

**The Tavistock and Portman NHS Foundation Trust & the University of East
London (UEL)**

Research Degree Regulations

1 General Principles

- 1.1 A copy of these Regulations shall be supplied to all research degree students, supervisors, examiners and administrators. In the event of any contradiction or inconsistency between these Regulations and any other published material relating to the research degrees of UEL, these Regulations prevail.
- 1.2 These Regulations, as per the Quality Assurance Agency's *Code of Practice, Section 1: Postgraduate Research Programmes*, apply to MPhil, PhD (including MPhils and PhDs awarded on the basis of published work), all forms of taught or professional doctorate, and research master's degrees where the research component (including a requirement to produce original work), is larger than the taught component when measured by student effort.
- 1.3 UEL research degrees are awarded primarily on the basis of a substantial thesis or body of published work or equivalent research output in a form other than the written word submitted by a student resulting from the student's original research and defended by oral examination to the satisfaction of individually appointed examiners (see Section 12 of these Regulations).
- 1.4 UEL awards the following research degrees:
- A Master's award that contains a research component which is larger than any accompanying taught component when measured by student effort;
 - Master of Philosophy (MPhil) to students who successfully complete an approved programme of research skills development and supervised research culminating in the submission of a thesis of a requisite standard;
 - Professional Doctorate (PD) to students who have made an independent and original contribution to a specific professional area and who have successfully completed an approved programme of study informed by or entailing professional practice and that incorporates a formal taught element, an approved programme of research skills development and a research element culminating in the submission of a thesis or theses of a requisite standard;

- Doctor of Philosophy (PhD) to students who successfully complete an approved programme of research skills development and supervised research culminating in the submission of a thesis of a requisite standard;
- European Doctorate (PhD(Eur)) to students who successfully complete an approved programme of research skills development and supervised research culminating in the submission of a thesis of a requisite standard, and in accordance with the regulations in Appendix D of Part 9 of UEL's *Manual of General Regulations*
- Doctor of Philosophy (PhD) and Master of Philosophy (MPhil) by published work to members of UEL and associated institutions who submit a substantial body of published or creative/non-textual works of a requisite standard (see Appendix B of Part 9 of UEL's *Manual of General Regulations*)
- Higher Doctorate to members of UEL and associated institutions in recognition of the professional and academic accomplishment of a leading authority in the applicable field of study over a sustained period of time who has made an original and significant contribution to the advancement or application of knowledge in that field (see Appendix C of Part 9 of UEL's *Manual of General Regulations*)

See UEL's *Manual of General Regulations, Part 1: Description of our University's Awards* for further information on the scope and descriptions of research degrees awarded by UEL.

- 1.5 UEL is committed to ensuring that the research degrees it awards and confers are consistent in standard with research degrees awarded and conferred throughout United Kingdom Higher Education Institutions.
- 1.6 The Trust in collaboration with UEL will develop, implement and regularly review a *Code of Practice* and make this readily available to students and staff involved in postgraduate research degree programmes. The *Code of Practice* is available for download from the Trust web pages.
- 1.7 Programmes of research may be proposed in any field of study subject to the requirement that the proposed programme is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners. The thesis or theses may be in other than written form depending on the norms of the discipline but, in such cases, will include a substantial written commentary contextualising the nature of the research component. All proposed postgraduate research programmes will be considered for registration on their academic merits and on the ability of UEL and the Trust to provide an appropriate research environment, without reference to the concerns or interests of any associated funding body.

1.8 Organising Tutors for Professional Doctorate programmes may apply to Academic Board for permission to operate in whole, or in part, outside of the provisions of these regulations but only where this is required by a Professional Body and where Academic Board is assured that the requested change in practice produces an outcome that aligns with relevant QAA precepts.

2 Admissions requirements for the degrees of Research Master's, Master of Philosophy, Doctor of Philosophy and Professional Doctorate

2.1 The minimum entry requirement for registration for the degree of Research Master's or MPhil is a second class Honours degree, or above, of a United Kingdom Higher Education Institution, or a qualification which is regarded by UEL Research Degrees Subcommittee as equivalent to such (e.g. a verifiable overseas qualification).

2.2 The normal entry requirement for the degree of PhD via MPhil registration or Professional Doctorate is a first or upper second class Honours degree of a United Kingdom Higher Education Institution, or a qualification which is regarded by UEL Research Degrees Subcommittee as equivalent to such (e.g. a verifiable overseas qualification).

2.3 Applications from candidates holding qualifications and/or experience other than those set out in 2.1 & 2.2 will be considered by UEL Research Degrees Subcommittee on their merits and in relation to the nature and scope of the programme of work proposed.

2.4 In considering applicants the Trust, on behalf of UEL, will look for evidence of a candidate's ability and background knowledge in relation to the proposed field of study. Professional experience or publications, written reports or other appropriate evidence of accomplishment will be taken into consideration. UEL Research Degrees Subcommittee may require an applicant to pass an externally assessed qualifying examination at final year Honours degree level, arranged by the Trust, on behalf of UEL, before admission is approved.

2.5 Direct registration for the degree of PhD may be permitted for candidates who hold a research Master's degree (MPhil or equivalent) awarded by our University, by the Council for National Academic Awards (CNAA) or by a United Kingdom or international Higher Education Institution.

2.6 Where English is not the applicant's first language, a minimum IELTS Academic English, or such qualifications as UEL and the Trust deems comparable, score of 7.0 overall, with a minimum of 6.5 in all components, is required at entry for MPhil, MPhil/PhD, PhD Direct and Professional Doctorate students. Such assessment of English language competence must normally have been undertaken no more than two years prior to application, though relevant and more recent study in a United Kingdom Higher Education Institution may be accepted as sufficient proof of ability.

- 2.7 No research degree student may be employed by UEL or the Trust to assess any taught or professional element(s) that constitute part of the programme for which they are about to enrol or are enrolled.
- 2.8 Admissions decisions will involve at least two members of staff, at least one of whom is an academic of UEL or the Trust who have received staff development in the selection and admission of research degree students.

3 Registration periods for the degrees of Master of Philosophy, Doctor of Philosophy and Professional Doctorate

- 3.1 Students may register for:
- (a) Master of Philosophy (MPhil);
 - (b) Doctor of Philosophy (PhD) via registration for Master of Philosophy (MPhil);
 - (c) Doctor of Philosophy (PhD);
 - (d) A named Professional Doctorate.
- 3.2 A full-time student is normally expected to reach the standard for MPhil in eighteen months, for PhD via transfer from MPhil in 33 months and for Professional Doctorate in 36 months. A student enrolled on a direct entry PhD programme will be expected to reach the desired standard in two years.
- 3.3 The normal periods of registration for the degrees of Master of Philosophy, Doctor of Philosophy and Professional Doctorate are:

	<i>Minimum</i>	<i>Maximum</i>
<i>MPhil</i>		
Full-time	18 months	36 months
Part-time	24 months	48 months
<i>PhD (via transfer from MPhil registration)</i>		
Full-time	33 months	48 months
Part-time	45 months	60 months
<i>PhD(Eur)</i>		
Full-time	33 months	48 months
Part-time	45 months	60 months
<i>Professional Doctorate</i>		
Full-time	24 months	48 months
Part-time	30 months	60months

<i>PhD (direct)</i>		
Full-time	24 months	48 months
Part-time	36 months	60 months

- 3.4 Normally a student may not submit their thesis for examination until they have been registered for the minimum period stipulated in 3.3. Exceptionally, Research Degrees Subcommittee may agree a shorter registration period (see 3.7).
- 3.5 Once the student has finished actively pursuing their research and no supervisory support is being received beyond comments on the drafting of the thesis and/or administrative matters, the student may apply to Research Degrees Subcommittee to transfer to 'write-up' status. The application for write-up can only be made once the minimum registration period has elapsed and is tenable for twelve months only. Where the student fails to submit the final version of the thesis within the write-up period, they will be transferred back to their previous full fee status for a period no longer than twelve months. If submission is still not achieved by the end of this additional period, their registration status with our University will be withdrawn. The Director of Studies will be responsible for providing the necessary confirmation to Research Degrees Subcommittee that the following conditions for transfer to write-up status have been met:
- *confirmation that the minimum registration period has elapsed;*
 - *confirmation that a significant number of draft chapters of the thesis are complete or nearing completion;*
 - *confirmation that the student no longer requires access to our University's research facilities, laboratories, resources and equipment beyond that required for the writing-up of their research findings;*
 - *confirmation that primary data gathering and data analysis activities are complete*
- 3.6 Professional Doctorate programmes may make provision for a write-up period though this will depend on the particular programme.
- 3.6 Where there is evidence that the research is proceeding exceptionally well, UEL Research Degrees Subcommittee may approve a shorter period of registration than normal.
- 3.7 Where students change from full to part-time study or *vice versa*, their minimum and maximum registration period is calculated on a *pro rata* basis.
- 3.8 UEL Research Degrees Subcommittee may extend a student's registration for a maximum period of twelve months beyond those periods given in 3.3.
- 3.9 Students are entitled to a maximum of twenty-four months suspension of enrolment/registration over the duration of their postgraduate research programme.

- 3.10 Students may (unless prohibited by Professional and Statutory Regulatory Body requirements) suspend their period of enrolment/registration for an initial period of twelve months, over the duration of their postgraduate research programme, with the agreement of the Director of Studies and School.
- 3.11 Any request for the approval of a period of suspension must be submitted on the University proforma and be accompanied by suitable and sufficient documentary evidence.
- 3.12 The application should be submitted in advance of the proposed period of suspension. Students and members of the supervisory team should note that requests for periods of suspension submitted retrospectively will only normally be considered in the most exceptional circumstances.
- 3.13 All international students (i.e. not Home / EU) on a student visa may only request a suspension of enrolment/registration following prior consultation and approval from the International Office.
- 3.14 Students may (unless prohibited by Professional and Statutory Regulatory Body requirements) be granted a further suspension of their enrolment/registration for one or two complete semesters up to a maximum of a further twelve months. Such requests will only normally be considered in exceptional circumstances and must be agreed by the Director of Studies. Suspensions beyond the initial period of twelve months are at the discretion of Research Degrees Subcommittee.
- 3.15 The scenarios which follow are typical of what may normally be considered exceptional circumstances:
 - a) The student has suffered from a serious physical or mental illness;
 - b) The student has experienced the death or serious illness of a partner/spouse, close family member or friend;
 - c) The student has been the victim of a criminal act;
 - d) The student has suffered distress due to a natural disaster or catastrophe, such as flood, fire or tornado;
 - e) General unforeseen or unpreventable circumstances or events that have caused distress or injury as a result of a serious accident;
 - f) The student has experienced significant personal problems relating to a close family member or a close personal relationship;
 - g) The source of funding for the programme of research or postgraduate research degree tuition fee has changed;
 - h) The student has experienced a delay in obtaining ethical approval for the programme of research due to external factors and where the application was submitted in a timely fashion;
 - i) Failure of essential specialist equipment where delays have been the result of identifying alternative equipment or where this has not been possible;
 - j) The student was selected for jury service;
 - k) Standard maternity or adoption leave;

- l) The programme of research has been subject to delays caused by a change in members of the supervisory team;
 - m) Any period of internship or vocational placement essential to the degree programme.
- 3.16 The scenarios which follow are typical of what would not normally be considered exceptional circumstances:
- a) The student and/or Director of Studies were unaware of the policy and process relating to requests for suspension of enrolment/registration for a postgraduate research degree.
 - b) The programme of research requires further primary research, fieldwork or laboratory work;
 - c) The student was engaged in voluntary service overseas;
 - d) The student was enrolled on another programme of study;
 - e) The student was engaged in a temporary teaching position or lectureship;
 - f) Insufficient or inadequate time management, planning and preparation;
 - g) Circumstances relating to normal pregnancy, excluding standard maternity leave entitlement;
 - h) The student was involved in a long-term holiday or vacation;
 - i) Failure of non-University computer systems or media storage devices;
 - j) Failure of University equipment or storage media, where failure is less than a continuous 24 hour period;
 - k) The student has moved home or place of employment;
 - l) The student has experienced difficulties with the English language;
 - m) Delays have occurred due to proof-reading of the thesis.
- 3.17 For the duration of the approved period of suspension, enrolment/registration status will be put on hold and no tuition fees will be payable. The degree is suspended and the period of enrolment/registration and submission date for the thesis will be extended by a corresponding period.
- 3.18 Throughout the period of suspension, student access rights to on-campus resources, the Library and UEL Plus will be held in abeyance. The student should have no access to supervisory support other than occasional contact.
- 3.19 If a student is unable to recommence study at the University after a maximum period of twenty-four months suspension their registration status with our University will be withdrawn.
- 3.20 An approved period of suspension must commence on the first day of the relevant semester.

4 Registration process for MPhil, PhD, and Professional Doctorate programmes

- 4.1 Registration of the research component can only take place following approval by UEL Research Degrees Subcommittee that the requirements in 4.3 have been met. This approval requires appropriate academic judgement to be brought to bear on the viability of each research proposal. For this purpose, UEL ensures that School Research Degrees Sub-committees are composed of persons who are, or who have engaged in, research and who have appropriate experience of successful research degree supervision.
- 4.2 In the case of professional doctorates Schools may, if they deem it necessary to exercise appropriate academic judgement, constitute programme specific sub-groups to make recommendations to School Research Degrees Sub-Committees concerning registration. The constitution of such groups will be as specified in the terms of reference of School Research Degrees Sub-Committees as agreed by Academic Board.
- 4.3 In considering applications for registration, UEL Research Degrees Subcommittee shall satisfy itself that the following requirements are met:
- (a) that students are suitably qualified;
 - (b) that students are embarking on viable research programmes;
 - (c) that supervision is adequate and likely to be sustained;
 - (d) that the research environment is suitable.
- 4.4 Registration for full-time students must occur within six calendar months of the date of enrolment and may be backdated to that date. Registration for part-time students must occur within twelve calendar months of the date of enrolment and may be backdated to that date.
- 4.5 UEL Research Degrees Subcommittee may consider applications from students domiciled in the United Kingdom proposing to conduct research outside of the United Kingdom, provided the following conditions are met:
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- (a) Satisfactory evidence is provided as to the suitability of the proposed research environment;
 - (b) That the arrangements proposed for supervision enable frequent and substantial contact between the student and supervisor(s) based in the United Kingdom, including adequate face-to-face contact with the supervisor(s) and that such contact is documented. The student should not normally spend less than an average of six calendar weeks per academic year at the Trust.

- 4.6 A policy is in place regarding arrangements for MPhil or PhD students domiciled outside of the United Kingdom ('split-site' students) and Schools must follow this when considering applications and putting in place supervision arrangements (<http://www.uel.ac.uk/qa/manual/splitsite.htm>).
- 4.7 Where a research degree project is part of a piece of funded research, UEL Research Degrees Subcommittee must establish to its satisfaction that the terms on which the research is funded do not detract from the fulfilment of the objectives and requirements of the student's research degree.
- 4.8 Where a student has previously undertaken research as a registered student for a research degree at another higher education institution, UEL Research Degrees Subcommittee may approve a shorter than usual registration period which takes account of all or part of the time already spent by the student on said research. As a minimum, a student who transfers in this fashion must be registered as a research degree student with UEL for 12 months on a full-time basis.
- 4.9 UEL Research Degrees Subcommittee may permit a student to register for another programme of study concurrently with the research degree registration, provided that either the research degree registration or the other course of study is undertaken on a part-time basis. A research degree student of UEL may not be concurrently registered for a research degree at another institution without the permission of UEL Research Degrees Subcommittee.
- 4.10 Where a student and the Trust, on behalf of UEL, wishes the thesis to remain confidential for a period of time after completion of the work, application for approval should normally be made to UEL Research Degrees Subcommittee at the time of registration. In cases where the need for confidentiality emerges after registration, a special application for the thesis to remain confidential after submission must be made immediately to UEL Research Degrees Subcommittee. The period approved shall not normally exceed two years.
- 4.11 Students whose work forms part of a larger group project may register for a research degree. In such cases, each individually registered project must in itself be distinguishable for the purposes of assessment and be appropriate for the award being sought. The application must indicate clearly each individual contribution and its relationship to the group project.

5 Award titles and intermediate awards for Professional Doctorates

- 5.1 Each approved Professional Doctorate programme shall lead to a named doctorate, the title of which shall refer to the discipline or professional area involved, and which shall be agreed at (re)approval.
- 5.2 In the case of some named Professional Doctorates, provision may be made for an intermediate award of Postgraduate Certificate (PGCert), Postgraduate Diploma (PGDip), MA, MRes, MProf or MSc. An intermediate award shall only

be conferred if the requirements for the award given in the programme specification have been met.

- 5.3 Where a Professional Doctorate offers intermediate awards and/or modules that are also components of a Trust-UEL Master's Degree, the taught components will be approved at M level, will be modularised, and will conform in all respects to the Trust-UEL Modular Regulations. All other taught components of a Professional Doctorate will be approved at D level and will conform in all respects to the agreed University regulations for D level modules.

6 Research skills development for MPhil, PhD, and Professional Doctorate programmes

- 6.1 Students for MPhil and PhD are required to follow an institutionally defined generic programme of research skills development in year one of their programme on which their performance is assessed. This programme shall have the following objectives:
- (a) To provide students with an understanding of the nature of research processes and contexts, debates about the nature of research, and theories of knowledge production;
 - (b) To provide students with opportunities to develop a range of personal and professional skills necessary for the preparation, planning, organisation and management of research projects;
 - (c) To provide students with opportunities for the development of co-operative networks and working relationships within the Trust and UEL and the wider research community.
- 6.2 Students for a Professional Doctorate shall be required to undertake an integrated programme of work which includes a programme of taught postgraduate study on which their performance is formally assessed and which incorporates the objectives in 6.1 above. Exemption from the integrated programme may be sought as per 6.3 below.
- 6.3 Students for MPhil and PhD can apply to UEL through the agreed procedures for exemption from the specified generic programme of research skills development through the accreditation of experiential learning (AEL) or prior certified learning.
- 6.4 All students for MPhil, PhD and Professional Doctorate are also encouraged to engage with disciplinary specific research skills development provided by their academic School(s).
- 6.5 The Trust will provide all students for MPhil, PhD and Professional Doctorates with appropriate opportunities for personal, professional and research skills

development throughout the registered period. All students are required to develop a personal development plan.

- 6.6 UEL Research Degrees Subcommittee will regularly review the development of research and generic skills provided to students for MPhil, PhD and Professional Doctorate.

7 Programme of study for Professional Doctorate awards

- 7.1 A Professional Doctorate programme of the Trust-UEL may provide for students to claim prior experiential and/or certified credit against some of the taught parts of the programme as per the agreed university procedures in the *Manual of General Regulations, Part 3c: Modular Regulations*.
- 7.2 The programme of study for each named Professional Doctorate shall be approved and reviewed in accordance with such arrangements as may from time to time be specified by Academic Board. The programme specification must include provision for UEL Research Degrees Subcommittee to approve and register the research element of the programme and must specify the procedure for doing so.
- 7.3 Students will be required to undertake an individual piece of research in which the student's own professional practice forms, as a point of origin or reference, a significant part of the intellectual enquiry. Such professional practice may be in any relevant field, but must have been undertaken as part of the registered programme.
- 7.4 The minimum registration period for a Professional Doctorate programme will not be less than 24 months in full-time mode or 30 months part-time. Academic Board may agree a variation but only for professional body reasons.
- 7.5 The maximum registration period for a Professional Doctorate programme will not be more than 48 months in full-time mode or 60 months part-time. Academic Board may agree a variation but only for professional body reasons.

8 Supervision of MPhil, Professional Doctorate, and PhD programmes

- 8.1 All MPhil, PhD and Professional Doctorate students shall have at least two, and normally not more than three, supervisors who together demonstrate an appropriate range of academic and/or professional experience.
- 8.2 At least one supervisor shall have experience of successful supervision to completion of a research degree comparable to that for which the student is registered. In the case of an application to register for PhD or PhD via transfer

from MPhil, one of the supervisors must have successfully supervised to PhD level. A supervision team is normally expected to have a combined experience of research degree supervision to successful completion of not less than two students.

- 8.3 One supervisor shall be the Director of Studies with responsibility to supervise the student on a regular, frequent and recorded basis. The Director of Studies will be the main point of contact between the student and the supervisory team and shall be responsible for agreeing the allocation of academic responsibilities within the supervisory team.
- 8.4 UEL Research Degrees Subcommittee may permit the use of supervisors external to the Trust and UEL provided suitable expertise can not be provided by current staff. Any external supervisor appointed must complete any relevant staff development expected of members of staff as outlined in 8.9 below. External supervisors are not permitted to be Directors of Study.
- 8.5 Where the use of external expertise is needed but the individual(s) cannot act as a supervisor, they may hold the status of advisor.
- 8.6 No person who is receiving supervision for a research degree at any Higher Education Institution may act as a supervisor.
- 8.7 Proposals for a change in supervision arrangements should be made to UEL Research Degrees Subcommittee on the appropriate form. Arrangements must be made for the provision of an interim supervisor if a member of the supervisory team is unable to fulfil their responsibilities for a prolonged period of time due to illness or other unforeseeable circumstances. In the event of a member of a supervisory team being granted a sabbatical or similar, arrangement must be made in advance of the period of sabbatical for regular contact to be maintained with the student or for an interim supervisor to be assigned with the approval of UEL Research Degrees Subcommittee.
- 8.8 The Trust, on behalf of UEL, will ensure that the quality of supervision is not put at risk as a result of an excessive volume and range of responsibilities being assigned to individual supervisors. UEL Research Degrees Subcommittee will be guided by the overall workload of the individual.
- 8.9 All newly appointed supervisors who do not have previous experience of research degree supervision to successful completion must attend an appropriate programme of staff development within six months of appointment.
- 8.10 UEL, working with the Trust, will ensure that regular and relevant staff development for supervisors is made available through our staff development programme and UEL Research Degrees Subcommittee will regularly review such provision.

9 Annual monitoring review of student progress for MPhil, PhD, and Professional Doctorate

- 9.1 The progression of all MPhil, PhD or Professional Doctorate students throughout their registration period will be formally reviewed annually by a panel consisting of a minimum of two members of staff from the Trust with experience of research degree supervision and who are independent of the student's supervisory team. Students must be present at the review and may request that their supervisory team is also present. The continuation of enrolled status as a student is dependent on the successful completion of an annual review.
- 9.2 UEL Research Degrees Subcommittee will monitor, through annual reports made by the Trust, the progress of all MPhil, PhD and Professional Doctorate students.
- 9.3 Students may only appeal the outcome of their annual monitoring review in the circumstances set out in Section 18 of these Regulations. The request should take the form of a letter to the Secretary and Registrar of UEL setting out the student's case.

10 Transfer of registration

- 10.1 Students who register initially for PhD via MPhil must apply to UEL Research Degrees Subcommittee to transfer to PhD on the appropriate form when they have made sufficient progress. This should normally be after nine to fifteen months of full-time study (or the part-time equivalent) and on the basis of a relevant portfolio of evidence.
- 10.2 The request for transfer will be heard by a panel consisting of a minimum of two and a maximum of six research active members of staff from the Trust with appropriate academic and professional expertise and who are independent of the student's supervisory team. The student must be present at the meeting of the panel. The student may request that their supervisory team is also present.
- 10.3 In support of the application to transfer registration, the student shall prepare for UEL Research Degrees Subcommittee a full progress report on the work undertaken. The progress report should typically be 3,000 to 6,000 words in length and include:
- (a) A brief review and discussion of the work already undertaken;
 - (b) A statement of the intended further work, including details of the original contribution to knowledge that is anticipated.
- 10.4 Before approving the transfer from MPhil to PhD, UEL Research Degrees Subcommittee must be satisfied that the student has made sufficient progress, that the proposed programme provides a suitable basis for work at PhD

standard and that the student is capable of pursuing the research project to completion.

- 10.5 A student registered for the degree of MPhil only may also apply to transfer their registration to PhD.
- 10.6 A student who is registered for the degree of PhD and who is unable to complete the approved programme of work may, at any time prior to the submission of the thesis for examination, apply to UEL Research Degrees Subcommittee for the registration to be changed to that of MPhil.
- 10.7 Students may only request an appeal of the outcome of their transfer panel in the circumstances set out in Section 18 of these Regulations. The request should take the form of a letter to the Secretary and Registrar of UEL setting out the student's case.

11 Examination of research degrees

- 11.1 MPhil, PhD and Professional Doctorate students must successfully complete all assessed elements of their programme before award of the degree can be made.
- 11.2 The examination of the research component of all research degrees has two stages: firstly the preliminary assessment of the submission (thesis alone, or thesis and creative/non-textual work), and secondly, its defence by oral examination.
- 11.3 Theses should be submitted for examination in a temporary bound form such as perfect-binding (perfect-binding is a method of binding single pages by gluing them together on the spine of the document), which is sufficiently secure to ensure that pages cannot be added or removed. A thesis submitted for examination in a perfect-binding must be in its final form. Once the examination procedure has been satisfactorily concluded, the thesis must be presented as a PDF/A* file before the degree can be awarded. In such cases the internal examiner (or an external examiner where there is no internal examiner) must confirm to Research Degrees Subcommittee that the PDF/A version is identical to the version submitted for examination, other than where appropriate amendments have been made to meet the requirements of the examiners.

* PDF/A is a [file format](#) for the long-term [archiving](#) of electronic documents. It is based on the [PDF Reference Version 1.4](#) from [Adobe Systems Inc.](#) (implemented in Adobe Acrobat 5 and latest versions) and is defined by ISO 19005-1:2005, an [ISO](#) Standard that was published on October 1, 2005.

- 11.4 Students are normally examined orally. The examination is on the programme of research and on the field of study in which the programme lies.

- 11.5 Where, for reasons of sickness, disability or comparable valid cause, UEL Research Degrees Subcommittee is satisfied that a student would be at serious disadvantage if required to undergo an oral examination, an alternative form of examination may exceptionally be approved. Any alternative arrangements requested on the grounds of disability can only be agreed in discussion with the Disability and Dyslexia Access Service and after appropriate evidence has been validated. Such approval shall not be given on the grounds that the student has inadequate knowledge of the language in which the thesis is presented.
- 11.6 The oral examination should normally take place within three months of the student handing in the submission.
- 11.7 A research degree student is examined by at least two and not more than three examiners, of whom at least one must be an external examiner.
- 11.8 A student's supervisor, be it presently or at any point in the student's current research programme, may not be an examiner.
- 11.9 Supervisors may, with the consent of the student, attend the oral examination but may not participate in the discussion and must withdraw before the deliberations of the examiners on the outcome of the examination.
- 11.10 Where the student is a member of staff of the Trust or UEL (or is deemed by UEL Research Degrees Subcommittee to be closely related to the Trust or to UEL in a comparable manner), the examining team shall include two external examiners.
- 11.11 Prior to the oral examination, each examiner shall independently complete a preliminary report on the thesis (see Regulations 12.10 - 12.13).
- 11.12 In the event that UEL Research Degrees Subcommittee is made aware of a failure to comply with the procedures of the examination process, it may declare the examination null and void and appoint new examiners.
- 11.13 Oral examinations are normally held in the United Kingdom. However, in exceptional cases, UEL Research Degrees Subcommittee may give approval for the examination to take place abroad.

The duties of UEL and the Trust

- 11.14 The Director of Studies shall propose to UEL Research Degrees Subcommittee, on the appropriate form, the arrangements for the student's examination. This should occur approximately six months before the expected date of the oral examination. The oral examination may not take place until the examination arrangements have been approved by UEL Research Degrees Subcommittee. In exceptional circumstances the Chair of Research Degrees Subcommittee may act directly to appoint examiners and make arrangements for the examination of the student. Such Chair's Actions will be

Reported to the next meeting of the Research Degrees Subcommittee.

- 11.15 It is the responsibility of the student to ensure that the submission is received by the relevant officer in the Trust with sufficient time for the examiners to review it and complete a preliminary report in advance of the oral examination.
- 11.16 UEL Research Degrees Subcommittee shall ensure that external examiners are independent of either the Trust or UEL (see 12.7).
- 11.17 The Trust, acting on behalf of UEL, shall make known to all its students the procedure to be followed for the submission (including the number of copies to be submitted for examination) and any conditions to be satisfied before students are eligible for examination. The student shall normally be required to submit one copy of the submission for each examiner and a further copy for the Chair of Examiners.
- 11.18 The Trust, acting on behalf of UEL, shall ensure, through the remit of the Chair of Examiners (see Section 13), that all examinations are conducted, and the recommendations of the examiners are presented, in accordance with these Regulations.
- 11.19 The Trust, acting on behalf of UEL, shall notify the student, all supervisors, the examiners and the Graduate School of UEL of the date of the oral examination.
- 11.20 The Trust, acting on behalf of UEL, shall send a copy of the submission to each examiner, together with the examiners' preliminary report form, the notes for examiners and these Regulations, and shall ensure that the examiners are properly briefed as to their duties.
- 11.21 UEL shall determine and pay the fees and expenses of external examiners.
- 11.22 The Trust, acting on behalf of UEL, shall ensure that all examiners have completed and submitted their preliminary reports at least seven days before the oral examination takes place. Should any preliminary report not be returned in time, the Trust, acting on behalf of UEL, shall notify the student, the supervisory team, the examiners and the Graduate School of UEL that the examination must be postponed.
- 11.23 Without delay following the oral examination, the Chair of Examiners shall forward the examiners' recommendations to the relevant officer of the Trust who shall send them, and all other associated documentation, to the relevant officer of the Graduate School of UEL.
- 11.24 Decisions on the reports and recommendations of the examiners in respect of research degree students are taken by UEL Research Degrees Subcommittee. The power to confer the degree rests with the Academic Board of UEL.

- 11.25 Examiners' preliminary and final reports will be sent on request to the student and supervisory team once an award has been made or the final determination of the examiners is that the student should fail.

The student's responsibilities

- 11.26 It is the responsibility of the student to ensure that the submission is received by the appropriate officer of the Trust before the expiry of the registration period.
- 11.27 The submission of work for examination is at the discretion of the student. (While a student would be unwise to submit work for examination against the advice of their Director of Studies, it is his or her right to do so. Equally, students must not assume that a Director of Studies' agreement to a submission guarantees an award will be made. In the event of a student submitting work for examination without the consent of the Director of Studies, the examination team will be notified of this after the examination so as to protect the academic standards of the Trust and UEL without prejudicing the examiners' deliberations or judgment).
- 11.28 Students must satisfy any conditions of eligibility for examination required by UEL.
- 11.29 Students must take no part in the arrangement of their examination and have no contact with the examiners between their appointment and the oral examination.
- 11.30 Students must ensure that the format of any thesis is in accordance with the requirements of these Regulations (see Section 19).
- 11.31 The student must confirm, through the submission of a declaration form, that the work has not been submitted for an academic award at the same level. However, the student is not precluded from incorporating in the submission material which has already been submitted for a degree or comparable award, provided such work is identified on the declaration form and also in the submission.
- 11.32 Students must confirm that the material submitted is their own work. The Trust and UEL take plagiarism and collusion extremely seriously and will apply the relevant penalties in any proven case.
- 11.33 The thesis title submitted on the 'Approval of Examination Arrangements' form can only be changed with the agreement of Research Degrees Subcommittee following an agreed recommendation from the examiners.
- 11.34 Students may only appeal the outcome of their research degree examination in the circumstances set out in Section 18 of these Regulations. The request should take the form of a letter to the Secretary and Registrar of UEL setting out the student's case.

12 Examiners for research degrees

Criteria for appointment

- 12.1 Examiners must be experienced in research or, where appropriate, professional practice, within the general area of the student's submission and, wherever practicable, have experience as a specialist in the topic(s) to be examined.
- 12.2 Examiners shall not have had direct involvement in the student's research.
- 12.3 Examiners' own work shall not have been the focus of the student's research.
- 12.4 The members of the examining team shall normally and collectively have examined at least three students at or above the level of the relevant award. An external examiner shall normally have examined at least one student at the requisite level. Exceptionally (e.g. in developing areas of research), UEL Research Degrees Subcommittee shall have discretion to modify the latter requirement, subject to demonstration that the integrity of examination arrangements will otherwise be maintained.
- 12.5 At least one examiner shall normally hold a PhD or Professional Doctorate as appropriate to the examination.
- 12.6 An external examiner shall be independent of the Trust and UEL, and shall not have acted previously as the student's supervisor. An external examiner shall not be a supervisor of another student for a research award of UEL.
- 12.7 Former staff members of the Trust or UEL should not be proposed as external examiners until at least three years after the termination of their employment.
- 12.8 No person who is registered for a research degree may act as an examiner.
- 12.9 The appointment of external examiners for any taught element of the programme shall be made according to the procedures approved from time to time by Academic Board.

Duties of examiners

- 12.10 Each examiner shall examine the submission and present on it an independent preliminary report to the relevant officer of the Trust on the appropriate form, before any oral or alternative form of examination is held. In completing the preliminary report, each examiner must consider whether the submission provisionally satisfies the requirements of the degree and where possible make an appropriate provisional recommendation subject to the outcome of the oral examination.

- 12.11 Where an examiner is of the opinion that the submission is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend in their preliminary report that UEL Research Degrees Subcommittee dispense with it and refer the thesis for further work. In such cases the examiner must provide written guidance for the student on the deficiencies of the thesis. An examiner may not at this point recommend that a student fail outright without holding an oral examination or alternative form of examination.
- 12.12 Following the oral examination, the examiners shall, where they are in agreement, present a joint report and recommendation relating to the award of the degree to UEL Research Degrees Subcommittee. The preliminary reports and joint recommendation of the examiners must together provide sufficiently detailed commentary on the scope and quality of the work to enable UEL Research Degrees Subcommittee to satisfy itself that the criteria for the award of the degree have been met.
- 12.13 Where the examiners are not in agreement, separate reports and recommendations shall be submitted to UEL Research Degrees Subcommittee on the appropriate forms.

13 Chair of Examiners for research degrees

- 13.1 UEL Research Degrees Subcommittee shall approve the appointment of a Chair of Examiners. The Chair of Examiners shall be an employee of the Trust or UEL, who has undertaken a programme of relevant staff development.
- 13.2 No supervisor of the student being examined may be nominated as the Chair of Examiners.
- 13.3 The Chair of Examiners shall be present at the oral examination and shall ensure that the examination is conducted in accordance with these Regulations. Following the conclusion of the oral examination and the examiners' deliberations, the Chair of Examiners shall ensure that the examiners submit their report(s) and recommendation(s) to UEL Research Degrees Subcommittee without delay.
- 13.4 The Chair of Examiners is not an examiner and shall not take part in the oral examination of the thesis or in the examiners' deliberations, or otherwise seek to influence the examiners in the exercise of academic judgement on the thesis and the outcome of the oral examination. The examiners may, at any time during the examination process, seek clarification from the Chair of Examiners upon matters of process, but not on matters of academic judgement.
- 13.5 The Chair of Examiners shall not be required to adjudicate upon differences of opinion between examiners or seek to resolve such differences, other than those that result from a misunderstanding of the examination Regulations and procedures. Differences of opinion between examiners emanating from the

exercise of academic judgement shall be dealt with in accordance with Regulation 12.13.

14 Outcomes of examinations for Research Degrees

14.1 Following the completion of the examination the examiners may recommend:

- (a) That the student be awarded the degree;
- (b) That, in the case of MPhil, PhD, and Professional Doctorates, the student is awarded the degree subject to minor amendments being made to the submission, which in the judgement of the examiners can reasonably be completed by the student within a period of three months from the date of notification in writing. These will be typographical, spelling or grammatical amendments, or adjustments or additions that do not substantively alter the argument or structure of the thesis. In such circumstances, the examiners must indicate to the student in writing what amendments and corrections are required;
- (c) That, in the case of MPhil, PhD, and Professional Doctorates, the student is permitted to re-submit for the degree following more substantial amendments being made to the submission within a period of twelve months from the date of notification in writing. The subsequent re-examination, may be with or without an oral examination. In such circumstances, the examiners must indicate to the student in writing what amendments and corrections are required and if a subsequent oral examination is needed;
- (d) In the case of a PhD examination, that the student be awarded the degree of MPhil, duly amended to the satisfaction of the examiners if necessary;
- (e) In the case of a Professional Doctorate examination, that the student is offered a Master's degree or a postgraduate certificate or diploma where provision for such awards is made in the programme specification and the student has passed the relevant modules;
- (f) That the student not be awarded the degree and not be permitted to be re-examined;

N.B. In the case of a recommendation that adjustments be made, the examiners must make it clear whether they deem such alterations to be minor or major, though it will be for UEL Research Degrees Subcommittee to agree to any such recommendation.

14.2 The examiners may indicate informally their recommendation on the result of the examination to the student at the time, but they must make it clear that the decision rests with UEL.

- 14.3 If the examiners decide that a subsequent oral examination is not required, they must indicate in their joint report who (the internal and/or the external examiner(s)) is responsible for confirming to UEL Research Degrees Subcommittee that the necessary amendments and corrections have been made.
- 14.4 Where there is a suspected breach of academic integrity (e.g. plagiarism or collusion) in the preparation of the thesis, be it raised by the examiners or the supervisory team, the agreed procedure to be followed is that contained in the *UEL Manual of General Regulations, Part 8: Assessment Offences*.
- 14.5 Where UEL decides, on the recommendation of the examiners, that the degree not be awarded and no re-examination be permitted, the examiners must prepare an agreed statement on the deficiencies of the thesis or published works and the reason for their decision, which will be forwarded to the student and the Graduate School of UEL by the Trust acting on behalf of UEL.
- 14.6 A student who is required by the examiners to undertake amendments to the submission must do so within the periods given in 14.1. Where the student is for good reason unable to complete the required amendments to the submission within these periods, they must inform UEL Research Degrees Subcommittee in writing prior to the expiry of the relevant period. UEL Research Degrees Subcommittee may approve an extension for a maximum period of six months.
- 14.7 Where a student is required to undertake major amendments with a subsequent oral examination, as per case c) above, the examiners shall prepare preliminary reports as outlined in 12.10. The examiners should normally submit their independent preliminary reports on an amended submission within six calendar weeks of it being sent to them.

15 Re-examination of MPhil, PhD, and Professional Doctorate

- 15.1 Normally, only one re-examination is permitted.
- 15.2 Where it is necessary to appoint new and/or additional examiners for the re-examination, this will occur through the agreed University procedures.
- 15.3 There are four forms of re-examination:
- (a) Where the student's performance in the first oral examination is satisfactory, but the thesis unsatisfactory. Re-examination may occur with or without an oral examination;
 - (b) Where on the first examination the student's thesis is so unsatisfactory that UEL Research Degrees Subcommittee dispensed with the oral examination. Any re-examination must include a re-

examination of the thesis and an oral or approved alternative form of examination;

(c) Where on the first examination a student's thesis is considered satisfactory but the performance in the oral does not satisfy the examiners. The student may, on the recommendation of the examiners and with the approval of UEL Research Degrees Subcommittee, be re-examined in the oral and/or alternative form of examination, without being requested to revise and re-submit the thesis;

d) Where on the first examination both the thesis and the oral examination were considered unsatisfactory by the examiners. Re-examination will occur with an oral examination.

N.B. For situations (b), (c) and (d) an oral examination **must** take place. The examiners have no power to set this requirement aside.

15.4 In the case of a re-examination, the options available to the examiners are to recommend:

(a) That the student be awarded the degree;

(b) That the student be awarded the degree subject to minor amendments to the thesis to be completed within a period of three months from the date of notification in writing and to the satisfaction of the examiners;

(c) In the case of a PhD examination, that the student be awarded the degree of MPhil subject to the presentation of the thesis (duly amended, if necessary) to the satisfaction of the examiners;

(d) In the case of a Professional Doctorate examination, that the student is awarded a Master's degree or a postgraduate certificate or diploma where provision for such awards is made in the programme specification and the student has passed the relevant modules;

(e) That the student not be awarded the degree (see 14.5 on the preparation of an agreed statement).

16 Posthumous awards

16.1 UEL may award research degrees posthumously as per 2.3 in the *Manual of General Regulations, Part 10: Conferment of Awards*

17 Disagreement between examiners following the oral examination

- 17.1 Where the examiners' recommendations are not unanimous they will be referred to UEL Research Degrees Subcommittee, which may:
- (a) Accept the recommendation of the external examiner(s);
- or
- (b) Appoint an external adjudicator with appropriate disciplinary and professional expertise and extensive experience of the supervision and examination of research degrees.
- 17.2 In the event of an external adjudicator being appointed, they will be expected to:
- (a) Read the thesis or published work and/or review the work in a form other than the written word;
 - (b) Receive the individual preliminary reports and the reports following the oral examination;
 - (c) Prepare a report to UEL Research Degrees Subcommittee which will inform its decision.

18 Appeals against annual monitoring review, transfer of research degree registration or oral examination decision for postgraduate research degrees (including both 'taught' and 'research' professional doctorates)

- 18.1 Students may, in the circumstances set out below, appeal against an annual monitoring review, transfer of research degree registration or the outcome of the oral examination of the thesis or other submittal on a postgraduate research programme (whether at the first examination or re-examination).

Grounds for an appeal

- 18.2 An appeal may only be made in relation to the decision of our University based on the recommendation of an annual monitoring review panel, a panel hearing the case for transfer of a research degree registration or an oral examination of the thesis or other submittal on a postgraduate research programme. Given the existence of procedures for complaint and grievance during the study period (see Section 21), alleged inadequacy of supervisory or other arrangements during the period of study do not constitute grounds for an appeal.
- 18.3 Appeals are permitted only on the following grounds:
- (a) That there are circumstances affecting the student's performance of which the review/transfer panel or the examiners were unaware and which the student, for reasons beyond their own control, was unable to bring to the panel or examiners' attention at the time;

(b) That there is evidence of procedural irregularity, including administrative error, in the conduct of the review/transfer panel or examination of such a nature as to cause doubt as to whether the result might have been different had there not been such irregularity;

(c) That there is evidence of unfair or improper assessment on the part of one or more of the monitoring review/transfer panel members or examiners.

Students may not challenge the academic judgement of the University.

Procedure for dealing with an appeal

- 18.4 A student must give notice to the Secretary and Registrar of the University that they wish to appeal a decision within three months of the date of notification of the decision and must submit their case within a further three months from the date of giving notice.
- 18.5 The appeal will be considered as soon as possible, and in any event within two months of receipt of the case for review, by two persons drawn from the Professoriate of UEL having experience of supervising and examining research degrees and who have had no previous involvement in the case, including membership of such committees as have considered it, plus an additional member external to UEL who fulfils the aforementioned criteria. At least one internal member will have received staff development in equality and diversity issues and will be expected to ensure that the appeal is conducted in accordance with the relevant University policy. No research degree student may be a member of a Research Degree Appeal Panel.
- 18.6 The Secretary to the Research Degree Appeal Panel shall be a member of the Secretary and Registrar's staff with no previous involvement in the case.
- 18.7 The appellant may be accompanied by one friend (who may not be a paid legal representative).
- 18.8 If the appellant does not appear at the date and time scheduled for the Panel's hearing, the Research Degree Appeal Panel shall consider whether any reasons advanced for non-attendance are valid, and:
- (a) if members so judge, adjourn proceedings to a later meeting;
- or
- (b) if no reasons are advanced, or if they are judged invalid, proceed in the appellant's absence.
- 18.9 The members of the Research Degree Appeal Panel and the appellant will have the right to call and question relevant witnesses. All witnesses, the appellant

and their friend shall withdraw before the Research Degree Appeal Panel considers its decision.

18.10 If a Research Degree Appeal Panel agrees that a student has valid grounds for an appeal, it must either:

(a) Recommend that UEL Research Degrees Subcommittee invite the review/transfer panel or examiners to reconsider their decision;

or

(b) Recommend that UEL Research Degrees Subcommittee appoint a new transfer/review panel or examiners.

18.11 A Research Degree Appeal Panel is not constituted as an Examination Board and has no authority to set aside the decision of a review/transfer panel or the examiners.

18.12 The secretary to the Research Degree Appeal Panel shall communicate the decision to the Chair of UEL Research Degrees Subcommittee, the appellant and the Chair of the review/transfer panel or Chair of Examiners within five working days of the last meeting of the Research Degree Appeal Panel.

18.13 There shall be no appeal against the finding of a Research Degree Appeal Panel. Allegations of procedural irregularities in the conduct of an appeal may be heard by the Vice-Chancellor who may, at his or her discretion, require the Research Degree Appeal Panel to reconsider the case.

18.14 If the appellant has exhausted the internal procedures and is not satisfied with the outcome, they may request that the case is reviewed by the Office of the Independent Adjudicator for Higher Education (OIAHE) which is a body independent of our University

18.15 The grounds and eligibility for review shall be determined by the Office of the Independent Adjudicator.

18.16 The findings of any case considered by the Independent Adjudicator shall be considered directly by Academic Board. Academic Board shall take into account the recommendations of the Independent Adjudicator in reaching a final decision on any action to be taken in response to the Appeal.

18.17 The decision of Academic Board is final and there shall be no further appeal against this decision.

19 Presentation of the thesis for MPhil, Professional Doctorate, and PhD

19.1 For the purposes of an examination, one copy of the thesis is normally required for each examiner and a further copy for the Chair of Examiners.

- 19.2 Except with the specific permission of UEL Research Degrees Subcommittee, the thesis must be presented in English. Permission to present a thesis in another language must normally be sought through the application for registration. Given that the medium of instruction in the Trust and UEL is English, permission to present a thesis in a language other than English is likely to be given only if the subject matter of the thesis involves language and related studies.
- 19.3 UEL will only permit a student to present a thesis in a language other than English if it is satisfied that adequate supervision in the alternate language can be arranged and that examiners capable of examining the thesis in said language are likely to be available. In such cases, a summary in English of approximately 1000 words must be included with the thesis.
- 19.4 The thesis must include a statement of the student's objectives and must acknowledge published or other sources of material consulted (including an appropriate bibliography) and any assistance received.
- 19.5 There shall be an abstract of approximately 300 words bound into the thesis which provides a synopsis of the thesis, stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject treated.
- 19.6 Where a student's research programme is part of a collaborative group project, the thesis must clearly indicate the student's individual contribution and the extent of the collaboration. This statement on the extent of the collaboration must be supported by all the collaborators concerned.
- 19.7 The copyright of the thesis is vested in the student, but the treatment of other forms of intellectual property must be specifically agreed with UEL prior to the submission of the thesis.
- 19.8 The student is free to publish material in advance of the thesis submission, but reference must be made to any such publication in the thesis. Copies of published material should be submitted with the thesis.
- 19.9 While theses are normally in A4 format, UEL may give permission for a thesis to be submitted in another format where it is satisfied that the contents can be better expressed accordingly. However, students using a format larger than A4 should note that the production of microfiche copies and full-size enlargements may not be feasible.
- 19.10 The text of the thesis should not normally exceed the following maxima or, in the case of a professional doctorate, be below the stated minima (excluding ancillary data - see 19.11):
- (a) MPhil - 40,000 words;

- (b) Professional Doctorate – 40-60,000 words;
- (c) PhD – 80,000 words.

19.11 Appendices, referential footnotes and/or endnotes are not included in the indicative word counts given in 19.10. Footnotes and/or endnotes that are discursive in nature must be included in the word count.

19.12 An electronic copy of each MPhil, PhD or Professional Doctorate thesis will be retained by our University. In the case of a PhD or Professional Doctorate thesis this will be to meet the requirements of the British Library Electronic Thesis Online Service (EThOS). Students must complete the EThOS declaration form on submission of the electronic copy.

19.13 Where the Trust and UEL has agreed that the confidential nature of the student's work is such as to preclude the thesis being made freely available in the Trust and UEL libraries, and, in the case of a PhD or Professional Doctorate, the British Library, the thesis shall be held by the Trust and UEL only and made available only to those who were directly involved in the project for a time not exceeding the approved period.

19.14 UEL is only likely to approve an application for confidentiality in order to enable a patent application to be lodged or to protect commercially or politically sensitive material. Theses may not be restricted in this way in order to protect research leads. While the normal maximum period of confidentiality is two years, UEL may approve a longer period in exceptional circumstances.

19.15 An electronic copy of each MPhil, PhD or Professional Doctorate thesis will be retained by our University. In the case of a PhD or Professional Doctorate thesis this will be to meet the requirements of the British Library Electronic Thesis Online Service (EThOS). Students must complete the EThOS declaration form on submission of the electronic copy.

Presentation of final thesis

19.16 The final version of the thesis (i.e. that which is submitted after successful oral examination and any amendments) must observe the following conventions:

- (a) The thesis should be presented in English, unless you have special permission to present in another language.
- (b) Double or one-and-a-half spacing must be used in typescript except for indented quotations or footnotes where single spacing may be used;

(c) Pages shall be numbered consecutively through the main text including photographs and/or diagrams which are included as whole pages and any lists of tables, prefaces etc. Page numbers shall be located centrally at the bottom of each page, approximately 10mm above the edge. The preliminary sections should be numbered in lower case Roman numerals (starting at i), and the text of the thesis itself in Arabic numerals (starting at 1). (For more detailed issues relating to numbering refer to the relevant Section of the International Organisation for Standardisation specification No. ISO 7144:1986);

(d) Margins shall be 40mm on the left hand side and 20mm on the right hand side and the top and bottom margins.

(e) The page size shall normally be set to A4.

(f) The page format should normally be set to portrait

(g) The font should be set to Times New Roman or Ariel, in 12pt font size.

(h) The title page* of the thesis shall give the following information:

- the full title of the thesis;
- the full name of the author;
- the full title of the award for which the degree is submitted in partial fulfilment of our University's requirements;
- that the degree is awarded by our University;
- the month and year of submission for the viva examination.

* See specimen in Appendix A

(i) Must be submitted in PDF/A format.

19.17 Material must be arranged in the following sequence:

Preliminaries:

- Title page (see specimen title page)
- Abstract (no more than 300 words)
- Declaration (optional)
- Table of contents, including subsections

- List of tables, figures, illustrations etc. (if any)
- List of accompanying material (if any)
- Definitions (if any, being a list of definitions of any terms specific to the work)
- Abbreviations (if any)
- Acknowledgements
- Dedication (optional)

Main thesis text:

- Introduction and main text, divided into chapters, sections and subsections
- References and bibliography
- Appendices (if any)
- Glossary (if any)

20 Presentation of work in a form other than the written word for an MPhil or PhD

- 20.1 Students may undertake a programme of research in which their creative work forms, as a point of origin or reference, a significant part of the intellectual inquiry. Such creative work may be in any field, but must have been undertaken as part of the registered research programme. In such cases, the presentation and submission may be partly in other than written form.
- 20.2 The creative work must be clearly presented in relation to the argument of a written thesis and set in its relevant theoretical, historical, critical or design context. The thesis must itself conform to the usual scholarly requirements and be of an appropriate length taking into account the balance between various research components (see 19.10).
- 20.3 The final submission must be accompanied by some permanent record of the creative work bound, where practicable, with the thesis.
- 20.4 The application for registration must set out the form of the student's intended submission if not written and of the proposed methods of assessment.
- 20.5 Students may undertake a programme of research of which the principal focus is the preparation of a scholarly edition of a text(s) or other original artefacts.

20.6 In such cases the completed submission must include a copy of the edited text(s) or collection of artefact(s), appropriate textual and explanatory annotations and a substantial introduction and critical commentary which sets the text in the relevant historical, theoretical or critical context (see 19.10 regarding the required length of the thesis).

21 Complaints Procedure

21.1 Research Degree students are subject to the Regulations governing all students of the Trust as detailed in the course handbook.

22 Feedback Mechanisms

22.1 Our University will implement mechanisms to collect, review and, where appropriate, respond to feedback from all concerned with postgraduate research programmes. UEL Research Degrees Subcommittee will consider all feedback, act upon it and communicate the results appropriately.

23 Ethical approval of programmes involving the use of participants

23.1 Where appropriate students at the Trust seek clearance through the NHS or local authority ethics committee. In other cases, all research degrees that propose research involving the use of human participants must receive ethical clearance from the UEL Research Ethics Committee prior to the commencement of the research or the relevant part thereof. If the research is being carried out, in whole or in part, at another institution or institutions, ethical clearance must also be obtained from each participating institution.

23.2 It is the joint responsibility of both the student and the Director of Studies to ensure that ethical clearance is obtained. Approval must be sought in accordance with such arrangements for ethical review and approval as may from time to time be specified by our University Research Ethics Committee.

24 Code of Good Practice in research and Research Misconduct Policy

24.1 UEL's *Code of Good Practice in Research and Research Misconduct Policy* apply to all students for research degrees and to staff conducting research within, or on behalf of, the Trust. Copies of the code and policy may be found on UEL's Graduate School website.

24.2 The Trust and UEL expects all students for research degrees and staff involved in their supervision to observe the standards of research practice set out in the guidelines published by scientific and learned societies and any other relevant professional bodies.

Appendix A

Specimen title page wording

**THE ORIGINS OF THE FARMERS'
CO-OPERATIVE IN WESSEX**

JOHN SMITH

**A thesis submitted in partial fulfilment of the
requirements of the University of East London
for the degree of of Philosophy**

September 2007