Code of Practice for Postgraduate Research and Training

Goldsmiths, University of London

2017/18

Contents:

1. Introduction

1.1. This *Code of Practice* sets out the minimum regulatory standards required of MPhil/PhD students (hereafter referred to as 'students'), their supervisors and departments. It may be supplemented by information provided by Departments, where appropriate.

1.2. This document should be read in conjunction with the *General Regulations for Students*[1], as well as the Charter, Statutes and Ordinances of the University. Elsewhere, where formal policy and procedure on a specific area pertaining to research degrees (e.g. the conduct of examinations) is enshrined in a separate document, this will be specified in this *Code*. Good practice and guidance supplemental to this formal policy can be found in Departmental Handbooks and in additional guidance provided by the Graduate School.

2. Registration Periods

2.1. The registration periods for submission of **MPhil thesis** are as follows:

Period of Registration	Minimum period	Expected period	Maximum period
Full-time MPhil	2 years	2 years	3 years
Part-time MPhil	2 years	4 years	6 years

2.2. The registration periods for submission of **PhD thesis** are as follows:

Period of Registration	Minimum period	Expected period	Maximum period
Full-time PhD	2 years	3 years	4 years
4-year full-time social science or science PhD with integrated research training[2]	4 years	4 years	5 years
Part-time PhD	4 years	6 years	8 years

2.3. In all registration periods for research degrees, the maximum period indicated is the time by which all students must have submitted their thesis.

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[1] Available at http://www.gold.ac.uk/governance/generalregulations/
[2] This is the 4-year route for which some Research Council studentships are awarded. This route acts as an integrated MRes and PhD, containing significant and specified mandatory research training. Students undertaking such a route are therefore permitted the equivalent time to what would be permitted to someone taking a one-year MRes followed by a PhD

2.4. In exceptional circumstances only, it is possible for students to be granted an extension to their registration beyond the normal maximum period. Students must submit a case for approval by the Dean of the Graduate School or his/her alternate, which must set out the reason/s for non-submission, any supporting evidence and must include a considered and achievable timeline to submission.

2.5. Requests for extension must have the support of the Departmental Postgraduate Committee and will only be considered for candidates who have already successfully upgraded to PhD status. Requests for extensions of longer than one year in duration will not be approved and in no circumstances will registration be allowed to continue beyond this extension period; failure to submit following a period of approved extension will result in termination of registration.

3. Format of MPhil / PhD

3.1. Thesis for the PhD degree

3.1.1. The scope of the thesis shall be what might reasonably be expected after three or at most four years of full-time study. If a student is studying on a part-time basis, the scope of the thesis shall be what might reasonably be expected after six or at most eight years of study.

3.1.2. The thesis shall:

- 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.]

- 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;

- be an integrated whole and present a coherent argument;

[A series of papers, whether published or otherwise, is not acceptable for submission as a traditional PhD thesis[3]. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

- 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;

- be written in English and the literary presentation shall be satisfactory. On an exceptional basis, permission may be granted for a thesis in the field of foreign literature to be written in the language of study; in such cases the thesis shall additionally include 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;

- not exceed 100,000 words; a Department may prescribe a lower number for practice-based research in certain subject areas, which shall be detailed in Annex A;

  [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.]

- include a full bibliography and references;

- demonstrate research skills relevant to the thesis being presented;

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[3] Candidates on the Goldsmiths PhD by Publication shall follow the separate specifications agreed for their programme (see Annex B)

- 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).

3.1.3 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 as defined within the relevant section of Annex A[4].

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 as defined within the relevant section of Annex A. In all cases, the submitted components shall together fulfil the criteria for the degree 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

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[4] Candidates should also refer to relevant section of the Research Student Essential Examination Information, available via
http://www.gold.ac.uk/students/studying/assessments/researchdegreeexaminations/

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.

3.1.4   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 as defined within the relevant section of Annex A.

3.1.5   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 as defined within the relevant section of Annex A.

3.1.6   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.

3.2. Thesis for the MPhil Degree

3.2.1.   The scope of the thesis shall be what might reasonably be expected after two or at most three years of full-time study. If a student is studying on a part-time basis, the scope of the thesis shall be what might reasonably be expected after four or at most six years of study.

3.2.2.   The thesis shall:

- 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.]

- be either a record of original work or of an ordered and critical exposition of existing knowledge and shall provide evidence that the field has been surveyed thoroughly;

- be an integrated whole and present a coherent argument;

    [A series of papers, whether published or otherwise, is not acceptable for submission as an MPhil thesis. Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but

may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis. Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

- give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings;

- 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 additionally include a submission of between 10,000 and 20,000 words which shall be written in English and shall summarize the main arguments of the thesis;

- include a full bibliography and references;

- shall not exceed 60,000 words; a Department may prescribe a lower number in certain subject areas, which shall be detailed in the relevant 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.]

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[5] Candidates should also refer to relevant section of the Research Student Essential Examination Information, available via
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accompanied by an adequate and approved form of retainable documentation as defined within the relevant section of Annex A. In all cases, the submitted components shall together fulfil the criteria for the degree 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.

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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.

3.2.4   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 as defined within the relevant section of Annex A

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4. Supervisory arrangements

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

- 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 role of the second supervisor is 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.

4.2. Any supervisor would normally have a PhD him/herself. However, 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 co-supervisor or associate supervisor who has a PhD.

4.3. Any main supervisor of a postgraduate student, who has not yet seen a PhD student through to completion, should:

- attend the formal supervisor training run by the Graduate School as early as possible in their supervisory duties; and
- have an associate supervisor or co-supervisor who has seen a PhD student through to completion, to act in a mentoring capacity.

4.4. 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 co-supervisor to be based outside the College provided that the other supervisor is in the College. An associate supervisor should normally be a member of the academic staff of the College. Any exceptions must have the approval of the Dean of the Graduate School, which would only be given in exceptional circumstances.

4.5. In all cases where one supervisor is based outside the College, normal College regulations and monitoring procedures will be followed.

4.6. When a 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. Such arrangements will be at the discretion of the Department concerned.

Allocation of supervisors

4.7. The Head of Department and the Departmental Postgraduate Committee will be responsible for the allocation of supervisors and, as such, should ensure the following:

- 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;
- A second supervisor (co-, associate, or reserve) is appointed for each student;
- The supervisors have access to effective support within the Department; and have further training and support if necessary to undertake effective supervision.

4.8. 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 simultaneously have more than eight research students as a main supervisor, more than eight simultaneously as an associate supervisor, and more than eight simultaneously as a reserve supervisor; these maxima are irrespective of the student's mode of study (full-time or part-time). In considering supervisory load, it is relevant to take account of the stage of their research that students have reached, and any special help or supervision which some may require, as well as other duties of the supervisors.

<u>Responsibilities of the Student</u>

4.9.   The responsibilities of the student include:

- Discussing with the supervisors the type of guidance and comment that is most helpful and agreeing a schedule of meetings.
- Maintaining respect in oral and written communications with supervisors, such that diverse academic opinions are treated with consideration.
- Keeping a record of their progress, and reflections on this.
- 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.
- Discussing with supervisors any ethical issues that may arise from the research being planned and seeking formal approval where appropriate.
- Maintaining the progress of the work in accordance with the schedule agreed with the supervisors, including in particular the delivery of written material as required in sufficient time to allow for comments.
- Providing, at least on an annual basis, a formal academic progress report when required for the Departmental Postgraduate Committee.
- Ensuring that all material for a thesis or dissertation including draft material submitted to the supervisor, is the student's own work and avoids any form of plagiarism. The College's guidance on plagiarism is set out in the overall guide to Academic Misconduct[6].
- Deciding when to submit, taking due account of the supervisor's opinion which is, however, advisory only.

<u>Responsibilities of the Supervisors</u>

4.10   The responsibilities of the **main supervisor** and, where appropriate, of any **co-supervisor** include:

- 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).
- In the case of overseas students, for whom English is not their first language, offering advice about any necessary language training.
- 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 preferences and circumstances, it is

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[6] https://www.goldsmithssu.org/pageassets/advice/academic/Advice-Academic-Misconduct-2017_V2.pdf

recommended that full-time students should have a minimum of one hour of supervision, twelve times per year during the first year of study and six times per year thereafter. For part-time students, it is recommended that supervision of around one hour will occur at least six times per year during the first year of study and at least three times per year thereafter. The time of the next supervision session should normally be fixed at the end of each session.

- Requesting written work as appropriate, including drafts of work towards the thesis, and returning such work with written feedback, constructive criticism and in reasonable time.
- 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.
- 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.
- 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.
- 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*[7] and the principles in the *College Policy on Safeguarding Good Academic Practice and Dealing with Allegations of Misconduct in Research*[8].
- Ensuring that the student is aware of the need to avoid any plagiarism or fraud in their research, including written drafts of thesis material.
- 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.
- Providing support following the *viva voce* examination (hereafter, the viva) in making corrections in accordance with the examiner's requirements.
- 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 of submission).

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

- 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 three times a year in this capacity, normally with their co-supervised student present.

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[7] Available via http://www.gold.ac.uk/research/ethics/
[8] Available at https://www.gold.ac.uk/media/documents-by-section/about-us/governance/safeguarding-research-practice-1.pdf

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

- 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 unable to continue with supervision, e.g. whilst on research leave, or is ill for a prolonged period, or leaves the College.

4.13   The responsibilities of **all supervisors** include:

- To be involved in the annual review of student progress, in decisions on upgrading from MPhil to PhD, and in any decisions regarding Special Academic Review Status.
- To be accessible to the student at appropriate times when advice might be needed.
- To keep a brief, dated written record of all supervisory meetings. Copies of which will be attached to the Annual Progress Report for each student prior to sending to the Graduate School.
- To maintain respect in oral and written communications with students, such that diverse academic opinions are treated with consideration.
- 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.

5. Monitoring and assessment of progress

Annual Progress Reports:

5.1   All students and supervisors will be required to complete an Annual Progress Report each year for the duration of their studies. The Graduate School will be responsible for contacting students and supervisors with details about the process and relevant deadlines for annual progress reports at the start of the summer term each year.

5.2   The report will comprise the following: a brief report by the student on their progress; a brief report by the main supervisors and a brief report by the Departmental Postgraduate Committee. The annual report is an opportunity to reflect on progress, to help identify any problems, to agree any remedial action and/or support required. Where progress is unsatisfactory, the Departmental Postgraduate Committee will take necessary steps to agree a specific plan of action (which may in some cases include recommending the student be placed on Special Academic Review, see below). Completed

forms (including action plans, where appropriate) are sent to the Graduate School for consideration, together with copies of supervision meeting records.

5.3   A student who has attended for one or more terms, is required to complete an Annual Progress Report.

5.4   A student who has been interrupted from the start of the Academic Year is not required to complete an Annual Progress Report.

5.5   If a student has submitted their thesis for examination, an Annual Progress Report does not need to be completed provided this is made clear on the relevant paperwork.

Transfer of registration:

5.6   Candidates for PhD will be initially registered for an MPhil degree and will be subject to a formal assessment of their research ability and the standard of their research in order to confirm transfer of their registration to PhD status, (also referred to as upgrade). It is expected that upgrade from MPhil to PhD status should be completed between 18–24 months after commencement of studies, or between 36-48 months if part-time. An initial upgrade assessment should take place no later than 21 months for full-time students and no later than 42 months for part-time students, in order to allow time for any second upgrade attempt, should it be necessary.

5.7   The normal 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 6 year period (part-time) from date of initial enrolment; two draft chapters (and normally no more) of research or equivalent work, one of which will include a substantial amount of work on the relevant literature. The upgrade submission shall be reviewed by two suitable assessors, who will also conduct an oral examination. At least one of the assessors must have supervised a PhD to completion. Specific requirements may apply within individual Departments. An associate or reserve supervisor can be one of these assessors; however, a main or co-supervisor cannot, although they may be present in addition.

5.8   The outcomes of the upgrade process, at first attempt, will be one of the following:

i) transfer to PhD status;
ii) an agreed plan of remedial action, leading to a second and final upgrade attempt, to an agreed timescale, normally within three months of the original interview (or six months if studying on a part-time basis). This is the expected outcome if transfer is not agreed at the first attempt.

iii. recommendation that the candidate prepare for a submission for the degree of MPhil, if and when their work is likely to fit the criteria for this degree; or

iv. recommendation for termination of registration

The available outcomes of any second upgrade attempt will be the same as for the first, with the exception that no further upgrade attempt will be available.

<u>Unsatisfactory progress, Special Academic Review and Dismissal</u>

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

5.10 The normal review period is 3 months for full-time students and 6 months for part-time students; it is expected that all difficulties will be addressed during this period.

5.11 A student will not be permitted to submit a thesis for examination whilst on special academic review, nor qualify for completion status.

5.12 The student's supervisors will provide a set of terms and conditions which the student must meet, within the timeframe in order to return to normal study.

5.13 The submitted work will be assessed by both supervisors and, if appropriate, a third, senior academic from the department.

5.14 If the work is not to an acceptable standard, a report will be sent to the Departmental Postgraduate Research Committee for consideration.

5.15 Following due consideration of this report, the Department Postgraduate Research Committee may:

- approve termination of registration; or
- recommend an alternative remedy, which may include submission for the degree of MPhil, if the work submitted is of an appropriate standard to meet the criteria for this degree.

5.16 If termination of registration is approved, a copy of the minutes should be sent to the Director of Student Services to notify the student.

<u>Interruptions</u>

5.17 Where a student is experiencing difficulties due to external factors (such as serious illness) which are seriously affecting the progress of their studies, it will often be appropriate for studies to be temporarily interrupted until they are able to resume. Where this is the case, the student should discuss this with their main supervisor; it is also advisable to seek guidance from the Student Centre on the possible implications of interruption for finances and visa status before formally requesting any change via Research Degrees[9]. During any period of interruption, a student will not be liable for tuition fees and will not be entitled to use College resources or receive supervision. Students 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 in total over the duration of a research degree. Periods of interruption will not be counted within the total period of registration and the maximum period of study will therefore be adjusted accordingly to take account of interruptions.

<u>Means of communication between the College and students</u>

5.18 Formal correspondence, including information on enrolment, fees, and assessments, will primarily be sent by official College email (@gold.ac.uk). Students are therefore strongly advised both to check this email account on a regular basis and to use this account to send official College emails.

5.19 In the event that a student is out of communication with the College for a significant period of time and the College has made all reasonable efforts to contact that student during this period but has not received a response, it may be necessary to terminate the student's registration.

6. Research Training and Support

6.1. All students should have training in forms of scholarship and research methods appropriate to their particular discipline. All students will also have access to generic and transferable skills training and opportunities to network with other students and staff via the Graduate School.

6.2. It is expected that students will discuss their training needs with their supervisors early in their programme, in order to identify and plan for any specific courses that will be needed; these will in many cases focus primarily on skills that will be needed to ensure successful progress towards a research degree but may also include other transferable skills.

6.3. Opportunities should exist to develop scholarly competence and independence of mind; to encourage participation in institutional and

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[9] Information on the process is set out at http://www.gold.ac.uk/students/studying/research-students/

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.

6.4. 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.

6.5. 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.

7. Representation

7.1. Postgraduate research students should have opportunities for effective representation on decision-making bodies, such as the Departmental Postgraduate 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. At the College level, two postgraduate research student representatives will be nominated to sit on the Graduate School Board; this will include, *ex officio*, the officer of the Students' Union whose portfolio includes postgraduate student matters.

Students' Union

7.2. The Students' Union provides a confidential and independent advice service on welfare and academic matters. Full details about support available are set out on the Students' Union website[10].

7.3. PGR Representatives (formerly referred to as PGR DSCs) represent the views and interests of postgraduate research students to the Graduate School, individual academic departments and the Students' Union. PGR Reps are recruited by the Students' Union for a period of one year to represent the academic School within which their home departments are based. The Students' Union keeps Reps informed and up-to-date with developments on a regular basis and ensures that they are fully supported in their roles through regular contact and training sessions.

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[10] https://www.goldsmithssu.org/advice/

8. Location of study / Off-campus study

8.1. Students are strongly advised to live within a reasonable travel time of the College in order to ensure that they are able to maintain regular contact with their department and their supervisor. This is to ensure engagement with supervision, training and the wider research environment of the College and the student's Department. It is also necessary to help prevent isolation and to ensure ready access to the full range of support and facilities needed to successfully complete. The only exceptions to these requirements will apply to periods of absence that are an essential part of their study, such as fieldwork, study visits or conference attendance.

8.2. In certain circumstances, research students registered with the College may, for reasons integral to their research, need to be based for defined periods at an off-campus location. The following conditions for such off-campus study will need to be met:

- 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 Graduate School.
- The supervisory team and the Head of Department 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 mentor located at the off-campus location.
- 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 primarily at the College, including access to appropriate computing and library facilities.

8.3. 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.

8.4. Regulations concerning off-campus study apply equally to home and overseas students.

9. Examinations

9.1. The College's regulations governing the conduct of Examinations for Research Degrees, including policy on Examination Entry and Nomination of Examiners, Thesis Submission, *Viva Voce*, Examination outcomes, Final Thesis Deposition, Completion of corrections and amendments, Re-Entry following a

referral and Appeals are set out in the *Guidelines for the Research Degree Examinations Process[11]*.

9.2. Instructions on submission, format and binding of theses submitted for the degrees of MPhil and PhD are provided separately in *Research Student Essential Examination Information[12]*.

10. Appeals and Complaints

Appeals:

10.1   Students have the right to request a review of a decision made by a Department Postgraduate Research Committee, including the outcome of a viva or Special Academic Review. If a student believes their assessment(s) to have been compromised by extenuating circumstances which they were unable to communicate to the examiners at the appropriate time, by administrative or procedural error, or by prejudice or bias on the part of the examiners, they may submit an appeal against assessment. Students must have received their Outcome Letter from the Student Centre before they can appeal. Further information on the procedures for Academic Appeals is available the College's website[13].

Complaints:

10.2   Though every effort is made to ensure that all students have a positive experience during their time at the College, it is recognised that sometimes students may be dissatisfied with an aspect of their experience. Students are entitled to submit a complaint to the College; such complaints may be academic or non-academic in nature. A complaint might, for example, relate to problems with supervision or accommodation. Personal complaints are also handled under this procedure. Further information on student complaints and the complaints process is available on the College's website[14].

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[11] Available online via
http://www.gold.ac.uk/students/studying/assessments/researchdegreeexaminations/
[12] Available via
http://www.gold.ac.uk/students/studying/assessments/researchdegreeexaminations/
[13] http://www.gold.ac.uk/governance/appealsandcomplaints/studentappeals
[14] http://www.gold.ac.uk/governance/appealsandcomplaints/studentcomplaints

Annex A: Practice-based research degrees

In addition to the traditional PhD, the thesis length for which is set out in section 3 of this *Code*, for specific research degrees in defined subject areas where a practical component forms a significant part of the submission, the College has approved a shorter word length for the corresponding thesis. Students undertaking a practice-based PhD whose programme is not specified in the information below are advised to contact their Department in the first instance for further advice.

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 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

Department of Educational Studies

MPhil/PhD in Arts Practice and Learning

The requirements for the PhD thesis will comprise:

 1. A written thesis of between 30,000 and 80,000 words

 2. An accompanying body of work approved by the supervisor and appropriate to the terms of the thesis. The balance between thesis and practice component will be ratified by Department Postgraduate Committee.

The requirements for the MPhil thesis will comprise:

1. A written thesis of 15,000-50,000 words.

2. An accompanying body of work approved by the supervisor and appropriate to the terms of the thesis. The balance between thesis and practice component will be ratified by Department Postgraduate Committee.

The practical element should complement and support the written part of the thesis. It should not be considered as an 'illustration' of the written thesis but should articulate the thesis in its own terms. All components will be submitted concurrently and examined as an integrated whole.

Department of English and Comparative Literature

MPhil/PhD in Creative Writing

The requirements for thesis will comprise:

Up to 70,000 words of creative work for a PhD or 40,000 for an MPhil.

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 Sociology

MPhil/PhD in Visual Sociology

The requirements for PhD thesis will comprise:

1. A written thesis of 60,000-80,000 words, with 60,000 as the indicative target

2. A visual and/ or aural component in the form of:

EITHER a video or sound feature of normally approximately 60 minutes in length (absolute upper limit in exceptional circumstances of 90 minutes)

OR a substantive photographic project of not more than 100 photographs

The requirements for MPhil thesis will comprise:

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

2. A visual and/or aural component in the form of:

EITHER a video or sound feature of normally approximately 30 minutes

(absolute upper limit of one hour)

OR a photographic project of not more than 60 photographs

Department of Visual Cultures

MPhil/PhD in 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.

The coherence and integration of elements (1) and (2) must also be clearly demonstrated, with (2) bearing clear relation to the research questions outlined in the written component.

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.

The coherence and integration of elements (1) and (2) must also be clearly demonstrated, with (2) bearing clear relation to the research questions outlined in the written component.

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) must also be clearly demonstrated, with (2) bearing clear relation to the research questions outlined in the written component.

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) must also be clearly demonstrated, with (2) bearing clear relation to the research questions outlined in the written component.

Annex B: PhD by Publication (Graduate School)

The PhD by Publication is offered as an entry option for staff who may have entered higher education mid-career or who are in more practice-based professions and have a body of work not more than 10 years old.

This work may comprise papers, chapters, monographs, books, scholarly editions of a text, technical reports, creative work in relevant areas, artefacts, or curatorial production.

The PhD by Publication is available on a part-time basis only, as it is expected that those undertaking the programme will maintain their practice throughout the programme.

Throughout the programme, candidates will develop a thesis of 15,000-30,000 words, which will be a contextualised, coherent narrative and critical appraisal of the portfolio of work selected for submission alongside it. This will form the basis for the viva voce examination.