Kingston University
Postgraduate Researcher Handbook 2018-19
MA/MSc by Research, MPhil, PhD, Professional Doctorates

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1. Welcome

Per Scientiam Progredimur
Let us advance through science

Kingston University motto

Dear Postgraduate Researcher,

Welcome to Kingston University, London, in the Royal Borough of Kingston upon Thames. As a Postgraduate Researcher at Kingston University, you join a vibrant and dynamic research community. Kingston’s research strategy aims to produce significant, innovative, and transformative research, engaging local, national, and international partners.

This PGR Handbook is designed as a reference throughout your research degree. It exists in print and online format. The Handbook includes details of the facilities and services available to postgraduate researchers across KU, and contains technical information about the policies and regulations that apply to your research degree, the conduct of your research, the support that you can expect during your time here, and the way in which your progress will be monitored and assessed as you develop your project from commencement to completion. It should be read in conjunction with your Faculty PGR Handbook.

I hope your research time with Kingston is productive and generative of not only new forms of knowledge, scientific methods, forms and ideas, but also of friendships and lifelong resources.

Professor Felicity Colman
Head of the Graduate Research School
Kingston University, London
2. Academic Governance and Support for Postgraduate Researchers

2.1 The National Context

The United Kingdom context for the form of postgraduate education is significant for the forms of research enabled by Universities, research councils, and industry supportive of research. External to the University, support for doctoral level learning is provided in the form of UK-wide research organisations like Vitae, who provide a sector-based research framework, and undertake to monitor universities adherence to research quality issues through the award of the European HR Excellence in Research Award. Inside the University, Doctoral Training for quality research is provided through University graduate research schools, or doctoral colleges that support learning and innovations achieved through research. At Kingston, there is a central Graduate Research School (GRS) that provides a structured program to support all graduate researchers and their supervisors.

2.2 The Graduate Research School at Kingston University

The Kingston Graduate Research School (GRS) is part of the University’s Research, Business, and Innovation Office (RBI), and is led by the Pro Vice Chancellor of Research and Innovation. The Graduate research team consists of the academic Head of the Graduate Research School and a team of administrative staff. The GRS supports all postgraduate research across the university.

The GRS provides foundations for Kingston’s Research Strategy by focusing on areas of research strength, developing structures to support new and emerging researchers, and seeking to provide a structured sense of community for our growing numbers of research students. Kingston particularly welcomes BAME, mature entry students, and Professional students undertaking graduate research; whether through the traditional PhD written thesis, a creative by Practice PhD, a Professional Doctorate, PhD by Publication, or through work with industry in a collaborative doctoral award. For further details, see the Kingston Research strategy 2015-2020, published on the KU website.

2.3 What does The Graduate Research School (GRS) do?

At Kingston University, the Graduate Research School (GRS) provides a structured program to support all postgraduate researchers and their supervisors, and provides advice and guidance on academic regulations, procedures and policies. The GRS structured program provides training and resources for Postgraduate, Early Career Researchers, their supervisors, and industry business partners over the life of the research degree, to ensure that research competencies are achieved and that a clear understanding of research within core and related disciplinary fields is attained. Some of this programme is mandatory, and other parts are optional and designed to be complementary to any specific disciplinary research. The GRS programme is different to those research degrees where PhD “Coursework” relates to specific disciplinary PhDs (for example in Business Psychology), and provides the core training and resource complementary to Faculty-led; disciplinary specific content (in Arts, Business, Health, Humanities, or the Sciences).

The GRS structured program is published on Canvas and advertised through emails. The Chair of your Faculty Research Degrees Committee (FRDC) and Faculty Research Student Coordinator will be able to update you on forthcoming events and details of the Core Researcher Development Program. You should sign up for the GRS Canvas module.

Working closely with the University Research Degrees Committee and the faculties, the Graduate Research School ensures support for postgraduate researchers at Kingston University is provided at the
appropriate levels, tailored for individual needs, and is responsive to national and international developments in graduate research policies and practices. The GRS govern the examination processes for all research degrees in the University, and the final arrangements of conferring of awards.

2.4 Pro Vice-Chancellor for Research, Business and Innovation

Professor Anne Boddington is Pro Vice-Chancellor of Research, Business and Innovation (RBI), and has overall responsibility for the University’s Research Strategy, including postgraduate researchers.

2.5 Your Supervisory Team

Supporting your research programme is a team of supervisors, led by your First Supervisor. The supervisory team is approved by your Faculty, and may be subject to change over the duration of your candidature. Your responsibilities and those of your supervisors are set out in The Code of Practice in Section 9 of this handbook. Note that for the purposes of this handbook the term First Supervisor will be used, however you may also hear the role referred to as Lead Supervisor, Principal Supervisor, or Director of Studies.

2.6 The Faculty

As a postgraduate researcher you will be enrolled within one of the University’s Faculties. Your key contacts at faculty level will be the Chair of the FRDC (Faculty Research Degrees Committee) and the Faculty Research Student Co-ordinator (FRSC). Within each faculty there are also Postgraduate Research (PGR) Co-ordinators, academic members of staff for each School or research area who provide additional support. Your supervisor or your FRSC will be able to tell you who is your PGR Co-ordinator.

2.7 Key Contacts

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Role</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kingston School of Art</td>
<td>Chair of FRDC</td>
<td>Professor Fran Lloyd&lt;br&gt;<a href="mailto:f.lloyd@kingston.ac.uk">f.lloyd@kingston.ac.uk</a> ext. 64021</td>
</tr>
<tr>
<td></td>
<td>Faculty Research Student Coordinators</td>
<td>Emily Bowles&lt;br&gt;<a href="mailto:E.Bowles@kingston.ac.uk">E.Bowles@kingston.ac.uk</a>&lt;br&gt;Emerald Day&lt;br&gt;<a href="mailto:e.day@kingston.ac.uk">e.day@kingston.ac.uk</a> ext. 64016</td>
</tr>
<tr>
<td></td>
<td>Faculty Research Operations Manager</td>
<td>TBC&lt;br&gt;<a href="mailto:ksaresearch-enterprise@kingston.ac.uk">ksaresearch-enterprise@kingston.ac.uk</a></td>
</tr>
<tr>
<td>Health, Social Care and Education</td>
<td>Chair of FRDC</td>
<td>Associate Professor Dimitra Nikoletou&lt;br&gt;<a href="mailto:d.nikoletou@sgul.kingston.ac.uk">d.nikoletou@sgul.kingston.ac.uk</a>&lt;br&gt;0208 725 2277</td>
</tr>
<tr>
<td></td>
<td>Faculty Research Student Coordinator</td>
<td>Sam Chidenga&lt;br&gt;<a href="mailto:S.Chidenga@sgul.kingston.ac.uk">S.Chidenga@sgul.kingston.ac.uk</a></td>
</tr>
<tr>
<td></td>
<td>Faculty Research Operations Manager</td>
<td>Ruth McIlmoyle&lt;br&gt;<a href="mailto:r.mcilmoyle@sgul.kingston.ac.uk">r.mcilmoyle@sgul.kingston.ac.uk</a>&lt;br&gt;020 8725 3024</td>
</tr>
<tr>
<td>Business and Social Sciences</td>
<td>Chair of FRDC</td>
<td>Professor Giampiero Favato <a href="mailto:G.Favato@kingston.ac.uk">G.Favato@kingston.ac.uk</a> ext. 65101</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Faculty Research Student Coordinators</td>
<td>Penny Tribe (Social Sciences) <a href="mailto:p.tribe@kingston.ac.uk">p.tribe@kingston.ac.uk</a> ext. 62304 Keily Geary (Business School) <a href="mailto:k.geary@kingston.ac.uk">k.geary@kingston.ac.uk</a> ext. 65226</td>
<td></td>
</tr>
<tr>
<td>Faculty Research Operations Manager</td>
<td>Emma Finch <a href="mailto:e.finch@kingston.ac.uk">e.finch@kingston.ac.uk</a> ext. 67022</td>
<td></td>
</tr>
<tr>
<td>Science, Engineering and Computing</td>
<td>Chair of FRDC</td>
<td>Professor Dimitrios Makris <a href="mailto:d.makris@kingston.ac.uk">d.makris@kingston.ac.uk</a> ext. 67082</td>
</tr>
<tr>
<td>Faculty Research Student Coordinator</td>
<td>Rosalind Percival <a href="mailto:r.percival@kingston.ac.uk">r.percival@kingston.ac.uk</a> ext. 62044</td>
<td></td>
</tr>
<tr>
<td>Faculty Research Operations Manager</td>
<td>TBC</td>
<td></td>
</tr>
<tr>
<td>Graduate Research School (GRS)</td>
<td>GRS Coordinator (Contact for general PGR student advice and guidance, information on the examination process and GRS inductions)</td>
<td>Sally Bevan <a href="mailto:sally.bevan@kingston.ac.uk">sally.bevan@kingston.ac.uk</a> ext. 63135</td>
</tr>
<tr>
<td></td>
<td>GRS Training and Development Coordinator (Contact for queries regarding the Researcher Development Programme and mentoring)</td>
<td>TBC</td>
</tr>
<tr>
<td></td>
<td>GRS Manager (Contact for high-level queries about the University's regulations, policies and procedures for research students, discussion regarding informal complaints or concerns)</td>
<td>Rachel Graham <a href="mailto:rachel.graham@kingston.ac.uk">rachel.graham@kingston.ac.uk</a> ext. 63108</td>
</tr>
<tr>
<td></td>
<td>Head of GRS (Contact for a high-level academic query about the GRS)</td>
<td>Professor Felicity Colman. <a href="mailto:f.colman@kingston.ac.uk">f.colman@kingston.ac.uk</a></td>
</tr>
</tbody>
</table>

### 2.8 I have a query or issue I need help with, who should I contact?

<table>
<thead>
<tr>
<th>Query</th>
<th>Who</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research issues - content</td>
<td>First Supervisor &amp; supervisory team</td>
<td>Establish preferred communications and time frames in first meetings. Revise and agree annually.</td>
</tr>
<tr>
<td>Research administration queries and matters regarding registration and mode of attendance.</td>
<td>Faculty Research Student Coordinator (FRSC), see below for contact details.</td>
<td>Email or call. Check Canvas and Faculty PGR pages for FAQ.</td>
</tr>
<tr>
<td>Core Researcher Development Program</td>
<td>GRS</td>
<td>Check Canvas first. Email the GRS team for queries.</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Ethics</td>
<td>First Supervisor &amp; team / FRSC</td>
<td>Supervision meeting &amp; training</td>
</tr>
<tr>
<td>GDPR</td>
<td>First Supervisor &amp; team -&gt; FRDC -&gt; RBI Ethics</td>
<td>Supervision meeting &amp; training</td>
</tr>
<tr>
<td>Mid-Term/Upgrade/Annual Monitoring Report</td>
<td>First Supervisor &amp; team / FRSC / GRS</td>
<td>OSIS / Supervision meeting / Core training sessions provided by GRS.</td>
</tr>
<tr>
<td>Examination</td>
<td>First Supervisor &amp; team / FRSC</td>
<td>Supervision meeting. Call or email FRSC.</td>
</tr>
<tr>
<td>Complaints</td>
<td>Members of supervisory team / FRDC Chair / GRS / Academic Registry for formal complaints (see My Kingston for details of the formal process)</td>
<td>Email or call to arrange meeting. GRS Drop in hours 10-11am first Thursday of each month.</td>
</tr>
<tr>
<td>Other assistance (if not supervisor); chat</td>
<td>Postgraduate Research Representative/ FRDC Chair (see above for details)/ mentor / GRS</td>
<td>Email or call to arrange meeting. Contact details for the PGR reps are available from your FRSC. GRS Drop in hours 10-11am first Thursday of each month.</td>
</tr>
</tbody>
</table>

### 2.9 Academic Degree regulations, examinations: Decisions and Approvals

There are two main committees responsible for your research degree. The **Faculty Research Degrees Committee (FRDC)**, which is responsible for considering the progress of your research from registration to completion, and the **University Research Degrees Committee (URDC)**, which considers any exceptional circumstances relating to your registration and progress, as well as the recommendations of examiners with regard to the conferment of your final award.

### 2.10 The Head of the Graduate Research School

Professor Felicity Colman is the Head of Graduate Research School. Her role is to lead in all matters relating to postgraduate researchers, including the researcher development programme. Professor Colman is Chair of the University Research Degrees Committee (URDC), which acts as the examination board for all research degrees in the University.

### 2.11 Canvas (online resources for KU’s PGRs)

The Graduate Research School has a useful website on the University’s VLE which includes covers all the essentials, including support, training resources, forms, regulations and guidelines and networking opportunities. **Enrol on the module as soon as you have completed your registration and have your Kingston login at**: canvas.kingston.ac.uk/enroll/JXXBYX
2.12 Quality Assurance and Opportunities for Feedback

The Graduate Research School, along with the Academic Registry and the URDC, are responsible for monitoring the quality of the University’s research degrees. This is achieved through faculty-based annual programme reports that are considered by the URDC and followed up with an in-depth, cyclical Internal Quality Assurance Review of each faculty’s processes.

The University is committed to providing opportunities for the student body to put forward their views and contribute to the enhancement of their degrees. Each faculty will have at least one Postgraduate Researcher Representative who plays an active role in the FRDC and will be happy to put forward any comments on your behalf. Their contact details are available from your Faculty Research Student Co-ordinator. There is also a Postgraduate Researcher Representative on the University Research Degrees Committee.

During your research you are required to complete a progress report each year:
- **Annual Monitoring Report** AMR (all students)
- **Mid-Term Report** (Masters by Research students only)
- **Upgrade** (After one full year of study, PhD students are invited to apply for an Upgrade to transfer registration from MPhil to PhD).

These points provide formal opportunities for you to give individual feedback each year (see ‘Monitoring Your Progress’) about your research program and supervision.

The Graduate Research School will be pleased to receive your informal comments or queries at any time. We also conduct various surveys specifically for postgraduate researchers to help ensure the University is responsive to your needs, including the Postgraduate Research Experience Survey (PRES). This is a national survey which gives postgraduate researchers the opportunity to provide feedback on the quality of provision of doctoral degrees at their University. Find out more about PRES on the [Higher Education Academy website](https://www.heacademy.ac.uk/). 

**GRS Drop In**
10-11am
First Thursday of each month
Room 8001, Tower Block, Penrhyn Road.
3. Your Research Degree: From Admissions to Alumni

3.1 Admissions

For information on the admissions process and how to apply for a place at Kingston University, please see Information for Applicants and Offer Holders, available on the research degrees page of the Kingston University website: www.kingston.ac.uk/research/research-degrees/

3.2 Enrolment

Once you have been offered a place as a postgraduate researcher and your registration has been approved (via the RD3b Registration Details form) you will be invited to enrol as a student of the University. At enrolment you will receive a student identity card giving you access to library and computing facilities. Once enrolled you will be liable for tuition fees and will be subject to the University’s General Regulations as well as the Academic Award Regulations applying to your programme of research (see Sections 4-8). If you fulfil your obligations as a student and the progress of your research is deemed acceptable by the University, your registration as a postgraduate researcher will be re-confirmed annually.

3.3 Enrolment variations

3.3.1 MPhil to PhD Researcher Status
Postgraduate researchers embarking on a programme of study leading to the award of PhD will be registered on the MPhil in the first instance. Subject to satisfactory completion of the Upgrade Process your registration will be upgraded to PhD. See Section 8 ACADEMIC REGULATIONS AND STANDARDS: A GUIDE TO YOUR RESEARCH AWARD: PhD (INCLUDING PROFESSIONAL DOCTORATES) for a more detailed explanation.

3.3.2 MA/MSC to PhD Professional Doctorate.
Where appropriate, Postgraduate researchers embarking on a programme of study leading to the award of PhD Professional Doctorate will be registered on an MA/MSC in the first instance. Subject to satisfactory completion of the Upgrade Process your registration will be upgraded to PhD Professional Doctorate.

3.4 Fees and Scholarships

Information on tuition fees and how to pay is on the Kingston University website: www.kingston.ac.uk/postgraduate/fees-and-funding/fees-and-funding/tuition-fees/

There are a range of externally and internally funded scholarships that students may be enrolled with. If you hold a scholarship, please check with the appropriate regulatory body for rules of attainment. For further guidance, you should discuss with your supervisor, or Chair of FRDC in the first instance.

3.5 Best Practice in Research: Policies and Guidelines

As a postgraduate researcher you should be aware of and familiar with the University’s policies and guidelines on best practice in research.

http://www.kingston.ac.uk/research/policies-and-guides/
All policies and guidelines referred to below can be found on the Research Degree Regulations and Guidelines page from the Graduate Research School area on our Canvas site.

3.5.1 Research Ethics
All Research projects are required to consider the ethics of the research design and project. The ethical determinations of an area of research are to be found within each specific discipline – (consideration of the ethical design of a questionnaire; the consent and disclosure of anonymity of participants; the data storage; the use of human tissue and its storage; the use of any data form and its secure storage; etc.) For all research, you should follow the University’s guidelines Ethics: Guidance and Procedures for Undertaking Research Involving Human Subjects. If ethical clearance is required, your supervisor will work with you to apply for approval from the Faculty Research Ethics Committee. Please be aware that research that has ethical implications that have not been granted approval is not admissible for examination.

3.5.2 Intellectual Property Rights (IPR) for Postgraduates
The University considers that IP produced by postgraduate students, both taught and research, is a collaborative activity between the University, supervisor and postgraduate student. All postgraduate students are normally required to assign their rights to the University and will be subject to the University’s revenue sharing agreement. Certain exceptions apply and you should read the Kingston University Student Intellectual Property Rights Policy for detailed information and talk to your First Supervisor if you have any concerns. The University’s Student IPR Appeals Panel will consider any appeals against IPR decisions.

3.5.3 Data Management
The General Data Protection Regulation (GDPR) is the European law. Researchers are required to be compliant. See RBI training events.

3.5.4 Referencing
The referencing style you should use is determined by subject and disciplinary convention. You should consult your supervisor to decide what style is appropriate for you. Useful information regarding different referencing styles, as well as information on bibliometrics and other research assistance is available from the Library (also referred to at Kingston as the LRC/Learning Resource Centre):
https://mykingston.kingston.ac.uk/library/help_and_training/Pages/referencing.aspx

3.5.5 Academic Misconduct
The University expects all postgraduate researchers to maintain good scholarly standards. As researchers you join the community of academic citizens. If you are found guilty of misconduct it is likely that you will be required to withdraw from the University – The Academic Regulation AR7 Academic Misconduct Research Degrees outlines the procedure.
http://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/

3.5.6 Plagiarism
Plagiarism is presenting the work of another as one's own without proper acknowledgement. It is a serious academic offence.

This definition applies to written material, for example, encompassing direct quotations and summaries/paraphrases, and other forms of original work, for example, music, art and design
works, images, drawings, diagrams, data, computer programmes, ideas and inventions. It includes:

- published and unpublished sources, including the work of other students;
- the need to cite contributions of others to composite pieces of group work;
- reuse of one’s own work;
- unacknowledged use of a wide range of ideas and materials, not just the written word.

Guidance on plagiarism and resources to help you understand the issue of plagiarism are available on My Kingston:
https://mykingston.kingston.ac.uk/mysupport/myskills/Pages/Plagiarism.aspx

*You are advised that you may be asked to submit your dissertation or thesis electronically and that it may then be screened using plagiarism detection software.*

### 3.6 Health and Safety

The University has a Health and Safety policy, available on the My Kingston link below, that you should familiarise yourself with. Your faculty will also have health and safety procedures linked to your particular research area.
https://mykingston.kingston.ac.uk/myuni/safety/

### 3.7 Travel and Insurance

KU staff and students are covered by the University’s travel insurance for business, course related field trips and other University activities. To ensure cover is in place before you leave contact resilience@kingston.ac.uk with details of your travel and request a Pre-travel notification form. Please note for any high/extreme risk destination, a risk assessment and prior authorisation will be required from your faculty.

### 3.8 Annual Leave

PG Researchers are entitled to up to 35 days of leave each year, plus bank holidays. For part time students this is calculated pro-rata. Leave must be negotiated in advance with your First Supervisor and recorded by them. The leave year will begin on the first day of the academic year.

### 3.9 Keeping Records of Supervision Meetings

After each scheduled meeting, prepare a brief Supervisory Meeting Record, agreed with your supervisory team. These will be reviewed each year with your Annual Monitoring Report or Upgrade. If meetings are very frequent it is not expected that a record will be prepared for every meeting, but an agreed summary should be prepared monthly for full time students, or every two months for part time students.

### 3.10 Monitoring Your Progress

All postgraduate researchers have their progress monitored at pre-determined points in their registration. This is a two-way process: as well as providing evidence of progress with your
research, monitoring is intended to ensure that your personal development programme is adequate to your needs and that you are effectively supported by the university.

The timing of your monitoring will depend on the award for which you are registered and the date you first enrolled. Full details of the specific requirements for your award can be found in Sections 5-8.

3.11 Changes to Your Registration Status

3.11.1 Sick Leave
For any periods of absence due to sickness, you are expected to inform your First Supervisor as soon as possible. For periods of sickness absence of more than one month you must inform your Faculty Research Student Co-ordinator who will discuss with you whether a Suspension of study is appropriate. If you are receiving stipend payments from an external sponsor or from Kingston University, it is your responsibility to inform the sponsor who will apply their own policy concerning stipend payments during periods of extended (1 month or greater) sick leave.

3.11.2 Maternity Leave
An additional absence of up to one year is given for maternity leave. If this is applicable please read the university’s Student Pregnancy and Maternity Policy: http://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/.

3.11.3 Suspending Your Registration
If you are unable to make adequate progress with your research project due to, for example, significant medically certified periods of illness or severe personal problems, you can apply to the Faculty Research Degrees Committee to suspend your registration for up to one year. Forms are available from your Faculty Research Student Co-ordinator. The form must be countersigned by your First Supervisor and Head of School and returned to your Faculty Research Student Co-ordinator.

If you are unable to return to your studies after taking the maximum period of suspension, your registration is likely to be terminated. You will have the right to make a new application for admission as a postgraduate researcher (with advanced standing where appropriate), subject to normal admission requirements. Re-admission is not guaranteed.

Any period of suspended registration will be added to the final expiry date of your registration on a month-by-month basis.

3.11.4 Extending Your Registration
MPhil and PhD candidates are normally expected to complete and submit a dissertation/ thesis within the maximum period allowed for registration. In exceptional circumstances, where the production of a dissertation or thesis has been delayed, it may be possible to apply to the Faculty Research Degrees Committee to extend registration for up to one year on one occasion only. Forms are available from your Faculty Research Student Co-ordinator (form number RD9b). The form must be countersigned by your First Supervisor and Head of School and returned to your Faculty Research Student Co-ordinator. The application for extension should give details of any exceptional circumstances that have delayed the completion of the
dissertation or thesis, and should contain a detailed action plan showing how the additional time will be used to complete and submit the thesis/dissertation.

Candidates for MA/MSc by Research may be granted an extension of a maximum period of four months after one year of full time or two years of part time study.

3.11.5 Transferring to a Different Degree Programme
Transferring from, for example, MA or MSc by Research to PhD, or from PhD to MPhil can be considered by your Faculty Research Degrees Committee based on your performance or changes to your personal circumstances.

3.11.6 Changing Your Mode of Attendance
If you wish to change your mode of attendance (e.g. from full to part time study) you should notify your Faculty Research Student Co-ordinator as soon as possible in order for the change to be effected and the new registration period to be calculated.

3.11.7 Withdrawing From Your Degree
If, having begun your research, you are considering withdrawing from your studies you should first discuss your options with your First Supervisor. To withdraw from your degree please contact your Faculty Research Student Co-ordinator.

3.12 Challenges During Your Registration
The University has procedures in place to ensure that all complaints and academic appeals are dealt with in a fair and timely manner.

3.12.1 Informal Complaints
Where possible, before making a formal complaint to the University you should first discuss the problem with your First Supervisor or other member of your supervisory team. If s/he cannot resolve the issue, or if you are unable to raise the issue with one of your supervisors, you should contact your School PGR Coordinator or the Chair of your Faculty Research Degrees Committee (FRDC) for further advice in the first instance. If the matter still cannot be resolved it will then be referred to the Dean of your faculty and then to the Chair of the University Research Degrees Committee (URDC). Alternative contacts to those listed above include your Faculty Research Student Co-ordinator, your Head of School or the Graduate Research School (see Section 2).

3.12.2 Mediation
Mediation is a voluntary, informal process that complements and supports the University’s procedures for dealing with workplace issues. It includes grievances and complaints, relationship issues, and communication difficulties, as well as harassment, discrimination, victimisation and bullying. It offers early assistance before problems escalate into major issues and helps individuals consider options to resolve the situation. If you think mediation may help you resolve a situation please see the webpage below for further information or contact the University’s Human Resources department or the Graduate Research School. https://mykingston.kingston.ac.uk/myuni/randr/Pages/mediation.aspx
3.12.3 Formal Complaints: The Student Complaints Procedure
This procedure should be used if the process outlined above has not resolved your complaint. The procedure deals with most aspects of student experience at the University other than appeals against assessment decisions. For further details please see the webpage Your Rights on My Kingston: https://mykingston.kingston.ac.uk/myuni/randr/Pages/complaints.aspx

3.12.4 Supervisory Issues
Should problems arise in your relationship with your First Supervisor or other members of your supervisory team you should contact the Chair of your FRDC or School PGR Co-ordinator for independent advice in the first instance. You can also contact the GRS for advice (see contacts at 2.7 in this handbook). If the matter cannot be resolved it will then be referred to the Head of School or the Dean of your faculty, and then to the Chair of the URDC.

3.12.5 Academic Appeals Procedure
If you wish to make a representation against a decision made by an examination board you should refer to the document “Student Appeals Process – Research Degrees” which details the appeals process including the circumstances in which you have a right of appeal and steps that you need to take in order to make one. For further details please see the webpage for Academic Appeals on My Kingston: https://mykingston.kingston.ac.uk/myuni/academicregulations/Pages/appeals.aspx

3.12.6 Policy on Harassment
Kingston University is committed to creating an environment where everyone is treated with dignity and respect. The University will not tolerate bullying or harassment and will take action to protect the dignity of its staff and students.

The Harassment Contact Scheme is offered in recognition of the distress caused to a person who experiences inappropriate behaviour, harassment and bullying. It is also there to support those who are accused of harassment or bullying. It is a scheme that allows anyone experiencing inappropriate behaviour from a member of staff or a student at Kingston University to seek help and support. The scheme gives staff and students a way of informally resolving the issue they are experiencing. Please note this is not part of Kingston University’s formal complaints procedure and if you expect the University to take steps to curtail harassment, you must use the formal Student Complaints Procedure. For further details please see the webpage Harassment Contact Scheme on My Kingston: https://mykingston.kingston.ac.uk/mysupport/quality/Pages/Harassment-Contact-Scheme.aspx

3.13 Writing Up Mode of Attendance

3.13.1 Masters by Research
Under the Academic Regulations Masters by Research candidates are not given a period of writing up. In exceptional cases a four month extension with a reduced fee may be applied for via the FRDC.

3.13.2 PhD and MPhil
For PhD and MPhil candidates, once you have completed your registration period and your research you may re-enrol at the University for up to 12 months on official Writing Up status, at a reduced fee, to finish writing your thesis/dissertation. Only one writing up period is allowed and extensions are not normally permitted. For both part time and full time researchers the
maximum period allowed for writing up is 12 months. The University expects all the research and the majority of your writing up to have been completed by the end of the normal registration period (3 years full time or 6 years part time).

To qualify for writing up mode of attendance you must:

- have completed three years full time (six years part time) towards a PhD or two years full time (four years part time) towards an MPhil

- have the agreement of your First Supervisor that your research is at an appropriate stage for writing up

- be prepared to submit your thesis for examination within 12 months of starting writing up

To apply for writing up mode of attendance you should complete form RD15, available from your Faculty Research Student Co-ordinator. This should be signed by your First Supervisor and returned to your Faculty Research Student Co-ordinator.

While writing up you will have access to learning and non-specialist ICT resources, although you may not have access to specialist research resources, as your research should be complete before you begin writing up.

Writing up can start at any point in the year after the required registration period has been completed. However, changes to your mode of attendance should be restricted to standard enrolment points wherever possible.

You will be expected to complete an Annual Monitoring Report during writing up at the normal point in the academic year.

If your tuition fees are partly or wholly paid by an external funding body it is your responsibility to inform your sponsor of any change of study status.

Note: The date of transfer to writing up cannot extend the maximum period of registration. Your submission deadline will be the earlier date of either 12 months from the start of your writing up period, or 4 years (full time) or 8 years (part time) from your initial registration date. For example, if a full time postgraduate researcher transferred to writing up after 3.5 years of registration, the submission deadline would remain 4 years from the start of their degree, not one year from the start of their writing up period. For exceptional cases, where a formal extension to the registration period has been agreed, the start and end date of writing up will be amended accordingly.
3.14 Preparing for Examination

3.14.1 Timescales
Each of the steps outlined in this section and the next section has to be approved by a committee and can therefore take some time. If you need to complete your degree by a certain date, for example, due to visa restrictions, to take up an offer of employment, or to attend a particular graduation ceremony, you must be sure to allow plenty of time. The Graduate Research School or your Faculty Research Student Co-ordinator can advise how long each process will take.

3.14.2 Appointing Your Examiners
Please note that you should not solicit examiners yourself, neither should you contact examiners directly after they have been appointed, regarding any aspect of your research.

Your First Supervisor and Head of School will, after consultation with you, on your behalf, make arrangements for the assessment of your dissertation or thesis, including the nomination of internal and external examiners. This will probably happen during the final stages of your research, when you are writing up the thesis/dissertation.

Each candidate must be examined by an assessment panel comprising at least one external examiner and one internal examiner. Where the candidate is a member of Kingston University staff two externals must be appointed in addition to an internal. The examining team, as a whole, must have previous experience of examining research degrees at the appropriate level. Candidates’ supervisors cannot be appointed as examiners. Any type of current or previous connection/association/collaboration with a potential examiner must be declared for the FRDC and URDC to approve.

The assessment arrangements must be approved by the Faculty Research Degrees Committee and ratified by the University Research Degrees Committee (which will also consider any exceptional circumstances). Once the arrangements have been approved you will not be allowed to change the title of your thesis/dissertation.

3.14.3 Confidentiality/Embargo
A thesis is normally made publicly available, but can be kept confidential for a limited period. An application for a dissertation to remain confidential (normally for two years) must be made to the Faculty Research Degrees Committee and ratified by the University Research Degrees Committee in advance of, or at the same time as, submission of examination arrangements.

3.14.4 Preparing Your Manuscript for Assessment
The information below applies to manuscript submissions for all research degrees. Where publications or additional material forms part of the thesis, the information applies to the main analytical thesis. Award-specific guidelines on the required length and content of your thesis/dissertation can be found in Sections 6-8 of this handbook in the award-specific information.

Your manuscript must:

a. be in A4 format (unless approved by the University Research Degrees Committee in advance)
b. be in a permanent, legible typescript or print. The character size of the main text, including displayed matter and notes, must not be less than 2.0 mm for capitals and 1.5 mm for x-height (the height of lower case x)

c. be printed double sided on white paper and within the range 70 g/m² to 100 g/m².

d. have a margin of at least 40mm at the left-hand binding edge of the page. All other margins must be at least 15 mm

e. use double or one-and-a-half line spacing for the main text. For indented quotations and footnotes you may use single spacing

f. have pages numbered consecutively throughout the main text, including any whole-page diagrams or illustrations

g. include a title page specifying
   • the full title of the thesis or dissertation
   • the full name of the author. Please capitalise the surname/family name
   • a statement that the thesis/dissertation is being submitted in partial fulfilment of the requirements of the University for the appropriate award
   • the name of any formally approved collaborating establishments
   • the month and year of submission (for resubmissions this should be the month and year of resubmission)

h. incorporate: an abstract of around 300 words stating the nature and scope of the work undertaken and contribution made to knowledge of the subject; a contents page; a statement of objectives (this can be part of the introduction if you wish); a reference list or bibliography

i. not contain any material that has been previously submitted for an award at an institute of Higher Education either in the UK or overseas. The candidate must confirm this in a Declaration form (see the regulations for your award for further information)

j. acknowledge if you have published material from your thesis/dissertation in advance of examination or where you are submitting publications or other materials as part of your thesis submission (see also below on Research Degrees involving Creative Work, Publications and Non-Traditional Forms of Assessable Material). In such cases, copies of the published material should either be bound in with the dissertation or thesis or may be placed in a pocket at the end of it.

k. Be available in electronic copy for those examiners who would prefer an e-copy to examine. Use the same formatting guidelines as above.

It is customary to include acknowledgments to individuals and organisations that have assisted you in your research, including your First Supervisor.

3.14.5 **Binding Your Manuscript for Assessment**
Your thesis/dissertation must be submitted for examination in both electronically and in hard copy in a secure temporary binding. Spiral or perfect binding is recommended as it allows
amendments to be incorporated before the examined thesis/dissertation is permanently bound. The Learning Resource Centres have machines for spiral binding. For larger theses, you may wish to split your work into two volumes. The thesis/dissertation must not be presented in a ring or spring binder.

3.14.6 PhD by Prior Publication
Candidates should see the separate guidance for their programme regarding binding.

3.14.7 Research Degrees Involving Creative Work, Publications and Non-Traditional Forms of Assessable Material
A candidate may undertake a programme of research in which the candidate’s own creative work, publications or equivalent forms the most significant part of the intellectual enquiry. Such creative work, publications or equivalent may be in any field (for instance, fine art, design, engineering and technology, architecture, creative writing, musical composition, film, dance, and performance), but shall have been undertaken as part of the registered research programme.

For such a submission, the thesis should reflect a coherent research process, demonstrate a critical appreciation of the context of the research, its relationship to existing literature/practices and received opinion, and show that the research has produced an original contribution to knowledge. The relationship of this reflective commentary to the other forms of material submitted must be clearly articulated so that the work forms a single coherent body, considered collectively as the thesis. Within the thesis, the balance between the reflective commentary and the creative work, publications or equivalent plus the relative weighting given to each element, must meet subject specific requirements and be agreed by the candidate’s Faculty Research Degrees Committee.

Submissions which include non-traditional forms of assessable material are subject to the same assessment criteria as traditional submissions; and as such regard should be paid to the award descriptor and assessment criteria detailed in Section 4: Academic Regulations and Standards, including the guidance on word limits.

The proposed submission, including special arrangements for assessing non-traditional forms of material e.g. by public exhibition, performance or other demonstration must be approved by the Faculty Research Degrees Committee as part of the application for registration and updated (for PhD only) at the point of upgrade from MPhil to PhD. As with all research degrees, assessment arrangements must be referred by the FRDC for approval by the University Research Degrees Committee.

The final submission must include a permanent record of the creative work, publications or equivalent. Where practicable, all elements of the submission should be bound together, for example, publications, photographic record, audio or visual recordings, musical score, or diagrammatic representation can be attached to a hard bound written thesis or dissertation. Guidance on the length of the reflective/critical element can be found in the individual degree regulations set out in Sections 5-8: Academic Regulations and Standards.

3.14.8 Electronic Submission
Note e-thesis submissions will be in place in the coming year. Check for updates on the Graduate Research School area on Canvas or contact the Graduate Research School for advice.
3.14.9 Including Publications in your Thesis
Further information on the submission of publications as part of your thesis is available on the Research Degree Regulations and Guidelines page from the Graduate Research School area on Canvas.

3.14.10 Treatment of Scholarly Work
A candidate may undertake a programme of research in which the principal focus is the preparation of a scholarly edition of a text or texts, musical or choreographic work, or other original artefacts. The final submission shall include a copy of the edited text(s) or collection of artefact(s), appropriate textual and explanatory annotations, and a substantial introduction and critical commentary which set the text in the relevant historical, theoretical or critical context. Additional guidance may be provided by your Faculty for your particular subject.

3.15 Submission and Examination

3.15.1 Submitting Your Thesis/Dissertation
Your thesis/dissertation must be submitted in the required format (as detailed in the previous section) and before your period of registration has expired.

When your thesis/dissertation is ready for submission you must give your Faculty Research Student Co-ordinator one copy for each of your examiners. You should also provide one copy for your First Supervisor and one for your own use in the oral examination. **You may be required to submit an electronic version that can be scanned by plagiarism detection software.**

Your First Supervisor must complete a form stating whether s/he supports your submission. You have the right to submit your thesis/dissertation against the advice of your First Supervisor, in which case s/he will state on the form that you are submitting for assessment against their advice.

Once submitted your dissertation or thesis will be checked to ensure that the format is acceptable and you will be asked to sign a declaration relating to its contents.

All exceptional assessment arrangements must be referred by your Faculty Research Degrees Committee for approval by the University Research Degrees Committee before submission. Examples of such exceptional arrangements include:

- the oral examination being held at a location outside the University
- an assessment method other than an oral examination and thesis/dissertation
- the submission of the thesis/dissertation in a language other than English
- the examination of the thesis/dissertation in a language other than English

Once the First Supervisor’s statement has been received by your Faculty your thesis/dissertation will usually be sent to examiners within two working days.

3.15.2 Preparing for Your Oral Examination/Viva Voce
The Graduate Research School offer a session, ‘Preparing for your Viva’ – refer to Canvas for upcoming dates. A useful training film called ‘The Good Viva Video’ is also available on the Advice and Guidance page from the Graduate Research School area on Canvas.
3.15.3 Practice Oral Examination/Viva Voce
As part of your personal training programme, you will be given an opportunity to take part in a structured defence of your work with an assessor independent of your supervisory team. This will normally be a practice oral examination, although other formats may be used as appropriate (e.g. seminar presentation). This is intended to provide you with practice in presenting and defending your research to the wider academic community before undertaking formal assessment of your dissertation or thesis.

Guidance given at the practice is for feedback only and is not necessarily an indication of the questions you will be asked at your examination. The outcome of the exercise will not prejudice the actual assessment of your dissertation or thesis and will not form part of the final assessment. The independent assessor used for the practice exercise should not subsequently be appointed as an examiner.

3.15.4 Arranging the Oral Examination/Viva Voce
Your First Supervisor will arrange the oral examination. It is not your responsibility to take any part in arranging the examination. Most oral examinations take place within three months of submission for PhD and MPhil and within two months for MA/MSc by Research. Note that if you are based overseas you will still be required to travel to Kingston to attend the oral examination.

3.15.5 Before your Oral Examination/Viva Voce
Examiners are asked to provide a preliminary independent assessment of your dissertation/thesis and to return a form stating one of the following recommendations:

- the content of the thesis/dissertation warrants consideration for the award and the oral examination should be held

- the content of thesis/dissertation is not of a satisfactory standard to be considered for the degree. In this case the examiner will select one of the following two options:
  - The candidate be allowed to resubmit the work for reassessment after corrections. In this case the candidate and the First Supervisor will be informed and given detailed advice about the requirements for resubmission
  - The candidate has failed to reach the standard required for the award and should not be allowed an opportunity for reassessment

An oral examination will normally be held even where the examiners have reservations concerning the thesis/dissertation. Exceptionally, if all examiners independently recommend that the thesis/dissertation does not warrant consideration for the award, the oral examination may not proceed. In such cases, the examiners will produce a joint statement for the candidate and supervisors.

3.15.6 The Oral Examination/Viva Voce
The oral examination will normally be held at the University. Approval to hold the examination elsewhere must be obtained from the University Research Degrees Committee at the time of appointment of examiners.
You will be notified in writing of the time and location of your oral examination. If you are unable to attend through illness or other circumstances beyond your control, it is your responsibility to inform your First Supervisor and/or your Faculty Research Student Co-
ordinator at the earliest opportunity. Normally, the examination will be postponed and new arrangements made.

An Independent Chair will be appointed by your faculty to ensure that your examination is conducted fairly and in accordance with Kingston University regulations and procedures.

Your examiners will determine the most appropriate format for your oral examination in accordance with University regulations. The most common format for the oral examination is as follows:

- private meeting of the examiners to agree questions
- candidate examined. The First Supervisor is normally present at this part of the examination. This is entirely at your discretion and, if you would be more comfortable if they did not attend, please inform your Faculty Research Student Co-ordinator. The First Supervisor should not normally participate unless invited to do so by the examiners
- private meeting of the examiners to discuss final recommendations
- informal feedback, including result, to candidate (and First Supervisor)

Exceptionally, the University Research Degrees Committee may approve a form of assessment other than an oral examination.

All examiners must participate in the oral examination. Usually the external examiner will lead the discussion.

Afterwards they will be asked to provide a joint recommendation to the University Research Degrees Committee

3.15.7 Possible Outcomes of Your Oral Examination/Viva Voce

After your examination the examiners will normally reach agreement on a recommendation. Where examiners cannot agree, they are permitted to make independent recommendations.

The following recommendations are available to examiners:

- the candidate has reached the required standard and may be conferred with the award
- the candidate has reached the required standard and should be conferred with the award subject to amendments to the thesis/dissertation by a specified date (amendment are usually made within 3 months and fairly small in nature, eg amending grammar)
- the candidate has failed to reach the required standard for the award, but should be permitted one further assessment opportunity, which can be defined as:
  - re-submission of the thesis/dissertation and its defence in a second oral examination
  - re-submission of a revised thesis/dissertation without a further oral examination
  - a second oral examination without significant change to the thesis/dissertation
- the candidate has failed to reach the standard for the award but should be conferred with a lower award
- the candidate has failed to reach the standard for the award and should not be offered an opportunity for reassessment.
The examiners’ recommendations, whether joint or independent, will be forwarded to the Graduate Research School for formal ratification by the University Research Degrees Committee (the body responsible for conferring the award).

If the examiners have not agreed a joint recommendation, the University Research Degrees Committee may:

- accept the recommendation of the majority of the examiners, provided that the majority includes at least one external examiner
- accept the recommendation of the external examiner
- require the appointment of a new external examiner to conduct both stages of the assessment process and to make an independent recommendation to the University Research Degrees Committee

**The outcome of your assessment is not confirmed until the University Research Degrees Committee has approved it.** In the meantime, you will be sent a letter detailing the recommendations made by the examiners, including any amendments that they require you to make to your thesis/dissertation.

### 3.15.8 Amendments

If you are required to make amendments to your thesis/dissertation as a condition of the award you may be given a list at the time of your oral assessment, or your examiners may append them to their recommendations. The Graduate Research School will send you details of the amendments to be made and the date by which you must complete them.

Amendments for the MA/MSc by Research should normally be completed within one month of the oral examination. For the PhD and MPhil, amendments should normally be completed within three months of the oral examination.

When you have made your amendments you should submit the amended sections of the thesis/dissertation to your Faculty Research Student Co-ordinator, so that the examiner/s can approve them before the work is permanently bound.

The examiner/s will review your amendments and will confirm to the Graduate Research School in writing whether they have been completed to their satisfaction.

### 3.15.9 Reassessment

A candidate may be reassessed on one occasion only. The form of the re-assessment will be stipulated by the University Research Degrees Committee in the light of the examiners’ recommendations.

Normally, where the examiners have recommended that a thesis assessed for MPhil or PhD needs rewriting, you will be given twelve months to do this. For MA/MSc by Research, you will normally be given a maximum of four months.

Reassessment is subject to the same administrative processes as the initial assessment, for example you will need to submit your thesis through your Faculty Research Student Co-ordinator.
After resubmission of the thesis and/or oral examination (whichever components are required) the examiners will make either a joint recommendation or independent recommendations in the same way as for initial assessment. The following recommendations are available to examiners after reassessment:

- that the candidate has reached the required standard and may be conferred with the award
- that the candidate has reached the required standard and may be conferred with the award subject to amendments to the thesis/dissertation by a specified date
- for PhD candidates only: the candidate has failed to reach the standard for the award but should be conferred with a lower award
- that the candidate has failed to reach the standard for the degree and there will be no further opportunity for reassessment

3.15.10 Submitting Your Final Bound Thesis

Once the examiners have approved your amendments you will be asked to submit a final bound copy of your thesis/dissertation.

Conferment of your award is dependent on the submission of one permanently bound copy of your thesis/dissertation, incorporating any corrections required by the examiners, for the University Library (which must be submitted to the Graduate Research School).

The bound copy must be identical in format to those submitted for examination, except that:

- the binding must be of a fixed, permanent type so that pages cannot be removed or replaced.
- the front and rear boards must be strong enough to support the weight of the work when standing upright
- the outside boards and spine should be blue or black
- the outside front board must have the following information, in gold lettering, in at least 24 point type: the title of the thesis/dissertation; the name (surname and initials) of the author; the award (MA, MSc, MPhil or PhD); the year of submission (when you submitted your thesis/dissertation for examination) or resubmission
- the spine of the work must show, reading downwards: the candidate’s name; the award (MA, MSc, MPhil, PhD, DBA or EdD); the year of submission or resubmission
- see Section 3 for guidance on formatting your thesis or dissertation

Please note that the title on your final bound copy should be the same as the title listed when your examination arrangements were approved otherwise it will not be accepted. Any changes must be approved by your examiners.

The University does not have a recommended binding service but details of local binderies and a website used by previous postgraduate researchers are given below. Please be sure to allow plenty of time for binding.

Collis Bird & Withey
1 Drayton Park, London N5 1NU, Tel: 020 7607 1116, Email: info@collisbirdandwithey.co.uk
http://www.collisbirdandwithey.co.uk
Electronic submission will be introduced in the academic year 2018-19 and will shortly become mandatory for Kingston research degrees. Participating improves access to your research findings, increases usage and lends support to the principle of open-access.

For PhDs: Kingston University participates in a British Library-funded project called EThOS (http://ethos.bl.uk/). Its aim is to digitise a large number of PhD theses currently held in university libraries and to make these freely available to the research community. When you are ready to submit your thesis you will be sent instructions as to how to submit your thesis electronically. If you have any queries, please don’t hesitate to contact the LRC via ethos@kingston.ac.uk

Research Repository
The Kingston University Research Repository (http://eprints.kingston.ac.uk/) is a major channel for the promotion of research outputs from the University. All research theses and dissertations are recorded on the repository and the full text can be added as a PDF.

Conferment of Your Research Degree
On receipt of your final bound thesis the University will arrange for formal conferment of your degree. This involves a set of official conferment forms being signed by the Chair of the University Research Degrees Committee and the Dean of your Faculty. The degree is then legally conferred, and you will be informed of this in writing. The letter will include details of how to register for your graduation ceremony, should you wish to attend. Normally degree certificates are given at the Graduation Ceremony. If you wish to have your certificate before then, it may be collected or sent to you by arrangement with the Student Affairs Office.

Note, if you need your degree to be conferred by a specific date or you wish to attend a certain graduation ceremony you must allow sufficient time for the conferment process to be completed. The Graduate Research School can advise further.
4. **Researcher Development Programme**

As a postgraduate researcher, you are expected to develop generic, transferable and discipline-specific skills during your studies.

The Graduate Research School offers a core training and development programme for postgraduate researchers, designed not only to develop the skills you will need to complete your degree programme, but also to develop skills that will be valuable to you in your future career. Feedback from previous participants has been very positive. Core training sessions are compulsory, and others are optional. We strongly encourage you to make the most of these opportunities. In addition to the core programme, each Faculty runs disciplinary specific research training events and training. Check for updates on our Canvas site.

4.1 **Researcher Development Framework by Vitae**

Vitae, the national organisation funded by Research Councils UK to champion the personal, professional and career development of doctoral researchers and research staff, has developed a framework to describe the skills and experience a typical postgraduate researcher should aspire to. It can be accessed via the Vitae website: [http://www.vitae.ac.uk/researchers/428241/Researcher-Development-Framework.html](http://www.vitae.ac.uk/researchers/428241/Researcher-Development-Framework.html)

4.2 **Personal Development Planning (PDP)**

It is important to discuss your training needs with your supervisor. We recommend that you create a Personal Development Plan to help identify training objectives and monitor progress. If you are interested in finding out more about this process, a template is available on the Researcher Development Programme page from the Graduate Research School area on Canvas.

4.3 **Kingston Researcher Development Programme (RDP)**

A list of the skills development sessions offered by the Graduate Research School is available on Canvas. The core elements are compulsory, while others are optional. Further details will be emailed to you when dates and times are confirmed. You can also check the information on the Training and Development page from the Graduate Research School area on Canvas. Please check this page regularly for updates and new events.

4.4 **Graduate Research School Training Portal**

This is a great resource for all PGR students, pulling together training and development opportunities from across the University. Did you know you could access training in other faculties, some staff development courses, sessions run by the LRC and many more? For example, statistics, public speaking, academic writing, publishing and presenting conference papers. The Training Portal is an easy to use resource and is searchable by Vitae skills category. You can access the Training Portal via Canvas.
4.5 **International and Abroad Students.**
Postgraduate researchers based overseas are expected to attend all core sessions and the appropriate optional sessions, as agreed with their First Supervisor.

International Students with student visas – please be aware of the rules regarding your supervision evidence requirements for the UK Border Agency. These change, so please refer to current advice: [https://mykingston.kingston.ac.uk/mysupport/international](https://mykingston.kingston.ac.uk/mysupport/international)

4.6 **Teaching**
If you are given the opportunity to become involved in teaching at the University you will be required to attend a training session at the appropriate level. More information will be sent to you at the time. Please note that opportunities for teaching are not guaranteed.

4.7 **Employability Skills**
KUTalent provides all postgraduate researchers with careers and employability support and can help you develop skills such as networking, using effective body language, preparing for interviews and job applications, and making the most of transferable skills [http://www.kingston.ac.uk/careers](http://www.kingston.ac.uk/careers)

4.8 **Personal Development Workshops**
The Student Wellbeing Group offer a range of health and wellbeing services, including workshops covering, for example, stress management and anxiety. More information is available on Canvas. See also Section 10.

4.9 **Staff Development**
Postgraduate Researchers who teach are also welcome to attend KU staff development training. You can access the resources using your Unified account or see online resources on the Staff Development page: [https://staffspace.kingston.ac.uk/dep/humanresources/LD/Pages/Your%20Development%20Portal.aspx](https://staffspace.kingston.ac.uk/dep/humanresources/LD/Pages/Your%20Development%20Portal.aspx)
If you do not teach but would like to attend staff development training, please contact [staffdev@kingston.ac.uk](mailto:staffdev@kingston.ac.uk) to request access to a course.

4.10 **Research Networks**
All postgraduate researchers are encouraged to join internal and external networks and organisations, as appropriate to the research discipline or field. Your supervisors will be able to advise you how to get involved.

4.11 **Other forms of Training and Development**
Training and development comes in many different forms and is not restricted to formal sessions delivered by the University or your faculty. For example, your supervisors may provide you with research methods training during your supervisory meetings; you may attend conferences and workshops in your field; or you may need to undertake specialist technical training.
5. Academic Regulations and Standards: A Guide to Your Research Award

The next section of the Postgraduate Researcher Handbook contains important information on the regulations and standards that apply to particular research awards.

MA/MSc by Research (page 30)

MPhil (page 39)

PhD (including Professional Doctorates) (page 51)
6. MA/MSc by Research

6.1 Standard of the Award

The standard of the MA or MSc by Research is that expected of a good honours graduate who has achieved a minimum of 180 credits at M level by:

- critically investigating and evaluating an appropriate topic, and
- presenting and defending a dissertation to the satisfaction of the examiners.

6.2 Period of Registration

The normal period of registration is:

- Full time: 1 year from first enrolment date
- Part time: 2 years from first enrolment date

Candidates registered for an MA/MSc by Research should normally have completed their programme of study and presented their dissertation for examination within this timeframe.

The minimum period of registration for an MA/MSc by Research is the same as the normal period of registration listed above.

6.3 Timeline

The table below shows the progression of a normal MA/MSc by Research registration from beginning to end. Each stage, apart from the submission deadline, is conditional upon satisfactory progress and the appropriate approval of your FRDC and the URDC. Any approved suspensions will result in the timings being increased by the duration of the suspension.

<table>
<thead>
<tr>
<th>Event</th>
<th>Timing: Full time</th>
<th>Timing: Part time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrol on MA/MSc by Research</td>
<td>Start of registration period</td>
<td>Start of registration period</td>
</tr>
<tr>
<td>Keep agreed records of meetings</td>
<td>At least monthly</td>
<td>Approx. every 6 weeks</td>
</tr>
<tr>
<td>Mid term monitoring</td>
<td>6 months</td>
<td>12 months</td>
</tr>
<tr>
<td>Submission of dissertation for examination</td>
<td>12 months</td>
<td>24 months</td>
</tr>
<tr>
<td>Oral Examination</td>
<td>Date agreed with examiners</td>
<td></td>
</tr>
<tr>
<td>Amendments completed if applicable</td>
<td>Deadline set by examiners</td>
<td></td>
</tr>
<tr>
<td>Final bound dissertation submitted</td>
<td>Deadline set by Graduate Research School</td>
<td></td>
</tr>
<tr>
<td>Conferment of award</td>
<td>Within 4 weeks of submission of final bound thesis</td>
<td></td>
</tr>
<tr>
<td>Attendance at Graduation Ceremony if desired</td>
<td>Deadline for conferment set by Faculty</td>
<td></td>
</tr>
</tbody>
</table>
6.4 Monitoring Requirement

You and your First Supervisor must agree as to the most appropriate means to ensure that adequate feedback is given to you on your progress and that, where possible, potential issues are identified and rectified in time to allow successful completion of the award.

A mid-term monitoring report (RD5c) should be completed 6 months (full time) or 12 months (part time) into the programme of study.

6.5 Dissertation/Assessment Requirement

The assessment of a candidate for an MA/MSc by Research has two elements:

- production of a dissertation
- defence of the dissertation in an oral examination

*See also Section 3 of YOUR RESEARCH DEGREE: FROM ADMISSION TO ALUMNI*

6.5.1 Word Count/Dissertation Length

Text should not normally exceed the following length, excluding ancillary data:

- Art & Design, Arts, Social Sciences, Education: 20,000 words
- Science, Engineering: 15,000 words

A dissertation exceeding the word limit may be deemed a fail by the examiners and the student asked to resubmit with a reduced word count. It is, however, recognised that exceptionally the length and character of the text may vary and will be determined by the aims and objectives of the submission. Exceptions may be agreed by URDC, but the final decision will reside with the examination panel. Exceptions will be very rare. Your First Supervisor will offer guidance on the subject specific requirements for your discipline if they differ from the lengths listed above.

Included in the word count: The main text including foot notes / endnotes, tables, graphs and diagrams.

Not included in the word count: Abstract, acknowledgements, bibliography and appendices (including tables, graphs and diagrams within the appendices)

The text of an MA/MSc by research may be reduced in length if accompanied by other scholarly materials, or if the submission involves publications, creative output or preparation of a scholarly edition. In such cases, the text of the dissertation should normally be in the range of 5,000 to 10,000 words.
6.6 Award Descriptor

This descriptor comes from The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies, October 2014, published by the Quality Assurance Agency for Higher Education. It outlines the basic characteristics of study expected for a Masters award. http://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf

Masters degrees are awarded to those who have demonstrated:

i. a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice;

ii. a comprehensive understanding of techniques applicable to their own research or advanced scholarship;

iii. originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;

iv. conceptual understanding that enables the candidate:
   
   • to evaluate critically current research and advanced scholarship in the discipline; and
   
   • to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Typically, holders of the qualification will be able to:

a. deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences;

b. demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level;

c. continue to advance their knowledge and understanding, and to develop new skills to a high level;

and will have

d. the qualities and transferable skills necessary for employment requiring:
   
   • the exercise of initiative and personal responsibility;
   
   • decision-making in complex and unpredictable situations; and
   
   • the independent learning ability required for continuing professional development.
6.7 Assessment Criteria

The scope of the dissertation should be what might reasonably be expected after 1 year full time or 2 years part time study. The dissertation should not normally exceed the above word limits. In each of the following areas the candidate will be expected to:

Dissertation Contents

- ensure that the contents of their dissertation result from their own independent work, and demonstrate a critical awareness of current issues and or new knowledge at the forefront of their field(s) of study and/or professional practice.

- show originality in the application of existing knowledge.

- use the dissertation to reflect a coherent research process from the acquisition of basic data to its final conclusions and provide an underlying rationale for the research which is clear and persuasive.

- show a critical appreciation of the context of the research and its relationship to existing literature and received opinion.

- apply their knowledge, skills and understanding of advanced concepts to a complex field(s) of study and/or professional practice.

- make reasoned judgements, and understand the limitations of those made in the absence of complete data and show an appreciation of the limitations of their research and an awareness of areas worthy of further investigation.

Presentation

- lay out the dissertation in a clear and readable manner with respect to both its language and structure and according to the presentation format stated (see Section 3 of YOUR RESEARCH DEGREE: FROM ADMISSION TO ALUMNI).

- make effective use of cross-references, so that the text is readily navigable in order that the reader may extract the information sought.

- use references, bibliography and any headers/footnotes, avoiding both structural and stylistic inconsistencies.

Methodology

- demonstrate that the methodologies that they have adopted and/or developed are appropriate to the research undertaken and explicitly state and justify their underlying rationale.

- demonstrate, where relevant, that they understand and can clearly articulate any ethical implications of their research study.

- adopt and articulate clear and consistent criteria for the selection of data (or textual extracts) and the results of analyses.
6.8 Academic Regulations

The following university-wide regulations will apply to you throughout your period of registration. You should familiarise yourself with their contents:

Kingston University – General Student Regulations
http://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/

6.9 Regulations for the Award of Masters by Research

These regulations should be read in conjunction with the University’s Academic Regulations and General Regulations, all of which apply. You should familiarise yourself with their contents.

Standard of the Award

1.1 The standard of the MA or MSc by Research is that expected of a good honours graduate who has achieved a minimum of 180 credits at M level by critically investigating and evaluating an appropriate topic, and presenting and defending a dissertation to the satisfaction of the examiners.

Entry Requirements for Applicants

1.2 The normal minimum requirement for admission to the MA or MSc by Research is a first or second class honours degree, or equivalent, in a subject appropriate to the proposed programme of study.

1.3 Applicants whose first language is not English will be required to provide evidence of an English language qualification (IELTS score minimum 6.5 or equivalent is required).

Non-standard entrants

1.4 Exceptionally, an applicant without these minimum qualifications may be considered for entry. For example, the Head of School and potential First Supervisor may consider for admission an applicant with relevant professional qualifications and experience, where these provide sufficient evidence of potential to complete the degree programme satisfactorily. In such cases, the application for registration must be made to the University Research Degrees Committee.

Programme of Research

1.5 A programme of research may be in any field of study, provided that the programme: is capable of leading to scholarly research, which may include appropriate creative work, and can be assessed by the presentation of a dissertation and an oral examination.

1.6 A programme of research must have an identified First Supervisor (who will act as the primary supervisor) plus one other supervisor. Normally, the supervisors will work with the applicant to prepare the initial outline of the proposed programme of research.
Externally funded research

1.7 Where the proposed programme is part of an externally funded project, there must be appropriate safeguards to ensure that the terms of the contract will not prevent the fulfilment of the objectives of the proposed research programme.

Approval to Register

1.8 Students will be registered for the MA/MSc by Research when:

- the proposed programme of research has been approved by the appropriate Faculty Research Degrees Committee
- any exceptional arrangements have been approved by the University Research Degrees Committee
- the student has completed the enrolment process

1.9 A student’s registration may be terminated under the University’s Procedures for Expulsion on Academic Grounds or the Code of Student Discipline.

1.10 If students are prevented from continuing their study by illness or other mitigating circumstances, a formal request for the registration to be suspended must be submitted for approval by the Faculty Research Degrees Committee.

Period of registration

1.11 Students registered for an MA/MSc by Research should normally have completed their programme of study and have presented their dissertation for examination within one year if they are studying full-time or two years if they are studying part-time.

1.12 In exceptional circumstances, a student’s period of registration may be extended once for a maximum period of four months if the application for an extension is made to the Faculty Research Degrees Committee before the registration period has expired.

Researcher Development and Training

1.13 The University expects all research students to undertake an agreed programme of development and research training. The initial programme will be discussed by the First Supervisor and the student and submitted to the FRDC for approval as part of the application for registration.

Assessment Process

1.14 The assessment of a candidate for an MA/MSc by Research has two elements: production of a dissertation and the defence of the dissertation in an oral examination.

1.15 The arrangements for the assessment of a candidate will be submitted to the Faculty Research Degrees Committee for approval, including the title of the dissertation and the
names of the internal and external examiners

1.16 The Faculty Research Degrees Committee will submit the examination arrangements including CVs of the proposed internal and external examiners to the University Research Degrees Committee for ratification; this may be done by Chair’s action.

1.17 The oral examination will normally be held within two months of the submission of the dissertation.

1.18 The dissertation and the oral examination will be in English unless otherwise approved by the University Research Degrees Committee.

1.19 Once the examination arrangements have been approved, candidates must have no contact with their external examiner.

Assessment panel

1.20 Each candidate must be examined by an assessment panel of two examiners, comprising one external examiner and one internal examiner. Where the candidate is a member of Kingston University staff two externals must be appointed in addition to an internal.

1.21 The Faculty Research Degrees Committee will submit details of the proposed internal and external examiners to the University Research Degrees Committee for approval.

1.22 At least one of the examiners must have experience of examining research degree candidates at a comparable level.

1.23 Candidates’ supervisors cannot be appointed as examiners.

1.24 The Faculty Research Degrees Committee will appoint an independent Chair.

Exceptional arrangements

1.25 All exceptional assessment arrangements must be approved by the University Research Degrees Committee. Examples of such exceptional arrangements include the submission of the dissertation in a language other than English; an assessment method other than an oral examination and dissertation.

Submission of the dissertation

1.26 The dissertation must be submitted in the required format, including word limits and before the period of registration has expired.

1.27 A copy of any dissertation submitted as part of a successful award of a research degree must be lodged with the University Library. An application for a dissertation to remain confidential (normally for two years) must be made to the Faculty Research Degrees Committee and ratified by the University Research Degrees Committee at the time the examination arrangements are submitted for approval.

1.28 Normally, a dissertation submitted for a research award should not contain any material that has been previously submitted for an award at an institute of Higher Education either in the UK or overseas. When submitting the dissertation, the candidate must confirm, by
completing a Declaration form, that no part of the dissertation has been submitted for a comparable academic award except in cases detailed below.

1.29 In cases where a dissertation contains a proportion of material that has been submitted for a previous award, the nature and proportion of work must be clearly stated in the Declaration form and appropriate reference made in the dissertation. In these cases, the University Research Degrees Committee shall have the authority to decide whether or not to approve the submission of the dissertation for examination. The Committee must be satisfied that there is sufficient new material in the dissertation to warrant consideration for the award.

Assessment of the dissertation

1.30 Each examiner shall consider the dissertation independently and submit a brief report indicating one of the following:

- the content of the dissertation warrants consideration for the MA/MSc by Research award and the oral examination should be held
- the content of dissertation is not of a satisfactory standard to be considered for the MA/MSc by Research award and the oral examination should not be held

1.31 If there is no initial agreement that the oral examination should proceed, the examiners will be informed and asked to reach a consensus. If this cannot be achieved, the oral examination will be held.

1.32 If the consensus view is that the dissertation is so unsatisfactory that the oral examination should not proceed, the examiners will be asked to provide a report outlining the deficiencies of the dissertation and recommending one of the following:

- the candidate be allowed to resubmit the dissertation for reassessment after corrections, in which case the candidate and the First Supervisor will be informed of the failure and given detailed advice about the requirements for resubmission
- the candidate should not be allowed an opportunity for reassessment

Oral examination

1.33 The oral examination will normally be held at the University. Approval to hold the examination elsewhere must be obtained from the University Research Degrees Committee.

1.34 All examiners must participate in the oral examination.

1.35 Following the oral examination, the examiners will be asked to provide a joint recommendation to the URDC (in its capacity as Examination Board) indicating one of the following:

- the candidate has reached the required standard and should be awarded the MA/MSc by Research
- the candidate has reached the required standard and should be awarded the MA/MSc by Research, subject to amendments to the dissertation by a specified date (normally within one month)
• the candidate has failed to reach the required standard for the degree, but should be permitted one further assessment opportunity. This can be defined as:
  o re-submission of the dissertation and its defence in a second oral examination (normally within four months.)
  o re-submission of the dissertation only (normally within four months.)
  o undertaking a second oral examination with no significant change to the dissertation
  o the candidate has failed to reach the standard for the degree and should not be offered an opportunity for reassessment

**Failure and Reassessment**

1.36 A candidate may be reassessed on one occasion only. The form of the re-assessment will be stipulated by the University Research Degrees Committee in the light of the examiners’ recommendations.

1.37 Following the completion of the reassessment, the examiners’ recommendations will be one of the following:

  • that the candidate has reached the required standard and may be conferred with the degree of MA/MSc by Research
  • that the candidate has reached the required standard and may be conferred with the degree of MA/MSc by Research subject to amendments to the dissertation by a specified date (normally within one month)
  • that the candidate has failed to reach the standard for the degree and can be permitted no further opportunity for reassessment.

**Disagreement Between Examiners**

1.38 If, at any stage, the examiners are unable to reach a consensus view, the University Research Degrees Committee may:

  • where there are two examiners, accept the recommendation of the external examiner
  • where there are more than two examiners, accept the recommendation of the majority of the examiners, provided it includes at least one external examiner
  • require the appointment of a second external examiner to conduct the relevant stages of the assessment process and make an independent recommendation to the University Research Degrees Committee
7. **MPhil**

7.1 **Standard of the Award**

The standard of the MPhil is that expected of a good honours graduate who has achieved a minimum of 360 credits at M level by:

- satisfactorily completing an agreed programme of research training
- critically investigating and evaluating an appropriate topic
- presenting and defending a thesis to the satisfaction of the examiners

7.2 **Period of Registration**

The normal period of registration is:

- Full time: 2 years from first enrolment date (3 years maximum)
- Part time: 4 years from first enrolment date (6 years maximum)

Candidates should normally have presented their dissertation for examination within:

- Full time: 2 years from first enrolment date
- Part time: 4 years from first enrolment date

The minimum period of registration for an MPhil is:

- Full time: 1 year from first enrolment date
- Part time: 2 years from first enrolment date

Normally, this would only apply to those who have been granted advanced standing.

7.3 **Timeline**

The table below shows the progression of a normal MPhil registration from beginning to end. Each stage, apart from the submission deadline, is conditional upon satisfactory progress and the appropriate approval of your FRDC and the URDC. Any approved suspensions will result in the timings being increased by the duration of the suspension.

<table>
<thead>
<tr>
<th>Event</th>
<th>Timing: Full time</th>
<th>Timing: Part time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrol on MPhil</td>
<td>Start of registration period</td>
<td>Start of registration period</td>
</tr>
<tr>
<td>Keep agreed records of</td>
<td>At least monthly</td>
<td>Approx. every 6 weeks</td>
</tr>
<tr>
<td>meetings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Monitoring</td>
<td>End of Year 1</td>
<td>End of Year 1</td>
</tr>
<tr>
<td>Annual Monitoring</td>
<td>End of each subsequent year</td>
<td>End of each subsequent year</td>
</tr>
<tr>
<td>Transfer to writing up (optional)</td>
<td>End of Year 2</td>
<td>End of Year 4</td>
</tr>
<tr>
<td>Submission of thesis for examination deadline</td>
<td>End of Year 3</td>
<td>End of Year 6</td>
</tr>
<tr>
<td>Oral Examination</td>
<td>Date agreed with examiners</td>
<td></td>
</tr>
<tr>
<td>Amendments or resubmission completed if applicable</td>
<td>Deadline set by examiners</td>
<td></td>
</tr>
</tbody>
</table>
**Final bound dissertation submitted** | Deadline set by Graduate Research School
---|---
**Conferment of award** | Within 4 weeks of submission of final bound thesis
**Attendance at Graduation Ceremony if desired** | Deadline for conferment set by Faculty

### 7.4 Monitoring Requirement

An Annual Monitoring Report should be completed 1 year into the programme of study for both full time and part time researchers.

The main purposes of the monitoring will be to ensure that:

- the research is progressing at a satisfactory pace
- the planned personal training programme is being, or has been, completed
- any required changes to the supervisory arrangements, the student’s mode of attendance or the nature of the proposed research programme, including the title, are identified and submitted for approval
- students are provided with formal feedback on their progress and given an opportunity to highlight any difficulties experienced

The monitoring report comprises three elements. You should complete the first two parts of the report in conjunction with your First Supervisor. Your First Supervisor will then complete part 3, their own report on the progress of your research:

1. Commentary on the progress of your project over the past year
2. Action Plan for the next year
3. First Supervisor’s report

Your commentary must include details of any changes to your supervisory team or mode of study, as well as alterations to your research that could have ethical implications, in which case your new research plan will be subject to approval through the Faculty Research Ethics Committee.

The Faculty Research Degrees Committee will review your monitoring report and make a formal assessment of your progress.

Once the Faculty Research Degrees Committee agrees that your progress is satisfactory, you will be invited to re-enrol and continue with your research.

If your progress is not considered satisfactory, you will be informed of any conditions that you will need to fulfil in order to continue or, if necessary, be informed that your registration is being reviewed by the University (in which case you will be sent details of the review process).

Failure to demonstrate satisfactory progress could result in registration being termination under the General Student Regulations.
7.5 Thesis/Assessment Requirement

The assessment of a candidate for MPhil has two elements:

- the thesis or its equivalent, including other approved examinable material
- defence of the thesis in an oral examination

See also Section 3 of YOUR RESEARCH DEGREE: FROM ADMISSION TO ALUMNI

7.5.1 Word Count/Thesis Length

Text should not normally exceed the following length, excluding ancillary data:

- Art & Design, Arts, Social Sciences, Education: 40,000 words
- Science, Engineering: 20,000 words

A dissertation exceeding the word limit may be deemed a fail by the examiners and the student asked to resubmit with a reduced word count. It is, however, recognised that exceptionally the length and character of the text may vary and will be determined by the aims and objectives of the submission. Exceptions may be agreed by URDC, but the final decision will reside with the examination panel. Exceptions will be very rare. Your First Supervisor will offer guidance on the subject specific requirements for your discipline if they differ from the lengths listed above.

Included in the word count: The main text including foot notes / endnotes, tables, graphs and diagrams.

Not included in the word count: Abstract, acknowledgements, bibliography and appendices (including tables, graphs and diagrams within the appendices)

The text of a thesis for MPhil may be reduced in length if accompanied by publications or other scholarly materials, or if the submission involves creative output or preparation of a scholarly edition. In such cases, the text of the thesis should normally be in the range of 15,000 to 20,000 words:

7.6 Award Descriptor

This descriptor comes from The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies, October 2014 published by the Quality Assurance Agency for Higher Education. It outlines the basic characteristics of study expected for a Masters award. [http://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf](http://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf)

Masters degrees are awarded to candidates who have demonstrated:

- a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study, or area of professional practice;

- a comprehensive understanding of techniques applicable to their own research or advanced scholarship;
g. originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline;

h. conceptual understanding that enables the candidate:

- to evaluate critically current research and advanced scholarship in the discipline; and
- to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.

Typically, holders of the qualification will be able to:

a. deal with complex issues both systematically and creatively, make sound judgements in the absence of complete data, and communicate their conclusions clearly to specialist and non-specialist audiences;

b. demonstrate self-direction and originality in tackling and solving problems, and act autonomously in planning and implementing tasks at a professional or equivalent level;

c. continue to advance their knowledge and understanding, and to develop new skills to a high level;

and will have

d. the qualities and transferable skills necessary for employment requiring:

- the exercise of initiative and personal responsibility;
- decision-making in complex and unpredictable situations; and
- the independent learning ability required for continuing professional development.

7.7 Assessment Criteria

The scope of the thesis should be what might reasonably be expected after 2-3 years full time or 4-6 years part time. The thesis should not normally exceed the word limits outlined above. In each of the following areas the candidate will be expected to:

Thesis Contents

- ensure that the contents of their thesis result from their own independent work, and demonstrate a critical awareness of current issues and or new knowledge at the forefront of their field(s) of study and/or professional practice.

- show originality in the application of existing knowledge.
• use the thesis to reflect a coherent research process from the acquisition of basic data to its final conclusions and provide an underlying rationale for the research which is clear and persuasive.

• show a critical appreciation of the context of the research and its relationship to existing literature and received opinion.

• apply their knowledge, skills and understanding of advanced concepts to a complex field(s) of study and/or professional practice.

• make reasoned judgements, and understand the limitations of those made in the absence of complete data and show an appreciation of the limitations of their research and an awareness of areas worthy of further investigation.

Presentation

• lay out the thesis in a clear and readable manner with respect to both its language and structure and according to the presentation format stated in Section 3 of YOUR RESEARCH DEGREE: FROM ADMISSION TO ALUMNI

• make effective use of cross-references, so that the text is readily navigable in order that the reader may extract the information sought.

• use references, bibliography and any headers/footnotes, avoiding both structural and stylistic inconsistencies.

Methodology

• demonstrate that the methodologies that they have adopted and/or developed are appropriate to the research undertaken and explicitly state and justify their underlying rationale.

• demonstrate, where relevant, that they understand and can clearly articulate any ethical implications of their research study.

• adopt and articulate clear and consistent criteria for the selection of data (or textual extracts) and the results of analyses.
7.8 Academic Regulations

The following university-wide regulations will apply to you throughout your period of registration. You should familiarise yourself with their contents:

Kingston University – General Student Regulations
http://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/

7.9 Regulations for the Award of MPhil

These regulations should be read in conjunction with the University’s Academic Regulations and Procedures and the General Student Regulations, all of which apply. You should familiarise yourself with their contents.

The Standard of the Award

2.1 The standard of the MPhil is that expected of a good honours graduate who has achieved a minimum of 360 credits at M level by:

- satisfactorily completing an agreed programme of research training
- critically investigating and evaluating an appropriate topic
- presenting and defending a thesis to the satisfaction of the examiners

Entry Requirements for Applicants

2.2 The normal minimum requirement for admission to the MPhil is a first or second class honours degree or equivalent in a subject appropriate to the proposed programme of study.

2.3 Applicants whose first language is not English will be required to provide evidence of an English Language qualification (IELTS score of 7 or equivalent is recommended).

Non-standard entrants

2.4 Exceptionally, an applicant without these minimum qualifications may be considered for entry. For example, the Head of School and First Supervisor may consider an applicant with relevant professional qualifications and experience where these provide sufficient evidence of potential to complete the degree programme satisfactorily. In such cases, the application for registration must be approved by the Faculty Research Degrees Committee and referred to the University Research Degrees Committee for ratification.

The Programme of Research

2.5 A programme of research may be in any field of study provided that the programme is capable of leading to scholarly research, which may include appropriate creative work, and can be assessed by the presentation of a thesis and an oral examination.
2.6 A programme of research must have an identified First Supervisor who will act as the primary supervisor. There must be at least one, and normally, not more than two additional supervisors, who should be nominated as part of the application for provisional registration. Normally, they will work with the applicant to prepare the initial outline of the proposed programme of research.

**Collaboration**

2.7 The University encourages collaboration with outside institutions and organisations. Where a research student is working in a collaborative arrangement, evidence must be appended to the application for provisional registration giving details of the nature of the arrangement. In cases where Kingston University requires additional physical or staffing resources to support a programme of research, suitable collaborative arrangements may be proposed, and will require the approval of the University Research Degrees Committee.

Note: Advice on formal collaborations is available from the Academic Registry.

**Externally funded research**

2.8 Where the proposed programme is part of an externally funded project, there must be appropriate safeguards to ensure that the terms of the contract will not prevent the fulfilment of the objectives of the proposed research programme.

**Group projects**

2.9 Where the proposed programme is part of a larger group project, there must be clear evidence to show how the individual programme is distinct and separate in its aims and objectives from both the overall project and any other research programmes in the same field of study.

**Registration**

2.10 Students will be registered for the MPhil when:

- the application to register, including an outline programme of research has been approved by the appropriate Faculty Research Degrees Committee
- any exceptional arrangements have been approved by the University Research Degrees Committee
- the enrolment process has been completed

2.11 Registration is re-confirmed annually and is dependent on the student:

- maintaining satisfactory progress on the programme of research
- being in good financial standing with the University
- Students’ registration may also be terminated under the University’s Procedures for Expulsion on Academic Grounds or the Code of Student Discipline.

2.12 If students are prevented from continuing their study by illness or other mitigating circumstances, a formal request for the registration to be suspended must be submitted for approval by the Faculty Research Degrees Committee.
2.13 Students wishing to change their mode of study or supervisory arrangements must apply either at the time of the annual monitoring process or by a separate recommendation made to the Faculty Research Degrees Committee. The required completion date will be amended pro rata.

2.14 In exceptional circumstances, a student’s period of registration may be extended once for a maximum period of one year if the application for an extension is made to the Faculty Research Degrees Committee before the maximum registration period has expired.

Normal period of registration

2.15 Students registered for a MPhil should normally have presented their thesis for examination within two years from initial registration if they are studying full-time OR four years from initial registration if they are studying part-time

Maximum period of registration

2.16 Students registered for a MPhil must have presented their thesis for examination within:

- three years from initial registration if they are studying full-time
- six years from initial registration if they are studying part-time

Minimum period of registration

2.17 The minimum period of registration is one year for full time students OR two years for part-time students

Researcher Development and Training

2.18 The University expects all research students to undertake an agreed programme of development and research training. The initial programme will be discussed by the First Supervisor and the student and submitted to the FRDC for approval as part of the application for registration.

2.19 The First Supervisor will review the development needs of each research student during the annual monitoring process.

2.20 Students are required by Faculties to compile a record of all research development and training undertaken.

2.21 Failure to complete the agreed development and training programme will result in registration being reviewed by the Faculty Research Degrees Committee. The review may result in a recommendation to the University Research Degrees Committee for the registration to be terminated.

2.22 As part of a student’s training, prior to the submission of the assessment arrangements for approval, students must be given the opportunity to undergo a practice oral examination with an independent assessor and provided with informal feedback on their performance.
Monitoring of Progress

Annual monitoring of progress

2.23 The student must be informed of the planned date and nature of the annual monitoring process. It is a condition of continued registration that a satisfactory progress report is received annually.

2.24 The main purposes of the monitoring will be to ensure that:

- the research is progressing at a satisfactory pace
- the planned personal training programme is being, or has been, completed
- any required changes to the supervisory arrangements, the student’s mode of attendance or the nature of the proposed research programme, including the title, are identified and submitted for approval
- to provide formal feedback to students on their progress and give them an opportunity to highlight any difficulties experienced.

2.25 The Faculty Research Degrees Committee will consider the annual reports and provide a summary progress report, including any areas of concern and its action plan to address them, to the University Research Degrees Committee.

2.26 Exceptionally, a student who is registered for a MPhil, but has not been assessed for the award, may apply for admission to a PhD. This application should normally be made before half of the registration period for the MPhil has expired and should follow the same process as required for the initial confirmation of registration of PhD students. The request would require approval by the University Research Degrees Committee.

Assessment Process

2.27 The assessment of a candidate for an MPhil has two elements

- the thesis or its equivalent, including other approved examinable material
- its defence in an oral examination.

2.28 The arrangements for the assessment of a candidate will be submitted to the Faculty Research Degrees Committee for approval, including:

- the final title of the thesis
- the names of the internal and external examiners
- the form of the submission

2.29 The Faculty Research Degrees Committee will submit the examination arrangements including the CV’s of the proposed internal and external examiners to the University Research Degrees Committee for ratification; exceptionally this may be done by Chair’s action.

2.30 The oral examination will normally be held within three months of the submission of the material to be assessed.
2.31 The thesis and the oral examination will be in English unless otherwise approved by the University Research Degrees Committee.

2.32 Once the examination arrangements have been approved, candidates must have no contact with any of their external examiners.

**Assessment panel**

2.33 Each candidate must be examined by an assessment panel of at least two, and, normally, not more than three examiners.

2.34 There must be at least one external examiner and one internal examiner. Where the candidate is a member of Kingston University staff two externals must be appointed in addition to an internal.

2.35 At least one of the examiners must have experience of examining research degree candidates at a comparable level.

2.36 Candidates’ supervisors cannot be appointed as examiners.

2.37 The Faculty Research Degrees Committee will appoint an Independent Chair.

**Exceptional arrangements**

2.38 All exceptional assessment arrangements must be approved by the University Research Degrees Committee, for example, the submission of the thesis in a language other than English OR an assessment method other than an oral examination.

2.39 All changes to the approved assessment arrangement must be agreed by the Faculty Research Degrees Committee and ratified by the University Research Degrees Committee.

**Submission of the thesis**

2.40 The thesis must be submitted in the required format, including word limits AND normally, before the student’s period of registration has expired.

2.41 Any thesis submitted as part of a successful award of a research degree will be lodged with the University Library. An application for a thesis to remain confidential (normally for a period of two years) must be made to the Faculty Research Degrees Committee and ratified by the University Research Degrees Committee when the examination arrangements are submitted.

Note: Certain types of submission, eg. of artefacts or creative work, may be retained by the University in another environment, if appropriate.

2.42 Normally, a thesis submitted for a research award should not contain any material that has been previously submitted for an award at an institute of Higher Education either in the UK or overseas. When submitting the thesis, the candidate must confirm, by completing a Declaration form, that no part of the thesis has been submitted for a comparable academic award except in cases detailed below.
2.43 In cases where a thesis contains a proportion of material that has been submitted for a previous award, the nature and proportion of work must be clearly stated in the Declaration form and appropriate reference made in the thesis. In these cases, the University Research Degrees Committee shall have the authority to decide whether or not to approve the submission of the thesis for examination. The Committee must be satisfied that there is sufficient new material in the thesis to warrant consideration for the award.

Assessment of the thesis

2.44 Each examiner shall consider the thesis independently and submit a brief report indicating one of the following:

- the content of the thesis warrants consideration for the MPhil award and the oral examination should be held
- the content of thesis is not of a satisfactory standard to be considered for the MPhil award and the oral examination should not be held

2.45 If there is no initial agreement that the oral examination should proceed, the examiners will be informed and asked to reach a consensus. If this cannot be achieved, the oral examination will be held.

2.46 If the consensus view is that the thesis is so unsatisfactory that the oral examination should not proceed, the examiners will be asked to provide a report outlining the deficiencies of the thesis and recommending one of the following:

- the candidate be allowed to resubmit, in which case the candidate and the First Supervisor will be informed of the failure and given detailed advice about the requirements for resubmission
- the candidate should not be allowed an opportunity for reassessment

Oral examination

2.47 The oral examination will normally be held at the University. Approval to hold the examination elsewhere must be obtained from the University Research Degrees Committee.

2.48 All examiners must participate in the oral examination. Following the oral examination, the examiners shall be asked to provide a joint recommendation indicating one of the following:

2.49 Award of MPhil
- the candidate has reached the required standard and should be awarded the MPhil
- the candidate must complete minor amendments, normally within three months, to the satisfaction of the examiners in order to allow the award of the MPhil. In this instance the examiners must supply a jointly agreed list of amendments.
- the candidate has failed to reach the required standard, but should be permitted one further assessment opportunity. In this instance, the examiners must supply a full and jointly agreed report outlining the defects of the thesis and the nature of the corrections to be made. Reassessment may take one of the following forms:
  - resubmission of the revised thesis and its defence in a second oral examination (normally within one year)
  - resubmission of the revised thesis without a further oral examination (normally
within one year)
  - a second oral examination without significant change to the thesis (normally within one year)

Fail
- the candidate has failed to reach the standard for MPhil and should not be offered an opportunity for reassessment.

### Assessment of minor corrections

2.50 Once the candidate has submitted their corrected thesis, those examiners designated as being responsible for reviewing corrections will be required to make a judgment as to whether the corrections have been completed to their satisfaction. They will be asked to choose between one of the following outcomes
- The candidate has undertaken the corrections to the satisfaction of the examiner
- The candidate has failed to undertake the corrections to the satisfaction of the examiner and should be allowed to resubmit the corrected thesis without further oral examination in a period of up to three months. In this instance a detailed report on the shortcomings of the corrections must be supplied by the examiner.

### Failure and Reassessment

2.51 A candidate may be reassessed on one occasion only. The form of the re-assessment shall be stipulated by the University Research Degrees Committee in the light of the examiners’ recommendations.

2.52 Following the completion of the reassessment, the examiners’ recommendations will be one of the following:
- that the candidate has reached the required standard and may be conferred with the MPhil
- that the candidate has reached the required standard and should be conferred with the MPhil subject to amendments to the thesis by a specified date (normally three months)
- that the candidate has failed to reach the standard for the degree and can be permitted no further opportunity for reassessment.

### Disagreement Between Examiners

2.53 If, at any stage, the examiners are unable to reach a consensus view, the University Research Degrees Committee may:
- where there are two examiners, accept the recommendation of the external examiner
- where there are more than two examiners, accept the recommendation of the majority of the examiners, provided it includes at least one external examiner
- require the appointment of a second external examiner to conduct the relevant stages of the assessment process and make an independent recommendation to the University Research Degrees Committee
8. PhD (including Professional Doctorates)

8.1 Standard of the Award

The standard of the PhD is that expected of a good honours graduate who:
- has satisfactorily completed an agreed programme of research training
- has critically investigated and evaluated an approved topic, resulting in a substantial independent and original contribution to knowledge, commensurate with the normal period of registration
- has presented and defended a thesis to the satisfaction of the examiners

8.2 Period of Registration

The registration period includes time spent registered as MPhil before upgrading to PhD.

The normal period of registration is:
- Full time: 3 years from first enrolment date
- Part time: 6 years from first enrolment date

The maximum period of registration and the deadline for candidates to have submitted their thesis for examination is:
- Full time: 4 years from first enrolment date
- Part time: 8 years from first enrolment date

The minimum period of registration is:
- Full time: 1 year from first enrolment date
- Part time: 2 years from first enrolment date

Normally, the minimum registration period would only apply to those who have been granted advanced standing.

8.3 Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Timing: Full time</th>
<th>Timing: Part time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrol as MPhil</td>
<td>Start of registration period</td>
<td>Start of registration period</td>
</tr>
<tr>
<td>Keep agreed records of meetings</td>
<td>At least monthly</td>
<td>Approx. every 6 weeks</td>
</tr>
<tr>
<td>Annual Monitoring</td>
<td>n/a</td>
<td>End of Year 1</td>
</tr>
<tr>
<td>MPhil to PhD Upgrade</td>
<td>End of Year 1</td>
<td>End of Year 2</td>
</tr>
<tr>
<td>Annual Monitoring</td>
<td>End of each subsequent year</td>
<td>End of each subsequent year</td>
</tr>
<tr>
<td>Transfer to writing up (optional)</td>
<td>End of Year 3</td>
<td>End of Year 6</td>
</tr>
<tr>
<td>Submission of thesis for examination deadline</td>
<td>End of Year 4</td>
<td>End of Year 8</td>
</tr>
<tr>
<td>Oral Examination</td>
<td>Date agreed with examiners</td>
<td></td>
</tr>
<tr>
<td>Amendments or resubmission completed if applicable</td>
<td>Deadline set by examiners</td>
<td></td>
</tr>
</tbody>
</table>
The table above shows the progression of PhD registration from beginning to end. Each stage, apart from the submission deadline, is conditional upon satisfactory progress and the appropriate approval of your FRDC and the URDC. Any approved suspensions will result in the timings being increased by the duration of the suspension.

### 8.4 Thesis/Assessment Requirement

*See also Section 3 of YOUR RESEARCH DEGREE: FROM ADMISSION TO ALUMNI*

The assessment of candidates for a PhD has two elements:

- the thesis or its equivalent, including other approved examinable material
- its defence in an oral examination

#### 8.4.1 Word Count/Thesis Length

Text should not normally exceed the following length, excluding ancillary data:

- **Art & Design, Arts, Social Sciences, Education:** 80,000 words
- **Science, Engineering:** 40,000 words

A dissertation exceeding the word limit may be deemed a fail by the examiners and the student asked to resubmit with a reduced word count. It is, however, recognised that exceptionally the length and character of the text may vary and will be determined by the aims and objectives of the submission. Exceptions may be agreed by URDC, but the final decision will reside with the examination panel. Exceptions will be very rare. Your First Supervisor will offer guidance on the subject specific requirements for your discipline if they differ from the lengths listed above.

Included in the word count: The main text including foot notes / endnotes, tables, graphs and diagrams.

Not included in the word count: Abstract, acknowledgements, bibliography and appendices (including tables, graphs and diagrams within the appendices)

The text may be reduced in length if accompanied by other scholarly materials, or if the submission involves publications, creative output or preparation of a scholarly edition. In such cases, the critical element of the thesis should normally be in the range of 30,000 to 40,000 words, with a minimum of 20,000 words. This includes PhDs in Creative Writing.
8.5 Monitoring Requirements and Upgrade from MPhil to PhD

8.5.1 Upgrade from MPhil to PhD

The University Research Degree Regulations require that all doctoral researchers are registered in the first instance for an MPhil degree and upgrade, if appropriate, to the PhD degree following an independent review of their progress and approval from the Faculty Research Degrees Committee.

Upgrade for full time students should normally be made within 9-12 months of enrolment and for part time students between 18-24 months from the date of enrolment. For those beginning their degrees outside the standard enrolment points of March and October, timings may be adjusted slightly to fit the review cycle. Once this review process is successfully completed your registration will be transferred to the degree of PhD.

Note: for students undertaking the 1+3 PhD in the Business School, the MSc assessment will act as the upgrade assessment. Students should refer to the course handbook for further details.

The section below summarises the upgrade process. It should be read in conjunction with the full guidance, available on My Kingston in document RD6 MPhil to PhD Upgrade: Guidance Notes For Candidates And Staff.

Before completing your first year of research you will be required to complete a written report and undertake an upgrade/transfer presentation or viva.

The written report comprises the following elements:

Form RD5b. You must complete this to show the progress that you have made with your research, the training that you have undertaken, and the research plan that you propose for the following year.

Supporting Documentation. You must supply this to demonstrate how your future research will meet the criteria for PhD and contribute to new knowledge. Supporting documentation will vary according to the type of project being undertaken. It could, for example, comprise an account of early experimental work, a detailed review of existing literature, a critical account of existing models, or other work that your First Supervisor agrees relevant to the successful development of your research project. As a rough guide, supporting documentation will normally be between 3,000 & 6,000 words long and must include a timetable for the completion of your project. Your report should indicate any changes to arrangements, such as changes to your supervisory team, intended thesis format or mode of study and any changes to your research that may have ethical implications. Your First Supervisor will append an additional short report on your progress and Action Plan.

Upgrade Presentation. The format of the upgrade presentation will depend on your faculty’s procedures; more details will be given to you by your Faculty Research Student Co-ordinator. Your First Supervisor will advise you of what is expected of you and how to prepare.
An independent reviewer will assess your written report, supporting documentation and presentation and will report on your progress to the Faculty Research Degrees Committee, which will recommend one of the following to the URDC:

- that registration should be upgraded to PhD
- that registration may be upgraded subject to some modifications or additional work being completed by a specified date
- that there is insufficient evidence that the planned work will meet the standard for PhD and the candidate should remain registered for the degree of MPhil
- that progress is insufficient for the degree of MPhil and the registration should be terminated

*Academic Regulations for the Award of Doctor of Philosophy*

It is a condition of your continued registration for both MPhil and PhD that you complete an Annual Monitoring Report at the end of each subsequent year of your research (for both full time and part time researchers).

**8.5.2 Annual Monitoring Report**

The main purposes of subsequent reports will be to ensure that:

- the research is progressing at a satisfactory pace
- the planned personal training programme is being, or has been, completed
- any required changes to the supervisory arrangements, to your mode of attendance or the nature of the proposed research programme, including the title, are identified and submitted for approval
- to provide formal feedback on your progress and give you an opportunity to highlight any difficulties experienced

*Academic Regulations for the award of Doctor of Philosophy*

The Annual Monitoring Report comprises three elements. You should complete the first two parts of the report in conjunction with your First Supervisor. Your First Supervisor will then complete their own report on the progress of your research:

- Commentary on the progress of your project over the past 12 months
- Action Plan for the next 12 months
- First Supervisor’s report

Your commentary must include details of any changes to your supervisory team or mode of study, as well as alterations to your research that could have ethical implications, in which case your new research plan will be subject to approval through the Faculty Research Ethics Committee.

The Faculty Research Degrees Committee will review your monitoring report and make a formal assessment of your progress.

Once the Faculty Research Degrees Committee agrees that your progress is satisfactory, you will be invited to re-enrol and continue with your research.
If your progress is not considered satisfactory, you will be informed of any conditions that you will need to fulfil in order to continue or, if necessary, be informed that your registration is being reviewed by the University (in which case you will be sent details of the review process).

Failure to demonstrate satisfactory progress could result in registration being terminated under the General Student Regulations.

8.6 Award Descriptor

This descriptor comes from The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies, October 2014 published by the Quality Assurance Agency for Higher Education. It outlines the basic characteristics of study expected for a Doctorate. [http://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf](http://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf)

Doctorates are awarded to candidates who have demonstrated:

i. the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication;

ii. a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice;

iii. the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems;

iv. a detailed understanding of applicable techniques for research and advanced academic enquiry.

Typically, holders of the qualification will be able to:

- make informed judgements on complex issues in specialist fields, often in the absence of complete data, and be able to communicate their ideas and conclusions clearly and effectively to specialist and non-specialist audiences;

- continue to undertake pure and/or applied research and development at an advanced level, contributing substantially to the development of new techniques, ideas, or approaches;

and will have:

- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and largely autonomous initiative in complex and unpredictable situations, in professional or equivalent environments.
8.7 Assessment Criteria

The scope of the thesis should be what might reasonably be expected after 3-4 years full time or 6-8 years part time study. The thesis should not normally exceed the word limits outlined above. With regard to the structure and nature of the thesis, in each of the following areas the candidate will be expected to:

Thesis contents

- ensure that the contents of their thesis result from their own independent work, represent a new, substantial and original contribution to the field(s) of study and/or professional practice as evidenced by the discovery of new facts or by the exercise of independent critical analysis.

- ensure the research is of a quality able to satisfy peer review and merit publication in whole, in part or in a revised form.

- use the thesis to reflect a coherent research process from the acquisition of basic data to its final conclusions and provide an underlying rationale for the research which is clear and persuasive.

- show a critical appreciation of the context of the research, its relationship to existing literature and received opinion.

- apply their knowledge, skills and understanding of key concepts to a complex field(s) of study and/or professional practice.

- make reasoned judgements, possibly in the absence of complete data and show an appreciation of the limitations of their research and of areas worthy of further investigation.

Presentation

- lay out the thesis in a clear and readable manner with respect to both its language and structure and according to the presentation format stated in section 3 of this handbook.

- make effective use of cross-references, so that the text is readily navigable in order that the reader may extract the information sought.

- use references, bibliography and any headers/footnotes, avoiding both structural and stylistic inconsistencies

Methodology

- demonstrate that the methodologies that they have adopted and/or developed are appropriate to the research undertaken and explicitly state and justify their underlying rationale.
• demonstrate, where relevant, that they understand and can clearly articulate any ethical implications of their research study.

• adopt and articulate clear and consistent criteria for the selection of data (or textual extracts) and the results of analyses.
8.8 Academic Regulations

The following university-wide regulations will apply to you throughout your period of registration. You should familiarise yourself with their contents:

Kingston University – General Student Regulations
http://www.kingston.ac.uk/aboutkingstonuni/howtheuniversityworks/policiesandregulations/

8.9 Regulations for the Award of PhD

These regulations should be read in conjunction with the University’s Academic Regulations and Procedures and the General Student Regulations, all of which apply. You should familiarise yourself with their contents:

The Standard of the Award

3.1 The standard of the PhD is that expected of a good honours graduate who has:

- satisfactorily completed an agreed programme of research training
- critically investigated and evaluated an approved topic, resulting in a substantial independent and original contribution to knowledge, commensurate with the normal period of registration
- presented and defended a thesis to the satisfaction of the examiners

Entry Requirements for Applicants

3.2 The normal minimum requirement for admission to the PhD is either a postgraduate Masters degree in a discipline that is appropriate to the proposed research programme or a first or upper second class honours degree or equivalent in a subject appropriate to the proposed programme of study. Admission will initially be to the MPhil programme and may be upgraded to PhD following successful assessment at the upgrade stage.

3.3 Applicants whose first language is not English will be required to provide evidence of an English Language qualification (IELTS score of 7 or equivalent is recommended).

Non-standard entrants

3.4 Exceptionally, an applicant without these minimum qualifications may be considered for entry. For example, the Head of School and First Supervisor may consider an applicant with relevant professional qualifications and experience where these provide sufficient evidence of potential to complete the degree programme satisfactorily. In such cases, the application for registration must be approved by the Faculty Research Degrees Committee and referred to the University Research Degrees Committee for ratification.
Direct entry to the PhD/Admission with advanced standing

3.5 Students who are registered for a PhD at another comparable institution may apply for admission with advanced standing. Advanced standing may grant direct entry to the PhD without initial registration on the MPhil programme. To be eligible for consideration by the Faculty Research Degrees Committee, the applicant must be prepared to register at Kingston University for at least one year (or two years, if part-time) prior to the date of the final submission of the thesis. Admission may be subject to the completion of an agreed programme of development and training.

The Programme of Research

3.6 A programme of research may be in any field of study provided that the programme is capable of leading to scholarly research, which may include appropriate creative work and can be assessed by the presentation of a thesis and an oral examination.

3.7 A programme of research must have an identified First Supervisor who will act as the primary supervisor. There must be at least one, and normally not more than two additional supervisors, who should be nominated as part of the application for provisional registration. Normally, the First Supervisor will work with the applicant to prepare the initial outline of the proposed programme of research.

Collaboration

3.8 The University encourages collaboration with outside institutions and organisations. Where a research student is working in a collaborative arrangement, evidence must be appended to the application for provisional registration giving details of the nature of the arrangement. In cases where Kingston University requires additional physical or staffing resources to support a programme of research, suitable collaborative arrangements may be proposed, and will require the approval of the University Research Degrees Committee.

Note: Advice on collaborative arrangements is available from Academic Registry.

Externally funded research

3.9 Where the proposed programme is part of an externally funded project, there must be appropriate safeguards to ensure that the terms of the contract will not prevent the fulfilment of the objectives of the proposed research programme.

Group projects

3.10 Where the proposed programme is part of a larger group project, there must be clear evidence to show how the individual programme is distinct and separate in its aims and objectives from both the overall project and any other research programmes in the same field of study.

Registration

3.11 Students will be registered for the MPhil/PhD when:

- the application for registration, including an outline programme of research, has been
approved by the appropriate Faculty Research Degrees Committee
● any exceptional arrangements have been approved by the University Research Degrees Committee
● the enrolment process has been completed

3.12 Students will initially be registered for the MPhil and will be upgraded to PhD registration once the upgrade process has been successfully completed. The period of registration on the MPhil is included in the timescale for PhD registration.

3.13 Registration is reconfirmed annually and is dependent on the student:
● maintaining satisfactory progress on the programme of research
● being in good financial standing with the University

3.14 Students’ registration may be terminated under the University’s Procedures for Expulsion on Academic Grounds or the Code of Student Discipline.

3.15 If students are prevented from continuing their study by illness or other mitigating circumstances, a formal request for the registration to be suspended must be submitted for approval by the Faculty Research Degrees Committee.

3.16 Students wishing to change their mode of study or supervisory arrangements must apply either at the time of the annual monitoring process or by a separate recommendation being made to the Faculty Research Degrees Committee. Their required completion date will be amended pro rata.

3.17 In exceptional circumstances, the student’s period of registration may be extended once, by up to a maximum period of one year, if the application for an extension is made to the Faculty Research Degrees Committee before the maximum registration period has expired.

**Normal period of registration**

3.18 Students registered for a PhD should normally have presented their thesis for examination within three years from initial registration if they are studying full-time OR six years from initial registration if they are studying part-time

**Maximum period of registration**

3.19 Students registered for a PhD must have presented their thesis for examination within four years from initial registration if they are studying full-time OR eight years from initial registration if they are studying part-time

**Minimum period of registration**

3.20 The minimum period of registration before presenting the thesis for examination is one year for full time students OR two years for part time students

**Researcher Development and Training**

3.21 The University expects all research students to undertake an agreed programme of development and research training. The initial programme will be discussed by the First
Supervisor and the student and submitted to the FRDC for approval as part of the application for registration. Possible exemptions from particular training elements will also be agreed at this time.

3.22 The First Supervisor will review the development needs of each research student during the annual monitoring process.

3.23 Students are required by Faculties to compile a record of all development and research training undertaken.

3.24 Failure to complete the agreed development and training programme will result in registration being reviewed by the Faculty Research Degrees Committee. The review may result in a recommendation to the University Research Degrees Committee for the registration to be terminated.

3.25 As part of a student’s training, prior to the submission of the assessment arrangements for approval, students must be given the opportunity to undergo a practice oral examination with an independent assessor and provided with informal feedback on their performance.

**Monitoring of Progress**

**Upgrade to PhD**

3.26 As part of the registration process, students must be informed of the date they will be expected to start the upgrade from MPhil to PhD. Upgrade for full-time students should normally be made within 9-12 months of enrolment and for part-time students between 18-24 months from the date of initial enrolment.

Note: for students undertaking the 1+3 PhD in the Business School, the MSc assessment will act as the upgrade assessment. Students should refer to the course handbook for further details.

3.27 The main purposes of the upgrade process are to ensure that: the personal programme of development and training is adequate to students’ needs; the proposed research is at the requisite level and is likely to lead to a significant contribution to knowledge.

3.28 Students will be required to submit supporting documentation to the Faculty Research Degrees Committee and undergo an oral examination or assessed presentation. The Faculty Research Degrees Committee will consider the evidence and recommend one of the following to the University Research Degrees Committee:

- that the student’s registration should be upgraded to PhD
- that the student’s registration may be upgraded to PhD subject to some modifications or additional work being completed by an agreed date
- that the supporting documentation does not provide evidence of planned research of the required standard for a PhD. In this case, the student may remain registered for the degree of MPhil.
- that the student has not reached the standard required for MPhil and the enrolment should be terminated.
<table>
<thead>
<tr>
<th>Subsequent annual monitoring</th>
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</thead>
<tbody>
<tr>
<td>3.29 Once the upgrade process has been completed satisfactorily, students must be informed of the planned date and nature of the subsequent annual monitoring processes. It is a condition of continued registration that a satisfactory progress report is received annually.</td>
</tr>
<tr>
<td>3.30 The main purposes of the monitoring will be to ensure that:</td>
</tr>
<tr>
<td>• the research is progressing at a satisfactory pace</td>
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<td>• students have an opportunity to highlight any difficulties experienced</td>
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<td>3.31 The Faculty Research Degrees Committee will consider the annual reports and provide a summary progress report on its students, including any areas of concern and its action plan to address them, to the University Research Degrees Committee.</td>
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**Assessment Process**

| 3.32 The assessment of candidates for a PhD has two elements: the thesis or its equivalent, including other approved examinable material and its defence in an oral examination |
| 3.33 The arrangements for the assessment of a candidate will be submitted to the Faculty Research Degrees Committee for approval, including: the final title of the thesis; the names of the internal and external examiners (the assessment panel); the form of the submission; any application for a thesis to remain confidential |
| 3.34 The Faculty Research Degrees Committee will submit the examination arrangements including CV’s of the proposed internal and external examiners to the University Research Degrees Committee for ratification. Exceptionally this can be done by Chair’s action. |
| 3.35 The oral examination will normally be held within three months of the submission of the material to be assessed. |
| 3.36 The thesis and the oral examination will be in English unless otherwise approved by the University Research Degrees Committee. |
| 3.37 Once the examination arrangements have been approved, candidates must have no contact with any of their external examiners. |

**Assessment panel**

| 3.38 Each candidate must be examined by an assessment panel of at least two, and, normally not more than three examiners. |
| 3.39 There must be at least one external examiner and one internal examiner. Where the candidate |
is a member of Kingston University staff two externals must be appointed in addition to an internal.

3.40 At least one of the examiners must have experience of examining research degree candidates at a comparable level.

3.41 Candidates’ supervisors cannot be appointed as examiners.

3.42 The Faculty Research Degrees Committee will appoint an Independent Chair.

**Exceptional arrangements**

3.43 All exceptional assessment arrangements must be approved by the University Research Degrees Committee. For example: the submission of the thesis in a language other than English; an assessment method other than an oral examination.

3.44 All changes to the approved assessment arrangements must be agreed by the Faculty Research Degrees Committee and ratified by the University Research Degrees Committee.

**Submission of the thesis**

3.45 The thesis must be submitted: in the required format, including word limits; normally, before the candidate’s period of registration has expired.

3.46 Any thesis submitted as part of a successful award of a research degree will normally be lodged with the University Library. An application for a thesis to remain confidential must be made to the Faculty Research Degrees Committee and University Research Degrees Committee when the examination arrangements are submitted. The period a thesis may remain confidential is normally two years.

**Note:** Certain types of submission, eg. of artefacts or creative work, may be retained by the University in another environment if appropriate.

3.47 Normally, a thesis submitted for a research award should not contain any material that has been previously submitted for an award at an institute of Higher Education either in the UK or overseas. When submitting the thesis, the candidate must confirm, by completing a Declaration form, that no part of the thesis has been submitted for a comparable academic award except in cases detailed below.

3.48 In cases where a thesis contains a proportion of material that has been submitted for a previous award, the nature and proportion of work must be clearly stated in the Declaration form and appropriate reference made in the thesis. In these cases, the University Research Degrees Committee shall have the authority to decide whether or not to approve the submission of the thesis for examination. The Committee must be satisfied that there is sufficient new material in the thesis to warrant consideration for the award.

**Assessment of the thesis**

3.49 Each examiner shall consider the thesis independently and indicate one of the following:

- the content of the thesis warrants consideration for the PhD award and the oral examination should be held. In this instance, each examiner should produce a preliminary report setting out the general views of the examiner on the thesis and areas to be explored
in the viva. Preliminary reports will not normally be made available to the student until after the assessment process is complete and an award has been made.

- the content of thesis is not of a satisfactory standard to be considered for the PhD award

3.50 If there is no initial agreement that the oral examination should proceed, the examiners will be informed and asked to reach a consensus. If this cannot be achieved, the oral examination will be held.

3.51 If the consensus view is that the thesis is so unsatisfactory that the oral examination should not proceed, the examiners will be asked to recommend one of the following:

- the candidate has failed to submit a thesis warranting examination and be allowed to resubmit normally within one year. The candidate and the First Supervisor will be informed of the failure. The examiners must provide a full report explaining their decision and containing detailed advice about the requirements for resubmission

- Where an examiner deems the thesis to be incomplete or unfinished, such that it will not be examined, the examiner(s) will not write a report but will instead write a brief statement giving the reason for his/her decision. This statement will be submitted to the Graduate Research School and will be made available to the student. This first, unexamined submission of the thesis for examination will be counted as a first submission and the student will be allowed to resubmit normally in a period of up to three months.

- the candidate should not be allowed an opportunity for reassessment. The examiners must provide a full report explaining their decision.

Oral examination

3.52 The oral examination will normally be held at the University. Approval to hold the examination elsewhere must be obtained from the University Research Degrees Committee.

3.53 All examiners must participate in the oral examination.

3.54 Following the oral examination, the examiners will be asked to provide a joint recommendation to the University Research Degrees Committee (in its capacity as Examination Board) indicating one of the following:

Award of PhD

- the candidate has reached the required standard and should be awarded the PhD
- the candidate must complete minor amendments, normally within three months, to the satisfaction of the examiners in order to allow the award of the PhD. In this instance the examiners must supply a jointly agreed list of amendments.
- the candidate has failed to reach the required standard, but should be permitted one further assessment opportunity. In this instance, the examiners must supply a full and jointly agreed report outlining the defects of the thesis and the nature of the corrections to be made. Reassessment may take one of the following forms:
  - resubmission of the revised thesis and its defence in a second oral examination (normally within one year)
### Award of a lower degree
- The candidate has failed to reach the standard required for the PhD but has reached the standard required for MPhil and should be awarded the degree of MPhil. In this instance, the examiners shall supply a jointly agreed report which demonstrates how the criteria for the MPhil degree are satisfied.
- The candidate must complete minor amendments, normally within three months, to the satisfaction of both examiners in order to allow the award of the MPhil. In this instance, the examiners must supply a jointly agreed list of amendments.
- The candidate has failed to reach the standard required for the PhD but should be allowed the possibility of resubmitting the thesis for the award of the MPhil (normally within one year). In this instance, the examiners must supply a full and jointly agreed report outlining the defects of the thesis and the nature of the corrections to be made.

### Fail
- The candidate has failed to reach the standard for PhD or MPhil and should not be offered an opportunity for reassessment. The examiners must provide a full report explaining their decision.

### Assessment of minor corrections

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<th>Section</th>
<th>Description</th>
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<td>3.55</td>
<td>Once the candidate has submitted their corrected thesis, those examiners designated as being responsible for reviewing corrections will be required to make a judgment as to whether the corrections have been completed to their satisfaction. They will be asked to choose between one of the following outcomes:</td>
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<td>- The candidate has undertaken the corrections to the satisfaction of the examiner</td>
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<td></td>
<td>- The candidate has failed to undertake the corrections to the satisfaction of the examiner and should be allowed to resubmit the corrected thesis without further oral examination in a period of up to three months. In this instance, a detailed report on the shortcomings of the corrections must be supplied by the examiner. The examiners must also indicate whether the work submitted at this stage should be awarded the MPhil.</td>
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### Failure and Reassessment

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<th>Section</th>
<th>Description</th>
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<td>3.56</td>
<td>Candidates may be reassessed on one occasion only. The form of the re-assessment will be stipulated by the University Research Degrees Committee, in its capacity as Examination Board, in the light of the examiners’ recommendations.</td>
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<td>3.57</td>
<td>Following the completion of the reassessment, the examiners’ recommendations must be one of the following:</td>
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<td></td>
<td><strong>Award of PhD</strong></td>
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<td></td>
<td>- the candidate has reached the required standard and should be awarded the PhD</td>
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<tr>
<td></td>
<td>- the candidate has reached the required standard and should be awarded the PhD subject to minor amendments to the thesis by a specified date (normally three months). In this</td>
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instance the examiners must supply a jointly agreed list of amendments

**Award of a lower degree**

- the candidate has failed to reach the standard required for the PhD but has reached the standard required for MPhil and should be awarded the degree of MPhil
- the candidate has failed to reach the standard required for the PhD but has reached the standard required for MPhil and should be awarded the degree of MPhil subject to minor amendments to the thesis by a specified date (normally three months)

**Fail**

- the candidate has failed to reach the standard for the degree and there will be no opportunity for further reassessment

**Disagreement Between Examiners**

3.58 If, at any stage, the examiners are unable to reach a consensus view, the University Research Degrees Committee may:

- where there are two examiners, accept the recommendation of the external examiner
- where there are more than two examiners, accept the recommendation of the majority of the examiners, provided it includes at least one external examiner
- require the appointment of a second external examiner to conduct the relevant stages of the assessment process and make an independent recommendation to the University Research Degrees Committee
9. Code of Practice: Responsibilities of the University, Postgraduate Researchers and Supervisors

This section of the handbook outlines, as a code of practice, the responsibilities that the University has to its postgraduate researchers and that postgraduate researchers and supervisors have to each other. These guidelines are minimum expected standards and may be supplemented by additional local agreements between postgraduate researchers and members of their supervisory team.

9.1 Your Responsibilities as a Postgraduate Researcher

As a postgraduate researcher at Kingston University you are required to:

1. commit an appropriate amount of time to your research

2. undertake a programme of training for research and transferable skills to be agreed and updated annually with your First Supervisor

3. maintain a personal training log that will be used to inform your Annual Monitoring Report

4. agree a schedule of meetings and other contact with your First Supervisor and supervisor(s) during term-time and University vacations throughout your registration

5. prepare and keep a record of the meeting, agreed with your First Supervisor, after each scheduled meeting

6. discuss with your First Supervisor and supervisor(s) the type of guidance and comment that you find most helpful

7. seek advice from your First Supervisor and supervisor(s) in a proactive way, recognising that you have a responsibility to raise appropriate topics including any difficulties or problems

8. maintain the progress of your work in accordance with plans agreed with your First Supervisor and supervisor(s) at your mid-term/upgrade/annual monitoring reviews

9. provide appropriate written work for comment and discussion within timescales agreed between you and your supervisory team

10. take note of guidance and feedback on your work provided by your supervisory team

11. inform your supervisory team of other individuals with whom your research is being discussed so that this may be taken into account when nominating examiners

12. comply with the General Regulations of the University, the codes of conduct and best practice that apply to research undertaken within it, and the specific academic regulations that apply to your award

13. comply with the regulations relating to any studentship or other award that you may hold
14. respect the intellectual property rights of members of your supervisory team in external outputs of any form (e.g. publications, patents etc.) arising from the research

15. conduct your work at all times in accordance with University and departmental safety requirements

16. follow ethical guidance provided by the University through the Research Ethics Committee and/or your supervisory team and refer to your Faculty Research Ethics Committee any changes to your research that may have ethical implications

17. inform your First Supervisor, in good time, of occasions when you plan to be away from the University for more than two weeks if full time, or one month if part time

18. complete a mid-term/upgrade/annual monitoring report, including an action plan, in consultation with your First Supervisor and submit it by the published deadline for consideration by the Faculty Research Degrees Committee

19. commit to completing your research and submitting your thesis/dissertation within the period defined by the University’s regulations for your award

20. provide your First Supervisor with a complete draft of your thesis/dissertation in good time, to allow for comment and feedback and any corrections to be made before your period of registration expires

21. decide when to submit your thesis/dissertation, having due regard for the fact that your First Supervisor will be asked to state in writing whether or not they support the submission of your thesis/dissertation for assessment.

22. contribute to the research environment of your School or Faculty by taking up opportunities to present work at research seminars etc. and by engaging in discussion with other researchers

9.2 The Responsibilities of Your First Supervisor

Your First Supervisor is your principal supervisor and is required to:

1. have the necessary knowledge and expertise to supervise your project in co-operation with the other appointed supervisor(s)

2. keep his/her skills and knowledge up to date through professional development

3. agree the respective roles of individual supervisors with you and your supervisory team

4. give clear guidance about the nature of research and the standard expected; guide you in planning your research programme; provide information about literature and sources and encourage you to keep abreast of all relevant developments within your academic discipline
5. help you select a citation style appropriate to your discipline and project at an early stage in your research

6. ensure that you are aware of and comply with all relevant regulations and monitoring arrangements, as well as regulations attached to any scholarship or studentship that you hold

7. contribute to the assessment of your development needs and help you to develop transferable skills appropriate to your level of study. For example, by arranging for you to discuss your work at research seminars, or helping you to prepare conference papers or articles for publication

8. give detailed advice on the necessary completion dates of successive stages of your work, agreeing objectives for each stage so that your thesis/dissertation can be submitted for assessment within the specified time

9. maintain contact with you through regular supervisory meetings and other types of structured communication, as appropriate. You and your First Supervisor must agree the frequency and nature of such contact. Contact may vary according to the stage of your project, your mode of study, and the academic discipline within which you work. One scheduled contact a month, throughout the calendar year, is a suggested acceptable minimum for a full time postgraduate researcher. Contact with part time postgraduate researchers, whilst expected to be less frequent, should still take place regularly and to an agreed schedule.

10. agree the Supervisory Meeting Record, prepared by you and circulated to any other supervisors, after each scheduled meeting

11. be accessible to you at other times by arrangement, where advice is required on academic or personal concerns which may affect your studies

12. maintain effective communication with other members of your supervisory team throughout your period of registration

13. inform you and other members of your supervisory team should they plan to be away from the University for more than three weeks and make arrangements with other supervisors to ensure that you receive appropriate support in their absence

14. provide advice on writing up your work throughout your project, requesting written work as appropriate, and returning such work with constructive critical comments within a reasonable time. As a guide, it is suggested that this should be within four weeks for full time postgraduate researchers, or a longer time, acknowledged to you at the time of submission, if the volume of work submitted is such that more than four weeks is required. For part time postgraduate researchers the timescale may be longer but should not be double.

15. advise you on matters of confidentiality or ethical considerations relating to your research in terms of techniques, sources or results
16. ensure that you are aware of other sources of advice, support and guidance, both within the institution and externally

17. inform you promptly if the progress or standard of your work is unsatisfactory and arrange a plan of supportive action

18. work with you to complete your mid-term/upgrade/annual monitoring report and forward this for consideration by the Faculty Research Degrees Committee within agreed timescales

19. respect your contribution and intellectual property rights in external outputs of any form (e.g. publications, patents etc.) arising from the research

20. help you to interact with others working in your field of research

21. ensure that the correct safety procedures are followed when using equipment or laboratory materials

22. assist your Head of School to select suitable examiners for your thesis/dissertation

23. ensure that the application for approval of examination arrangements is presented to the Faculty Research Degrees Committee in good time and before your thesis/dissertation is submitted for assessment

24. provide advice on writing up your thesis/dissertation

25. read a complete draft of your thesis/dissertation and provide detailed comments

26. sign a form at the point of submission of your thesis/dissertation, expressing their support for it, and stating that it is ready for assessment in terms of content and presentation. If they do not support your submission, they must make clear to you their reservations and indicate on the form that you are submitting your thesis/dissertation against their advice

27. make the arrangements for your oral examination in liaison with the examiners

28. support you in making any amendments that the examiners require to your dissertation/thesis

29. continue to supervise you if your thesis/dissertation is referred for resubmission and give you appropriate support in revising your thesis/dissertation in light of the detailed recommendations of the examiners.

9.3 The Responsibilities of Your Second or Additional Supervisors

The University requires each postgraduate researcher to have at least one additional supervisor. The role of this supervisor will vary. S/he may be appointed to provide general expertise, for example, where a First Supervisor has not previously supervised a postgraduate researcher to completion, or to provide particular academic and/or technical expertise on an aspect of your research project. Your additional supervisor may be located at another
institution. If, for example, you are based primarily overseas s/he may provide local supervision to supplement the work of a First Supervisor based at the University, or if your research involves a collaborating institution s/he may work within that collaborating institution. In general terms, additional supervisors are required to:

1. support the work of your First Supervisor and other members of your supervisory team, providing relevant expertise

2. agree with you, your First Supervisor and any other supervisors on the nature and scope of their contribution to the project, and provide the agreed level of support

3. maintain good communication with the other members of the supervisory team concerning your progress

4. make arrangements with you and your First Supervisor to ensure that there is appropriate supervisory support available to you on occasions when your First Supervisor is absent from the University for more than three weeks

5. be accessible to you at arranged times, where advice is required on academic or personal concerns which may affect your studies, usually when your First Supervisor is unavailable

6. read and sign your mid-term/upgrade/annual monitoring reports within agreed timescales; or work with you to complete your mid-term/upgrade/annual monitoring report and forward this to the Faculty Research Degrees Committee within the agreed timescales on occasions if your First Supervisor is unavailable during the monitoring process.

9.4 The University’s Responsibility to its Postgraduate Researchers

Kingston University will:

1. provide access to an appropriate research environment, in the University or at an approved external facility to support your research programme

2. appoint a supervisory team with appropriate expertise and experience

3. monitor the quality of experience of postgraduate researchers at the University and act where possible to enhance this

4. provide opportunities for you to put forward your views to the University and respond to these in a timely fashion

5. have a clear and transparent process for dealing with complaints.
10. Facilities and Services for Postgraduates

10.1 The University
The main switchboard number for Kingston University is 020 8417 9000 and from overseas +44 20 8417 9000.

10.2 Library Services
Postgraduate researchers have access to the University’s range of library and IT services. For full details of these services please see: www.kingston.ac.uk/postgraduate/study-resources/
Practical information is also available via the Library webpages on My Kingston: https://mykingston.kingston.ac.uk/library
Your subject advisor will be happy to help you and is available for one-to-one appointments.

If the KU library does not hold the particular books or journals you need, you can request them from other libraries, including the British Library.

10.2.1 British Library
You may wish to register for a Reader Pass to access the British Library reading room. http://www.bl.uk/reshelp/inrooms/stp/register/stpregister.html

10.2.2 SCONUL
All staff and students of Kingston University can join SCONUL Access. This is a scheme run by The Society of College, National and University Libraries (SCONUL) which allows university library users to borrow or use books and journals at other libraries which belong to the scheme. The scheme covers most of the university libraries in the UK and Ireland, including, for example, the library at Tate, Imperial College library and the LSE library.
http://www.sconul.ac.uk/sconul-access

10.2.3 Research Tutorials and dIScover workshops
The library also runs regular tutorials to help researchers and postgraduate researchers get the most out of the resources and services on offer. More information is on the blog: http://blogs.kingston.ac.uk/libtut/

10.3 IT Services
If you require IT support, please call or email the Service Desk: Tel: 020 8417 3355 Mon-Fri 8am-6.30pm. Email: servicedesk@kingston.ac.uk
First line support in person is provided by LRC staff on each campus.
You can also log a call online without needing to be logged in by going to: http://www.kingston.ac.uk/support/
10.4 Email
All students have access to email via Outlook Web Access. It is KU policy that ALL email correspondence should be via KU email addresses, so you must check your KU email regularly. Staff will use this to contact you with essential information and all library communication, studyspace announcements, training information etc will be sent to your KU address. Instructions for setting up a rule to forward emails from your KU address to an external address can be found on My Kingston: https://mykingston.kingston.ac.uk/Pages/Main%20News/emailautoforward.aspx

10.5 My Desktop Anywhere
For full details about how to access your remote desktop offsite, including email, please see: https://mykingston.kingston.ac.uk/mysupport/itsupport/Pages/My-Desktop-Anywhere.aspx

10.6 Student’s Union
Kingston University Students’ Union (KUSU) runs various student societies and, as a source of independent advice and support, can help you if you face academic problems, such as disciplinary action. For details see: www.kingston.ac.uk/postgraduate/student-support/student-union

10.7 Healthcare, Wellbeing and Counselling
The University’s Student Wellbeing Group offers a wide range of services to students, including: drop-in advice sessions, sports injuries clinics, health advice and vaccinations, drug and alcohol advice, sexual health clinics, complementary therapies, free counselling and stress management workshops, life coaching, stopping smoking, lunch time seminars, and self-help tools. Full details can be found at: https://mykingston.kingston.ac.uk/mysupport/mywellbeing/

10.8 Sport and Fitness
Information about the University’s sporting clubs, facilities and Fitness Centre can be found at: www.kingston.ac.uk/sport/

10.9 Childcare
If you have children aged between two and five years the University Nursery offers excellent care and education standards. Further information can be found at: www.kingston.ac.uk/nursery/

10.10 Faith Groups
Our students come from many different backgrounds and cultures. Faith-based student societies include the Christian Union, the Hindu Society, the Muslim Society and the Sikh Society. The Chaplaincy works in partnership with local faith communities to offer spiritual care to all students and staff. http://www.kingston.ac.uk/faith/
10.11 Learning Disability and Dyslexia Support
The University provides extra support for dyslexic students and students with disabilities. Should you have a learning disability of any kind, extra support can be provided for you at the time of examination – provided you have pre-arranged. Contact your supervisor, or GRS for information and in the first instance, contact the Kingston Student Life Centre to find what support is available for you at Kingston/ Further information can be found at: kingston.ac.uk/disability/

10.12 KU Talent: Careers and Employability Service
The service offers help in furthering your career, as well as support if you're looking for placement opportunities or part time work while studying. They also run events and training sessions to help you develop skills such as networking, body language, interviews and writing your CV. Further information can be found at: http://www.kingston.ac.uk/careers/

10.13 Accommodation
Accommodation Services provide information on all matters relating to housing and accommodation. International (non-EU) postgraduate students and some students with disabilities can apply for a place in the University’s halls of residence. Information can be found at: www.kingston.ac.uk/postgraduate/accommodation

10.14 Replacement ID Cards, Letters for Banks, Council Tax Exemption etc.
In the LRCs, where you see the ‘i’ symbol, LRC staff will be able to assist you with a broad range of non-academic topics including replacement ID cards, council tax exemption certificates and confirmation of enrolment etc. They can also refer you to specialist support departments who can provide advice on a wide range of matters such as accommodation and finances. Replacement ID cards are available from Penrhyn Road LRC and the Nightingale Centre at Kingston Hill.

10.15 Tuition Fees and Funding
The Student Life Centre, based on the ground floor of the John Galsworthy Building at Penrhyn Road, can help with enquiries about tuition fee payment, student loans and grants, managing money and applications for extra financial help. https://mykingston.kingston.ac.uk/mysupport/money/
Phone: 020 8417 7312

10.16 International Students
The International Student Advisory Centre (ISAC) provides a comprehensive service for international students, including advice on immigration matters, working in the UK, healthcare and information on events for international students. Details can be found at: https://mykingston.kingston.ac.uk/mysupport/international/

10.17 Intersite Bus Service
The KU bus service runs between the Kingston University campuses and operates Monday to Friday (except bank holidays) during term time. A timetable and map can be downloaded from: http://www.kingston.ac.uk/aboutkingstonuniversity/location/ intersitebusservice/