

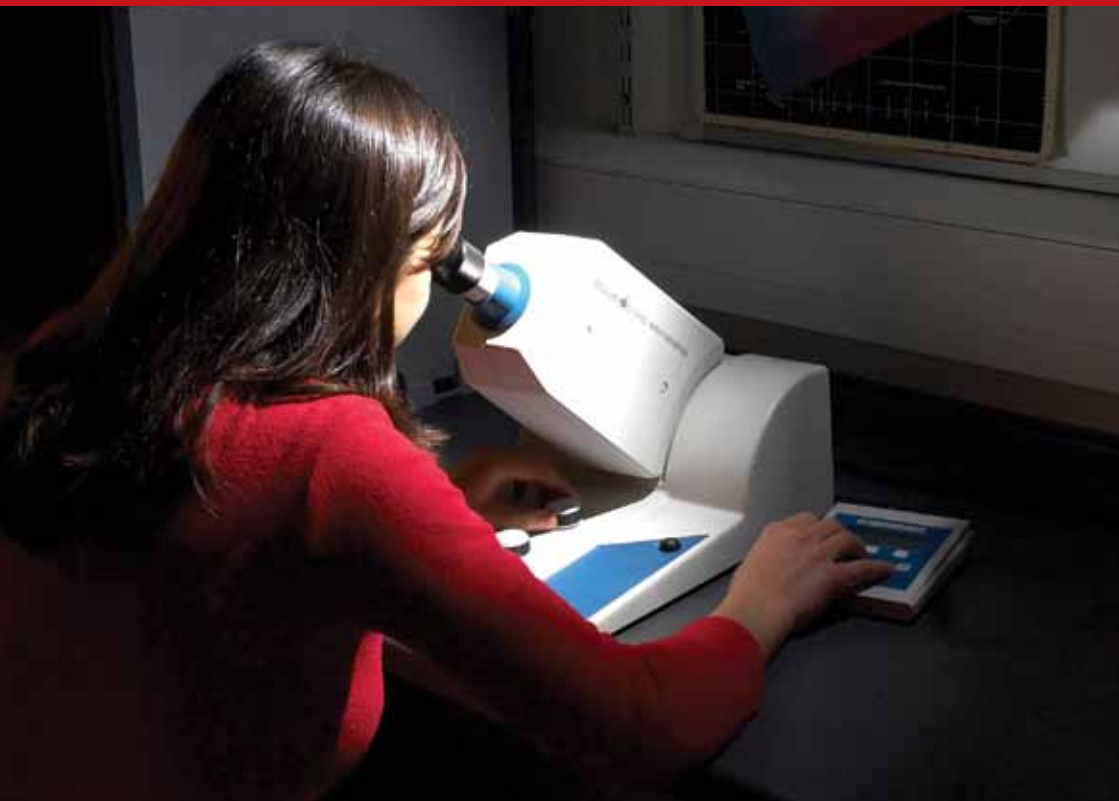


**CITY UNIVERSITY
LONDON**

The University for business and the professions

Guide for Research Students

ACADEMIC SERVICES



Contents

Welcome from the Deputy Vice-Chancellor	2
1. Aims and scope	3
2. Research Environment	4
3. Student feedback and representation	5
4. Academic Quality and Standards	6
What is a research degree?	6
Approved research degrees	8
Duration of study	9
Thesis length	10
5. Admissions	11
Registration, re-registration and fees	11
Appointment of supervisor(s)	13
Changing supervisors	13
Roles and responsibilities	13
6. Progress and review	14
First year of study	14
Annual progress review	15
Transfer from MPhil/MMA to PhD/DMA	15
Transfer to writing-up	16
Suspension of candidature	17
Resumption of studies	18
Request for extension of candidature	18
Withdrawal of candidature	19
7. Assessment and award	20
Three month notice of intention to submit	20
Appointment of examiners	20
Submission of thesis for examination	20
Viva-voce examination	21
Amendments	22
Re-submission and re-examination	23
Format and binding of a thesis	24
Graduation	24
8. Supplementary information	25
Useful websites	32

Welcome from the Deputy Vice-Chancellor

Welcome to City University London.

We hope you will enjoy your experience as a research student here. In choosing to study at City you will benefit from our commitment to and passion for academic excellence; our London location, where you will have access to a variety of specialist libraries and other cultural, sporting, social and employment opportunities; our lively research culture, where 15 areas of academic activity were assessed by the 2008 Research Assessment Exercise (RAE) as being of a quality comparable with the very best in the world; our links with business and the professions and the City of London; and our international outlook.

This Guide will provide you with information on what it is to be a research student at City or on one of our validated courses. It will also provide you with some advice on what to do, or from whom you can seek further advice, should you experience any difficulties during your period of research candidature. You are also advised to refer to any relevant information within your School, Department or Research Centre. Additionally, as a research student, you will have access to a variety of online facilities which are all designed to help enhance your learning experience and enable you to reach the full potential of your research.

Finally, I would like to take this opportunity to wish you every success in the pursuit of your research interests. The path that you have chosen to follow will inevitably be both the most exciting and the most academically challenging kind of university study you will undertake, as you encounter obstacles as well as make breakthroughs in your research. You will, however, have the support of my colleagues and your fellow students and I personally look forward to us all celebrating when you graduate and embark on your chosen career.

Professor David Bolton

1. Aims and scope

This Guide is aimed at all research students registered with us or undertaking one of our validated courses. As a research student, we aim to ensure that:

- You are provided with relevant information to enable you to complete your research degree successfully and in an appropriate time period
- You are familiar with your roles and responsibilities and those of your supervisors and the School, Department or Research Centre within which you are registered
- You are aware of the requirements of the research degree for which you are registered
- You understand our academic policies and processes that govern the quality and standards of a research degree at City.

At City, we have developed a Framework for Research Degrees covering all aspects of research study. These areas are listed as follows:

- Regulations for Doctoral Programmes and Masters by Research
- Guide for Research Students
- Roles and responsibilities of research students and supervisors
- Statement of best practice for research students who teach
- Research Degree Typology
- Framework for Good Practice in Research
- Guide to Managing Intellectual Property
- Doctoral Track Scheme (Staff candidates).

A list of corresponding web addresses can be found at the end of this Guide. We recommend you take some time to familiarise yourself with the contents of our Framework.

2. Research Environment

We are committed to ensuring that you are able to carry out your research to your full potential in an atmosphere that is both challenging and engaging.

When you register for your research degree with City, we will appoint a supervisory team of two academic staff, selected to ensure you receive the right research expertise to support you in your study. Each Department or Research Centre also has a designated member of academic staff who undertakes the role of Senior Tutor for Research. The Senior Tutor for Research has overall responsibility for the management of research degree provision within your Department or Research Centre. Should you experience any difficulties that you do not feel able to raise with your supervisors you should contact your Senior Tutor for Research.

Dedicated staff within your School, Department or your Research Centre will notify you of the seminars, lectures and conferences available for you to attend. We also organise an annual schedule of events for all research students. The aim of these events is to provide you with the opportunity to develop your transferable skills and provide you with the opportunity to interact with your peers and academic staff from other Schools, Departments and Research Centres.

City also hosts an annual postgraduate research symposium. You will be invited to deliver a short presentation on the subject of your research and/or present a research poster on your research subject. The symposium is usually held in the summer term. Additionally, we organise research half-day events throughout the academic year to enable you to:

- Share research findings and current and proposed work
- Forge multi-disciplinary relationships and collaborative work
- Raise the research profile of your work within City.

Details of the annual programme of events are circulated ahead of each academic year in order to ensure that you have the earliest opportunity by which to arrange attendance.

3. Student feedback and representation

We are committed to improving our services to students and encourage you to give feedback on any aspect of your provision either informally through your supervisors and the Senior Tutor/Director of Research or formally through your research student representative within your School, Department or Research Centre.

Student representatives are elected by their peers and play a vital role in the development of research degrees at City. The role, normally held for two years, includes representation on behalf of peers at School Board of Studies, on School committees and across the wider University such as the Senior Tutor for Research Forum and the Student Affairs Committee.

You can find further information about Student Representation from the list of useful website addresses provided at the end of this Guide.

You are encouraged to talk to your supervisors and/or your Senior Tutor for Research if you are interested in becoming a student representative.

Your School, Department or Research Centre will request feedback from you as part of their annual evaluation exercise. This enables us to monitor consistency across Schools and consider any amendments to regulation, policy or processes. City also conducts a review every five years and you are encouraged to feedback your experiences as part of this periodic review.

Additionally, you are encouraged to provide feedback on your experience through the Postgraduate Research Experience Survey and the Research Student Development Group facilitated by the Students' Union.

4. Academic Quality and Standards

What is a research degree?

City offers research degrees at both masters and doctoral levels. Please familiarise yourself with the following information.

Doctoral Level

In accordance with the *Framework for Higher Education Qualifications in England, Wales and Northern Ireland* City confers doctoral awards to candidates who, through research study, publications, or original creative work, can demonstrate:

- The creation and interpretation of new knowledge, through original research or other advanced scholarship, 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 or 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 judgments on complex issues in specialist fields, often in the absence of complete data and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences

- Continue to undertake enquiry, pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas or approaches

and 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.

Material can be submitted for consideration for the award of a doctoral degree in a variety of formats. You will have discussed the form of your thesis with your supervisory team when you applied to carry out your research study. Submission for the degree of Doctor of Philosophy (PhD) or equivalent may be by major thesis, structured components or by prior or prospective publications. You will normally register as an MPhil/PhD candidate (or equivalent) and be assessed for transfer of registration to PhD (or equivalent) according to the procedures of your School.

N.B. Students submitting material for Doctor of Philosophy by publication are required to provide a Statement of Co-Authors of Joint Publications for each co-authored publication submitted as evidence towards the degree.

Your assessment will include a viva-voce examination on the subject of your thesis for consideration of the degree of Doctor of Philosophy (PhD) or equivalent.

Professional doctorates

As an institution with a strong professional focus, we offer a range of practice-focused doctorates, which are as follows:

- Doctor of Psychology in Health Psychology
- Doctor of Psychology in Counselling Psychology
- Doctor of Journalism
- Doctor of Health.

These awards fulfill the requirement for study at the highest practice focused level and are the equivalent academic standard of a traditional doctorate. The emphasis is on developing a thesis that usually contains one or more reflective accounts of case study work, a critical review of literature, the main research area and a dissemination artefact and plan. The range of assessed elements represents the development of high-level skills pertinent to practice development and professional leadership.

If you are registered on a professional doctorate with us you will be required to submit material according to the particular expectations of the degree on which you are registered, which will be outlined to you by your supervisory team. Professional doctorates normally include the completion of examined pre-requisites before candidates are permitted to continue with their research.

Your assessment will include a viva-voce examination on the subject of your thesis for consideration of the award of a professional doctorate in the same way as you would for consideration of the award of the Doctor of Philosophy (or equivalent).

Master of Musical Arts (MMA) and Doctor of Musical Arts (DMA)

The MMA/DMA degree is run jointly by City and the Guildhall School of Music and Drama with the final degree awarded by City. You will register initially for the MMA degree and transfer to the DMA once you have made good progress on the initial stages of your research. The work completed at the time of transfer forms the basis of the DMA. The degree aims to combine performance at a professional level and research on an aspect of performance. Submission for the degree comprises an integrated combination of thesis and performance.

The Doctor of Musical Arts (DMA) is equivalent to a Doctor of Philosophy (PhD) and is not classified as a professional doctorate within our Typology of Research Degrees.

Your assessment will include a viva-voce examination on the subject of your thesis for consideration of the award of a Master/Doctor of Musical Arts in the same way as it would for consideration of the award of the Doctor of Philosophy.

Master of Philosophy (MPhil)

In line with the *Framework for Higher Education Qualifications in England, Wales and Northern Ireland* City confers Masters degrees by research to candidates who, through research study, publications, or original creative work, can demonstrate:

- 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 or area of professional practice
- A comprehensive understanding of techniques applicable to their own research or advanced scholarship
- 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 student:
 - to evaluate critically current research and advanced scholarship in the discipline
 - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Your assessment will include a viva-voce examination on the subject of your thesis for consideration of the degree of Master of Philosophy in the same way as you would for consideration of the degree of Doctor of Philosophy.

Approved Research Degrees

We award the following research degrees:

Master of Philosophy (MPhil)/
Doctor of Philosophy (PhD)
Master of Musical Arts (MMA)/
Doctor of Musical Arts (DMA)
Master of Law (LLM) (by research)
Doctor of Psychology (DPsych)
Doctor of Professional Practice
Doctor of Practice and Services
Development
PhD (Practice and Services Development)

Upon successful completion of your research study you will be awarded one of the above degrees in the particular subject within which you have studied, for example, a Master of Philosophy in Finance. You can find a full list of the approved research degree titles available at City from the list of useful website addresses at the end of this Guide.

Duration of study

The following table summarises the minimum and maximum periods of study as you progress during your research degree:

Degree		Period of Registration		Period for Transfer to PhD/DMA*		Minimum period before transferring to writing-up
		Minimum	Maximum	Minimum	Maximum	
PhD/DMA DPsych* DHealth* DJourn*	FT	2 years	4 years (including writing-up)			2 years
PhD/DMA DPsych* DHealth* DJourn*	PT	3 years	7 years (including writing-up)			3 years
MPhil/MMA/ LLM	FT	1 year	3 years	1 year		2 years
MPhil/MMA/ LLM	PT	2 years	5 years	2 years		4 years
DPsych (top-up)	FT	18 months	4 years			1 year**
DPsych (top-up)	PT	30 months	4 years			2 years**

FT = Full-time
PT = Part-time

* Professional doctorates do not have the equivalent of a MPhil programme. Students will register directly onto the doctorate programme.

** The minimum period specified above for DPsych degrees represents the time spent on the DPsych degree itself. This is in addition to a minimum of six years' full-time study in Psychology (or its part-time equivalent), including three years' full-time (or its part-time equivalent) postgraduate study in Psychology.

Thesis Length

Degree	Thesis Length
MPhil/MMA/LLM	Not normally expected to exceed 50,000 words.
PhD/DMA	Not normally expected to exceed 100,000 words or 20,000 words for the award of PhD through the submission of portfolio prior publications.
DPsych	Not normally expected to exceed 40,000 words plus 5,000-6,000 words on each case study and critical literature review.

5. Admissions

Registration, re-registration and fees

You will have been accepted for registration as a research candidate under one of the following categories:

- Full-time internal
- Part-time internal
- Full-time external
- Part-time external
- Staff candidate.

Registration is carried out online before you commence your research study. Please contact the research administrator within your School, Department or Research Centre if you have any difficulties in registering online. You can find further information on registration from the list of useful website addresses provided at the end of this Guide.

Full-time

As a full-time student, you will spend the majority of your working time in research at City. You are expected to dedicate yourself full-time to your research.

Part-time

You are expected to spend the equivalent of two days per week on your research. This period should not normally exceed 15 hours of organised study per week.

Internal

You will follow a course of research at City under the guidance of an internal supervisor who will be your first point of contact. You will normally also be allocated a second supervisor.

External

You will follow a course of research in either an approved educational institution or in an industrial or commercial organisation. You may be based abroad or carry out research which requires extensive contact with an outside organisation. You will be allocated an external supervisor as well as an internal supervisor. The external supervisor will have overall responsibility for your effective supervision and will be your main contact during your period of study. As an externally registered student, you are required to:

- Spend up to four days per year at City and meet with your second, internal supervisor
- Present an annual seminar on your research at City.

It may also be appropriate for your internal supervisor to visit you in your workplace or place of study and, as an overseas external student, you may be invoiced to cover travelling and other costs for this purpose.

Your supervisors will have agreed their respective responsibilities before you commence your research. Please familiarise yourself with the respective roles and responsibilities of your supervisors and seek further clarification if needed. It can be useful to revisit these roles and responsibilities with your supervisor(s) periodically. You can find a full list of your roles and responsibilities and those of your supervisory team from the list of useful website addresses provided at the end of this Guide.

Staff candidate

The Doctoral Track Scheme provides support to staff wishing to pursue a doctoral qualification. You are advised to discuss the most appropriate doctoral route with your Associate Dean (Research) and/or Senior Tutor for Research. You will find further information on the Doctoral Track Scheme from the list of useful website addresses provided at the end of this Guide.

As a staff candidate you may normally submit your thesis after having served one year as a member of academic staff and no sooner than one year after the appointment of your advisor. Subject to these minimum requirements submission may be made at any time by staff in service and retired members of staff but may not be later than three years after you have left the service of City.

Re-registration

All City students are required to re-register each year. Re-registration is subject to satisfactory annual progress. Please contact the research administrator within your School, Department or Research Centre should you experience any difficulties in re-registering.

Fees

Fees for research degrees are charged annually and cover registration, supervision and examination. They do not cover accommodation and other living expenses. You should expect the annual fee to increase each year but as a research student you may pay your fees by instalment. Further information on the instalment scheme is available from the list of useful website addresses provided at the end of this Guide. If you are sponsored, you must arrange for your sponsoring body to complete a sponsorship form so that they may be invoiced.

Appointment of supervisor(s)

During the initial stages of your application, you will be appointed at least two supervisors. One member of the supervisory team will be identified as the first supervisor and will be your main point of contact during your period of candidature. Your supervisory team will ensure that your research project is within the scope of the department's resources. They will guide you so that your topic is not so large that it cannot be completed in the maximum period of candidature nor so restricted that you are unable to demonstrate research ability and critical judgement or be unable to make an original contribution to your field of research.

Changing supervisor(s)

It may be necessary for a change in supervisory arrangements to be recommended during your period of candidature. This could be because:

- Your supervisor is on sabbatical leave
- Your supervisor has left City
- Difficulties in the relationship between you and your supervisor(s).

If you need to discuss a change in supervisors please do so with your Senior Tutor at the first available opportunity. City will support you as far as possible and if needed, there is a student complaints procedure to help you and your supervisors through this. A change of supervisors can be arranged as a last measure and if needed.

Roles and Responsibilities

Your roles and responsibilities, as well as those of your supervisory team, will vary according to the category you are registered and the stage you have reached in your research.

You can find a full list of your roles and responsibilities and those of your supervisory team from the list of useful website addresses provided at the end of this Guide.

6. Progress and review

First year of study

You will normally meet with your first supervisor within two weeks of registering. At the first meeting, the following points will be clarified between yourself and your supervisors:

- Your research topic
- The plan and project outline for your research
- The methodological skills required for your research and whether additional training will be required.

In some disciplines your research topic will already be agreed before you have registered (for example, if you have been recruited to work on an already defined research project). It is crucial that you and your supervisory team agree your research topic early on in your first year in order to ensure that your progress is managed appropriately.

An outline for the first year of study may include:

- Agreement on the frequency of meetings between yourself and your supervisor(s)
- Agreement between you and your supervisor(s) on the expectations of undertaking a research degree with City
- Suggestions on an agreement of attendance of courses, conferences or seminars
- Tasks relating to literature reviews, pilot studies or research techniques
- Meetings with other researchers.

The frequency with which you meet your supervisor(s) will vary as you progress through your research. It is anticipated that you will meet more regularly with your supervisor(s) in the earlier stages of your research and during the examination stage. As a full-time student you should expect to meet with your supervisor(s) at least twice each term while part-time students should expect to meet with their supervisor(s) at least once each term. Please review the frequency with which you and your supervisor(s) meet as you progress through your research.

The objective of these meetings is to review your progress, ensure your aims and objectives are still relevant and that your progress reflects these. Your supervisor will want to ensure the next stages of your research will progress well and will review this with you to ensure you understand the expectations they have.

Online records will be kept by both you and your supervisor; they not only record your meetings, but ensure understanding of what has been discussed and agreed.

Annual progress review

Your progress in your first year of study will be reviewed formally after six months of registration. Your progress will also be reviewed annually. The purpose of these reviews is to ensure that you and your supervisor(s) are content with your progress and to allow you to raise any difficulties that you think might be inhibiting your progress or for you to both discuss ways in which your progress could be improved. You are reminded that all students are required to re-register each year subject to satisfactory annual progress.

Your Senior Tutor of Research will also carry out an Annual Programme Evaluation in order to provide an overview of research degree activity within your School, Department or Research Centre to which you will also be invited to contribute.

Transfer from MPhil/PhD to PhD (or equivalent)

You will normally register as an MPhil/PhD research student before proceeding to doctoral stage. You will not normally proceed to doctoral stage until you have fulfilled the statutory minimum period of candidature for the completion of an MPhil and satisfied the specific criteria agreed by the School for transfer of registration to be recommended. Transfer from MPhil/PhD to PhD is to show that you are capable of carrying out research at doctoral level. You will not be awarded the degree of Master of Philosophy should your application to transfer to doctoral stage be successful. The examiners also reserve the right to recommend that you be awarded the degree of Master of Philosophy rather than the degree of Doctor of Philosophy at the viva-voce examination should you not meet the requirements of a doctoral degree.

You will be assessed for transfer from MPhil/PhD to PhD according to the particular requirements agreed by your School, Department or Research Centre. You should discuss what is expected of you with your supervisor(s) at the earliest opportunity. You will normally be asked to provide a piece of written work; attend a viva-voce examination and/or present your research to peers within your department in the form of a seminar.

You will normally be assessed by your supervisory team and one other member of academic staff but you should discuss the arrangements with your supervisor(s).

Subject to satisfactory progress, your supervisor(s) and the Senior Tutor for Research may make a recommendation to your School Board of Studies that you be permitted to transfer registration from MPhil/PhD to PhD (or equivalent). Your supervisors may also recommend that you consider submitting material for the degree of Master of Philosophy should you not meet the criteria for transfer to Doctor of Philosophy. A Master of Philosophy is an award of considerable distinction in its own right and part of your assessment will be by viva-voce examination on the subject of your thesis for consideration of the degree of Master of Philosophy in the same way as you would for consideration of the degree of Doctor of Philosophy. You should familiarise yourself with the qualification descriptors in the *Framework for Higher Education Qualifications in England, Wales and Northern Ireland*.

Transfer to writing-up

We advise you to begin writing sections of your thesis as you progress through your research and as soon as you are in a position to do so. You may reach a stage in your research where you no longer require regular and frequent supervision but do require additional time to finish writing-up your thesis. Your first supervisor, at this stage, may recommend to the School Board of Studies that you transfer to writing-up stage. You will need to have met the following criteria before transfer to writing-up may be recommended:

- You have served the minimum period of candidature
- You no longer require supervision.

Transfer to writing-up is an academic judgment and will not be permitted for financial reasons. Neither will you be transferred to writing-up at the end of the maximum period of candidature for the degree on which you are registered should it be judged that you still require supervision. Please be aware that in some subject areas the period of writing-up is not utilised and you may be expected to proceed direct to examination instead.

The role of your supervisor at this stage is restricted to reviewing draft copies of your thesis. You will be required to pay a nominal registration fee and will be expected to provide your supervisor(s) with a regular report on your progress until you present your thesis for examination.

You will normally be registered as writing-up for a maximum period of 12 months as a full-time research candidate and 18 months as a part-time research candidate. You are advised that these time-limits are guidelines only and that you may be reverted to full registration if you not have submitted your thesis for examination within a reasonable time period.

Suspension of candidature

You may apply for a suspension of registration should you anticipate that your research will be significantly interrupted due to extenuating circumstances, such as:

- A period of persistent or lengthy illness of your own and/or your dependents
- Serious personal or domestic difficulties
- The opportunity to take up a temporary, short-term post which can be justified as being highly relevant to your thesis or research training
- Maternity, paternity or adoption leave.

A period of suspension will not be granted due to financial hardship. In cases of illness, you will also normally be asked to provide medical evidence from your doctor. A request for a period of suspension must normally be made in advance but a period of retrospective suspension may be agreed in exceptional circumstances. You should discuss any need for a period of suspension initially with your supervisory team. When you have met your supervisory team and they agree that a period of suspension is the best way forward, you will need to write to your supervisors and to your Senior Tutor for Research to request a period of suspension.

You may normally suspend registration for a minimum period of six months and a maximum period of one year. You are not normally advised to apply for a period of suspension on more than two occasions during your overall period of candidature and usually for no more than a total of twenty-four months. These time limits are designed to protect you and the currency of your research.

A period of suspension will not be included in the calculations towards the duration of your candidature and you are not expected to carry out research while you are on a period of suspension. Any research carried out during a period of suspension will be deducted from the overall period of candidature. You will not be able to access the library or facilities during a period of suspension.

If you are in receipt of a sponsorship your funding may be deferred during any period of suspension. You should contact your funding body immediately should you need to apply for a period of suspension. International students must also contact an International Student Adviser in the Student Centre who will clarify any visa implications during any application for a period of suspension.

Resumption of studies

It is recommended that you discuss resumption of your studies with your supervisory team before you re-register. You should ensure you are fully able to resume your research prior to returning.

If you fail to re-register after a period of suspension you will be deemed to have withdrawn and your candidature will be regarded as having lapsed. You will be advised in writing that your period of candidature has lapsed and you may be required to re-apply for admission to candidature before being permitted to continue your research.

Request for extension of candidature

You may apply for an extension of registration beyond the cumulative maximum period of candidature because of any one or a combination of the following extenuating circumstances:

- A period of persistent or lengthy illness of your own and/or of your dependents
- Death of a close relative
- Unforeseen events such as the theft of equipment
- Temporary unavailability of research facilities
- Other problems beyond your control (such as problems within the School, Department or Centre, departure of the Supervisor).

You may also request an extension to the time permitted to re-submit your thesis following the viva-voce examination.

You must normally apply for an extension of candidature at least three months before the end of your maximum period of candidature and may only apply for an extension of candidature retrospectively in exceptional circumstances. You may normally apply for a maximum extension of candidature of six months initially although you may apply for a further extension of candidature subsequently. No more than a maximum period of eighteen months extension of candidature will normally be approved.

An extension of candidature is included in the calculations towards the overall duration of study. You and your supervisor(s) should, therefore, consider any penalties that may apply if you choose to extend your period of study. You may also wish to discuss with your supervisor(s) whether an extension of candidature will provide you with the additional time needed to complete your thesis. You may need to consider submitting material for the award of Master of Philosophy (or equivalent).

Should you agree, your supervisory team and the Senior Tutor for Research will make a recommendation to your School Board of Studies that your period of candidature be extended. If you do not submit your thesis within the agreed extended period of candidature you will be deemed to have withdrawn from the degree and your candidature will be regarded as having lapsed. You will be advised in writing that your period of candidature has lapsed and you may be required to re-apply for admission to candidature before being permitted to continue your research.

International students must contact an International Student Adviser in the Student Centre for clarification on any visa implications during any application for a period of extension.

Withdrawal of candidature

You may initiate withdrawal of candidature for a variety of reasons. You are expected to discuss any difficulties that may be affecting your study with your supervisor(s) as soon as possible so that the best course of action can be agreed upon in view of your particular circumstances.

Should you wish to withdraw your candidature because you are intending to continue your research with another institution you may need confirmation from your supervisory team and/or City that they are content to release the intellectual property rights of your topic. Please contact our Knowledge and Technology Transfer Team for further information on our policy on Intellectual Property Rights. You will also need to advise your supervisory team in writing that you wish to withdraw your candidature.

Your supervisors may also initiate withdrawal of candidature where there are concerns about your ability to continue or your academic progress. Your supervisor(s) and/or Senior Tutor for Research will discuss withdrawal with you initially beforehand. If you have already transferred from MPhil/PhD to PhD (or equivalent) but your supervisor(s) recommend withdrawal because of lack of progress, consideration will be given to you being permitted to submit material for the award of MPhil (or equivalent).

You will be informed of your right to appeal should you be advised that your candidature has been withdrawn. You are expected to discuss any difficulties you may be experiencing with your supervisor(s) at the earliest opportunity in accordance with our policy for managing student complaints.

7. Assessment and award

Three month notice of intention to submit

Your supervisors will help you decide the date for submitting your thesis. The University will require three months notice of this in order to ensure the right examiners are available and to arrange your viva-voce examination.

While it is advisable for you to follow the advice of your first supervisor, you can indicate your readiness to submit your thesis without the support of your supervisors. Your first supervisor is asked to indicate in writing why they do not support a submission at a given time.

Appointment of examiners

When you have given three months notice of your intention to submit, you and your supervisor(s) may discuss who might be an appropriate external examiner to assess your thesis. While you are not permitted to choose the examiner you may be invited to suggest people who you think may be suitable for the role. Your first supervisor will consider your nominations, along with other suitable academics, and make a recommendation to the Senior Tutor for Research and the Board of Studies.

For student research candidates, one external examiner and one internal examiner is appointed. In some circumstances it may be necessary for two external examiners to be appointed. Your supervisors may not act as examiners.

For staff research candidates, at least two external examiners are appointed.

Submission of thesis for examination

You may submit your thesis at any time between the completion of the prescribed minimum and maximum period of registration unless you have been permitted an extension of candidature. Your initial submission before examination should be soft bound and there should be two copies, submitted to the administrator for your Department. You will be provided a thesis receipt, signed by you and your first supervisor. It is signed by you to testify that the thesis is your own work and it is signed by your first supervisor to testify that it is suitable in presentation and in content to be submitted for examination.

You may submit your thesis without the approval of your first supervisor. If this is the case, you must still sign the thesis receipt form to confirm that it is your own work; your supervisor will be asked to provide written confirmation that they have not recommended you submit.

Students submitting material for Doctor of Philosophy by publication are reminded to provide a Statement of Co-Authors of Joint Publications for each co-authored publication submitted as evidence towards the degree.

Viva-voce or oral examination

You are required to present yourself for a viva-voce examination on the subject of your thesis or published papers unless by permission of Senate on the recommendation of the examiners you are deemed to be exempt from the oral examination. Your School, Department or Research Centre will make the arrangements for the viva-voce examination. Your supervisor(s) may attend the examination as an observer at the discretion of the examiners and yourself.

Notes for students on the viva-voce examination are available and may be found in the list of useful website addresses provided at the end of this Guide. The viva-voce is an oral examination where you will defend your thesis. The examiners, a chairperson and usually the first supervisor are normally present. The chairperson will ensure the examination is conducted in a fair and academically rigorous manner and will advise the examiners and the student on regulatory matters.

Typically, the examination will last around two hours. Following the examination, the examiners will confer and decide on the outcome. The examiners of doctoral degrees may make any one of the following recommendations:

- a) the candidate be awarded an appropriate doctoral level degree drawn from clause 1 of our regulations
- b) a doctoral level award be made subject to amendments being carried out to the satisfaction of the examiners within six months
- c) a doctoral level award be made subject to amendments being carried out to the satisfaction of the examiners within 12 months and presentation for a further oral examination
- d) a doctoral level award be made subject to amendments being carried out to the satisfaction of the examiners within 12 months without the need for presentation for a further oral examination
- e) the candidate not be awarded a doctoral level degree
- f) the candidate be awarded a Masters Level qualification
- g) the candidate be awarded a Masters Level qualification subject to the satisfaction of the examiners or internal examiner
- h) the candidate not be awarded a degree.

The examiners of Masters degrees by research may make any one of the following recommendations:

- a) the candidate be awarded the Degree of Master of Philosophy, Master of Philosophy, Master of Law, Master of Musical Arts or Master of Research as appropriate
- b) the candidate be permitted to re submit his or her thesis or published papers in a revised form and present himself or herself for a further oral examination
- c) the candidate be permitted to re submit the same thesis or published papers and present himself or herself for a further oral examination
- d) the candidate be not awarded a degree.

The examiners will normally tell you the outcome of the examination immediately. In exceptional cases the examiners will need to seek further advice before making their recommendation. The examiners are permitted to recommend a time in which amendments are to be completed. It is normally expected that minor amendments will be completed within six months and major amendments will be completed within 12 months.

If the examiners recommend that you are not awarded the intended degree or recommend that you are awarded an MPhil/MMA where a PhD/DMA is sought you have the right to appeal against the decision. If appropriate, you will be advised of your right to appeal in writing.

Amendments

If the examiners have recommended minor amendments you will normally have six months in which to carry out the revisions. You should submit the amendments to your School/ Departmental research administrator who will forward them to the examiners for approval.

If the examiners have recommended major amendments you will normally have 12 months in which to carry out the revisions. You will need to submit two copies of the amendments, incorporated into the overall thesis, to your School/Departmental research administrator. The amendments will be sent to the examiners with a new report form. Arrangements will be made for a second viva-voce if required.

Re-submission and Re-examination

Re-submission refers to those instances where you have already been assessed and are required to amend and resubmit your thesis (with or without the need for an additional viva-voce) for further examination. Except in certain cases of appeal, re-examination is normally undertaken by the original examiners.

The examiners of resubmitted material for a doctoral degree may make any one of the following recommendations:

a) the candidate be awarded an appropriate doctoral level degree drawn from clause 1 of our regulations

b) the candidate be awarded an appropriate doctoral level degree drawn from clause 1 of our regulations subject to minor amendments being carried out to the satisfaction of the internal examiner. Such amendments are required to be completed in no more than four weeks of the re-examination and include the following:

- Typographical errors
- Minor amendments to text
- References or other diagrams
- More extensive corrections that do not require significant reworking of the intellectual content of the thesis.

c) the candidate be awarded a Masters Level qualification (see regulation 23)

d) the candidate be awarded an appropriate Masters level degree drawn from clause 1 of our regulations subject to minor amendments being carried out to the satisfaction of the internal examiner. Such amendments are required to be completed in no more than four weeks of the re-examination and may include the following:

- Typographical errors
- Minor amendments to text
- References or other diagrams
- More extensive corrections that do not require significant reworking of the intellectual content of the thesis.

e) the candidate be not awarded a degree.

The examiners of resubmitted material for a Masters degree by research may make any one of the following recommendations:

a) that the candidate be awarded an appropriate Masters level degree drawn from clause 1 of our regulations

b) that the candidate be awarded an appropriate Masters level degree drawn from clause 1 of our regulations subject to minor amendments being carried out to the satisfaction of the internal examiner. Such amendments are required to be completed in no more than four weeks of the re-examination and include the following:

- Typographical errors
- Minor amendments to text
- References or other diagrams
- More extensive corrections that do not require significant reworking of the intellectual content of the thesis.

c) That the candidate not be awarded a degree.

If the examiners recommend that you are not awarded the intended degree or recommend you are awarded an MPhil/ MMA where a PhD/DMA is sought you have the right to appeal against the decision. If appropriate, you will be advised of your right to appeal in writing.

Written confirmation from your examiners of their recommendation will be sought first before the degree is conferred.

Format and binding of a thesis

Upon written confirmation from the examiners that you have carried out the amendments satisfactorily, you will be invited to submit one hard-bound copy of your thesis to be stored in our library. You will also be invited to submit an electronic copy of your thesis for inclusion in our institutional repository and the British Library. You will be issued a letter of award and invited to attend graduation following receipt of your hard-bound thesis.

The thesis must be written in English. Further information on the format and binding of a thesis is available from the list of useful website addresses provided at the end of this Guide. You are also asked to sign a thesis deposit agreement in order to permit the library to publish your thesis in our institutional repository and to agree to an electronic copy of your thesis being included in the British Library Electronic Theses On-line System (EThOS).

The recommended binders are Wyvern bindery in Clerkenwell and Collis-Bird & Withey also in London in Drayton Park. You are, however, free to use any binding company that meets our presentation requirements.

Graduation

City will receive written confirmation from your examiners to confirm award of your degree. You will subsequently be sent a letter of award which will include details of your graduation ceremony. Your research administrator will be able to provide you with further details regarding graduation.

Students registered on a validated research degree will graduate at the ceremony provided by the institution at which they studied.

8. Supplementary information

Complaints

In the rare instance that you do encounter difficulties during your study, City has put in place a procedure for resolving complaints. Experience has shown it is best to deal with any issues quickly and swiftly and we do expect you to raise any issues at the earliest opportunity. Your supervisor(s) are available for guidance and advice during agreed hours.

Should you experience any problems you are advised to discuss them with your supervisor(s) at as early a stage as possible. Should you be unable to reach a resolution informally, additional mechanisms are in place for your complaint to be considered formally.

Further information on our complaints procedure is available from the list of useful website addresses provided at the end of this Guide. If all internal procedures within City have been completed and you are not satisfied with the outcome of your complaint, you may apply to the Office of the Independent Adjudicator for Higher Education (OIA).

Appeals

You may appeal against either a decision by a Board of Studies to amend your registration category (such as withdrawal of registration) or against the outcome of an examination (such as the examiners recommendation that you be not awarded the intended degree for which you have submitted). This must be in writing within 28 days of you receiving written confirmation of the decision concerning your category of registration or the outcome of your examination.

If all internal procedures within City have been completed and you are not satisfied with the outcome of your appeal, you may apply to the Office of the Independent Adjudicator for Higher Education (OIA).

Research degree provision at validated institutions

When a research degree has been validated by City your course of study is managed on a day-to-day basis by the validated institution and by the Course Board. The Course Board is chaired by a senior member of University staff with relevant expertise and comprises representatives of City, the validated institution and an external advisor.

As a research student registered on one of our validated courses, you are entitled to use our library and computing facilities. You will be examined in the same way as you would if you were registered at City and the same University regulations apply.

Research governance framework

City has developed a Framework for Good Practice in Research, in accordance with the requirements of the UK Research Councils (RCUK). The Framework aims to ensure that appropriate policies and related procedures are in place for assuring sound scientific conduct in research, including an appropriate procedure for investigating allegations of misconduct. The Framework applies to all staff and students who are engaged in or support research activity.

The Framework has been designed to:

- Establish and promote a code of good practice in the conduct of research
- Encourage members of City to maintain the highest achievable standards in their research conduct
- Ensure that the quality of research conducted by members of City is safeguarded and to document the procedure for investigating allegations of misconduct.

Research Ethics

You may need to consider the ethical implications of your research should it involve any of the following:

- Interviews
- Circulation of questionnaires, surveys or research on any of the following:
 - Children under 18 years of age
 - Those unable to give informed consent
 - Minority groups
 - Vulnerable categories
 - Pregnant women or women in labour
 - Persons with a physical or mental disability.
- Observation of human behaviour
- Studying illegal activities
- Research on human tissue.

Your supervisor(s) and/or your Senior Tutor for Research will be able to guide you through the ethics approval mechanisms within your School, Department or Research Centre. Occasionally, you may need to seek approval from the University Research Ethics Committee and your supervisor(s) and/or your Senior Tutor for Research will be able to advise you on the approval mechanisms within City.

Intellectual Property Rights

In the course of any research, students may come up with a new product or service idea, gadget, software or compound; a new improved use of an existing device; or compile a database that may have commercial use/applications. As a research student at City, all intellectual property rights arising out of research carried out by you in the course of, or incidentally to, your studies belong to us. Details must not be disclosed in publications, abstracts or presentations, for example, until advice for protecting your intellectual property has been sought from our Technology Transfer Team.

Theses containing confidential material relating to matters other than a patent application may also be placed on restricted access. You should submit a request to our main library giving the reasons for the restriction. The duration of the restriction will normally be two years but a request for an extension of up to a further three years will be considered.

Research Skills

We recognise the importance of providing you with the opportunities to develop your transferable skills. We also recognise the importance of providing you with a strong research community in which to allow you to exchange ideas and interact with your peers and academic staff from other Schools, Departments and Research Centres.

In response to your feedback, we have developed a programme of seminars, workshops and half-day events. These events are provided in addition to the variety of seminars, lectures and conferences provided by your School, Department or Research Centre and are provided by dedicated staff in the following departments:

- Learning Development Centre
- Research Office
- Leadership and Staff Development Unit
- Academic Services.

Provision is also available online through our virtual learning environment, including modules on managing your supervisor or principal investigator; research methods; career planning; getting published; and conference attendance and networking.

Training and resource provision

We have agreed threshold standards of skills and resource provision for our research students. These threshold standards have been agreed as a result of consultation across City and in consideration of Vitae's Researcher Development Framework.

Training

The following thresholds on training provision have been agreed:

- All students should attend our research student Induction Day
- Departmental/School/Validated Institution inductions should be provided for all research students
- Cross-Departmental/School participation on course modules should be encouraged
- Courses on presentation and writing skills should be made available to research students and students should be encouraged to attend these sessions
- Attendance on the relevant modules on the MA in Academic Practice delivered by the Learning Development Centre is mandatory before research students undertake any teaching duties, unless they have prior experience. Students are also referred to our Statement of best practice for research students who teach.

Physical Resources

The following standards for resource provision have been agreed:

- Full-time research students should be provided with regular access to a desk and bookshelf or filing cabinet. For part-time students, if a permanent desk is not possible, desk space should be made available
- All research students should be given access to telephone, fax and photocopying facilities and should be provided with an appropriate level of the office and computing consumables necessary for the completion of their project
- Research students should have access to a networked PC or Workstation with e-mail and internet facilities within their School, Department or Research Centre. In addition, they should also have access to a printer to print reports, thesis, manuscripts and teaching materials, if necessary
- Research students should have access to a common room
- Schools, Departments or Research Centres should provide support for research students to attend or present their work at national and international conferences
- New research students should only be accepted when access to necessary specialist facilities is available.

Staffing

The following standards for staff provision have been agreed:

- New research students should only be accepted when the appropriate levels of staffing resources necessary to support them are available
- The minimum standards are two meetings per term for full-time students and one meeting per term for part-time students for both internal and external candidates. In the case of external candidates, these standards include meetings with external supervisors and incidences of contact with internal supervisors by means of communication technology
- All students should be provided with opportunities to meet with their peers.

Training and resource provision will vary between Schools, Departments and Research Centres as requirements will be subject to disciplinary differences and the particular research project under investigation. Some Schools, Departments have formal programmes and others provide training that is individually tailored for a particular research student. Additionally, some Schools, Departments make use of provision from other departments or from outside of City. Training may include subject-specific material, technical skills, research methods and personal and professional skills such as presentation, communication, writing, computing, teamwork and leadership skills.

Your training and resource should be discussed and assessed regularly by your supervisor(s). Senior Tutors for Research, supervisor(s) and students are encouraged to identify training needs at an early stage of the research project. Please also refer to your School, Department or Research Centre for further guidance on resource and training provision.

Employment

As a full-time research student you may undertake limited employment (including any paid teaching and/or tutorial duties within City) for not more than an average of six hours per week with the approval of your first supervisor and Senior Tutor for Research/Head of Department.

Holiday allowance

The Research Councils recommend that research students have a holiday allowance of at least 25 days a year in addition to periods when City is closed. You should discuss any holiday with your supervisor(s) initially.

Maternity, paternity and adoption leave

City has a policy on maternity, paternity and adoption leave for research students. The policy aims to mirror the approach to maternity, paternity and adoption leave by the Research Councils.

Equal opportunities

City is committed to equal opportunities. It is intended that all students receive equal treatment irrespective of political belief, gender, sexual orientation, age, disability, marital status, race, nationality, ethnic origin, religion or social background. Staff candidates with disabilities may seek additional advice from the Occupational Health Service.

City requires all students and staff in City to conform to the spirit and letter of these codes, policies and guidelines. Any breach is liable to be dealt with under the relevant disciplinary procedures.

Plagiarism

Plagiarism is defined as the passing off of ideas or words of someone else as though they were your own. Plagiarism is a serious offence against scholarship. You should be aware that repeated incidents could lead to expulsion from City.

Data protection

City is registered under the UK Data Protection law. It holds data in electronic and paper form on your personal details; academic and administrative history; any relevant financial transactions; and on the use of our facilities. This information is necessary for us to administer student activity effectively.

Useful Resources

Further information on appeals; Framework for Good Practice; research ethics; intellectual property rights; plagiarism, data protection and useful websites can be found at the end of this Guide.

School Contacts

Name/Role	School/Service	Contact details
Dr Naomi Hammond Development Support Manager	Academic Services	E: Naomi.Hammond.1@city.ac.uk T: +44(0)20 7040 8106
Ms Malla Pratt Senior PhD Course Officer	Cass Business School	E: Malla.Pratt.1@city.ac.uk T: +44(0)20 7040 8672
Miss Charlotte Houghton Programme Administrator	City Law School	E: Charlotte.Houghton.1@city.ac.uk T: +44(0)20 7040 8167
Ms Tracy Rowson Research Student Support	Health Sciences	E: T.Rowson@city.ac.uk T: +44(0)20 7040 5972
Mr Peter Aggar Quality and Research Administrator	Social Sciences	E: Peter.Aggar.1@city.ac.uk T: +44(0)20 7040 4566
Ms Zazie Psotta Quality and Doctoral Administrator	Arts	E: Zazie.Psotta.1@city.ac.uk T: +44(0)20 7040 8504
Miss Nathalie Chatelain Academic Standards, Teaching and Learning Officer	Engineering and Mathematics	E: Nathalie.Chatelain.1@city.ac.uk T: +44(0)20 7040 4124
Mr Mark Firman Executive Support Manager	Informatics	E: M.Firman@city.ac.uk T: +44(0)20 7040 8435

This Guide has been produced by Academic Services. If you have any comments on this Guide please email Naomi.Hammond.1@city.ac.uk.

Useful websites

Academic Services

www.city.ac.uk/about/education/academic-services

Appeals: Research Programmes

www.city.ac.uk/__data/assets/pdf_file/0006/82248/Reg21.pdf

Appeals: Research Programmes at validated institutions

www.city.ac.uk/__data/assets/word_doc/0009/69228/s21b.doc

Approved research degree titles

www.city.ac.uk/__data/assets/pdf_file/0018/69111/approved_rd_titles.pdf

Disability services for students

www.city.ac.uk/disability/

Doctoral Track Scheme (Staff)

www.city.ac.uk/about/education/academic-services/academic-policies-and-regulation/research-degrees/doctoral-track-scheme

Equal opportunities Code of Practice

www.city.ac.uk/registry/students_equal%20opportunities.html

Fee Instalment Scheme

www.city.ac.uk/study/why-study-at-city/fees-and-finance/instalment-scheme

Finance Office

www.city.ac.uk/finance

Framework for Good Practice in Research

www.city.ac.uk/research/integrity/framework.html

Framework for Higher Education Qualifications in England, Wales and Northern Ireland

www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/FHEQ08.pdf

Framework for research degree provision

www.city.ac.uk/__data/assets/pdf_file/0020/69113/research_degree_framework.pdf

Framework for student engagement

www.city.ac.uk/about/education/academic-services/academic-policies-and-regulation/student-support

Graduation

www.city.ac.uk/registry/graduation.html

Guide for students on validated programmes

www.city.ac.uk/___data/assets/pdf_file/0019/69040/validation_student_guide.pdf

Information compliance

www.city.ac.uk/ic/dataprotection/studentinfo.html

Intellectual Property Rights

www.city.ac.uk/business/dps/2009_Sept_A_IPR%20policy.pdf

Researcher Development Statement

www.vitae.ac.uk/CMS/files/upload/RCUK-Joint-Skills-Statement-2001.pdf

Leadership and Staff Development Unit

www.city.ac.uk/sd/

Learning Development Centre

www.city.ac.uk/ldc/events/research_series/index.html

Maternity, paternity and adoption leave policy

www.city.ac.uk/___data/assets/pdf_file/0003/69114/research_paternity_leave.pdf

Notes for students viva-voce examination

www.city.ac.uk/___data/assets/word_doc/0011/69185/notes_for_students.doc

Notice of Intention to Submit

www.city.ac.uk/___data/assets/word_doc/0009/69147/rdf4.doc

Occupational health

www.city.ac.uk/occupational_health/index.html

Office of the Independent Adjudicator for Higher Education (OIA)

www.oiahe.org.uk/

Physical Format, Binding and Retention of theses

www.city.ac.uk/___data/assets/word_doc/0005/69233/s25.DOC

Plagiarism

www.city.ac.uk/library/lis_nsq/learn_research_supp/lrs-train/plagiarism.html

Quality Assurance Agency for Higher Education

www.qaa.ac.uk/

Race equality policy

www.city.ac.uk/hr/policies/equality-diversity/race.html

Registration

www.city.ac.uk/about-city/student-administration/registration

Regulations for Doctoral Programmes

www.city.ac.uk/adu/dps/senate_regs/s24.doc

Regulations for Masters degrees by Research

www.city.ac.uk/___data/assets/word_doc/0003/69231/s23.doc

Research Integrity

webpapps.city.ac.uk/adu/university_governance/new/rec/rec_info.html

Roles and responsibilities of research students and supervisors

www.city.ac.uk/___data/assets/word_doc/0005/69089/roles_responsibilities_student_supervisors.doc

Statement of best practice for research students who teach

www.city.ac.uk/___data/assets/word_doc/0007/69118/statement_best_practice.doc

Statement of co-authors of joint publications

www.city.ac.uk/___data/assets/word_doc/0006/69090/statement_coauthors_joint_publications.doc

Student complaints

www.city.ac.uk/___data/assets/word_doc/0006/69234/s26.doc

Student Centre

www.city.ac.uk/studentcentre/

Student engagement

www.city.ac.uk/about/education/academic-services/academic-policies-and-regulation/student-support

Student Union

www.city.ac.uk/studentcentre/studentsunion/

Thesis deposit agreement

www.city.ac.uk/___data/assets/word_doc/0007/69145/thesis_deposit.doc

Thesis receipt form

www.city.ac.uk/___data/assets/word_doc/0005/69143/submisson_and_receipt.doc

Typology of research degrees

www.city.ac.uk/___data/assets/pdf_file/0018/69012/rd_typology.pdf

Validation and Partnerships

www.city.ac.uk/about/education/academic-services/validation-and-partnerships

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