

# **Research Student Handbook**

**Graduate School  
Goldsmiths, University of London**

**2011–2012**

## **How to read this handbook**

Please read this handbook in conjunction with the General Regulations and other, academic, regulations such as Programme Regulations for your specific programme of study, available on the web at [www.gold.ac.uk/regulations](http://www.gold.ac.uk/regulations). It should also be read in conjunction with the Guide to Goldsmiths handbook (which is available on the web [www.goldsmiths.ac.uk/student-handbook](http://www.goldsmiths.ac.uk/student-handbook)), and also the Student Charter.

This handbook is available in large print format.

If you would like a large print copy, please contact the Graduate School Office (email: [graduateschool@gold.ac.uk](mailto:graduateschool@gold.ac.uk) or telephone 020 7919 7774). It is also available on the web at: [www.grad.gold.ac.uk](http://www.grad.gold.ac.uk).

## **Disclaimer**

The information in this handbook was correct in August 2011. Whilst it is as far as possible accurate at the date of publication, and Goldsmiths will attempt to inform students of any substantial changes in the information contained in it, the College does not intend by publication of the handbook to create any contractual or other legal relation with applicants, accepted students, their advisers or any other person. The College is unable to accept liability for the cancellation of proposed programmes of study prior to their scheduled start; in the event of such cancellation, and where possible, the College will take reasonable steps to transfer students affected by the cancellation to similar or related programmes of study. Please see the Terms and Conditions in the relevant prospectus.

The College will not be responsible or liable for the accuracy or reliability of any of the information in third party publications or websites referred to in this booklet.

## **College Regulations**

By enrolling, you undertake to comply with the College's Programme and General Regulations, and with the Charter, Statutes and Ordinances of the College. In the event of any inconsistency existing between information provided in this handbook, and either the Programme or General Regulations, the Programme and General Regulations shall govern in all cases. If you have any queries about apparent inconsistency between information in this handbook and the Regulations, please contact the Head of Academic Services in writing.

## **'Force Majeure' Obligations of the University**

Goldsmiths, University of London undertakes all reasonable steps to provide educational services including teaching, examination, assessment and other related services, set out in its prospectuses and programme literature ('Educational Services'). However, except where otherwise expressly stated, Goldsmiths College regrets that it cannot accept liability or pay any compensation where the performance or prompt performance of its obligations to provide Educational Services is prevented or affected by 'force majeure'. 'Force majeure' means any event which the College could not, even with all due care, foresee or avoid. Such events may include (but are not limited to) war or threat of war, riot, civil strife, terrorist activity, industrial dispute, natural or nuclear disaster, adverse weather conditions, interruption in power supplies or other services for any reason, fire and all similar events outside our control.

## **Goldsmiths' Mission and Values**

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### ***Our Mission***

We offer a transformative experience, generating knowledge and stimulating self-discovery through creative, radical and intellectually rigorous thinking and practice.

Our Mission is underpinned by the following values:

#### **Achieving academic excellence:**

- pursuing intellectual curiosity
- encouraging the highest standards of research and practice.

#### **Embracing complexity:**

- building on our diverse strengths – academic excellence and rigour inspired by radical thinking
- providing a unique and creative approach to all of our subjects.

#### **Respecting the individual:**

- encouraging individuality and nurturing talent
- enabling freedom of thought and expression.

#### **Embracing diversity:**

- having the courage to think differently
- providing the freedom to experiment
- working beyond the boundaries of preconceptions.

#### **Radical thinking:**

- being the leader in all our fields
- daring to think differently and to challenge the norms.

#### **Creating change, locally and globally:**

- being socially aware and socially active
- enhancing employability in rewarding careers
- actively promoting sustainability
- fostering a social and intellectual community within, and beyond, Goldsmiths.



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## 1 Introduction

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WELCOME TO GOLDSMITHS! We hope your time here will be both enjoyable and rewarding. This Handbook is designed to help you make the most of your time here by providing you with essential information for the duration of your studies. It includes the College Code of Practice which outlines procedures that those involved in research degrees should follow. In addition there are the relevant College Regulations which must be adhered to.

### 1.1 Getting Started

#### 1.1.1 Enrolment

Enrolment normally takes place in September, before Induction Week. If you are enrolling after Induction Week you should go to Student Services, Room RHB 117, Richard Hoggart Building (open Monday to Friday, 10am – 4pm), e-mail [student-records@gold.ac.uk](mailto:student-records@gold.ac.uk), or telephone 020 7919 7536 to enrol.

Normally, postgraduate research students enrol initially to study for a Master of Philosophy (MPhil) degree. This acts as a foundation for future Doctor of Philosophy (PhD) studies. Exceptions to this procedure may be allowed if:

- a) a student already has a research Master's degree (MPhil or equivalent) from the University of London or an institution of equivalent standing, which is accepted by the Department as relevant to their planned PhD programme or
- b) a student is transferring from another institution of equivalent standing, in which they have already been upgraded to PhD registration.

Exceptions are not normally made for students who have a taught Master's degree. Any direct entry to PhD recommended by the Department should have the approval of the Dean of the Graduate School.

#### **Are you fully enrolled?**

It is vital you are fully enrolled and have either paid your tuition fees, shown proof that you are sponsored or have applied for a tuition fee loan as soon as possible after the start of the academic session. If you are not fully enrolled or have failed to pay your tuition fees or provided proof of sponsorship or student loans, your access to teaching and support services will be withdrawn, you will not be able to sit your exams, and you will be withdrawn from Goldsmiths. If you are withdrawn for failing to enrol or clear a debt, re-instatement will be subject to you paying a £50 penalty in addition to any tuition fees due. If you are in any doubt about your enrolment status, please visit Student Services, Room 117, Richard Hoggart Building (open Monday to Friday, 10am – 4pm), e-mail [student-records@gold.ac.uk](mailto:student-records@gold.ac.uk), or telephone 020 7919 7536.

#### **Change of programme, interruption and withdrawal**

If you want to change programmes at Goldsmiths, temporarily interrupt your studies, or withdraw from Goldsmiths entirely you must speak to your

Supervisor. If they authorise the change they will complete a form with you, which must be returned to Enrolments and Records within 2 weeks of that change being effective.

Further information and the forms for making a change are available at <http://www.gold.ac.uk/student-services/current-students/>. Alternatively you can e-mail [studentrecords@gold.ac.uk](mailto:studentrecords@gold.ac.uk), or telephone 020 7919 7536.

### **1.1.2 Registration and Plan of Study**

During your first three months of study, your supervisors will assist you in drawing up a plan of work. The research plan should mark out the stages that you expect to have completed at various points in your period of study, and set detailed objectives for the first year.

The proposed plan of study will also provide the basis for the review of progress held at the end of each year. Each Department has a Postgraduate Committee that checks how your studies are progressing. In some cases, your Departmental Postgraduate Committee may suggest that you make changes to your proposed plan of study and suggest ways in which your studies can be improved.

Where a project is undertaken in collaboration with another organisation, then College and Departmental procedures (as outlined in this Handbook) will normally be followed unless any additional or alternative procedures are agreed with the organisation concerned and the Dean of the Graduate School.

### **1.1.3 Induction Week**

An annual College-wide Induction Week programme will take place in late September and *all new students are expected to attend this*. Your Department will also arrange an induction programme; this will involve an introduction to departmental facilities and where appropriate, laboratory and technical support. The Induction Week is the beginning of your research training. Departments may also provide their own training courses.

If you arrive after Induction Week, please make contact with the Graduate School Office to ensure you have all necessary information.

### **1.1.4 More information about Goldsmiths**

The Goldsmiths web site is at [www.goldsmiths.ac.uk](http://www.goldsmiths.ac.uk). Supporting this is Student Gold, an area of the web site specifically for students. This is at <http://www.goldsmiths.ac.uk/student>. You'll find news and information on Student Gold, plus a link to the online noticeboard where you can post notices for free, advertising items for sale, rooms to rent, or calls for research participants.

Information on who to contact for help or advice, and general information about how things work at Goldsmiths can be found at <http://www.gold.ac.uk/student/welcome/>.

### **1.1.5 Contacting You**

#### **Communication via email**

Goldsmiths will communicate with you in a variety of ways. Formal correspondence (which includes information on enrolment, fees, and assessments) will be sent to you by letter. However, it is very common for us to contact you frequently by email. You are given a Goldsmiths computer username and password when you enrol. This username is also your Goldsmiths email address (username@gold.ac.uk). We will only use your Goldsmiths email address when we need to communicate with you by email. You are advised to check your Goldsmiths email account regularly. You can use 'WebMail' whether you're checking your email on or off campus (go to <http://webmail.gold.ac.uk>).

There is a Goldsmiths Email Policy for students, which you can read by visiting <http://www.gold.ac.uk/it/guides/email/>.

We will mostly use email to contact you, this will be to provide details about events, key issues, conferences, and information. We are aware that you are likely to receive a lot of emails that contain information that has little or no bearing on your day-to-day college life. Because of this, emails from the Graduate School will have "Graduate School" in the subject box. Even if you don't check your emails daily, you should check them at least once a week. We will also use the Virtual Graduate School (VGS) at [www.grad.gold.ac.uk](http://www.grad.gold.ac.uk) to let you know about a range of things and includes a virtual office where you will find all the forms you need.

#### **1.1.6 Change of details**

Student details held by the College can be reviewed at <https://secure.gold.ac.uk/studentDetails/>. Please ensure that any changes to your term-time or home address or telephone details are notified to Enrolments and Records either via the web interface or by e-mail, [studentrecords@gold.ac.uk](mailto:studentrecords@gold.ac.uk).

For further details on other matters please see <http://www.gold.ac.uk/student-services/current-students/>.

## 2 Facilities and Support

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### 2.1 Graduate School

The Graduate School oversees the progress and well-being of postgraduate research students. If you have any questions or problems, or need advice, besides consulting your supervisors you are also welcome to contact the Graduate School Office.

The administration for examination of MPhil and PhD awards is undertaken by the Research Degrees Section in the Enrolment and Records Office at Goldsmiths. Queries about the Examinations process and requests for Examination Entry Forms, should be directed to [research-degrees\(@gold.ac.uk\)](mailto:research-degrees@gold.ac.uk), tel: 020 7919 7504.

#### Graduate School contacts:

Professor Les Back  
Dean of the Graduate School  
020 7919 7380

Ms Lesley Hewings  
Head of Graduate School Office  
020 7717 2205

Ms Carole Bird  
Graduate School Secretary  
020 7919 7774

Ms Sarah Reed  
Doctoral Training Centre Secretary  
020 7078 5390

The Graduate School office is located on the ground floor of the Whitehead Building, Room WB117 (near the Ian Gulland Lecture Theatre). There is a separate multi-purpose student space in room WB144 with a computing area for use by research postgraduates; drinks facilities; free, lockable filing cabinets; a microwave and fridge. Wireless networking is available throughout.

The [Virtual Graduate School](http://www.grad.gold.ac.uk) at [www.grad.gold.ac.uk](http://www.grad.gold.ac.uk) provides additional resources, information and training materials.

## 2.2 Health and Safety

Goldsmiths' policy is to provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risks to health.

The aims of this policy are:

- The elimination of hazards and reduction of risks to prevent harm to staff, students and others affected by Goldsmiths operations.
- Compliance with relevant legislation and with good practice in the higher education sector.
- Support for Goldsmiths' mission and strategic aims.
- Integration of health and safety with other management planning, strategies and responsibilities.

This policy applies to all employees, students, premises and activities under the control of Goldsmiths, including staff and students travelling off-campus in the UK or overseas on Goldsmiths business.

All staff and students are responsible for taking reasonable care that they: do not endanger themselves or others; do not deliberately damage or misuse anything provided for their health and safety; do follow health and safety instructions, regulations and policies; do report faults or dangers; and do report accidents and cooperate in any investigation to find causes and prevent a recurrence.

For more information about health and safety, please visit <http://www.gold.ac.uk/health-safety/>.

### **Smokefree buildings**

All Goldsmiths' buildings are smokefree – no smoking permitted. Also please be considerate of others and do not smoke near windows or doorways. If you would like help to give up smoking, the NHS offers a range of free services. Visit [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk).

### **Fire safety**

Fight the fire only if you have been trained and it is safe to do so. Activate the nearest fire alarm (red 'break glass' box on the wall next to exit doors) then leave the building by the nearest available exit and go to the fire assembly point. Do not re-enter the building until it is declared safe by Head Porter, Security or fire officer.

Health and Safety  
020 7919 7119  
<http://www.gold.ac.uk/health-safety/>

### **2.3 Students' Union**

The Students' Union Advice Centre provides professional, independent advice on issues relating to academic programmes. In addition, the Union has a Welfare and Education Officer, elected by Goldsmiths students to represent you on academic and pastoral issues. All the elected officers are here to support you and represent you on an individual level.

You can contact the Students' Union at:  
Goldsmiths' Students Union  
Dixon Road, New Cross, London SE14 6NW  
t: 020 8692 1406  
f: 020 8694 9789  
e: [su@gold.ac.uk](mailto:su@gold.ac.uk)  
w: <http://www.goldsmithssu.org/>

### **2.4 Student Services**

Student Services has overall responsibility for supporting and offering guidance to students on all practical non academic matters which may be affecting your ability to study. We also offer assistance with some of the administrative tasks you will need to undertake whilst studying at Goldsmiths.

The core services provided are:  
Advice (on *general welfare issues*)  
Assessments  
Counselling  
Chaplaincy and multi-faith centre  
Disabled students advice and support (including dyslexia)  
Enrolment and Records  
Fees  
Management information  
Student funding and information

We also work closely with the Careers Service and New Cross Medical Centre.

All students are encouraged to register with a GP. If you live in halls of residence or near to campus, you may be able to make use of the New Cross Medical Centre. For further information about this or any of our services please visit [www.goldsmiths.ac.uk/student-services](http://www.goldsmiths.ac.uk/student-services).

### **Student Centre**

Students are encouraged to visit the Student Centre to access information and advice on the various support services listed here. The Centre is located on the ground floor of the Richard Hoggart Building.

### **Contact Us**

For further information about this or any of our services please visit <http://www.gold.ac.uk/student-services/>.

### **Advice**

Student Services offers an advice service for UK, EU and International Students. The Student Advisers provide confidential advice, information and guidance to all students on general welfare issues including debt and money management, housing benefits and well being and personal safety. Advice is also offered to international students on immigration matters in accordance with the OISC Code of Standards (see 2.4.1).

### **Assessments**

The Assessments Office is responsible for the maintenance of assessment data and management of the assessments, progression and completion process. This requires co-ordination of all assessment arrangements including the production of examination timetables, provision of agreed reasonable adjustments for assessment of students with a disability, printing of examination papers, all processes relating to written examination arrangements and all aspects of the results process.

### **Chaplaincy**

The Chaplains welcome anyone who wants someone to talk to, or just be with, regardless of how small or big your issue or feelings may seem to you. The Multi-Faith Prayer Room in the Richard Hoggart Building is available for everyone for quiet and prayer.

### **Counselling**

The Student Counselling Service is located at 20 Laurie Grove, London SE14 6NH. The Service provides students with a supportive, non-judgmental, confidential environment to explore any emotional, psychological or study problems. The Service provides: individual counselling, a therapy group, facilitates workshops and provides a small library of self help material.

More information and resources can be found on the counselling service website <http://www.gold.ac.uk/counselling/>. You can contact the service by phone on: 020 7919 7472 or by email: [counselling-service@gold.ac.uk](mailto:counselling-service@gold.ac.uk).

### **Disability Support**

The Disability Team provides advice and guidance on the various support initiatives that are available. It is strongly recommended that all students with a disability register with the Disability Team as soon as possible so that your reasonable adjustments and support needs can be identified. (See 2.4.2)

### **Enrolment and Records**

The Enrolment and Records Office is responsible for the planning and co-ordination of all aspects of the enrolment process at the start of the session. The Office is responsible for the collection and maintenance of all curriculum and student data held in both the Student Records System and the Student Archive, and is responsible for administration of research degrees (MPhil/PhD). The Office is able to respond to enquiries with regard student status, council tax, banking, travel discounts, and visa applications.

## **Fees**

The Fees Office is responsible for the collection of student tuition fee payments, and the assessment of a student's fee status (i.e. eligibility for home/EU or overseas fees,). The office also administers USA, Canadian and other overseas loans student loans and career development loans. The fees office gives general advice to students on all matters relating to tuition fees and funding.

## **Student Funding and Information**

The Student Funding and Information Office (SFIO) provides both current and prospective students with information and guidance on available student funding. SFIO administer the **Access to Learning Fund**, a discretionary fund available for those students who meet the eligibility criteria and who are in financial need. For further information please contact the Student Funding and Information Office or visit <http://www.gold.ac.uk/student-services/student-funding/>. A **Short Term Emergency Loan** scheme is also available for students whose funding is delayed at the start of term.

### **2.4.1 Immigration advice**

A points-based immigration system was introduced in the UK in 2009. The system means people wishing to study or work in the UK will have to demonstrate they have the correct number of points before being granted entry clearance/leave to remain in the UK. Tier 4, the student tier, came into force on 31 March 2009.

The Advice Team at Student Services can offer students confidential advice and support with immigration matters. E-mail [student-advice@gold.ac.uk](mailto:student-advice@gold.ac.uk).

### **2.4.2 Support for students with disabilities and/or specific learning Difficulties**

Goldsmiths welcomes applications from disabled students. Disabled students includes people with physical and sensory impairments, mental health needs, people with long-term health conditions and also those with specific learning difficulties (e.g. dyslexia, dyspraxia, ADD etc).

The Disability Team provides advice and guidance on reasonable adjustments and additional support that is available. Contact us by calling 020 7717 2292 or emailing [disability@gold.ac.uk](mailto:disability@gold.ac.uk).

A daily drop in service is available Monday to Friday. Further information can be found at <http://www.gold.ac.uk/disability/>.

Examples of support provided through the Disability Team:

- Access around the campus
- Liaison with tutors concerning adjustments you might need
- Advice on what to do if you are unwell
- Assistive Technology
- Recording lectures
- Location of hearing loops, accessible toilets, and so on
- Examination adjustments
- Consideration of Dyslexia when marking coursework
- Study skills support
- Library support and extended loans
- Disabled Students' Allowance (DSA)

When meeting the Disability Team it is important to bring evidence of your disability or specific learning difficulty with you. This should be in the form of a recent letter from your GP or other health professional, or an educational psychologist report (if you have a specific learning difficulty)

The Disability Team can also advise on how to obtain evidence for those who think they may have a specific learning difficulty (dyslexia, dyspraxia ADD etc).

### **Disabled Students' Allowance (DSA)**

The Disabled Students' Allowance (DSA) is a grant available for disabled students including those with Specific Learning Difficulties (eg dyslexia, dyspraxia etc) and for people with long term health conditions. The DSA can provide equipment, support such as note takers, interpreters, dyslexia tutors etc. as well as funding for books and so on, depending on your needs. More information on this can be found at <http://www.direct.gov.uk/en/index.htm> (search 'disabled student').

To apply for the DSA you need to fill out an application form (DSA1) which you can download on the web site above. If you would like any more information or help in doing this please feel free to contact us. You will need to enclose evidence of your disability with the DSA form.

## 2.5 Careers Service

### **How does the careers service support MPhil and PhD students?**

We have expertise in working with postgraduates from a wide range of disciplines and levels of previous work experience.

**Life after your Viva:** Doing some preparation can put you in a better position to get the job you want both inside and outside of academia. Taking small steps to build your CV and contacts whilst studying can give you the edge later on. Planning with a careers adviser can help you to focus on the best use of your limited free time. We have 25-minute consultations from 2-4.30pm bookable from 9.30am on the day (Mon-Thurs). During these you can discuss anything career-related, from help thinking about what you want to suggestions about how to job hunt.

**Part-time and voluntary work:** You may need to earn some money or want to get experience working in a particular field. Our vacancies are listed on <http://www.gold.ac.uk/careers/>. In October we host an event called 'Experience Works' where you can meet employers offering part-time and voluntary work. We can also help you search more creatively for jobs. Book a consultation and visit <http://www.careerstaggged.co.uk/> which helps sift the mass of careers sites on the web.

**Workshops:** Each year (usually in January) there is a two-hour career planning workshop specifically for MPhil/PhD students. This gives you a chance to share ideas with other postgrads in the College. We also run a series of general workshops on CVs, applications and interview techniques. All our events are listed on our website. Joining our Facebook page will keep you up to date.

**Information:** Come in anytime between 9.30 and 4.30 to browse in our library. There are books providing insights into many career areas and directories of organisations in various fields. You can leave loaded up with free takeaway literature including *Research Careers Outside of Academia*, *University Careers Beyond Research* and *CVs for PhDs*. You can also use the resources on our learn.gold pages.

**GradClub:** Joining GradClub before you complete means you can use our services free or at a discounted rate for a further two years. Ask at reception for more details.

We hope we can meet your needs, whether you have a clear direction or no direction at all, and that you will use us throughout your time at Goldsmiths.

Find us at 23-24 Laurie Grove.  
Call us on 020 7919 7137

## **2.6 Rutherford Building**

The Rutherford Building contains the Library, Special Collections and Archives, Digital Media Suite, IT Services, Computer rooms the Helpdesk and Library Enquiry Desk. Room G28 on the ground floor is the Special Collections reading room and Post-graduate Study and the building is zoned for a variety of social learning and silent study.

A team of subject librarians is available in the Library to deal with queries and provide information about electronic resources, using other libraries and information resources. See <http://www.gold.ac.uk/library/subject-guides/> for further information or look out for drop-in sessions in the library.

Electronic journals and e-books can be found on the library catalogue and advice on how to access them can be found on the library website. Most resources use Shibboleth or institutional login.

Items not held by the College library and not easily obtainable from another library in London may be requested through the inter-library loan service. If you think a good case can be made for purchasing materials for the Library, then do not hesitate to make a request using the online request form at <http://www.gold.ac.uk/library/using-the-library/suggestions-for-purchase/> .

## **2.7 Library Research Support and Special Collections**

The Library Research Support team are based in the Special Collections office. They manage special collections and archives, the library exhibitions programme, and Goldsmiths Research Online and give advice and run workshops about using research resources.

Special Collections at Goldsmiths focus on contemporary creative and performing arts and society. Major collections include the Women's Art Library/Make, the LIFT Living Archive, Serge Prokofiev Archive and Goldsmiths textiles collections.

Goldsmiths Research Online (GRO) is the open access online collection of research from Goldsmiths. Academic staff and research (MPhil and PhD students) may contribute to it at <http://eprints.gold.ac.uk>.

Goldsmiths PhD theses are held in Special Collections as well as digitally in Goldsmiths Research Online and by the British Library's EThOS service <http://ethos.bl.uk>. The library also holds collections of taught post-graduate final course work examples. These are on the ground floor of the library and in the 'Student work online' collection at <http://eprints-godo.gold.ac.uk>.

## 2.8 Other Libraries

Besides the College Library, you also have access to other libraries. Goldsmiths post-graduates may borrow from Senate House in central London which is a major UK academic library, concentrating primarily on the humanities and social sciences. You will need to take your current student card to join, see <http://www.shl.lon.ac.uk/>. When you have joined, you may also use Senate House electronic resources.

The SCONUL Access scheme, [www.sconul.ac.uk](http://www.sconul.ac.uk), gives you access to the many participating academic libraries. You will need to obtain a SCONUL Access card in advance from the enquiry desk in Goldsmiths library.

The British Library has a vast collection of books and resources. You will need to apply for a reader pass. Application forms can be obtained at Goldsmiths College Library enquiry desk, or at the issue desk.

The British Library  
96 Euston Road,  
LONDON  
NW1 2DB  
Tel: 020 7412 7677  
E-mail: [reader-admissions@bl.uk](mailto:reader-admissions@bl.uk)  
Web: <http://www.bl.uk/>

You can find links to other libraries, archives and research collections and to joint online catalogues such as the Archives Hub, COPAC, InforM25 and WorldCat at <http://www.gold.ac.uk/library/using-other-libraries/>.

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## Progress While You Are Here

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### 3.1 Training Courses

In your **first year** you should expect to undertake training in research skills and techniques. You should discuss your training needs with your supervisors. Many departments organise Discipline specific training courses for research students. In addition the College provides an **Induction Week** (last week in September) and a **Graduate Symposium** (early in the Summer term) which all postgraduate research students are invited to attend. There is a training course in Research Methods through the first year which is open to all students according to their needs. Social Science students are normally expected to attend all elements, unless provision is already made within their Department or they can demonstrate that they already have the required skills. In this context, 'social science' covers Anthropology, Education, Psychology, Politics and Sociology, plus students from other departments who are designated by their departments as being social science based.

College Research Training consists of the following elements:

- Induction week
- Graduate Symposium
- Research Ethics training
- Research methods training for social science students
- Generic Skills training
- Information Technology courses
- Language Support
- Short courses
- Online courses provided through the Virtual Graduate School on <http://www.grad.gold.ac.uk/>

For Social Science students, most of these courses are assessed and must be passed before upgrading to PhD registration can be permitted. There are a few other free-standing half or one day courses which are offered throughout the course of the year and which students are encouraged to attend although they are not assessed. Part-time students can take the course over two years if preferred.

Further information about College Research Training courses is available on the Virtual Graduate School at <http://www.grad.gold.ac.uk/>.

### **3.2 Research Support**

Your Department will normally be able to provide you with opportunities to develop scholarly competence and independence of mind; to encourage participation in institutional and external discussion forums, with the presentation of research outcomes where relevant; and to meet other researchers (and appropriate academic bodies and societies) in their field.

Each Department should, where appropriate, arrange regular seminars which all students normally will be expected to attend and participate in on a regular basis.

Departments should provide some mechanism of support to which postgraduate research students can apply, to facilitate attendance at conferences, seminars, workshops, relevant professional meetings or performances/events to which they are contributing, or which are relevant to their research.

### **3.3 Off Campus Study**

Study leave is available to research students registered on a full-time MPhil/PhD who are either:

- Required to spend prolonged periods abroad as an essential part of their research, i.e. on fieldwork
- Resident overseas for the duration of their research studies

For regulations on off-campus study, see Appendix B p.46.

### **3.4 The Departmental Postgraduate Committee**

Each Department has a Postgraduate Committee, or Postgraduate Learning & Teaching (PLAT) Committee in the Department of Psychology, which consists of members of academic staff with experience of research supervision. The aim of this Committee is to monitor the progress of research students within its department and to ensure that the students' studies are progressing well. This group should meet regularly, usually termly. The Chair should be appointed by the Head of Department.

### **3.5 Supervision**

The student-supervisor role is a very important one, and there are rights and responsibilities for both parties involved. You can expect to obtain advice from your supervisors on:

- the nature of research and the standard expected (including advice on presentation and writing style);
- the planning of the research;
- literature and sources;
- attendance at taught classes and other developmental needs;
- requisite techniques (including arranging for instruction where necessary);
- other sources of advice and expertise.

It is expected that the main supervisor will have knowledge of the student's subject area but if your work goes significantly outside the area in which the main supervisor is competent, it is the responsibility of the supervisors and the Department to put you in touch with specialists within or outside the College who can assist and advise.

### **3.6 Regular Contact with Students**

Your main supervisor is expected to maintain regular contact with you through individual supervisory tutorials, involving the second supervisor as appropriate. While variations may occur according to mutually agreed wishes and circumstances, it is recommended that full-time students should have one hour of supervision, fortnightly during the first year of study and at least twice a term thereafter. For part-time students, it is recommended that supervision of around one hour will occur at least three times a term during the first year of study and at least twice a term thereafter. The time of the next supervision session should normally be fixed at the end of each session. The supervisors should also be accessible at other appropriate times when advice is needed.

### **3.7 Change of Supervisor**

In normal circumstances, an effective working relationship is established between the student and his/her supervisors. However, if this should not be the case, you can make a request for a change of supervisor to your Departmental Postgraduate Committee. If not resolved within the Department, you can make arrangements to discuss the situation further with the Dean of the Graduate School.

### **3.8 Student Representation**

Postgraduate research students should have opportunities for effective representation on decision-making bodies, such as the Departmental Postgraduate Research Committee in the Department, as well as the Departmental Board (for Unreserved Business).

It is recommended that two student representatives (preferably one full-time, one part-time) be appointed.

In addition, at the College level, two postgraduate research student representatives are nominated by the Students' Union to sit on the Graduate School Board.

### **3.9 Annual Progress Reports**

At the start of the summer term each year, the Graduate School Office will contact students and supervisors with details about the annual progress report process. Progress report forms should be downloaded from the Virtual Office of the VGS at <http://www.grad.gold.ac.uk/>.

The form is in three parts: first, a brief report by you on your progress; second, a brief report by your supervisors; the third part is then filled in by the Departmental Postgraduate Committee. All students are required to complete an Annual Progress Report each year for the duration of their postgraduate study and return it to their supervisor by the deadline indicated.

The annual report is an opportunity to reflect on what has gone well and what hasn't gone so well. The aim is to help identify problems and put them right; if progress is unsatisfactory, the Departmental Postgraduate Committee may take action such as interviewing the supervisors and the student and agreeing on an action plan (which may include recommending Probation Status, see below). All completed forms (including action plans where appropriate) are then sent to the Graduate School Office for consideration.

### **3.10 Interruption of Study**

If you are experiencing difficulties due to external factors which are seriously affecting the progress of your studies, then your supervisors may advise you to interrupt your studies temporarily until you are able to proceed again; the form for Interruption of Study (which may be obtained from your department or the Enrolments and Records Office) also requires agreement from the Head of your Department. A student who has interrupted his/her studies will not pay fees for this period, and cannot expect to use College resources or have supervision. They will not be able to resume studies until they have re-enrolled with the College and paid the necessary tuition fee. The period of interruption cannot normally exceed two years.

### **3.11 Transfer of Registration (Upgrade)**

You are usually initially registered for an MPhil degree. If your studies are progressing smoothly and you intend to take a PhD, you should expect to apply for the upgrade of your registration from MPhil to PhD status about 12–18 months after commencement of studies, 24 months if part-time. You should discuss this with your supervisors who will, if in agreement, nominate you for this upgrading. You should complete a transfer of registration form with your supervisors. Transfer from MPhil to PhD is a major transition and the form lists the procedures that need to have been completed before upgrading can be approved.

You will find the minimum College requirements for upgrading in Appendix B, p.48.

Upgrading is a major milestone in your progress. It is also an opportunity to experience an oral examination (viva voce) on your work, and thus valuable practice for your PhD viva later. If upgrading is successful, your supervisors and the Departmental Postgraduate Committee should complete the upgrade form and send it to the Graduate School Office. You will then shortly receive confirmation of the upgrade.

If you fail an upgrade, you will have an opportunity to try once more, normally within a 3 month (full-time) or 6 month (part-time) period. If a second attempt is failed, you would then normally take the MPhil degree. In either event, you should receive a written report confirming changes/action required.

### **3.12 Allegations of Fraud/Plagiarism**

The College has a procedure for investigating and resolving allegations of misconduct in academic research. 'Misconduct' is taken to include, among other things, fraud and plagiarism, defined as follows:

**Plagiarism:** the copying or misappropriation of ideas (or their expression), text, software or data (or some combination thereof) without permission and due acknowledgement;

**Fraud:** deliberate deception (which may include the invention or fabrication of data).

A copy of the document outlining College procedures on this matter can be obtained from the Graduate School Office.

It is your responsibility not to commit fraud or plagiarism in your work. If fraud or plagiarism occurs during the course of postgraduate study, this can lead to a report of unsatisfactory progress and/or to dismissal. If evidence of fraud or plagiarism is established subsequent to a degree being awarded then the degree can be taken away as a consequence.

The University of London regulations state that:

“All work submitted as part of the requirements for any examination of the University of London must be expressed in the candidate’s own words and incorporate his/her own ideas and judgments. Plagiarism is the presentation of another person’s thoughts or words as though they were the candidate’s own and is an examination offence. Direct quotations from the published or unpublished work of another must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. A series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism as much as does a single unacknowledged long quotation from a single source. Equally, if another person’s ideas or judgments are summarised, the candidate must refer to that person in his/her text, and include the work to which reference is made in the bibliography.”

Allegations of plagiarism in respect of the submitted thesis will be considered under the Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards, as will any other allegations of examination misconduct, including, but not limited to: deliberate attempts to represent falsely or unfairly the ideas or work of others; the invention or fabrication of data; the submission of work commissioned from another person.

The Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards are available from the Academic Services Office of the University.

## **4 Legal, Ethical and Procedural Issues**

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### **4.1 Intellectual Property Rights**

You need to be aware of issues concerning intellectual property rights arising from your research; There is training in this area in the Virtual Graduate School at <http://www.grad.gold.ac.uk/>.

The College's Data Protection Policy and Guidelines can be found on the website at <http://www.gold.ac.uk/data-protection/index.php>.

### **4.2 Ethical Issues**

You will be introduced to issues of research ethics and the relevant codes of professional bodies and discipline groups in the College Research Training course taken in the first year of registration and in seminars in later years. More detailed ethical questions arising in the course of your research should be discussed on an individual basis with supervisors where appropriate.

Normally, ethical issues raised by your research will be dealt with by your supervisors or your Departmental Research Ethics Committee. In special circumstances your supervisors may refer this to the College Research Ethics Committee. You can also approach the Graduate School Office for information on this or advice on any related matter.

### **4.3 Criminal Records Bureau (CRB) Disclosures**

If your research will involve working with children and/or vulnerable adults, especially in an unsupervised capacity, you may require CRB Clearance. If you think this will be the case you should inform your supervisors and if necessary, obtain forms for clearance from the Admissions Office. Details of the service offered by the CRB are given on their website at <http://www.homeoffice.gov.uk/agencies-public-bodies/crb/>.

### **4.4 Work Undertaken in Collaboration with External Organisations**

Postgraduate research may involve collaboration with, or financial sponsorship by, external organisations. Sometimes no financial sponsorship is involved in collaboration, and there is no expectation from the external organisation concerned that they will have significant rights to any products of the research (intellectual property rights, commercial exploitation). However, in cases where there is financial sponsorship, or a sufficiently large input of time and resources from the external organisation that some rights to products of the research may be expected, then the Department and Supervisors should negotiate, on behalf of the College and in co-operation with the Finance Department and the Business Development Office, a written agreement or contract for any student whose work is to be supported by collaboration with an external organisation.

Such agreement or contract should clearly specify the programme of research to be carried out, any financial contribution and any other assistance to be

provided by the external organisation (staff time, etc); and any other information as detailed in College policies regarding external contracts. The Department will ensure that regular consultative meetings are held (at least two in each academic year) between the parties involved and will define the responsibilities of the parties in respect of publication, disclosure of confidential information and of intellectual property rights as part of the initial agreement/contract.

Nothing in such an agreement should preclude:

- the inclusion of the research results and/or the conclusions reached as a result of the work in the final thesis submitted for examination subject to the delivery of the final draft to the external organisation not less than nine weeks prior to submission for examination;
- the lodging of a copy of the thesis in the Library of the University of London and the Library of the College. The external organisation may request for some restrictions and limitation in the event that publication would in the external organisation's opinion be derogatory to the obtaining of patents and/or other intellectual property protection or would harm their commercial interests.

Other terms will be specified by contract, but the Department and Supervisors should ensure that studentship arrangements for a student whose research is to be sponsored are no less favourable than those for other students registered in the College and that all the regulations of the College relating to research students are observed.

Registered research students should enter into temporary collaboration with external sponsors during later stages of their research only if it directly benefits the progress of their work and only if the above procedures are followed, i.e. a detailed contract/agreement is prepared and other College regulations are observed.

#### **4.5 Complaints by Students, Grievance and Appeals Procedure**

From time to time, a student may feel that they are not getting their full rights as a student; or they may wish to appeal against decisions made regarding them.

For concerns arising during the course of supervision and during your research, the first course of action is to try to resolve the matter informally by discussing this with your supervisors. If this does not resolve the situation you should raise your concerns with the Chair of your Departmental Postgraduate Committee and if you still feel unsatisfied then you can refer the matter to the Head of Department.

This line of procedure should be followed if you believe that your rights (as outlined in this document, particularly the Code of Practice) are not being met; for example, should you feel that you are not getting adequate or sufficient supervisory contact or facilities for your agreed research programme.

Should you still feel unsatisfied at the outcome, or if you have a serious grievance or complaint, the College has a clear set of procedures for dealing with student complaints: please consult the General Regulations at: <http://www.gold.ac.uk/regulations/general-regulations/current/student-complaints/>.

If a student wishes to appeal against a decision to dismiss them from their course on academic grounds, then they should follow the procedure outlined in Regulation 7 of this Handbook, Appendix B p.49.

Appeals concerning examination results should be made through the Graduate School.

Contact the Graduate School for further details.  
[graduateschool@gold.ac.uk](mailto:graduateschool@gold.ac.uk),  
T 020 7919 7774

#### **4.6 College Policies and Codes of Practice**

Your attention is also drawn to the existence of certain College policies and codes of practice which are designed to enhance and protect the College community and ensure fairness and equality for all. They include the policies on Research Governance, Equal Opportunities and the Physical Environment. They can be consulted at <http://www.gold.ac.uk/governance/policies/>.

## 5 About Your Thesis

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### 5.1 Thesis Title and Topic

You will be asked to identify a provisional title and topic for your thesis at registration but this can be changed with the agreement of your supervisors and Departmental Postgraduate Committee. However, you should finalise your title before you submit your thesis for examination.

In exceptional circumstances, it may be appropriate to amend the thesis title following submission of the thesis for examination. In such cases, please contact the Graduate School Office for advice.

### 5.2 What constitutes a PhD?

Regulation 4 of the University of London regulations for the degrees of MPhil and PhD outlines the requirements for the PhD thesis. The complete set of regulations, including the requirements for the MPhil degree is available from [http://www.london.ac.uk/research\\_degrees](http://www.london.ac.uk/research_degrees).

## 4. Requirements of a Thesis

### 4.1. Thesis for the PhD degree

4.1.1. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study.

4.1.2. The thesis shall:

(a) consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree; [The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

(b) and form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of independent critical power;

(c) and be an integrated whole and present a coherent argument; [A series of papers, whether published or otherwise, is not acceptable for submission as a thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

(d) and give a critical assessment of the relevant literature, describe the method of research and its findings, include discussion on those findings and indicate in what respects they appear to the candidate to advance the study of the subject; and, in so doing, demonstrate a deep and synoptic understanding of the field of study, (the candidate being able to place the thesis in a wider context), objectivity and the capacity for judgment in complex situations and autonomous work in that field;

(e) and be written in English and the literary presentation shall be satisfactory, although the College at which the candidate is or will be registered may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarise the main arguments of the thesis;

(f) and not exceed 100,000 words; a College may prescribe a lower number in certain subject areas, which shall be detailed in the relevant College regulations;

[*Note:* the bibliography is excluded from the word count; footnotes are included within the word count; appendices are excluded from the word count and should only include material which examiners are not required to read in order to examine the thesis, but to which they may refer if they wish.]

(g) and include a full bibliography and references;

(h) and demonstrate research skills relevant to the thesis being presented;

(i) and be of a standard to merit publication in whole or in part or in a revised form (for example, as a monograph or as a number of articles in learned journals).

4.1.3. In the field of Music a candidate may choose to submit research leading to a thesis submitted in accordance with the normal provisions, which may be accompanied by illustrative material in the form of recorded and/or live performance. However presented, this work must be accompanied by an adequate and approved form of retainable documentation (see paragraph 4.3.9. below, and paragraph 9 of the Instructions and notes on submission, format and binding of theses, available at [www.london.ac.uk/binding](http://www.london.ac.uk/binding)). Alternatively, candidates may choose to submit the main outcomes of their research in a practical format (as described at i) and ii) below). In the latter cases candidates shall submit a textual component as accompaniment to the practice-based material which should establish the research questions that govern the submission as a whole and also the manner of its presentation. However presented, this work must be accompanied by an adequate and approved form of retainable documentation (see paragraph 4.3.9. below). In all cases, the submitted components shall together fulfil the criteria for the PhD as set out above.

- i) Candidates may submit a portfolio of compositions accompanied by a written commentary, components which together constitute the 'thesis'. The portfolio should show artistic skill, coherence and originality, and should bear relation to the research questions outlined in the written component. The portfolio should include recordings of as many of the works as possible. The written component should outline the compositionally-driven research questions governing the submission as a whole, and should reflect on the creative processes involved in producing the portfolio by employing intellectually rigorous analytical and critical techniques. The commentary should also make clear that the candidate is well acquainted with the history and contemporary developments of the genre or genres in which he or she is working in the creative portion of the thesis, and the associated critical field or fields, and is able independently to analyse, interpret and evaluate associated debates and theoretical positions. The written and practice-based components shall together present an integrated argument.

or

- ii) Candidates may submit performance material (whether presented as a concert(s)/recital(s) or as recordings) accompanied by a written commentary or study, components which together constitute the 'thesis'. The performances should show artistic skill, insight and technical mastery, and should bear relation to the

research questions outlined in the written component. All the performance material to be considered as part of the 'thesis' should be made available to the examiners and recorded for archiving with the written component. The written component should outline the performance-driven research questions governing the submission as a whole and make clear the significance of the performances by employing intellectually rigorous analytical and critical techniques. The commentary should also make clear that the candidate is well acquainted with the history and contemporary developments of the genre or genres in which he or she is working in the creative portion of the thesis, and the associated critical field or fields, and is able independently to analyse, interpret and evaluate associated debates and theoretical positions. The written and practice-based components shall together present an integrated argument.

4.1.4. In the fields of Anthropology, Arts and Computational Technology, Art and Politics, Curatorial Knowledge, Fine Art, Design and Media, and Sociology a candidate may *either* register to undertake research leading to a thesis submitted in accordance with the normal provisions, *or* register for studio-based research/other audio-visual research/technological research as appropriate. In the latter case the thesis may include a portfolio, exhibition or other audio-visual display. This must be original work which exemplifies and locates the ideas which are developed in conjunction with the written part of the thesis. However presented, this work must be accompanied by an adequate and approved form of retainable documentation (*see paragraph 4.3.9. below*).

4.1.5. In the field of Drama and Theatre Studies, a candidate may *either* register to undertake research leading to a thesis submitted in accordance with the normal provisions, *or* register to undertake original research in performance practice on the understanding that the material is submitted concurrently and is examined as an integrated whole. In the latter case the thesis should include evidence in the form of practical performance which exemplifies and illustrates the ideas contained in the written part of the thesis. However presented, this work must be accompanied by an adequate and approved form of retainable documentation (*see paragraph 4.3.9. below*).

4.1.6. In the field of English, a candidate may register to undertake research leading to a thesis submitted in accordance with the normal provisions. Alternatively, a candidate may submit, as part of a thesis, an original literary text written specifically for the degree. This text should show coherence and originality and attain a publishable standard, as determined by the examiners, who will include those qualified in academic research as well as in the professional practice of

writing. This text shall form the basis for a commentary on its structure, its use of dramatic, narrative or poetic technique, its relation to other literary works, and an exposition of the aims and concerns that lay behind its composition. The commentary should make clear that the candidate is well acquainted with the history and contemporary developments of the genre in which he or she is working in the creative portion of the thesis, and the critical field associated with it, and is able independently to analyse, interpret and evaluate debates and theoretical positions associated with it.

### 5.3 Period of Study

Both MPhil and PhD have minimum periods of registration set by the University of London. This is 2 years of full-time study. A student who has commenced an MPhil or PhD degree elsewhere, and then transferred to Goldsmiths, may be exempted from part of this minimum requirement, but must be registered here for at least one year full-time (or its equivalent part-time). While some students complete within this 2 year period, it is rather unusual (except for full-time MPhil students); the recommended 'guideline' period, indicating the usual expected duration, is shown in Tables 1 below. For example for the full-time PhD this is 3 years, corresponding to the common duration of funding from Research Councils and other bodies.

### 5.4 Registration Periods

#### 5.4.1 For submission of MPhil thesis

(These periods refer to actual submission of an MPhil thesis, and are not relevant to MPhil registration which is upgraded to PhD).

Period of Registration	Minimum	Guideline	Normal Maximum
Full-time	2 years	2 years	3 years
Part-time	2 years pro rata	3 years	4 years

('Pro rata' refers to the proportion of time spent on the thesis work)

Table 1: MPhil Period of Study

Table 1 indicates the minimum, guideline and maximum periods of MPhil registration that are set by the College. The normal maximum period refers to the time by which all students should have completed their thesis. Given good cause, and with the support of the Departmental Postgraduate Committee, it is possible to apply for an extension up to a four years full-time or five years part-time. Only in exceptional circumstances would a further extension be allowed for part-time registration. Requests for extension should be made to the Graduate School Office and will be considered by the Dean of the Graduate School. In no circumstances will registration be allowed to continue after that.

#### **5.4.2 For submission of PhD thesis**

(These periods will include time spent on MPhil registration if this has been upgraded to PhD registration).

<b>Period of Registration</b>	<b>Minimum</b>	<b>Guideline</b>	<b>Normal Maximum</b>
Full-time	2 years	3 years	4 years
Part-time	2 years pro rata	4-5 years	6 years

(‘Pro rata’ refers to the proportion of time spent on the thesis work)

*Table 2: PhD Period of Study*

Table 2 indicates the minimum, guideline and maximum periods of PhD registration that are set by the College. The maximum period refers to the time by which all students should have completed their thesis. Given good cause, and the support of the Departmental Postgraduate Committee, it is possible to apply for an extension up to a five years full-time or eight years part-time. Only in exceptional circumstances would a further extension be allowed and such exceptions will be considered by the Dean of the Graduate School. In no circumstances will registration be allowed to continue after that.

#### **5.5 Length of Thesis**

The University of London regulations do not indicate a minimum length for a thesis; but there may be Departmental guidelines concerning the appropriate length of theses for each discipline - for details consult your supervisors or your Departmental Postgraduate Committee. The University has a maximum length of 100,000 words for a PhD thesis and 60,000 for an MPhil thesis. Most Departments stipulate this same upper word limit; but Educational Studies has a maximum of 80,000 words for the PhD, and you are advised to check with your Department to find out if they have more restrictive regulations concerning this issue. If you wish to exceed the prescribed limit you need to apply for permission to the College through your supervisors before submitting your examination entry form. Most practice-based PhDs have a lower word limit for the written elements. You may also consult the Graduate School Office for guidance.

#### **5.6 Thesis format, layout and binding**

Every candidate submitting a thesis must do so in accordance with the instructions prepared by the Research Degrees Section of the Enrolments and Records office.

It is recommended that you use an easily readable Sans Serif font such as Ariel 12 for your thesis with the order of layout at the front as follows:

1. Title Page
2. Declaration
3. Acknowledgements
4. Abstract
5. Contents

Instructions and guidance on the thesis format and layout and on binding can be found on the Student Services web pages at: <http://www.gold.ac.uk/student-services/research-students/>.

### **5.7 Examination Entry Form and Appointment of Examiners**

From 26 April 2010 the administration for examination of MPhil and PhD awards will be undertaken by the Research Degrees Section in the Enrolment and Records Office at Goldsmiths. Candidates will submit entry forms and their thesis to the Research Degrees Section, Enrolment and Records Office, Room 117 RHB.

Further information is available on the Student Services webpages at <http://www.gold.ac.uk/student-services/research-students/>.

### **5.8 Examining your Thesis**

Guidelines for the Research Degrees Examinations Process can be found in Appendix C page 55.

### **5.9 Thesis Access**

In order to make your thesis available for researchers, you will receive a form from the Registry along with your exam entry forms – the Deposit Agreement form for Goldsmiths theses. This form gives your agreement for the thesis to be held for access in print in the library and in the institutional repository and in EThOS.

The majority of theses in the past sat gathering dust, rarely used and rarely read. A vast quantity of significant research is held within the thousands of theses stored by university libraries in the UK. With the launch of EThOS, the British Library Electronic Theses On-line System, a national initiative covering theses from institutions throughout the UK, this is beginning to change. The central system is housed at the British Library and is the first point of call for anyone seeking to access a UK thesis. EThOS will collect e-theses and digitise paper theses on request by a researcher and will make them available on-line for other researchers, at <http://ethos.bl.uk>.

The full text will be free at the point of use for anyone who wants to read it. Goldsmiths has subscribed to the EThOS scheme as an 'Open Access Sponsor'. Goldsmiths theses will be included in the EThOS collection and also be made available in Goldsmiths Research Online, our institutional repository, at <http://www.goldsmiths.ac.uk/openresearch>. Usage statistics for existing theses repositories in other parts of the world have demonstrated that there is a great deal of interest in this type of material. The major advantage of making your thesis available online is that it will be accessible worldwide to anyone with an interest in your area of research. Wider availability of research material such as theses is supported by UK universities and funding bodies, and EThOS will be an important step towards achieving this goal.

One paper copy and an electronic copy of your thesis must be deposited in the library at Goldsmiths for preservation. Normally, we expect all Goldsmiths theses to be publicly accessible both on paper and electronically. However, there may be a valid reason why you need to place an embargo to delay or to restrict public access to your thesis, either to both paper and electronic versions or just to the e-thesis.

### **Reasons to apply an embargo or restrict public access to a thesis**

If your thesis has been commercially sponsored you may have signed an agreement with your sponsor which does not permit you to make it publicly available, whether for a limited period of time or in perpetuity. If you are in this position you should indicate this on the Deposit Agreement form. You will still be required to supply an electronic copy of your thesis but Goldsmiths will undertake not to make it publicly online in accordance with the terms of the agreement.

If you need to include third party copyright material in your thesis and are unable to obtain permission or are asked to pay to do this you will not be able to make the full version of the thesis publicly available online. You have two choices:

**Deposit two electronic copies** - one the full version with all third party copyright material retained, and a second edited version with this material removed. The edited electronic version will be made publicly available; the full version will not;

**Deposit only the full electronic version with third party copyright material retained.** This will not be made publicly available.

Other than the above conditions there is a range of reasons why it may be necessary to restrict access to your thesis. These reasons usually refer to one of the exemptions to public access to information provided by the Freedom of Information Act 2000 or the Environmental Information Regulations 2004, the most common of which are:

your thesis is due for publication, either as a series of articles or as monograph;

your thesis contains commercially sensitive information, the release of which might prejudice the commercial interests of any person including the author, Goldsmiths or an external company;

your thesis includes material that was obtained under a promise of confidentiality;

the release of your thesis might endanger the physical or mental health or the safety of an individual;

publication would cause you or third parties mentioned in the text to be open to legal challenge or racial, ethnic, political or other persecution.

You should talk to your supervisor when establishing if there is a need to place an embargo on or restrict access to your thesis. If necessary, use the Deposit Agreement form Option 1 to specify an embargo, which is usually granted for a limited period of time but can be considered for renewal on request. If you wish to restrict access to your thesis, use the Deposit Agreement form Option 2. In either case please ensure that you have submitted an application to the Graduate School, contact Lesley Hewings at [l.hewings@gold.ac.uk](mailto:l.hewings@gold.ac.uk).

On completion, when you deposit the final bound copy of your thesis, Please forward the text of your thesis and abstract as well as *Thesis Details* in Word or PDF format:

as an e-mail attachment to Jo Mackarell at [j.mackarell@gold.ac.uk](mailto:j.mackarell@gold.ac.uk)

or

on a CD-ROM to Jo Mackarell  
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You may also deposit appendices and supplementary material. The Goldsmiths Research Online administrator will put your thesis into the repository for you.

If you have any questions about depositing your thesis in Goldsmiths Research Online or EThOS, please contact Jacqueline Cooke, the Research Support Librarian, or the GRO administrator e-mail [lib-eprints@gold.ac.uk](mailto:lib-eprints@gold.ac.uk), or tel. 020 717 2295.

## **6 Presentation Ceremonies**

If you are going to be completing your PhD during the 2011-2012 session and have been awarded your degree by 31 July 2012, you will be invited to the September 2012 Ceremony. If you are awarded your degree after 1 August 2012 you will be invited to a Winter Ceremony in January 2013.

## **A. Code of Practice for Postgraduate Research and Training**

### **A.1 Introduction**

1. This Code of Practice sets out the minimum required of MPhil/PhD students (hereafter referred to as 'students'), their supervisors and departments. It may be supplemented by information provided by Departments.
2. The University of London requires that an MPhil thesis should be either a record of original work or an ordered and critical exposition of existing knowledge in any field and that a PhD thesis must form a distinct contribution to knowledge of the subject and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical power. It must be written in English and the literary presentation must be satisfactory, and if not already published in any approved form it must be suitable for publication either as submitted or in an abridged or modified form.
3. This College requires that full time research students should normally complete a satisfactory PhD thesis within four years and part time students within six years; and recommends that they should plan their thesis research accordingly. This Code of Practice establishes good practice to enable students in the College to complete their theses within the recommended times.

### **A.2 Responsibilities of the Head of Department**

Each Head of Department should:

1. Nominate academic staff (normally with previous research supervision experience) to form the Departmental Postgraduate Committee and shall appoint a Chairperson thereof.
2. Ensure that as necessary, staff go on training courses for
  - (i) admissions procedures for postgraduate research students, and
  - (ii) supervision of postgraduate research students.

### **A.3 Responsibilities of the Departmental Postgraduate Committee**

The responsibilities of the Departmental Postgraduate Committee include:

1. Overseeing the appointment and allocation of supervisors as in sections 4 and 5, in consultation with the Head of Department as necessary, and reviewing all supervisors' responsibilities on an annual basis.
2. Ensuring that all academic staff and postgraduate students have a copy of the current Research Student Handbook, as appropriate (or access to it via the internet). Third parties (for example, sponsoring organisations,

research councils and professional and statutory bodies) with an involvement in the research and examination programme, should also be sent the Handbook.

3. Ensuring that the Departmental Induction programme provides students with any specific information needed on departmental procedures, policies and resources (in addition to the general coverage in the College Induction week programme); advice should be provided on Departmental health and safety, ethical and other issues.
4. Reporting at the end of the first term of each academic year to the Graduate School on the supervision and resources provided for each research student in the Department, by means of the First Term Report form.
5. Overseeing procedures for Transfer of Registration from MPhil to PhD status for students, in accordance with the Regulations.
6. If a student or supervisor believes that an effective working relationship has not been established, or where a student puts in a request for change of supervisor, investigating the problem and, if necessary, arranging for a new supervisor to be nominated.
7. In cases where a supervisor is criticized for poor supervision, discussing the issue with the supervisor and, where appropriate, recommending to the Head of Department either training or, if necessary, tasks other than supervisory duties. In cases where the supervisor being criticized is also the Head of Department, the Dean of the Graduate School or the responsible Pro-Warden should be consulted.
8. Reporting annually at the end of each academic year to the College Postgraduate Committee on the progress of each research student in the department by means of the Annual Progress Report form.
9. In cases where the student is making unsatisfactory progress, placing a student on Probation Status (see Regulation 7). If it is considered that a research student is unlikely to achieve the degree for which s/he is registered, the Committee is empowered to recommend dismissal to the Head of Department, the Dean of the Graduate School and the Academic Registrar.

## A.4 Appointment of Supervisors

1. Each postgraduate research student should have a main supervisor, who will normally be the first point of contact; and a second supervisor. There are three accepted arrangements regarding the second supervisor, which can overlap if appropriate:

**Academic co-supervisor:** here the second supervisor plays an active role in guiding the student's work, sometimes comparable to that of the main supervisor. This can often be desirable if the two supervisors can offer different expertise, or if a research project is carried out in collaboration with another organisation or external agency.

**Associate supervisor:** here the second supervisor has a main role to act as a mentor or guide, for a main supervisor who has not yet seen a PhD through to completion. It is expected that the associate supervisor will meet with the main supervisor at least once a term, in this capacity.

**Reserve supervisor:** here the second supervisor's role can be much more limited. There are no explicit requirements on the supervisor for academic guidance for the student, and mentoring is not necessary for an already experienced main supervisor. However the reserve supervisor will be acquainted with the student and his or her work, and will be a known person whom the student can consult in case of difficulty, or for help (perhaps in making alternative arrangements) if the main supervisor is on sabbatical, or is ill for a prolonged period, or leaves the College.

2. All supervisors should be involved in the annual review of student progress, in arranging the upgrade from MPhil to PhD, if appropriate, and in any decisions regarding Probation Status.
3. Any supervisor would normally have a PhD him/herself; this requirement can be waived provided the Departmental Postgraduate Committee is satisfied with supervisory arrangements, either because of the experience of the supervisor concerned, and/or by having a second academic or associate supervisor who has a PhD.
4. Any main supervisor of a postgraduate student, who has not yet seen a PhD student through to completion, should
  - go on a training course, and
  - have an associate supervisor who has seen a PhD student through to completion.
5. A supervisor would normally be on the academic staff of the College; and this must always be the case for a reserve supervisor. However it is acceptable for one academic co-supervisor to be outside the College provided that the other supervisor is in the College. An associate

supervisor should normally be in the College. Any exceptions must have the approval of the Dean of the Graduate School, which would only be given in exceptional circumstances.

6. In all cases where one supervisor is outside the College, normal College regulations and monitoring mechanisms will be followed.
7. When an academic co-supervisor external to the College gives substantial help to a student, it is normally appropriate to recompense their activity. Besides acknowledgement through publications and conference presentations, this might take the form of an honorarium or payment from Departmental funds, or consideration of a position as Honorary Visiting Fellow in the College. These are at the discretion of the Department concerned.

### **A.5 Allocation of Supervisors**

The Head of Department and the Departmental Postgraduate Committee should ensure the following:

1. The main supervisor is properly qualified, in terms of research area and specific research expertise, to oversee the progress of the student to successful completion.
2. A second supervisor (academic, associate, or reserve) is appointed for each student.
3. The supervisors have access to effective support within the Department; and have further training and support if necessary to undertake effective supervision. Any main supervisor who has not yet seen a PhD through to completion, should
  - go on a training course, and
  - be paired with a second, associate supervisor who can act in a mentoring capacity.
4. Supervision of research students forms an agreed proportion of the staff member's duties and supervision loads are accounted for fairly in terms of the general burden of teaching, administration and research. No member of staff should be overloaded in their total supervisory duties. Normally, no member of staff should have more than eight research students as a main supervisor, more than eight as an associate supervisor, and more than fifteen as a reserve supervisor; these maxima are irrespective of full-time or part-time status of the student. In considering supervisory load, it is relevant to take account of the stage at which students are at, and any special help or supervision which some may require; as well as other duties of the supervisors.

## **A.6 Responsibilities of Supervisors**

The responsibilities of the main supervisor and where appropriate of any academic co-supervisor include:

1. Giving advice about the nature of research and the standard expected, about the planning of the research programme, about literature and sources, attendance at taught classes, and about requisite techniques (including arranging for instruction where necessary).
2. In the case of overseas students, offering advice about any necessary language training.
3. Maintaining regular contact with their students through individual supervisory tutorials. Supervision periods should be uninterrupted and dedicated to the progress of the student. While variations may occur according to mutually agreed wishes and circumstances, it is recommended that full-time students should have one hour of supervision, fortnightly during the first year of study and at least twice a term thereafter. For part-time students, it is recommended that supervision of around one hour will occur at least three times a term during the first year of study and at least twice a term thereafter. The time of the next supervision session should normally be fixed at the end of each session.
4. Requesting written work as appropriate and returning such work with constructive criticism and in reasonable time.
5. Arranging as appropriate for the student to talk about his or her work to staff or graduate seminars and introducing the student to meetings of learned societies and to other research workers in the field.
6. Giving detailed advice on the necessary completion dates of successive stages of the work so that the whole may be submitted within the scheduled time.
7. Ensuring that the student is made aware of inadequacy of progress or of standards of work below that generally expected and reporting thereon to the Departmental Postgraduate Committee.
8. Discussing with the student any ethical issues that may arise from the research being planned and ensuring that the research abides by the College Code of Practice on Research Ethics and the principles in the College Policy on Safeguarding Good Academic Practice and Dealing with Allegations of Misconduct in Research.
9. Ensuring that the student is aware of the need to avoid any plagiarism or fraud in their research, including written drafts of thesis material.

10. Where a supervisor wishes to involve a student in a research funding application, or an existing research project, ensuring that the student is fully informed of the work involved and consents to the implications for their studies.
11. In accordance with the Regulations of the University of London, nominating the external and internal examiner for the student's viva and arranging a mutually convenient date between the two examiners and the student for the viva (normally within three months).

The specific responsibilities of an **associate supervisor** include:

12. To act as a mentor or guide, for a main supervisor who has not yet seen a PhD through to completion. It is expected that the associate supervisor will meet with the main supervisor at least once a term, in this capacity.

The responsibilities of a **reserve supervisor** include:

13. To be acquainted with the student and his or her work, and to be a known person whom the student can consult in case of difficulty, or for help. Ensuring that the student's research will continue to be supervised on a regular basis by making alternative arrangements with another member of the department if the main supervisor is on sabbatical, or is ill for a prolonged period, or leaves the College.

The responsibilities of **all supervisors** include:

14. To be involved in the annual review of student progress, in decisions on upgrading from MPhil to PhD, and in any decisions regarding Probation Status.
15. To be accessible to the student at appropriate times when advice might be needed.
16. To keep a brief, dated written record of all supervisory meetings.
17. To maintain respect in oral and written communications with students, such that diverse academic opinions are treated with consideration.
18. To report as requested, or annually, on the progress of the student to the Departmental Postgraduate Committee. If at any time the supervisors are of the opinion that the student is unlikely to achieve the degree for which registered s/he should inform the Departmental Postgraduate Committee without delay.

## **A.7 Responsibilities of the Student**

The responsibilities of the student include:

1. Discussing with the supervisors the type of guidance and comment that is most helpful and agreeing a schedule of meetings.
2. Maintaining respect in oral and written communications with supervisors, such that diverse academic opinions are treated with consideration.
3. Keeping a record of their progress, and reflections on this.
4. Taking the initiative in raising problems or difficulties, however elementary they may seem. Any serious problems a student has with supervisors, including those of access, should, in the first instance be taken up by the student with a supervisor, and then if necessary with the Departmental Postgraduate Committee.
5. Discussing with supervisors any ethical issues that may arise from the research being planned.
6. Maintaining the progress of the work in accordance with the stages agreed with the supervisors, including in particular the presentation of written material as required in sufficient time to allow for comments and discussion before proceeding to the next stage.
7. Providing as required, and at least annually, a formal academic progress report for the Departmental Postgraduate Committee.
8. Ensuring that all material for a thesis or dissertation including draft material submitted to the supervisor, is the students own work and avoids any form of plagiarism.
9. Deciding when to submit, taking due account of the supervisor's opinion which is, however, advisory only.

## **A.8 Research Training and Support**

1. All students should have training in appropriate research methods.
2. There should be opportunities for effective postgraduate research student representation on decision-making bodies, such as the Departmental Postgraduate Research Committee in the Department, as well as the Departmental Board [for Unreserved Business]. It is recommended that two student representatives (preferably one full-time, one part-time) be appointed.

3. Opportunities should exist to develop scholarly competence and independence of mind; to encourage participation in institutional and external discussion forums, with the presentation of research outcomes where relevant; and to meet other researchers (and appropriate academic bodies and societies) in their field.
- Each department should, where appropriate, arrange regular seminars which all students normally will be expected to attend and participate in on a regular basis. In the first year of a student's study these might concentrate on research methods. In subsequent years of study, seminars should allow the opportunity for students to present and discuss their own work.
  - Departments should provide some mechanism of support to which postgraduate research students can apply, to facilitate attendance at conferences, seminars, workshops, relevant professional meetings or performances/events to which they are contributing, or which are relevant to their research.
-

## B Regulations for Postgraduate Research Students 2011/2012

*These regulations are to be read in conjunction with the General Regulations for Students and the University of London Regulations for the Degrees of MPhil and PhD.*

### 1. Registration periods

#### For submission of MPhil thesis:

Period of Registration	Expected period	Normal Maximum	Exceptional Maximum
<b>Full-time MPhil</b>	2 years	3 years	4 years
<b>Part-time MPhil</b>	4 years	5 years	6 years

#### For submission of PhD thesis:

Period of Registration	Expected period	Normal Maximum	Exceptional Maximum
<b>Full-time PhD</b>	3 years	4 years	5 years
<b>4-year full-time social science PhD with integrated research training*</b>	4 years	5 years	6 years
<b>Part-time PhD</b>	5 years	6 years	7 years

\*This is the ESRC 4-year route for which we have DTC studentships. It is basically an integrated MRes and PhD, containing significant and specified mandatory research training. Students therefore are allowed the equivalent time to what would be permitted to someone taking a one-year MRes followed by a PhD.

1.1 The normal maximum period refers to the time by which all students should have completed their thesis.

1.2 In exceptional circumstances, and with the support of the Departmental Postgraduate Committee, it is possible for students to be granted a further one-year extension to their registration beyond the normal maximum period.

Requests for extension should be made to the Graduate School and will be considered by the Dean of the Graduate School.

1.3 In no circumstances will registration be allowed to continue beyond this extension period.

## **2. Supervision**

2.1. Each postgraduate research student should have a main supervisor, who will normally be the first point of contact; and a second internal supervisor. There may be additional external supervision if required. There are three accepted arrangements regarding the second supervisor, which can overlap if appropriate:

2.1.1. Academic co-supervisor: here the second supervisor plays an active role in guiding the student's work, sometimes comparable to that of the main supervisor. This can often be desirable if the two supervisors can offer different expertise, or if a research project is carried out in collaboration with another organisation or external agency.

2.1.2. Associate supervisor: here the second supervisor has a main role to act as a mentor or guide, for a main supervisor who has not yet seen a PhD through to completion. It is expected that the associate supervisor will meet with the main supervisor at least once a term, in this capacity.

2.1.3. Reserve supervisor: here the second supervisor's role can be much more limited. There are no explicit requirements on the supervisor for academic guidance for the student, and mentoring is not necessary for an already experienced main supervisor. However the reserve supervisor will be acquainted with the student and his or her work, and will be a known person whom the student can consult in case of difficulty, or for help (perhaps in making alternative arrangements) if the main supervisor is on sabbatical, or is ill for a prolonged period, or leaves the College.

## **3. Off-campus Study**

3.1 In certain circumstances, research students may be registered with the College, even though the normal location of their research is at an off-campus location. Such students will normally be registered on a status equivalent to part-time for those periods when they are located away from the College, although the registration period will be that applicable to a full-time student. The following conditions will need to be met:

- 3.1.1 Students will be required to attend the Induction programme and to attend and pass any required elements of the Research Methods Training course; exemption for attendance may be given in special cases but exemption will not be given for passing assessments unless approved by the process outlined in the Research Student Handbook.
- 3.1.2 Heads of Departments will need to assure themselves that the level of supervision available will be equivalent to that available to students based at the College. Wherever possible this should involve the appointment of an appropriate supervisor located at the student's own place of study.
- 3.1.3 Additionally, Heads of Departments will need to ensure themselves that such students will benefit from a learning experience equivalent to that available to students based at the College, including access to appropriate computing and library facilities.
- 3.2 Where students who are normally based at the College but who are temporarily required, as an integral part of their research, to undertake periods of 'study leave' away from the College, Heads of Departments will need to ensure that appropriate levels of support are made available to the student during such periods.
- 3.3 Any arrangements relating to students based off-campus which do not comply with the above will require the explicit approval of the Dean of the Graduate School and the designated Pro-Warden.
- 3.4 Students who are located either temporarily or normally away from the College in accordance with this regulation shall be charged a tuition fee equivalent to the part-time student fee while they are so located, but will be charged the normal fee for any prolonged periods of study at the College itself.
- 3.5 Regulations concerning off campus study apply to both home and overseas students.

## **4. Allegations of Fraud or Plagiarism**

4.1 It is the responsibility of students not to commit fraud or plagiarism in their work. If fraud or plagiarism occurs during the course of postgraduate study, this can lead to a report of unsatisfactory progress and to/or dismissal. If evidence of fraud or plagiarism is established subsequent to a degree being awarded then the degree can be taken away as a consequence.

4.2 Allegations of plagiarism will be considered under the Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards, as will any other allegations of examination misconduct, including, but not limited to: deliberate attempts to represent falsely or unfairly the ideas or work of others; the invention or fabrication of data; the submission of work commissioned from another person.

## **5. Transfer of Registration**

5.1 In general the minimum requirements for transfer of registration from MPhil to PhD include satisfactory completion of any required postgraduate training courses; a plan of the thesis; a realistic timetable for completion within a 3 year period (full-time) or 5 year period (part-time) from date of initial enrolment; two draft chapters of research or equivalent work, one which will include a substantial amount of work on the relevant literature, and an oral examination by at least two persons one of whom must be from the Departmental Postgraduate Committee. Specific requirements may apply within individual Departments. An associate or reserve supervisor can be one of these examiners; however, a main or academic co-supervisor cannot, although they may be present in addition.

## **6. Unsatisfactory Progress, Probation, Dismissal**

6.1 If a student's work is deemed unsatisfactory by the Departmental Postgraduate Committee, either at the Annual Progress Report or at some other time, the student will be placed on probation until the recommended action has been completed. A record of this probationary period will be kept on file in the student's Department and the Graduate School.

6.2 The normal probationary period is 3 months for full-time students and 6 months for part-time students; it is expected that all difficulties will have been rectified during this period.

6.3 A student will not be permitted to apply for transfer of registration from MPhil to PhD or to submit a thesis for examination whilst on probation, nor qualify for completion status.

6.4 If progress at the end of the probationary period is satisfactory, then Probation Status will end. If there is still some cause for concern, it may continue for a further period. If progress has been unsatisfactory, and the supervisors do not believe that the student is capable of obtaining the

qualification for which he/she is registered, then they should recommend to the Departmental Postgraduate Committee that the registration be terminated. If the Departmental Postgraduate Committee upholds the supervisors' recommendation, then the Chair of the Committee should notify the Head of Department and the Deputy Academic Registrar without delay, and the student's registration will normally be terminated.

## **7. Appeals Against Dismissal**

7.1 A research student who is dismissed on academic grounds shall have the right to appeal to the Warden.

7.2 Such an appeal will only be considered if it reaches the Warden within fourteen days of the date of the notification to the student of the decision of the Departmental Postgraduate Committee and if it sets out in full the grounds for the appeal.

7.3 If the Warden believes that additional evidence has now been adduced which may justify the reversal of the decision of the Departmental Postgraduate Committee he may refer the case to the Committee for reconsideration without prejudice to the right of appeal by the student against its subsequent decision; otherwise he shall hear the appeal together with a body of Assessors comprising two senior members of the academic staff, appointed by the Warden, who have not in any way been directly associated with the teaching of the student or involved in the circumstances leading to the appeal.

7.4 For the College, evidence shall be given by the appropriate Chairperson on behalf of the Departmental Postgraduate Committee concerned, and by the Dean of the Graduate School on behalf of the College.

7.5 The appellant, who may be accompanied by a friend (who may be a representative of the Students' Union but who shall not be a lawyer), shall give evidence on his or her own behalf. At the request of the appellant, if the Warden and Assessors so agree, the friend may also speak on the student's behalf. Further witnesses will only be permitted to give evidence if the Warden and Assessors would be prepared to admit them.

7.6 The decision of the Warden and Assessors shall be final and the student will be informed thereof as soon as possible.

## **8. Thesis composition and length**

University of London Regulations for the Degrees of MPhil and PhD prescribe a maximum word length of 60,000 words for MPhil and 100,000 words for PhD. In the field of Educational Studies the maximum PhD length is 80,000 words. In certain other subject areas, and where there is a practical component, the College has approved a shorter word length.

### ***Department of Anthropology*** **MPhil/PhD in Visual Anthropology**

The requirements for PhD thesis will comprise:

1. A thesis of 60,000-80,000 words, with 60,000 as the indicative target and 80,000 as the absolute upper limit
2. A visual component in the form of:  
EITHER a video of normally approximately 1 hour in length (absolute limit in exceptional circumstances of 90 minutes)  
OR a photographic collection of approximately 100 photographs

The requirements for MPhil thesis will comprise:

1. A thesis of 20,000-40,000 words, with 30,000 as the indicative target and 80,000 as the absolute upper limit
2. A visual component in the form of:  
EITHER a video of normally approximately 30 minutes in length (absolute limit in exceptional circumstances of 90 minutes)  
OR a photographic collection of approximately 60 photographs

### ***Department of Art*** **MPhil/PhD in Fine Art**

For studio-based research the requirements for the thesis will comprise:

1. A thesis of 40,000 words (PhD) or 20,000 words (MPhil). These are the recommended lengths. The University's maximum word count shall apply.
2. A portfolio, exhibition or other audio-visual display

### ***Department of Computing/Goldsmiths Digital Studios*** **MPhil/PhD in Arts and Computational Technology**

The requirements for the PhD thesis will comprise:

1. A written thesis of 60,000-80,000 words, with 60,000 as the indicative target length and 80,000 as the absolute upper limit
2. A practical/technological component in a form appropriate to the student's artistic and technical project which shall be the subject of a public display or appropriate form of dissemination

The requirements for the MPhil thesis will comprise:

1. A written thesis of 20,000-40,000 words, with 30,000 words as the indicative target length and 40,000 as the absolute upper limit
2. A practical/technological component in a form appropriate to the student's artistic and technical project which shall be the subject of a public display or appropriate form of dissemination

***Centre for Cultural Studies***  
**Practice-based PhD**

The requirements for a practice-based PhD thesis in the Centre for Cultural Studies will normally comprise:

1. A written thesis of 50,000-80,000 words, with 60,000 as the indicative target length and 80,000 as the absolute upper limit;  
plus
2. A practical/technological component documenting the student's artistic and/or technical project, which may take the form of a video, photographs, public display or performance with supporting documentation.

***Department of Theatre and Performance***  
**MPhil/PhD in Performance**

The requirements for the PhD thesis will comprise:

1. A written thesis of 30,000-80,000 words
2. A portfolio of practical work approved by the supervisor and appropriate to the terms of the thesis.

The requirements for the MPhil thesis will comprise:

1. A written thesis of 15,000-50,000 words.
2. A portfolio of practical work approved by the supervisor and appropriate to the terms of the thesis.

The practical elements should exemplify and illustrate the ideas contained in the written part of the thesis, and should be submitted together with a retainable record of the performance in a form that has been approved by the Research Degrees Committee of the Department of Theatre and Performance. All components of the thesis will be submitted concurrently and examined as an integrated whole.

***Department of Educational Studies***  
**MPhil/PhD in Educational Studies**

The College prescribes a limit for the PhD of 80,000 words.

***Department of English and Comparative Literature***  
**MPhil/PhD in Creative Writing**

The requirements for thesis will comprise:

1. Up to 70,000 words of creative work for a PhD or 40,000 for an MPhil
2. A critical commentary on the work, relating it to past and present concerns, of up to 30,000 for a PhD, or 20,000 words for an MPhil

***Department of Media and Communications***  
**PhD with a practical component in Media**

A PhD thesis in this field may also include, alongside the normal textual component, a portfolio of practical work – photographs, video, film or other audio-visual material. This must be original work which exemplifies and locates the ideas development in conjunction with the written part of the thesis.

The length of the textual element shall normally be between 40,000 and 60,000 words.

***Department of Music***  
**MPhil/PhD in Composition**

The requirements for the thesis will comprise:

1. A substantial portfolio of compositions
2. A written commentary of approximately 20,000 words

**MPhil/PhD in Performance Practice**

The requirements for the thesis will comprise:

1. A thesis of 40,000-60,000 words (PhD) or 20,000-30,000 words (MPhil) on an approved aspect of performance practice
2. A full-length public recital (concert) of approximately 90 minutes for the PhD, or 60 minutes for the MPhil related in content to the thesis and supported by an appropriate form of retainable documentation.

*Please see the University of London Regulations for more detail.*

## **MPhil/PhD in Sonic Arts**

The requirements for the thesis will comprise:

1. A Portfolio of original practice
2. An associated text c40,000-60,000 words (PhD) or c20,000-30,000 words (MPhil)

## ***Department of Politics***

### **MPhil/PhD in Art and Politics**

The requirements of the PhD in Art and Politics will comprise:

1. A written thesis of 60,000-80,000 words, with 60,000 as the indicative target length and 80,000 as the absolute upper limit
2. A practical component in a form appropriate to the argument developed in the student's written thesis. This component could take the form of an archive documenting a hybrid 'intervention/event' or a web-based project which incorporates visual, textual and other materials aimed at complementing and supporting the written part of the thesis. This 'practical' component should not be seen as a supplement or an 'illustration' of the thesis 'proper'. It must articulate the thesis in its own terms, both politically and creatively. Materials here may include visual imagery (electronic or otherwise), objects (found and constructed), context-specific locations, videos, sound features, websites, recorded time-based components of approximately 1 hour in length (absolute upper limit in exceptional circumstances 90 minutes) etc.

The requirements of the MPhil will comprise:

1. A written thesis of 20,000-40,000 words, with 30,000 words as the indicative target length and 40,000 as the absolute upper limit
2. A practical/technological component in a form appropriate to the student's aesthetico-political project

## ***Department of Sociology***

### **MPhil/PhD in Visual Sociology**

The requirements for PhD thesis will comprise:

1. A written thesis of 60,000-80,000 words, with 60,000 as the indicative target
2. A visual and/ or aural component in the form of:  
EITHER a video or sound feature of normally approximately 60 minutes in length (absolute upper limit in exceptional circumstances of 90 minutes)  
OR a substantive photographic project of not more than 100 photographs

The requirements for MPhil thesis will comprise:

1. A written thesis with 30,000 words as the indicative target length and 40,000 as the absolute upper limit
2. A visual and/or aural component in the form of:  
EITHER a video or sound feature of normally approximately 30 minutes (absolute upper limit of one hour)  
OR a photographic project of not more than 60 photographs

***Department of Visual Cultures***  
**MPhil/PhD in Curatorial Knowledge**

The requirements for the PhD in Curatorial Knowledge will comprise:

1. A written thesis of 60,000-80,000 words, with 60,000 as the indicative target length and 80,000 as the absolute upper limit
2. A non-written component in a form appropriate to the argument developed in the student's written thesis. This non-written component should take the form of an archive of visual and/or aural material aimed at complementing and supporting the written part of the thesis. This archive cannot simply be a supplementary documentation or an illustration of the thesis. The archive must articulate the thesis visually in its own terms, innovatively and creatively, so as to complement the written component. Material can include visual imagery (electronic or otherwise—100 maximum), a video, sound feature, or a recorded time-based component of approximately 1 hour in length (absolute upper limit in exceptional circumstances 90 minutes).

The requirements for MPhil thesis will comprise:

1. A written thesis of 20,000-40,000 words, with 30,000 words as the indicative target length and 40,000 as the absolute upper limit.
2. A non-written component in a form appropriate to the argument developed in the student's written thesis. This non-written component should take the form of an archive of visual and/or aural material aimed at complementing and supporting the written part of the thesis. This articulated archive cannot simply be a supplementary documentation or an illustration of the thesis. The archive must articulate the thesis visually in its own terms, innovatively and creatively, so as to complement the written component. Material can include visual imagery (electronic or otherwise—50 maximum), a video, sound feature, or a recorded time-based component of approximately 30 minutes in length (absolute upper limit in exceptional circumstances 60 minutes).

## **C. Guidelines for the Research Degree Examinations Process**

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- C1. Examination Entry and Nomination of Examiners
- C2. Thesis Submission
- C3. Viva
- C4. Outcome of the Examination
- C5. Final Thesis Submission
- C6. Completion of corrections and amendments
- C7. Re-Entry following a referral
- C8. Appeals

### **C1. Examination Entry and Nomination of Examiners**

C1.1 The candidate completes the first sections Examination Entry form and passes to the supervisor to complete the viva details. The form is submitted to the Research Degrees Section, Enrolment and Records Office, room 117 RHB. The form needs to be submitted at least 2 months before the submission of a thesis [but will then last for 18 months]. The following checks will be made; confirmation of upgrade for PhD entry, the minimum registration requirements have been met; tuition fees are up to date and no other debts to the college have been accrued; the candidate is fully registered.

C1.2 The supervisor completes the Appointment of Examiners forms. Before completing this form the supervisor should ascertain that the examiners are willing and able to act at the time when the thesis will be submitted. The supervisor is responsible for nominating the examiners who meet the criteria for appointment. The form should be returned to the Enrolment and Records office. The viva should not be arranged prior to formal approval of the examiners, but any provisional date should allow no less than 2 months for the appointment of examiners forms to be processed.

C1.3 The Enrolment and Records Office will obtain approval of the examiner nominations from the Graduate School. If the Graduate School need to query the criteria for appointment they will confer directly with the department

C1.4 Once the Examiners have been approved the Enrolment and Records Office will issue letters of appointment to the examiners. The office will notify the supervisor (or person arranging the viva) to proceed with the viva arrangements.

C1.5 Lists of selected examiners will be compiled and sent to Academic Board.

## **C2. Thesis Submission**

C2.1 The candidate submits two soft bound copies of the thesis, or one soft bound and one hard bound copy, to the Enrolment and Records Office with the *Research Degree Submission Forms*. The thesis should be submitted at least one month before the date of the viva: failure to do so will result in the examination being delayed.

C2.2 The Enrolment and Records office will dispatch the thesis copies to the examiners. Under no circumstances should the candidate or the supervisor send a thesis directly to an examiner.

C2.3 The supervisor will confirm the arrangements and date of the viva with the Enrolments and Records office.

C2.4 The examiners will write an independent preliminary report on the thesis before the viva (see guidance notes and checklist for examiners). The examiners will exchange preliminary reports before the oral examination.

C2.5 Candidates who have a disability that requires additional reasonable adjustments to the examination arrangements can refer to the guidance notes <http://www.goldsmiths.ac.uk/registry/exams.php#concessions>  
The assessment would be via submission of a form to the disability team.

## **C3. Viva**

C3.1 A viva must be held, any examination by telephone or video conferencing is not normally permitted (see guidance notes and checklist for examiners)

C3.2 Following the examination the examiners will complete outcome of the *Examination Outcome Form* and also complete a joint report.

## **C4. Outcome of the Examination**

C4.1 The examiners will submit the *Examination Outcome Form*, the preliminary report and the joint reports to the Enrolment and Records Office. The examiners may also return their copies of the thesis (unless returned to the candidate for amendment at the oral examination). The documentation should be sent to the Enrolment and Records Office no later than 2 weeks after the date of the oral examination.

C4.2 The Enrolment and Records Office will write to the candidate informing them of the outcome of the viva and with instructions about any further action required. A copy of the joint examiners report will also be included.

C4.3 The expenses claim form for examiners will be forwarded to the Academic Services Office for payment of fees and additional charges.

## **C5. Final Thesis Submission**

C5.1 The candidate submits one hard bound copy to the Research Degrees Section, Enrolments and Records Office and one electronic copy; both copies will be forwarded to the library. Candidates will not receive the award until both copies have been received.

C5.2 The Enrolments and Records Office writes to the candidate to confirm the date of the award (copies of the result letters will be forwarded to the relevant academic department).

C5.3 The Enrolment and Records Office records the award date on the SRS (student records system) and will request a pass list be produced to send to the Diploma Production Office at Senate House. Copies of the examiners reports will be sent to the Graduate School.

C5.4 The candidate details will be sent to the Academic Services Office to include for the next presentation ceremonies, a list of awards will be sent through to be presented to Academic Board.

## **C6. Completion of Corrections and Amendments**

C6.1 In the case of a recommendation of pass subject to minor amendments, the examiner will indicate on the *Examination Outcome Form* whether the list of amendments was issued to the candidate at the viva, or if it has been submitted to the Enrolment and Records Office to be sent to the candidate. The Examiner will also indicate who the candidate should submit the corrections too (this could be either one of the examiners or the Enrolment and Records Office). The candidate will have 3 months to complete these and will be able to submit them electronically. These details will be confirmed to the candidate in writing.

C6.2 The Enrolment and Records Office will confirm that the amendments have been completed satisfactorily. The final copies will then be requested from the candidate.

C6.3 Any request to extend the 3 months to submit corrections must be made in writing to the Enrolment and Records Office. This will also require the support of the Academic Department, the Graduate School and the Examiners. Where a candidate fails to resubmit in 3 months without an agreed extension their registration will be terminated.

## **C7. Re-Entry following a Referral**

C7.1 In the case of the thesis not satisfying requirements in its current form the candidate may be asked to resubmit within 18 months for a PhD and 12 months for an MPhil. The examiner will also indicate if another viva will be required. Notification will be sent to the candidate via the result letter and joint report, the candidate will also be required to pay an examination re-entry fee (please check the latest fee schedules <http://www.gold.ac.uk/student-services/tuition-fees>)

C7.2 When the candidate is ready to resubmit they will complete the *Research Degree Examination Re-Entry Form*, passed to supervisor, which is then submitted to the Enrolment and Records Office.

C7.3 The Enrolment and Records Office will contact the examiners to confirm that they are still willing to act as examiners for the re-entered thesis.

C7.4 The candidate will submit two soft bound or one hard and one soft bound copies of the thesis with a new set of Submission of Thesis forms.

C7.5 The Enrolment and Records Office will send the thesis copies to the examiners. Under no circumstances may the candidate or the supervisor send the thesis directly to the examiner.

C7.6 The examiners write independent preliminary reports. Where a second viva is recommended the supervisor will be asked to make the necessary arrangements

C7.7 The examiners complete the outcome of examination form and a joint report. The Enrolment and Records Office will then proceed with standard procedures for the award

C7.8 The candidate must submit any request for an extension to the 12 or 18 month deadline in writing to the Enrolment and Records Office, any extension will require the support of the Academic Department, the Graduate School and the examiners. Where a candidate fails to submit in the required timeframe and does not have an agreed extension their registration will be terminated.

## **C.8 Appeals processes and procedures**

The appeals processes and procedures for Goldsmiths are the same as those previously used by the University of London and previously administered through Senate House. The following is an excerpt, the full regulations can be found at: <http://www.london.ac.uk/976.html>

### **C.8.1 Procedure for consideration of appeals by candidates for Research Degrees**

N.B. A candidate's decision to submit his/her thesis for examination is entirely his/her own and this procedure, therefore, applies only to the conduct of the examination itself. Internal candidates are reminded that problems arising during their courses of study are matters for the candidate's College and are not grounds for appeal against the result of the examination.

C8.1.1 Paragraph 88 of Regulation 1 states:

88. The Collegiate Council shall prescribe procedures for the consideration of appeals by candidates for specialist doctorates and research degrees for candidates whose examinations are administered by the central offices, except where the College has determined that such appeals shall be administered by the College in accordance with the procedures it has made under paragraph 89 below.

89. A College shall prescribe and operate its own procedures for candidates registered by the College for specialist doctorates and research degrees and for whom it administers the degrees and the examinations and shall have regard to those prescribed by the Collegiate Council under paragraph 88 above.

C8.1.2 The procedure applies to candidates for the following degrees for whom the result of the examination was that the degree was not awarded:

- 2.1 the degrees of PhD, ...
- 2.2 the degree of MPhil ...
- 2.3 ...
- 2.4 ...

C8.1.3 Candidates may appeal on one or more of the following grounds:

C8.1.3.1 that a candidate's performance at the oral examination was affected by circumstances such as illness of which the examiners were not aware when their decision was taken and that this had produced an unfair result;

C8.1.3.2 that there is evidence of prejudice or of bias or of inadequate assessment on the part of one or more of the examiners such that the result of the examination should not be allowed to stand;

C8.1.3.3 that there were procedural irregularities in the conduct of the examination (including any instance of administrative error) of such a nature as to cause reasonable doubt as to whether the result of the examination would have been the same if they had not occurred.

C8.1.4 A submission under this procedure shall be made in writing by the appellant with supporting evidence (including medical certificate for

paragraph 3.1 above) to the Head of the Academic Office of the University and must be received within two months of the date of notification to the candidate of the result of the examination.

C8.1.5 The Vice-Chancellor [Warden] or his/her nominee shall dismiss an appeal on the basis of the candidate's submission alone, without a hearing being held and without seeking further information, but shall do so only when the application does not, in the opinion of the Vice-Chancellor [Warden] or his/her nominee, fall within the remit of this procedure or does not disclose arguable grounds.

C8.1.6 Where inadequate grounds for an appeal are provided or the documentation is deemed to be defective, the Head of the Academic Office [Head of the Graduate School Office] will advise the appellant before paragraph 5 above is invoked.

C8.1.7 The Appellate Committee shall comprise three persons, one of whom shall be appointed as Chair, drawn from the List of those nominated by Colleges, which have elected to have appeals administered under this Procedure, to serve on such Committees.

Membership of appellate committees for students registered centrally will continue to be drawn from the Lists made under the transitional provisions of Regulation 1. No person shall be appointed as a member of an Appellate Committee who is from the same College as the appellant or who has been involved in the examination concerned.

C8.1.8 The appellant has the right to appear before the Appellate Committee. The appellant may be accompanied to the hearing and/or represented by a person of his/her choice. A person who will be accompanied and/or represented must submit to the Head of the Academic Office [Head of the Graduate School Office] not fewer than seven days before the date appointed for the meeting of the Committee the name, address and a description of the person accompanying/representing him/her and must state whether that person is a member of the University.

C8.1.9 The examiners shall be invited to attend the meeting of the Appellate Committee.

C8.1.10 The Committee shall normally conduct the proceedings in the presence of both the appellant and the examiners. The appellant and/or his/her representative have the right to be present throughout the meeting of the Appellate Committee, as have the examiners, until such time as the Committee retires to consider its findings.

C8.1.11 The documentation with which the Committee is provided shall include:

C8.1.11.1 the written submissions of the appellant and of the examiners (should they wish to make a written submission);

C8.1.11.2 the final report(s) and the preliminary independent reports of the examiners;

C8.1.11.3 any other documentation either the appellant or the examiners wish to submit. In addition the Committee may request to see any other document it considers relevant to the appeal.

C8.1.12 The procedure is for the appellant to address the Committee first and, during this part of the proceedings, he/she may call witnesses, if this has been agreed in advance. The examiners shall be invited to make any observations. Any questions by the appellant or the examiners shall be put through the Chair. The appellant may make any concluding remarks. The members of the Appellate Committee may put questions to any of those present at any time during the proceedings. The Chair has the discretion to vary the procedure in any case where he considers it just to do so.

C8.1.13 The Appellate Committee shall take one of the following decisions:

C8.1.13.1 to reject the appeal, in which case the result of the original examination stands;

C8.1.13.2 to request the examiners to reconsider their decision. The examiners shall normally be expected to hold another oral examination before reaching a decision as to whether the result should be changed;

C8.1.13.3 to determine that the original examination be cancelled and that a new examination be conducted. The new examination shall be conducted by examiners who did not take part in the original examination and were not involved in the appeal.

C8.1.14 The decision of the Appellate Committee shall be final and shall be transmitted to the appellant in writing. The Committee shall provide reasons for its decision.

C8.1.15 When a new examination is held in accordance with paragraph 13.3 above, new examiners shall be appointed in accordance with the procedure made by the College at which the student is or was registered. For students registered centrally, examiners shall be appointed in accordance with the transitional provisions of this Regulation. Two examiners should normally be appointed, or three if it is deemed appropriate, to act jointly.

C8.1.16 The examiners should be external to the appellant's College and at least one should be external to the University. Otherwise the new examination shall be conducted in accordance with the Regulations and Instructions to Examiners for the appropriate degree in force at the time the appellant originally entered the examination. The examiners may make any of the decisions open to the original examiners. The examiners will not be given any information about the previous examination except

the single fact that they are conducting a new examination following appeal.

C8.1.17 The result of the original examination having been cancelled, the result of the new examination shall be accepted.

C8.1.18 The Procedure detailed above completes the University's consideration of the matter. Attention is, however, drawn to the Office of the Independent Adjudicator for Higher Education (OIAHE). The OIAHE provides an independent scheme for the review of student complaints about a final decision of a University's disciplinary or appeal body.

Full details of the OIAHE and how to make a complaint are available from the Head of the Academic Office of the University, or on the website of the OIAHE <http://oiahe.org.uk>. The postal address is: Office of the Independent Adjudicator for Higher Education, fifth floor, Thames Tower, Station Road, Reading RG1 1LX. Telephone: 01189599813.

### **C.8.2 Procedure for consideration of appeals by candidates for upgrade examinations**

This procedure is the same as detailed above.

## Feedback Form

This handbook has been written with you in mind, and we would appreciate your feedback. This will help us when we produce next year's handbooks. You do not need to give your name. All information will be treated in confidence.

1. Your name (optional)

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2. Your degree programme, eg, BA Anthropology, MA Screen Documentary, etc

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3. Please indicate which year of study you are in by ticking the appropriate box

1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>

4<sup>th</sup>

other (please specify)

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4. Are you (please tick the relevant box)

a home/EU student

an overseas student?

5. Are you (please tick the relevant box)

full-time

part-time

6. Please indicate how you received this handbook

included in a Departmental mailing

at Departmental Induction meeting at the beginning of term

at first lecture

from Personal Tutor

other (please specify)

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7. If you are a continuing student, did you receive a copy of last year's handbook?

yes

no

8. If you are a student on a joint degree programme, have you also received a handbook from your other department?

yes

no

9. What information did this handbook not provide which you would have found useful?

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10. What do you think this handbook does best?

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11. And, what do you think this handbook does least well?

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12. Tell us how we can improve this handbook

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Thank you very much for your time in filling in this feedback form. Please return it to the Graduate School Room WB117 Whitehead Building.



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