



Academic excellence for  
business and the professions

# City Graduate School

Enriching research, supporting success

## Guide for Research Students



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# Introduction from the President

I am delighted that you have chosen to study as a doctoral student at City, University of London.

This is an exciting time to be joining City. You will benefit from our commitment to and passion for academic excellence; our world-leading and internationally excellent research; our central London location with access to specialist libraries and almost unlimited social, cultural, sporting and employment opportunities; our links with business and the professions, the City of London and the vibrant Tech City; and our strong international identity.

Since 2011, we have been investing around 200 million pounds in academic staff, our estate and our systems to achieve our vision to be a leading global institution.

This has had a transformational effect. For example, National Student Survey results show that our undergraduates are the most satisfied in London while Research Excellence Framework results show that we have doubled the proportion of staff producing world-leading and internationally excellent research. We aim to continue to produce research recognised internationally for its relevance to contemporary intellectual challenges and for its influence and impact on the world in which we live.

We have increased our number of doctoral students significantly over the last four years and in August 2012 we established the City Graduate School which works in close partnership with our academic Schools and Professional Services to strengthen City's research student community, support research skills training and promote the enhancement of the overall research student experience at City.

City joining the University of London in 2016 marks a significant new chapter in our history. We will retain our historic strengths, professional credibility and deep-rooted City of London heritage while we strengthen our international profile and expand our research and education capabilities. Students will gain access to a larger student community, numerous student societies, additional sports facilities, accommodation provision and libraries.

As a City doctoral student you will make a major contribution to our academic development. I wish you every success and look forward to celebrating with you when you graduate.



**Professor Sir Paul Curran**

President  
City, University of London



# Welcome from the Dean of the City Graduate School



Welcome to City, University of London. We hope that you will enjoy your experience as a research student studying for your doctorate here.

In addition to being a member of an academic School, you are also a member of the City Graduate School. The City Graduate School aims to offer a diverse programme of activities and initiatives including lectures and networking events that are designed to bring doctoral students from across City together and to strengthen City's research student community. Last year we held our third Spring Graduate School, which comprised several interdisciplinary activities scheduled over a whole week. Events included the annual

Postgraduate Research Student Symposium, the 3 Minute thesis (3MT<sup>®</sup>) Competition, an Entrepreneurial Starter-thon and targeted Careers' events. The full breadth of research study being undertaken across City was represented at the events, with participants benefitting from the additional opportunities to gain experience in presenting their achievements to non-specialist audiences, to meet peers and to begin to build a network of contacts. The activities were designed to help students prepare for the *in viva voce* examination and to help support the personal and professional development of our research students as they progress through their research study. Feedback from participants was really positive and we are now planning our programme of activities for 2016/17; we look forward to inviting you to participate in our activities in the forthcoming months.

As a research student, you will be allocated a supervisory team with a breadth of relevant disciplinary knowledge to guide you through to successful completion. Dedicated staff within your School, Department and/or Centre will also help you to gain a wide exposure to your field by providing you with information on seminars, lectures and conferences in your subject area which are available for you to attend. Your supervisory team will provide you with key advice and support with your work but you can also refer to any relevant information within your School, Department and/or Centre for further guidance. They are committed to your success.

This Guide will provide you with further information on what to expect in being a doctoral student at City or at one of those institutions which offer doctoral programmes that City validates. It also contains advice on what to do, or from whom you can seek further support, should you experience any difficulties during your period of research study, including advice and support from City's Students' Union. You will also have access to a variety of facilities that are all designed to support your learning experience and enable you to reach the full potential of your research.

The path that you have chosen to follow is the most challenging study that you can undertake but at the same time also the most rewarding. While from time to time you may encounter some seemingly insurmountable obstacles, you will also have the support of my colleagues and your fellow researchers and I do hope that you will experience the real satisfaction that comes with making real breakthroughs in your chosen field of research. We are keen to hear from you and for you to take the opportunity to provide feedback to your colleagues in your Schools. However, I would also encourage you to provide us with any comments on being a doctoral student here and on how we can make your experience better. I look forward to meeting you at one of our events during the year but above all I would take this opportunity to welcome you to the City Graduate School.

A handwritten signature in black ink, appearing to read 'Ken Grattan', with a long horizontal flourish extending to the right.

**Professor Ken Grattan**

Dean of the City Graduate School  
City, University of London

# 1. Aims and scope

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

- You are provided with relevant information to enable you to complete your doctoral 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 doctoral 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 which sets out the arrangements for the quality assurance and enhancement of our doctoral degree provision. Information on City's research degree policies and guidance is available in Section 9 of the Quality Manual but you are encouraged to familiarise yourself with the following documents:

- Regulations for Doctoral Programmes and Masters by Research
- Roles and responsibilities of research students and supervisors
- Policy on research students who teach

- Research Degree Typology
- Framework for Good Practice in Research
- Guide to Managing Intellectual Property
- Doctoral Track Scheme (Staff candidates)
- Guide for Research Students.

You are also asked to refer to relevant sources of information in the School/ Department and/or Research Group or Centre within which you are studying.

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 Section 9 of City's Quality Manual and relevant information within your School/ Department.

## 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 qualified academic staff, selected to ensure you receive the right research expertise to support you in your study.

Dedicated staff within your School, Department and/or your Research Centre will also advise you of the most suitable seminars, lectures and conferences within your discipline, for you to attend.

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 day-to-day 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.

### **City Graduate School**

As a research student here, you will also be a member of the City Graduate School. The City Graduate School aims to provide you with further development opportunities through the organisation of regular events across the institution. The aim of these events and initiatives 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 within and outside City, both nationally and internationally.

We also host several competitions during the year including the Three Minute Thesis (3MT®) competition and the Entrepreneurial Doctoral Starter-Thon.

The aim of these events are 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 in advance to ensure you have the earliest opportunity to arrange attendance and to participate.

### 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 study 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 institution such as the Graduate School Committee and Senate.

Your School, Department or Research Centre will also request feedback from you as part of our annual research degree programme evaluation exercise. This enables City to monitor consistency across Schools and to consider any amendments to regulation, policy or processes in the future. City also conducts a review of its programmes every five years and you are encouraged to provide feedback on your experience of our provision as part of this periodic review process.

Further information on student engagement and student representation is available 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.

#### **City Students' Union**

As a registered student of City you are automatically a member of the City Students' Union, which works to represent, serve and support your interests within City.

The Union offers advice to students about any issues they may have with their studies, such as complaints, academic appeals and even disciplinary action. The Union also aims to put fun in to your City life (without breaking the bank) with a range of student clubs and societies, plus regular events at Saddlers Bar and at venues across London.

You are entitled to opt out of membership of the Students' Union at any time.

You are also encouraged to provide feedback on your experience through appropriate Committees within your School and across City and contribute to discussions at the Postgraduate Research (PGR) Forum 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.

### Doctor of Philosophy (PhD) or equivalent

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 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 and as you progressed through 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 award 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, including:

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

These awards fulfil 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, guided 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 Philosophy (MPhil) or equivalent

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.

Typically, holders of the qualification will be able to:

- Deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences
- Demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level
- Continue to advance their knowledge and understanding, and to develop new skills to a high level.

And holders will have:

- The qualities and transferable skills necessary for employment requiring:
  - The exercise of initiative and personal responsibility
  - Decision-making in complex and unpredictable situations
  - The independent learning ability required for continuing professional development.

Your assessment will include a *viva voce* examination on the subject of your thesis.

The Quality Assurance Agency (QAA) is responsible for safeguarding the quality and standards of UK higher education. You are advised to familiarise yourself with the following QA A documents:

- QAA Doctoral degree characteristics
- QAA Master's degree characteristics
- The UK Doctorate: A guide for current and prospective doctoral candidates.

You will find these documents from the list of useful website addresses provided at the end of this Guide.

You are also advised to read the above information alongside Section 9 of City's Quality Manual.

## Approved research degrees

We are regulated to award the following research degrees:

- Master of Philosophy (MPhil)/Doctor of Philosophy (PhD)
- Master of Law (LLM) (by research)
- Doctor of Music (DMus)
- 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*		Minimum period before transferring to writing-up
		Minimum	Maximum	Minimum	Maximum	
PhD DPsych* DHealth* DJourn*	FT	2 years	4 years (including writing-up)			2 years
PhD DPsych* DHealth* DJourn*	PT	3 years	7 years (including writing-up)			3 years
PhD by Prior Publication	PT	1 year	2 years			
MPhil/LLM	FT	1 year	3 years	1 year		2 years
MPhil/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/LLM	Not normally expected to exceed 50,000 words.
PhD	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 doctoral candidate under one of the following categories:

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

You will be invited to register 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 who will provide supervisory support as part of a larger supervisory team, with qualified supervisors also at City.

As an externally registered student, you are required to:

- Spend up to four days per year at City and meet with your supervisor [here](#)
- Present an annual seminar on supervisor at City.

It may also be appropriate for your supervisor at City to visit you in your workplace and/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 are subject to the same minimum and maximum periods of candidature as part-time candidates.

**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.

If you are sponsored, you must arrange for your sponsoring body to complete a sponsorship form so that they may be invoiced.

Further information on the instalment scheme and finance is available from the list of useful website addresses provided at the end of this Guide.

## **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 your 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 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
- You are experiencing difficulties in the relationship between you and your supervisor(s).

If you need to discuss a change in supervisors please do so with your supervisors and your Senior Tutor for Research at the first available opportunity. City will support you as far as possible and if necessary a change of supervisors may be arranged subject to the availability of research expertise.

## **Roles and responsibilities**

Your roles and responsibilities, as well as those of your supervisory team, will vary according to your registration category 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

### Research and Progress (RaP)

As a research student here, you are expected to maintain written records of your meetings with your supervisor(s) through our online record system, Research and Progress (RaP). These meetings aim to ensure that you understand what has been discussed and agreed between you and your supervisor. Research and Progress (RaP) aims to:

- Ensure you are meeting with your supervisors regularly
- Enable you to record and track your own research progress
- Encourage you to plan your own personal and professional development.

Your progress will be measured regularly against core milestones within Research and Progress (RaP). These milestones will vary as you progress through your research. Some of these milestones will not apply to you but you are advised to familiarise yourself with the following key stages during your period of research:

### 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
- Agreement on attendance of courses, conferences or seminars and research methods and skills training
- 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 aims and objectives. 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.

### **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.

### **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 an oral examination and/or
- Present your research to peers within your department.

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.

You should familiarise yourself with the qualification descriptors in the *Framework for Higher Education Qualifications in England, Wales and Northern Ireland*, information about which you can find from the list of useful website addresses provided at the end of this Guide.

## **Off campus activity**

As a research student, it is likely that you will spend time away from City in order to carry out field work. You must discuss and agree any time spent away from City for any period longer than two weeks (either within the UK/EU and/or overseas) with your supervisor(s) in advance of leaving City and agree, through completion of the Off Campus form, how your engagement will be monitored while you are away. Engagement monitoring must take place at least once a month and can be through any type of contact such as a Skype meeting or email correspondence.

**Please note: research students on a Tier 4 visa will receive notification from City's Visa Compliance Team confirming that the Home Office has been advised of a temporary change of location and to remind students of their ongoing responsibilities while spending time away from the institution.**

## 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, however, 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. 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 regular reports on your progress in Research and Progress (RaP) 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 you will normally be reverted to full registration if you not have submitted your thesis for examination within the normal time-frames.

**Please note: The Home Office requires that students continue to engage with City while they are writing-up. Before transferring to writing-up, research students who are studying in the UK on a Tier 4 visa must meet with their supervisor(s) to discuss and agree where the writing-up will take place, how they will continue to be monitored and whether a Tier 4 visa is still required. City's Visa Compliance Team will advise the Home Office if there has been a change of circumstances or if a visa is no longer required and will inform the student once this report has been made.**

**All Tier 4 students are advised to discuss any visa implications due to a change of circumstances with the International Student Advice Team in the Student Centre.**

## 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 normally be asked to provide medical evidence from your doctor.

A request for a period of suspension must normally be made in advance. You should discuss any need for a period of suspension with your supervisor(s) initially. 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.

**Please note: research students on a Tier 4 visa should discuss any visa implications during any period of suspension with the International Student Advice Team in the Student Centre before applying for a period of suspension.**

## Resumption of studies

It is recommended that you discuss resuming your studies with your supervisor(s) 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. Your Senior Tutor for Research will be able to advise you if you think this might be necessary.

You must normally apply for an extension of candidature at least three months before the end of your maximum period of study 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 if necessary you may apply for a further extension of candidature later. 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 supervisor(s) 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.

**Please note: research students on a Tier 4 visa should discuss any visa implications during any period of extension with the International Student Advice Team in the Student Centre before applying 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 in our Research and Enterprise 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.

**Please note: research students on a Tier 4 visa should discuss any visa implications with the International Student Advice Team in the Student Centre in the event of a withdrawal of candidature.**

## 7. Assessment and award

### **Three month notice of intention to submit**

Your supervisors will help you decide the date for submitting your thesis. City requires three month's 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. In such circumstances, 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 month's notice of your intention to submit, you and your supervisor(s) will discuss who might be an appropriate external examiner to assess your thesis. While you are not permitted to choose the examiners 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 usually 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. The thesis must be written in English. Your initial submission before examination should be soft bound and two copies should be submitted to your Department administrator. 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.

If you are submitting your thesis without the approval of your first supervisor, you must still sign the thesis receipt form to confirm that it is your own work.

**Please note: 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 normally required to present yourself for a *viva voce* examination on the subject of your thesis. 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.

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.

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.

Typically, the examination will last around two hours. Following the examination, the examiners will confer and decide on the outcome.

The examiners will make a recommendation drawn from clause 11 of City's Regulations for Doctoral Programmes or Masters Degrees by Research, which may be found in the list of useful website addresses provided at the end of this Guide.

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 will normally recommend a time in which amendments are to be completed, which may be up to a maximum period of 12 months.

## Amendments

If the examiners have recommended amendments you will be required to submit your revised thesis to your School/Departmental research administrator who will forward the revisions to the examiners as appropriate for re-examination. Arrangements will be made for a second *viva voce* if required.

**Please note: research students on a Tier 4 visa should discuss any visa implications during any period of extension because of the outcome of the examination with the International Student Advice Team in the Student Centre.**

## 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 will make a recommendation drawn from clause 12 of City's Regulations for Doctoral Programmes or Masters Degrees by Research, which may be found in the list of useful website addresses provided at the end of this Guide.

If the examiners recommend that you are not awarded the intended degree or recommend you are awarded an MPhil where a PhD is sought you may 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 before the degree is awarded.

## **Format and binding of a thesis**

Upon written confirmation from the examiners that you have carried out the amendments to their satisfaction, you will be invited to submit one hard-bound copy and one electronic copy of your thesis to be stored in our library.

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 will also be 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**

Once we have received written confirmation from your examiners confirming that the degree may be awarded you will 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

### Research degree provision at validated institutions

When a research degree has been validated by City, your study is 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 City 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 City regulations apply.

### Read for research

Library Services are giving our researchers the opportunity to help build City's research book collections.

You have the opportunity to suggest titles that will help your research, are key works in your field or are generally useful for the research community at City.

You simply need to make a request and then wait for your book to arrive at City. The Read for Research campaign will continue until funds for this project have run out – so be quick.

You can find further information about how you can help build our research collection from the list of useful website addresses provided at the end of this Guide.

### Research governance framework

City has developed a Framework for Good Practice in Research, in accordance with the requirements of the UK Research Councils (RCUK) and to support high quality research. 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 and seeks to assist in creating and sustaining an environment of good research practice.

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

All research involving human participants or identifiable personal information has some ethical implications. 'Human participation' covers direct data collection from people, for example surveys, interviews, focus groups, observations and physiological measurements. It also includes retrieving data from

individual records such as case notes. In addition, issues such as data protection, confidentiality and anonymity may need to be considered.

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.

The above list is not exhaustive. You may also require external ethical approval of your research project. 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 Senate 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 City, unless the provisions of any funding dictate otherwise. The protection and management of intellectual property at City is governed by the IP Policy, which applies to all students as well as staff. Details must not be disclosed in publications, abstracts or presentations, for example, until advice for protecting your intellectual property has been sought from your supervisory team in the first instance. City's Technology Transfer Team is also available for advice.

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.

## **Doctoral Researcher Development Framework**

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:

- Graduate School, Student and Academic Services
- Learning Enhancement and Development (LEaD)
- Research and Enterprise Office
- Library and Information Services
- Careers, Student Development and Outreach.

## **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 and the RCUK Statement of Expectations for Doctoral Training.

## **Skills training**

The following thresholds on training provision have been agreed:

- All students should attend City's research student Induction Day
- Departmental/School/Validated Institution inductions should be provided for all research students where appropriate
- Cross-Departmental/School participation on course modules or parts of modules should be encouraged.

Additionally, all research students are required to receive adequate and appropriate preparation before undertaking any teaching duties within City and undergo peer review in accordance with City's Policy on Research Students who Teach.

The Learning Success Team at City also supports students with dyslexia and disabilities and helps all students to learn more effectively. The Team achieves this by working with students to enable them to get the most out of their academic abilities, their time and the support and resources available to them.

## 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, access to 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 and Centres have formal programmes and others provide training that is individually tailored for a particular research student. Additionally, some Schools, Departments and Centres 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 your 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.

## **Doctorate Extension Scheme**

The Doctorate Extension Scheme is a new scheme that was introduced in April 2013, designed to give students on Tier 4 visas who have almost finished their UK PhD or other doctorate qualification an additional 12 months of Tier 4 (General) immigration permission, in which to look for and start work in the UK. If you are interested in the Scheme please contact the International Student Advice Team in the Student Centre.

## **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.

Overseas students must inform their supervisor about any periods when they are away from campus.

## **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. You can find the policy from the list of useful website addresses provided at the end of this Guide.

## **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.

## **Complaints**

In the rare instance that you encounter difficulties during your study, City has put in place a procedure for resolving complaints. Experience has shown that 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) 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 pursue your complaint with 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).

## **Academic Misconduct**

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.

City 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.

## **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.

## 9. Useful sources of information

### **Academic Learning Support**

[www.city.ac.uk/current-students/academic/study-skills-support](http://www.city.ac.uk/current-students/academic/study-skills-support)

### **Alumni Network**

[www.city.ac.uk/alumni](http://www.city.ac.uk/alumni)

### **Appeals: Research Programmes**

[www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0004/227344/Senate\\_Regulation\\_21\\_Student\\_Appeals\\_Research\\_Programmes-20140731.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0004/227344/Senate_Regulation_21_Student_Appeals_Research_Programmes-20140731.pdf)

### **Appeals: Research Programmes at validated institutions**

[www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0018/227331/Senate\\_Regulation\\_21b\\_Student\\_Appeals\\_Research\\_Programmes\\_Validated\\_Institutions-20140731.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0018/227331/Senate_Regulation_21b_Student_Appeals_Research_Programmes_Validated_Institutions-20140731.pdf)

### **Approved research degree titles**

[www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0018/69111/approved\\_rd\\_titles.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0018/69111/approved_rd_titles.pdf)

### **Business Services**

[www.city.ac.uk/business-services](http://www.city.ac.uk/business-services)

### **City Events**

[www.city.ac.uk/events](http://www.city.ac.uk/events)

### **City Graduate School**

[www.city.ac.uk/citygraduateschool](http://www.city.ac.uk/citygraduateschool)

### **City Quality Manual: Section 9, Research Degrees**

[www.city.ac.uk/about/education/quality-manual/9-research-degrees](http://www.city.ac.uk/about/education/quality-manual/9-research-degrees)

### **Disability services for students**

[www.city.ac.uk/study/undergraduate/why-choose-city/student-support/learning-support](http://www.city.ac.uk/study/undergraduate/why-choose-city/student-support/learning-support)

### **Doctoral Track Scheme (Staff)**

[www.city.ac.uk/city-graduate-school/research-degree-opportunities-how-to-apply/doctoral-track-scheme](http://www.city.ac.uk/city-graduate-school/research-degree-opportunities-how-to-apply/doctoral-track-scheme)

### **Doctorate Extension Scheme**

[www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0014/81131/doctoral\\_track\\_scheme\\_guidelines.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0014/81131/doctoral_track_scheme_guidelines.pdf)

### **Entrepreneurship Starter-thon**

[www.city.ac.uk/city-graduate-school/researcher-skills-development/201516-spring-graduate-school/entrepreneurial-starter-thon](http://www.city.ac.uk/city-graduate-school/researcher-skills-development/201516-spring-graduate-school/entrepreneurial-starter-thon)

### **Equality, Diversity and Inclusion**

<https://intranet.city.ac.uk/staff/hr/policies/equality-diversity/equality-and-diversity.html>

**Equality, Diversity and Inclusion Policy**

[www.city.ac.uk/\\_media/intranet-site/documents/hr/policies/Equality-Diversity-Policy.pdf](http://www.city.ac.uk/_media/intranet-site/documents/hr/policies/Equality-Diversity-Policy.pdf)

**Fee Instalment Scheme**

[www.city.ac.uk/study/postgraduate/fees/instalment-scheme](http://www.city.ac.uk/study/postgraduate/fees/instalment-scheme)

**Finance Office**

[www.city.ac.uk/finance](http://www.city.ac.uk/finance)

**Framework for Good Practice in Research**

[www.city.ac.uk/\\_media/internals/easy-edit-suite/wym/?a=66181](http://www.city.ac.uk/_media/internals/easy-edit-suite/wym/?a=66181)

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

[www.qaa.ac.uk/en/Publications/Documents/Framework-Higher-Education-Qualifications-08.pdf](http://www.qaa.ac.uk/en/Publications/Documents/Framework-Higher-Education-Qualifications-08.pdf)

**Framework for research degree provision**

[http://www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0020/69113/research\\_degree\\_framework.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0020/69113/research_degree_framework.pdf)

**Graduate School Library Centre**

[www.city.ac.uk/library/libraries/graduate-school-library-centre](http://www.city.ac.uk/library/libraries/graduate-school-library-centre)

**Graduation**

[www.city.ac.uk/registry/graduation.html](http://www.city.ac.uk/registry/graduation.html)

**Guide for students on validated programmes**

[http://www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0019/69040/validation\\_student\\_guide.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0019/69040/validation_student_guide.pdf)

**Health, wellbeing, faith and sport**

[www.city.ac.uk/current-students/health-wellbeing-sport](http://www.city.ac.uk/current-students/health-wellbeing-sport)

**Information compliance**

[www.city.ac.uk/ic/dataprotection/studentinfo.html](http://www.city.ac.uk/ic/dataprotection/studentinfo.html)

**Intellectual Property Rights**

<https://intranet.city.ac.uk/staff/hr/policies/professional-conduct/intellectual-property.html>

**IT Services for Students**

<https://intranet.city.ac.uk/students/it/it.html>

**Learning Enhancement and Development (LEaD)**

[www.city.ac.uk/about/education/lead](http://www.city.ac.uk/about/education/lead)

**Library Guide for Researchers**

<http://libguides.city.ac.uk/researchers>

**Maternity, paternity and adoption leave policy**

[http://www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0003/69114/research\\_paternity\\_leave.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0003/69114/research_paternity_leave.pdf)

**Notes for students *viva voce* examination**

[http://www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0011/139295/notes\\_for\\_students-on-viva.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0011/139295/notes_for_students-on-viva.pdf)

**Office of the Independent Adjudicator for Higher Education (OIA)**

[www.oiahe.org.uk](http://www.oiahe.org.uk)

**Physical Format, Binding and Retention of theses**

[www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0019/205264/Senate\\_Regulation\\_25\\_Physical\\_Format\\_Binding\\_and\\_Retention\\_of\\_Theses.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0019/205264/Senate_Regulation_25_Physical_Format_Binding_and_Retention_of_Theses.pdf)

**Policy on Research students who teach**

[www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0009/176634/policy\\_on\\_research\\_students\\_who\\_teach.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0009/176634/policy_on_research_students_who_teach.pdf)

**Principles of good practice for preparing doctoral students who teach**

[www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0009/187191/principles\\_of\\_good\\_practice\\_for\\_preparing\\_doctoral\\_students\\_who\\_teach.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0009/187191/principles_of_good_practice_for_preparing_doctoral_students_who_teach.pdf)

**Quality Assurance Agency for Higher Education**

[www.qaa.ac.uk](http://www.qaa.ac.uk)

**QAA Doctoral degree characteristics**

[www.qaa.ac.uk/en/Publications/Documents/Doctoral\\_Characteristics.pdf](http://www.qaa.ac.uk/en/Publications/Documents/Doctoral_Characteristics.pdf)

**QAA Masters degree characteristics**

[www.qaa.ac.uk/en/Publications/Documents/Masters-degree-characteristics.pdf](http://www.qaa.ac.uk/en/Publications/Documents/Masters-degree-characteristics.pdf)

**QAA: The UK doctorate: A guide for current and prospective doctoral candidates**

[www.qaa.ac.uk/en/Publications/Documents/Doctorate-guide.pdf](http://www.qaa.ac.uk/en/Publications/Documents/Doctorate-guide.pdf)

**RCUK Statement of Expectations for Doctoral Training**

[www.rcuk.ac.uk/documents/skills/statementofexpectation-pdf/](http://www.rcuk.ac.uk/documents/skills/statementofexpectation-pdf/)

**Read for Research**

[www.city.ac.uk/library/read-for-research](http://www.city.ac.uk/library/read-for-research)

**Registration**

[www.city.ac.uk/about-city/student-administration/registration](http://www.city.ac.uk/about-city/student-administration/registration)

**Regulations for Doctoral Programmes**

[www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0018/205281/Senate\\_Regulation\\_24\\_Doctoral\\_Programmes.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0018/205281/Senate_Regulation_24_Doctoral_Programmes.pdf)

**Regulations for Masters degrees by Research**

[www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0019/205237/Senate\\_Regulation\\_23\\_Masters\\_Degrees\\_by\\_Research.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0019/205237/Senate_Regulation_23_Masters_Degrees_by_Research.pdf)

**Research and Enterprise**

[www.city.ac.uk/research/research-and-enterprise](http://www.city.ac.uk/research/research-and-enterprise)

**Research and Progress (RaP)**

[www.city.ac.uk/city-graduate-school/research-and-progress](http://www.city.ac.uk/city-graduate-school/research-and-progress)

<https://rap.city.ac.uk>

**Research Integrity**

[www.city.ac.uk/research/research-and-enterprise/research-integrity-redirceted](http://www.city.ac.uk/research/research-and-enterprise/research-integrity-redirceted)

**Roles and responsibilities of research students and supervisors**

[www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0009/139365/roles\\_responsibilities\\_student\\_supervisors.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0009/139365/roles_responsibilities_student_supervisors.pdf)

**Sport at City**

[www.city.ac.uk/sport-and-leisure](http://www.city.ac.uk/sport-and-leisure)

**Statement of co-authors of joint publications**

[www.city.ac.uk/\\_\\_data/assets/word\\_doc/0006/69090/statement\\_coauthors\\_joint\\_publications.doc](http://www.city.ac.uk/__data/assets/word_doc/0006/69090/statement_coauthors_joint_publications.doc)

**Student and Academic Services**

[www.city.ac.uk/about/education/academic-services](http://www.city.ac.uk/about/education/academic-services)

**Student complaints**

[http://www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0004/285079/Senate\\_Regulation\\_26\\_Student\\_Complaints\\_20150708.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0004/285079/Senate_Regulation_26_Student_Complaints_20150708.pdf)

**Student Centre**

[www.city.ac.uk/studentcentre](http://www.city.ac.uk/studentcentre)

**Student Charter: We are City**

[www.city.ac.uk/student-administration/student-charter-we-are-city](http://www.city.ac.uk/student-administration/student-charter-we-are-city)

**Students' Union**

[www.culsu.co.uk](http://www.culsu.co.uk)

**Studywell**

[www.city.ac.uk/current-students/academic/studywell](http://www.city.ac.uk/current-students/academic/studywell)

**Three Minute Thesis (3MT®) competition**

[www.city.ac.uk/city-graduate-school/researcher-skills-development/201516-spring-graduate-school/3-minutes-thesis-3mt-competition](http://www.city.ac.uk/city-graduate-school/researcher-skills-development/201516-spring-graduate-school/3-minutes-thesis-3mt-competition)

**Typology of research degrees**

[www.city.ac.uk/\\_\\_data/assets/pdf\\_file/0018/69012/rd\\_typology.pdf](http://www.city.ac.uk/__data/assets/pdf_file/0018/69012/rd_typology.pdf)

**UK Quality Code for Higher Education - Chapter B11: Research degrees**

[www.qaa.ac.uk/en/Publications/Documents/quality-code-B11.pdf](http://www.qaa.ac.uk/en/Publications/Documents/quality-code-B11.pdf)

**Validation and Partnerships**

[www.city.ac.uk/about/education/academic-services/validation-and-partnerships](http://www.city.ac.uk/about/education/academic-services/validation-and-partnerships)

**Vitae Researcher Development Framework**

[www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework](http://www.vitae.ac.uk/researchers-professional-development/about-the-vitae-researcher-development-framework)

**Would like to Teach**

[www.wouldliketoteach.org](http://www.wouldliketoteach.org)

# 10. Travel information

City is located in central London and it has excellent transport links.

Our nearest London Underground stations are Angel (Northern Line) and Farringdon (Circle Line; Hammersmith & City Lines; National Rail Services), both of which can be accessed from London Kings Cross Station and are approximately ten minutes' walk from Northampton Square.

There are several bus routes which run by Northampton Square, including the following:

4, 19, 30, 38, 43, 55, 56, 73, 153, 205, 214, 243, 274, 341, 394, 476.

For further information on public transport in London, please visit [www.tfl.gov.uk](http://www.tfl.gov.uk).

Parking in central London is expensive and we recommend using public transport where possible. However, if you do plan to arrive at City by car, please visit [www.ncp.co.uk](http://www.ncp.co.uk) to find details of convenient car parks. City is unable to provide visitor parking on campus.





**City, University of London**  
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City, University of London is an independent member institution of the University of London. Established by Royal Charter in 1836, the University of London consists of 18 independent member institutions without outstanding global reputations and several prestigious central academic bodies and activities.



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**[www.city.ac.uk/citygraduateschool](http://www.city.ac.uk/citygraduateschool)**