



UNIVERSITY OF LONDON

**REGULATIONS FOR THE
DEGREES OF MPhil AND PhD**

with effect from September 2008

University of London
Senate House
Malet Street WC1E 7HU

UNIVERSITY OF LONDON

REGULATIONS FOR THE DEGREES OF MPhil AND PhD

Candidates for the MPhil and PhD degrees are required to comply with any additional regulations prescribed by the College¹ of registration.

1. Admission and Registration

1.1. Application for admission to a course of study for the degree of MPhil or PhD should be made to the relevant College in accordance with the procedures prescribed by the College to which application is made.

1.2. Entrance requirements and any qualifying examinations are prescribed by the College to which application is made.

1.3. A candidate for a research degree will be registered initially for the MPhil degree except where the College has given permission for initial registration for the PhD degree in accordance with any circumstances identified in the College's admission and registration procedures.

1.4. A College may register for the MPhil or PhD degree, with exemption from part of the course of study, a person who has commenced elsewhere a relevant course of study for the MPhil or PhD degree or equivalent degree. (*see also paragraphs 3.5 and 4.3.1*).

2. Transfer of Registration

2.1. A College may permit a student to transfer from a Postgraduate Taught degree to the MPhil degree, from the MPhil degree to the PhD degree or the PhD degree to the MPhil degree in accordance with the conditions specified by the College, provided that no transfer of registration is permitted after entry to the examination for any one of these degrees. Registration for the degree to which transfer has been made may date from initial registration for the degree from which transfer has been made.

2.2. On transfer of registration, the registration for the original degree will lapse.

3. Attendance and Course of Study

3.1. Every student is required to pursue a regular course of study as prescribed by the College.

¹ 'College' also includes, for the purposes of these regulations, the University of London Institute in Paris, the Marine Biological Station Millport and the School of Advanced Study.

3.2. A College shall have a code of practice for supervisors and research students and appoint a supervisor for each of its students registered for the MPhil or PhD degree in accordance therewith.

3.3. The length of the course shall be determined for each student individually by the

Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

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

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

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

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

(g) and include a full bibliography and references;

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

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

4.1.3. In the field of Music a candidate may choose to submit research leading to a thesis submitted in accordance with the normal provisions, which may be accompanied by illustrative material in the form of recorded and/or live performance. However presented, this work must be accompanied by an adequate and approved form of retainable documentation (see paragraph 4.3.9. below, and paragraph 9 of the Instructions and notes on submission, format and binding of theses, available at www.london.ac.uk/binding).

Alternatively, candidates may choose to submit the main outcomes of their research in a practical format (as described at i) and ii) below). In the latter cases candidates shall submit a textual component as accompaniment to the practice-based material which should establish the research questions that govern the submission as a whole and also the manner of its presentation. However presented, this work must be accompanied by an adequate and approved form of

retainable documentation (see paragraph 4.3.9. below). In all cases, the submitted components shall together fulfil the criteria for the PhD as set out above.

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

or

ii) Candidates may submit performance material (whether presented as a concert(s)/recital(s) or as recordings) accompanied by a written commentary or study, components which together constitute the 'thesis'. The performances should show artistic skill, insight and technical mastery, and should bear relation to the research questions outlined in the written component. All the performance material to be considered as part of the 'thesis' should be made available to the examiners and recorded for archiving with the written component. The written component should outline the performance-driven research questions governing the submission as a whole and make clear the significance of the performances by employing intellectually rigorous analytical and critical techniques. The commentary should also make clear that the candidate is well acquainted with the history and contemporary developments of the genre or genres in which he or she is working in the creative portion of the thesis, and the associated critical field or fields, and is able independently to analyse, interpret and evaluate associated debates and theoretical positions. The written and practice-based components shall together present an integrated argument.

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

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

must be accompanied by an adequate and approved form of retainable documentation (*see paragraph 4.3.9. below*).

4.1.6. In the field of English, a candidate may register to undertake research leading to a thesis submitted in accordance with the normal provisions. Alternatively, a candidate may submit, as part of a thesis, an original literary text written specifically for the degree. This text should show coherence and originality and attain a publishable standard, as determined by the examiners, who will include those qualified in academic research as well as in the professional practice of writing. This text shall form the basis for a commentary on its structure, its use of dramatic, narrative or poetic technique, its relation to other literary works, and an exposition of the aims and concerns that lay behind its composition. The commentary should make clear that the candidate is well acquainted with the history and contemporary developments of the genre in which he or she is working in the creative portion of the thesis, and the critical field associated with it, and is able independently to analyse, interpret and evaluate debates and theoretical positions associated with it.

4.2. Thesis for the MPhil degree

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

4.2.2. The thesis shall:

(a) consist of the candidate's own account of his/her investigations, the greater proportion of which shall have been undertaken during the period of registration under supervision for the degree;

[The part played by the candidate in any work done jointly with the supervisor(s) and/or fellow research workers must be clearly stated by the candidate and certified by the supervisor.]

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

(c) and be an integrated whole and present a coherent argument;

[A series of papers, whether published or otherwise, is not acceptable for submission as a thesis.

Research work already published, or submitted for publication, at the time of submission of the thesis, either by the candidate alone or jointly with others, may be included in the thesis. The published papers themselves may not be included in the body of the thesis, but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.

Publications derived from the work in the thesis may be bound as supplementary material at the back of the thesis.]

- (d) and give a critical assessment of the relevant literature, describe the method of research and its findings and include a discussion on those findings;
- (e) and be written in English and the literary presentation shall be satisfactory, although the College at which the candidate is or will be registered may permit on an exceptional basis only a thesis in the field of modern foreign languages and literatures only to be written in the language of study; in such cases the thesis shall include additionally a submission of between 10,000 and 20,000 words which shall be written in English and shall summarize the main arguments of the thesis;
- (f) and include a full bibliography and references;
- (g) and shall not exceed 60,000 words; a College may prescribe a lower number in certain subject areas, which shall be detailed in the relevant College regulations.

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

4.2.3. In the field of Music a candidate may choose to submit research leading to a thesis submitted in accordance with the normal provisions, which may be accompanied by illustrative material in the form of recorded and/or live performance. However presented, this work must be accompanied by an adequate and approved form of retainable documentation (see paragraph 4.3.9. below, and paragraph 9 of the Instructions and notes on submission, format and binding of theses, available at www.london.ac.uk/binding).

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

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

4.2.6. In the field of English, a candidate may register to undertake research leading to a thesis submitted in accordance with the normal provisions. Alternatively, a candidate may submit, as part of a thesis, an original literary text written specifically for the degree. This text should show coherence and originality and attain a publishable standard, as determined by the examiners, who will include those qualified in academic research as well as in the professional practice of writing. This text shall form the basis for a commentary on its structure, its use of dramatic, narrative or poetic technique, its relation to other literary works, and an exposition of the aims and concerns that lay behind its composition. The commentary should make clear that the candidate is well acquainted with the history and contemporary developments of the genre in which he or she is working in the creative portion of the thesis, and the critical field associated with it, and is able independently to analyse, interpret and evaluate debates and theoretical positions associated with it.

4.3 Requirements applicable to Theses submitted for the Degrees of MPhil and PhD

4.3.1. The greater proportion of the work submitted in a thesis must have been done after the initial registration for a research degree, except that in the case of a student accepted under paragraph 1.4 there shall be allowance for the fact that the student commenced his/her registration at another institution.

4.3.2. A candidate will not be permitted to submit as his/her thesis one which has been submitted for a degree or comparable award of this or any other university or institution, but a candidate shall not be precluded from incorporating in a thesis covering a wider field work which he/she has already submitted for a degree or comparable award of this or any other university or institution provided that he/she shall indicate on his/her entry form and also on his/her thesis any work which has been so incorporated.

4.3.3. A candidate may submit the results of work done in conjunction with his/her supervisor and/or with fellow research workers provided that the candidate states clearly his/her own personal share in the investigation and that the statement is certified by the supervisor (*see also paragraph 4.3.6*).

4.3.4. A candidate must have the title of his/her thesis approved in accordance with the procedures specified by the College.

4.3.5. The decision to submit a thesis in any particular form rests with the candidate alone and the outcome of the examination is determined by two or more examiners acting jointly.

4.3.6. A candidate must include in each copy of his/her thesis a signed declaration that the work presented in the thesis is his/her own (*see also paragraph 4.3.3*) and that the thesis presented is the one upon which the candidate expects to be examined.

4.3.7. A thesis must be presented for examination in a final form in typescript or print and be bound in accordance with the instructions issued by the Head of the Academic Office of the University ([see http://www.london.ac.uk/binding](http://www.london.ac.uk/binding)).

4.3.8. A request for the thesis to be submitted in A3 format and/or printed on both sides of the page shall be considered in accordance with procedures made by the College of registration and may be approved where there is a demonstrable need.

4.3.9. The form of the retainable documentation submitted by a candidate who is undertaking practice/performance research in accordance with paragraphs 4.1.3. to 4.1.5. or 4.2.3. to 4.2.5. above shall be approved by the College of registration in accordance with the procedures mentioned in the above paragraph.

4.3.10. After the examination has been completed and before the degree is awarded, successful candidates are required to submit to the Research Degree Examinations Office of the University, for lodging in the College/Institute/School of Advanced Study and University libraries, two copies of their theses, one hard-bound and one soft-bound, in accordance with the instructions issued by the Head of the Academic Office, if the copies of the theses submitted for examination did not conform with this specification.

4.3.11. Every candidate is required to present a short abstract of his/her thesis of not

the time of entry to the examination be required to sign a declaration in the following terms:

(a) I authorise that the thesis presented by me in [*year*] for examination for the MPhil/PhD degree of the University of London shall, if a degree is awarded, be deposited in the library or electronic institutional repository of the appropriate College and in Senate House Library and that, subject to the conditions set out in paragraph 6.2(d) below, my thesis be made available for public reference, inter-library loan and copying.

(b) I authorise the College or University authorities as appropriate to supply a copy of the abstract of my thesis for inclusion in any published list of theses offered for higher degrees in British universities or in any supplement thereto, or for consultation in any central file of abstracts of such theses.

(c) I authorise the College and the University of London Libraries or their designated agents to make a microform or digital copy of my thesis for the purposes of electronic public access, inter-library loan and the supply of copies.

(d) I understand that before my thesis is made available for public reference, inter-library loan and copying, the following statement will have been included at the beginning of my thesis or clearly associated with any electronic version:

The copyright of this thesis rests with the author and no quotation from it or information derived from it may be published without the prior written consent of the author.

(e) I authorise the College and/or the University of London to make a microform or digital copy of my thesis in due course as the archival copy for permanent retention in substitution for the original copy.

(f) I warrant that this authorisation does not, to the best of my belief, infringe the rights of any third party.

(g) I understand that in the event of my thesis not being approved by the examiners, this declaration will become void.

6.3. A candidate may apply to his/her College for restriction of access, for a period not exceeding two years, to his/her thesis and/or the abstract of the thesis on the grounds of commercial exploitation or patenting or in very exceptional circumstances and in accordance with the procedure adopted by the College for consideration of such applications.

7. Conduct of Examinations

7.1 *General*

7.1.1. Examiners will be appointed for each candidate in accordance with the Instructions for the Appointment of Examiners for the Degrees of MPhil and PhD for Internal Students (attached as an Annex to these Regulations).

7.1.2. All matters relating to the examination must be treated as confidential. Examiners are not permitted to divulge the content of previously unpublished material contained in a

candidate's thesis until such time as any restrictions on access to the thesis, which have been granted by a College, are removed.

7.1.3. The examiners shall prepare independent preliminary written reports on the thesis to assist in conducting the oral examination (or the preparation of the joint report in those cases where no oral examination is held - *see paragraphs 7.3.3(c)/(d) and 7.5.3(c)/(d) below*). Copies of the preliminary reports should be submitted to the Research Degree Examinations Office of the University together with the joint report. The preliminary reports will not normally be released to candidates but will be made available to the members of an appellate committee in the case of an appeal against the result of the examination for consideration at an appellate committee hearing. In such an event the preliminary reports will also be provided to the candidate. After any oral examination, a joint final report shall be prepared for submission to the University. The joint final report will be released routinely to candidates for their personal information. It will also be sent to the Head of the College at which the student was registered.

7.1.4. Each joint final report of the examiners shall indicate whether the thesis meets the requirements specified in paragraph 4.1 or 4.2 as appropriate and shall include a reasoned statement of the examiners' judgment of the candidate's performance.

7.1.5. Examiners have the right to make comments in confidence to the University in a separate report. Such comments should not normally be concerned with the performance of the candidate but may cover, for example, matters which they wish to draw to the attention of the candidate's College or of the University.

7.1.6. The supervisor shall be invited, unless the candidate indicates otherwise on his/her entry form, to attend the oral examination of his/her MPhil or PhD candidate as an observer. The supervisor does not have the right to participate in the examination of the candidate but may contribute if invited to do so by the examiners. Otherwise the oral examination shall be held in private.

7.1.7. The oral examination must normally be conducted in London. The University may, however, exceptionally agree that the examination be conducted elsewhere if there are circumstances which make this expedient.

7.1.8. The examiners may, at their discretion, consult the supervisor before completing their report, particularly if they have doubts relating to the appropriate decision to be made.

7.2. *Method of Examination for the PhD degree*

7.2.1. Candidates for the PhD degree must submit a thesis and be examined orally, save as prescribed otherwise in section 7.3 below.

7.3. *Conduct of PhD Examination*

7.3.1. Except as provided in paragraphs 7.3.3.(c) and 7.3.3.(d) the examiners, after reading the thesis, shall examine the candidate orally and at their discretion by written papers or practical examination or by both methods on the subject of the thesis and, if they see fit, on subjects relevant thereto.

7.3.2. Candidates are required to present themselves for oral, practical or written examinations at such place and times as the University may direct and to bring with them to the oral examination an additional copy of their thesis, as stated in paragraph 5.7 above.

7.5.5. A candidate who fails to satisfy the examiners will not be permitted to re-enter for the examination. A candidate may however apply to a College to register for another course of study leading to the submission of a thesis on a different topic.

8. Notification of Results of MPhil and PhD Examinations

8.1. After the examiners have reached a decision, the candidate shall be notified by the Head of the Academic Office of the University of the result of his/her examination. The degree shall not be awarded until two copies of the successful thesis, bound in the appropriate formats, have been lodged with the Research Degree Examinations Office of the University (*see paragraph 4.3.10*).

8.2. A diploma under the seal of the University shall be subsequently delivered to each candidate who has been awarded a degree.

8.3. The diploma for the degree will bear the names of the candidate in the form in which they appear in the records of the College at the date of issue.

9. General

9.1. Communications sent from the University to an individual student must be regarded as applying to that student only.

9.2. Except insofar as paragraph 4.3.3. applies, the work in the thesis submitted by the candidate must be his/her own and submission of a thesis for examination for the MPhil or PhD degree will be regarded as a declaration of this fact.

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

9.4. Allegations of plagiarism will be considered under the appropriate procedure of the College of registration, unless the procedure specifically excludes MPhil and PhD degrees, in which case the allegation will be considered under the Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards, as will any other allegations of examination misconduct, including, but not limited to:

9.4.1. deliberate attempts to represent falsely or unfairly the ideas or work of others;

9.4.2. the invention or fabrication of data;

9.4.3. the submission of work commissioned from another person.

The Regulations for Proceedings in respect of Examination Offences by Candidates for University Awards are available from the Head of the Academic Office of the University [made under former Ordinance 15, para. 12].

9.5. If a candidate has entered the examination for the MPhil or PhD degree, but the authorities of a College, or of a central activity, or of the University Library, or the University Accountant notify the Head of the

UNIVERSITY OF LONDON

INSTRUCTIONS FOR THE APPOINTMENT OF EXAMINERS FOR THE DEGREES OF MPhil AND PhD FOR INTERNAL STUDENTS

1. For each candidate the College shall normally appoint two persons to act as examiners, but the College may, if it considers it desirable, appoint three persons to act as examiners jointly.
2. The examiners shall be expert in the field of the thesis and be able to make an independent assessment of the student.
3. At least one of the examiners shall be external to the University of London (that is, not only external to the candidate's College).
4. One examiner shall normally be from a College of the University.
5. The candidate's supervisor/adviser shall not be an examiner.
6. All the examiners shall be external to the candidate's College when the candidate is also a member of the academic staff of the College.
7. A College shall appoint an examiner from overseas only in exceptional circumstances where the College considers that such an appointment is necessary. If an examiner from overseas is appointed, the College must be satisfied that the examiner appointed is familiar with the British higher education system.
8. At least one of the examiners for each candidate shall, whenever practicable, have had experience in examining for the MPhil/PhD degree of this University.
9. When two examiners are appointed in the first instance the College shall also appoint, when called upon by the University at the request of the examiners, an additional examiner who