

## **REGULATION 23 MASTERS DEGREES BY RESEARCH**

### **1. General**

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

- (i) *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;*
- (ii) *a comprehensive understanding of techniques applicable to their own research or advanced scholarship;*
- (iii) *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;*
- (iv) *conceptual understanding that enables the student:*
  - *to evaluate critically current research and advanced scholarship in the discipline; and*
  - *to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.*

(Quality Assurance Agency (QAA), 2001)

The University may confer one of the following awards to candidates who have successfully completed the requirements of an approved programme of study:

- Master of Philosophy (MPhil)
- Master of Law (LLM)
- Master of Musical Arts (MMA)
- Master of Research (MRes)

Joint and dual awards for Masters by Research Study may be made in accordance with any Memoranda of Agreement with a partner awarding institution.

### **2. Programme of Research Study**

Candidates registering for a Masters Degree by Research may either submit a thesis based upon the research undertaken during his or her course of research study or published work embodying the results of his or her research, or a portfolio of original creative work as appropriate. Candidates for the award of Master of Musical Arts should also submit performance recordings. Modules contained within the Masters in Research (MRes) are also assessed through a combination of presentation, examinations and coursework. The powers of the Senate in relation to the development of programme schemes are delegated to the appropriate Board of Studies, and the approval of such schemes to Education Committee, subject to such report being made as the Senate may require. However, the Board of Studies or Education Committee may, at its discretion, refer matters to Senate for discussion. The appropriate Board of Studies, subject to these Regulations and within policies laid down by

Senate, shall regulate the procedures for consideration of applications to programmes of study and registration of candidates.

### **3. Registration of Candidates**

- (i) Candidates register for and pursue a programme of research study (which may include composition and performance) on either a full-time or part-time basis. Fees reflect whether the student is full or part-time and whether research facilities and/or supervision are being provided in part by another institution or organisation instead of City . Full-time students study for a minimum of one full calendar year following the date of registration, part-time students for a minimum of two full calendar years following registration.
- (ii) Candidates may register for a Masters' Programme by Research in one of the following categories:
  - a) Internal Candidates  

Candidates are registered with the institution and receive supervision by staff appointed by City.
  - b) External Candidates  

Candidates are registered with City and receive supervision by external staff, recognised by City for this purpose. External candidates have at least one City supervisor.
  - c) Staff Candidates  

Staff candidates are members of staff of City or retired members of staff. Supervision arrangements for staff candidates are the same as those for internal candidates.
- (iii) The Board of Studies shall decide whether a candidate is registered as either a staff or student candidate and on this basis will agree the supervision arrangements, tuition fees due, the minimum and maximum period of candidature and the examination arrangements.
- (iv) Applicants should apply using a application form of City, University of London, which should be sent to the School in which the applicant wishes to register for consideration by the appropriate Board of Studies. The Board of Studies shall, provided it is satisfied as to the applicant's academic fitness for the course of research study, forward the application to the administrative department responsible together with its nomination of a supervisor or supervisors and such other information as may be required. This shall include a short description of the subject of research, and recommendations on the category and effective date of registration
- (v) A candidate who is neither a graduate of City nor already registered for a higher degree of this institution must, prior to the registration for an award, forward to the School/Department or Centre in which they intend to register the original certificate,

or a certified copy of the original certificate, of the qualification on the grounds of which the application was submitted.

- (vi) All candidates for the Masters Degrees by research shall be required to register annually. A candidate who is certified by the Board of Studies to have completed his or her programme of research shall not be required to pay further tuition fees but shall continue to register annually up to a maximum of three years for full-time students and a maximum of five years for part-time students following the date of registration for the programme of study until his or her thesis is completed. On the recommendation of the Board of Studies, this period may be extended. The candidate must submit an annual report on progress to his or her Internal Supervisor. A candidate who is certified by the Board of Studies on the recommendation of his or her Internal Supervisor to have temporarily suspended his or her course of research shall not be required to pay tuition fees during the period of suspension but shall continue to register annually and in addition submit an annual report to his or her Internal Supervisor until his or her studies are resumed. In either case, the candidate shall be required to pay an annual registration fee. A candidate who fails to register annually or who fails to submit an annual report as required by these Regulations will be assumed to have withdrawn his or her candidature.
- (vii) The category of registration for such a candidate, to which the tuition fee charge is related, shall have regard to whether he or she is a full-time or part-time student and also to whether research facilities and/or supervision are being provided in part by another institution or organisation instead of by City. The categories of registration shall be prescribed by Senate, and the Education Committee shall regulate procedures for approving, on the recommendation of the Board of Studies concerned, the category of registration of each candidate and any changes in the category.

#### **4. SUPERVISION OF RESEARCH**

The research undertaken by a candidate shall be supervised by a member or members of the Academic Staff who shall be appointed on the nomination of the appropriate Board of Studies. Where the research involves the use of the premises of another institution, or industrial or commercial organisation, an additional supervisor from that institution or organisation shall be appointed. The supervisors shall be known as Internal Supervisors and External Supervisors, respectively.

#### **5. TRANSFER OF REGISTRATION**

- (i) A candidate for a Masters Degree by Research who, with the support of his or her Internal Supervisor, wishes to proceed instead to the award of Doctor of Philosophy must apply for permission through the appropriate Board of Studies. The Board of Studies, when satisfied as to the applicant's academic fitness, shall forward the application together with a short description of the proposed subject of research, and a recommendation on the effective date of registration (normally the date on which he or she was first registered for the Masters Degree by Research) to the administrative department responsible together with such other information as may be required. When the applicant is accepted as a candidate for the degree of Doctor of Philosophy his or her previous registration shall be withdrawn.

- (ii) A candidate for a Masters Research Programme who wishes to transfer instead to a course of study leading to a different Masters Degree or to a Diploma, must apply for permission through the appropriate Board of Studies. The Board of Studies, when satisfied as to the applicant's academic fitness, shall forward the application to the administrative department responsible together with such information may be required. When the applicant is accepted for the new course of study his or her previous registration shall be withdrawn.

## **6. APPEALS AGAINST DECISIONS CONCERNING REGISTRATION STATUS**

- (i) A student who is dissatisfied with a decision made on his or her registration status may appeal against any such decision in accordance with City's Appeal Regulations for Research Programmes [Senate Regulation 21].
- (ii) A candidate is expected to pursue any grievances concerning the adequacy of supervisory or other arrangements which arise during the period of study through City's Complaints Regulations.

## **7. ATTENDANCE AND OTHER WORK**

- (i) A candidate pursuing a course of full-time research may, by permission of his or her Internal Supervisor and with the agreement of the Head of Department in which the candidate is registered, undertake other appropriate work for not more than an average of six hours per week.
- (ii) A candidate pursuing a course of full-time research wholly or partly in another institution or organisation may be required to spend up to four full days each year in the institution as specified by his or her Internal Supervisor. In addition, once in each academic year, he or she may be required by the Internal Supervisor to give a seminar at City on his or her researches.
- (iii) A candidate pursuing a course of part-time research shall spend at least two days per week, or an equivalent time, on his or her research. This period shall not exceed fifteen hours of organised daytime study. Where the research is undertaken wholly or partly in another institution, the candidate may be required to spend up to four full days each year in the institution as specified by his or her Internal Supervisor. In addition, once in each academic year, he or she may be required by the Internal Supervisor to give a seminar at City on his or her researches.

## **8. ACADEMIC MISCONDUCT**

- (i) The institution actively pursues all cases of suspected academic misconduct. This safeguards the integrity of its awards as well as the interests of the majority of students who work hard for their award through their own efforts. Decisions on the severity and extent of misconduct are matters of academic judgement.
- (ii) Academic misconduct is any action that produces an improper advantage for the student(s) in relation to his/her assessment or deliberately and unnecessarily disadvantages other students. It can be committed intentionally or accidentally. Definition of different types of academic misconduct can be found in City's

Assessment and Feedback Policy and the Framework for Good Practice in Research.

- (iii) The standards by which allegations of misconduct in research should be judged should be those prevailing in the country in question (where it not the UK) as well as in the UK and at the date that the behaviour under investigation took place.
- (iv) Academic misconduct by Masters' students by research is covered under these regulations. Academic misconduct by students undertaking a doctoral programme is covered under Senate Regulation 24.
- (v) Non-academic conduct is covered under Regulation 13: Student Discipline.

### **Preliminary Investigation**

- (vi) A member of staff who suspects academic misconduct has been committed should first follow any local procedures established at School, Department or Centre level. These local procedures should be focussed on preliminary investigation and/or potential resolution. The procedures should be well-documented and communicated to all research students and staff supervising or supporting research students. The local procedures are overseen by the Senior Tutor/ Director of Research

Outcomes from preliminary investigations may include:

- (a) Offering the student the opportunity to resolve the issue by correspondence if both sides are in agreement about the facts.
- (b) Inviting the student to a meeting to explain the charge and discuss potential ways forward.
- (c) Giving the student a warning (written or verbal) that any future occurrences would be dealt with by an Academic Misconduct Panel.
- (d) Holding a viva for the student.

If the case is not resolved at this stage, including if the student disputes the charge, it should be referred to an Academic Misconduct Panel.

### **Academic Misconduct Panel**

- (vii) When local procedures have been exhausted a Panel for considering cases of academic misconduct will be established. The Panel shall include three members of academic staff appointed by the Associate Dean (Research/Research Students) or nominee by virtue of:
  - (a) their independence from the preliminary investigation
  - (b) their expertise and experience in research methods and conduct
- (viii) The student will be invited to attend the hearing and may choose to be accompanied. If accompanied, the student is expected to speak on his/her own behalf. The student may present his/her case to the Panel in writing if s/he wishes. The student may also respond to any evidence used by the Panel.

- (ix) If a student decides to attend in person but does not subsequently attend the meeting, and has not given adequate reasons for this in advance, the Panel may continue in the student's absence
- (x) The Panel shall investigate each case and decide whether or not academic misconduct has taken place. The Panel is not required to prove intent but instances of deliberate fraud may carry more severe sanctions.
- (xi) If academic misconduct has not taken place no further action is taken and no note is entered on the student's record. The notes of the Panel are retained. The assessment process is resumed in the normal way. If a student has committed poor academic practice this should be taken into account during the assessment process as normal.
- (xii) If academic misconduct has taken place the Panel must decide an appropriate sanction to recommend to the Board of Studies. Different sanctions exist to accommodate different levels of academic misconduct. Recommendations as to sanctions should be based on the following facts:
  - (a) The instance of the misconduct (first or subsequent).
  - (b) The extent of the misconduct (major or minor). This is a decision based on academic judgement.
  - (c) Whether the misconduct was deliberately fraudulent.
- (xiii) The Panel may also take into account any extenuating or mitigating circumstances in determining the recommended sanctions.
- (xiv) The reasons for the recommendation must be clearly recorded. The Panel must also make clear the rationale for any deviations from sanctions that are the norm for a given type of misconduct. The sanctions a Panel may recommend are:
  - (a) Minor first instance: requirement that amendments are carried out to the satisfaction of the Board of Studies
  - (b) Major first instance or subsequent minor instance: requirement that amendments are carried out to the satisfaction of the Board of Studies and external examiner
  - (c) Major first instance or subsequent instance (major or minor): requirement that amendments are carried out to the satisfaction of the Board of Studies and external examiner as well as presentation for a further oral examination
  - (d) Subsequent instance (major or minor): that the candidate not be awarded a degree.
- (xv) In addition, the Panel may recommend that the student undergo training in good academic practice.
- (xvi) Where the Panel considers that the case is serious enough to warrant a sanction greater than those it is able to recommend, it may ask that the case be dealt with under City's Student Discipline Regulations (see Senate Regulation 13). The panel may recommend a sanction it considers appropriate for consideration by City's Disciplinary Panel. Sanctions the Panel may recommend include any of those listed in the Student Discipline Regulations.

- (xvii) Where programmes are PSRB-accredited and a student is found to have committed academic misconduct, the disciplinary and/or conduct procedures of the PSRB may apply in addition to those of City .

### **Outcomes**

- (xviii) The Panel shall report its decisions and recommendations, with reasons, to the Board of Studies.
- (xix) The Board of Studies shall normally only consider requests for consideration of academic misconduct received via the Panel. The decision of the Panel as to the finding of academic misconduct is not open to further consideration by the Board of Studies. However the Board shall consider the recommendations of the Panel as to the action to be taken and when making recommendations concerning progress and award.
- (xx) Where the case is being considered under the Disciplinary Regulations the Board of Studies shall note any recommendations made by the Panel but shall suspend implementation of them pending the outcome of the disciplinary process.
- (xxi) Reports on serious misconduct will be made to regulatory, statutory or professional bodies, host organisations and funding bodies where this is required or is in the public interest. All reporting will be done in accordance with the Data Protection Act 1998 and only once the internal procedures have been completed. The student will be informed before notifications are made
- (xxii) The outcomes of academic misconduct cases will be reported to Senate and a record retained.
- (xxiii) City reserves the right to use technology to detect and/or follow up cases of suspected academic misconduct and may also be used as part of your School, Department or Centre's routine procedures for managing research degrees.

## **9. SUBMISSION OF THESIS, DISSERTATION OR PUBLISHED PAPERS AND OF PERFORMANCE RECORDINGS**

- (i) Notice of intention to submit for a Masters Degree by Research shall be given to the administrative department responsible on the appropriate form at least three months before the intended date of submission.
- (ii) The portfolio of work may be submitted at any time between completion of the prescribed period of research at the end of the third year for full-time students and the end of the fifth year for part-time students following the date of first registration for the course of study, except where the Board of Studies has permitted the submission at a later date. Staff candidates shall not be permitted to submit before they have served for one year as a member of academic staff of City . Subject to this minimum period submission may be permitted at any time by staff candidates but shall not otherwise be permitted to submit later than three years after a candidate has left the service of the institution .

- (iii) Where published papers are submitted, the submission shall include a paper which presents a reasoned argument in support of the published papers. This shall be considered as part of the submission and shall be examined as such. Theses shall be in English. Candidates submitting published papers shall provide copies in English of any papers published in another language. Joint work may be submitted as a thesis, published papers or performance recordings provided it is accompanied by a statement countersigned by the collaborator or collaborators indicating clearly the candidate's share of the work.
- (iv) Two copies of the thesis, together with an electronic copy (in "read-only" format), shall be submitted to the School/Department or Centre in which the candidate is registered together with a certificate signed by the candidate's supervisor or supervisors stating that the candidate has completed his or her studies in accordance with the regulations.
- (v) All submissions, whether of a thesis or of papers, shall include a short abstract comprising not more than 300 words and bound with each copy of the submission. The abstract shall provide an adequate and informative summary of the thesis and be in a form suitable for publication by City .
- (vi) For the Master in Musical Arts, performance recordings shall be submitted on compact disc or digital audio tape.

## **10. EXAMINERS**

- (i) Upon receipt of the notice of intention to submit from a candidate the Board of Studies shall nominate Examiners for that candidate and shall pass the nominations to the administrative department responsible.
- (ii) For internal and external candidates, there shall be at least two Examiners, of whom at least one shall be an external examiner. The candidate's supervisor shall be the internal examiner in exceptional circumstances only, and in such exceptional cases, a second external examiner shall be appointed. The supervisor shall normally be invited to attend any viva voce to assist the examiners. For staff candidates, two Examiners shall be appointed, both of whom shall be External Examiners.
- (iii) For the Master in Musical Arts, the Board of Studies may nominate Examiners and observers to assess the candidate's musical performance as part of the examination.

## **11. EXAMINATIONS**

- (i) A candidate shall be required to present himself or herself for an oral examination on the subject of his or her thesis or published papers unless, on the recommendation of the Examiners, he or she is exempt from the oral examination. The Examiners may agree to recommend either:
  - (a) that the candidate be awarded the Degree of Master of Philosophy, Master of Law, Master of Musical Arts or Master of Research as appropriate; OR



- (b) that 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; OR
  - (c) that the candidate be permitted to re-submit the same thesis or published papers and present himself or herself for a further oral examination; OR
  - (d) that the candidate be not awarded a degree.
- (ii) A candidate permitted to resubmit his or her thesis or published papers shall be required to do so within six to twelve Months of the oral examination unless, in exceptional circumstances, a longer period is recommended by the Examiners.
  - (iii) The report of the Examiners shall be sent to the relevant School/Department or Centre of the institution and the appropriate Board of Studies shall be notified the outcome of the examination.

## **12. RESUBMISSION AND RE-EXAMINATION OF THESIS**

- (i) The term 'resubmission' refers to those instances where a research candidate has been assessed and is required to amend and resubmit their thesis (with or without the need for an additional viva voce) for further examination. Except in certain cases of appeal, re-examination should normally be undertaken by the original examiners.
- (ii) The examiners may agree to recommend:
  - (a) that the candidate be awarded an appropriate Masters level degree drawn from clause 1 of these regulations;
  - (b) that the candidate be awarded an appropriate Masters level degree drawn from clause 1 of these 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 or
    - 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.

## **13. POSTHUMOUS AWARD**

- (i) A Board of Studies may recommend to City, University of London that the award of a posthumous research degree be made where a candidate has died:
  - after the thesis has been examined but before the oral examination can be held. In such a case the Board of Studies shall consider the material presented and any preliminary judgment of the examiners. Provided that the Board of Studies is satisfied that the work is the candidate's own, and that it meets the standard normally required for the proposed research degree to be awarded, it may recommend to the institution that an appropriate award be made.

- before submitting the thesis. In such a case the Board of Studies shall consider the available evidence of the research completed to date by the candidate. Such evidence shall normally be provided by the candidate's main supervisor. Examiners shall be nominated and approved by the Board of Studies. The Examiners shall be advised of the circumstances under which the material shall be examined and shall be asked to provide an independent assessment of the material presented. The Examiners shall be asked for an opinion on whether the quality of the research is sufficient to warrant the award of a research degree. The following criteria must be satisfied:
  - a) enough of the research project must have been completed to allow a proper assessment to be made of the scope of the thesis;
  - b) the standard of the research work completed must be of that normally required for the award of the degree in question, and must demonstrate the candidate's grasp of the subject;
  - c) the written material available must demonstrate the candidate's ability to write a thesis of the required standard.
- (ii) City may award a posthumous research degree drawn from either clause 1 of these regulations or from clause 1 of the institutional regulations for Masters Degrees by Research, regulation 23.

#### **14. APPEALS AGAINST THE OUTCOME OF AN EXAMINATION**

- (i) A student may request a review of the Examiners' decision in accordance with the City's Appeal Regulations for Research Programmes [Senate Regulation 21].
- (ii) A candidate is expected to pursue any grievances concerning the adequacy of supervisory or other arrangements which arise during the period of study through City's Complaints Regulations.

Approved as a Regulation: Senate 23.06.2010 for effect from the start of 2010-11  
 Reapproved as a Regulation: Senate 27.06.2012 with immediate effect.  
 Approved by Chair's Action (Senate) 24.08.16

## **Guidance – responsibilities within the Regulations**

The following administrative departments are responsible for various components of the Regulations:

Processing applications [Clause 3]: Academic and Professional Process Support

Processing applications for transfer of registration [Clause 5]: Academic and Professional Process Support

Receiving notice of intention to submit [Clause 8]: Student and Academic Services

Receiving notice of examiners [Clause 9]: Student and Academic Services