiner would be required.

12.6 Examiners shall be experienced in research in the general area of a candidate's thesis and have experience as a specialist in the topic(s) to be examined.

12.7 The examining team as a whole shall have substantial experience (i.e. normally three or more previous examinations) of examining research degree candidates. Provided this is the case, an inexperienced examiner who has the appropriate expertise as a researcher in the topic(s) to be examined, may be appointed. Normally at least one examiner shall have experience of examining at the particular level to be examined.

12.8 An individual who has had a substantial direct involvement in the student's work or whose work in the focus of the research project should not be appointed as an examiner.

12.9 An external examiner shall not have acted previously as the candidate's supervisor or adviser, and shall not normally be a supervisor of another candidate registered at the University.

12.10 An external examiner shall not normally, in the last two years have acted as an external examiner on a taught course or for another research degree candidate at the University, or have been employed by the University, or be from the same institution as an external member of the supervisor team.

13 Responsibilities of the examiners

13.1 Each examiner is required to read and examine the thesis and to present an independent preliminary report to the University, normally five working days before any oral or alternative form of examination is to be held. In making the preliminary report, each examiner shall consider whether the thesis provisionally satisfies the requirements of the degree and where possible make an appropriate provisional decision subject to the outcome of the oral examination.

13.2 These reports will be issued to the other examiners prior to any oral or alternative form of examination. Before viva, the examiners should not confer or begin the process of examination in the absence of the Independent Chair. The

examiners are able at all times throughout the examination to raise matters of interest to themselves regardless of whether any reference was made to such matters in their preliminary report.

13.3 The Chair is responsible for: chairing the examination; ensuring, with the examination team, prior to the viva, agreement on the issues to be discussed; ensuring that the questioning by examiners during the examination is appropriate and fair and that the student is given every opportunity to respond to the questioning; ensuring that the viva proceeds in an orderly manner and is completed in good time; advising the examiners on the interpretation of the university's regulations; informing the candidate of the recommendations of the panel and ensuring that the candidate is informed of actions required of them; ensuring that actions resulting from the examination are understood by all; forwarding notification of the outcome to the Examinations Officer for transmission to the Research Degree Examination Sub-Committee for approval. Where there is no internal examiner, the chair will explain the post-viva process and assist the external examiners with the completion of the post-viva form.

13.4 Following the oral examination the examiners shall, where they are in agreement, present to the University, a joint report and the recommendation relating to the award of the degree and, where appropriate details of any additional work required and the timescale for its completion. The University considers that the period of time allocated for amendments is a question of academic judgement, however, exceptionally and only for good cause, an extension to this period may be granted.

13.5 The preliminary reports and joint decision of the examiners shall together provide enough detailed comments on the scope and quality of the work to enable the University to satisfy itself that the criteria for the award of the degree have been met. Where the examiners are not in agreement, they shall submit separate reports and recommendations to the University.

13.6 Following the completion of the examination and assessment process of a Research Degree, the examiners shall be able to recommend to the University one of the following:

- a) that the candidate be awarded the degree for which he/she is registered;
- b) that the candidate be awarded the degree for which he/she is registered subject to minor amendments being made to the thesis. Minor amendments can either take the form of minor editorial corrections or minor deficiencies, for which the maximum time permitted is normally twelve weeks
- c) that the candidate be permitted to re-submit for the degree and be re-examined with or without an oral examination. The maximum time for re-submission for re-examination is normally 18 months for full-time students and 24 months for part-time students;
- d) that the candidate be not awarded the degree and be not permitted to be re-examined;
- e) in the case of a PhD examination, that the candidate be awarded the Degree of MPhil subject to presentation of the thesis amended to the satisfaction of the examiners. The maximum time permitted for re-submission as MPhil is normally 12 months.

13.7 Following the completion of the examination and assessment process of a PhD by Publication, the examiners shall be able to recommend to the University one of the following:-

- a) that the candidate be awarded the degree for which he/she is registered;
- b) that the candidate be awarded the degree for which he/she is registered subject to minor amendments being made to the original critical appraisal of his/her published work (see regulation 20.2 b);
- c) that the candidate not be awarded the degree.

13.8 Where the examiners' decisions and recommendations are not unanimous, the University may:

- a) accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);
- b) accept the recommendation of the external examiner;
- c) require the appointment of an additional external examiner in accordance with the procedures approved for the appointment of examiners.

13.9 Following the requirement of minor amendments and the submission of the revised thesis, the examiners will decide whether or not the amendments are adequate. Should the revised thesis still not meet the required standard of the award, the examiners may request further iterations of the thesis within the permitted timescales in order to satisfy the requirements of the award. However, where these remain unmet the examiners will be required to produce a written report detailing how the revised thesis has not met the required amendments. Where this follows first submission, the candidate will be offered the opportunity to submit a revised thesis for re-examination.

13.9.1 If the recommendation of a pass subject to minor deficiencies which have not been met concerns a re-examination, the examiners will be required to produce a written report and make recommendations as follows:

- a) in the event that the revisions were required to justify the award at Doctoral level, the examiners should normally recommend the award of an MPhil;
- b) in the event that the revisions were required to justify the award of MPhil, the examiners should normally recommend that no award should be made.

13.10 Where it is decided, on the recommendation of the examiners, that the degree be not awarded and that no re-examination be permitted, the examiners shall be required to prepare an agreed statement of the deficiencies of the thesis and the reason for their decision to be forwarded to the candidate by the University.

13.11 The degrees of MPhil and PhD may be awarded posthumously, on the basis of a thesis completed by the candidate who is ready for submission for examination. In any such case, the evidence submitted shall be such as to make it clear that the candidate would have been likely to have been successful had the oral examination taken place.

13.12 Where the examiners' decision is re-examination, a PhD candidate is permitted to re-submit the thesis for the award of MPhil if he/she so chooses.

14 Re-examination

14.1 Re-examination may be permitted; normally only once.

14.2 The forms of re-examination may include:

- a) the thesis only to be re-examined after revision, without holding a second oral examination;
- b) a re-examination of the thesis after revision and the holding of a second oral examination;
- c) a second oral examination after due time, without the need to revise or re-submit the thesis;
- d) the holding of a different form of examination to test the candidate's abilities.

14.3 Following the completion of the re-examination and assessment process of a Research Degree, the examiners shall be able to recommend to the University one of the following:

- a) that the candidate be awarded the degree for which he/she is registered;
- b) that the candidate be awarded the degree for which he/she is registered subject to minor amendments being made to the thesis. Minor amendments can either take the form of minor editorial corrections or minor deficiencies, for which the maximum time permitted is normally twelve weeks
- c) that the candidate be not awarded the degree.
- d) in the case of a PhD examination, that the candidate be awarded the Degree of MPhil subject to presentation of the thesis amended to the satisfaction of the examiners.

15 Conferment of award

15.1 The Doctoral College Examination Sub-Committee shall receive the recommendation of the examining team and is responsible for the conferment of the award on behalf of the Academic Board subject to ratification by the Chair of the Board.

16 Grounds for appeals against examination decisions

16.1 Requests for a review of an examination decision concerning a research degree examination are permitted on the following grounds only:

- a) that there were circumstances affecting the candidate's performance of which the examiners were not aware during the examination process, and of which the candidate could not reasonably have been expected to inform the examiners in advance;

b) that there was evidence of procedural irregularity in the examination process (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such an irregularity;

c) that there was evidence of improper conduct, prejudice or bias on the part of one or more of the examination team. Candidates may not otherwise challenge the academic judgement of the examiners.

16.2 Procedures for requesting a review of an examination decision by a research degree candidate can be found in Annex 2 of these Regulations.

16.3 Any review panel to deal with appeals shall not be constituted as an examinations board and shall not have any authority to set aside the decision of the examiners and thereby to recommend the award of the Degree.

17 The thesis

17.1 The final title of the thesis is approved when the Doctoral College Examination Sub-Committee approves the examination arrangements for the candidate, and may not be altered thereafter without the approval of the Doctoral College Examination Sub-Committee, unless the examining team makes an explicit recommendation for a revision, following the viva.

17.2 The thesis must include a statement of the candidate's objectives and acknowledge published and other sources of material consulted (including an appropriate bibliography) and any assistance received.

17.3 Where a candidate's research programme was part of a collaborative project the thesis must contain a clear statement of the candidate's individual contribution and of the extent of the collaboration.

17.4 There must be an abstract of normally a maximum of 400 words bound into the thesis which provides a synopsis of the thesis stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject.

17.5 The candidate is free to publish material in advance of the thesis but reference should be made to any such work in the thesis. Students wishing to include a copy of this published material in both the print and electronic versions of the thesis should first ensure that their agreement with the publisher permits the inclusion of this material. Material should then either be bound in with the thesis or be placed in an adequately secured pocket at the end of the thesis, with adequate acknowledgement of the original source of publication.

Permission from the rights holders to include third party copyright material is not required for the examined thesis but is essential for publication online. Before the thesis is made available electronically, the candidate should sign a 'deposit agreement' confirming that all clearances have been obtained. If clearances cannot be obtained for all third party material, the candidate should be asked to provide a second, edited electronic version which can be added to the University of Brighton Repository and the British Library's electronic thesis service (EThOS).

17.6 A thesis should normally be in A4 format, but approval may be given for a thesis to be submitted in another format when it is apparent that the contents would be better expressed in that other format.

17.7 The text should normally comprise a maximum of:

- a) 80,000 words for doctorates
- b) 65,000 words for Professional Doctorates and the EngD;
- c) 40,000 words for MPhils
- d) 6,000 – 10,000 for PhD by Publication

It is expected that where a thesis is accompanied by other material, such as exhibited work, it will be shorter in length. Word count excludes text contained in references or appendices, but includes text contained in footnotes.

17.8 A candidate's thesis shall normally be made available to the public. In the case of theses which contain confidential material, it will be necessary to restrict access until the obligation of the confidentiality has expired.

Confidential information shall remain confidential for a period of 2 years unless otherwise agreed.

18 Submission of the final thesis

18.1 The following requirements must be adhered to in the submission of the final thesis. Guidelines for the presentation of theses are included in the regulations Appendix 1.

- (i) One permanent-bound copy of each PhD thesis shall be lodged in the University of Brighton library.
- (ii) One permanent-bound copy for your collaborating establishment (if applicable).
- (iii) One electronic copy version on CD in PDF to be deposited with the University of Brighton Repository for uploading onto the British Library Electronic Thesis Online Service.

19 Research conducted outside the United Kingdom

19.1 If candidates propose to conduct their research outside the United Kingdom, the following conditions must be satisfied:

- a) the candidates must establish close links with the University of Brighton;
- b) there must be satisfactory evidence about the research which will be undertaken abroad (this includes access to facilities and the availability of supervisory support in the candidate's country);
- c) the arrangements proposed for supervision must enable frequent and substantial contact to be made between the candidates and their supervisors based in the United Kingdom, including adequate face-to-face contact with the supervisors;
- d) in addition, the candidate shall normally spend not less than six weeks per year in the University of Brighton.

20 Additional regulations for the award of the degree of Doctor of Philosophy on the basis of published works

20.1 Application

- a) The candidate shall send to the Doctoral College a list of works on which the application is based together with a statement as to where and when the study and research on which the works were based was undertaken. A brief statement of the independent and original contribution to knowledge represented by the articles should be made. This should typically be of the order of 3000 words in length.
- b) The candidate may also submit, in support of the application, unpublished works and/or works in other than written form.
- c) A candidate who submits works written in co-operation with others shall state what proportion of the work was carried out personally by the candidate. The candidate is required to submit signed statements from co-authors, wherever possible, to verify the share of the work claimed by the candidate.
- e) The candidate shall declare if any of the works on which the application is based have formed part of the submission for any other degree awarded to the candidate. Works submitted for another degree awarded to the candidate may not form a substantial part of the candidate's submission for the degree of Doctor of Philosophy.
- f) An admissions panel is convened comprising the DPS from the College with which the application is associated, the proposed mentor and an internal assessor. The internal assessor will not be able to be proposed as the final internal examiner. Head of School approval of admissions decisions is required, although attendance on the panel is not necessary unless so desired.
- g) The admissions panel shall make the decision on application and approve the appointment of a member of the University staff to act as a mentor to the applicant to advise on the construction and presentation of the thesis.

20.2 Submission and examination

- a) The Doctoral College Examination Sub-Committee shall appoint not less than two examiners, as per the regulations governing appointment of MPhil/PhD examiners. Examiners must not be co-authors of any of the works on which the candidate's application is based.
- b) The candidate must submit an original critical appraisal of the work submitted, together with the information provided under regulation 17. The appraisal must include a discussion of the contribution of the works submitted to the general advancement of the field or fields of study and research concerned and, unless the published works themselves include, a review of the relevant literature. This should normally be within the range of 6,000-10,000 words in length.
- c) In examining the candidate, the examiners should determine whether the works submitted show that the candidate has carried out a programme of study and research comparable with that required to prepare a written thesis in the field concerned, and whether, in the light of the information submitted, the works show that the candidate has personally made a systematic study, normally in a single or

related fields, had shown originality by exercise of independent critical power and has made an original contribution to knowledge.

d) A candidate to whom the degree is not awarded may make a further application at any time, provided that such an application includes additional published works based upon further study and research.

Annex 1

Appeals to the Academic Appeals Committee following the exclusion from the University on academic grounds other than failure at assessment

1 Introduction

1.1 A student may be excluded from the University for reasons other than failure at assessment. (see regulation 8.3) Such decisions of a Board of Study, Progress Review Panel or Fitness to Practise Panel constitute recommendations to the Doctoral College Examinations sub-committee, which is ultimately responsible for the decision to exclude a student. A student who has been so excluded has the right to submit an appeal to the Academic Appeals Committee.

1.2 Where a student wishes to appeal, he/she should, within 30 working days⁸ after notification of the decision of the Doctoral College Examinations sub-committee, submit an appeal in writing to the Secretary to the Academic Board either by post or electronically via the mailbox academic-appeals-regandsec@brighton.ac.uk. Students are required to complete the form entitled 'Academic Appeals: Research Degrees' when lodging an appeal with the Secretary to the Academic Board, stating the grounds for the appeal. The form is available on Studentcentral (see Student Handbook), on the University's web-site, the Doctoral College and the Students' Union.

Normally appeals submitted outside this specified timescale will be ruled invalid.

The Secretary to the Academic Board will acknowledge receipt of the appeal, in writing, normally within three working days, and refer the matter to the Academic Appeals Committee.

1.3 References in this section to a particular office holder (e.g. Registrar and Secretary/Secretary to the Academic Board) shall include their nominee.

2 Meeting of the Academic Appeals Committee

2.1 Introduction

2.1.1 The function of the Academic Appeals Committee is to establish whether there is, *prima facie*, a justified case for appeal by the student against exclusion on academic grounds other than failure at assessment and if so to consider whether to require the Doctoral College Examinations sub-committee (acting on the recommendation from the Board of Study, Progress Review Panel or Fitness to Practise Panel) whose decision has been challenged, to reconsider his decision.

2.1.2 The Academic Appeals Committee will meet on the first convenient date, which shall not normally be more than 12 weeks (inclusive of University closures) after the request has been lodged.

The Secretary to the Academic Board will be Secretary to the Academic Appeals Committee and in summary:

⁸ A working day does not include Saturdays, Sundays, public holidays or such additional days as the University is deemed to be closed.

is responsible for ensuring that the procedures are appropriately adhered to;
shall receive the formal notice of appeal;
shall convene a meeting of the Academic Appeals Committee;
shall ensure that decisions are notified to all parties concerned and that appropriate action is taken.

2.2 Timing

2.2.1 Ten working days' notice of the date, time and venue of a meeting of the Academic Appeals Committee shall be given to the members, the appellant and any other persons being required to attend. The notice to the appellant shall be sent by recorded delivery service to the address given on the written notice of appeal or via email. An appellant is required to inform the Secretary to the Academic Board in writing if he/she intends to be absent from the address given on the letter of appeal (particularly if he/she will be absent from the United Kingdom) at any time during the 12 week period.

2.3 Constitution, membership and terms of reference of the Academic Appeals Committee

The terms of reference are as follows:

A Committee of the Academic Board to act on behalf of the Board in:

- i. deciding whether there is a case for appeal by the student against an examination board decision as set out in the University's General Examination and Assessment Regulations for Taught Courses;
- ii. deciding whether there is a case for appeal by the student against exclusion on academic grounds other than failure at assessment as set out in:

the University's Regulations for Research Degrees
the University's General Examination and Assessment Regulations for Taught Courses
the University's approved Fitness to Practise procedures

- iii. informing the student where the case for appeal is not upheld;
- iv. requiring an Examination Board or the Doctoral College Examinations sub-committee * whose decision has been challenged by the appeal to reconsider the decision where the case for appeal is upheld;

* acting on a recommendation from a Board of Study, Progress Review Panel or approved Fitness to Practise Panel

2.3.2 The Academic Appeals Committee will be composed of persons who have had no direct involvement with the student(s), or the course or the Examination Board concerned.

2.3.3 The membership of the Academic Appeals Committee shall be:

- i. as Chair:
a member of the Senior Management Team,
or a Dean from an academic College other than that in which the appellant is based;

- ii. a Head of School or Department, from a School other than that in which either the Chair of the Examination Board or Chair of the body making a recommendation to the Doctoral College Examinations sub-committee is based
or the academic staff member is based
or the appellant is based
- iii. a member of the academic staff, from a School other than that in which either the Chair of Examination Board or Chair of the body making a recommendation to the Doctoral College Examinations sub-committee is based
or Head of School or Department is based
or the appellant is based
- iv. a student of the University from an academic College other than that in which the appellant is based.

2.3.4 If it is necessary to convene the Academic Appeals Committee at short notice and in the event that none of the appointed members in a particular category (i.e. (ii), (iii) or (iv)) is available, the Chair of the Academic Board, or in his/her absence the Deputy Chair, shall have the right to replace any of the appointed members by a member of the same category, where appropriate.

2.3.5 The members eligible to serve on the Committee shall be reviewed annually by the Academic Board. The number of individuals serving in category (i) will vary, depending on the number of Senior Management Team members and the number of Faculties in the University. Up to eight individuals will be appointed in categories (ii) and (iv) and 12 individuals in category (iii).

2.3.6 Any potential member who has been involved in examining, counselling or advising an appellant will be ineligible to serve on the Committee hearing the case of that appellant.

2.3.7 A quorum of the Academic Appeals Committee shall be three members.

2.4 Procedure adopted for a meeting of the Academic Appeals Committee

2.4.1 Papers for a meeting of the Academic Appeals Committee will be available to members of the Committee, the Secretary to the Academic Board, and the appellant, and be circulated no later than five working days before the meeting. The papers will include:

notes on procedure;
the University's regulations for Research Degrees;
the appellant's appeal form (together with any supporting documentation);
appropriate information supplied to the Secretary to the Academic Board by the Doctoral College concerning the appellant's academic performance; and
any other written statement or evidence from the appellant.

Statements tabled at the meeting by the appellant shall not be permitted except by approval of the Committee and may result in the meeting being adjourned (refer 2.5)

2.4.2 The appellant must be present at the meeting of the Academic Appeals Committee and cannot be represented in absentia by a third party. The appellant may be accompanied by a person of his/her choosing. The appellant is responsible for securing the attendance of any person accompanying him/her and will inform the Secretary to the Academic Board of the name of any person accompanying him/her.

The University's provision of a hearing within the appeals procedure does not act as a Court of Law. It is therefore considered inappropriate for the parties to have legal representation. The University would therefore not normally expect the appellant to be accompanied to the meeting of the Academic Appeals Committee by a legal representative. Should the appellant choose to be accompanied by a legal representative, the University then reserves the right to its own legal representative at the meeting.

2.4.3 If the appellant does not appear and the Academic Appeals Committee is satisfied that notice of the appeal hearing was duly sent to him/her in accordance with section 2.2, the appeal lapses and the decision of the Doctoral College Examinations sub-committee will stand.

2.4.4 The Chair of the Doctoral College Examinations Sub-Committee (or his/her nominee) will be accompanied by the Chair of the Board of Study, Progress Review Panel or Fitness to Practise Panel as appropriate, and other relevant staff.

2.4.5 The Secretary to the Academic Board, or his/her nominee, shall normally be present throughout the meeting in order to advise the Committee.

2.4.6 The following procedure shall normally be adopted for a meeting:

preliminary private discussion by the Committee of the case;
statement/evidence from the Chair of the Doctoral College Examinations Sub-Committee, and any person accompanying him/her, in the presence of the appellant and any person(s) accompanying him/her;
questions by the Committee to the Chair of the Doctoral College Examinations Sub-Committee and any person accompanying him/her;
questions by the appellant and any person accompanying him/her to Chair of the Doctoral College Examinations Sub-Committee and any person(s) accompanying him/her;
further questions by the Committee;
statement/evidence from the appellant and any person(s) accompanying him/her, in the presence of the Chair of the Doctoral College Examinations Sub-Committee and any person accompanying him/her;
questions by the Committee to the appellant and any person(s) accompanying him/her;
questions by the Vice-Chancellor and any person accompanying him/her to the appellant and any person(s) accompanying him/her;
further questions by the Committee;
private meeting of the Committee on the evidence presented;
announcement by the Chair of the Committee's decision in the presence of all parties;
the Secretary to the Academic Board will inform the appellant in writing of the outcome within five working days of the meeting.

2.4.7 The Committee may decide, following its preliminary private discussion, to vary the order of proceedings. If it is not possible for the Committee to come to a final decision, but it is agreed that an adjournment (refer section 2.5) is not necessary, the Committee may reserve its decision but a decision must be made within five working days of the meeting.

The Committee, the appellant and the Vice-Chancellor may summon to appear any other person(s) whom they may consider to be material witnesses. The appellant and the Vice-Chancellor shall be responsible for informing:

the witnesses that they propose to call, of the details of the meeting and for securing their attendance; and
the Secretary to the Academic Board, of the names of the witnesses.

The Committee shall decide whether the witnesses will be called one at a time or whether they should be required to attend together.

2.4.9 The Committee shall have the discretion to decide whether sufficient information has been presented or if additional information and/or witnesses are required.

2.4.10 The Committee is not empowered to consider an appeal on grounds other than those lodged by the appellant. Any alteration to the grounds of appeal shall necessitate a fresh submission and a new hearing.

2.4.11 All decisions of the Committee shall be made by a majority vote of the members. In the event of the votes being tied, the decision shall be in favour of the appellant.

2.4.12 The proceedings of the Committee shall be confidential. In accordance with the University's guidelines on the conduct of meetings, no tape recording of the proceedings shall be allowed except by prior permission of the Chair of the Committee and the Secretary to the Academic Board. The minutes of the Committee's meeting and any resulting report shall be confidential to the members of the Committee and the Secretary to the Academic Board only, except where an appeal has been upheld. In these circumstances the minutes and/or a report will be deemed to be of assistance to the Doctoral College Examinations sub-committee when reconsidering the case (refer section 3.1).

2.5 Adjournment

2.5.1 The Committee may at any time adjourn the meeting to a subsequent meeting of the Committee. Where the day, time and venue for such a meeting are not appointed at the time of the adjournment, the Secretary to the Academic Board shall, not less than 10 working days before the day appointed, give notice to the members of the Committee, the appellant and any other persons being required to attend, of the day, time and venue of the resumed meeting.

When the meeting is resumed no fresh evidence shall, except by approval of the Committee, be produced unless either:

the substance thereof has been communicated by the appellant to the Secretary to the Academic Board not less than 10 working days before the resumed meeting; or
it is in the nature of a reply to any such evidence.

3 Procedure to be followed in the event of an appeal being upheld

If the Academic Appeals Committee upholds the appeal, it shall require the Doctoral College Examinations sub-committee (acting on a recommendation from the Board of Study, Progress Review Panel or Fitness to Practise Panel) to reconsider their decision.

3.2 If the Committee decides that there are grounds for a review, the grounds on which the Doctoral College Examinations sub-committee is to be asked to reconsider

their decision should be identified. For this purpose it shall supply the Doctoral College Examinations sub-committee with its comments, recommendations and any other evidence or information which has been produced.

If a decision is referred to the Doctoral College Examinations sub-committee, as detailed above, the Doctoral College Examinations sub-committee shall reconsider, within three calendar months of the date of the appeal hearing, the appellant's case, giving due consideration to the comments and recommendations of the Committee. The Doctoral College Examinations sub-committee will either confirm their decision or make such adjustments as in the circumstances seem just. The Doctoral College Examinations sub-committee will report their decision to the Secretary to the Academic Board who will inform the appellant and take any necessary action.

Procedure to be followed in the event of an appeal being dismissed

If the appeal is not upheld the outcomes and the justification for it will be communicated to the appellant by the Secretary to the Academic Board. There is no further right of appeal within the University.

Annex 2

Appeals against examination decisions for research degree candidates

1. Introduction and scope

1.1 This section is concerned solely with grounds and procedures for dealing with appeals arising from examination results, for example a request from a candidate that an examination decision be reconsidered. Other areas of appeal against decisions affecting a student's academic progress, (for example that a student be excluded from the University on academic grounds other than failure in an examination, or against the outcomes of disciplinary action that may be taken following a proven case of irregular behaviour in an examination or in the University) are the subject of other regulations and procedures determined by, or on behalf of, the Board of Governors and are detailed in the University of Brighton Code of Practice for MPhil, PhD and Professional Doctorates. Complaints against any actions or arrangements during the candidate's period of study, for example alleged inadequacy of supervision or other arrangements do not constitute grounds for appealing against an examination decision. Such complaints should be dealt with at the time the need arises and by using the mechanism of the Student's Complaints Procedure.

1.2 Where a research student has declared a disability, the University will endeavour to ensure that information is available to them at all stages of the procedure in appropriate formats, and advice will be sought from Student Services to ensure that any reasonable adjustments are made to the associated proceedings to accommodate the student's needs.

1.3 It is a requirement for all those involved in the procedure that all information received in connection with the appeal is treated as strictly confidential.

1.4 The Doctoral College Manager should be consulted on any matters of regulations or procedure.

1.5 References in this section to a particular office holder (e.g. Registrar and Secretary) shall include their nominee.

2. Grounds for appeals against a research degree examination decision

2.1 The grounds on which an appeal against an examination decision may be permitted are clearly laid down in the University of Brighton Regulations for Research Degrees and are reproduced below.

Appeals against a research degree examination decision are permitted on the following grounds only:

- a) that there were circumstances affecting the candidate's performance of which the examiners were not aware during the examination process, and of which the candidate could not reasonably have been expected to inform the examiners in advance;
- b) that there was evidence of procedural irregularity in the examination process (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such an irregularity;

c) that there was evidence of improper conduct, prejudice or bias on the part of one or more of the examination team. Candidates may not otherwise challenge the academic judgement of the examiners.

(From regulation 16)

Appeals on academic grounds are not permitted.

3. Procedures for making an appeal against an examination decision

3.1 Where a candidate fails to be awarded a degree or the degree for which he/she was examined the University will immediately inform the candidate of the examination decision, and of their right to appeal against it, referring them to this section of the regulations, with which they should be provided.

3.2 Before making an appeal a candidate is encouraged to discuss the matter with a member of his/her Thesis Panel.

3.3 If the candidate decides to proceed to submit an appeal, he/she must give notice of this intention to the Registrar and Secretary within one month of the date of notification of the examination result. The notice must indicate on which of the permissible grounds the appeal is to be made.

3.4 The appellant then has a further three months from the date of giving notice of intention, to submit the appeal for consideration.

3.5 The case for appeal must be made, initially in writing and accompanied by all relevant documentation, to the Registrar and Secretary.

3.6 At this point the Registrar and Secretary (or his/her nominee) together with the Chair of the Doctoral College Board (or if the Chair has had previous involvement in the case, another member of the Research Degrees Committee with no previous involvement) and one other senior member of the University staff, i.e. a Dean or Head of School from a School other than the one in which the candidate is registered and who has had no previous involvement with the case, will consider whether the appeal is made on grounds which appear to justify it being deserving of further consideration. Appeals made on grounds which are deemed to be outside the permitted grounds, frivolous or vexatious will not be carried further. Where such a decision is reached, the Registrar and Secretary will inform the appellant to this effect within one month of receiving the appeal. The appellant may then make one further resubmission of an appeal on revised grounds if he/she so wishes for initial consideration as above.

3.7 Where a request for a review is judged, by the processes outlined in 3.6 above, to appear to be based on grounds which make it worthy of further consideration, the University will inform the appellant within one month of the decision that there is a case for review, and will convene an Appeals Panel to consider the appellant's case within three months of the decision. The appellant will be informed of the date of the Appeals Panel meeting at least one month in advance of the date of that meeting.

4. Composition and conduct of the Appeals Panel

4.1 Membership of the Appeals Panel will consist of persons having expertise of supervising and examining research degrees and who have had no previous

involvement in the case. Normally at least one member of the panel should have specific expertise relevant to the nature of the appeal. Any potential conflict of interest should be declared by Panel Members so that the Chair can take any action deemed appropriate to ensure impartiality.

4.2 The Appeals Panel will comprise:

4.2.1 As Chair, the Pro-Vice-Chancellor (Academic Affairs) or his/her nominee who fulfils the criteria above.

4.2.2 Another senior member of the University staff who fulfils the criteria above.

4.2.3 A member from outside the University who fulfils the criteria above.

4.3 A Secretary to the Appeals Panel.

4.4 The appellant must be present at the Appeals Panel meeting and cannot be represented in absentia. The appellant may be accompanied by a person of his/her choosing to support him/her.

4.5 The Appeals Panel and/or the appellant may summon to appear any other person(s) whom they may consider to be material witnesses.

4.6 The Appeals Panel will be provided with documentation in advance of the meeting, including:

This section of the Regulations for Research Degrees
The pre-viva and post-viva examination reports
The report of the Independent Chair of Examination
The appellant's letter of appeal (together with any supporting information)
Any other written statement or evidence from the appellant or other relevant persons

The appellant will be provided with a copy of the agenda for the meeting, and advised as to the composition of the Panel, and any other parties who are being invited to provide evidence.

4.7 The Appeals Panel meeting will normally include:

preliminary private discussion by the Panel;
evidence from the appellant, and any person accompanying him/her;
questions by the Panel to the appellant and any person accompanying him/her;
evidence from any other witness;
questions by the appellant to any other witness;
questions by the Panel to any other witness;
private meeting by the Panel on the evidence presented;
announcement by the Chair of the decision of the Panel in the presence of the appellant and Panel.

4.8 The Appeals Panel shall have the discretion to decide whether sufficient information has been presented and if additional information/witnesses are required before a decision can be reached.

4.9 The Appeals Panel is not an examinations board and has no authority to set aside the decision of the examiners and thereby to recommend the award of the

degree. Its function is to establish whether there is a justifiable case for requesting a review and to decide a course of action.

4.10 The Appeals Panel is not empowered to consider a review on any other grounds than those lodged by the appellant. Any alteration to the grounds of appeal would require a fresh submission and a new hearing.

5. Recommendations and outcomes

5.1 If the Appeals Panel decides that an appellant has valid grounds for a review it must either:

5.1.1 recommend to the Registrar and Secretary that the examiners be required to reconsider their decision within three months;

5.1.2 recommend to the Registrar and Secretary that new examiners be appointed and the thesis be re-examined.

5.2 The decision and the grounds on which it was reached will be communicated to the appellant by the Registrar and Secretary within one week of the Appeals Panel meeting. The Registrar and Secretary will then inform the appellant of actions required on his/her part and likewise the examiners if relevant.

5.3 If the Appeals Panel decides that there are not valid grounds for requesting a review this decision and the grounds on which it was reached will be communicated to the appellant by the Registrar and Secretary within one week of the Appeals Panel meeting. There is no further right of appeal within the University.

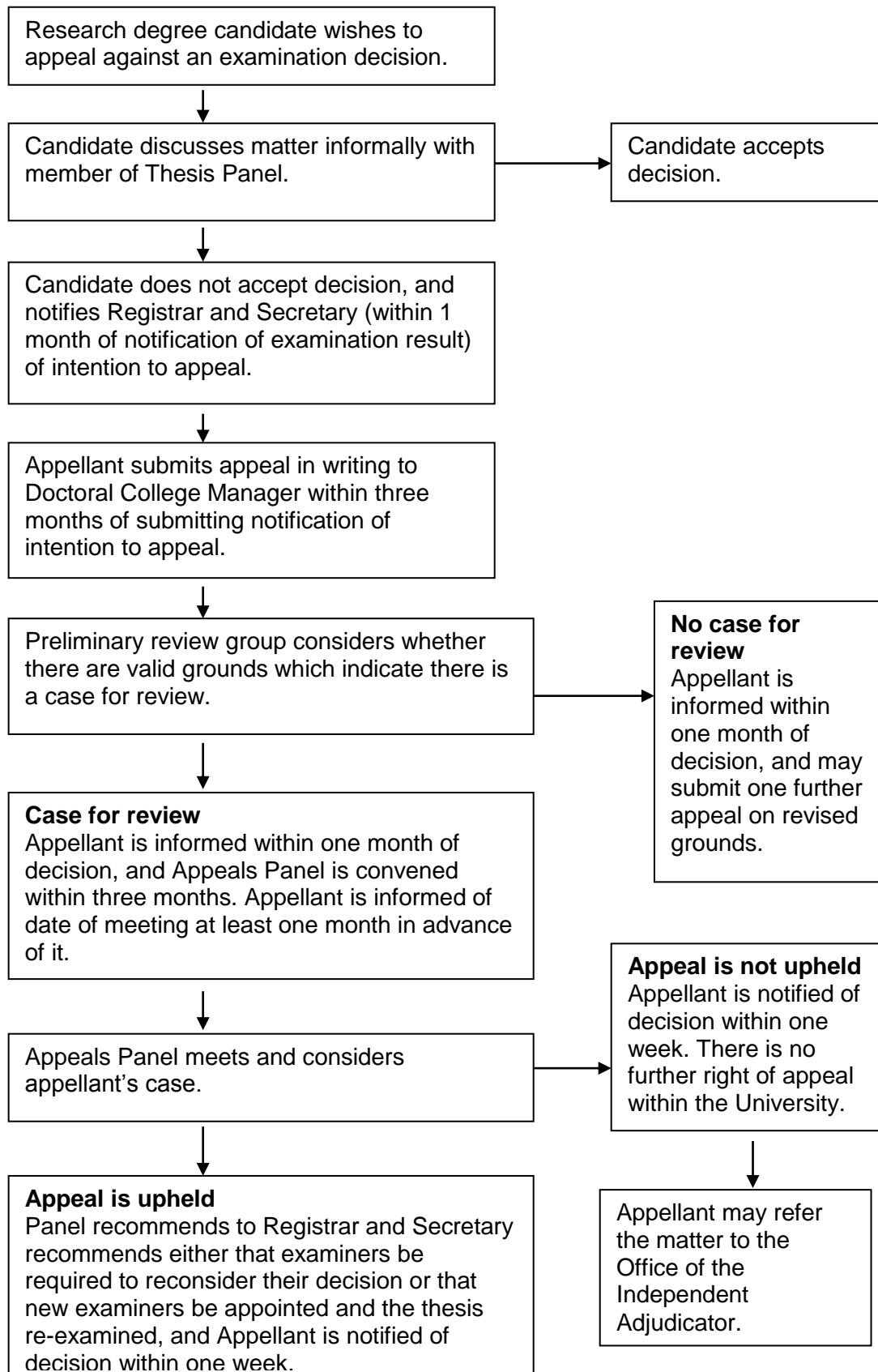
5.4 If the appellant remains dissatisfied with the outcome of the University's academic appeals procedure, then they may refer the matter to the Office of the Independent Adjudicator (OIA). This must be done within three months from the date of issue of the Completion of Procedures Letter.

5.5 Information on the Office of the Independent Adjudicator can be obtained from the Students' Union, Student Services or the OIA website.

5.6 At all stages in the above process the University shall make all reasonable attempts to assist the appellant by means of provision of relevant information and advice and to ensure that he/she is promptly informed of all decisions made concerning his/her case.

5.7 On exhaustion of the University's internal procedures, the University will issue a letter (Completion of Procedures Letter), to the appellant, confirming that the internal appeals procedures have been exhausted.

Process for appeals against examination decisions for research degree candidates



Guidelines for the Presentation of theses - Appendix 1

Introduction

These guidelines have been developed in response to a growing need for guidance, both for supervisors and research students.

General

Please ensure that the format of the text is consistent throughout the thesis.

Copies of the thesis shall be presented in a permanent and legible form either in typescript or print. Where copies are produced by any photocopying processes, these must be of a permanent nature. Where word processor and printing devices are used, the printer must be capable of producing text of a satisfactory quality.

A perfect-bound copy of the PhD thesis is kept for use by the British Library. This requirement is not necessary for MPhil theses.

A permanent-bound copy for the University of Brighton library.

A permanent-bound copy for a collaborating establishment (if applicable)

An electronic version (PDF) to be deposited with the University of Brighton Repository for uploading onto the British Library Electronic Thesis Online Service.

1 Main text

- The abstract should not normally be more than one page of A4 in length, or no more than 400 words.
- The thesis should be printed on white A4 paper between 70g/m² and 100g/m². Permission from the examining body must be sought if non A4 paper is used.
- Pages which are larger than A4 will be reduced when microfilmed. Writing therefore may become illegible.
- Large illustrations should be folded to fit A4 size and should not extend across both pages of the thesis.
- If the thesis contains photographs you may substitute good photocopies in the copy which is to be sent to the British Library.
- If colour is used, the quality must be of a good standard for reproduction purposes. Please ensure that pages where colour is used are marked 'Original in Colour'.
- The thesis should be printed on one side of the paper, right hand pages (rectos) only for examination purpose, but can be printed double-sided for the final version.
- The left margin should not be less than 40mm to allow for binding and the others should not be less than 15mm.

2 Other material

- Materials not bound with the text should be inserted into a pocket on the inside back cover of the thesis or separate volume or container in an acceptable format.
- They should be clearly marked to avoid being lost.

3 Permanent Binding

- The binding should be of a fixed type so that leaves cannot be removed or replaced.

- The front and rear boards should have sufficient rigidity to support the weight of the work when standing upright.
- Each volume should not be more than 70mm thick.
- The colour of the binding should be arbelave buckram (navy blue).
- The outside front board should bear the title of the work in gold leaf in at least 24pt type. The full name of the candidate, the qualification and the year of award should also be shown on the front board.
- The spine of the work should bear the qualification, the name and initials of the candidate, and the year of award.

4 Perfect binding

Perfect binding (also known as Temporary or Soft Cover binding) should be card front and back with a strip of navy blue book cloth covering the spine. The pages should be glued together.

The colour of the card should be adagio (pale blue).

The outside cover should bear the title, the name and initials of the candidate, the qualification and the year of submission should also be shown on the front cover, in black ink Size 24 pt.

5 Videos, CDs and DVDs

Candidates submitting CD or DVD should present these in a wallet attached to the back cover of the thesis.

6 Typography

- Character size should be not less than 2mm for capitals and 1.5mm for lower case. (Ariel 12pt, Times New Roman 12pt and Helvetica 12pt are suggested fonts and sizes). Care should be taken when using smaller character size for notes as legibility may be lost when copies are made.
- Division of end of line words should be avoided.
- One-and-a-half spacing, or double if necessary, must be used in typescript except for indented quotations or footnotes where single spacing may be used.
- Paragraphs should be either; (i) flush left with additional space between paragraphs or; (ii) indented 5-10 mm with no additional spaces between paragraphs; opening paragraphs and those that follow headings are not indented.
- Right-hand justification of text is discretionary;
- Method (i) should be used if paragraphs are numbered.

7 Tables

- Locate any tables used close to the first reference in text. If there are numerous references or tables, locate them at end of text.
- Allocate 1 table per page as far as possible. If the table extends to more than one page, headings should appear on both.
- Number and title should appear below each table, in that order.
- Each row/column to clearly labelled or headed.
- Character size as in 6 above.

8 Candidate's Declaration

The following statement should be inserted into the thesis:

Declaration

I declare that the research contained in this thesis, unless otherwise formally indicated within the text, is the original work of the author. The thesis has not been previously submitted to this or any other university for a degree, and does not incorporate any material already submitted for a degree.

Signed

Dated

9 Headings

- Headings should not normally be centred.
- Consistency is essential throughout the text.
- If used, a header should appear on the top line of the page, in a smaller size than the main text, but only in the main text. Information included should cover: - name; year of submission; page; etc.

10 Pagination

- Numbers - normally Arabic.
- Illustrations and tables should be numbered in a separate sequence from the pagination
- Pages should be numbered consecutively through the main text, including photographs and/or diagrams which are included as whole pages and should be at the bottom in the middle of each page. Please note that the title page should be counted but not numbered.
- Avoid blank pages, but if used it should carry the word 'BLANK' and the page number.

11 Notes

- Footnote: a note that appears at the foot of a page and separated from the main text and each other, preceded by an asterisk, sign or number and relates to that in the corresponding text. Used to explain terms or put something into context and is essential for understanding the text. Can be in smaller character size.
- Endnote: notes that appear at the end of a section, chapter or book which contain additional information and references or are attributing quotes etc. Should be listed in numeric or alphabetic order.
- If using numbers to indicate a note, made sure that they are clear, consecutive and not likely to be confused with others (such as those for tables or illustrations).

12 Bibliography

Make sure that the bibliographic style is consistent throughout, and in keeping with that used by your academic discipline. Refer to your supervisor if in doubt.

Your supervisor may recommend that you use a particular style. There are various referencing styles each with their own rules for the arrangement, layout and

punctuation of references. Different subject disciplines tend to favour a particular style, e.g. the MLA style is widely used in the humanities, APA in psychology and psychology related disciplines, and the author-date style (Harvard) is used in both the arts and sciences. With the exception of the Harvard style, the referencing style guides published by MLA, APA etc. provide detailed instructions and examples to help you understand the rules. These guides are available in the University libraries.

The University has purchased *EndNote* and made it available on all University networked computers. This is a bibliographic software package that can assist in the compilation of bibliographies and citing references. It is also available for purchase at a discounted rate from the distributor. More details are available from the Information Services web pages or at your library Enquiry Desk.

13 Front and end pages

- Order of text: Abstract, contents, list of tables/illustrations/accompanying material, acronyms and definitions, preface, acknowledgements, author's declaration.
- End page order: glossary, list of references, bibliography, appendices.

14 Bookbinders

You will require the services of a professional bookbinder to produce your thesis. Most printing and printing finishing companies no longer deal with individual theses.

Bookbinders of Lewes are local bookbinders who take orders for both perfect binding (also known as Temporary or Soft Cover binding) and permanent binding. Theses in PDF format can also be emailed to them at the web address below.

Bookbinders of Lewes (01273) 486718

Unit 2, Star Brewery Workshops, Castle Ditch Lane, Lewes, BN7 1YJ

binding@bookbindersoflewes.co.uk

www.bookbinders@lewes.co.uk

The University Reprographics unit located in Cockcroft is also able to supply both perfect and permanent bound copies. Reprographics have a maximum capability for permanent bound copies of 290 pages, but the thesis can be printed double-sided for the final bound hard copy. When double-sided printing is carried out, attention needs to be paid to the page margins, which are likely to need changes.

Reprographic Services contact Denise Carter on 01273 642789

or d.a.carter@brighton.ac.uk .

It is important that the permanent-bound thesis is bound in an arbelave buckram cover. Please allow the binders as much time as you can. If you anticipate needing copies at short notice for your examiners, it is advisable to make contact to alert them well in advance to expect the order.

Specimen of title page

to be printed in at least 24pt type;
the title of the work in full;
the full name of the candidate;
the award for which the degree is submitted in partial fulfilment of its requirements;
that the degree is awarded by the University of Brighton;
the collaborating establishment, if any;
the month and year of submission in which the final version of the thesis was approved by the examiners.

ION TRAJECTORIES AT COLLISIONLESS SHOCKS IN SPACE PLASMAS

PHILIP NEWMAN

A thesis submitted in partial fulfilment of the
requirements of the University of Brighton
for the degree of Doctor of Philosophy

April 2013

Presentation of the final permanent and perfect bound theses

Specimen wording of the front board

to be printed in at least 24pt type;
gold leaf to be used for the final permanent bound thesis;
the title of the work in full;
the full name of the candidate;
the qualification;
the year of submission in which the final version of the thesis was approved by the examiners.

ION TRAJECTORIES AT COLLISIONLESS SHOCKS IN SPACE PLASMAS

PHILIP NEWMAN

PHD 2013

Specimen wording of spine – permanent bound theses only

the name and initials of the candidate;
the qualification;
the year of submission in which the final version of the thesis was approved by the examiners;
gold leaf to be used for the final permanent bound thesis.

PHD	P NEWMAN	2013
-----	----------	------

