UNIVERSITY OF BRIGHTON
CODE OF PRACTICE FOR RESEARCH DEGREES

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).

Updated
March 2019

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 to abbreviations used in this document

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>APR</td>
<td>Annual Progression Review</td>
</tr>
<tr>
<td>ATAS</td>
<td>Academic Technology Approval Scheme</td>
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<tr>
<td>DC</td>
<td>Doctoral College</td>
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<tr>
<td>DCB</td>
<td>Doctoral College Board</td>
</tr>
<tr>
<td>DHoS(R&amp;E)</td>
<td>Deputy Head of School (Research &amp; Enterprise)</td>
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<tr>
<td>DPS</td>
<td>Director of Postgraduate Studies</td>
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<tr>
<td>EdD</td>
<td>Education Doctorate</td>
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<tr>
<td>EngD</td>
<td>Engineering Doctorate</td>
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<tr>
<td>HoS</td>
<td>Head of School</td>
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<tr>
<td>IPR</td>
<td>Interim Progression Review</td>
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<td>PBS</td>
<td>Points Based System</td>
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<tr>
<td>ProfD</td>
<td>Professional Doctorate</td>
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<tr>
<td>DCESC</td>
<td>Doctoral College Examination Sub-Committee</td>
</tr>
<tr>
<td>RSA</td>
<td>Research Student Administrator</td>
</tr>
<tr>
<td>PRDP</td>
<td>Doctoral College Postgraduate Researcher Development Programme</td>
</tr>
<tr>
<td>UKVI</td>
<td>UK Borders Visa &amp; Immigration</td>
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</table>
Key stages for research students

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

<table>
<thead>
<tr>
<th>Expected timing of progression for MPhil/PhD candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Plan (log on student file) 1 month (FT); 3 months (PT)</td>
</tr>
<tr>
<td>Annual Progression Review Year 1 First Attempt 8 months Second Attempt *(if required) Before the end of month 12</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>Examination Arrangements 6 months prior to intended thesis submission</td>
</tr>
<tr>
<td>Thesis Submission MPhil: within 24 months (FT); 36 months (PT) Doctorates: within 48 months (FT); 84 months (PT)</td>
</tr>
</tbody>
</table>

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

Stages for ProfDoc/EngD Stage 2 candidates

<table>
<thead>
<tr>
<th>Expected timing of progression for Prof Doc/EngD candidates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Plan (log on student file) 1 month (FT); 3 months (PT)*</td>
</tr>
<tr>
<td>Annual Progression Review Year 1 of stage 2 registration First Attempt 8 months Second Attempt *(if required) Before the end of month 12</td>
</tr>
<tr>
<td>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)</td>
</tr>
<tr>
<td>Examination Arrangements 6 months prior to intended thesis submission</td>
</tr>
<tr>
<td>Thesis Submission within 48 months (FT); 84 months (PT)</td>
</tr>
</tbody>
</table>

* 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
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THE 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.

<table>
<thead>
<tr>
<th></th>
<th>Minimum period of study</th>
<th>Normal period of study</th>
<th>Maximum period of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPhil</td>
<td>full time</td>
<td>18 months</td>
<td>24 months</td>
</tr>
<tr>
<td></td>
<td>part time</td>
<td>30 months</td>
<td>36 months</td>
</tr>
<tr>
<td>PhD</td>
<td>full time</td>
<td>24 months</td>
<td>48 months</td>
</tr>
<tr>
<td></td>
<td>part time</td>
<td>36 months</td>
<td>84 months</td>
</tr>
<tr>
<td>PhD by Publication</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Doctorate</td>
<td>full time</td>
<td>36 months</td>
<td>48 months</td>
</tr>
<tr>
<td></td>
<td>part time</td>
<td>48 months</td>
<td>84 months</td>
</tr>
<tr>
<td>EngD</td>
<td>full time (only)</td>
<td>48 months</td>
<td>48 months</td>
</tr>
</tbody>
</table>

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: https://staff.brighton.ac.uk/reg/doc/Pages/Contacts.aspx
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 to 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.

   a. 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 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 possibly 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
- 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, attempt to resolve any issue locally – with Supervisors or PGR Coordinator – before escalating, unless the nature of the problem makes it unsuitable for raising within the School. Where this is the case, any student can request a PGR Student Review Meeting.

Where a PGR Student Review Meeting is requested the following procedure should be followed:

Stage 1: On application to the Doctoral College, via their RSA, a confidential meeting will be arranged between the student and a suitable DPS to discuss the concern. Where appropriate, and with the student’s permission, the DPS should contact relevant School or University colleagues to draw their attention to the issue affecting the student and seek a resolution, or refer the student to a suitable support provider. It is the responsibility of the Doctoral College to follow-up with the student at least three weeks after the meeting – and, if necessary, at regular intervals afterwards – to confirm that the issue(s) has been resolved to the student’s satisfaction or to the extent that is possible given available resources.

Stage 2: Where a resolution is not possible through Stage 1 or the student is unsatisfied by the outcome, the Doctoral College will call a formal PGR Student Review Meeting normally involving (unless there is good reason for any of the following not to be involved at this point) the student, the DPS involved at Stage 1 (as chair), a Head of School nominee (usually the School PGR Coordinator), at least one
Supervisor and other colleagues as appropriate. The student has the right to be accompanied by a supporter or representative from the Student Union.

The meeting must produce a written outcome, outlining the actions agreed with names and dates assigned. If felt necessary, a second meeting may be arranged to follow-up on actions.

Stage 3: If the issues have not been resolved by Stage 2 the student may initiate a formal complaint to the Director of the Doctoral College. The formal Student Complaints Procedure 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).

ix. 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:
https://staff.brighton.ac.uk/ease/ro/CREC%20Published%20Documents/Research%20Misconduct%20Procedure%20Approved%20v1.1%20July%202017.pdf
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 up-loaded 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 Criteria for entry onto the register

An individual will be entered on the Register of Approved Supervisors on the recommendation of Heads of School (or nominee) for a period of 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 must be considered research active (under the criteria set out in 4.6) and show:

i. Annual attendance at an update session on Rules and Regulations

and

ii. 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 manager. 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 Statement\(^2\) 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 staffcentral. 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 DoctoralCollege@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

\(^2\) [https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/the-vitae-researcher-development-statement](https://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework/the-vitae-researcher-development-statement)
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.

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 uploaded 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 uploaded 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.
All second-attempt APR meetings shall be minuted by an attending administrator.

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 uploaded 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 (LPS). 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 Mitigating 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. The student should also submit an identical electronic copy of the thesis, via PhD Manager. 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 normally have an Independent Chair. An Independent Chair will be defined as any member of academic staff who:
   a. Is on the supervisor register;
   b. Has at least one completion at the level being examined and experience of chairing meetings; and
   c. Has not had extensive contact with the student.

Schools are responsible for nominating Independent Chairs for their students. The nomination should be made when the Arrangements for Examination are submitted for approval to the Doctoral College, so that the date for the examination can be set up at the convenience of the examiners, candidate and Independent Chair. It is for each school to decide who is nominated, and any queries about this should be addressed to the School PGR Co-ordinator or Head of School.

Once the Independent Chair has been appointed, it will be their responsibility for ensuring that they are able to attend the examination or, if they find that they cannot, that they find an alternative Independent Chair who can attend, and inform the Doctoral College Examinations Officer of the change. In the exceptional event that the Independent Chair has to withdraw from the examination at the last minute, the School PGR Co-ordinator should be contacted so that alternative arrangements can be made. The Doctoral College Examinations Officer should be informed of these alternative arrangements. 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 final submission is required in electronic form only. The precise details of format of the final thesis is given in the regulations (regulation 18 and Appendix 1 refers). 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.

Students who are required to revise and resubmit following examination and qualify for writing-up fees (see 12.3) may have that status for the full duration of their resubmission.

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 THERSES

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.