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.

Disclaimer
The information in this handbook was correct on 31 August 2014. Every effort is made to ensure that the information is accurate, and Goldsmiths will undertake to inform students of any substantial changes in the information contained in it. The University 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 University 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.

University Regulations
All students are required to enrol at the beginning of their course of study at the University, to re-enrol annually thereafter or inform the relevant officers if they withdraw.
By enrolling, you undertake to comply with the University’s Programme and General Regulations, and with the Charter, Statutes and Ordinances of the University. 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. The regulations can be found on the web at http://www.gold.ac.uk/governance/ . If you have any queries about apparent inconsistency between information in this handbook and the Regulations, please contact the Quality Assurance Manager 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, University of London 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 University 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.

This handbook is available electronically and in large print format. If you would like a large print copy, please contact the Graduate School Office, tel: 020 7919 7774, e-mail graduateschool@gold.ac.uk . It is also available on the University’s virtual learning environment learn.gold.
Welcome Message from the Dean of the Graduate School:

Welcome to the Graduate School of Goldsmiths, University of London.

Goldsmiths is a dynamic and vibrant university that fosters excellence in research within a collegial and interdisciplinary environment. The academics who supervise and support your research are leading-edge experts in their fields. The rich blend of rigorous scholarship and innovative, entrepreneurial thinking is a hallmark of research at Goldsmiths. Community and collaboration are vital to the graduate research experience here. The departments, centres and institutes of Goldsmiths offer a range of graduate and faculty research seminars with which you are warmly invited to engage. As a member of a college of the University of London, you have access to the research events at the ten Institutes of the School of Advanced Studies. Our library, with its extensive holdings, databases and e-resources in the Arts, Humanities and Social Sciences, is complemented by the considerable holdings of Senate House Library.

Graduate study at Goldsmiths is a transformative experience that will prepare you for leadership and innovation in your chosen field. Our community of almost 1,000 research students is a diverse and talented one. It is drawn from across the globe and located in the heart of London, one of the most vibrant and international cities in the world.

Doctoral and graduate research is immensely rewarding. It requires innovation, drive and, at times, endurance. It can be social, through seminars, conferences and discussions with graduate peers. It can be solitary, as you work to complete that chapter. In either case, the Graduate School is here to support you. We are your advocate within Goldsmiths. We give advice and direction on regulatory issues. We provide dedicated research facilities and, through our ESRC-funded DTC, training to ensure that you are well equipped for the challenges of graduate research. We offer funds to enable you to attend conferences or conduct research at other institutions, and to develop your own conferences and events at Goldsmiths. Every year we celebrate your achievements, and share your success in our Goldsmiths Graduate Festival.

Welcome to Goldsmiths. You are an essential part of our vital intellectual environment. I wish you every success in your research.

Dr Derval Tubridy
Dean of the Graduate School
Associate Pro-Warden Research and Enterprise
Senior Lecturer in English Literature and Visual Cultures
Goldsmiths' Mission and Values

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
- building on our diverse strengths through interdisciplinary imagination
- maximising the interaction of teaching and research

Radical and innovative thinking:
- cultivating a unique and creative approach to all our subjects
- daring to think differently and to challenge the norms
- embracing new ideas with energy and reflection

Respecting the individual:
- encouraging individuality and nurturing talent
- enabling freedom of thought and expression
- nurturing an environment of openness and tolerance

Promoting access and diversity:
- enabling a wide range of people to benefit from our learning opportunities
- recruiting students and staff from all backgrounds and experiences
- strengthening our local connections as we extend our international reach

Supporting our students and staff:
- creating a responsive and collaborative learning environment
- providing inspiring opportunities for personal and social development
- enhancing the life skills of employable and enterprising global citizens

Creating change, locally and globally:
- being socially aware and socially engaged
- actively promoting sustainability
- fostering a social and intellectual community within, and beyond, Goldsmiths
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1 Introduction

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. If the information you require is not contained within this handbook, please contact the Graduate School Office.

According to the University of London Regulations for Research Degrees, a thesis for a PhD shall be:

- your own work,
- your account of your investigations, the greater proportion of which shall be undertaken during your registration at Goldsmiths,
- form an original and distinct contribution to knowledge of the subject
- be an integrated whole
- present a coherent argument.

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 the Student Centre, Room RHB 117, Richard Hoggart Building (open Monday to Friday, 10am – 4pm), e-mail research-degrees@gold.ac.uk, or telephone 020 7919 7504/7964 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.
Are you fully enrolled?
It is vital you are fully enrolled and have either paid your tuition fees, or shown proof that you are sponsored. 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 college services may be suspended, and your registration withdrawn.

If you are in any doubt about your enrolment status, or if you experience any difficulties with enrolment, please contact the Student Centre, Room RHB 117, Richard Hoggart Building (open Monday to Friday, 10am – 4pm), e-mail research-degrees@gold.ac.uk or telephone 020 7919 7504/7964.

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. Please note that retrospective interruptions cannot be authorised.

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 research-degrees@gold.ac.uk or telephone 020 7919 7504/7964.

1.1.2 Term Dates

Standard term dates 2014-2015

Autumn Term
22 September - 12 December 2014
Teaching begins on 29 September

Spring Term
12 January - 27 March 2015

Summer Term
27 April - 30 September 2015

Some departments have a Reading/Tutorial Week in the autumn and spring terms. For 2014-2015 these will be week beginning 3 November 2014 (autumn term) and week beginning 16 February 2015 (spring term).

Postgraduate programmes generally work to different term dates. All term dates are on the web at http://www.gold.ac.uk/term-dates/.
1.1.3 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.

1.1.4 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.

If you start your research degree in January there will be a ‘mini-induction’
and you should endeavour to attend the main induction in the
September following the start of your programme. For those starting in
April, please ensure that you attend the induction programme in the
September following.

1.2 More information about Goldsmiths
The purpose of this handbook is to tell you about the Department, your
programme of study and to let you know where you can find the
information you will need throughout your studies and the services
available to assist you.

You’re advised to read the Student Charter, which sets out the standards
of service that the University aims to provide. It also sets out what the
University expects of you. The quality of service that we believe you are
entitled to expect is, therefore, balanced with responsibilities placed on
you as a student. Both are intended to ensure that you gain maximum
benefit from your time with us www.gold.ac.uk/media/student-charter.pdf.
There are other important sources of information:

- Student Services: here you will find information to assist you during your time as a student at Goldsmiths. Our staff is available to offer help and support with many of the practical elements of student life www.gold.ac.uk/student-services/.

- The VLE handbook: this handbook provides important information about studying at Goldsmiths and about the services we offer to you. It is a useful place to start when trying to find information and all students should read this handbook. Importantly, this handbook contains detailed information about assessments: https://learn.gold.ac.uk/course/view.php?id=2458

1.3 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. This means that it’s very important that you provide us with your up to date contact information. Please ensure that any changes to your term-time or home address or telephone details are kept up-to-date on your MyGoldsmiths account. You can check and update the details on your account by logging in at www.gold.ac.uk/mygoldsmiths.

It is very common for us to contact you by email and you are advised to check your Goldsmiths email account regularly.

There is a Goldsmiths Email Policy for students, which you can read by visiting http://www.gold.ac.uk/it/guides/email/. The Graduate School 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 Graduate School Virtual Office on the Virtual Learning Environment (VLE) at https://learn.gold.ac.uk/course/view.php?id=2376 to let you know about a range of things, including all the forms you need.

1.4 Change of details
Please ensure that any changes to your term-time or home address or telephone details are kept up-to-date on your MyGoldsmiths account. You can check and update the details on your account by logging in at www.gold.ac.uk/mygoldsmiths.
2 Facilities and Support

2.1 Graduate School
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 WB104 with a computing area for use by research postgraduates; soft-seating area; drinks facilities; free, lockable filing cabinets; a microwave and fridge. Wireless networking is available throughout.

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.

Whilst your supervisor is your first point of contact for academic matters, the Graduate School holds 'surgeries' every Tuesday and Thursday between 10am-12pm. On alternate Thursdays, the surgeries are run by Lesley Hewings and Professor Janis Jefferies - Associate Pro-Warden (Creative and Cultural Industries).

These 'surgeries' are for students who wish to come and talk about problems/issues they may be facing or general advice or information regarding the PhD process.

Appointments can be booked by emailing graduateschool@gold.ac.uk to book an appointment.

Resources and information for research students can be found on the Graduate School Virtual Office on the Virtual Learning Environment (VLE) at https://learn.gold.ac.uk/course/view.php?id=2376.

Graduate School contacts:

E: graduateschool@gold.ac.uk

Dr Derval Tubridy
Dean of the Graduate School
020 7717 2203
E: d.tubridy@gold.ac.uk

Professor Roger Burrows
Pro-Warden in Interdisciplinary Development
020 7919 7719
E: r.burrows@gold.ac.uk
Professor Chris French  
Associate Pro-Warden (Research Integrity)  
020 7919 7882  
E: c.french@gold.ac.uk

Professor Janis Jefferies  
Associate Pro-Warden (Creative and Cultural Industries)  
020 7717 2210  
E: j.jefferies@gold.ac.uk

Ms Lesley Hewings  
Head of Graduate School Office  
020 7717 2205  
E: l.hewings@gold.ac.uk

Ms Carole Bird  
Graduate School Secretary  
020 7919 7774  
E: c.bird@gold.ac.uk

Ms Sarah Reed  
Doctoral Training Centre Secretary  
020 7078 5390  
E: sarah.reed@gold.ac.uk

Miss Katie Barry  
Clerical Officer for the Graduate School  
020 7919 7829  
E: k.barry@gold.ac.uk

2.2 Research Degrees Section  
The administration for examination of MPhil and PhD awards is undertaken by the Research Degrees Section in the Enrolment and Records Office at Goldsmiths. Information about matters relating to research degree programmes at Goldsmiths, including the Examinations Process and Examination Entry Forms, can be found on the Research Degrees Section information pages at http://www.gold.ac.uk/student-services/research-students/. The Research Degrees Section can be contacted at: research-degrees@gold.ac.uk, Tel: 20 7919 7504/7964.
3 Progress While You Are Here

3.1 Supporting Your Research and Career: Scholarship, Academic Skills and Research Training

Doing a PhD offers you much more than just the opportunity to write a thesis. The Goldsmiths PhD programme also offers you training in scholarship, academic skills and methods of research. In this way, a contemporary PhD programme should help you become a rounded academic researcher, writer, teacher and publicly engaged intellectual. To achieve this we offer you a variety of opportunities to acquire these skills through attending courses, events and symposia during your time as a Goldsmiths MPhil/ PhD student. This is not to burden you with extra commitments, but to offer training opportunities that will assist you in your vocation and help secure your academic future.

3.1.1 Academic Skills and Core Research Training in Your First Year

In your first year you should expect to undertake training in appropriate research skills and techniques. You should discuss your training needs with Your supervisor(s). In many respects supervision is the prime place where you will be trained in the rigours of research, scholarly craft and argument. Many departments organise discipline-specific seminars and training courses for research students. In addition, the Graduate School offers inter-disciplinary forms of core research training through two main channels, namely the Doctoral Training Centre and IT services.

Core research methods training is provided to social science students through our Economic and Social Research Council funded Doctoral Training Centre. The DTC is based in the Goldsmiths Graduate School, and is a partnership with Queen Mary, University of London, which also offers research training courses open to Goldsmiths students. It was set up following our successful application in 2010 and Professor Kate Malleson, (Queen Mary, School of Law) was appointed as Academic Director in 2014. In many ways the DTC has expanded the capacity of the Graduate School and as part of the DTC we have reviewed, updated and improved the research training provision in qualitative and quantitative research offered to all Goldsmiths social science PhD students and available to Arts and Humanities students. Students are encouraged to do the core qualitative and quantitative courses if they need to develop their basic research skills (see https://learn.gold.ac.uk/course/view.php?id=2376). The advantage of these courses is that they are focused on helping you develop your own research project or expanding your research skills. Also, studying with an inter-disciplinary cohort of MPhil/PhD students helps establish a mutually supportive community of postgraduate researchers.

For Social Science students, the Research Methods courses are assessed and in most departments must be passed before upgrading to PhD registration can be permitted. It is important to check with your
department Postgraduate Convenor regarding which courses you are required to do. 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.

In addition to the DTC core research methods training we offer IT Skills Training through our IT Services Department (see [http://www.gold.ac.uk/it/training](http://www.gold.ac.uk/it/training)) where you can find a variety of short courses. MPhil/PhD students are recommended to focus according to their skills need. Courses here are of two broad types: firstly, those which focus on the technical skills to help you get started with generating, managing and analysing data; and secondly, IT support for making presentations, creating reports and preparing research papers for publication, and producing the thesis. You can review the menu of courses and book a place using the on-line booking system. This is password protected so you will need to log in in order to access the booking page.

### 3.1.2 Academic Skills and Training in Practical Scholarship Beyond Year 1

Our training ethos is also to provide help with your professional development throughout the course of your PhD. In this sense we aim to support you through the challenges that emerge during the course of your doctoral study. In early summer the Graduate School hosts a two week festival of ideas and research. This [Graduate Festival](http://www.gold.ac.uk/it/training) offers students the opportunity to present a paper about their work in a supportive environment. Building on the training offered by IT Services in year 1 this provides an opportunity to practice giving a paper to an inter-disciplinary audience and to receive feedback on presentation style. The programme for the festival is drawn up by Goldsmiths postgraduate students who are invited to be involved in the organisation, providing an opportunity to gain experience in conference organisation including chairing sessions.

The Festival also includes keynote lectures from eminent scholars in the field, public dialogues between established scholars, musical performances, plays, exhibition and installations. In addition, we offer practical sessions on the examination process including the PhD Viva and the Upgrade, drawing on the experiences of recently successful PhD students. This offers students who are approaching their upgrade viva or the final PhD exam the opportunity to learn from the experiences of those who have recently been through the process.

During the Festival we also foreground some key areas of concern relevant to students as they approach the latter stages of their PhD careers. In particular we offer sessions on intellectual property and the
PhD thesis and also dedicated discussions on research ethics and practice. The issue of research ethics is introduced as part of the induction week programme. The session offered as part of the Graduate Festival is orientated to the practical ethical problems and issues that graduate students face with regard to ethical approval, consent and ethical research practice.

Other opportunities for interdisciplinary engagement exist through the Practice based Forum, a collective of staff from across Goldsmiths who organize a series of events, workshops and seminars throughout the year in support of practice based training. All Research Students are welcome to attend. Further information is available on the Graduate School web-pages: http://www.gold.ac.uk/graduate-school/practice-based-phd/.

As students get past the first year and progress with their doctoral studies they often need support in thinking about how to plan for life after the PhD. We offer two courses that offer students training in academic practice particularly in relation to teaching and research funding. The first course, entitled Academic Practice for PhD Students and Early Career Researchers, is taught in the spring term and organised within the Graduate School. This course provides an introduction to academic practice for research students who are aiming to become academics. The course aims to help students embrace an intellectual vocation as teachers, writers and public intellectuals. It focuses on the four central aspects of academic practice: learning and teaching; research, writing and publication; administration; and public impact and engagement. The 17 week course (2 hour sessions per week + 1 day workshop) offers an opportunity to reflect on our practice as academics and to explore both the meaning and value of university teaching and the public value of academic research and scholarship. In this sense, it offers a space for PhD students and early career researchers to gain skills and experience that will help them imagine their next steps as academic teachers, writers and engaged intellectuals. It will also offer an opportunity to explore the wider context of changes within higher education and the new academic environment, and the implications these changes have for professional practice. For more information about this course see https://learn.gold.ac.uk/course/view.php?id=2640.

We encourage all students to take advantage of the training and opportunities offered. All students will be invited to participate and attend the Graduate Festival. Students will be notified when applications can be made to gain a place on Academic Practice. We are flexible with regard to when it is appropriate and timely for students to participate in the skills and training opportunities, taking into consideration whether they are full-time or part-time doctoral students. We recommend that at the beginning of each year, students meet with their supervisors to discuss and agree which aspects of the programme are relevant and useful.
according to the stage they are at with their research and academic development.

Further information about resources to support postgraduate researchers is available on the Virtual Learning Environment (VLE) at https://learn.gold.ac.uk/course/view.php?id=2376.

### 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.

Since 2012/13, new dedicated funds have been available to support Postgraduate Research at Goldsmiths. Postgraduate Research Students at Goldsmiths are able to apply for support from the Graduate School to attend external conferences, for organising student-led conferences and for student generated publication ideas. Information about the application process is available on the Graduate School Virtual Office on the VLE: https://learn.gold.ac.uk/course/view.php?id=2376.

### 3.3 Off Campus Study
Off Campus Study is available to research students registered on a full-time or part-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 B3.
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.

Meetings of the Graduate School Board 2014/15 are scheduled as follows:
22 October 2014
13 February 2015
20 May 2015

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 Graduate School Virtual Office on the VLE: https://learn.gold.ac.uk/course/view.php?id=2376.

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 Special Academic Review (Probation)
If your supervisor and the Departmental Research Committee judge that your progress is unsatisfactory, they will normally recommend that you are placed on Special Academic Review (probation status). The normal review (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 (See Appendix B6).

3.11 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 downloaded from the Student Services information pages at: http://www.gold.ac.uk/student-services/research-students/) 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.

3.12 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 B5 of the handbook. 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. Details of the procedure for consideration of appeals by candidates for upgrade examinations can be found in Appendix C8 of this handbook.
3.13 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).

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

4.1 Intellectual Property Rights
You need to be aware of issues concerning intellectual property rights arising from your research; for details of The General Regulations relating to ‘intellectual property’, please see Regulation 15: http://www.gold.ac.uk/governance/generalregulations/intellectualproperty/.

The Graduate Festival held in May will include a session addressing this area and will offer an opportunity to discuss related issues to which all students will be invited.


4.2 Ethical Issues
You will be introduced to issues of research ethics and the relevant codes of professional bodies and discipline groups in College Research Training during 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 and Integrity Committee. You can also approach the Graduate School Office for information on this or advice on any related matter.

4.3 Disclosure and Barring Service (DBS) Checks
If your research will involve working with children and/or vulnerable adults, especially in an unsupervised capacity, a DBS (Disclosure and Barring Service) check may be required. These areas are listed at: https://www.gov.uk/disclosure-barring-service-check.

If you think this will be the case you should inform your supervisors and, if necessary, obtain forms from the Student Centre. Checks typically take four weeks and can take longer than this. There is a fee, which either the student or the department will need to pay, of £50 (2013). The Student Centre (studentcentre@gold.ac.uk) can provide further information and application forms.

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 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/governance/generalregulations/studentcomplai
nts/.

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 B7.

Appeals concerning examination results should be made through the
Complaints and Appeals Manager, in the Legal and Governance Office.

Contact the Graduate School for further details:
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. These
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

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.

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
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;

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;

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.]

and include a full bibliography and references;

and demonstrate research skills relevant to the thesis being presented;

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). 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 fulfill 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).

<table>
<thead>
<tr>
<th>Period of Registration</th>
<th>Minimum</th>
<th>Guideline</th>
<th>Normal Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>2 years</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Part-time</td>
<td>2 years pro rata</td>
<td>4 years</td>
<td>6 years</td>
</tr>
</tbody>
</table>

(‘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).

<table>
<thead>
<tr>
<th>Period of Registration</th>
<th>Minimum</th>
<th>Guideline</th>
<th>Normal Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time</td>
<td>2 years</td>
<td>3 years</td>
<td>4 years</td>
</tr>
</tbody>
</table>
| Part-time              | 2 years pro rata | 6 years | 8 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. Only in exceptional circumstances would a further extension be allowed and such exceptions will be considered by the Dean of the Graduate School.
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 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 Student Services.

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/researchdegreeexaminations/.

5.7 Examination Entry Form and Appointment of Examiners
The administration for examination of MPhil and PhD awards is undertaken by the Research Degrees Section, in Student Services at Goldsmiths. Candidates will submit entry forms and their thesis to the Student Centre, Room RHB 117.

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

5.8 Examining your Thesis
Guidelines for the Research Degrees Examinations Process can be found in Appendix C of this handbook.
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 make theses available online 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://research.gold.ac.uk/. The Creative Commons license CC-BY-NC-ND will be applied to the full text. This license allows the user to read, download and share the thesis as long as the author is credited, no changes are made and it is for non-commercial use. If would like a different Creative Commons license applied please contact gro@gold.ac.uk. 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
There are a very limited range of situations where access to your thesis can be limited. It is important from the very beginning of your PhD career to think of your thesis as a public document. 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.
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
or
on a CD-ROM to  Jo Mackarell
 Deputy Head of Enrolments and Records
 Student Services
 Goldsmiths, University of London
 New Cross
 London SE14 6NW

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 Andrew Gray, the Research Support Librarian, or the GRO administrator e-mail gro@gold.ac.uk or tel. 020 717 7161.

6 Presentation Ceremonies

If you are going to be completing your PhD during the 2014-2015 session and have been awarded your degree by 31 July 2015, you will be invited to the September 2015 Ceremony. If you are awarded your degree after 1 August 2014 you will be invited to a Winter Ceremony in January 2015. Further information is available at: http://www.gold.ac.uk/graduation-ceremonies/.
A. Code of Practice for Postgraduate Research and Training

A1. 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.

A2. 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.

A3. 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 not making satisfactory progress, placing a student on Special Academic Review (see Regulation 6). 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 Director of Student Services.
A4. 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.

A5. 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.

A6. 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. a) 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.

b) Post-viva support in making corrections in accordance with examiner’s requirements

4. Requesting written work as appropriate and returning such work with written feedback, 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.

A7. 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.

A8. Research Training and Support

1. All students should have training in forms of scholarship and research methods appropriate to their particular discipline.
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 2013/14

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.

Regulations are due to be updated in October 2014, when a revised copy of the Research Student Handbook will be available.

It should be noted that the MPhil/PhD PhD is at level 8 of the Framework for Higher Education Qualifications (FHEQ), and is not credit-rated.

B1. Registration periods

For submission of MPhil thesis:

<table>
<thead>
<tr>
<th>Period of Registration</th>
<th>Expected period</th>
<th>Normal Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time MPhil</td>
<td>2 years</td>
<td>3 years</td>
</tr>
<tr>
<td>Part-time MPhil</td>
<td>4 years</td>
<td>6 years</td>
</tr>
</tbody>
</table>

For submission of PhD thesis:

<table>
<thead>
<tr>
<th>Period of Registration</th>
<th>Expected period</th>
<th>Normal Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time PhD</td>
<td>3 years</td>
<td>4 years</td>
</tr>
<tr>
<td>4-year full-time social science PhD with integrated research training*</td>
<td>4 years</td>
<td>5 years</td>
</tr>
<tr>
<td>Part-time PhD</td>
<td>6 years</td>
<td>8 years</td>
</tr>
</tbody>
</table>

*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.

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

Students who have not upgraded by the end of their 3rd year will not be permitted to progress to ‘Completion status’.

Students who fail to submit during the Completion year must submit both an explanation of their reasons for non-submission and a considered and achievable timeline to submission during the following Continuation year. Failure to submit at this point will result in de-registration.

**B2. 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.
B3. 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.
B4. 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.

B5. 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.

B6. Unsatisfactory Progress, Special Academic Review (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 special academic review (probation) until the recommended action has been completed. A record of this review (probationary) period will be kept on file in the student’s Department and the Graduate School.

6.2 The normal review (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 special academic review (probation), nor qualify for completion status.
6.4 If progress at the end of the special academic review (probationary) period is satisfactory, then Special Academic Review (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.

B7. 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.
B8. 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 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.

MPhil/PhD in Art and Learning

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

a) A written thesis of 60,000 words as the indicative length with 70,000 words as the upper limit
b) A practice component in a form selected by the student which is appropriate to the research project and the written thesis. This could take the form of an exhibition, a film/video (approximately 1 hour in length), an installation, a web-based production, a performance.

Students not wishing to complete a PhD could instead submit appropriate material for the MPhil degree as follows:
c) A written thesis of 20,000-40,000 words, with 30,000 words as an indicative length and 40,000 words as the upper limit.
d) A practice component in a form selected by the student which is appropriate to the research project and the written thesis. This could take the form of an exhibition, a film/video (approximately 1 hour in length), an installation, a web-based production, a performance.

For both the PhD and the MPhil degree, the coherence and integration of components (a) and (b) should be clearly demonstrated, as specified by the University of London Regulations paragraphs 6.1 and 6.2.

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 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 Visual Cultures**  
**MPhil/PhD in Visual Cultures**

A submitted PhD in Visual Cultures should comprise one of the following two options:

1. A written thesis of 80,000-100,000 words in length, with 80,000 as the indicative target length and 100,000 as the absolute upper limit.

or

2. a) A written thesis of 50,000-70,000 words, with 50,000 as the indicative target length and 70,000 as the absolute upper limit

b) A non-written component in a form appropriate to the argument developed in the student’s written thesis. This non-written component may comprise video, audio, photographic, web-archive, or other documentary form as appropriate. This non-written component should complement and support the written part of the thesis in its own terms, visually and creatively. The practical research should not simply “illustrate” the thesis, but develop and extend the concerns of the thesis through the forms and processes of creative work.

For this option, the coherence and integration of elements (a) and (b) should be clearly demonstrated, as specified in the University of London Regulations paragraphs 6.1 and 6.2.

Students not wishing to complete a PhD could instead submit appropriate material for the MPhil degree. This material should comprise one of the following two options:

1. A written thesis of 30,000-40,000 words, with 30,000 words as the indicative target length and 40,000 as the absolute upper limit.

or

2. a) A written thesis of 15,000-25,000 words, with 15,000 words as the indicative target length

   and 25,000 as the absolute upper limit.
b) A non-written component in a form appropriate to the argument developed in the student’s written thesis. This non-written component may comprise video, audio, photographic, web-archive, or other documentary form as appropriate. This non-written component should complement and support the written part of the thesis in its own terms, visually and creatively. The practical research should not simply “illustrate” the thesis, but develop and extend the concerns of the thesis through the forms and processes of creative work.

For this option, the coherence and integration of elements (a) and (b) should also be clearly demonstrated, as specified in the University of London Regulations paragraphs 6.1 and 6.2.

**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).
MPhil/PhD in Research Architecture

A submitted PhD in Research Architecture should comprise the following:

1. A written thesis of 40,000-50,000 words in length, with 40,000 as the indicative target length and 50,000 as the absolute upper limit.

AND

2. A practice-based non-written component in a form appropriate to the argument developed in the student’s written thesis. This non-written component may consist of an architectural project, exhibition, installation, series of maps, interviews, curated event or other form of spatially-inflected research presentation. This practice-led component should propel the investigative dimensions of the research, determine its methodological approach, and develop the critical framework for the written component of the thesis. The practical research should not simply “illustrate” the thesis, but develop and extend the concerns of the thesis through the forms and processes of spatial work and investigation.

The coherence and integration of elements (1) and (2) should be clearly demonstrated, as specified in the University of London Regulations paragraphs 6.1 and 6.2.

Students not wishing to complete a PhD could instead submit appropriate material for the MPhil degree. This material should comprise the following:

1. A written thesis of 20,000-25,000 words, with 20,000 words as the indicative target length and 25,000 as the absolute upper limit.

AND

2. A practice-based non-written component in a form appropriate to the argument developed in the student’s written thesis. This non-written component may consist of an architectural project, exhibition, installation, series of maps, interviews, curated event or other form of spatially-inflected research presentation. This practice-led component should propel the investigative dimensions of the research, determine its methodological approach, and develop the critical framework for the written component of the thesis. The practical research should not simply “illustrate” the thesis, but develop and extend the concerns of the thesis through the forms and processes of spatial work and investigation.

The coherence and integration of elements (1) and (2) should also be clearly demonstrated, as specified in the University of London Regulations paragraphs 6.1 and 6.2.
C. Guidelines for the Research Degree Examinations Process

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 Student Centre, 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 form. 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 Research Degrees section. 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 Research Degrees section 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 supervisor.

C1.4 Once the examiners have been approved the Research Degrees section will seek formal acceptance from the examiners. They 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 Student Centre (room 117 RHB) with the Research Degree Submission Forms. The binding should follow the guidelines as set out in the submission, formatting and binding
notes. 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 Research Degrees section will dispatch the thesis copies to the examiners. Under no circumstances should the candidate or the supervisor send a thesis directly to an examiner. The Research Degrees section will email both the candidate and supervisor to confirm the dispatch of the copies.

C2.3 The supervisor will confirm the arrangements and date of the viva with the Research Degrees section

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 indicate the result on 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 Research Degrees section. 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 Research Degrees section no later than 2 weeks after the date of the oral examination.

C4.2 The Research Degrees section 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 processed.
C5. Final Thesis Submission
C5.1 The candidate submits one hard bound copy to and one electronic copy to The Student Centre (room RHB117); The format and binding will be required to comply with the instructions set out in the submission, formatting and binding notes. Both copies will be forwarded to the library. Candidates will not receive the award until both copies have been received.

C5.2 The Research Degrees section 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 Research Degrees section 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 Graduation team to include for the next presentation ceremony.

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 Research Degrees section 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 Research Degrees section). 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 Research Degrees section 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 Research Degrees section. 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 one month before re-submission, passed to supervisor, which is then submitted to the Research Degrees section.

C7.3 The Research Degrees section 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 Research Degrees section will send the thesis copies to the examiners. The candidate or the supervisor should not send the thesis directly to the examiner, unless this has been agreed with The Research Degrees section.

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 Research Degrees section will then proceed with standard procedures for the award (see 13-19).

C7.8 The candidate must submit any request for an extension to the 12 or 18 month deadline in writing to the Research Degrees section, 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.

C8. Appeals Processes and Procedures

C8.1 Appeals will be made through the Complaints and Appeals Manager, in the Quality, Planning and Academic Governance Office.

C8.2 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.

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

- the degree of PhD,
- the degree of MPhil
Candidates may appeal on one or more of the following grounds:

C8.2.1 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;

C8.2.2 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;

C8.2.3 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.

C8.2.4 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 Complaints and Appeals Manager, in the Quality, Planning and Academic Governance 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.

C8.2.5 The Pro-Warden (Research and Enterprise) 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 Pro-Warden (Research and Enterprise or his/her nominee, fall within the remit of this procedure or does not disclose arguable grounds.

C8.2.6 Where inadequate grounds for an appeal are provided or the documentation is deemed to be defective, the Complaints and Appeals Manager will advise the appellant before paragraph 5 above is invoked.

C8.2.7 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.

C8.2.8 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 Complaints and Appeals Manager, 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.
C8.2.9 The examiners shall be invited to attend the meeting of the Appellate Committee. Their failure to attend will not invalidate the proceedings of the committee.

C8.2.10 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.

C8.2.11 The documentation with which the Committee is provided shall include:

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

2 the final report(s) and the preliminary independent reports of the examiners;

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.

C8.2.12 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.

C8.2.13 The Appellate Committee shall take one of the following decisions:

C8.2.13.1 to reject the appeal, in which case the result of the original examination stands;

C8.2.13.2 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;

C8.2.13.3 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.
C8.2.14 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.

C8.2.15 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.

C8.2.16 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.

C8.2.17 The result of the original examination having been cancelled, the result of the new examination shall be accepted.

C8.2.18 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 OIA and how to make a complaint are available from the Complaints and Appeals Manager, in the Quality, Planning and Academic Governance Office of the University, or on the website of the OIA http://oiahe.org.uk. The postal address is: Office of the Independent Adjudicator for Higher Education, 3rd Floor, King’s Reach 30 – 50 King’s Road Reading RG1 3AA. Telephone: 0118959 9813.

C.8.3 Procedure for consideration of appeals by candidates for upgrade examinations

This procedure is the same as detailed above.