



University of Brighton

Doctoral College

University of Brighton Code of Practice for Research Degrees

2017/18

Brighton Doctoral College

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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 1.7).

Part One: Code of Practice

List of Contents:

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	5
3. Student Entitlements and Responsibilities	13
4. Supervision	16
5. Enrolment, Fees, Induction and Training	20
6. Research Plan	24
7. The Procedure for Reviewing the Annual Academic Progress of Research Students: Annual Progression Review (APR)	26
8. The Procedure for Reviewing in-year Academic Progress of Research Students	29
10. Proposals for Examination Arrangements	34
11. Mitigating circumstances for Research Students	37
12. The Examination	39
13. Supervisory and Mode of Study Changes, Extensions, Suspensions and Withdrawal	42
14. Writing-Up Fee Status	45
15. Procedures for International Students	46
16. Procedures for Members of Staff of the University who Apply to Undertake a Research Degree	48
17. Professional Doctorates / Doctor of Engineering (EngD)	49
18. PhD by Publication	51
19. Copyright and Electronic Theses	53

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

Key stages for normal progression of research students

Stages for MPhil/PhD candidates registered from October 2017 and post transfer candidates registered before October 2017

	Expected timing of progression for MPhil/PhD candidates	
Research Plan (log on student file)	1 month (FT); 3 months (PT)	
Annual Progression Review Year 1	First Attempt	Second Attempt (<i>if required</i>)
	8 months	Before the end of month 12
Subsequent Annual Progression Reviews (year 2 onwards)	Month 8 of current year of registration* (e.g. in year 2: 20 months, year 3; 32 months)	Before the end of student's current year of registration (e.g. in year 2: 24 months, year 3: 36 months)
Examination Arrangements	6 months prior to intended thesis submission	
Thesis Submission	MPhil : within 24 months (FT); 36 months (PT) Doctorates: within 48 months (FT); 84 months (PT)	

*year of registration is in reference to student's start date.

Stages for ProfDoc/EngD Stage 2 candidates

	Expected timing of progression for Prof Doc/EngD candidates	
Research Plan (log on student file)	1 month (FT); 3 months (PT)*	
Annual Progression Review Year 1 of stage 2 registration	First Attempt	Second Attempt (<i>if required</i>)
	8 months	Before the end of month 12
Subsequent Annual Progression Reviews (year 2 onwards) of stage 2 registration	Month 8 of current year of registration (e.g. in year 2: 20 months following transfer to stage 2, year 3; 32 months following transfer to stage 2)	Before the end of student's current year of registration e.g. in year 2: 24 months following transfer to stage 2, year 3: 36 months following transfer to stage 2)
Examination Arrangements	6 months prior to intended thesis submission	
Thesis Submission	within 48 months (FT); 84 months (PT)	

* ProfDoc candidates are required to submit their Research Plan within 1 month (full time) or 3 months (part time) of transfer or progress to Stage II, although the Programme Leaders should be consulted for the exact timescale requirements. EngD candidates must have achieved a pass in the modular assessment of their Research Plan prior to their progression to stage 2

Key to abbreviations used in the rest of this document:

APR	Annual Progression Review
ATAS	Academic Technology Approval Scheme
DC	Doctoral College
DCB	Doctoral College Board
DHoS(R&E)	Deputy Head of School (Research & Enterprise)
DPS	Director of Postgraduate Studies
EdD	Education Doctorate
EngD	Engineering Doctorate
HoS	Head of School
IPR	Interim Progression Review
PBS	Points Based System
ProfD	Professional Doctorate
DCESC	Doctoral College Examination Sub-Committee
RSA	Research Student Administrator
PRDP	Doctoral College Postgraduate Researcher Development Programme
UKVI	UK Borders Visa & Immigration

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 Code of Practice 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. All the stages and forms referred to are located on PhD Manager, which is the student record and communication system used by the Doctoral College and all students and their supervisors.

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

- Bullying and harassment procedure
- Drugs and alcohol policy
- Equality and diversity policy
- Freedom of speech and lawful assembly
- Harassment and bullying policy
- Health and safety policy
- Learning and teaching strategy
- Managing text messaging to students policy
- Mental health policy
- Policy for managing the recognition of prior learning RPL
- Policy on support for high performance athletes
- Proofreading
- Smoking and vaping guidance
- Students' Union
- Student Voice
- Sustainable development policy
- Unicard
- Whistleblowing policy

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

<https://www.brighton.ac.uk/current-students/my-studies/student-policies-and-regulations/index.asp>

1.2 The location of the research degree students

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

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 12) 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 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 18);

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 17).

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 programme in Education 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.

		Minimum period of study	Normal period of study	Maximum period of study
<u>MPhil</u>	full time	18 months	24 months	36 months
	part time	30 months	36 months	48 months
<u>PhD</u>	full time	24 months	48 months	60 months
	part time	36 months	84 months	96 months
<u>PhD by Publication</u>				12 months
<u>Professional Doctorate</u>	full time	36 months	48 months	60 months
	part time	48 months	84 months	96 months
<u>EngD</u>	full time (only)	48 months	48 months	72 months

The University expects all students to complete their research within the normal period of study and certainly within the maximum registration period defined in the regulations (see regulation 3.1). 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 13.2). The granting of an extension however will only be considered under exceptional circumstances.

1.5 PGR Committee structure

Information on the PGR committee structure and the terms of reference of those committees is available via staffcentral.

1.6 School/Doctoral College responsibilities

Each research degree student will be registered with an academic School 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 support the School 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.

1.7 Doctoral College contacts

The list of Doctoral College contacts with contact details is available on [staffcentral](#)

2 APPLICATION AND ADMISSION

2.1 Submission of application forms

Individuals apply for admission to a named degree (MPhil, PhD, etc) at the University of Brighton online via the postgraduate admissions portal. Start dates for MPhil/PhD entry are the earliest working day of any month (Professional Doctorates including EngD start on the earliest working day in October each year). For procedures affecting international applicants see section 15, for procedures affecting applicants who are also members of staff of the University of Brighton see Section 16, for procedures applying to Professional Doctorates and the EngD see Section 17, and for procedures applying to PhDs by Publication see Section 18.

Forms completed by applicants, together with original qualifications or certified copies and references, should be uploaded to the admissions portal.

An Academic Technology Approval Scheme (ATAS) certificate is required by all international students (who are in the UK on any visa type) who are researching in any of the disciplines that require an ATAS as determined by the Home Office (see <https://www.academic-technology-approval.service.gov.uk/>). To aid the application for an ATAS certificate a 6-7 sentence paragraph outlining the research proposal should be drafted by the supervisory team and sent electronically to the Research Student Administrator (RSA), together with the returned application form (where an offer is to be made (see section 2.8)).

2.2 Qualifications and references

The Doctoral College is responsible for checking that there is evidence of qualifications and, if necessary, the equivalency of qualifications from outside the UK, and preparing appropriate offer letters (either conditional or unconditional) once an interview has been conducted (see below).

2.3 Assessing the validity of applications

On receiving a completed application form and having sought appropriate academic consultation, a preliminary judgement should be made about the validity of the application. This decision should consider both academic and quality assurance issues.

In circumstances where the application does not merit consideration via an admissions interview, such application forms should be rejected through the admissions portal. Typically such circumstances include, but are not limited to:

- 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 Secure English Language Testing System requirements (e.g. IELTS), and there should be evidence that the applicant meets those of the School they are applying to register with. There are other

approved language tests – including that provided by the Brighton Language Institute - and further advice on this and the scores required is available from the Doctoral College. It should be noted that offers can be made subject to language conditions being met before commencement.

- There is no suitable supervisory team available.
- There are insufficient resources or facilities to support the work (particular consideration should be given to proposals that include an intention to conduct fieldwork outside the UK).
- 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.

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.

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 Doctoral College. 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

2.5 The admissions interview

Should the application be considered worthy of further consideration, an interview will be arranged by the RSA. This should include the School Postgraduate Research Coordinator or nominee, at least one potential supervisor and a representative from the lead school who can ensure that the school is able to support the student and their proposed research programme.

If the candidate is unable for financial or other valid 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 admissions panel.

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 20 in regulations refers). The admissions panel 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 proposed research programmes 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 programme of work presented in sufficient detail for judgements to be made 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? Are the members of the admissions panel 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 the University of Brighton, formal agreement would normally be required (section 2.7 refers). Consideration should be given to resourcing issues, including work or practice space, learning support requirements, 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 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 admissions panel should assure itself that the proposed supervisory team has the necessary attributes (section 4 refers), including: current research in the area of the proposal; normally at least 2 successful supervisions of research students for the degree in question; and sufficient time to dedicate to the task of supervision. The admissions panel should also be sure that the strengths, specialist skills and supervisory experience of each supervisor complement that of the other(s). The lead supervisor 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. 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 2.7ii
- 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 admission panel 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. All PGR students should be integrated into a research and enterprise community within UoB that provides them with an intellectual and cultural home for their studies. The intended location of the student, in this respect, will be clarified at interview.
- ix) Funding. The admission panel must check that there is a source of funding for the student and that where this is to be provided by a sponsor proof of this is supplied.

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 20 in the regulations refers) or at a company, for example, and those who need to spend extended periods of time working offsite due to the nature of the research project (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 drawn up between the two institutions covering all arrangements (such as library access, local supervision and a suitable research environment) required for the student to be able to study effectively. For advice on whether an agreement is necessary and the process for developing one, please contact the Doctoral College Manager. Students undertaking periods of secondment in external organisations are required to complete form RS-SEC which should describe how they 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 Head of School is responsible for ensuring that the student will have access to the other institution's facilities in order for them to complete successfully, eg. library access, adequate and appropriate working space, internet access, laboratory/studio access/equipment use (where necessary). Funding for travel/conferences must be discussed, as students are normally expected to meet 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 normally expected that they will meet their student face-to-face at least once a year. Approximate timing and frequency of visits must be agreed at interview, as students would be expected to meet any travel/associated costs, etc.

External supervisors will need to be trained in and briefed on the university's regulations and processes where appropriate 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 score of 6.5 for both written and spoken English. Where possible and appropriate, external supervisors should be given the opportunity to apply to join the UoB Register of Supervisors.

iii) Arrangements for Communication and Contact between the student and their UoB supervisors must be agreed between them and approved by the admission panel before an offer letter is issued. This will include approximate frequency and type of contact e.g. video conferencing, emails and phone calls. Where necessary it should be confirmed that this will adhere to any visa compliance requirements. 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 Annual Progression Reviews (see section 7) require a face-to-face meeting or whether video conferencing is permitted. Students must normally attend the UoB for their Viva examination (refer to section 12). These arrangements must be articulated at the interview.

iv) Culture and environment. It is normally expected that all PGR students should be integrated into a research and enterprise community that provides them with an intellectual and cultural home for their studies. For students located externally to UoB, the admissions panel 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 it will be delivered and assessed (see section 5.5). Any 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 must be determined at admission. It is expected that the first few meetings take place face-to-face. Full time students will receive 90hrs supervision per year, and part time students 45 hours. The student is normally expected to spend at least six weeks a year at UoB and where a student is located overseas it is normally 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, needs 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 and their viva. Supervisors should ensure that students access appropriate support to ensure they are prepared for formal meetings and viva examination. Information about the Postgraduate Postgraduate Researcher Development Programme (PRDP) can be found in section 5.5.

2.8 The outcome of the admissions interview

If the admission panel decides, following the interview, that the candidate should be admitted, the admission form should be completed and returned to the relevant RSA. The completion of the admission form requires the signatures of the members of the admission panel to signify agreement of the proposed research programme. It is essential that forms returned to the RSA with a request for an offer to be made are fully completed and signed. Forms lacking validating signatures or essential information cannot be processed. On receipt of fully completed admission forms, a formal offer of place will be issued by the Doctoral College for an appropriate start date (section 2.1 refers), and the student will be required to formally enroll with the appropriate academic school and pay fees.

The RSA should confirm the student's starting date and any resource commitments to the host School following the issue of the offer.

2.9 Consideration of ethical and governance issues

Once a decision has been made to admit a student, preliminary consideration should be given by the supervisory team, 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 as soon as it is practicably possible after enrolment, and certainly prior to the first Annual Progression Review.

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 and membership details of University Research Ethics and Governance Committees, are available in the University Committee Handbook or through staffcentral. The University has a 'Guidance on issues in research ethics' 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 thesis 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 Research Enterprise and Social Partnerships (RESP) team, which can advise on issues of IP.

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>

In addition, students undertaking fieldwork of any type should ensure that they have the necessary ethics and governance approvals before commencing this work.

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/fieldwork involving overseas travel for PGR students based in their School, and it is the responsibility of the student/supervisors to inform the Head of School that such an activity is being planned. The PGR student's 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. It is good practice for the student to also lodge these on PhD manager. These forms should also be forwarded on to the Insurance Officer, Room 211, Mithras House, Moulsecoomb Insurance@brighton.ac.uk at least 14 days 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 write up fee to 10% thereof (section 14 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 as agreed at the admissions stage; 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.

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 or to a member of the Doctoral College. If necessary, the issue can be referred to the Head of the School or 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 as quickly as possible and to the satisfaction of the student where reasonable. Informal discussion can resolve any problems in almost all cases. 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](#).

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 as 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 to cover every single student/supervisor contact, but should focus on periodic key meetings and should be uploaded onto PhD Manager.

- 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) Full-time candidates are advised that they should devote on average at least 37 hours per week to their research; part-time candidates should devote on average a minimum of 12 hours per week
- v) 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.
- vi) Candidates should inform their supervisors and/or Head of School of any changes in circumstance, which are likely to have a bearing on the programme of research.
- vii) 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.
- viii) 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).
- xi) All candidates are required to undertake an Annual Progression Review (section 7 refers). This will reflect on the project and on personal and professional development. Students may only re-enrol for the next academic session if their progress has been approved at the Annual Progression Review.
- x) 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 only method of communication with postgraduate research students.
- xi) Candidates should seek to maintain good communication with the supervisory team throughout their registration and regularly apprise them of both progress and problems. Breakdown in communication between the candidate and supervisors should be brought to the attention of the Doctoral College at the earliest opportunity.
- xii) 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.
- xiii) All candidates are encouraged to attend designated training, modules and workshops from the University's Postgraduate Postgraduate Researcher Development Programme (PRDP). The PRDP handbook is available on staff and studentcentral.

xiv) Candidates are entitled to up to 8 weeks holiday per year, as agreed with their lead supervisor. 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 *Policy on Research Integrity* (document is [available here](#)) 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 must normally be able to meet 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. Where this is not the case, provision must be made to ensure that suitable mentoring and support is provided to the supervisory team. It is good practice to record this support in the form of a plan. A replacement supervisor should be identified if a supervisor is absent from University for a period of more than three months (regulation 7.7 refers)

Supervisors should have adequate time for dedicated supervision and should 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;
- ensuring that the student undertakes a programme of researcher development that is consistent with the University's Postgraduate Researcher Development Programme (PRDP) and the UK Concordat to Support the Career Development of Researchers;

Besides the general points above, the supervisory team has a number of other specific responsibilities which are outlined here:

- to appoint an Annual Progression Review panel in conjunction with their School Postgraduate Research Coordinator;
- to arrange the Annual Progression Review meeting and advise the student on the work to be submitted;
- to ensure the School is aware of any learning support needs the student may have;
- 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 development of the research plan and the submission of annual progression reviews;
- 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 uploaded on PhD Manager (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 their work to peers or at graduate seminars, and to be well-briefed about the procedures involved in oral examinations (this should include arranging a mock viva if requested by the student);
- 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 they adhere 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 they present 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 and to propose them as part of the application for approval of examination arrangements;

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 University 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 reporting on the student's progress. 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 normally only be appointed in cases where adequate supervision cannot be found elsewhere in the University. Where external supervisors are employed, the student's lead supervisor must be a University of Brighton employee who is on the approved supervisor register. Normally, external supervisors should form part of a supervisory team that also includes two internal supervisors; this requirement may only be relaxed with the agreement of the School Postgraduate Research Coordinator on the grounds that the appointment of an additional internal supervisor would be inappropriate in that student's case. Where a supervisory team including only one internal supervisor is approved, explicit consideration of contingency in the case of prolonged absence of that supervisor must be undertaken. 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 4.6). 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.

It is the responsibility of each individual supervisor to ensure that they undertake a programme of activity suitable for registration and that they ensure that they remain on the Register. 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). The Doctoral College will report annually to the Doctoral College Board on registration rates. Heads of School should ensure that staff likely to become supervisors are aware of the need to be approved and entered on the Register, and should encourage such staff to undertake appropriate staff development before taking on a research degree student.

4.6 Criterial 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 3 years provided that they:

- i) Can demonstrate a clear understanding of the current Regulations and Code of Practice for PGR students (normally addressed by attending supervisor development workshops and update sessions provided by the Doctoral College.

and

- ii) Are considered to be 'research active' by fulfilling at least one of the following criteria:
 - Currently supervising PGR student(s);
 - a peer-reviewed publication (or discipline-specific equivalent) in the last three years;
 - secured Research & Enterprise funding in the last three years

and

- iii) Have undertaken a programme of self-directed study that helps maintain and develop their PGR supervision skills.

4.7 Criteria for continued registration

Approved supervisors must re-register every three years. To re-register as an approved supervisor, members of staff need to show:

- Annual attendance at one two-hour refresher and update session on Rules and Regulations

AND

- Every three years, attendance at one of the three-hour sessions selected from the Doctoral College suite of 'The Craft of Doctoral Supervision' workshops.

OR

- Every three years, attendance at three hours of developmental activity on the craft of doctoral supervision (e.g. attending a CLT training workshop, organising/attending a school-based doctoral supervision training workshop, presenting a Doctoral College Masterclass, organising/attending a doctoral supervision training workshop outside of the University of Brighton such as a UKCGE event).

5 ENROLMENT, FEES, INDUCTION AND TRAINING

5.1 Enrolment

On initial enrolment at the University, a new research degree student will be provided by Academic Services with a combined enrolment and library card, copy of the Code of Practice and Regulations for Research Degrees and Doctoral College Postgraduate Researcher Development Programme handbook. Research students must re-enrol at the start of each academic year with the University.

5.2 Fees

Details of fees for research degree programmes are published annually, and are also available from the Doctoral College 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) may be waived. Fee levels are subject to revision on an annual basis. Please refer to <https://www.brighton.ac.uk/current-students/my-finances/fees/index.aspx> for more information on paying fees and any discounts for which you may be eligible.

Students who have completed their data generation and a full draft of their thesis may apply for a writing up fee (see section 14). This fee level is also subject to revision on an annual basis

Students who have been awarded funding for a set period 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 in doubt, students should consult their sponsors or funders for confirmation.

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 revise and resubmit their thesis, then they will be charged an appropriate fee at the current rate from the first day of the month after the date on which they were informed of the examination result. The fee charged will depend on the level of revisions that are required: in cases where more data are required, or where students have to undertake more research in labs, studios or workshops, full fees will be charged. In cases where the revisions do not involve data generation or use of university facilities, students may apply for a writing-up fee charged at the same rate as the current writing-up fee.

'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 a proportion of the relevant full-time overseas fee, according to the terms of the agreement. Such students are normally 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, although this is not mandatory. Schools should therefore assess what level of cost they expect to incur and thus what fee they should charge. The fee, and any additional costs for consumables or other items, 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 20 in the regulations.

5.3 The induction programme

Once a student is enrolled, the supervisors should draw up a planned programme of induction for their research student. 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 example relevant health and safety guidance). 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 supervisors 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. The induction process should be explained at this meeting, and the student should 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. This should be recorded on PhD Manager.

A check should also be made that the resources to support the planned research confirmed at the time of offer are still adequate/in place, including learning support requirements.

Supervisors and students should 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 PRDP (see 5.5), workshops, seminars or other activities should be recorded on PhD Manager. Progress against these arrangements will be considered and updated at Annual Progression Reviews (or RPA, Transfer or PRP for pre-transfer students registered before October 2017).

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 section 2.10). It is the responsibility of the supervisor to ensure that one of the IPR agreements is signed when the student commences their studies and that a record of it is kept on PhD Manager. 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 Commercial Contracts Manager in the Research Enterprise and Social Partnerships team should be contacted to ensure that the actual assignation agreement is signed.

5.4 The outcome of the induction programme

The output from the induction process will be the completion of a checklist by the student for approval by the supervisors. This may include recommendation for the student's enrolment on seminars and workshops from the university researcher development framework. This should be logged by the student on PhD manger. 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 student and supervisors should refer to the requirements of the professional Researcher Development Statement⁵ and also to the Doctoral College Postgraduate Researcher Development Programme (PRDP)

Full details of the seminars and workshops offered under the PRDP are available through the Doctoral College area of studentcentral. These include some workshops that the requirements for doctoral progression points.

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

Students are expected to attend as many elements of the PRDP as possible, and may seek to attend other modules in addition to seminars, workshops and provide evidence of their learning. Attendance at PRDP sessions 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 PRDP is expected of all students, whether through workshop attendance, equivalent provision or prior knowledge.

5.6 Teaching opportunities for research students

Schools are encouraged to provide research students with opportunities to undertake teaching duties, as this is a valuable experience. Schools are responsible for providing sufficient financial support to enable, and where appropriate, encouraging 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:

- i) *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,

- ii) *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.

⁵ <http://www.vitae.ac.uk/researchers/429351/Introducing-the-Researcher-Development-Framework.htm>

Both courses are offered through the Centre for Learning and Teaching:
<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 that schools contact the Human Resources Department before agreeing any work or rates of pay with research students in order to ensure that they 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.

5.7 Information Services for research students

Information Services provide 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>

5.8 Student Services for research students

As registered students of the University, research students can access all student advice and support services provided by the University. Further details of the services available and how to access them can be found within the Current Students area on the University of Brighton web-pages at: <https://www.brighton.ac.uk/current-students/contacts/advice-and-support-services/index.aspx>

Services include:

- Accommodation Office
- Careers Service
- Chaplaincy
- Childcare
- Counselling Service
- Disability and Dyslexia Team
- International Student Support Team
- IT
- Libraries
- Student Advice Service

6 RESEARCH PLAN

6.1 The aim and timing of the Research Plan

By the time of admission, all students should have a basic but clear plan for their research project, which should be suitable for guiding the initial stages of their project. This Research Plan should be up-loaded onto PhD Manager within 1 month (full time) or 3 months (part time) of enrolment and be approved by the supervisory team. Failure to upload an approved plan could result in an interim progression review. Supervisors may also request an interim progression reviews if there are concerns about the student's progress at this point. Professional Doctorate students are required to submit their Research Plan within 1 month (full time) or 3 months (part time) of their transfer or progression to Stage 2, although Programme Leaders should be consulted for the exact timescale requirements. EngD candidates must have achieved a pass in the modular assessment of their Research Plan prior to their progression to stage 2.

Although there is no prescribed format for a research plan and conventions often vary by subject, plans should normally include a working title, research question, aims and a clear plan of work. This plan of work should incorporate the background to the project, details of the research methods to be used, timetable and intended outcomes. Details of related studies (for example, from the PRDP) should also be provided, along with an indication of any additional researcher development support that is likely to be required.

In preparing a research plan, students should consider the following:

- i. The title. This is a working title and can be changed as the project develops.
- ii. The research question and aims. These should relate to identified gaps in knowledge, be clearly expressed to demonstrate that they relate to the project title and be clearly achievable.
- iii. The academic validity and feasibility of the programme of work. The plan should set out a research programme 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 it is good practice to consider what level of ethics and governance approval will be required and to ensure that any external requirements (such as NHS Research Governance) have been incorporated in the research plan (section 2.9 refers).
- iv. Any additional research training needs to those identified and not met through the PRDP.
- 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, the Research Plan should confirm that the supervisory team is appropriate, in terms of :

- Current research in the area of the proposal.
- Successful supervision of research students for the degree in question or, where this is not the case, evidence that there is a suitable mentoring plan in place to ensure that inexperienced supervisors have appropriate support to develop their skills.
- Sufficient time to dedicate to the task of supervision.

7 THE PROCEDURE FOR REVIEWING THE ANNUAL ACADEMIC PROGRESS OF RESEARCH STUDENTS: ANNUAL PROGRESSION REVIEW (APR)

7.1 Aims of the APR process

The aim of the APR process is to assess whether an individual has the clear potential to achieve a doctorate within the prescribed period of registration. In order to progress, candidates must be able to demonstrate the following:

- i. a suitable research plan;
- ii. a report that demonstrates appropriate progression according to the plan;
- iii. a body of writing or other evidence appropriate to the stage of progression being reviewed;
- iv. critical investigation and evaluation of an approved topic which has the potential to result in an independent and original contribution to knowledge;
- v. an understanding of research methods appropriate to the field;
- vi. an ability to relate the findings of the study to the broader context.

7.2 Responsibilities for APR

It is the supervisors' responsibility to guide and advise the student on their progress. APRs will take place annually to assess whether the student's progress is satisfactory and, if it is not, what – if any – remedial actions can be undertaken to improve progression. In all cases, students must normally make an explicit application for APR at least 8 months into their current year of registration and a clear decision must be made by the APR panel about whether or not they can progress. A failure to progress within the student's current year of registration will lead to exclusion. Therefore, when making their application, students should allow enough time to make revisions to their application if requested by the APR Panel. Students who are excluded by reason of non-progression have the right to appeal (see section 7.5 for details).

7.3 The APR process

Applications for APR must be made via PhD Manager. The application should comprise:

- a current research plan that includes detail of work to be done prior to completion;
- a summary report of progress made to date including a statement articulating the anticipated original contribution to knowledge;
- evidence of learning, against individual researcher development needs;
- a body of written work or equivalent evidence that demonstrates appropriate progress in terms of the research plan.

Once the application for APR has been completed, the lead supervisor, in consultation with the School Postgraduate Research Coordinator, should convene a review panel that is capable of making an assessment of the student's progression

and ability to complete within the time available. The review panel should comprise at least two internal members of staff who have expertise in the thesis area. While not obligatory, it is expected that this team will conduct all the APRs for the student and that one of the team members could later be proposed as an internal examiner for the final viva.

It is normally expected that the APR Panel members will have read the application and will determine, in a pre-meeting, what areas of the application they wish to question, as in the style of a viva examination. Any variation in this process (such as an expectation that the student should do a formal presentation of their work to the APR Panel) should be determined in advance, at school level, and communicated to the student. The student is normally expected to attend the meeting in person, even if they are working off-site or overseas (section 2.7 refers).

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.

7.4 Outcome of the APR

The student (and supervisor) may be asked to leave the room while the APR Panel makes its decision. One of the APR panel members should produce a summary record of the outcomes, as agreed by the panel members, which should be uploaded onto PhD Manager. There are three possible outcomes from the APR:

- i) progression;
- ii) Progression subject to minor amendments to be signed off by the supervisors;
- iii) more work required and one further application for progression.

In cases ii and iii, the APR Panel should set out in writing what needs to be achieved for progression, with this report being up-loaded to PhD Manager. In the case of minor amendments, it is expected that supervisors will inform the Doctoral College when they have been completed. If the APR Panel rejects the application, the student will be given one further opportunity to apply, no later than one month from the first meeting and to allow for the APR process to be completed within the student's current year of registration (see key stages for normal progression). Only two applications to progress are permitted each year. Should the application be rejected for a second time, therefore, the student shall only be permitted to submit for a lesser award, where such an award is available and is considered to be appropriate. Where no such award is available or appropriate, the Doctoral College Examinations Sub-Committee will consider excluding the student from the University on the grounds of lack of academic progress.

7.5 Appealing against a rejection of progression

Students have a right to appeal on the second rejection of the progression 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 APR panel at the time. Requests to appeal should be made to the Doctoral College Manager within one month of notification of the decision to reject the progression application. The Doctoral College Manager will

then convene a panel to consider the request (Regulations 8.6 refers).

8 THE PROCEDURE FOR REVIEWING THE IN-YEAR ACADEMIC PROGRESSION OF RESEARCH STUDENTS

8.1 The purpose of the Interim Progression Review (IPR)

The Doctoral College can call an Interim Progression Review (IPR) for any student, at any time, to review progression or to address a personal or confidential matter raised by the student. The panel set up for the IPR should normally comprise the student and a member of the Doctoral College's academic team. However, it may contain additional members if agreed by the Doctoral College and the student.

Students, supervisors and Doctoral College staff can trigger an IPR by submitting a request, normally via PhD Manager, that sets out the grounds for the IPR. Where there are sensitive or confidential issues to discuss, the request can be in writing to a Director of Postgraduate Studies (DPS). Once a request has been received the DPS will call an IPR meeting. Students and supervisors should normally be given one month's notice of the date of an IPR meeting.

Deputy Heads of School (Research & Enterprise) (DHoS(R&E)) will be notified prior to an IPR and can attend (or ask a nominee to attend) the IPR. DHoS(R&E) will be consulted after an IPR if any resource implications have arisen. The DPS may additionally request that DHoS(R&E) (or nominees) attend.

8.2 The Interim Progression Review Process

There is normally a 3 stage process:

- i) Preparation of an Interim Progression Report by either the student, supervisors or Doctoral College staff

The first stage is the preparation of a description of the issues that have led to the request for an IPR. This can be on the relevant form in PhD Manager, or it can be in writing. Once received, the report will be reviewed by DPS who will then ask for the other parties to respond. This response may be to the request on PhD Manager or, in sensitive and confidential cases, to a summary of the issues that have been raised.

- ii) Preparation of a response by any parties involved in the IPR

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

- iii) The Interim Progression Review Panel

The DPS will confirm who should attend the IPRP and will call a meeting at the earliest convenience of all those involved. Students and supervisors should normally be given one month's notice of the date of an IPR meeting. Details of the IPR request and responses will be circulated as appropriate and agreed with the parties. The purpose of the IPRP will be to review the student's progress and to consider what actions, if any, should be taken as a result of the review. These could include, for example, identifying additional work or training opportunities for the student, changes

in the supervisory team, or the provision of additional resources. Following this meeting, the Doctoral College representative will complete the third and final section of the Interim Progression report, including the progression recommendation and details of any action points and who is responsible for carrying these out. This report will normally be up-loaded to PhD Manager although in sensitive and confidential cases the full report will only be seen by the appropriate parties, with a note made to this effect on PhD Manager.

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 IPRP.

8.3 Outcomes of the Interim Progression Review Panel

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

- i) the student can progress;
- ii) more evidence or work is required before progression can take place;
- iii) other actions need to be taken in order for the student to progress;
- iv) in cases where the student's progress has been delayed through no fault of their own, an estimate of the time lost should be made. It should be noted that in this case the Director of the Doctoral College will determine whether there is a sufficient case for further action to be taken, such as passing the report to the Director of Finance for an adjudication on fees.

If progression can take place, no further action is necessary.

If the recommendation is that more work is required, the IPR Panel will decide if a second meeting of the IPRP is required, or whether the additional work can be assessed and signed off by the supervisors. In cases where a second IPRP is required, a note of the work required should be entered onto PhD Manager by a member of the IPR Panel. The note should include details of the deadline for producing the work, the date of the next meeting, the time and room number. The student should also be warned that should they fail to progress at the next meeting, a recommendation would be made to the Doctoral College Examinations Sub-Committee that they be excluded from the University. A failure to submit work on time or to the satisfaction of the IPR Panel will trigger a second IPR.

If other actions are required, it is for the relevant Director of Postgraduate Studies to ensure that the actions are addressed to the satisfaction of those concerned and that the student's progress is not unduly constrained while the actions are undertaken.

8.4 The Second Interim Progression Review Panel

The second IPRP will take the same form as the first one, with the inclusion of a member of the approved supervisor register who is external to the School of the student, although any of the parties to the first panel meeting can request that additional people are present. Such requests should not be unreasonably denied. The student is also permitted to bring a representative. Normally, the second IPRP should be held no less than one month and no more than three months after the first meeting.

The student must attend in person. However, if a student chooses not to attend, the meeting will be held in their absence. A note of the meeting should be taken, normally by a member of the Doctoral College and, subject to sensitivity and confidentiality, should be uploaded to PhD Manager in the same way as the report of the first meeting.

8.5 Outcomes of the second Interim Progression Review Panel

Following the second IPRP, there are two possible outcomes

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

Should the recommendation be exclusion, the report of the meeting 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 PGR student from the University (see 9.4 in the regulations).

Should the student be excluded, 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.

9 RESEARCH STUDENT MONITORING

9.1 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. 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 Schools within a broadly similar framework, as described below.

9.2 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.

9.3 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 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 School.

9.4 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.

9.5 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 different dates of committee meetings.

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.

10 PROPOSALS FOR EXAMINATION ARRANGEMENTS

10.1 General

Examination arrangements should be planned well in advance of the intended thesis submission date, 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 the lead supervisor checks the Research Degree Regulations governing the nomination of examination teams carefully, and presents all the information required for the decision to be made

10.2 The timing of examinations

It is the student's right to be examined, even if the supervision team does not support the examination. In such cases the supervisors should make their concern known to the Doctoral College, but should assist the student by completing the application for approval of examination arrangements.

The proposal for the examining team should be put forward, at any time, by the lead supervisor, for approval by one of the Directors of Postgraduate Studies (DPS) who will act on behalf of the Doctoral College Examination Sub-Committee (DCESC). The DCESC, chaired by the Director of the Doctoral College, with the exception of the need for extraordinary meetings to consider exclusions, meets once a year to review the examinations processes and decisions, and to prepare an annual Academic Health report.

10.3 Thesis completion

Examination arrangements can be submitted at any time. 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. If there is insufficient evidence to suggest successful completion of the Thesis, the DPS can convene an IPRP.

10.4 Nominating examiners

In considering proposals for an examination team, it is good practice to ensure that all members of the supervisory team have been consulted, 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 supervisors 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. Other than members of the APR panel, any individuals who have had a substantial

direct involvement in the student's work may not be appointed as examiners. In assessing whether this is the case, supervisors should refer to the Nolan Standards for Public Appointments to consider whether there are potential conflicts of interest between the proposed examiner and the student and, if there are, whether these are significant enough to prevent that person being appointed as an examiner.

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. This does not preclude the appointment of an internal to the team where this can be appropriately justified, but in all cases 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 student and supervisors 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. Capitalisation of the title is to be avoided, except where it is grammatically correct to do so. Once approved, the thesis title may not be changed unless requested by the thesis examiners.

10.6 Approval of arrangements by the DPS

The proposals for examiners and the final title of the thesis, together with an abstract of the thesis, should be submitted to a relevant Director of Postgraduate Studies (DPS). The proposals should be submitted, together with a brief rationale, student and supervisor signatures and supporting documentation (including brief CVs for all examiners), using the Research Degree Examination form on PhD Manager. It is essential that clear reasons are given on the form for the selection of examiners.

The DPS will consider the evidence provided in judging the overall appropriateness and experience of the team. The DPS 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 interest. In addition, the DPS 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, the Doctoral College will inform the examiners, student and the supervisors and will instruct the lead examiner about what to do once the thesis has been submitted.

10.7 Thesis abstract: examination arrangements

The abstract should be attached to the application form on PhD Manager. 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 at this stage is for the DPS 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 abstract should be reviewed and approved by the supervisors before the application is made.

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.

- 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 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 for the purpose of approving examination arrangements can be edited to reflect the final thesis. However, any revision to the thesis title has to be resubmitted and approved.

11 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, RSA and DPS. If appropriate, these matters should be formalised for the consideration of relevant progression panels (RPA, Progression Review (APR/IPR/PRP) or Doctoral College Examinations Sub-Committee (viva voce)).

11.1 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 issue a Learning Support Plan (LSP). This plan is designed to ensure that the student receives the appropriate support and that reasonable adjustments are made.

11.2 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 approval of examination arrangements.

11.3 Mitigation circumstances other than those to be dealt with via the appeals process

It is expected that any matters that have or will affect the academic performance of a student will have been identified via APR and IPRP procedures. If appropriate, these matters can be raised in the application for examination arrangements with respect to their potential impact on the student's ability to defend their thesis during a viva examination. When such matters are raised, the Chair of the Doctoral College Examination Sub Committee should convene a Mitigating Circumstances Panel (MCP) to review the evidence and decide what action, if any, to recommend.

Where a student considers that their progression and/or ability to submit for any progression milestone (RPA, Progression Review (APR/IPR/PRP) or final theses or performance at examination, has been or will be affected by serious, unforeseen and unavoidable circumstances and they wish to draw these to the attention of the university/examiners they should submit a claim for mitigating circumstances. For instances where such circumstances have affected performance and a student wishes to appeal against a progression/examination decision please refer to specific guidance on making an appeal.

Students should submit requests for mitigation using the RSMitCircs form to their RSA. Wherever possible this should be in advance of the progression event or examination. On receipt of a request to the Doctoral College, the Chair of the Doctoral College Examination Sub Committee should convene a Mitigating Circumstances Panel (MCP) to review the evidence and decide what action, if any, to recommend. This can include modifications to the standard examination/progression process, such as extending submission deadlines and/or allowing for alternative forms of examination or review.

The MCP should normally consist of no fewer than two members of the Doctoral College Examinations Sub Committee who should normally be external to the student's school of registration.

11.4 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.

Translation of evidence into English is the student's responsibility.

12 THE EXAMINATION

12.1 Submission of the thesis

Details of the requirements for the submission of the thesis are given in the regulations for Research Degrees (section 17). 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 Doctoral College along with a loose copy of the abstract. For guidelines on the presentation of the thesis, see appendix 1 of the Regulations. If requested by the examiners, the student should also submit an electronic copy of the thesis. The Doctoral College will ensure that the thesis is sent to the examiners, and will liaise with the student, supervisors and examiners over a date for the examination. At this point the independent Chair will be appointed (see below).

Unless agreed otherwise by all those involved, 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 Doctoral College. 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 normally 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.

12.2 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 Supervisors are responsible for ensuring that:

- accommodation and examination room are booked for the viva;
- a date is set for the viva and that all viva arrangements are in place;
- hospitality has been booked and arrangements have been made to greet attendees upon arrival for the viva.

The Doctoral College is responsible for ensuring that:

- the examiners have received a copy of the thesis in the form that they have requested;
- the preliminary thesis reports have been circulated to the examiners and Chair;
- the viva outcome has been confirmed to the candidate

The examiners are responsible for:

- completing a preliminary report and recommendation (10A) on a candidate's thesis which must be returned to the Doctoral College 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 Doctoral College 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 Doctoral College;
- ensuring that the post-viva 10B form is fully completed and forwarded to the Doctoral College;
- Providing a brief written report of the viva to the Doctoral College.

Neither the student nor any members of the supervisory team should contact the Examiners after the viva with regard to any amendments. If advice is required on thesis corrections, the student should contact the Doctoral College, which will make appropriate arrangements. The amended thesis must also be submitted to the Doctoral College.

12.3 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 revise and resubmit the thesis, they would be charged fees at the current rate (full fees where additional research is required, or (subject to application) a writing up fee where the revisions required for re-examination are of an editorial nature).

12.4 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 referred to the Chair of the 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.

13 SUPERVISORY AND MODE OF STUDY CHANGES, EXTENSIONS, SUSPENSIONS AND WITHDRAWALS

If the student is an international student under the UK Visa and Immigration's (UKVI) Points Based System (PBS), then the university is obliged to report these changes to the UKVI as part of their immigration monitoring policy (please read section 15 before completing these procedures for international students).

13.1 Changes to supervisory arrangements

In considering a proposed change to any of the members of the supervisory team, the same process and criteria will be used as when first approving the team. Details must be recorded on the Change to Supervisor Arrangements form. Changes to supervisors for students who are members of staff must be considered by the Head of School (or nominee) (see section 16 for further details).

13.2 Extensions to the period of registration

Proposals for an extension to the period of registration will only be considered in exceptional circumstances. They should be submitted by the student, have support from the supervisory team and can only be authorised by the Director of the Doctoral College. When considering such proposals, the Director should ascertain 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 regardless of mode of study. Such changes will be recorded by the student on the Extension of Research Degree form, after which the RSA will update the student record. International students will also need to fill in a Registry Student Immigration Sponsorship (CAS) Form (section 15.3 refers).

13.3 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. Under normal circumstances, retrospective suspensions may not be granted for more than three months. Permission to suspend can only be granted by a DPS, on advice from the supervisory team.

When considering proposals for a suspension of registration, the supervisory team 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 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. Students will be expected to re-enrol upon their return to their studies. The University is obliged to report to the Home Office the suspension of any international students (sponsored under the UK Visa and Immigration's (UKIV) Points Based System (PBS)). 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 can only be authorised by the Director of the Doctoral College. 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).

13.4 Return to study

Following any period of suspension, students are required to submit a return to study plan to their supervisors, with a copy uploaded onto PhD Manager. Return to Study plans should consider matters normally addressed in annual and interim progression reviews (see section 7), and a plan of work.

Failure to upload a return to study plan on PhD Manager may trigger an Interim Progression Review.

13.5 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. In such cases, students should consider applying to transfer to part-time study mode. Alternatively, part-time students may wish to devote more time to their research and, depending on their financial circumstances, change to full-time study mode. Any change in study mode will be recorded on the Change of Study Mode form. International students (sponsored under the UK Visa and Immigration's (UKVI) Points Based System (PBS)) can only change their mode of study from full-time to part-time if they are completing thesis corrections and are based outside of the UK. Such international students should seek the advice of the International Student Advisors before changing their study mode

13.6 Withdrawal from a research degree

Proposed withdrawal from a research degree should, where possible, be discussed with the supervisors and a member of the Doctoral College, with 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.

Withdrawals must be student-instigated, unless the student has not enrolled (or because their registration has long expired, etc.). In cases where students fail to attend, fail to meet deadlines or fail to progress academically, the procedure for considering withdrawal is initiated through the Annual or Interim Progression Review process. Interim Progression Review Panels can occur at any point during the year (section 8 refers and section 9 in the regulations).

Should the student be withdrawn against their wishes, they will have the right to

appeal through the Academic Appeals Committee (regulation Annex 1 refers).

13.7 Exit questionnaires

Following completion of a research degree, or early withdrawal, all students will be requested to complete an exit 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 Doctoral College Manager.

14 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 and limited supervision. 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. However, writing up fee status is not available to those seeking extension beyond the normal period of registration.

The supervisors will judge the application for writing-up fee status and make a recommendation to a Director of Postgraduate Studies 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 recommendation is subject to approval by a Director of Postgraduate Studies, 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 PRDP (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. During the writing up a student can expect at least one supervisor to read and comment on one full draft of their thesis.

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 of 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 exclusion.

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 a successful application was submitted. Retrospective applications will not be considered without the support of mitigating circumstances (see section 11).

15 PROCEDURES FOR INTERNATIONAL STUDENTS

15.1 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.

15.2 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 request 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.

15.3 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 the Visa Compliance Team (Academic Services). Students will receive their CAS number via email and may use this to apply to extend their visa.

For guidance on requesting a visa extension see:

<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>

15.4 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;
- a student withdrawing from their programme of study.
- a student missing 2 consecutive contacts without re-engagement in 12 months without the University's permission, or failing to engage with their studies for a period of more than 60 consecutive days.

Student contacts include all formal student meetings and supervisions/tutorials. For this reason, it is expected that supervision notes from key meetings are recorded on PhD Manager.

15.5 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 expiration 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.

16 PROCEDURES FOR MEMEBERS 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.

16.1 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 will be handled in the normal way, although the requirement for qualifications proof may be waived if such proof was supplied as part of the recruitment process for the member of staff.

16.2 Approval of the Supervisor Team

The supervisor team 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 supervisor team form, noting any conflicts of interest between the supervisors and member of staff/student. Once this is approved the form should be forwarded to the RSA for logging on the student record.

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

Supervisor teams for a member of staff undertaking an MPhil/PhD should be approved at Registration and any conflict of interest noted. These might include issues of line management for example.

16.3 Examination

For members of staff undertaking a University research degree, two external examiners are required (described in 12.4 of the regulations).

17 PROFESSIONAL DOCTORATES/ DOCTOR OF ENGINEERING (EngD)

17.1 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)

17.2 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.

17.3 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) - 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 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.

17.4 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.

17.5 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.

18 PHD BY PUBLICATION

18.1 Application

Applications for this type of degree should be submitted in the standard way through the online admissions portal. Completed applications for a PhD by Publication should be allocated to a Director of Postgraduate Studies who should 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.

18.2 Consideration of the application

Once all necessary information has been received the relevant DPS will form an admissions panel, comprising:

- Themselves or a suitable nominee;
- the proposed mentor;
- an internal assessor. The internal assessor cannot 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, the admissions panel 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 for PhD;
- 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. Once the admission decision has been made the process will be handled in the normal way, with an offer issued to the candidate if appropriate.

18.3 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 registration.

It is expected that students registered on a PhD by Publication will submit for examination within one year of registration.

18.4 Examination

Once the candidate is ready to submit for examination, the examination team will be appointed in the normal way (based upon the recommendation of the admissions panel which considered the application). Although candidates have flexibility in what they present and how they present it, the 'thesis' for a PhD by Publication should normally include:

- A 10,000 word critical appraisal of their work including: an abstract; a narrative that contextualizes the published works on which the submission is based and demonstrates the use of research methods appropriate to the field of study; and an argument about the contribution to knowledge made by the published works;
- The published works on which the submission is based.

The candidate will submit their 'thesis' to the Doctoral College, for forwarding to the examination team once an examination date has been set.

19 COPYRIGHT AND ELECTRONIC THESES

19.1 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.

19.2 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.

19.3 Material published by the student

Students may wish to include as chapters or 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 what version of the published work the publisher will permit to be included.

19.4 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≈').

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>

19.5 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.

19.6 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

Doctoral College

University of Brighton Regulations for Research Degrees

2017/18

Degrees

Regulations for Research

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	5
8. Annual Progress Review	6
9. Interim Progression Review	7
10. Transfer of registration from MRes to PhD/EngD	8
11. Examinations	8
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. Mitigating circumstances other than those to be dealt with via the appeals process	16
20. Research conducted outside the United Kingdom	17
21. 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
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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 (other than an EngD) 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:

Research Degrees

- 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	96months
Professional Doctorates		
Full-time	36 months	60 months
Part-time	48 months	96 months

PhD by Publication

12 months (maximum period of registration)

EngD

Full-time	48 months	72 months
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3.2 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.

3.3 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. 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 cannot resume their registration until they have participated in a Return to Study meeting with supervisors. Failure to do so may result in an Interim Progression Review Panel.

3.4 Registration cannot be extended beyond the maximum period of registration identified at 3.1 above. Exceptionally, registration may be extended beyond the normal period of study. 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 be granted for a period exceeding one year

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 and 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.

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) the Degree of Doctor of Engineering (EngD)

- iv) a Professional Doctorate. (The University expects that the initial registration of Professional Doctorate candidates will be on an MRes).

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.
Or
- iii) Exceptionally, a first 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, where there is clear evidence of work at postgraduate level. An application made by someone with this experience will be considered on its merits and will normally require independent academic references.

4.5 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 A provisional research topic and plan must be presented 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 their period of registration for a research degree. This re-enrolment is subject to satisfactory progress as determined by an Annual Progression Review.

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 their 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 supervisors 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 and dual awards, 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 supervision team shall rest with the Head of School.

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. 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. In all cases this should include appropriate training in ethics & governance and health & safety, and awareness of the University's policies on equality & diversity and research-related travel.

5.2 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;

iv) to provide an underpinning body of knowledge relevant to the field of study;

v) 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 Policy on Research Integrity.

6 Research Plan

6.1 Candidates should normally lodge a Research Plan with the Doctoral College within one month of initial registration (for full-time candidates) and three months (for part-time candidates). These should be approved by the supervisory team and failure to do so could trigger an interim progression review.

6.2 Research Plans should be appropriate to the individual project, and should normally include aims, research questions, research methods, researcher development needs, resource requirements and a time plan. Research Plans should be sufficiently detailed to enable progress to be monitored, and will therefore require periodic updating, as the project develops.

6.3 Candidates enrolled on Professional Doctorates other than EngD are required to submit a Research Plan within one month (full time) or three months (part time) of transfer to Stage 2. Candidates enrolled on the EngD must have achieved a pass in the modular assessment of their Research Plan prior to their progression to stage 2.

7 Supervision

7.1 In appointing supervision teams the university seeks to ensure that there is an appropriate level of academic support available for the student and normally 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 the Doctoral College and who 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 normally 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 normally 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 supervised 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 three 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 Annual Progression Review

8.1 Continuation of registration of the student shall be dependent on the approval of the University at a formal Annual Progression Review. In determining whether to progress a candidate, Annual Progression Review Panels must have regard for the progress achieved in relation to the candidate's Research Plan and also the criteria for the award of the degree programme on which the candidate is registered.

8.2 All such reviews must be completed within the student's current year of registration, and students may not re-register for the next academic session without having completed successfully an Annual Progression Review.

8.3 An Annual Progression Review Panel should normally comprise at least two experts in the student's area of research. At least one of the Panel members should be nominated by the supervisors and at least one should be nominated by the Doctoral College.

8.4 At each Annual Progression Review, a candidate must prepare a report that will normally contain the following:

- i) a 2000-3000 word summary of progress (determined in relation to the candidate's Research Plan and demonstrating their understanding of research methods appropriate to the field);
- ii) (for doctoral candidates) a statement articulating the anticipated original contribution to knowledge which is likely to be made;
- iii) (for doctoral and masters candidates) a statement demonstrating that they can critically investigate and evaluate their topic;
- iv) a detailed work plan for the completion of the thesis;

Candidates should also provide the Annual Progression Review Panel with access to work completed to date. This could include draft chapters, examples of practice, data generation and analysis, or papers that have been prepared, submitted or accepted for conferences, journals, etc.

8.5 Should the progression of a student not be approved at the Annual Progression Review, the student must produce specified evidence and/or additional work for consideration at a second Annual Progression Review. This should be held no more than one month after the initial progression review and must also be completed before the end of the student's current year of registration.

8.6 The second Annual 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 Annual Progression Review Panel, a recommendation will be made to the Doctoral College Examinations Sub-committee that the student should not be allowed to progress on their current award. The Doctoral College Examinations Sub-committee will then determine whether the student should be allowed to progress on a lesser award (a PhD candidate permitted to progress to MRes or MPhil, for example), or whether that student should be excluded. In either case the student will have the right to submit an appeal (see Annex 1).

8.6.1 An appeal can only be made on the following grounds:

- i) there were circumstances affecting the candidate's performance of which the Annual Review Progression 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 Annual Progression Review Panel.

9 Interim Progression Review

9.1 An Interim Progression Review (IPR) can be called for any student, at any time, to review progression or to address a personal or confidential matter raised by the student.

9.2 Students, supervisors and Doctoral College staff can trigger an IPR by submitting a request that sets out the grounds for the IPR. The student and

supervisors should normally be given one month's notice of the date of an IPR meeting.

9.3 Should the progression of a student not be approved by the IPR, the student must produce specified evidence and/or additional work for consideration at a second meeting of the IPR Panel to be held no less than one month and no more than three months after the initial IPR. 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 also must include an independent panel member who is external to the student's School. The student is also permitted to invite a person of their choosing to attend the second panel meeting.

9.4 The IPR 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 IPR, they may recommend to the Doctoral College Examinations sub-committee that the student should not be allowed to progress on their current award. The Doctoral College Examinations Sub-committee will then determine whether the student should be allowed to progress on a lesser award (a PhD candidate permitted to progress to MRes or MPhil, for example), or whether that student should be excluded. In either case the student will have the right to submit an appeal (see Annex 1)

10 Transfer of registration from MRes/Stage 1 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 following two 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) - 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, although it can delegate decisions to Sub-Committee members. 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 for the oral examination will be agreed with the examiners. The thesis will be sent to the examiners only when the date of examination has been set and confirmed with the candidate, supervisors 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 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, 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 candidate's 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 The supervisors of the candidate may not serve as examiners.

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

12.4 Where there is a potential conflict of interest relating to all potential internal examiners that cannot be resolved satisfactorily, a second external examiner must be appointed. Second external examiners are normally required for 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 – and all candidates - are required to provide a statement addressing potential conflicts of interest, and, where a conflict is noted, a second external examiner would be required.

12.5 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.

12.6 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.

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

12.8 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.

12.9 An external examiner shall not normally, in the previous 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.

12.10 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.

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 examiner prior to any oral or alternative form of examination. The examiners should not confer until the commencement of the pre-examination meeting.

13.3 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.

13.4 Where present, the Independent 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 responsible officer in the Doctoral College. 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.

13.5 In cases where an Independent Chair is not present, the examiner who has been nominated to chair the oral examination fulfils the same role as the Independent Chair (see regulation 13.4).

13.6 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.

13.7 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.

13.8 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 they are registered;
- b) that the candidate be awarded the degree for which they are 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.

13.9 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 they are registered;
- b) that the candidate be awarded the degree for which they are registered subject to minor amendments being made to the original critical appraisal of their published work (see regulation 21.2 b);

- c) that the candidate not be awarded the degree.

13.10 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.

13.11 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.

13.12 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.

13.13 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.

13.14 The degrees of MPhil and PhD may be awarded posthumously, on the basis of a thesis sufficiently completed by the candidate such as to make it clear that the candidate would have been likely to have been successful had an oral examination taken place.

13.15 Where the examiners' decision is re-examination, a PhD candidate is permitted to re-submit the thesis for the award of MPhil if they so choose.

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 they are registered;
- b) that the candidate be awarded the degree for which they are 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 Chair of 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 that 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.

16.4 Should an appeal be upheld and the student allowed to submit for examination as if for the first time then:

- i) New examination arrangements should normally be submitted within two months of formal notification of the appeal outcome;
- ii) The thesis should normally be submitted for examination within six months of formal notification of the appeal outcome.

17 The thesis

17.1 The final title of the thesis is approved when the Doctoral College Examination Sub-Committee (or, by delegated authority, one of its members) 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 included as part of 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. In such cases, approval must be sought

from the Doctoral College Examinations Sub-Committee prior to the appointment of examiners.

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 MPhil
- d) 10,000 words plus the published papers 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 Appendix 1 of the Regulations.

(i) One permanent-bound copy of each PhD thesis shall be lodged in the University of Brighton library.

(ii) One electronic copy version on CD/DVD or USB stick in PDF format to be deposited with the University of Brighton Repository for uploading onto the British Library Electronic Thesis Online Service.

19 Mitigating circumstances other than those to be dealt with via the appeals Process

19.1 Where a student can prove that progression or academic performance has been affected by serious, unforeseen and unavoidable circumstances they may apply for consideration of mitigating circumstances by a Mitigating Circumstances Panel.

19.2 The Mitigating Circumstances Panel may make recommendations for appropriate modifications to the standard examination/progression review process, such as extending submission deadlines and/or allowing for alternative forms of examination or review.

20 Research conducted outside the United Kingdom

20.1 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) the candidate is responsible for securing the necessary permissions to travel outside the United Kingdom and to undertake the agreed programme of work. These permissions include, but are not limited to: HoS permission to travel, based on an appropriate risk assessment and ethics approval; and suitable UoB insurance cover;
- c) 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 country where the research will take place);
- d) 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;
- e) in addition, the candidate shall normally spend not less than six weeks per year in the University of Brighton.

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

21.1 Application

- a) The candidate shall send to the Doctoral College a list of published works on which the application is based, together with a statement as to where and when the study and research on which the published 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 published 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 a member of the Doctoral College, the proposed mentor and an internal assessor. The internal assessor may not be proposed as the final internal examiner. Head of School approval of admissions decisions is required, although attendance on the panel is not necessary.
- 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.

21.2 Submission and examination

- a) The Doctoral College Examination Sub-Committee or its nominee 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, nor should they have played any part in the acceptance for publication of any of the works.
- b) The candidate must submit an original critical appraisal of the work submitted, together with the information required for the presentation of theses (see Regulation 17 above). 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 a review of the relevant literature. This should normally be no more than 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, has 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.

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 regulations 8.6 and 9.4) 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, they should, within 30 working days⁶ 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 appeals@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 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 the 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:

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 post 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 the appellant

⁶ A working day does not include Saturdays, Sundays, public holidays or such additional days as the University is deemed to be closed.

intends to be absent from the address given on the letter of appeal (particularly if they 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 University Executive Board or a Head of School other than that in which the appellant is based;

ii. a Head or Deputy Head of School, 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
or the Chair of the Academic Appeals Committee 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 the Chair or the Academic Appeals 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 School 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 their 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. 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 their choosing. The appellant is responsible for securing the attendance of any person accompanying them and will inform the Secretary to the Academic Board of the name of any person accompanying the appellant. 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 permit the appellant to be accompanied to the meeting of the Academic Appeals Committee by a legal representative.

2.4.3 If the appellant does not attend and the Academic Appeals Committee is satisfied that notice of the appeal hearing was duly sent to the appellant in accordance with section 2.2, the hearing of the appeal may proceed or may be dismissed 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 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 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 the Chair of the Doctoral College Examinations Sub-Committee, in the presence of the appellant and any person(s) accompanying the appellant;
 questions by the Committee to the Chair of the Doctoral College Examinations Sub-Committee and any person accompanying them
 questions by the appellant and any person accompanying the appellant to Chair of the Doctoral College Examinations Sub-Committee and any person(s) accompanying the Chair of the Doctoral College Examinations Sub-Committee;
 further questions by the Committee;
 statement/evidence from the appellant and any person(s) accompanying the appellant, in the presence of the Chair of the Doctoral College Examinations Sub-Committee and any person accompanying the Chair of the Doctoral College Examinations Sub-Committee;
 questions by the Committee to the appellant and any person(s) accompanying him/her;
 questions by the Chair of the Doctoral College Examinations Sub-Committee and any person accompanying the Chair of the Doctoral College Examinations Sub-Committee to the appellant and any person(s) accompanying the appellant;
 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 Chair of the Doctoral College Examinations Sub-Committee may summon to appear any other person(s) whom they may consider to be material witnesses. The appellant and the Chair of the Doctoral College Examinations Sub-Committee 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 the candidate 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 the candidate's Thesis Panel.

3.3 If the candidate decides to proceed to submit an appeal, they 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 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. an APVC 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 they so wish 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 (Research & Enterprise) or 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 the appellant's 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 them;

questions by the Panel to the appellant and any person accompanying them;

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 the appellant's 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.

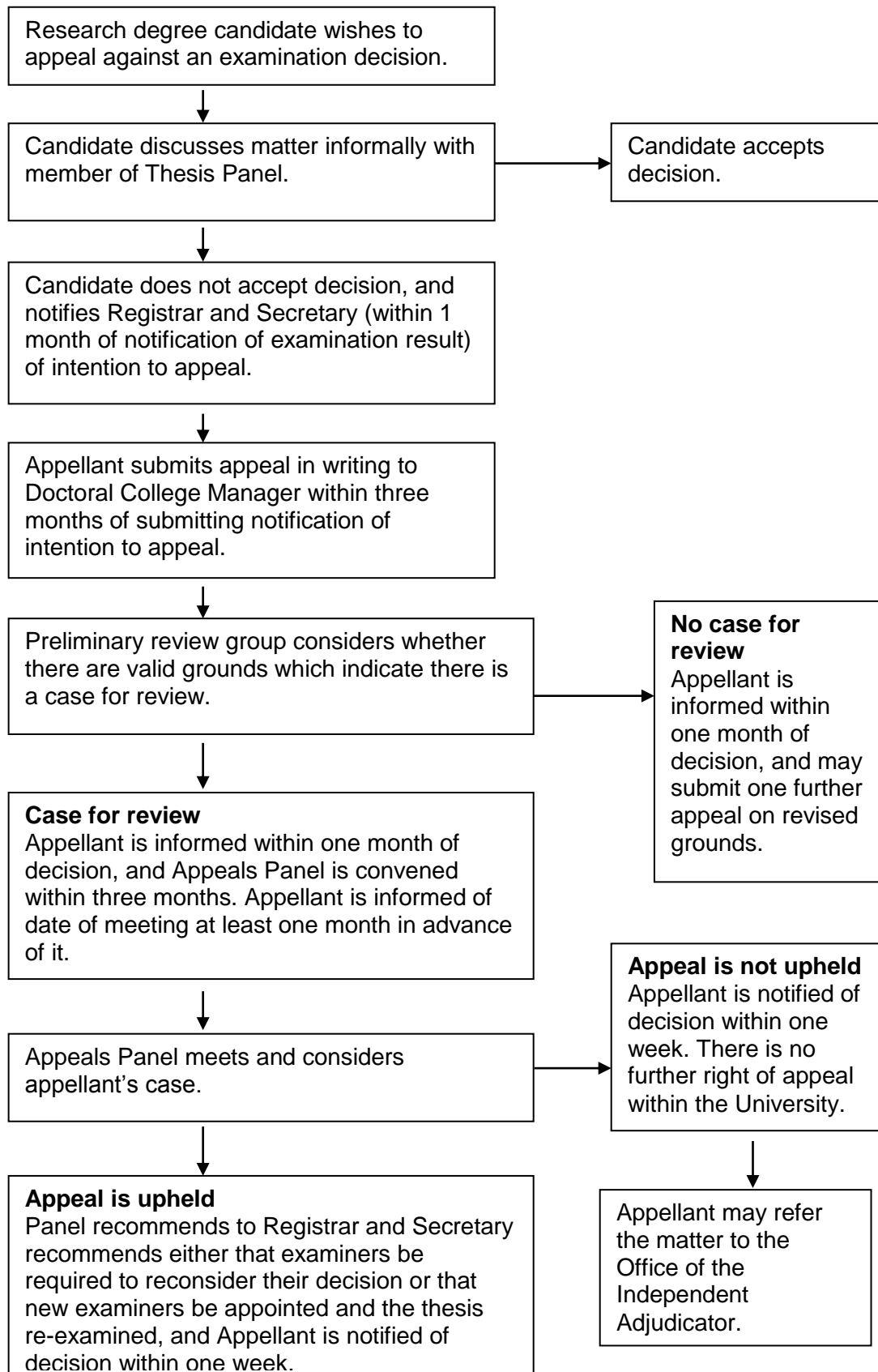
5.4 If the appellant remains dissatisfied with the outcome of the University's academic appeals procedure, then they may refer the matter to the Office of the Independent Adjudicator (OIA). This must be done within three months from the date of issue of the Completion of Procedures Letter.

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 they are promptly informed of all decisions made concerning the 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

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. Two perfect bound copies of the thesis are required to be submitted for examination, together with an additional loose copy of the abstract. Once the final version of the thesis has been accepted by the examiners, an electronic PDF copy of the thesis on a CD/DVD or memory stick, will 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.
- Large illustrations should be folded to fit A4 size and should not extend across both pages of the thesis.
- 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 Perfect binding

Perfect binding (also known as Temporary or Soft Cover binding) is used during the examination period to post to the examiners.

- The front and back cover should be a pale blue card, with a strip of navy blue book cloth covering the spine.

- The pages should be glued together.
- 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.
- The pages should be single-sided and the maximum number of pages that can bound into one volume is 280.

4 Permanent Binding

Permanent binding is only required for the final approved copy that will be catalogued with the University Library. Wherever possible the thesis should be bound into one volume. The maximum number of pages that can be bound into one volume by the University's Reprographic Service is 280 pages. The thesis can be printed double-sided to enable single volume binding. If the final print will be double-sided, the margins need to be adjusted to mirror 40mm on each side. Alternatively, Lewes Bookbinders is able to bind larger volumes.

- 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.

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 above 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, make 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.

The University Reprographics unit located in Cockcroft is able to supply both perfect and permanent bound copies.

To contact Reprographic Services telephone 01273 643934 or email reprographics@brighton.ac.uk

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

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;
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 the full name of the candidate;
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PHILIP NEWMAN

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