



Rose Bruford College of Theatre and Performance

Research Degree Regulations

2026-27

Validated and degrees awarded by



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Rose Bruford College Research Degree Regulations

These Regulations cover research degrees of the College.

These Regulations should be read in conjunction with the Appendices below and with the Code of Practice for Research Degrees. The Code of Practice sets out guidelines for

MPhil/PhD at the College. It is intended to amplify and complement the Research Degree Regulations set out in this document.

The Research Degree Regulations are reviewed annually. This version takes effect from 17 September 2026.

Award of the Degree

1. The degree of Doctor of Philosophy (PhD) may be awarded by the College to postgraduate research students who have successfully pursued a course of study as prescribed in these regulations to the satisfaction of the Research Degrees Committee and have fulfilled any other College requirements. Two potential routes may be pursued, the standard programme and PhD by Previous Publication and Practice.
2. The Degree of Master of Philosophy may be awarded as an exit award for the standard PhD programme.

Regulations for the degrees of Master of Philosophy and Doctor of Philosophy

Admission

The following Regulations will apply in conjunction with the College Admissions Policy, and the College's Code of Practice for Research Degrees.

3. The requirements for admission to a research degree shall normally be a Masters degree in a suitable subject of any approved College or other appropriate award/range of experience deemed equivalent by the Research Degrees Committee. The requirement for admission for the PhD by Previous Publication and Practice includes the above, and a demonstrable portfolio of the equivalent of 15+ years of relevant experience and published practice.
4. Candidates may be admitted on transfer from another College (with or without their supervisor) according to the guidelines set out in the College's Code of Practice for Research Degrees.
5. Potential students will apply using the College application form and project approval form, and an interview will take place before any student is accepted onto the programme. Candidates satisfying the requirement for admission may be admitted provided the Head of Research and Postgraduate Provision and Programme Director for Research Degrees are satisfied that appropriate resources, facilities, subject area expertise and appropriate supervisory arrangements in place.
6. The effective starting date will be the first working day of October in any given year. Other start dates may be considered by exception and with approval of the Programme Director. For those on the first year of their programme, induction will normally occur one week prior to this.

Programme

7. The programme to be followed shall be one of supervised study, including research and skills training, and may be undertaken on a full-time or part-time basis. Full-time students are expected to spend a minimum of 35 hours per week or 17.5 part time each academic year on their doctoral research and research training and with a maximum of 40 days annual leave including bank holidays (pro rata for part time students). Part-time students are required to study flexibly and efficiently in a pattern agreed with the supervisory team in order that they complete within the required timescales. Any change in the mode of

attendance from part-time to full-time or vice versa must be requested by the student and approved at the Research Degrees Committee.

8. Students may also undertake a PhD by Previous Publication and Practice, please see Appendix 2 for further information.
9. The programme shall be pursued within the College except in the case where the Research Degrees Committee permits a period of study to be spent elsewhere.
10. Students will normally be supervised from within the College, although the Research Degrees Committee may approve the appointment of external supervisors and subject specialists as appropriate.
11. In the case of a research student transferring from another institution into the College, submission of the thesis is not normally permitted earlier than 12 months from the date of transfer. A research student for the degree of PhD may be permitted at any time prior to submission of the thesis to transfer to a course leading to the degree of MPhil. The period spent from registration up to the point of transfer will normally be counted towards the period required for the degree to which the transfer is made.

Supervision and Progress

12. Every research student shall be allocated to a supervisory team by the Research Degrees Committee on the recommendation of the research student's nominated Primary supervisor and the Programme Director. The supervisory team shall consist of at least two supervisors, normally a primary and secondary supervisor (or co-supervisor). The primary supervisor will be an academic member of College staff. The co- or secondary supervisor will also normally be a member of College staff but may be appointed by the College as an external supervisor for the duration of the programme with written confirmation and agreement of the requirements and expectations of the role of supervisor. The Research Degrees Committee may also appoint third supervisors or external advisers for example where specific expertise is required.
13. At least one of the supervisors will have supervised a research degree through to completion.
14. Supervisors must have demonstrable research experience in the area under investigation and hold a doctoral qualification or possess equivalent demonstrable expertise. For any exception to this, a case will need to be made to the Research Degrees Committee for consideration and approval. All appointments to the supervisory team are approved by the Programme Director according to policy set by the Research Degrees Committee. The Primary Supervisor has responsibility for the supervision of the design and progress of the student's research project and for providing academic advice to the research student.
15. The Code of Practice for Research Degrees sets out the responsibilities of the supervisory team.
16. A research degree supervisor at the University will not exceed a maximum supervisory load of six current research students by headcount or 5.0 FTE, whichever is the greater as an absolute maximum. For this to occur, the Research Degrees Committee will need

assurance from the line manager that this fits the supervisor's workload model and that they have capacity to do this.

17. Every research student will undertake an individualised assessment of their research training needs with their supervisor(s) at the commencement of their postgraduate research studies. Research students are required to take part in the College postgraduate student research training programme which addresses research/generic/transferable skills and may include a range of compulsory and optional elements, the former as determined by the Research Office. The College will provide a research training programme and assessment process for all students.
18. Students may be based remotely but will need to attend the College in person as required, normally at the start of their studies for induction and not less than once a year during their studies (pro rata for part time students).
19. Students are required to comply with College requirements on the conduct of research. This includes the requirement to apply for ethical approval of their research in advance of starting any research that involves human participants or animals, or where other ethical implications are involved in the research. Further information is set out in the Code of Practice for Research Degrees and on the College Virtual Learning Environment. Failure to gain ethical approval will be dealt with under the College's procedure for the investigation of concerns relating to research and potentially subject to disciplinary action.
20. Student are required to make adequate progress and this will be formally monitored on an annual basis. The Research Office may also at any time review the progress of an individual research student, including requesting relevant documentation. If progress is unsatisfactory and after due warning, there is insufficient improvement, the Chair of the Research Degrees Committee may instigate the procedures laid out in Appendix 4 of the Regulations (Research Degrees Procedures for Circumstances that may lead to Withdrawal or Termination).
21. Students are required to undertake and pass a major review at or after one-year full time or pro rata part time. This will confirm that they are undertaking research of doctoral standard and are on course to complete within the timescales set out. Unsatisfactory progress will be dealt with as set out in Appendix 4.
22. All students must have their research proposal and supervisory team approved by the Research Degrees Committee within three months of registration (full-time) and 6 months of registration (part-time).

Duration of Research Programmes

23. The duration of MPhil and PhD research programmes is set out below. The minimum period of registration from the date of enrolment (excluding writing up, submission and assessment), shall be:

MPhil

Full-time research students: not less than 12 months

Part-time research students: not less than 24 months

PhD

Full-time research students: not less than 24 months

Part-time research students: not less than 36 months

PhD by previous Publication and Practice

Part-time research students: not less than 12 months

This minimum period of registration must be spent in supervised study. In practice, the period of registration will usually be longer than the minimum period as the criteria for the award of the degree is what might be expected after the standard length of programme.

- a. The standard expected length of the programme (excluding writing up and submission) is as follows:

MPhil

Full-time research students: 24 months

Part-time research students: 48 months

PhD

Full-time research students: 36 months

Part-time research students: 72 months

PhD by previous Publication and Practice.

Part-time research students: 24 months

24. The maximum period of registration until submission, including nominal registration but excluding periods of suspension (see Regulations below), is four years (48 months) for full-time registration and seven years (84 months) for part-time registration. A research student who fails to submit a thesis by the end of the maximum period of study shall be deemed to have withdrawn from the course (see Regulations below for regulation on extensions to registration). The maximum period of study for PhDs by publication is 36 months.

Degrees of MPhil and PhD

25. The MPhil and PhD are Research degrees involving a programme of research training and supervision and leading to the production of a thesis or, in the case of research students in creative and/or performance based subject areas, the production of an original work, together with additional material as specified in the Regulations below. The MPhil and PhD are two separate, distinct awards with the MPhil differing from the PhD in terms of the scope of study required and the extent of the original personal contribution to knowledge. The MPhil is only available as an exit award; nonetheless it is a separate degree and the criteria need to be met for the degree to be awarded. (Paragraphs below give more details on the levels of attainment required for the MPhil and for the PhD.)

The Thesis

26. The thesis (or equivalent for creative and/or performance-based disciplines) which is the outcome of the research project and the training programme, must be presented clearly and in the required format. The subject should be dealt with in an orderly manner using

appropriate research methods and techniques and displaying critical discrimination in evaluating the evidence.

MPhil and PhD definitions

The PhD

27. For the award of PhD, research students must have demonstrated:

- the creation and interpretation of new knowledge through original research or other advanced scholarship, or of a quality to satisfy peer review, extend the forefront of the discipline and merit publication;
- a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline and/or an area of professional practice;
- the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;
- a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- make informed judgements on complex issues in specialist fields, often in the absence of complete data, and communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;
- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches.

Typically, holders of the qualification will have:

- the qualities and transferable skills necessary for employment, requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.

The MPhil

28. The MPhil is an award of considerable distinction in its own right and is awarded for the successful completion of a substantial research project. The MPhil differs from the PhD only in terms of the scope of study required and the extent of the original personal contribution to knowledge.

29. More specifically, for the award of MPhil, research students must have demonstrated:

- a systematic understanding of knowledge and a critical awareness of current problems and/or new insights much of which is at, or informed by, the forefront of their academic discipline, field of study and/or area of professional practice;
- originality in the application of knowledge together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;
- conceptual understanding that enables the research student to:
 - evaluate critically current research and advanced scholarship in the discipline; and
 - evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses;
- a comprehensive understanding of techniques applicable to their own research or advanced scholarship.

Registration for writing up

30. At or before three years full time study or pro rata part time, the Research Degrees Committee may allow transfer to writing up registration for both full- and part-time research students for a period not exceeding twelve months in the first instance. The supervisor(s) must confirm that the minimum period of registration for either the MPhil or the PhD has been completed, that the transfer has taken place (in the case of a PhD research student), that the research is substantially complete, and the thesis is being written up. If a research student is on writing up registration for longer than 12 months, a fee becomes payable. In cases of illness, family crisis, or other exceptional or unforeseeable circumstances beyond the research student's control, the Research Degrees Committee may permit a research student to extend their registration and therefore their period of writing up registration.
31. Research students retain access to library and the shared office space until their thesis is examined and, where appropriate, any revisions requested by the examiners have been made. Access to other facilities (e.g., office space) may be extended at the discretion of the Head of Research and Postgraduate Provision.
32. With support from their supervisor, a research student may apply in writing to extend the period of writing up beyond twelve months, taking account where applicable of Regulations regarding extension of registration.
33. Periods of writing up count towards the maximum period of registration

Interruption

34. Research students for either an MPhil or PhD degree must continue in registration until such time as they submit their thesis or withdraw. Students may request interruptions of study when required. These will need to be made to the Research Degrees Committee

and will be accompanied by a written justification and supported by the supervisory team. In general, interruptions are allowed in extenuating circumstances (e.g., illness, family crisis or exceptional or unforeseeable problems beyond the research student's control). It is normally possible to apply to interrupt for up to 12 months at any time, and not for more than three years in total, or two years consecutively, throughout a programme. If a student holds a visa to study, they must consider the potential implications of applying for an intermission on their visa.

35. Students should contact the Research Office in the first instance for additional intermission information (authorised absence) for Visa Sponsored Students. In the case of Research Council or sponsor-funded research students, due regard should be given to Research Council or sponsor rules governing suspension/intermission. Periods of temporary suspension shall not count towards the maximum period of study. On returning from suspension a research student who intends to submit his/her thesis must give the required two months' notice using the Intention to Submit form. The Intention to Submit form may only be submitted by a research student in active registration.
36. Research students on a period of interruption should not receive supervision and normally should not have access to services.

Extensions to registration period

37. The minimum and maximum periods of registration should be strictly adhered to. Extensions of registration beyond the maximum period will be considered by the Research Degrees Committee for exceptional reasons and on written application by the research student, supported by the supervisory team. These must be submitted before the registration period is due to expire. An action plan will be agreed with the research student setting out what needs to be achieved during the extension period.
38. Extensions should be requested when unforeseen circumstances arise, and such circumstances must be demonstrated in each case. Due regard should also be given to limits or conditions placed on extensions by funders or sponsors and any penalty which may apply if funded research students extend their study period. The relevant fee will be charged in accordance with the research student's registration status, i.e., whether in active or in writing up registration. If students hold a visa to study, then they must consider the potential implications of applying for intermission or extension on their visa. Students should contact the Research Office for additional information (authorised absence) for Visa Sponsored Students.

Submission

39. After completion of the necessary period of study, a thesis shall be submitted for examination in accordance with the instructions in Appendix 3, below and the Code of Practice/Programme Handbook (Regulations for the Completion of Research Degrees).
40. Research students in creative and/or performance-based subject areas may submit original practical work in partial fulfilment of the MPhil or PhD requirements (e.g., musical composition, creative writing, live performance, CD/DVD or e-portfolio link). The relative weighting of practical work and written thesis is variable and depends on the nature of the individual research project. In each case the weighting will be agreed in advance between the supervisory team and the research student and approved by the Research Degrees Committee. In addition, the work submitted for examination (practical work and

written text taken together) should critically reflect on the research process: and clearly set out:

- a the research issues, problems or questions that have been addressed; the context in which those issues, problems or questions are located (what is known or understood in the general area of the proposed research already and how addressing or answering the issues, problems or questions specified will enhance the generally-available knowledge and understanding of the area in question); and
- b what research methods have been used to address these issues, problems or questions.

41. In the creative and/or performance-based disciplines, practical work is completed in conjunction with an accompanying thesis (normally between 25,000- 40,000 words); the nature and extent of each component must be agreed in advance by the supervisor and approved by the Research Degrees Committee. The relationship of the practical work and thesis must be such as to form a holistic original research project.
42. As stated above, the submission following full-time study shall be made not later than four years from the date of first registration, excluding periods of interruption. The submission following part-time study shall be made not later than seven years from the date of first registration, excluding periods of suspension. On returning from interruption, a research student who intends to submit his/her thesis must give four months' notice using the *Intention to Submit* form. The *Intention to Submit* form may only be submitted by a research student in active registration. In cases where there have been periods of full-time and part-time study, the maximum permitted period of registration shall be determined by the Research Office and the Research Degrees Committee, on the basis that periods of part-time study shall be deemed to be equivalent to four-sevenths of an equal period of full-time study. Where periods of extension are approved by the Research Degrees Committee, these will be added to the maximum period of study.
43. A research student who is about to submit a thesis shall give at least four months' prior notice in writing (using the *Intention to Submit* form) to the Research Office, stating the full title of the thesis.
44. With the exception of restrictions on access as defined in Regulations below, research work submitted as a thesis for a Research degree shall be openly available in the format required by the College and subject neither to security classification nor to restriction on access. This will normally be placed on the College repository. Research students may publish the whole or part of their work prior to its submission as a thesis, provided that in the published work it is nowhere stated that it is in consideration for a Research degree.
45. In exceptional circumstances access to a thesis may be restricted by the Research Degrees Committee, on behalf of Academic Board, where such restriction is regarded as desirable on commercial grounds or pending patent applications, for the security of researcher or participants, or as necessary to maintain confidentiality. The period of restriction shall be determined by the Research Degrees Committee but shall normally not exceed three years from the date of examination. After three years the period of restriction may be subject to review in some circumstances. Each instance of Research Degrees Committee approval of restriction of access to a thesis should be reported to the College Library who will maintain an institutional list to be presented periodically to the Research Committee.
46. On submission of a thesis, for the standard PhD, a research student shall be required to sign a declaration, bound into/included with the thesis, stating: that the whole of the

thesis, including practice-based elements, is the result of work done wholly or mainly while the research student was registered; that where the thesis is based on work done by the research student jointly with others, a substantial part is the original work of the research student; the extent to which the thesis incorporates material already submitted for another degree. For the PhD by previous publication and practice, the student will be required to declare that the work carried out both before and after publication was their own work, or set out joint working arrangements.

47. Upon submission of the thesis the supervisory team shall be required to sign a Statement on the Originality of Work for PGR Degrees. This form, and the Turnitin report, will be viewed by examiners in advance of the viva voce examination.
48. Where multi-authored published material is included, the contribution of the candidate should be distinguished and clearly stated on the declaration form. It must be apparent at what levels the candidate was involved in the published studies, in order to establish that the candidate demonstrates sufficient intellectual input to qualify for the degree. Examiners should be guided by the requirement that the thesis must make a substantial contribution to knowledge of the subject, and afford evidence of independent critical ability in the handling and interpretation of material either known or newly discovered.
49. A thesis may not normally exceed 80,000 words in length in the case of a PhD, or 50,000 words in the case of an MPhil, unless prior permission to exceed this length has been given by the Chair of Research Degrees Committee on the recommendation of the supervisor. No thesis shall exceed 100,000 words in length. There is no minimum word length. Research students who exceed this limit without Research Degrees Committee permission will normally be required by the examiners to resubmit in a form which does not exceed the stipulated length. The maximum length excludes abstracts, acknowledgements, contents pages (and all other prefatory material), footnotes, references and/or bibliography, and any supporting material or evidence which may be bound in as appendices. Appendices should be clearly marked as such and listed on the contents page. If appendices are submitted in separate volumes, they must be prepared and bound in the same style as the thesis. All supporting material or evidence will be available to the examiners and will form part of the record. A limit on length is not a target figure – an important aspect of scholarship which must be demonstrated in a thesis is the ability to convey information concisely.

Examination

50. Research students submitting for the MPhil and PhD will be required to attend an oral examination.
51. For each research student, normally one internal and one external examiner shall be appointed to examine the thesis and an independent chair. In cases for example where the necessary subject expertise is not available within the College, two external examiners may be appointed. Similarly, in exceptional cases one additional external examiner may be appointed. No member of the supervisory team may be appointed as an internal examiner, nor may they take part in the judgement of the thesis under consideration in any other way. In addition, other researchers who have had any co-authoring or collaborative involvement in the research student's work, or whose own work is the focus of the research project such that there would be a conflict of interest or potential lack of objectivity, may not be appointed as internal or external examiners.

52. For staff candidates, two external examiners are required. If suitable subject expertise is available, an internal examiner shall be appointed for all staff examinations.
53. Members of staff who have had pastoral involvement with the research student may also not be appointed to the examining team. However, at the request of the research student, one or more members of the supervisory team may be invited to the *viva voce*, but a supervisor who is requested to attend by the research student will not play an active role in the examination. Where the research student wishes a supervisor to be invited, a request should be made in writing to the Research Office. One examiner, either the internal or the external, may be drawn from the major review panel (e.g., the internal member of staff who acted in the role of independent 'assessor' or an external 'assessor' if used), provided that they have had no further material contact with the research project since the review and that the other examiner is entirely new to the project.
54. Where three or more examiners are appointed, the majority should be examiners external to the College.
55. The responsibility for identifying and proposing suitable examiners is the responsibility of the supervisory team.
56. External examiners should normally hold an academic post in another Research education institution. Recommendations for examiners who do not hold such positions should be accompanied by a statement outlining their suitability and ability to examine, and there should be sufficient evidence of their research experience and expertise in the subject.
57. Former employees and graduates of the College are not eligible to be external examiners until an interval of at least three years has elapsed. The external examiner should have had no formal academic contact with the research student during the period of registration and, although reciprocity may be more difficult to avoid than for taught courses, examiners should not normally be appointed from Faculties where College members of staff have recently examined for the same subject. College staff with appropriate expertise may however be appointed as internal examiners for research students provided they have not been involved in the supervision of the research student.
58. Examiners, both internal and external, should have sufficient experience and appropriate subject expertise to be able to examine effectively. Collectively, the examiners should normally have participated in at least three doctoral examinations. As an example, if the external examiner possesses subject expertise but limited examining experience, this may be compensated for by an experienced internal examiner. Once the examiners have been appointed, neither the student nor members of the supervisory team should communicate directly with the examiners about any aspect of the thesis or its examination until the examination process has been completed. All communications about the examination should be made via the Research Office.
59. The Research Committee will approve the nomination of the examiners on the recommendation of the sub-committee.
60. Examiners will submit pre-examination reports in advance of the oral examination.
61. The *viva voce* (oral) examination will normally be chaired by an independent chair. The role of independent chair should normally be filled by a senior academic member of staff

with substantial experience in supervising research students and who has received appropriate training. If required, qualified members of the Research Office may also act as independent chair. Where PhD candidates are also members of College staff, an independent chair is essential.

62. The use of an independent chair encourages consistency in examination processes and provides an additional viewpoint if the conduct of the viva should become the subject of a research student appeal. An independent chair, who will not contribute to the assessment judgement, will provide guidance on the Research Degree Regulations.
63. In certain circumstances (e.g., where it is not possible for one of the examiners to attend the viva in person) video conferencing or other suitable technical communication arrangements can be made of the viva, provided all parties are agreeable to these arrangements and all necessary safeguards are in place to facilitate the smooth running of the examination. The examiners should make explicit reference to the fact that the viva was undertaken through videoconference in their examination report.
64. Having agreed to a *viva voce* examination involving videoconferencing, the candidate will not be permitted to use this as grounds for appeal, unless the circumstances of technical failure or other unforeseen eventualities beyond the control of the Board of Examiners were deemed to have adversely affected the candidate's performance and these were identified at the end of the examination (See [Code of Practice](#)).
65. In preparing for and conducting the oral examination, it will be possible to make arrangements to accommodate students with health or other requirements. Examiners should be informed of any measures or adjustments needed in conducting the examination. For example, it is important that the room in which the viva is to be held is appropriately arranged to ensure accessibility and clear communication. The responsibility for approving all examination arrangements lies with the Research Degrees Committee.
66. As stated above, at the request of the research student, one member of the supervisory team may be invited to sit in on the *viva voce* examination. Supervisors may also attend viva examinations remotely (via an internet link) with an independent chair's approval, although they will not be allowed to interrupt proceedings should their internet connection fail.

Examination outcomes

67. Having taken into account the criteria for the award of PhD or MPhil as set out in regulations above, the examiners for each research student shall recommend one of the following courses of action:
 - a. That the degree for which the research student has submitted a thesis be awarded subject if necessary to minor amendments to the thesis being made by a date specified. Minor amendments include: minor omissions of substance, typographical errors, occasional stylistic or grammatical flaws, corrections to references, addition/modification of one or two figures, and minor changes to layout, and require no new research. These changes need only be certified by the internal examiner. The date specified for the submission of such minor amendments should normally be no later than three months after the formal notification to the research student.

- b. That the degree for which the research student has submitted a thesis be awarded subject to the correction of major errors/omissions of substance being made, by a date specified (the procedure for certification of the amendments should be clearly specified in the report). Such amendments may require limited further analysis but will not affect the originality of the central thesis. They will be of a scale to require certification by both the internal and external examiners, though normally not so extensive that another oral examination is required. The date specified for the submission these amendments should normally be no later than six months after the formal notification to the research student.
 - c. That the research student be required to attend for a further oral examination.
 - d. That the research student be permitted to submit by a date specified a revised thesis for the same degree for re-examination on one subsequent occasion. The date specified for submission of the revised thesis should normally be no later than twelve months after the formal notification to the research student. As a fee is payable, the Finance department should be informed when a research student has been asked to submit a revised thesis.
 - e. That where a research student has failed to satisfy the examiners, permission be given to the research student to apply within a specified timeframe for the award of the degree of MPhil. This may be allowed without re-examination, subject to any minor amendment of the thesis which may be required by the examiners, or may be subject to re-examination of a revised thesis. In such circumstances, the work must meet the normal criteria for the award of the MPhil degree.
 - f. That the degree be not awarded and that resubmission of the thesis be not permitted.
68. Research students required to make minor or major amendments, or to submit a revised thesis for re-examination, should be given a clear and prompt statement by the examiners of what is required and by what date. The timescale should be agreed by all parties. When minor amendments have been submitted, the research student should normally be informed whether they have been approved within three weeks of their submission. In the case of major corrections/amendments, the research student should normally be informed whether they have been approved within four weeks of their submission. Unless specifically sanctioned by the Research Office, neither the candidate nor members of the supervisory team may communicate directly with any examiner in relation to the submission of amendments or corrections following examination. Such communications should be made via the Research Office. Likewise, examiners should address any queries or questions relating to corrections or amendments through the Research Office.
69. A candidate who fails to submit a corrected or revised thesis by the date set by the examiners shall normally be regarded as having failed the examination and the recommendations of the examiners shall lapse. In exceptional circumstances a revised date for submitting corrections may be approved by the Programme Director.
70. The examiners are permitted, on receipt of the amended thesis, to request that the student make a further attempt to complete the required amendments but these should only address points raised in the original examination process (e.g., when a student has failed to make all amendments required to the satisfaction of the internal or external examiner). The further attempt should be completed and submitted within a timescale specified by the examiners, which should be no longer than the timescale given for the first attempt. In such cases, all examiners are required to confirm that the required amendments have met their satisfaction.

71. Following acceptance of any corrections or amendments requested by the examiners and before an Examinations Board can be held, the student shall submit an electronic PDF version of the thesis to the Research Office.
72. The results of research should be freely available. Theses are accessible electronically through the College Research Repository. Research which is subject to security classification is not therefore normally considered appropriate for a Research degree, and theses may be subject to restriction only in exceptional circumstances, when the Research Degrees Committee, on behalf of Academic Board, approves restricted access for a period not normally exceeding three years from the date of examination.

Award of degree

73. Recommendations for the award of research degrees shall be made to the Postgraduate Board of Examiners of the College. The Board will receive the outcomes of the assessment process and make its decisions in accordance with these regulations. A recommendation will then be made to the University of Chichester in accordance with the validation programme requirements.
74. The reports of the examiners and their recommendations should be scrutinised and approved by a Board of Examiners. The outcome of each examination should be formally reported to the Research Degrees Committee. Under the exceptional circumstances that the appointed examiners are unable to reach agreement, the examiners shall submit independent reports, and the Chair of the Research Degrees Committee shall recommend to the Research Degrees Committee and Academic Board the appointment of an additional external examiner. The Research Office shall provide the additional examiner with a copy of the thesis/dissertation and the separate reports of the original examiners. The additional examiner shall be permitted to interview the research student before submitting a final report and recommendation to the Board of Examiners who shall consider all three reports and agree an outcome. This outcome should be reported to the Research Degree Group.
75. Recommendations for award will be notified to the University of Chichester under the arrangements set out in the MoA.

Appeals

76. Appeals against the decisions of a Board of Examiners or the Research Degrees Committee shall be dealt with by the appointment and operation of an appeals panel as described in the Academic Regulations.

[END of Main Regulations]

Appendix 1: Research degrees involving Practice Research.

1. The Regulations provide for candidates to submit practice in part fulfilment of the requirements for the degrees of MPhil or PhD. The following paragraphs amplify these requirements.
2. Candidates may either undertake research leading to a thesis submitted in accordance with the normal provisions or register to undertake original research in performance practice where the material is submitted concurrently and is examined as an integrated whole. In the latter case the thesis should include evidence in the form of practical performance which exemplifies and illustrates the ideas contained in the written part of the thesis. However it is presented, this work must be accompanied by an adequate and approved form of retainable documentation.
3. Practice, in this case, is not limited to particular forms, but might include performance, installations, live art, film or recorded work, playtext and more. This is a non-exhaustive list. Whilst examiners should typically experience the practice “live”, the candidate must ensure that the practice is well-documented and can be accessed asynchronously alongside the written portion of the thesis wherever possible and appropriate. For example, candidates may choose to embed links to the practice or its documentation directly into the written component to direct examiners to specific parts of the practice.
4. The percentage of practice and written submission should be negotiated with supervisors and approved by the Research Degrees Committee prior to the examination entry form being submitted. Typically, the written component will account for no less than 50% (40,000 words maximum), and no more than 90% (72,000 words maximum) of the overall thesis if practice is to be submitted. Candidates may also engage in practice which is difficult to capture or document and therefore may still write the maximum word count (80,000 words) despite undertaking practice research.
5. The Regulations provide for candidates to submit original compositions, or to offer recital work, in part fulfilment of the requirements for the degrees of MPhil or PhD. The following paragraphs amplify these requirements.
6. Candidates submitting musical compositions will submit one or more substantial works normally taking the form of scores, recordings and/or other electronic formats; 'substantial' is to be understood as referring to such features as the nature and scope of the music, its duration and the forces involved in its performance. In the case of instrumental and/or vocal composition, it is a normal requirement that audio recordings of not less than 25% of the total submission are provided; these will aid the examiners in their assessment of compositional quality, but neither the performance nor the recording will be directly assessed; nor will the recording form part of the formal submission.
7. Compositional submissions must include either a textual commentary of approximately 20,000 words explaining the nature of the research embodied in the compositions (for example in terms of compositional process, technique, structure, context, significance and relationship to contemporary compositional practice), or a substantial thesis (approximately 35,000 words) together with a correspondingly reduced compositional submission. The thesis must embody original research related to the compositional submission in such a way that the compositional and textual

components form an integrated project. The format and extent of the submission (including supporting recordings where applicable) must be approved in advance by the supervisor and the Research Degrees Committee – normally through the Major Review process.

8. Recital work may be offered in conjunction with a substantial thesis (normally not less than 55,000 words); the nature and extent of each component must be agreed in advance by the supervisory team and the Research Degrees Committee – normally through the Major Review process. The relationship of the thesis and the recital work must be such as to form an integrated research project, with the recital illustrating or exemplifying the original research embodied in the thesis.
9. Candidates are reminded that they are also required to adhere to the guidelines concerning the submission of theses set out in the document *Completion of Research Degrees* (available as an appendix within the main Research Degree Regulations).

Appendix 2: Regulations for submission by Previous Publication and Practice for the degree of Doctor of Philosophy

- 1) A PhD by practice and/or published work is intended for those who have already carried out extensive research over a significant period and have publications or creative practice arising from this work which have already been published, staged or presented.
- 2) Those wishing to submit a PhD by published work should have an established expertise in their academic discipline. Evidence of this expertise should be submitted to the Research Degrees Committee during the research approval process.
- 3) Candidates may submit published work or practice provided that:
 - a) the published work or practice is broadly comparable to a PhD thesis (that is, it is evidently the result of sustained work normally in a single field to which it makes an original contribution); the work demonstrates that it meets the criteria for the award of a PhD as set out in the College's Code of Practice for Research Degrees
 - b) The set of works (written or performed) represents a coherent programme of research and makes an original contribution to the present state of knowledge. The published works or practice should include a proportion of recently published or presented material. Further research may be necessary. For a practice-based PhD by publication there should be good documentation and evidence of works submitted (for example videos of a performance or catalogues).
 - c) The published works submitted for the PhD shall normally consist of papers, chapters, scholarly monographs, books, research reports or other publications. For pieces of artistic practice, the submissions may be other works such as compositions, documented performances, installations or exhibitions.
 - d) The minimum number of papers, or other submissions including practice research or pieces of artistic practice, is three. If reliant on publications as such, the preferred submission is three to ten sole-authored and primary researched papers published in reputable, peer-reviewed academic journals, performance venues or equivalent, and/or scholarly monographs, supplemented by coauthored papers, chapters or

research reports. Regardless of the number of individual works, quantity will in all cases be superseded by considerations of quality, coherence and the overall contribution to knowledge which, taken together, the body of work represents.

- e) In the case of work such as compositions, performances, installations or exhibitions these must also have been published, performed or exhibited in the public domain and subject to equivalent forms of peer or critical review.
- f) The published or practice works submitted must be in the public domain. Manuscripts of works submitted for publication but not yet accepted are not eligible for submission. Any work not in the public domain, such as a confidential research report or personal practice, is not eligible for submission.
- g) The published or other works submitted may have been published, performed, installed or exhibited up to a maximum of ten years prior to registration on the PhD by Publication programme.
- h) The works shall not have been previously submitted for any other award including previous doctoral study.
- i) The work submitted for examination must be in English. Where work has originally been published in a language other than English, a certified translation must be provided.
- j) If the candidate incorporates material which has been produced in collaboration with others, a written statement should be included indicating the share the candidate personally took in the work. This should be supported by the supervisory team. The College reserves the right to clarify contributions with other authors of a collaborative paper or practical submission as necessary.
- k) The published material is included together with an abstract and a statement of the candidate's aims and of the nature of the research, indicating how the works submitted have contributed towards it. Where published papers from different sources are included, the candidate must provide a separate introduction which links the material and demonstrates the nature and extent of his/her original contribution. If the published work is already in book form, the abstract and supporting statement must be included.
- l) The published works shall be accompanied by a commentary. The commentary is usually between 25,000 and 40,000 words. It may be necessary for the candidate to undertake additional research to provide a basis for presenting the material as an integrated whole (guidance below).

The commentary shall:

- provide an autobiographical context;
- follow a theme tracing the research, to ensure coherence;
- account for originality at the time of each project or publication;
- identify contributions to the subject area or discipline since the completion of the research, and identify the original contribution to the present state of knowledge;

- provide coherent links between projects and published or other works;
- offer reflections about the candidate's professional development as a research practitioner;
- provide conclusions and suggestions for future developments.

Appendix 3: Regulations for members of staff registered for the degree of Doctor of Philosophy

Staff registration requires either submission by thesis or submission by published works as set out below.

General regulation for staff registration

- 1) With the approval of the Research Degrees Committee, a member of staff may be admitted for the degree of PhD. Standard regulations for Research degree registration will apply in such cases.
- 2) Members of staff registered under these regulations will be liable for standard supervision fees at the part-time rate unless specific arrangements for fee waivers have been agreed by the College.
- 3) Two external examiners and, if suitable subject expertise is available, an internal examiner shall be appointed for all staff examinations.
- 4) An Independent Chair shall be appointed for all staff examinations.

In addition, staff making a submission by Published Work must adhere to the following:

- 5) A member of staff wishing to submit by published work should have an established expertise in his or her academic discipline. A curriculum vitae, setting out evidence of such expertise, should be submitted to the Research Degrees Committee for approval.
- 6) A staff candidate may submit published work provided that:
 - a) the published work is broadly comparable to a PhD thesis (that is, it is evidently the result of sustained work normally in a single field to which it makes an original contribution); the work demonstrates that it meets the criteria for the award of a PhD as set out in paragraph 5 of the College's Code of Practice for Research Degrees and that a substantial and important part of the work submitted has been carried out by the candidate since he or she joined the staff of the College;
 - b) if the candidate incorporates material which has been produced in collaboration with others, a written statement is included indicating the share the candidate personally took in the work;
 - c) the published material is bound together with an abstract and a statement of the candidate's aims and of the nature of the research indicating the contributions to it of the works submitted. Where published papers from different sources are included, the candidate must provide a separate introduction which links the material and demonstrates the nature and extent of his/her original contribution. If the published work is already in book form, the abstract and supporting statement must be bound.

- 7) By the time of submission, a staff candidate making a submission by Previous Publications and Practice must have:
 - a) been registered for a minimum period of one year full time or pro rata part time.
 - b) served as a member of staff for a period of not less than 12 months.

Appendix 4: Research Degrees: Procedures for Circumstances that may lead to Withdrawal or Termination

1. Concerns about unsatisfactory progress should normally be raised by the supervisory team. However, concerns may also be raised by the Academic Programme Director or the Research Office, for example, based on documentation relating to student progress.
2. Issues relating to unsatisfactory progress should be dealt with informally in the first instance. If progress continues to be unsatisfactory and after due warning, there is insufficient improvement, the Research Degrees Committee (RDG) may recommend termination of registration.
3. It is the responsibility of the student to inform the Research Office of any circumstances (personal or otherwise) that would prevent them from meeting any deadlines or any compulsory processes at the earliest possible opportunity and therefore avoid recourse to retrospectively applying for interruptions or extensions).
4. Recommendations for termination may be made at formal progress reviews (annual, major review) or at any time during a student's registration.
5. The following procedures cover recommendations for:
 - 1 Termination due to significant academic concerns (outside of Annual and Major Review), or on the conduct of research
 - 2 Termination as a result of failure to complete a Formal Progression Point in a timely manner.
 - 3 Termination (deemed withdrawn) due to lack of contact.
 - 4 Termination due to failure to submit a thesis by the end of the maximum period of registration or by the deadline set by examiners.

This list is not exhaustive. Guidance in other circumstances may be sought from the Research Office.

Termination due to significant academic concerns (outside of Research Approval, Annual Review, and Major Review)

1. It is the responsibility of the Primary Supervisor to inform the doctoral student of unsatisfactory progress as soon as this becomes apparent

2. The procedures outlined in this section refer to situations where the student's progress gives significant cause for concern, to the extent that there are well-founded and demonstrable reasons to doubt the eventual submission of the doctoral thesis within the maximum period of registration remaining. More minor concerns are not part of this procedure and should be handled as part of the normal supervision process.
3. If discussion between the student and appropriate members of the supervisory team fails to resolve the concerns, the matter should be referred to the Academic Programme Director. They will either assess the situation or nominate a third party to undertake an independent assessment.
4. The independent assessor should verify whether there has been a significant lack of progress. If so, the independent assessor should establish, as far as possible at this early stage, whether any of the following has significantly affected the student's progress:
 - lack of (or lack of reasonable access to) appropriate facilities or equipment to carry out the research project;
 - circumstances not previously taken into account (including, but not exclusively, illness);
 - a poor or problematic relationship with one or more members of the supervisory team.
5. To ascertain if any (or potentially all) of the above has/have led to a significant lack of progress, the independent assessor should seek separate evidence from the student and the supervisory team.
6. The evidence may also take the form of existing written supervisory records on file, as well as new evidence submitted. If there have been difficult personal circumstances or illness not yet documented, it is the responsibility of the student to provide this written evidence (for example, a medical certificate). Failure to provide new written evidence at this stage to the independent assessor may be taken into account at any later appeal.
7. The evaluation of this evidence by the independent assessor should be completed within 10 working days following receipt of the evidence.
8. If significant concerns about supervision arise as part of the evidence collection the independent assessor must in the first instance discuss these with the Academic Programme Director.
9. If the perception is that progress has been significantly hampered by a lack of (or lack of reasonable access to) facilities and/or equipment, then the independent assessor must discuss this with the Academic Programme Director. These discussions should refer to agreements and requirements agreed at the start of the programme and consideration given to whether the existing facilities and/or equipment continue to meet those requirements or whether enhancements to equipment and/or facilities might reasonably be made.
10. As a result of reviewing the information and evidence at his/her disposal, the independent assessor may consider that the issues identified in connection with progress are not of sufficient seriousness to invoke the full termination procedures. For example, the independent assessor may consider that attendance at suitable training and/or a change

to the supervisory team may help the student to resume satisfactory progress. The independent assessor will subsequently make an appropriate recommendation to the Academic Programme Director. In these circumstances, and if it is appropriate for the student to continue, an action plan (with targets and timescales) should be agreed in order to support the student in moving forward. The action plan should be regularly reviewed by the supervisory team and the independent assessor, with actions taken and amendments made to the plan as required. To ensure transparency the Research Degrees Committee shall receive notification of the outcome of any independent assessor review.

11. Where the independent assessor establishes that the lack of progression is sufficiently serious to instigate the termination process after having given due consideration to any reasonable circumstance not previously taken into account that had significantly hampered the progression, a review panel will be formed by the Chair of Research Degrees Committee.
12. Membership of the review panel meeting with the student is set out below:
 - the supervisory team
 - a member nominated by the Chair of the Research Degrees Committee who is not a member of the supervisory team.
 - a Review Panel Chair who will be a separate member of academic staff who has not been involved in the matter previously.
 - a secretary, agreed by the Review Panel Chair, who will minute the meeting.
13. In choosing the non-supervisory member for the review panel, the Chair of RDG should avoid any potential conflicting line-management issues. The student may be accompanied by a friend, who may offer moral support and/or ensure that the procedures are followed properly. A 'friend' may include a representative from the Students' Union, other personal friend or family member, but excludes any form of legal representation
14. The review panel will agree a written action plan, together with guidance to the student appropriate to the stage of their programme, including targets and the deadline for improvement. The deadline for achievement of those targets should normally be 3 months for a full-time student and 6 months for a part-time student from the date of the notification of this action plan.
15. This information will be sent to the student in writing with a requirement to satisfy the targets set out in the action plan – normally this will involve some type of written work although may include laboratory work, creative practice or performance as appropriate to the subject. The student may undergo a viva as required by the review panel or at the request of the student. The student must also be informed in writing at this stage that failure to satisfy the review panel may result in a recommendation for termination. Failure to respond to the requirements to satisfy targets set out in the action plan may lead to termination resulting from failure to complete a formal progression point in a timely manner as set out below. All correspondence will also be sent to the Research Office so that it may be held with the student's records.

The second review

16. After the final deadline, the review panel will assess the progress of the student against the targets of the action plan. The panel may recommend progression, or they may recommend termination to the Research Degrees Committee. The Research Degrees Committee should ensure there is an independent note-taker to document this second review.
17. The review panel must document the reasons for their decision and submit these to the Research Office within 5 working days of their decision, the Chair of the Research Degrees Committee will then convene a meeting.
18. The recommendation should also explicitly indicate whether the student submitted any further mitigating circumstances, the evidence for these circumstances, and how the review panel took them into consideration. Failure to submit any new evidence of mitigating circumstances at this stage may be taken into account in any appeal.
19. If the decision is to allow progression, the review panel may also provide written guidance to the student to help to guide their future work. A copy must be retained on the student's file.
20. The Research Degrees Committee will review, at its next available meeting, or if the period between meetings is too long (more than a month), at an exceptional or virtual meeting, the recommendation and either approve or reject the request for the termination of registration. The usual principles of quoracy for the Research Degrees Committee shall apply.
21. The decision must be notified to the student in writing within 5 working days of the RDC meeting. The student must also be informed of their usual right to appeal against the decision of the Research Degrees Committee as indicated in College Regulations.

Termination as a result of failure to successfully complete a formal academic progression point including and not limited to Research Approval, Annual Review and Major Review

22. If a student fails to meet the requirements for a formal academic progression point a recommendation for termination will be considered at the Research Degrees Committee. The student will be notified by the Research Office in writing, by email to the student's email address and by post to the postal address of the student registered with the College. The student must also be informed of their usual right to appeal against the decision of the Research Degrees Committee as indicated in the [College Academic Regulations](#).

Termination as a result of failure to complete a formal administrative milestone in a timely manner¹

23. After failure to complete a formal administrative milestone, a series of formal letters will then be set in train to ensure compliance. This will normally consist of two letters sent by the Research Office at fortnightly intervals to the student's College email account and by registered post to the postal address of the student registered with the College. If no response is received within one month of the sending of the second letter, a third letter will be sent informing the student that they have been deemed to have withdrawn. The

¹ Formal administrative milestones include submission of required documentation for Research Approval or Annual Review or Major Review, annual student re-registration, re-registration after a period of suspension of candidature or failure to submit required work in accordance with an action plan set by a review panel as described in section 1 above.

student must also be informed of their right to appeal as indicated in College Regulations. This decision will be noted at the Research Degrees Committee.

Termination (deemed withdrawn) due to lack of contact with the supervisory team

24. Where a student has not been in communication with his/her supervisory team for more than two months (FT) and four months (PT) (excluding periods of external internships or suspensions formally approved by RDG) the supervisory team must notify the Research Office. The notification should include a list of ways in which the supervisory team has sought to communicate with the student. A series of formal letters from the Research Office will then be set in train seeking contact with the student and encouraging a response. This will normally consist of two letters sent at fortnightly intervals to the student's College email account and by registered post to the postal address of the student registered with the College. If no response is received within one month of the sending of the second letter, a third letter will be sent informing the student that they have been deemed to have withdrawn. This will be noted at the Research Degrees Committee.
25. The College is a sponsor for international students holding UKVI Student Route visas and is obliged to monitor attendance as part of its licence. UKVI Student Route students also have certain responsibilities regarding attendance and engagement to enable them to comply with UKVI regulations. Supervisors should ensure that they understand the College's attendance policy in relation to UKVI Student Route visa holders and raise any queries or concerns with the Chair of the Research Degrees Committee at the earliest opportunity.

Termination as a result of failure to submit a thesis by the end of the maximum period of study or by the deadline set by examiners

26. Students should be aware of their responsibility to inform the Research Office of any circumstances (personal or otherwise) that would prevent them from meeting any deadlines or any compulsory processes at the earliest possible opportunity (i.e., as soon as they are known) to avoid recourse to retrospectively applying for extensions). The consequence of failing to meet deadlines and the outcomes of examinations are indicated in 5.1, 5.2 and 5.3 below.
27. In line with the Research Degree Regulations, a postgraduate research student who fails to submit a thesis by the end of the maximum period of registration without having sought an interruption or extension will be deemed to have withdrawn from their studies.
28. Students failing to re-submit for examination or to submit corrections within the deadline set by examiners will be deemed to have withdrawn from their studies. This will be noted at the Research Degrees Committee.
29. In certain circumstances, students may apply for an extension of registration beyond the maximum period for the submission of the thesis or any corrections requested by examiners. As stated in the Research Degree Regulations, extensions will be granted only where there is good cause and where the case is supported by the supervisory team. An application for extension must be made at least two weeks prior to the deadline before registration is due to expire. It should be noted that the maximum period of registration is increased if an extension is granted. The student's revised submission date will therefore be correspondingly later than the original submission date. Failure to submit by the revised submission date will result in the student being deemed withdrawn unless a further (exceptional) period of extension is applied for and granted.

30. In extenuating circumstances, students may apply for a period of interruption from their studies please refer to the Research Degree Regulations.

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