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POSTGRADUATE RESEARCH

2026/27

September 2026 intake

Section A: Handbook Section
Section B: Regulations Section
Section C: Annexes

‘Nether Space(s)’ by Kate March, UAL Doctoral Researcher

Postgraduate Research 2026/27

25th edition

The regulations and procedures contained in this document replace all previous regulations and procedures and apply to Postgraduate Research (PGR) students enrolled on the MPhil/PhD research degrees programme (standard route by supervised research) at University of the Arts London (UAL).

Students following the 'by Published Works' Route may find sections of this handbook useful but should refer to the MPhil / PhD by Published Works regulations [add link]. Sections relating to the Doctoral Programme (p.14 - p.16), Research degree live cycle (p.17), Full and part life cycles, (p.18), Registration and Confirmation processes (p.24 - p.29), Thesis length and Submission Requirements (p.36), Viva examination outcomes (p.42), are not applicable to your study.

Sections on research processes, governance, supervision, code of practice for supervisors and PgR's, the disciplinary code for students, complaints and appeals, definitions of plagiarism/AI misuse and codes of practice on research conduct, apply to all students. If in doubt, please consult with your supervisors or contact researchdegrees@arts.ac.uk.

The Postgraduate Research Handbook and Regulations is divided into three sections:

Section A: Postgraduate Research Degrees Handbook

Section A is a comprehensive source of information for all processes relating to the Research Degrees Programme. It contains:

- Advice about the nature of Research Degrees;
- What it means to be a Postgraduate Researcher at University of the Arts London;
- How research is conducted;
- Who will help students throughout their studies;
- Other support available at University of the Arts London;
- How to keep in touch with other researchers;
- All of the essential regulations and procedures you will need to refer to.

The format of this section follows the life cycle of the MPhil/PhD at UAL.

Section A should be read alongside the regulations which govern the Postgraduate Research Programme and are included in Section B of this handbook.

Section B: Postgraduate Research Degrees Regulations

Section B contains the full regulations relating to the Postgraduate Research Degrees Programme at University of the Arts London.

Section C: Annexes

Section C includes Annexes relating to Sections A and B of this handbook.

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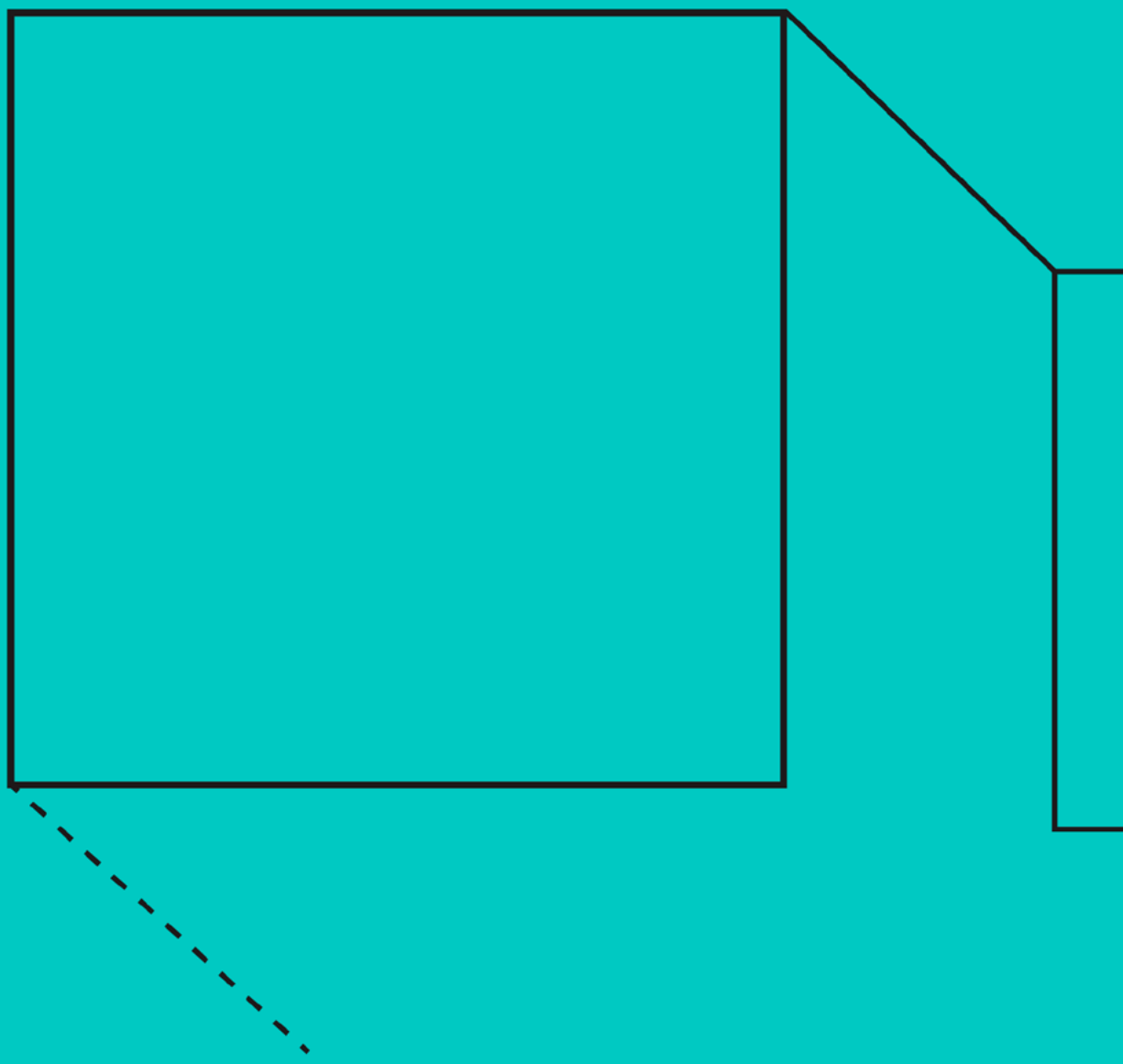
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Section A

Posgraduate Research Degrees Handbook

A1 Welcome to UAL Postgraduate Research Degrees

1 UAL's Doctoral School, Colleges and Research Community

University of the Arts London's six world-renowned Colleges form a vibrant and broad-based community of researchers and practitioners. As a research degree student at UAL you will be based in one of the following: Camberwell, Chelsea and Wimbledon (collectively known as CCW), Central Saint Martins (CSM), London College of Communication (LCC), London College of Fashion (LCF) or the Creative Computing Institute (CCI).

You will normally enrol at the College/Institute where your Director of Studies is based. You will be integrated into the research environment of the College where you are enrolled; UAL also offers you the opportunity to make cross-College connections to participate in and attend the variety of research events and initiatives that are organised during the academic year.

The University is led by an Executive Board and Academic Board, both chaired by the Vice Chancellor. Responsibility for research at UAL falls within the remit of the Pro Vice Chancellor for Research and Knowledge Exchange, the Dean of the Doctoral School and Director of Research Management and Administration. Heads of Colleges, Deans of Research and Knowledge Exchange and the Associate Deans of Research are responsible for the academic leadership of research in the Colleges.

The Dean of Doctoral School has overall responsibility for postgraduate research. The Postgraduate Researcher Development Programme, which includes research skills training, is overseen by the Directors of Doctoral Training and Development Programmes. The Research Management and Administration (RMA) department, led by the Director of RMA provides administrative support for all matters relating to research degrees.

2 Research structure

2.1 Central Services

The Pro Vice-Chancellor for Research and Knowledge Exchange provides academic leadership for the management of the University's research and leads on the development and implementation of the University Research Strategy, including its Research Centres, Research Institutes and the Postgraduate Research Degrees.

The Pro Vice Chancellor is Chair to the UAL Research and Knowledge Exchange Committee (URKEC), which formulates and monitors the implementation and operation of the research strategy across the University, and ensures College and Institute research plans are aligned with this strategy. It assures the standards of the University's research projects and awards and promotes the creation of a sustainable and enterprising research culture for the benefit of staff, students, Colleges and the University, including knowledge transfer and the commercial exploitation of intellectual property.

Professor Vida Midgelow is Dean of UAL's Doctoral School who provides focus and advocacy for cross-university Postgraduate Research Activities. The Doctoral School was launched in the Autumn of 2023 and provides a dedicated space in the High Holborn Site. Professor Midgelow is Chair of University Research Degrees Sub Committee which is responsible for ensuring that the University regulations, policies and procedures in relation to its research degrees are informed by codes of practice, guidelines and policies of relevant external organisations such as the Quality Assurance Agency (QAA), the Office for Students and UK Research and Innovation (UKRI).

The Postgraduate Researcher Development Programme

The Postgraduate Researcher Development Programme provides support throughout your research journey at the University. It offers orientation, skills training, exposure to new ideas and platforms for discussing your work, while inviting you to share constructive feedback on the work of others. The Directors of Doctoral Training and Development Programmes are Dr Alison Green and Dr Bob Whalley.

2.1.1 Research Management and Administration (RMA)

Research Management and Administration (RMA) are a central services team who administer and manage UAL's externally funded research projects, research students, research finances and research communications, as well as coordination of our Research Centres.

RMA also supports research Staff Development, the Professoriate and all College / University Research Committees.

The RMA department is directed by Dr Sharon Cole.

2.1.2 Postgraduate Research Team

The Postgraduate Research (PGR) Team supports all aspects of the Postgraduate Research Degrees Programme, providing guidance and support to research degree students and supervisors. The team is based in the Doctoral School on the 2nd Floor of UAL's High Holborn Site

Each team member is secretary to one of the College Research Degrees Sub-Committees (CRDSCs) and works closely with the Associate Dean of Research and the Chair of the CRDSC in each College. To ensure close contact with students and supervisors, each team member is also the Doctoral School/College liaison for one of the Colleges. The team can be contacted via researchdegrees@arts.ac.uk.

The team members are:

Jane Nobbs, Head of PGR - j.nobbs@arts.ac.uk
Jane leads the Postgraduate Research Team and is responsible for supporting strategic developments and ensuring effective administrative support for all Postgraduate research degrees processes, policies and procedures at UAL. She supports University Research Degrees Sub Committee.

Emily Ruff, Assistant Head PGR - e.ruff@arts.ac.uk
Emily leads the operational management of Post Graduate Research Student processes and activities. She supports University Research Degrees Sub Committee.

Jessica Walker, Senior Administrator, PGR - j.walker@arts.ac.uk
Jessica is College Liaison and CRDSC Secretary for London College of Fashion (LCF) and oversees admissions, enrolment, student fees and UKVI processes.

David Greene, Administrator, PGR - d.greene@arts.ac.uk
David is College Liaison and CRDSC Secretary for Central Saint Martins (CSM).

Melissa Pellico, Administrator, PGR - m.pellico@arts.ac.uk
Melissa is College Liaison and CRDSC Secretary Camberwell, Chelsea, Wimbledon (CCW)

Lok Yee Yuen, Administrator, PGR, l.yuen@arts.ac.uk
Lok Yee is College Liaison for London College of Communication (LCC) and the Creative Computing Institute (CCI) and CRDSC Secretary for LCC

Sedtin Wan, Post Graduate Researcher Development Manager - s.wan@arts.ac.uk
Sedtin collaborates with Dr Alison Greene and Dr Bob Whalley in managing and advancing the Researcher Development Programme, oversees the NIDA and BSA Residency and Catalyst Fund schemes, and

enhancing the overall student experience.

2.2 The Colleges

2.2.1 Deans of Research and Knowledge Exchange and Associate Deans of Research (ADR)

Each College/Institute has a Dean of Research and Knowledge Exchange and an Associate Dean of Research (ADR) who lead its research and are responsible for research staff and students in the College. The Deans and ADRs are part of the Research Management Group (RMG) which is chaired by the Pro-Vice Chancellor of Research, Knowledge Exchange and Enterprise. The Deans and ADRs are supported by administrators who are the first point of contact if you have College related questions (for example, for College-specific facilities or resources).

2.2.2 College Research Degrees Sub-Committees (CRDSCs)

The College Research Degrees Sub-Committee, oversees the provision of the Research Degrees Programme in each College. The Chair of CRDSC is available to provide additional support if you encounter issues during your study at UAL which your Director of Studies cannot address. Contact details for the principal research contacts at each of the Colleges are as follows:

Camberwell, Chelsea, Wimbledon

- **Professor Maria Chatzichristodoulou**, Dean of Research and Knowledge Exchange
- **Professor Erika Hughes**, Associate Dean of Research
- **Dr Steffi Sachsenmaier**, PGR Co-ordinator
- **Ellie Pitkin**, Research Manager, Camberwell, Chelsea, Wimbledon Colleges of Arts

Contact: ccwresearch@arts.ac.uk

Central Saint Martins

- **Professior Helen Brooks**, Dean of Research and Knowledge Exchange
- **Associate Dean Research** (tbc)
- **Dr Caterina Albano**, Reader
- **Dr Murray Anderson**, Research Manager CSM
- **Elise Velkeneers**, Research Administrator

Contact: CSMresearch@arts.ac.uk

London College of Communication

- **Professor Amanda Crawley Jackson**, Dean of Research and Knowledge Exchange
- **Dr Ian Hague**, Associate Dean of Research
- **Dr Russell Bestley**, Chair to LCC CRDSC
- **Dr Sérgio Fava**, PGR Co-ordinator
- **Michelle Cage**, Research Office Manager

Contact: research@lcc.arts.ac.uk

London College of Fashion

- **Professor Felicity Colman**, Dean of Research and Knowledge Exchange
- **Professor Joanne Begiatio**, Associate Dean of Research
- **Professor Agnès Rocamora**, PGR Coordinator
- **Dr Eve Lin**, PGR Coordinator
- **Thomas Madden**, Research Team Manager

Contact: lcfresearch@arts.ac.uk

Creative Computing Institute

- **Professor Lawrence Zeegen**, Director, Creative Computing Institute
- **Professor Nick Bryan-Kinns**, PGR Coordinator

Contact: cci.phd@arts.ac.uk

2.3 Committees

A number of research related Committees provide the formal structure for the approval, monitoring and assessment of programmes of research:

- University Research and Knowledge Exchange Committee (URKEC) is concerned with the overall strategy, policy and resourcing of research at UAL, including research degrees.
- University Research Degrees Sub-Committee (URDSC) is responsible for the quality assurance of all research degrees at UAL and reports to URC.
- College Research Degrees Sub-Committees (CRDSC) maintain an overview and advise on all matters related to research and research degrees in the Colleges.
- Research & Knowledge Exchange Ethics Sub-Committee (RKEESC) considers and advises, as appropriate, on legal, moral and ethical issues related to research for both academics and students.

2.3.1 University Research Degrees Sub-Committee (URDSC)

URDSC is responsible for overseeing the provision of the Research Degrees courses provided by the University of the Arts London. The Sub-Committee is chaired by Professor Vida Midgelow, Dean of Doctoral School and its membership comprises senior academics and members of staff representing relevant University services and student representatives.

URDSC's remit is to:

1. Consider all documents and forms related to research degree students for approval, taking into account the Research Degrees Regulations and academic standards;

2. Discuss and decide on issues relating to the Research Degrees Programme and strategy at a University-wide level and advise the University Research Committee on matters relating to research degrees.

2.3.2 College Research Degrees Sub-Committees (CRDSC)

Each College has a College Research Degrees Sub-Committee (CRDSC) which is comprised of experienced research degrees supervisors, student representatives and representatives of relevant College services and is responsible for overseeing the provision of the Research Degree Programme at its respective College.

The CRDSC's remit is to:

Monitor student progress and consider annual reports at the conclusion of each academic year

Discuss issues relating to research degrees at the College

Assess and approve Applications for Registration before final approval by URDSC. This involves ensuring that:

- A suitable programme of research can be defined, supervised and resourced.

- The mode and length of study have been agreed and suitable research methods training made available.
- The student and supervisors are aware of and have agreed to the Code of Practice and the University's student charter.
- The application meets the Code of Practice on Research Ethics and that, if required, ethical approval is being sought.
- To consider and approve recommendations made by the Confirmation panel in the Confirmation reports and to advise URDSC of this recommendation.
- To consider and approve applications for examination panel approval and advise URDSC of this recommendation.

To consider applications for research ethics approval and advise Research and Knowledge Exchange Ethics Sub Committee (RKEESC) if deemed to be minimal or more than minimal risk

2.3.3 University Research and Knowledge Exchange Ethics Sub-Committee (RKEESC)

- The University's Research and Knowledge Exchange Ethics Sub-Committee (RKEESC) is Chaired by Dr Anna Troisi and Dr Silke Lange and is comprised of senior academics both internal and external to the University. Nicole Palmer is Secretary to RKESC.

Contact: researchethics@arts.ac.uk

It is the responsibility of RKEESC to:

1. Consider and advise as appropriate on legal, moral and ethical issues relating to research;
2. Be responsible for the provision of infrastructure which facilitates adherence to the principles of beneficence and non-maleficence, and thereby safeguards the interests of researchers, participants and those on whom the research might impact, directly or indirectly;
3. Establish the Code of Practice on Research Ethics and to ensure that this is promoted within the University;
4. Review on a regular basis and recommend changes to the Code of Practice on Research Ethics in the light of external and internal practice and developments;
5. Decide on applications for research ethics approval that are assessed as more than minimal ethical risk by College Research Degrees Sub-Committees;
6. Advise the University Research Committee or the Research Degrees Sub-Committees as appropriate on legal, moral or ethical issues relating to research;
7. Oversee the Research Ethics training provided for research degrees students at UAL.

You can find the *Code of Practice on Research Ethics* in Annex 5 and additional information can be found on the PGR Hub.

3 Communication

3.1 University email

Your UAL email address will be generated as part of the enrolment process. All messages from UAL, including those from the PGR Team, will be sent to this address only. It is therefore very important that you familiarise yourself with your UAL email account.

3.2 Postgraduate Research (PGR) Hub

Community is at the heart of what we care about at UAL. We have set up an online community for our PGR students and staff which is built on our SharePoint infrastructure. This is a place where we can share information and resources with you, and you can share your thoughts and learning with each other. You will find Research Degrees Forms and Guidance and material which suppports the Postgraduate Researcher Development Programme here.

You can access the PGR Hub using your UAL login details on Office 365 login > App Launcher > SharePoint > UAL PGR Hub. If you are a UAL Staff member you must use your UAL student email to access the Hub. New students will learn more about the PGR Hub at Induction.

3.3 Postgraduate Research Profiles on the UAL Website

Postgraduate Research Profiles are generated through the Elements system, which is only accessible to UAL staff and PGR students. However, the research profiles are publicly available and rank highly in search results, it is important to keep your information up to date.

PGR students can log in using their student ID and password, while staff members should use their staff credentials. For support with Elements, please contact the team at elements@arts.ac.uk.

4 Facilities

4.1 The Doctoral School

UAL's Doctoral School is intended as the first port of call for Postgraduate Research students and supervisors for advice and guidance in navigating the doctoral journey. Providing cross-University opportunities. The Doctoral School's physical space has been designed to support formal researcher development events, collaborative working and cross-College community building. You are also welcome to use the space daily to study on a 'drop in' basis or to run your own events/ social gatherings.

We welcome requests for a variety of activities in the Doctoral School spaces and we are interested in knowing what you need. There is a booking system and Doctoral School space usage guide which supports this process. Examples of activities are:

PGR Community events; student-led interest group, reading groups, crits, swaps, events, screenings, scratch events; wellbeing session, such as group meditation/yoga; displays and showcasing work, such as work-in-progress and for Vivas and Confirmation events; seminars, symposia, workshops, fora, and mini-conferences; other uses in support of students' research projects and development.

Room 201 - Doctoral School Office: This is an informal space available to students when the High Holborn site is open: to study, meet, social, and collaborate. There is a mix of seating and tables, including sofas, armchairs and rocking chairs. This space does not need to be booked for small group or drop-in usage, but you are advised to check that there are no events using this space. For events to be held in this room, you will need to book it in advance.

Room 201A - Doctoral School Meeting Room: a bookable meeting room for staff and student use.

Room 203 - Teaching Space: this is a more formal space designed for training events. It is flexible and has chairs and tables which can be moved, as appropriate, for events. The room has an AV system which supports in-person and hybrid events. For events to be held in this room, you will need to book it in advance.

To book the rooms, email doctoralschoolbookings@arts.ac.uk.

4.2 College research spaces

Each College has a space for postgraduate research degree students. Please contact the PGR Team at researchdegees@arts.ac.uk if you wish to use a space in a College other than your own and we will contact the relevant College to facilitate this.

4.3 Student Support Fund (SSF)

Research Degree students can apply to their colleges for small amounts of funding to support their research and its dissemination. Funding requests are subject to available funding and annual/total limits per student. Applications may include requests to support:

- Attendance at a conference or symposium to present your work
- Conference attendance as a delegate, where a clear case has been made as to how attendance will benefit your research
- Specialist training not otherwise provided by the College/Institute or University
- To assist with specialist materials needed to undertake your research not otherwise available from UAL
- To help with costs relating to making your work public
- To undertake research for your work (fieldwork or interviews etc)
- Travel, accommodation, and subsistence (food and drink) when necessary to attend or take part in a conference, field trip, symposium, an exhibition or to undertake work for your research

(this list is not exhaustive)

You can find the application form and guidance on the PGR Hub. You must make requests well in advance of expenditure as retrospective applications will not be considered.

4.4 Library and learning resources

Library Services provides outstanding printed and online collections in arts, design and communication, study spaces for independent and group learning, and staff who are happy to help you make the most of these resources.

There is a library in each of our Colleges, and a Library Creative Space at High Holborn where the Doctoral School is based. There are also Learning Zones at CSM and LCC, for social and activity-based learning. UAL holds outstanding collections and archives which welcome researchers, located at each college.

Please consult the Library Services website for more information about the facilities and services provided by UAL libraries.

4.5 Information Technology (IT)

The UAL computer network links together all sites and provides access to the intranet and the internet. On the student intranet pages you will be able to find information on IT training offered to students by the Teaching and Learning and Employability Directorate, Library Services and IT services.

Computers and multi-function devices (MFDs, e.g. printers/copiers/scanners) are also available in the High Holborn Library Creative Space- both fixed and borrowable for use in the building.

4.6 Technical assistance, room booking, studio and exhibition space

As part of your College/Institute Induction you will be given a tour of the technical facilities, you will then also be told how to access the resources in your College/Institute and what training you need to undertake in order to use the facilities if applicable. If you would like to use technical facilities or materials in other Colleges, please see Section 2.2.2 for details.

Due to the individual nature of postgraduate research degree study, UAL does not provide dedicated studio or exhibition space for PGR research degree students. If you do need to use a studio or workshop, you should discuss this with your Director of Studies and they may be able to negotiate temporary use of space. If you wish to book a space to exhibit your work, you should contact your College/Institute Research Office what/when spaces are available. CCW students should consider booking space at Camberwell, Wimbledon or Chelsea. Students can also book Doctoral School spaces, if it is suitable for their work/event - Doctoralschoolbookings@arts.ac.uk

If you need to book a room for other reasons, such as supervision meetings or for group work, please contact the room booking service in your College for availability. If room booking does not allow you to book directly with them, your College research office, or your UAL supervisors should be able to help; the PGR Team can help with bookings in the Doctoral School.

4.7 Health and Safety

Studio-based research may require use of specialised workshops and studios. You will be expected to be familiar with the relevant Health and Safety regulations and procedures, which apply in all UAL workshops, laboratories and studios. All safety rules in the use of machines and hazardous substances, including wearing protective clothing as required, must be followed. This is to ensure not only your safety, but also that of your fellow students and staff. In addition to this, Colleges have a legal responsibility to ensure that students comply with all its safety rules.

You can find more information on the Health and Safety for Students webpage.

5 Student support and Wellbeing

5.1 Student Services

Student Services staff provide a professional, confidential, and free service to UAL students and also, where appropriate, to prospective students from the UK or abroad who are considering applying for courses at the University. Staff are based at each of the main College sites, and at the central office building in Holborn. Student Services includes the Student Advice Service, the Counselling, Health Advice and Chaplaincy service and the Disability Service.

The different teams provide an integrated service, which makes sure that the support and advice given to students is appropriate and relevant, equipping and enabling them to succeed.

Student advisers are money and immigration specialists. They provide guidance on how to fund costs related to studying in the UK, and can assist International students with enquiries about visas and other immigration matters. See the Student Advice webpage for more information.

Counsellors, health advisers and chaplains support the health and well-being of students by listening to them and helping them with issues and concerns such as depression, anxiety and illness, and by providing pastoral and spiritual care. See the Counselling, Health Advice and Chaplaincy webpage for more information.

Disability advisers, dyslexia coordinators and dyslexia support tutors support the University's commitment to inclusion and equality. They aim to remove the barriers that students may face, and support them to work as independently as possible. See The Disability Service webpage for more information.

Support is also available for students who are care leavers and have been in local authority care for three months or more. See the Support for Care Leavers webpage for more information.

Find out more about UAL Student Service on the Student Services webpage.

5.2 Equality, Diversity and Inclusion

UAL is committed to promoting diversity, individuality, and innovation in its student and staff populations. Find out more about UAL's Student Diversity policies and initiatives on the Student Diversity policies and initatives webpage.

5.3 Anti Racism Strategy

The UAL Anti-racism Strategy has been developed following a comprehensive consultation with staff and students and can be accessed on the Anti-Racism Strategy webpage.

5.4 Disability

The UAL Disability Service arranges adjustments and provides support for students who are disabled, dyslexic, neurodiverse or have another Specific Learning Difficulties (SpLD). Advice is available at any stage of the student journey, even before an application has been made.

Prospective and current students are encouraged to tell the University about their impairment, health condition or specific learning difficulty. This is called disclosure.

Disclosure enables the University to make adjustments and put support in place for disabled students. Contacting the Disability Service early, even before applying for a course, means that support can be provided at the right time. Sharing information about an impairment, condition or Specific Learning Difficulty does not affect decisions about admission onto a course. The University assesses students' applications to study solely on the basis of academic merit.

It is not unusual for students to be diagnosed for the first time with dyslexia or dyspraxia during their research degree, so please contact the Disability Service in your College for more information or to arrange an appointment.

For more information please visit the Disability Service webpage.

A2 Postgraduate Research Degrees Programme

1 The nature of postgraduate research degrees

University of the Arts London encourages a range of postgraduate research degree applications, based on creative practice, theoretical/historical analysis, and experimental work. A research degree may be taken in any subject area where UAL can provide appropriately qualified supervision. The subject range at UAL means that students can initiate programmes of study in which creative work can form a significant part of the intellectual enquiry. Such work may be undertaken in any appropriate field and should be set within its theoretical, critical and creative context. UAL also supports interdisciplinary projects, and if art and design projects are combined with scientific or social sciences subjects, collaborations may be arranged with other Universities or specialist Higher Education providers.

2 Overview

2.1 Type of postgraduate research degrees

Research degrees at UAL include the awards of Master of Philosophy (MPhil) and Doctor of Philosophy (PhD).

2.1.1 MPhil

An MPhil degree is awarded in recognition of a systematic, well documented and well-argued study, which should demonstrate adequate knowledge and understanding, critical evaluation and discussion of a field of study.

Learning outcomes for an MPhil

On completion of your research degree programme you should have shown evidence of being able to:

- Interpret and communicate knowledge and understanding through research and/or scholarship of publishable quality which satisfies peer review;
- Present and defend research outcomes which extend the forefront of a discipline or area of professional practice;
- Demonstrate a systematic understanding and mastery of the knowledge, concepts information and techniques relevant to research at the forefront of the discipline or area of professional practice;
- Exhibit mastery and innovation in the exercise of generic and subject-specific intellectual abilities
- Take a proactive and self-reflective role in working and to develop professional relationships with others;
- Proactively formulate ideas and hypotheses and to design, develop, implement and execute plans by which to evaluate these;
- Critically evaluate current issues, research and advanced scholarship in the discipline.

2.1.2 PhD

A PhD degree is awarded in recognition of the creation and interpretation of new knowledge through original research or other advanced scholarship.

Learning outcomes for a PhD

On completion of your research degree programme and in your relation to your practice in art, design and communication, you should have shown evidence of being able to:

- Discover, interpret and communicate new knowledge and understanding through original research and/or scholarship of publishable quality which satisfies peer review;
- Present and defend research outcomes which extend the forefront of a discipline or relevant area of professional practice;
- Demonstrate a systematic and extensive understanding and mastery of the knowledge, concepts, information and techniques relevant to research and scholarship at the forefront of the discipline or area of professional practice;
- Exhibit mastery and innovation in the exercise of generic and subject-specific intellectual abilities;
- Take a proactive and self-reflective role in working to develop professional relationships with others
- Independently and proactively formulate ideas and hypotheses and to design, develop, implement and execute plans by which to evaluate these;
- Critically and creatively evaluate current issues, research and advanced scholarship in the discipline.

2.2 Postgraduate research study

Doing a research degree is very different from a taught degree. As a postgraduate research student, you will undertake independent research with guidance from your supervisors. You will develop your research practice more broadly through training, presenting and publishing your work, participating in and/or leading research communities (within and without the University) and contributing to research culture. To support ongoing skills, methods, and training, the Researcher Development Programme is open to all postgraduate doctoral candidates registered on programmes at UAL. The programme is made up of the compulsory and optional trainings and events. Information on the Researcher Development Programme for UAL postgraduate researchers is provided on the PGR Hub. The University's website and newsletters should be consulted for information on research events.

2.3 Duration of research degree

The minimum, expected, and maximum durations for MPhil and PhD students at UAL are as follows:

Degree	Minimum Duration	Expected Duration	Maximum Duration
MPhil (full time)	1 year 3 months	1 year 9 months	3 years
PhD (full time)	2 years	2 years 9 months	4 years
MPhil (part time)	2 years	3 years	6 years
PhD (part time)	3 years	5 years	8 years

2.4 Academic Year

The academic year for the Research Degrees Programme runs from 1st September to 31st August for September starters and 1st January to 31st December for January starters. The 12-month structure reflects that your degree is based on independent research in addition to training events, and supervision can take place outside of UAL term time.

2.5 Work and study

Full-time research degree students are expected to commit an average of 35 hours a week to their research. It is important to note that during term time no more than 6 hours of paid work per week (including preparation time) is acceptable.

Part-time postgraduate research students are expected to commit an average of 17.5 hours a week to their research. You can undertake paid employment, but UAL advises that this is within reason and does not interfere with your study; i.e. normally no more than 23.5 hours paid work per week.

If you are an overseas research degree student on a study visa, this may limit the hours you can work legally in the UK; please consult the UKVI Website for your specific visa regulations and restrictions as these are prone to change.

3 Supervision

During your degree at UAL you will normally have a team of two supervisors, a Director of Studies (DoS) and a Supervisor. In some cases, an additional supervisor may be added if a particular area of expertise is needed for the project (such as in collaborative/partnership projects) or in a mentoring role for a less experienced supervisory team.

Your DoS will normally be a member of UAL academic staff, based in one of the Colleges/Institutes. If the required supervisory expertise is not available internally, it may in exceptional circumstances be possible to appoint an external supervisor – but normally only post-confirmation. It is the responsibility of UAL to ensure a suitable supervisory team is in place for each student and though you can discuss preferences with your DoS and Chair to CRDSC, it is the institution that ultimately appoints and approves the team.

Led by the DoS, your supervisory team is responsible for guiding you through the programme and for the development of your research degree study. Your DoS is also the first point of contact for any questions you may have about any aspect of your study. If you feel unable to discuss the situation with your DoS, then you can contact the Chair of your CRDSC or the ADR at your College/Institute.

It is your DoS' responsibility to manage the supervisory team and agree the division of labour at the start of each year, as at different stages of your research you may need more or less support from each member of the team. Your DoS is also required to keep the PGR Team informed of any issues relating to your progress and of any absences from the team (including their own) and measures put in place to cover these, if necessary.

During the Registration period changes in supervisory teams are common, as the project may shift in focus needing adjusted expertise in the team, which will only be formally confirmed once your Registration is approved. Indeed, changes in supervisory teams may happen at any point in your studies due to shifts in your project and/or available staffing.

The frequency and variety of contact with each individual member of the team will vary depending on the requirements of your research; during Registration and just before Confirmation contact may be more intensive than at other times, for example.

Supervision can be formal, with a *Supervision Record Sheet* completed during or straight after the supervision, or informal. Full-time students should submit ten formal supervisory records per academic year and part-time students five records.

Formal supervision may consist of:

- Written comments or guidance on your work;
- Face-to-Face meetings, the venue and timing of these meetings is a matter of agreement between you and your supervisor(s);
- Telephone, email, Teams or similar communication.

You are expected to complete a Supervision Record Sheet (available from PGR Hub) for each formal supervision and forward this to the supervisor(s) with whom you had the meeting/correspondence for their comments. It is your responsibility to upload the Supervision Record Sheet to your student portal which will save it to your student record (instructions are on the record sheet). Uploading the document.

3.1 Supervisor's duties

The duties of Directors of Studies and Supervisors are set out in the *Code of Practice for Supervisors and PGR Students* (Annex 5) and in Section B4 of the regulations. Please read the Code of Practice very carefully, as it sets out your responsibilities as a student as well as what you should expect from your supervisors.

The Associate Deans of Research are responsible for ensuring that supervisors are aware of the contents of the *Code of Practice for Supervisors and PGR Students* when they start supervising Research Degrees students.

Research Development and training

Researcher development enables PGRs to progressively to develop the knowledge, skills and independence appropriate to their degree.

PhD

By the completion of a PhD, candidates should be able to demonstrate the capacity to:

- undertake independent research at an advanced level;
- critically evaluate their own research and that of others;
- exercise self-direction and make informed decisions in complex and unpredictable situations;
- communicate and defend research effectively;
- continue their own professional and intellectual development; and
- make an original contribution that advances knowledge, understanding or professional or disciplinary practice.

MPhil

By the completion of an MPhil, candidates should be able to demonstrate the capacity to:

- undertake research at an advanced level;
- critically evaluate their own research and that of others;
- exercise self-direction and make informed decisions;
- communicate and defend research effectively;
- continue their own professional and intellectual development; and
- contribute critically to knowledge, understanding or professional or disciplinary practice.

UAL provides research training and development for all postgraduate researchers (PGRs) through the postgraduate Researcher Development Programme (RDP). The programme is delivered across the Doctoral School, Colleges and Institutes and supports the development of research, professional and transferable skills throughout the research degree.

The programme includes:

• Becoming a Researcher: Foundations – introductory training for first-year PGRs, aligned with key stages of the research degree, including Application for Registration, ethics, Confirmation and submission.

• Becoming a Researcher: Development – ongoing development sessions open to PGRs at all stages.

• Creative and Critical Methodologies – research-led sessions exploring methods, practices and ideas relevant to research in arts, design and communication.

• Nodes – peer-led groups organised around shared research interests, questions or practices.

• Doctoral School Symposia and Events – opportunities to present, discuss and receive feedback on research within the wider PGR community.

• Writing support – events that support hte undertaking and development of writing skills

Full details and the current programme are available on the PGR Hub. In addition to the cross-UAL Researcher Development Programme, Colleges and Institutes offer subject- and practice-specific training and development opportunities for their PGRs, with most activities also open to researchers across UAL.

Research Presentations

All PGRs are **required to give two research presentations** during their period of study. At least one must take place as part of a Doctoral School Symposium or Event. The other may take place in another appropriate research context and may take the form of a paper, workshop, exhibition, performance, screening or other format appropriate to the research.

The first presentation should normally take place towards the end of the first year of study. The second should normally take place around Confirmation. PGRs are encouraged to present their research more widely throughout their studies.

Personal and Professional Development

Development needs should be discussed with the supervisory team from the beginning of the research degree and reviewed regularly, including through the Annual Report process. This may include consideration of:

• research methods and methodologies

• critical analysis and synthesis;

• academic and research communication;

• ethical, legal and responsible research practice;

• record keeping and research data;

• technical and discipline-specific skills;

• presentation and teaching skills;

• project and time management;

• collaborative and interpersonal skills;

• digital skills;

• problem solving and critical thinking; and

• career and professional development.

PGRs may find it useful to maintain a development record, research log or reflective journal to document activities, identify development needs and reflect on progress.

Supervisory teams have a responsibility to support PGRs in identifying appropriate training and development opportunities. PGRs are responsible engaging with their development needs and making appropriate use of the opportunities available to them.

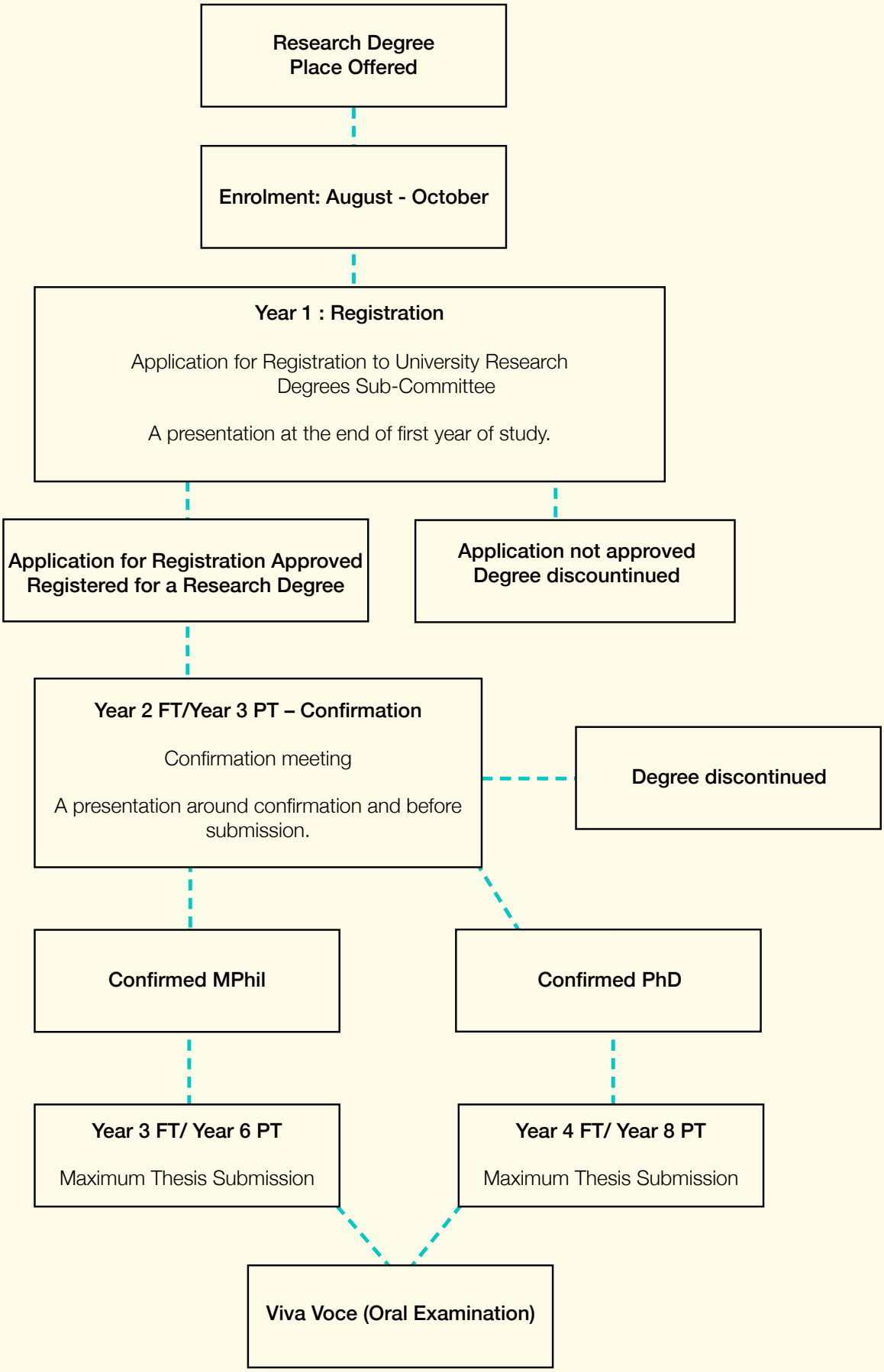
4.2.3 Postgraduate Community

UAL's Postgraduate Community provides opportunities for postgraduate taught and research students to meet across Colleges and disciplines through events, networking, collaboration and communities of practice.

Further information about the Postgraduate Community and other development opportunities is available through the PGR Hub.

A3 Research degree lifecycle

1. Key Stages



2 Full-time and part-time study timelines

2.1 Full-time study (students enrolling in September)

The table below gives a detailed description of research study for full-time students by year of the normal pathway from enrolment to examination. Transfer, changes of mode, time out from study or extension will alter this pathway.

Year 1

Event	When	Responsibility
Enrolment and induction	September	Student
Application for Registration submission	November	Student and Supervisory Team
Present at Summer symposium or similar venue/event of your choice	June	Student and Supervisory Team
Annual Report Submission	Early July	Student and Supervisory Team

Year 2

Event	When	Responsibility
Confirmation Document Submission planning meeting	October	Student and Supervisory Team
Present at symposium or similar event	February-October	Student and Supervisory Team
Confirmation meeting and Report	January - March	Student and Supervisory Team

Year 3

Event	When	Responsibility
Annual Report Submission	Early July	Student and Supervisory Team

Year 4

Event	When	Responsibility
Examination Panel Application to RDSC	3 months before planned submission date	Supervisory Team
Thesis Submission	Before or on submission date	Student and Supervisory Team
Viva Voce Examination	3 – 5 months after submission	PGR Team

2.2 Full-time study (students enrolling in January)

The table below gives a description of research study for full-time students by year of the normal pathway from enrolment to examination. Transfer, changes of mode, time out from study or extension will alter this pathway.

Year 1

Event	When	Responsibility
Enrolment and induction	January	Student
Application for Registration submission	February	Student and Supervisory Team
Present at Autumn symposium or similar venue/event of your choice	October	Student and Supervisory Team
Annual Report Submission	Early October	Student and Supervisory Team

Year 2

Event	When	Responsibility
Confirmation Document Submission planning meeting	January	Student and Supervisory Team
Present at symposium or similar event	May - January	Student and Supervisory Team
Confirmation meeting and Report	March - June	Student and Supervisory Team

Year 3

Event	When	Responsibility
Annual Report Submission	Early October	Student and Supervisory Team

Year 4

Event	When	Responsibility
Examination Panel Application to RDSC	3 months before planned submission date	Supervisory Team
Thesis Submission	Before or on submission date	Student and Supervisory Team
Viva Voce Examination	3 – 5 months after submission	PGR Team

2.3 Part-time study (students enrolling in September)

The table below gives a description of research study for part-time students by year of the normal pathway from enro
from study or extension will alter this pathway.

Year 1

Event	When	Responsibility
Enrolment and Induction	September	Student
Application for Registration submission	January	Student and Supervisory Team
Present at Summer symposium or similar venue/event of your choice	June	Student and Supervisory Team
Annual Report Submission	Early July	Student and Supervisory Team

Year 2

Event	When	Responsibility
Annual Report Submission	Early October	Student and Supervisory Team

Year 3

Event	When	Responsibility
Confirmation Document Submission planning meeting	October	Student and Supervisory Team
Present at symposium or similar event	February-October	Student and Supervisory Team
Confirmation meeting and Report	January - March	Student and Supervisory Team

Year 4-7

Event	When	Responsibility
Annual Report Submission	Early October	Student and Supervisory Team

Year 8/Final Year

Event	When	Responsibility
Examination Panel Application to RDSC	3 months before planned submission date	Supervisory Team
Thesis Submission	Before or on submission date	Student and Supervisory Team
Viva Voce Examination	3 – 5 months after submission	PGR Team

2.4 Part-time study (students enrolling in January)

The table below gives a description of research study for part-time students by year of the normal pathway from enrolment to examination. Late enrolment or transfer, changes of mode, time out from study or extension will alter this pathway.

Year 1

Event	When	Responsibility
Enrolment and Induction	January	Student
Application for Registration submission	April	Student and Supervisory Team
Present at Autumn symposium or similar venue/event of your choice	October	Student and Supervisory Team
Annual Report Submission	Early October	Student and Supervisory Team

Year 2

Event	When	Responsibility
Annual Report Submission	Early October	Student and Supervisory Team

Year 3

Event	When	Responsibility
Confirmation Document Submission planning meeting	October	Student and Supervisory Team
Present at symposium or similar event	May - January	Student and Supervisory Team
Confirmation meeting and Report	March - June	Student and Supervisory Team

Year 4-7

Event	When	Responsibility
Annual Report Submission	Early October	Student and Supervisory Team

Year 8/final year

Event	When	Responsibility
Examination Panel Application to RDSC	3 months before planned submission date	Supervisory Team
Thesis Submission	Before or on submission date	Student and Supervisory Team
Viva Voce Examination	3 – 5 months after submission	PGR Team

3 Tuition fees

As a UAL student you will be required to pay a tuition fee, which is set by the University on an annual basis; fees may change annually, so please check PGR for the most up-to-date fees.

You will have been informed of your student fee status in the letter offering you a place and this will be your status for the duration of your study. For more information about how fee status is assessed, please see Fee Status. If you are assessed as Home/EU, your fees will increase annually; if you are assessed as Overseas you will pay the same fee each year of your study.

Tuition fees for 2026/27 are as follows:

Mode	Home/EU fee status	International fee status
Full time	£6,820	£27,100
Part time	£3,410	£13,550 (part time international available to distance learning students only)
Writing up	£1,125*	£1,125*

Values with asterisk show writing up fee for students starting from 2017/18. 4 quarterly instalments of £260 (Requirement to pay instalments ceases on submission of PhD).

You can pay your tuition fees in full at the start of each academic year. Alternatively, you can pay your tuition fees according to the research degree (PhD/MPhil) instalment plan, as follows:

Percentage of fees	Deadline for September starters	Deadline for January starters
50% of fees	on enrolment	on enrolment
30% of fees	January	April
20% of fees	April	August

If you miss a payment, UAL will send you three reminders after which you may be suspended, so please contact the PGR Team via researchdegrees@arts.ac.uk if you think that you will be unable to pay your fees.

3.1 Pro-rata tuition fees

If you study for only part of the year because of time-out, extension, or thesis submission, please contact researchdegrees@arts.ac.uk in good time and we will discuss whether you can get a refund or if credit can be carried over into the next academic year.

If you decide to withdraw from the course during the year, you will be liable for full fees unless there are extenuating circumstances.

3.2 UAL Fee Policy

Postgraduate Research Fees are subject to UAL Fee Policy. Find out more on the UAL Fee Policy webpage.

3.3 Writing-up fee

Students who have completed their primary research (including the practice element), and have submitted a draft of their thesis, can apply for Writing-up Status to commence on the 1st of any month. Writing-up Status is granted for a maximum of 12 months.

Students commencing writing up at the beginning of their academic year (1st October or 1st January) will be charged the writing up fee from the start of the year. If your writing up status has not been approved to commence on 1st October or 1st January you should pay fees as normal in accordance with UAL regulations (see section 3.4). If your writing up status is approved during the academic year and the credit on your account exceeds the writing up fee you will receive a refund.

4 Enrolment

Enrolment is the process by which you are formally recorded as a UAL student. The process takes place each year between August and September and includes fee payment and confirmation of return to study (or start of study).

4.1 Continuing Student Enrolment

You will be notified by email of what you need to do to enrol on time via your UAL email account. Most continuing students will be able to complete the full enrolment process online.

Find out more about enrolment on the University returning student enrolment webpage.

The University has a formal cut-off date of 31st October for student enrolment and re-enrolment each year. Any student, new or continuing, who has not completed enrolment by the 1st October will be contacted via email by the PGR Team with a warning that failure to enrol by 31st October may result in withdrawal.

It is important to contact the PGR Team as soon as possible if you are unable to enrol on time so we can discuss options available to you; if we do not hear from you, we are required to start withdrawal procedures. You must also keep your supervisory team informed of any problems that might impede or delay enrolment.

4.2 New student enrolment

As a new student at UAL you will be asked to activate your UAL email account and before commencing for studies you will receive an invitation to complete 'Online Registration'. You can check and change some information in the system if it is incorrect. Please contact researchdegrees@arts.ac.uk if your course code or mode of study is incorrect. You can also upload a passport-sized photo for your student ID card when you are completing your online registration.

The second element of enrolment for new students is Enrolment Confirmation. We will check your information and will fully enrol you when we are satisfied that we have everything we need to do so.

About 24 hours after your enrolment is completed, you will have access to UAL's learning resource facilities such as the libraries and you will be entitled to supervision to develop your research proposal and plan of work.

4.3 Student ID card

All enrolled students are given a UAL Student ID card upon first enrolment, which you will keep for the duration of your degree. You will be told when and where to collect your ID card when you have completed enrolment. This card allows you access to University buildings and facilities and is also your library card. If

you lose your Student ID Card you can buy a new one at the UAL estore site and take the email confirming your payment to the Student Centre in your College where a new card will be printed for you.

If your card does not cover the full period of your course please contact the PGR Team when it is due to expire and we will print a new card for you without additional cost.

4.4 Staff enrolling as Research Degree Students

Members of UAL staff may be admitted to a research degree subject to the same admissions requirements as other applicants. Appropriate arrangements must be made to identify and manage any actual, potential or perceived conflicts of interest arising from the candidate's employment, both at admission and throughout their period of registration.

Individuals with direct managerial responsibility for a staff candidate should not normally undertake supervisory, progression review or examination roles in relation to that candidate. Other relationships that might affect, or reasonably be perceived to affect, the independence of these processes must also be identified and appropriatelymanaged.

Staff candidates are subject to the same academic regulations, progression requirements and examination procedures as other research degree candidates. Where a candidate's studies are supported through a UAL Staff PhD Scholarship or other staff development scheme, they must also meet any additional requirements associated with that scheme

A staff candidate's status as an employee and their status as a research degree student are distinct. Academic decisions concerning admission, progression and examination must be made on academic grounds and must not be influenced by the candidate's employment status.

5 Registration

Registration is the process in the first year of your degree when you develop your research degree proposal for approval by the College Research Degrees Sub-Committee (CRDSC) (See section 5.5 for the timeline for your PGR journey). Failure to register for your research degree may result in your place on the course being terminated. It is good practice to commence work on your Application for Registration with your supervisory team at the first supervision meeting after enrolment.

Your final submission date is calculated from your enrolment date, so late Registration means that you will have less time afterwards to focus on Confirmation and Submission.

The purpose of Registration is for you to define your research project and for UAL to assess that:

- Your project is a valid research project
- Your project can be achieved in the maximum time set for your degree
- Your project has a suitable supervision team
- You have access to the resources needed to complete your project
- You have considered the ethical implications of your project.

5.1 The Registration process

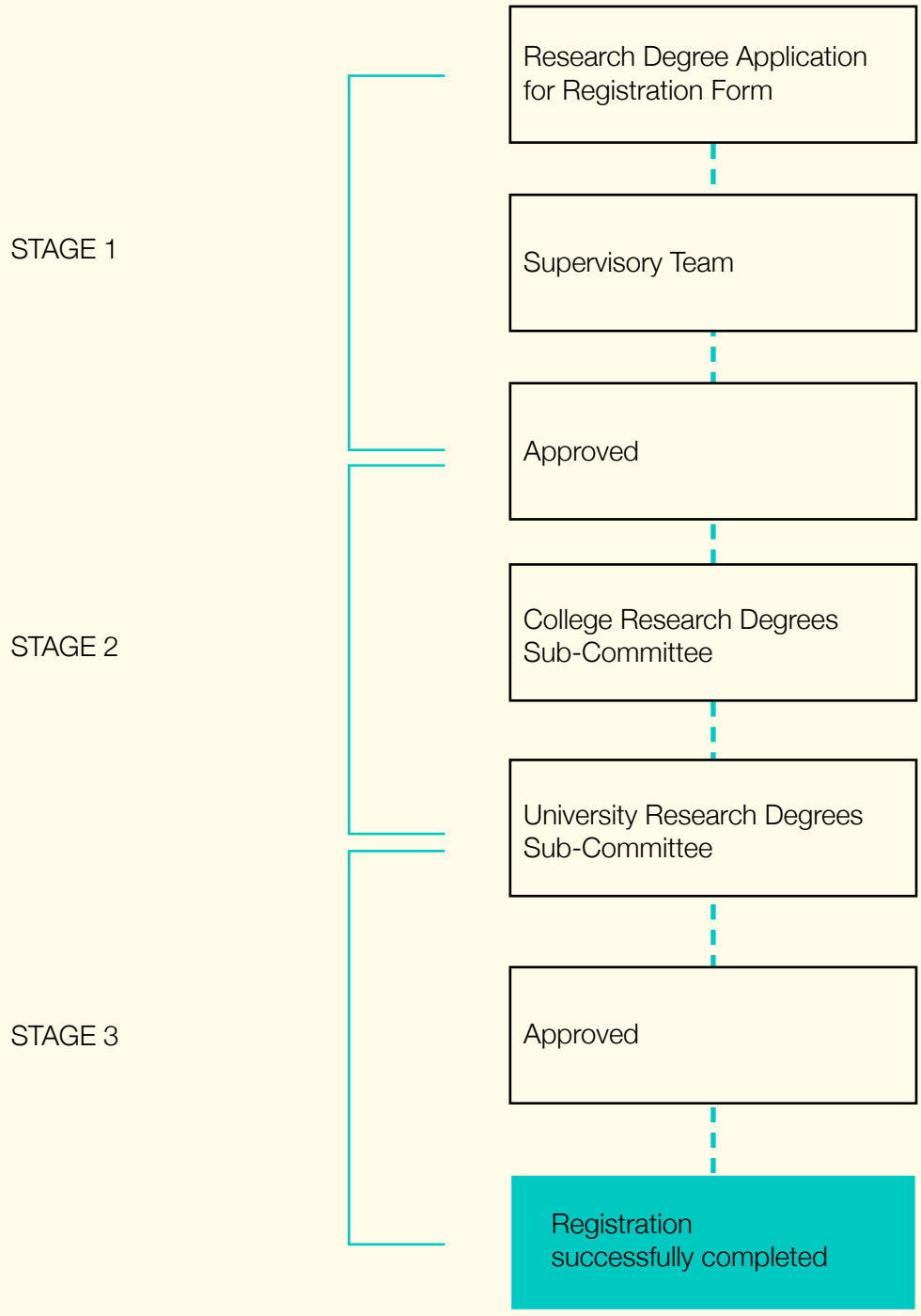
After enrolment and induction you will work with your supervisory team to develop your Application for Registration. Your supervisors will help you through the process and sign the Application for Registration form. CRDSC reviews your Application for Registration and will recommend:

- Approve for registration without modifications
- Approve for registration with modifications to be completed with the support of the supervisory team
- Not approved for registration you will have an opportunity to resubmit to the next meeting of the CRDSC with major modifications (you are permitted one resubmission of Application for Registration to CRDSC).

CRDSC will review resubmission of Applications for Registration and will recommend:

- Approve your Application for Registration without modifications
- Approve your Application for Registration with modifications to be completed with the support of the supervisory team
- Not approve your Application for Registration and recommend discontinuation of studies.

5.2 Approval Process for Registration



5.3 Application for Registration Form

You can download the Application for Registration Form and accompanying guidance notes for completing the form from the PGR Hub. It is your responsibility to complete the form and to ask your supervisors to complete their section.

The Application for Registration is the first formal milestone at which you should consider and articulate whether and how Artificial Intelligence (AI) is used within your research, with reference to the Doctoral School AI guidance available on the PGR Hub. This articulation should develop throughout your postgraduate

research project as your methods, practices and uses of AI evolve, and should be revisited at subsequent milestones and in the final thesis or submission. Assistive AI helps researchers manage, check or refine work they have produced themselves; generative AI creates or substantially transforms content, ideas, interpretations or outputs. Where AI moves from assisting expression to contributing intellectual or creative content, its use should be treated as generative and appropriately documented

The Application for Registration form captures some basic information about your degree which CRDSC needs to know to assess your project, such as the degree you intend to finally qualify with (MPhil or PhD) and whether you study full-time or part-time. However, the main part of the form concerns your project and its details, such as bibliography and examples of your practice if applicable.

You are requested to use the headings below to define the sections of your proposal:

Title

This should express the main area of investigation, implying its questions and potential argument or standpoint. While being a working title, which will inevitably change over time, it is important that you are as specific and precise as possible. The title should be brief, and reflect the main question or issue of the project.

Subject area, research question(s) aim(s) and objective(s)

You should briefly define your subject and the main concerns of the investigation, including a set of aims and objectives that will guide your research. If the proposal is primarily practice based, this section should also be used to describe your vision of your practice and the way in which you work in your practice on your preoccupations and concerns. It is worth thinking hard about this section, as it will form the basis of study for the next few years (though it will inevitably evolve as you make progress). After defining your subject, you might find it helpful to think about the main concerns of the project as questions you are asking yourself to which you hope to find answers. The aims and objectives are important because they declare, in a sense, the criteria for investigation, against which the success or failure of the project can be assessed. If you find it difficult to articulate your aims and objectives you might find it helpful to think of the aim as the most significant questions or problems which you hope to tackle. The objectives are the steps by which you will meet this aim. The proposal should normally have one or two aims, followed by a series of around six objectives. The idea is that by the time all the objectives are met, the aim should be achieved.

Research Context

Historical context

There is no single history which suits all investigations but you should identify the various strands of history which relate to your particular research. It may be a history of ideas and concepts and/or practices that have influenced the development of a particular area of art and design, the history of the medium or technology in which you work, or a particular part of the history of art or design.

Contemporary context

As far you are able, you should define the contemporary work that relates to your field of investigation. You must do this so as to:

- demonstrate awareness of the field in which you are working
- demonstrate that the proposed research will have distinct features which will make it potentially original
- form the basis of links with other research work to which your research will contribute or on which your research will build.

Theoretical context

There is a great choice of options in this area; none of them exclusive. An element of theoretical context is important for every kind of project, though the degree of theoretical content will vary; particularly for practice based work. You should be able to demonstrate the ways in which you evaluate their own work and that of others, and the sources that you use to inform your evaluation. A theoretical context will help avoid simply asserting a position and support you in the reflective approach that is needed for a research degree.

Methodology

It is important to make a distinction between 'methodology' and research 'methods'. Methodology is concerned with the theoretical framing of the methods (techniques) used in a field of study: qualitative, quantitative, or mixed methods or techniques, which are sometimes described as research 'tools'.

Methodology provides a theoretical underpinning for understanding which methods can be used in a particular project. Your methodological approach and the research tools which will be deployed will need to be addressed in all cases but in practice-based areas of study, methodologies are less well established, so you may like to think about the following:

- try to describe the rationale for using particular methods and procedures they will adopt in discovering and recording research information;
- If it is a practice based proposal, how does the theory relate to the practical experimentation;
- what is the theory for?;
- what process of experimentation will be used?;
- how will they record what they do and keep track of what they have done?

Main study list and bibliography

Citations must be consistent and adopt a recognised standard system, for example, Harvard (with or without footnotes) or Numeric. List the main reference works which you will use for your research. These may be films, paintings, TV programmes, curated collections or websites as well as books or journal articles.

Work plan

Make a prediction of the major stages of the work (probably not more than 5) and the minor subdivisions (if appropriate). Take care if aspects of the research will run concurrently.

Prediction of the form of the final presentation.

Think about the form of the final presentation, for example:

- will it be a bound book with a digital moving image file or photobook?
- will it be an exhibition, a catalogue and a written thesis?
- will it be a bound book with images?
- will this be a wholly written thesis?

Once your Application for Registration has been approved by URDSC, the PGR Team will write to you to confirm that you are now registered as a Research Degree student with the intention to complete as either MPhil or PhD, depending on what you indicated on your form. You will then also receive the dates of the other key milestones of your degree: Confirmation and Submission for Examination

5.4 Post Registration Research Ethics

Enrolling as a research degree student at UAL means you sign up to UAL's Code of Good Conduct in Research and UAL's Code of Practice on Research Ethics, which you can find in Annex 6 of this Handbook and on the PGR Hub. You should read these Codes carefully, consider what the ethical considerations of your project are.

Your Application for Registration needs to reflect that you have given due consideration to the research ethics of your project.

You must not undertake any research that requires ethical approval until you have received ethics approval for the research you intend to complete. You should not formally present any research material that has not received ethics approval. If you are unsure of your status, please contact researchdegrees@arts.ac.uk.

Note: The research ethics dimension of any project may evolve over time and you may need to submit further Research Ethics Approval forms. Your DoS will be able to advise. Please be aware that RKEESC has oversight of all planned and ongoing Research Degree student projects and can call them for review at any time.

6 Confirmation

You enrol on the Research Degrees programme at UAL as a student for an unspecified research degree with the intention to complete as either PhD or MPhil. Confirmation decides which of these degrees you will submit your thesis for examination, though the panel can also recommend discontinuation.

This is an important event where you share work-in-progress with a person outside the supervisory team and receive thorough feedback. Structured like Submission and Viva this is a key moment of assessment and yet aiming to feed forward constructively. Confirmation is a productive experience for many postgraduate research students, giving them the focus and direction to progress their project.

Your Confirmation report should be submitted to your College Research Degrees Sub-Committee (CRDSC) within 18 months of first enrolment if you are a full-time student or 30 months if you are a part-time student.

You should discuss the exact timeline for the submission of the material for Confirmation with your supervisory team shortly after your Application for Registration is approved by your CRDSC. The agreed deadline will help your DoS to arrange for an independent academic to be part of your Confirmation panel.

The independent academic is normally a member of UAL academic staff at a different college from the one you are based in and who has experience of supervising research degrees to completion. It is important to note that the independent academic is not eligible to be the internal examiner for your thesis.

Confirmation consists of two parts:

A presentation at a symposium or event

A meeting with your supervisory team and an independent academic, for which you should submit papers to your Director of Studies in advance;

The purpose of Confirmation is to decide whether:

- You have the knowledge and skills appropriate to complete your research programme; You have completed work of a quality to justify continuation and that your research methods are appropriate and practical
- Your proposed research is likely to make a significant contribution to knowledge (as set out in the requirements for the award of a PhD at the University); or that Confirmation as MPhil is more appropriate
- A realistic plan is in place for completion of your research within the expected timeframe.

6.1 Confirmation documents

The Confirmation document usually includes the following:

- A contextual review (e.g. a literature or practice review) and an analysis of methods employed which may later form a chapter of the final written part of the thesis;
- A detailed plan of the research project to completion and chapter outlines for the written part of your submission;
- An abstract outlining the main thesis of your work
- A comment on any new ethical considerations since Registration;
- If applicable, a written health and safety risk assessment.

If practice is to form a major component of your thesis, the documents submitted need to:

- Cleary articulate the role and purpose of the practice within the overall research project;
- Identify how the creative/practical work (both already achieved and what you anticipate) are likely to be included in the final submission and how this will be presented (as event or exhibition) and documented for final examination;
- Identify which research methods have informed your work and present the contexts (both historical and/or theoretical) in which you are working;
- Offer reflection on the development of your practice, with an emphasis on what can be communicated to others (i.e. as a contribution to new knowledge in the field).
- The contextual review may include a practice review. A practice review explains the significance of our own work in the appropriate historical, critical and theoretical context and should include documentation of the project. You can also include evidence of your practice with the submission

The complete written document should normally not be longer than 10,000 words in total. It is your responsibility to submit all the paperwork to your DoS by the agreed deadline. It is the responsibility of your DoS to forward the documents to the other members of the Confirmation panel in good time.

6.2 Confirmation meeting

Before your Confirmation meeting, your supervisory team needs to complete the first part of your *Confirmation Report Form*. As the *Confirmation Report Form* takes the place of the annual report for that academic year, your supervisory team is required to provide:

- An assessment of your work and your progress since Registration;
- Details of any concerns that the team has about your performance and ability to successfully complete your research degree by your maximum thesis submission date;
- Comments on the details of the supervisory arrangements (including the division of responsibilities between the supervisors) in relation to the assessment of your written work, frequency and approximate duration of supervisory sessions, and the date of the most recent contact;
- An assessment of the Ethical implications of your project;
- Comments on the health and safety risk assessment of your work (if applicable).

Your DoS is responsible for arranging a time and room for your Confirmation meeting and to ensure all participants are aware of this. The Confirmation panel will normally be your supervisory team and the independent academic; if for exceptional circumstances it is impossible for all supervisors to attend, a supervisor can submit a report to your DoS on your Confirmation document together with the issues they would like to see raised. At your Confirmation meeting you will be invited to make a short presentation to introduce your project and the work you have achieved to date. Your DoS will normally be the Chair of your Confirmation meeting and the independent academic will lead the questions the panel asks about the work presented. During the meeting you will be offered the opportunity to discuss your supervisory arrangements with the independent academic in private. If there are issues, the independent academic will discuss with you whether you want to raise them with the team or with the Chair to your CRDSC or the Associate Dean of Research.

Following your Confirmation meeting the panel will discuss their considerations and will tell you their recommendation. The possible recommendations are:

That the degree for which you will be examined will be **MPhil**.

That the degree for which you will be examined will be **PhD**.

That your probationary period (i.e. the period between Registration and Confirmation) is extended to make changes to the documents submitted either with a maximum of 3 months for full-time students or 6 months for part-time students. The probationary period can only be extended once and the panel will tell you whether they require there to be a second Confirmation meeting or not.

That your Registration with UAL is **discontinued** for lack of academic progress.

The panel then completes the report section of the Confirmation Report Form; the report has to be from the panel as a whole and will comment on the Confirmation meeting, the documents provided, your ability to answer the questions posed by the panel and any other observations the panel thinks pertinent.

If your probationary period is extended, the panel assessing your Confirmation should stay the same and the panel will make it clear on the report form what they expect you to do and who will assess the amended document if there is no second Confirmation meeting.

When the report is completed, it is the responsibility of your Director of Studies to submit it for approval by the College Research Degrees Sub Committee.

- If the panel's recommendation is that your probationary period is extended, then the CRDSC Secretary will send you the report approved with the deadline for resubmission to your DoS (the period for resubmission starts from the Committee's approval).
- If the recommendation is MPhil or PhD and CRDSC approves the report, it is then forwarded to the URDSC for final approval and the CRDSC Secretary will send you a confirmation email of the progress. The Secretary of URDSC will send you the report and Confirmation letter after approval by URDSC.
- If the recommendation is that your Registration is discontinued, the report will be forwarded to URDSC and you will receive a letter via email confirming that your CRDSC approved the
- recommendation made by the panel and that URDSC will make the final decision as to whether you will be withdrawn as recommended. URDSC may request additional information from your supervisory team or you as part of this process. The Secretary to URSDC will email you the letter with the final outcome.

If you disagree with the Confirmation outcome, you can appeal using the UAL Appeal Process as laid out in the Appeals section and in Annex 8 of this handbook.

Confirmation meetings may take place in-person or on Teams. The Protocol for online Confirmation meetings can be found in Annex 10 of this handbook.

6.3 Presentation

As part of the Confirmation process you will need to present at a UAL postgraduate research student symposium or event which includes an opportunity for rigorous discussion about your work. You can find information about your opportunities to make presentations on the PGR Hub.

6.4 Changes to Confirmed degree status

If, following Confirmation, you are enrolled to complete as PhD and you are unable to complete the work for this degree, you can request to URDSC to be allowed to complete as MPhil as long as the maximum period for MPhil submission (3 years for full-time students and 6 years for part-time students) has not expired. It is not possible to change from MPhil to PhD if your Confirmation was approved for MPhil.

6.5 Timetables for Confirmation planning

6.5.1 Standard full-time students (September starters)

This is a timetable for full-time students who are following the standard trajectory. If you have taken time out from study of less than a full year, you may need to adjust the period of the year to reflect this changed submission schedule.

Year 1

Event	Timeframe for September Starters	Timeframe for January Starters
Application for Registration approved by CRDSC	November	February
Confirmation preparation: meet with your supervisory team to agree a plan of work leading up to the Confirmation paperwork submission. This meeting should include an overview of the nature and extent of work you are required to do for Confirmation and your supervisory team should be able to advise you on this. At this meeting a date for submission should also be pencilled in so your DoS can use this when approaching colleagues within UAL to ask them to fulfil the role of Independent Academic.	Following Registration Approval	Following Registration Approval

Year 2

Event	Timeframe for September Starters	Timeframe for January Starters
Confirmation planning: for you to agree the submission date of theconfirmation documents with your supervisory team.	October	January
Meeting arrangements: for your DoS to contact the independent academic to agree a date for the Confirmation meeting and to inform you and the other supervisors of this date.	October/ November	January/ February
Symposium or event presentation.	October - February	May - January
Confirmation Meeting: to take place and report to be completed and submitted to CRDSC.	January - March	March - June
Confirmation Report approval: Report approval: Report shared with you by the Secretary to either CRDSC (if probationary period extended) or URDSC (if approved MPhil or PhD or discontinued).	April/May	July - September

6.5.2 Standard part-time students

This is a timetable for part-time students who are following the standard trajectory. If you have taken time out from study of less than a full year, you may need to adjust the period of the year to reflect this changed submission schedule.

Year 1

Event	Timeframe for September Starters	Timeframe for January Starters
Application for Registration approved by CRDSC	January	May

Year 2

Event	Timeframe for September Starters	Timeframe for January Starters
Confirmation preparation: meet with your supervisory team to agree a plan of work leading up to the Confirmation paperwork submission. This meeting should include an overview of the nature and extent of work you are required to do for Confirmation and your supervisory team should be able to advise you on this. At this meeting a date for submission should also be pencilled in so your DoS can use this when approaching colleagues within UAL to ask them to fulfil the role of Independent Academic.	January	May

Year 3

Event	Timeframe for September Starters	Timeframe for January Starters
Confirmation planning: for you to agree the submission date of theconfirmation documents with your supervisory team.	October	January
Meeting arrangements: for your DoS to contact the independent academic to agree a date for the Confirmation meeting and to inform you and the other supervisors of this date.	January/ February	January/ February
Symposium or event presentation.	February - October	May - January
Confirmation Meeting: to take place and report to be completed and submitted to CRDSC.	January - March	May - June
Confirmation Report approval: Report approval: Report shared with you by the Secretary to either CRDSC (if probationary period extended) or URDSC (if approved MPhil or PhD or discontinued).	July - September	July - September

7 Submission

Following Confirmation you will be working towards the submission of your thesis for examination and part of that is ensuring the administrative part of your submission is on track as well as completing your thesis.

7.1 Examination Panel

It is good practice to discuss who the most appropriate examiners for your project would be with your Supervisory team early in your programme of study, so that you can ensure that you do not have too close contact with them during your degree. This is particularly relevant if your research is conducted in a small field where relatively few people may be qualified to examine a research degree. Anyone who has given you expert advice or supervised any aspect of your thesis will be ineligible as an examiner for your project. In addition to this, examiners are ineligible if they intend to employ or collaborate with you in the future.

Directors of Study are required to indicate the proposed examination panel on the Confirmation Report.

Each research degree student is examined by at least one internal (UAL) examiner and one external examiner; if you are employed by UAL for over 6 hours per week during term time you will need a second external examiner. Exceptionally, it is possible to add an experienced second internal examiner to the examining team. Approval of the examination panel is the decision of URDSC.

Your DoS should submit the Application for Examination Panel Form complete with an Examiner Details Form for each examiner at least three months before you plan to submit your thesis. This is to allow enough time for URDSC to consider the proposed examination panel and to make changes if the panel is not approved. The form asks for a brief outline of your project and information on the proposed examiners' expertise and experience to allow URDSC to judge the appropriateness of the panel to be appointed.

To be qualified, the examination panel normally needs to have experience of at least three previous examinations between them and if a proposed examiner has not previously examined at MPhil/PhD (as appropriate to your thesis), they normally need to have the experience of supervising at least one research degree to completion to be eligible to be an examiner.

The internal examiner is normally from a UAL or partner College other than your registered College, unless no suitable person can be found at one of the other Colleges. If this is the case, your DoS will have to make a case on the Application for Examination Panel Form stating why the proposed examiner is the most suitable person for your panel.

You must not contact examiners directly at any point outside the viva voce examination. Your supervisory team will initially liaise with the examiners and after submission all contact must be via the PGR Team and the Chair of the examination.

Once the panel has been approved, URDSC will nominate a Chair of the examination. The Chair will be a member of academic staff at UAL with expertise of at least three (3) previous research degree examinations normally from a different College than your registered College and that of the internal examiner(s). It is the role of the Chair to advise the examiners in the operation of UAL research degree regulations, and to ensure that the examination is conducted fairly. The Chair will get a copy of your thesis for reference but does not ask questions or make judgements during the viva voce examination.

7.2 The thesis

The thesis is the total work you submit for examination and therefore includes the practice if your project is practice-based. The examiners will examine both written text and creative work accompanying this.

There are different minimum and maximum word limit requirements for PhDs and MPhils and for practice-based and text-based degrees, so it is important to keep this in mind when you are working towards the completion of the written part of your thesis. Minimum and maximum word lengths are inclusive of footnotes and end notes, but exclude appendices, the bibliography and translations from texts that do not exist in another format. Note that appendices should be limited, only include supplementary materials, and not include work essentual to the main argument or claims of knowledge.

Degree	Minimum Length	Maximum Length
MPhil (text-based)	40,000 words	60,000 words
PhD (text-based)	60,000 words	100,000 words
MPhil (practice-based)	15,000 words	60,000 words
PhD (practice-based)	30,000 words	100,000 words

You are asked to submit the written part of your thesis in a particular format and it is important to familiarise yourself with this format at an early stage in your PGR study. . The details of the cover, printing and layout are indicated below.

The format of the thesis must follow these requirements:

i. The thesis shall be presented in a permanent and legible form, including documentation of practice if relevant.

ii. The thesis shall normally be in A4 format, though URDSC may give permission for a thesis to be submitted in a different format

iii. The margin on the left-hand binding edge of the page shall not be less than 40mm; other margins shall be 15mm or more

iv. Double or one-and-a-half spacing shall be used in the typescript except for indented quotations or foot/endnotes where single spacing may be used

v. Pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages

vi. Citations must be consistent and adopt a recognised standard system, for example, Harvard, Numeric or Running Notes

vii. Where research ethics approval has been sought and given the approved application should be included as an appendix

viii. The title section shall give the following information:

The full title of the thesis

The full name of the author

That this is ‘A Thesis submitted in partial fulfilment of the requirements for the degree of [Name of Degree] at the University of the Arts London’

The Collaborating Establishment(s), if any

The month and year of first submission.

Your thesis will also include an abstract of approximately 300 words on the page following the title page, which will provide a synopsis of the thesis, state the nature and scope of the work undertaken and the contribution made to knowledge.

If your thesis is practice-based, the practice element needs to be recorded in an accessible retrievable form. You should discuss and agree all these matters with your supervisors and ensure that once you have chosen a method that you use it consistently throughout the thesis.

Declaration of authorship and use of generative AI

The written element of the thesis must include a declaration of authorship. You must also include the appropriate statement concerning your use of generative artificial intelligence (AI). Where generative AI forms part of the research practice itself, an additional declaration should be included.

Declaration of authorship

I declare that this thesis is my own work and has not been submitted, in whole or in part, for any other academic award. Where the work of others has been used, it has been appropriately acknowledged and referenced.

Generative AI declaration

Candidates should include an AI declaration confirming usage in line with UAL/Doctoral School Guidance, Select (and adapt if required) one of the following statements as appropriate:

Where generative AI has not been used

I confirm that I have not used generative artificial intelligence to generate, develop, or substantially modify the content of this submission.

Where generative AI has been used

I confirm that any use of generative artificial intelligence in the development of this submission has been appropriately declared in accordance with University requirements.

Generative AI as part of the research practice

Where generative AI has been used as a material, method or collaborator within the research or creative practice constituting part of the submission, candidates should also include the following statement:

I confirm that where generative artificial intelligence has been used as a material, method, or collaborator within the creative practice constituting part of this submission, this use is documented and critically accounted for within the thesis. This is distinct from any assistive use declared above.

7.3 Submission

The first version of your thesis submitted for examination should be digital. It should be submitted it in a suitable format that gives an indication of the appearance of your final submission.

Theses can be submitted at any time of the year but within the timeframe of your course of study. You can find the dates that Confirmation and final submission are due on the letter you receive when your Registration is approved. You can also check your submission date in the UAL Portal. If you change mode of study, take time out from study or extend you will be notified by the PGR Team of the amended deadlines for the key progression points in your degree. You must submit your thesis by the final submission date but can submit earlier if you have been enrolled for the minimum period required.

With your completed thesis you need to submit a Thesis Submission Form that is signed by your supervisory team. On this form you confirm:

- The length of the thesis (if your thesis goes beyond the word count limit, you will need to make a case to RDSC before submission);
- The contribution others have made to its content, if any
- Details of any parts of the thesis which you have already published, exhibited or submitted for another qualification.

Your supervisory team are asked to confirm the submission statement by signing and dating the form. You have the right to submit your thesis without your supervisors' approval, though it is considered unwise to submit against the advice of your supervisors. Please be aware, however, that approval of your thesis by your supervisors for submission does not guarantee the award of a degree.

Once you have submitted your thesis you will no longer have student status and will not be charged tuition fees from the month of submission however you will still be liable for any outstanding fees at this point. Your Student ID card will continue to give you access to UAL buildings and libraries and your UAL email account will continue to work until your research degree has been awarded. If you experience any problems, please contact the PGR team at researchdegrees@arts.ac.uk.

Between submission and examination, it is good practice for your supervisory team to organise a mock viva voce for you so you can familiarise yourself with the viva process. The mock viva will also assist you in the preparation for the actual examination.

All contact with the examiners, including your supervisors' contact with them, during this period should be through the PGR Team to ensure the objectivity of the examining panel.

8 Examination

Following submission of your thesis, and provided that your examination panel has been approved by URDSC, the PGR Team will send your thesis to your examiners. When contacting the examiners the PGR Team member will also ask for the examiner's availability for the viva, usually for a period between 3 – 5 months after sending out the thesis. The standard period for the examination is normally within 3 – 5 months of submission of the thesis and is dependent on examinsation panel members' availability.

If you want to show your work at the time of your viva, it is your responsibility with your DoS to arrange a suitable space, which may be in the Doctoral School, your College or elsewhere. As space booking at UAL is often quite competitive, you may need to arrange space well before the viva and the PGR Team can assist you with room booking if necessary. If this is the case, please ensure that your examination panel is approved far in advance of your submission.

You should also keep the PGR Team informed of your arrangements, so we can notify you of any problems between your plans to present your work and the viva voce examination.

The presentation of practice work may take form of a display, demonstration or performance for example, as appropriate to your research. The purpose of displaying your work is for the examiners alone, so that they can determine the extent to which you have achieved the objectives you have set for yourself. If your thesis' aims and objectives require a presentation or exhibition before submission where, for instance, audience response would be gathered, then you can organise this, but UAL cannot guarantee that the examiners will attend.

As part of the examination process, your examiners are requested to submit a preliminary report in which they discuss their considerations with regard to the examination of your thesis. They may also give an indication of what they think the result of the examination will be and whether they are prepared to allow the viva to go ahead. The report is submitted to the PGR Team who forward it to the Chair of your viva. The Chair circulates the reports among the examiners prior to the viva and this will be the first time the examiners will see each other's evaluation on your thesis.

In the unlikely case that one of the examiners is of the opinion that the viva should not go ahead, they will need to outline clearly in the report what they perceive the deficiencies in the thesis are. The Chair will then compare the report with that of the other examiner(s) and consult with all examiners before deciding whether the viva will go ahead or not. If the decision is for the viva not to go ahead, the complete examination panel will be asked to prepare a joint report with a list of required amendments, which will be forwarded to URDSC for approval before being sent to you. An examination panel cannot fail a student without a viva, so if the viva is cancelled, the examination without viva counts as a first examination and the result will be 'Resubmission with a viva'. As soon as the decision is made for a viva not to go ahead the PGR Team will let the student and supervisory team know and will inform all involved of the timeline for resubmission.

8.1 The viva

UAL offers in person (normally at UAL), online and hybrid vivas. The student should discuss the most appropriate format for them with their Director of Studies. Students enrolled on the Distance Learning only route will be offered an online viva. The protocol for online vivas can be found in Annex 12 in this document.

The viva voce examination starts with the examiners' pre-meeting when the Chair and examiners discuss the preliminary reports and agree on the questions they will ask during the viva. You will then be invited to join the examination panel with your observer (usually your DoS but it can be another member of your supervisory team) and the Viva Voce ('with living voice' or oral examination) will commence.

Some students start with a short presentation on their project; if you wish to do this, please let the research student team know in advance so suitable presentation equipment can be organised and the Chair can inform the examiners that the viva will start with a presentation.

The viva should cover all aspects of your thesis, but in particular the points selected by the examiners at their pre-meeting. You may be given an opportunity to comment on any adverse points and on any amendments of substance examiners want to recommend. In some cases, the examiners will give an indication at the start of the viva of their initial opinion of your thesis to allow you the opportunity to challenge it, but this is not always the case. The examiners are also allowed to request an inspection of practical work, demonstration of software, viewing of original data or anything else that is considered reasonable by the Chair, as long as they request this advance via the PGR Team.

You may bring an annotated copy of your thesis, or any other notes that will best support you. Your observer can take notes for you (although the observer is not allowed to speak during the viva, unless specifically addressed by the panel).

Following the viva voce, the examination panel will meet without the candidate to decide the result of the examination and write their joint report under supervision of the Chair. The examiners will then normally inform the candidate of the result. If, for any reason, they do not tell you the result on the day, you should normally be told the next day at the latest by your Director of Studies.

The possible results at first examination are:

1. Unconditional Award

If the thesis fulfils the criteria for the PhD degree set out in Section 7 of these regulations and the student satisfies the examiners in all other parts of the examination, the examiners will recommend to URDSC that the candidate should be awarded the PhD.

2. Amendments to be completed within two months

If the thesis otherwise fulfils the criteria for the PhD degree set out in Section 7 of these regulations, but requires amendments, and the student satisfies the examiners in all other parts of the examination, the examiners may recommend to University Research Degrees Sub-Committee that the PhD be awarded subject to the student successfully completing specified amendments within two months of these being notified in writing. The examiners shall provide a list of the amendments and corrections required in writing for communication to the student by the University Research Degrees Sub Committee.

Amendments to be completed within two months are restricted to required changes that are typographic or grammatical in nature or to required changes to the presentation of practice that are of a similar scale. These amendments can also include minor changes to references, re-writing of small sections of the text where this improves existing explanations or descriptions or limited amendments to the presentation of the practice that is of a similar scale. The amended thesis shall be submitted to the examiners, or to one of their number nominated by them for confirmation that the amendments are satisfactory. If the amendments are satisfactory, the examiners will report to the URDSC that the candidate has satisfied them in the examination for the PhD degree. In the event that the amended thesis is not approved by the examiner/s then the examiner/s' comments will be passed to University Research Degrees Sub-Committee for consideration.

3. Amendments to be completed within six months

If the thesis otherwise fulfils the criteria for the PhD degree set out in Section 7 of these regulations, but requires amendments to address errors of substance or omission, and the student satisfies the examiners in all other parts of the examination, the examiners may recommend to URDSC that the PhD be awarded subject to the student successfully completing specified amendments within six months of these being notified in writing.

The examiners shall provide a list of the amendments and corrections required in writing for communication to the student by the PGR team. The amended thesis shall be submitted to the examiners, or to one of their number nominated by them, for confirmation that the amendments are satisfactory. If the amendments are satisfactory, the examiners will report to the University Research Degrees Sub Committee that the candidate has satisfied them in the examination for the PhD degree. In the event should recommend resubmission only if there is sufficient evidence of original work and if the amount of further work to be undertaken is not so substantial as to constitute a new thesis. The examiners shall provide a list of the amendments and corrections required in writing for communication to the student by the PGR team.

4. Resubmission

The examiners may recommend to University Research Degrees Sub-Committee(URDSC) that the student should not be awarded the degree but be permitted to re-submit the thesis in revised form and be re-examined by all examiners, with or without an oral examination (to be agreed by the examiners), within twelve months of the notification in writing. This option is not available to examiners re-examining a thesis. The examiners shall not make such a decision without first submitting the candidate to an oral examination. The examiners should recommend resubmission only if there is sufficient evidence of original work and if the amount of further work to be undertaken is not so substantial as to constitute a new thesis. The examiners shall provide a list of the amendments and corrections required in writing for communication to the student by the PGR team.

5. MPhil

In the case of a PhD examination, the examiners may recommend to URDSC that the student should not be awarded the degree of PhD, but be awarded the degree of MPhil subject to all the criteria for the award of MPhil being met and the presentation of the thesis being amended to the satisfaction of the examiners.

6. No Award

The examiners may recommend to URSDC that the student should not be awarded any degree and should not be permitted to re-submit the thesis. In this case the examiners shall prepare an agreed general statement of the deficiencies of the thesis and the reason for their recommendation, which shall be submitted to the PGR team for transmission to URDSC and to the student.

For each of the outcomes the examiners will complete the *Examiners' Joint Final Report* which covers your conduct at the viva voce, the presentation and style of the thesis, how much publishable material there is in the thesis, whether the panel considers you ready to conduct further independent research and any other matters the panel would like to comment on. If applicable the report will also include a clear list of amendments the examiners request you to make to be awarded a degree.

The report will be completed within 5 days of the date of the viva and to be submitted to the PGR team by the Chair of the examination panel. In most cases the examiners will agree on the outcome of the examination, but if the examiners cannot agree, they are required to submit separate reports.

The report needs to be approved by URDSC before it can be sent to you, so there is a period of delay between the viva and the official confirmation of your result. URDSC needs to approve the report to check the clarity of the report and list of amendments (if necessary) as appropriate. If anything is unclear, the report is sent back to the Chair and examiners for clarification. Once the *Examiners' Joint Final Report* is approved, the Secretary to URDSC will send it to you with instructions on what you need to do next.

8.1.1 Unconditional Award

If the result of your viva is an unconditional award, you will be sent the *Examiners' Joint Final Report* and asked to submit one hard bound thesis as per UAL instructions (Annex 3), the final submission form, a digital copy of your thesis and a copy of your passport.

8.1.2 Amendments to be completed in two months

If the result of your viva is Degree Awarded subject to Amendments to be completed in two months, you will be sent the report with the list of required amendments as agreed by your examination panel. You will have two months to make the changes. You must keep track of page numbers and the changes you have made on a separate sheet, so you can submit this with the amended thesis and the resubmission form (which needs to be signed off by your DoS). Having a detailed list of changes with page numbers makes it easier for the examiner(s) to check your amended thesis. You will normally submit the amended thesis in a digital format, unless the examiners have specified in the report that a printed version (with or without tracked changes) is required.

Once you have submitted your amended thesis to the PGR team, we will send it to the examiner(s) specified in the report and they will normally have a month to check it. If they are unable to check the amended thesis in this period, we will inform you of any delay. If the examiner(s) approve the amendments made, we will let you know and then the final submission process is the same as for the Unconditional Award above. If the examiner(s) does not approve the amended thesis, their considerations will go to URDSC for a final decision.

8.1.3 Amendments to be completed in six months

If the result of your viva is Degree Awarded subject to Amendments to be completed in six months, you will be sent the report with the list of required amendments as agreed by your examination panel. You will have six months to make the changes. You must keep track of page numbers and the changes you have made on a separate sheet, so you can submit this with the amended thesis and the resubmission form (which needs to be signed off by your DoS). Having a detailed list of changes with page numbers makes it easier for the examiner(s) to check your amended thesis. You will normally submit the amended thesis in digital format (the same as for first submission).

Once you have submitted your amended thesis to the PGR Team and it will be sent to the examiner(s) specified in the report and they will normally have a month to check it. If they are unable to check the amended thesis in this period, we will inform you of any delay. If the examiner(s) approve the amendments made, we let you know and then the final submission process is the same as for the Unconditional Award above. If the examiner(s) does not approve the amended thesis, their considerations will go to URDSC for a final decision.

8.1.4 Resubmission

If the result of your viva voce examination is for the Degree to not be awarded, but for you to be allowed to resubmit for re-examination, you will be sent the report with the list of required amendments as agreed by your examination panel and with clarification whether a second viva will be required or not. You will have 12 months to make the changes. You must keep track of page numbers and the changes you have made on a separate sheet, so you can submit this with the amended thesis and the resubmission form (which needs to be signed off by your DoS). Having a detailed list of changes with page numbers makes it easier for the examiner(s) to check your resubmitted thesis.

Once you have submitted the amended thesis to the PGR Team (in digital format), it will be forwarded to the examination panel for re-examination. If the resubmission is without a second viva, the examiners will be asked to prepare an Examiners' Joint Re-examination Report which will go to URDSC for approval before it is sent to you.

If the resubmission is with a second viva, the examiners are requested to submit a re-examination preliminary report and, following the viva, to submit an Examiners' Joint Re-examination Report. Normally the examination panel will be the same for the second viva as it was for the first one, but if this is impossible, URDSC will agree a suitable replacement and will state their considerations to you and your supervisory team before the second viva voce examination.

The result of your re-examination can be one of the following:

- Unconditional Award
- Degree awarded subject to amendments to be completed in two months
- Degree awarded subject to amendments to be completed in six months
- Degree not to be awarded, but MPhil to be awarded (possibly with additional minor amendments)
- Degree not to be awarded.

In case 1 and 2 the report can be approved by the Chair to URDSC, but in cases 3 and 4 it will go to URDSC for approval before it gets sent to you.

8.1.5 Recommendation for the Award of MPhil (PhD students only)

If the result of your examination is that you should be awarded an MPhil instead of a PhD, the examiners will clarify on the report whether that award should be unconditional or if amendments are needed. The report will also make clear why the thesis could not be revised to meet the criteria for PhD and additionally confirm that the thesis meets the criteria for an MPhil.

If no changes need to be made, you will receive the same instructions as for an unconditional award above (except that MPhil theses are not submitted to the British Library) and if you are requested to make changes the process is the same as for minor amendments above.

8.1.6 No award and no resubmission

If the result of your examination is that you should not be awarded a PhD or MPhil and that you should not be allowed to resubmit for examination, you will receive the report after it has been approved by URDSC and you will not receive a degree from UAL. You will also not be allowed to submit the thesis in similar form for examination at a different institution. If you disagree with the outcome of your examination, you can

appeal using the University Appeals Procedure, which is outlined in Annex 7.

9 Completion

Once your thesis has been approved, you will be required to submit a hardbound copy of your thesis, a digital copy, the final thesis submission form, and a copy of your passport.

The hardbound copy is held in the High Holborn Library Creative Space. If you opt to have your thesis embargoed, it will go into storage. The digital copy goes to UAL Research Online (UAL's research repository) and the British Library; if you do not grant permission the digital is held in the University's repository and not made public. For more information check Annex 3. You may change your mind at any time and grant or deny permission for any of the above, just contact ualresearchonline@arts.ac.uk

The copy of your passport is used to ensure we have recorded your name exactly as it appears on your passport. UAL policy requires degrees to exactly match passport information for your degree certificate.

On the final submission form we ask you for your current address, so we can ensure that your Award Letter arrives at the correct address, and for your personal email address (i.e. not your UAL email address). This is because about one month after you complete your degree your UAL email address will stop working and after three months your email account will be deleted completely and cannot be reinstated. This means that we can no longer contact you on your UAL email address after final submission but also that you will need to make sure you have copied all relevant contacts and emails from your UAL account before you finish the course..

When you have submitted all forms and copies, we will issue an Award letter, signed by the Vice-Chancellor and sent to you. The award letter states the degree you have been awarded and the title of your thesis and you can use this letter as proof of your degree before the certificate is issued. Once you receive the Award letter you can also start using the title of Doctor/ Master of Philosophy. Please be aware that the date of the award is the date of final submission and not the date of approval of your (amended) thesis.

Central Registry will issue your Certificate and invite you to the next Graduation Ceremony; these happen each year in July and are organised by College rather than by course, i.e. if you are an LCC student you will be invited to the LCC College ceremony.

10 Monitoring and progression

10.1 Supervision Record Sheets

The key element to formal supervision is that it is recorded on a Supervision Record Sheet as a discrete episode with an agreed record of the issues discussed and any actions arising. It is your responsibility to complete the record sheet with points discussed and actions agreed and for the appropriate supervisor(s) to comment and sign the sheet as an accurate record. You keep a copy for your records and you forward the signed copy to researchdegrees@arts.ac.uk so the Research Student Team can add it to your file.

It is sound practice to have a meeting early each academic year to agree dates for your supervisory meetings and deadlines for submission of work with your supervisory team. As stated before, at different times during your degree you will need different levels of engagement from your supervisors and it is advisable to assess your needs at the two meetings in the year where the complete team should be present, the first one in October and the Annual Report meeting in June.

You are encouraged to be pro-active in the supervision process by setting the agenda for meetings (considering your mode of study and recommended number of formal supervisions) and completing the supervision record as part of your development as an independent researcher. You should also record details of meetings of a more informal nature, such as phone calls or email, and confirm your understanding of the discussion with the supervisor(s) involved.

10.2 Annual Report

To ensure that you are progressing without problems, an annual report needs to be submitted every year by 1 July (September starters), 1 September (January starters) for consideration at the CRDSC meeting in July. An annual report is not required if you have submitted your confirmation documents in that academic year or if you expect to submit your thesis by the end of that academic year.

We recommend that you plan a meeting with your complete supervisory team in May/early June to complete the annual report in time for submission to CRDSC. Both you and your supervisors need to complete sections on the form and it is the responsibility of your DoS to submit the form to the PGR Team. If you disagree with the section completed by your team, or you prefer for them not to see your comments you can submit a separate report which will be considered by CRDSC alongside the report submitted by your DoS.

The annual report gives your Supervisory team the following options in relation to your registration as a research degrees student at UAL:

- For your Registration to be **continued;**
- For your Registration to be **continued for a certain number of months, subject to certain conditions as specified by the supervisory team;**
- For your Registration to be **discontinued;**

You will not be able to progress to the next year and re-enrol unless we have received a completed Annual Report confirming that your Registration should be continued.

If the recommendation is for your registration to be continued subject to conditions, you will be informed of this formally by the Secretary to CRDSC following CRDSC in July.

If the recommendation is for your registration to be discontinued, you will be informed of the CRDSC's recommendation with regard to your report and if the recommendation is approved, then the form will go to URDSC in September for a final decision.

The Secretary to URDSC will confirm in writing (email) the decision of URDSC and if your registration is discontinued you will be withdrawn from the course. If you disagree with the outcome and want to appeal, you can do this through the University Appeals Procedure (Annex 7).

11 Changes to Registration

11.1 Changing supervisors

If at any point during your degree it becomes clear that your supervisory arrangements need to change, for example because your project has changed and a different expertise is needed for completion, you can apply for a change of supervisory arrangements. The first person you will discuss this with is your DoS or if this is impossible you should contact the Chair to your CRDSC or your College ADR. You can make recommendations for a replacement supervisor, but the supervisory team is the University's decision.

Once you and the new team have come to an agreement, you need to submit a completed *Request for Change in Supervisory Arrangements Form for CRDSC and URDSC approval.*

The PGR Team will confirm the new arrangements to all parties involved once the new team is approved.

11.2 Supervisor absence

Supervisors may be unable to perform supervisory duties at times for various reasons, and to ensure that you are not disadvantaged by this, UAL has agreed the following solutions:

- If one of your supervisors is absent for one term or less, you should ensure that you meet with the other member(s) of your supervisory team during this period.
- If a supervisor is going to be absent for more than one term, then arrangements should be made by the supervisory team together with the ADR or Chair to CRDSC for a suitable temporary replacement.
- The process to add the temporary the supervisor is the same at the Change in Supervisory arrangements outlined above.

11.3 Change of Mode of Study

If you want to change your mode of study from part-time to full-time or vice versa, UAL will want to satisfy itself that you are able to commit enough time to the project and that suitable adjustments can be made to the timetable for the work to be submitted on time.

You can normally only change mode of study once during your research degree at UAL and this can only happen at re-enrolment, so before 1st October (those who joined UAL in October) or 1st January (those who joined UAL in January) of any year. To do this, you will need to complete a Request for Change of Mode of Study Form and submit this to the PGR Team before the start of September for the change to take place from October.

You should discuss the possibility of the change of mode of study first of all with your supervisory team before completing the form and, submit the completed form signed by your supervisory team to the PGR Team who will seek approval for the change of mode from the Chair of your CRDSC and the Chair of URDSC.

If the change is approved, you will receive confirmation of any changes in your milestone deadlines (Confirmation, if applicable, and final Submission) from the PGR Team. The team will also confirm your tuition fees prior to enrolment.

11.4 Writing-up Status

If you have completed all your research, including any practice, and have a complete first draft of your thesis (including introduction and conclusion) you can apply for Writing-up Status.

In order to be eligible to apply for Writing-up Status, you need to have been enrolled on your research degree for a minimum of two years full-time or three years part-time if Confirmed as PhD, or one year full-time or two years part-time if you are studying towards an MPhil.

Writing-up lasts for a maximum period of 12 months, regardless of whether you are a full-time or part- time student (writing up fees are detailed in Section 3.4 of this document). You can apply for Writing-up Status at any point during the year using the Application for Writing-up Status Form. To qualify for Writing- up Status, your DoS needs to confirm on the form that in their opinion the draft you have given them constitutes a complete first draft and that no more research or practice needs to be undertaken. Once they have signed the form, you should send the form to researchdegrees@arts.ac.uk and the complete draft to the Chair of your CRDSC for their approval. The form requires you to enter an estimated submission date and your DoS needs to confirm that a plan for regular contact points has been agreed during the writing up and examination period.

The completed and approved Application for Writing Up Status form must be submitted to the PGR Team by the 20th of the month before the month that you want to change to Writing-up Status. You should therefore check with your DoS and the Chair to CRDSC when they need to receive your draft by, in order for them to have time to check and consider it to allow you to submit the signed form to researchdegrees@arts.ac.uk in time.

It is important to consider that during writing-up you will receive less supervision than when you were paying normal fees and that only your DoS will supervise you at this stage; you therefore have to be sure when you apply that your research is ready and that you will be able to complete your thesis with reduced supervision.

Writing-up Status does not change your final submission date. This means that:

- If your final submission date is before the end of the 12 months writing-up period, you will have to submit your thesis for examination before the 12 months are over. If you are unable to submit on time you will need to request an extension of your registration period. In this case your writing-up fee will cover your fees until the 12 months are finished; if the extension to your registration period exceeds the 12 months writing-up period, you will then have to pay normal tuition fees for the period between the end of your writing-up period and submission.

- If your final submission date coincides with the end of the 12 months, you will have to submit by that date. If you are unable to submit on time you will need to request an extension. You will then have to pay normal tuition fees again pro-rata until submission.
- If your final submission date is after the end of the 12 months, you are expected to submit by or before the end of the 12 months. If you are unable to submit by this point, you will need to pay normal tuition fees again pro-rata until submission.

11.5 Time Out from Studies

You should consult with your Director of Studies before submitting this form as their support is required.

A time out from studies may be granted if, for good reason, you are unlikely to be able to work on your research project for a period of 3 months or longer, but you still intend to return to your studies after this break. Retrospective applications will not normally be allowed.

You may not normally take time out for more than 12 months (full time), 24 months (part time) during your period of registered study. The maximum period of time out that will be approved at any one time is 12 months. If you do not re-enrol after 12 months then your Registration will be discontinued and you will need to re-apply to your College to continue your studies. Time Out periods of less than 3 months are not granted.

AHRC Award Holders should consult the UKRI Terms and Conditions for award holders as they must comply with these.

Maternity or paternity leave will not be counted against the time out allowances outlined above.

Please note that time out from studies can only be requested for full, complete months, from the 1st of any month, and not for any partial months.

You should complete the Time Out application form with your Director of Studies and submit the completed form to the PGR Team who will seek approval for the time out from the Chair of your CRDSC and the Chair of URDSC. If the time out is approved, you will receive confirmation of any changes in your milestone deadlines (Confirmation, if applicable, and final Submission) from the PGR Team.

11.6 Extension of Registration

An extension of Registration may be granted if, for good reason, you are unlikely to submit your thesis before your maximum thesis submission date. You should not request an extension of Registration unless it is very clear to yourself and your supervisory team that you will not be able to submit your thesis by this date. You can request a maximum of 12 months of extension regardless of mode of study to your Registration period and you will not normally be granted more than one extension, unless you have compelling extenuating circumstances. Extensions of Registration can only be requested for complete months, from the 1st of any month, and not for any partial months.

You should complete the Extension of Registration request form with your Director of Studies and submit it to the PGR team who will seek approval from CRDSC and URDSC. The PGR Team will inform you of the outcome of your request for an extension of Registration, along with any change to your maximum thesis submission date.

A4 International students

1 Overseas fee status

Overseas students are students who have been assessed as having Overseas fee status rather than Home fee status.

If you are assessed as having Overseas fee status you will most likely fall in one of the following three categories:

- British citizens and EU Settled and Pre-Settled students who have not spent the past three years in the UK and who are therefore classified as having Overseas fee status. If you fall into this category, you will not need a visa to study in the UK and you can study in full-time or part-time mode. Your fee status will not change during the period of study, so though you may be living in the UK for more than 3 years while doing your degree, you will continue to be liable for the overseas tuition fee rate for the duration of your study.
- Overseas students who do not need a visa to study in the UK. If you fall into this category, you can study either full-time or part-time.
- Overseas students who need a visa in order to study in the UK; usually this would be a Student visa, but it may also be a work visa, dependent visa or independent visa. Students who need a Student visa must study full-time, however, if you have different immigration status that permits study, you may be able to study part-time.

If you have Overseas fees status, UAL regulations require you to pay a £4,000 non-refundable deposit when you accept the offer of a place on the course.

2 Visas and UKVI policy: students based in the UK

If you are an Overseas student and you want to study at UAL, then as soon as you are offered a place on the Research Degrees Programme you should check the UAL Immigration & Visas webpage at Immigration and Visas, to see which type of visa you will need in order to study at UAL.

If you have questions about your visa and how to apply for or extend one, you should book an appointment with a student adviser in Student Advice.

2.1 Student Visa

If you need a Student visa there are various UKVI and UAL regulations that you must adhere to. Information about requirements for a Student Visa can be found on the Student Visa pages of the UAL Website and the UK Government website.

Once you have received an unconditional offer and you have paid the £4,000 deposit, UAL will issue you with a CAS (Confirmation of Acceptance of Study), which you will need as part of your Student visa application.

2.1.1 Student Visa monitoring during your studies

UKVI regulations require universities to monitor Student Visa engagement and attendance through academic contact points across the year. At UAL this means that postgraduate research students studying on Student visas need to have at least one documented contact point per month of the year. The research degrees programme is annual and not termly so 12 academic contact point will be required across the year.

Academic Contact points for research degree students can include:

- In-person enrolment events;
- In-person Research Development Programme attendance
- Your Confirmation Meeting (report submitted by your DoS);
- Your Annual Report (report submitted by your DoS);
- In-person Supervisory Meetings (supervisory records submitted by you)

The PGR Engagement Monitoring Policy will be shared with students and their supervisory teams and will appear on the PGR Hub at the start of each academic year. Sporadic attendance and engagement will lead to repeated notifications from the PGR team and risk suspension from the programme.

2.1.2 Temporary absence

Sickness or other unforeseen absences

Absences of up to 10 working days: Students must inform their Director of Studies and the PGR Team at researchdegrees@arts.ac.uk; evidence (e.g. a doctor's certificate) may be required.

Absences over 10 working days: Students need to submit an Application for Authorised Absence Form to the PGR Team at researchdegrees@arts.ac.uk together with supporting evidence and written confirmation from their Director of Studies in support of the absence.

Planned Absences of more than 10 working days: These absences must be requested no later than one month before the absence is due to begin using an Authorised Absence Form. Requests made after this time will not be authorised.

Academic-related absences (e.g. conference attendance) must be approved by a student's Director of Studies. An Authorised Absence Form must be completed stating the date of departure and the date of return, along with an agreement that contact will be made with the student's Director of Studies at least once during the absence.

Absences of more than four weeks will not be authorised. If students are absent for more than four weeks their sponsorship will be withdrawn and reported to UK Visas and Immigration (UKVI). As a result, UKVI may curtail (cancel) their visa.

Students are permitted up to 4 weeks authorised absence per academic year but this cannot run concurrently with a 12 week Study award period.

Authorised Absence Forms

To request an Authorised Absence Form, or if you would like to discuss your plans for an authorised absence, please contact the PGR Team at researchdegrees@arts.ac.uk

Study Away

Students may be permitted to study away from UAL either in another city or country if they require to collect data or conduct research as part of their project.

Students will be permitted to study away for up to 12 weeks per academic year with an authorised absence but this cannot run concurrently with a 4 week authorised absence.

In order to be eligible, students will need to:

- Have a satisfactory engagement with their studies
- Be up to date with payment of their course fees
- Obtain approval from their Director of Studies
- Complete the Study Away application form

- Meet academic contacts and demonstrate engagement with their studies during the time that they will be studying away from UAL

Study Away Form

To request a Study Away Form or if you would like to discuss your plans for Study Away, please contact the PGR Team at researchdegrees@arts.ac.uk

2.1.3 Time out from studies

Formal time out from studies can be for a period no shorter than 3 months and if you need to request this time out from your research degree studies this will mean that:

- Your Student Visa will be curtailed.
- You will need to leave the UK and reapply for a new Student Visa from your home country following time out.

This will not have a negative impact on your visa history. Before submitting an application for time out from studies, you should plan this carefully with:

- Your supervisory team.
- The PGR Team
- A Student Adviser (Student Services) – student.services@arts.ac.uk

Please remember that time out from study will not be approved retrospectively, so if you need to take time out, do contact the PGR Team as soon as possible to discuss your options.

2.1.4 Extension of Study

If you need an extension of your study period and therefore an extension of your Student visa, it is important that you contact the PGR Team as soon as possible. Because each situation is different when it comes to Student visas, we cannot provide you with guidance here, we will have to discuss your situation with you in person and you will also need to consult Student Advice Services.

2.1.5 Working in the UK

Please note that your Student visa will limit the number of hours that you are allowed to be in paid employment during term time, and that you are not allowed to be self-employed when you are in the UK on a Student Visa. For more information, please see our Visa guidance.

3 Overseas Distance Learning Online Only Route Students

In addition to meeting the standard academic and language eligibility requirements, applicants to the distance learning online overseas mode need to demonstrate that they:

- Can successfully conduct their research with the resources available to them at their distance learning place of study;
- Have access to appropriate IT facilities, so that they can engage in supervision and training from their distance learning place of study:
- Have the necessary time, commitment, and appropriate attitude toward distance learning online study.

Distance Learning students have access to online resources available to all PGR students. These include the below:

- Digital library and archive resources and Student support services
- Postgraduate Research Culture is sustained through Postgraduate Researcher Development training and access to online research events and conferences hosted by UAL.

A5 Postgraduate Research representation and quality assurance

This section describes the quality assurance mechanisms including PGR student representation on committees and methods for PGR students to provide feedback on their experience. Quality assurance is of central importance to the PGR student experience. Quality is a two-way process and staff and students have an integral role in the formal system for maintaining and improving the quality of the academic work at University of the Arts London. The points at which quality is assured in the research degree process are different, but parallel, to taught courses. Thus the approval and registration of a programme of research equates to the approval of new taught courses. Research degree student progress is subject to both informal and formal monitoring at regular intervals. Finally, the system of examination depends on the judgements of both internal and external examiners.

1 Postgraduate Research representation on committees

Postgraduate Research representatives are present on the University Research Committee (URC), University Research Degrees Sub-Committee (URDSC), College Research Degrees Sub-Committees (CRDSCs), and Research and Knowledge Exchange Ethics Sub-Committee (RKEESC), and their responsibility is to report on issues and concerns relating to the PGR student community at both College and University-wide level. PGR Student Representatives are also encouraged to lead on PGR student initiatives within their Colleges, such as the PGR student exhibitions, events and discussion forums.

To play an effective part in quality assurance the election of PGR representatives should be taken seriously. You are asked to support and make your views known to your representatives. You should also be prepared to be consulted and to help your representative to understand your views.

Details on current PGR student representatives can be found on the Research Degrees website and the PGR Hub.

If you are interested in becoming a PGR representative, please email the PGR Team at researchdegrees@arts.ac.uk.

2 Postgraduate Research Feedback

Feedback can be given in many forms, informally and formally. PGR students' views are formally represented by Student representatives in your College/Institute. For further information please contact your student representative(s) who are listed on the PGR Hub (see 'Student representation on committees' or the PGR Team).

The University also runs regular student focus groups. You can also speak to the College/Institute PG Coordinator or the Directors of Doctoral Training and Development in the Doctoral School.

The University uses the online PRES (Postgraduate Research Experience Survey), which is run by the Higher Education Academy (HEA). It is an anonymous online questionnaire and is used by over 100 Higher Education institutions through the UK. The PRES survey is run at UAL every other year. The feedback questionnaire is always anonymous. For more information about PRES please visit the HEA website.

Feedback, which is about making change for the good of the community, is distinct from addressing issues that may challenge your own progress. For the latter, it is important that you make full use of your Director of Studies and Supervisor(s) as issues arise. In most cases these individuals will be your first point of contact for any difficulties and if the problem is outside their scope, they will direct you to the relevant individual or service.

3 Quality Assurance Agency (QAA)

The QAA is an independent body, established in 1997, to 'safeguard the public interest in sound standards of higher education qualifications and to inform and encourage continuous improvement in the management of the quality of higher education.' University of the Arts London is fully committed to maintaining a high standard of support and service to PGR and adheres to the QAA Quality Code. Find out more on the QAA Quality Code.

4 University of the Arts London Regulations

All students are bound by the University of the Arts London Research Degrees Regulations. The Disciplinary Code for Students is made under Article 12 of the Articles of Government, approved by the Court of Governors in 1992. Please refer to sections B11 (right of appeal), B12 (Disciplinary Code for Students), and B13 (Complaints) of this document for more information.

5 Intellectual property rights

University of the Arts London is a place where creativity and the generation of ideas are paramount.

The University wishes to ensure that the Intellectual Property arising from the creativity of its staff and students and through the use of its resources is protected and used for the benefit of all, and a policy for the protection and use of Intellectual property has been developed by the University. If, through your studies or research or activity at the University you are developing new ideas, innovative new products, artworks, designs, processes, publications, creative content or output, then this policy may affect you. Please contact the PGR Team for details.

A6 Complaints and Appeals

Research degree students have the right to raise a complaint or submit an academic appeal in accordance with the University's procedures.

Students should refer to the University's Student Complaints Procedure and Academic Appeals Procedure for full details of the grounds, eligibility, timescales and processes. Complaints and appeals will be considered in accordance with those procedures.

Members of staff registered as research degree students

A member of staff registered for a research degree has the same rights of academic appeal and student complaint as any other research degree student. Their status as a University employee must not influence the consideration or outcome of an academic appeal or student complaint.

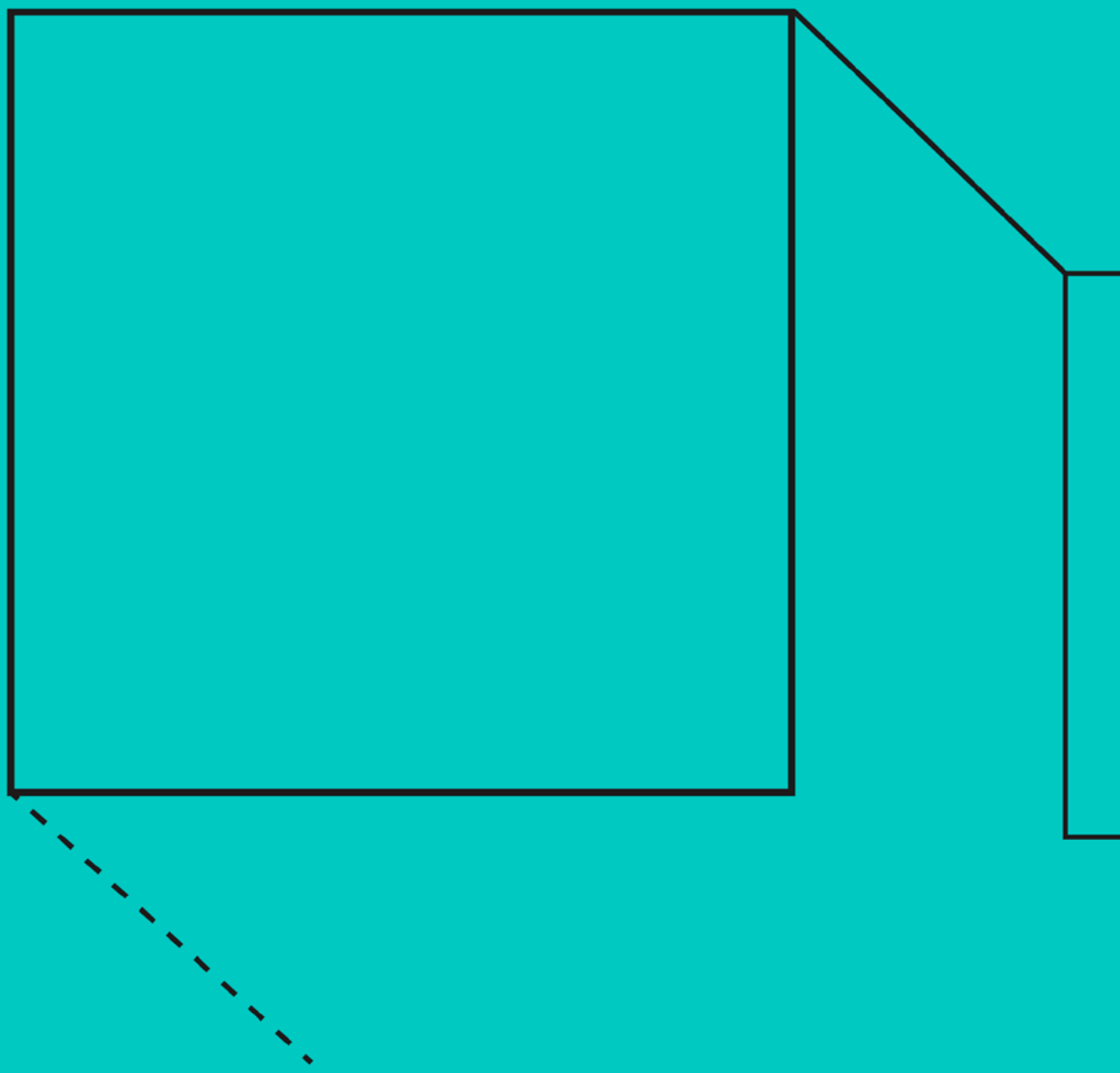
Academic appeals and student complaints will be considered under the relevant student regulations and procedures. Matters relating to the individual's employment will be considered separately under the appropriate staff procedures.

Academic appeals and student complaints shall be considered under the relevant student regulations, while employment-related matters shall be considered under the appropriate staff procedures. Where a matter gives rise to both student and employment concerns, the University may determine the most appropriate route for each aspect of the case, while ensuring appropriate co-ordination or distance between the processes to fairly assess the case.

No person shall participate in the consideration of a case where their involvement may give rise to an actual, potential, or perceived conflict of interest.

Complaints

Information and guidance on the UAL Appeals Processes can be found on the university website should you wish to file a complaint.



SECTION B

RESEARCH DEGREES REGULATIONS

B1 Principles

1.1 University of the Arts London (hereafter referred to as 'the University') shall award the degrees Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) to registered students who successfully complete approved programmes of supervised research.

1.2 Programmes of research may be proposed in any field of study within the expertise of University of the Arts London, provided that the proposed programme is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners. A research degree is characterised by the sustained, rigorous and critical investigation of a defined subject, by the openness of the research methods and results to evaluation by others, and by the contribution to public knowledge and understanding of its outcome. When creative work forms a significant part of the research programme, references to the 'thesis' are understood to mean the totality of the submission for the degree, which will include the creative work and/or documentation of the creative work, and the written text.

1.3 A PhD is awarded in recognition of the creation and interpretation of new knowledge through original research or other advanced scholarship. The thesis must be accessible to peers and other related academics, and give evidence of being a significant contribution to knowledge and/or to understanding of the subject researched, and of the student's capacity to pursue further research without supervision. The thesis should contain a significant amount of material worthy of publication or public presentation.

1.4 An MPhil degree is awarded in recognition of a systematic, well documented and well-argued study, which should demonstrate adequate knowledge and understanding, critical evaluation and discussion of a field of study. The MPhil must be accessible to peers and other related academics, must show initiative and independence of thought, and must be a distinct contribution to scholarship. It must also show evidence of the student's proficiency in the methods and techniques of research. It is an award in its own right or, alternatively, it may be undertaken as preparation for a PhD.

1.5 Only one award of MPhil or PhD can be made for a single project.

1.6 The MPhil may be awarded if the examiners consider a thesis submitted for a PhD meets the criteria specified for an MPhil (see 1.4 above) but does not meet the criteria specified for a PhD in 1.3 above (see section 10.4.iv of these Regulations).

1.7 University Research Degrees Sub-Committee (URDSC)

Academic Board has delegated power to the University Research Degrees Sub-Committee to confer the award of degrees. The Committee also has delegated authority to:

i. set and maintain standards for the award of research degrees through the approval of procedures

ii. consider and approve the applications to register for research degree study

iii. maintain an overview of students' progress, including the extension and time out from studies ensuring that the guidelines and regulations for research degrees of the University are followed

iv. appoint internal and external examiners and Chairs for viva voce examinations

v. award research degrees on the basis of the report and final recommendation of the examiners

vi. ensure that the general arrangements under which the research of each student are carried out are satisfactory and meets the requirements of the University. These arrangements to include supervision and the provision of research training and other resources needed to enable students to complete their research to a satisfactory standard

vii. ensure that appropriate information relating to research degrees is available to students and supervisors

viii. consider confirmation reports and confirm the registration of students for the specific degrees of MPhil and PhD

ix. exercise all other responsibilities in relation to the registration of research degree students

x. monitor College's provision of resources for research degree students;

xi. monitor the operation of College Research Degrees Sub-Committees.

1.8 College Research Degrees Sub-Committees (CRDSC)

It is the responsibility of College Research Degrees Sub-Committees to:

i. advise on the programme of work, registration and any ethical or health and safety issues of the applicant's research prior to their consideration by the University's Research Degrees Sub-Committee

ii. monitor student's progress, notable achievements and the effectiveness of the operation o quality assurance procedures

iii. assess Applications for Registration and approve these subject to CRDSC ratification

iv. ensure that the arrangements and infrastructure within the college under which student carry out their research meet the requirements of the University

v. be the first point of approval for applications for registration and confirmation reports an has devolved authority from the Research and Knowledge Exchange Ethics Sub-Committee (RKEESC) for the approval of research ethics approval forms

vi. to advise on the nomination of examination teams for MPhil and PhD examination

vii. monitor the recruitment, registration and completion rates of research degree students.

1.9 Research and Knowledge Exchange Ethics Sub-Committee (RKEESC)

It is the responsibility of the University's Research and Knowledge Exchange Ethics Sub Committee to:

i. consider and advise as appropriate on legal, moral and ethical issues relating to research

ii. be responsible for the provision of an infrastructure which would facilitate the adherence to the principles of beneficence and non-maleficence, and thereby safeguard the interests of researchers, participants and those on whom the research might impact, directly or indirectly

iii. establish Codes of Practice on Ethics to be promulgated within the University

iv. review on a regular basis and recommend changes to the Codes of Practice on Ethics in the light of external and internal practice and developments

v. decide on applications for research ethics approval that are deemed to be more than minimal risk

vi. advise University Research Committee, the Research Degrees Sub-Committee or College Research Committees as appropriate, on legal, moral or ethical issues relating to research

vii. oversee the Research Ethics training provided for research degree students at the University

viii. monitor College Research Degrees Sub-Committees' operation of devolved responsibility for the approval of research considered as 'minimal risk'.

B2 Admissions

Entry requirements

2.1 An applicant seeking admission to the degree of MPhil or PhD are expected to hold a Master's degree in an appropriate subject, although the normal minimum entry requirement for a research degree is an upper second-class honours degree of a British university or recognised institution of higher education.

2.2 Applicants without this requirement may be considered if they can demonstrate appropriate alternative qualifications, professional experience or previous research.

2.3 Where English is not an applicant's first language, an applicant must demonstrate evidence of English language ability to the following (or equivalent) minimum level of proficiency:

International English Language Test (IELTS) scoring at least 7.0+ (with a 7.0 in writing) or a recognised equivalent as agreed by the University Language Centre.

2.4 These minimum University requirements may be supplemented by additional requirements by the Colleges.

2.5 Applications are for an unspecified research degree and include an expression of intent to complete with the degree of MPhil or PhD.

2.6 Distance Learning Online Overseas

In addition to meeting the standard academic and language eligibility requirements, applicants to the distance learning online overseas mode need to demonstrate that they:

- can successfully conduct their research with the resources available to them at their distance learning place of study
- have access to appropriate IT facilities, so that they can engage in supervision and training from their distance learning place of study
- have the necessary time, commitment, and appropriate attitude toward distance learning online study.

2.7 Members of University staff will normally be registered to a College other than their place of work.

The selection process

2.8 The process of selecting appropriately qualified and/or experienced applicants for admission to a research degree is the responsibility of the individual Colleges.

2.9 The Associate Dean of Research of the College to which the student has applied will consider all applications for registration for a research degree. At this stage the applicant may be invited to visit the College for an informal discussion on the proposed programme of research.

2.10 After consulting potential supervisors on suitability of the proposals, the Associate Dean of Research of the Colleges or a senior member of academic staff who they have deputised this role to, informs the PGR Team which students will be invited for formal interview.

2.11 The interviews will be conducted by at least two members of academic staff, of which one is the Associate Dean of Research of the College or a senior member of academic staff nominated by them. The other members on the panel would normally be potential supervisors for the research.

2.12 The Interview panel is required to provide feedback which will indicate their decision to either offer or decline the student a place on the research programme.

2.13 Selection criteria

Applications will be considered according to the following selection criteria:

i. the academic profile of the applicant and their ability to achieve the standard of the appropriate degree within the maximum permissible timescales

ii. the viability of the proposed research project, its aims and its suitability for the level of award identified

iii. the availability of supervisors with appropriate expertise, experience of supervision and supervisory capacity

iv. the availability of sufficient supporting resources for the conduct of scholarly research and/or creative practice in the area of the proposed research project.

B3 Registration

3.1 Following enrolment students must make their Application to Register for a research degree to the College Research Degrees Sub-Committee for consideration and approval within the first year of study. Once approved by CRDSC the Registration is then ratified by the University Research Degrees Sub-Committee.

3.2 A student may register on a full-time or part-time basis.

3.3 College Research Degrees Sub-Committees will consider applications to register for an unspecified research degree and decide whether:

- to refer the proposal back to the student and supervisors for further information or specified modifications; or
- to approve the proposal and forward it to University Research Degrees Sub-Committee for ratification.
- to recommend the withdrawal of a student if they fail to make sufficient progress within the timeframe set for Application for Registration approval. In this case, the College's decision will be passed to the University Research Degrees Sub-Committee for approval.

3.4 University Research Degrees Sub-Committee will ratify registration of applications for registration approved by the College Committees and decide:

- to confirm the students registration; or
- to reject the application and withdraw the student if they have not made sufficient progress within their first year of study.

3.5 When considering an application for registration, CRDSC will consider the applicant's proposed programme of research, which should indicate:

i. the topic or area to be investigated

ii. the problem, hypothesis or questions to be systematically investigated

iii. the methods and techniques to be used in the study

iv. the relationship of the proposed research to the published literature and to current research in the applicant's field; and

v. the contribution to knowledge (for the degree of PhD) or scholarship (for the degree of MPhil) that the thesis would make.

3.6 CRDSC will also consider the ability of the University to provide an appropriate supervisory team and adequate resources for the proposed programme of research.

3.7 Exceptionally, URDSC may impose conditions on registration to safeguard the standard of the award.

3.8 As part of the registration process it is compulsory for the PGR student to present their research at a symposium in the year in which they submit the Application for Registration.

3.9 Following Research Degrees Sub-Committee approval of the student's registration for an unspecified research degree, the student has a period of normally between 12 and 18 months (if full-time or 24 to 30 months (if part-time) from the date of enrolment before which they can make an application to transfer to the specified research degree MPhil or PhD. This period is referred to as the probationary period.

3.10 Students who do not successfully register may be withdrawn from the programme. The decision to withdraw a student will be that of the University Research Degrees Sub-Committee.

Registration periods

3.11 Registration periods are as follows:

Mode of study	Minimum duration	Expected duration	Maximum duration
MPhil (full time)	1 year 3 months	1 year 9 months	3 years
PhD (full time)	2 years	2 years 9 months	4 years
MPhil (part time)	2 years	3 years	6 years
PhD (part time)	3 years	5 years	8 years

Where a student applies to change from full-time to part-time study or vice versa, the minimum

and maximum registration periods shall be calculated on a pro rata basis. One year of full-time study will be considered as being equivalent to 2 years of part-time study.

Registration periods above apply to Distance Learning Online Overseas mode

3.12 Changes of mode of study will normally only be permitted once during the registration period, and will only take effect from the beginning of an academic year.

3.13 Students who have transferred registration from another institution may have part or all of the period of their previous registration recognised subject to a satisfactory report from their new Director of Studies.

3.14 Students may not normally enrol for other degrees while they are registered for MPhil or PhD.

3.15 Where a student is prevented, by ill health or other good cause, from making progress with the research, the enrolment may be suspended for a specified period, normally for not more than one year at a time and no more than twice during the period of registered study. Students are not normally allowed subsequent periods of time out from studies and retrospective applications for time out from studies are not normally approved.

3.16 University Research Degrees Sub-Committee may exceptionally extend the period of registration beyond the maximum period.

Writing Up Status

3.17 Students can apply for Writing Up status when they have completed their research and practice and a first draft of their thesis, including introduction and conclusion, has been approved by their Director of Studies and the Chair to their College Research Degrees Sub-Committee.

3.18 Writing Up status can start at any point during the year on the 1st of the Month after the Application for Writing Up Status has been approved by the Director of Studies, Chair to College Research

Degrees Sub-Committee and Chair to University Research Degrees Sub-Committee.

3.19 The maximum period for Writing Up is 12 months regardless of the mode of study of the student return and does not change the student's final submission date.

3.20 For students who commenced their research degree in 2016/17 or earlier. The Writing Up Fee covers the period of Writing Up and is not calculated pro-rata, regardless of when the student submits. Students commencing their research degree in 2017/18 or later will pay their writing up fee in 4 instalments (Requirement to pay instalments ceases on submission of PhD.).

3.21 If a student is unable to submit at the end of their Writing Up Status they will return to paying normal fees and may have to request to extend the period of registration beyond the maximum period.

3.22 During the Writing Up period the student will have full student status, however, only the Director of Studies will receive hours for the supervision.

B4 Supervision

4.1 A Director of Studies will be appointed by the College as part of the offer to study, and the supervisory team must be approved by University Research Degrees Sub-Committee at the point of registration.

4.2 The supervisory team will consist of at least two and normally not more than three supervisors, one of whom will be the student's Director of Studies. The Director of Studies will be a member of the University's staff and, wherever possible, the co-supervisor will also be drawn from the University's staff, although external co-supervisor(s) may be appointed where the appropriate supervision experience is not available internally. In addition to the supervisory team, advisors may also be appointed to contribute specialist knowledge or provide a link with an external organisation.

4.3 Each member of a supervisory team should normally meet the following criteria:

i. be a member of the academic staff of a university or recognised institution of higher education, or a research group of appropriate academic standing

ii. have produced either high level creative work or publications or hold a research degree in the student's field of study (or in the general subject area if they are to be a co-supervisor)

iii. have experience of supervising research in the student's field of study (or in the general subject area if they are to be a co-supervisor) or have undertaken research supervisor training

iv. not be reading for a research degree at UAL or any other institution

v. not have a close personal or professional (such as line management) relationship with the other supervisor(s) or with the student.

4.4 The responsibilities of supervisors are set out in the Code of Practice for supervisors and PGR students (Annex 6 (Code of Practice for Supervisors and Research Students) of these Regulations).

4.5 Within the supervisory team, there should be a combined experience of supervising at least two research degrees to successful completion. Where a student's ultimate objective is a PhD, at least one of these two completions should be a doctorate. If a supervisor has successfully completed the SEDA accredited Supervising a Research Degree unit which is co-ordinated through the University's Teaching and Learning Exchange (TLE) or an equivalent SEDA accredited course at another University, this will be counted as the equivalent of one completion, though this is only the case when the other member of the team holds one full completion.

B5 Confirmation

5.1 Students are registered initially for an unspecified research degree, at which point they will have indicated their intended degree (MPhil or PhD). The application to confirm the degree for which they will be examined will normally take place after a probationary period of 12 to 18 months for full time students and 24 to 30 months for part-time students.

5.2 In making their application to confirm the degree for which they will be examined, students are required to provide (maximum word count 10,000 words):

A contextual review (e.g. a literature or practice review) and an analysis of methods employed which may later form a chapter of the final thesis. If the student intends to submit a body of creative, practical work for the final examination, the contextual review will include a practice review. A practice review explains the significance of the student's own work in the appropriate historical, critical and theoretical context and should include documentation of the project.

i. a detailed plan of the research project to completion and chapter outlines for the written text (and, if the degree includes a significant body of creative work, an indication of the likely for of the creative work at submission in terms of documentation or exhibition/ event).

ii. an abstract outlining the main thesis of the work.

iii. a comment on any new ethical considerations since Registration.

iv. a written health and safety risk assessment (if applicable).

5.3 A formal meeting will be held and the student will be invited to make a short presentation on the work achieved to a confirmation panel.

The panel will normally consist of the supervisory team and one other member of the University's academic staff normally from a different College than the student; exceptionally an external may be included if the topic is very specialised. The independent academic is required to have the experience of at least one Research Degree completion. The Director of Studies would normally be expected to chair the meeting. The independent member of the University's academic staff will lead the questions about the work presented and contribute their judgement on the student's work to the writing of the report.

5.4 The panel will complete the confirmation report at the same time as the meeting in order to record the supervisors' comments and recommendations and confirm supervisory arrangements.

5.5 At the Confirmation meeting the Director of Studies and co-supervisor(s) are required to provide in writing:

i. an assessment of the student's work and progress since registration

ii. comments on; the contextual review; the analysis of methods employed; the schedule for the completion of the research project proposed by the student; and description of chapter headings and (if applicable) creative work to be submitted

iii. details of the progress reviews undertaken during the probationary period, including a report of the meeting held in connection with this probationary report

iv. details of any concerns they may have about the student's performance and ability to complete successfully a research degree within the maximum registration period

v. details of supervisory arrangements, including details of the division of responsibilities between the supervisors, in relation to the assessment of the student's written work,

frequency and approximate duration of supervisory sessions and the date of the most recent contact

vi. comments on the annual assessment of any new ethical considerations for which the student may need to seek approval

vii. comments on the annual health and safety written risk assessment of the student's research (if applicable).

5.7 The panel should make a recommendation in their report to the College and University Research Degrees Sub-Committees as to whether the student's registration for either MPhil or PhD should be confirmed; the probationary period extended by a maximum of 3 months for full-time and 6 months for part-time students (to enable items of further work to be completed – the panel should normally remain the same when reconvened to assess the student's progress); or their registration discontinued.

5.8 The Director of Studies is responsible for submitting the final report to the College Research Degrees Sub-Committee. The supervisors must ensure that, at the end of the meeting, the student has a chance to discuss any further issues with the independent academic privately. The report will be sent to College Research Degrees Sub-Committee for comment and a recommendation, and then to University Research Degrees Sub-Committee, which will consider the report and confirm the recommendation.

5.9 A copy of the report will be shown to the student after University Research Degrees Sub-Committee has approved it. The student has the right to appeal against the confirmed recommendation, according to the procedure laid out in the Section B11 (Right of Appeal) of these Regulations.

As part of the confirmation process it is compulsory for the PGR student to present at a symposium in the year in which they submit for Confirmation.

5.10 As part of the Confirmation process it is compulsory for the PGR student to present at a symposium in the year in which they submit for Confirmation.

Criteria to be considered

5.11 The purpose of this stage is to confirm that:

i. the student has the knowledge and skills appropriate to completing their research programme

ii. that they have completed work of a quality to justify continuation and that the research methods are appropriate and practical

iii. that the proposed research is likely to make a significant contribution to knowledge (as set out in the requirements for the award of a PhD at the University); or that confirmation as MPhil is more appropriate

iv. that a realistic plan is in place for completion of the research within the expected timeframe.

5.12 For those students where practice is to form a significant component of the thesis, the material presented must:

i. clearly articulate the role and purpose of the practice within the overall research project

ii. identify how the creative/practical work (both achieved and anticipated) are likely to be included in the final submission and how this will be presented (as event or exhibition) and

documented for final examination

iii. identify which research methods have informed their work and present the contexts (both historical and/or theoretical) in which they are working

iv. offer reflection on the development of their practice, with an emphasis on what can be communicated to others (i.e. as a contribution to new knowledge in the field).

B6 Monitoring progress of the research

Annual Reports

6.1 Each year the supervisory team will produce an annual report for their student regardless of registration or writing up status. An annual report is not required for students who have submitted or will submit their thesis, or have completed Confirmation during the academic year.

The report should either be an agreed text or a composite report with at least a paragraph of comment from each of the supervisors. The report should cover the following points (although not all of them will be relevant to all students):

i. an assessment of the student's progress over the past year

ii. details of any academic contributions made by the student to publications, seminars, conferences, etc

iii. details of any formal training undertaken

iv. details of how the student has addressed modifications required after Application for Registration

v. details of any changes in ethical considerations

vi. any changes that require a review of the health and safety risk assessment

vii. details of supervisory arrangements, including details of the division of responsibilities between the supervisors, in relation to the assessment of the student's written work, frequency and approximate duration of supervisory sessions and the date of the most recent contact;

viii. a recommendation:

- that the student's registration should be continued for a further year; or
- that registration should be continued for a limited period subject to specified conditions, etc; or
- that registration should be discontinued.

6.2 Annual reports for continuing students need to submitted on the in July (September starters) or October (January starters) each year to the College Research Degrees Sub-Committees and referred to University Research Degrees Sub-Committee only where there are matters of significant concern.

6.3 Annual reports for first year students need to be submitted after the summer symposium to take into account attendance/presentations at that event.

6.4 An annual report needs to be completed for each year of study apart from the year in which a student is undergoing the process of Confirmation or is submitting for examination.

Supervisory Record Sheets

6.5 Students are required to complete a Supervisory Record Sheet after each formal supervision (normally 10 per year for full-time students and 5 per year for part-time students) and submit this to the supervisor(s) for comments. Once agreed the student is required to upload the record sheet needs to be submitted to the PGR Team for filing and to be circulated to the further supervisory team for noting.

B7 The thesis

7.1 Students may undertake a programme of research in which their own creative work forms, as a point of origin or reference, a significant part of the intellectual enquiry. In such cases, the 'thesis' is understood to mean the totality of the work submitted for the degree, which will include the creative work itself (or its adequate documentation) and a written text. Such creative work may be in any field within the competence of the staff, and commensurate with the mission statement, of the University.

7.2 After enrolment but before a degree has been awarded, a student may publish papers or exhibit work arising from the research. A note must be made in the thesis of any material that has been published or exhibited, and reprint(s) (or the equivalents) must be submitted with the thesis.

Where there is a requirement for the thesis to remain confidential for a period of time after completion of the work, application for confidentiality shall normally be made at the time of registration. In cases where the need for confidentiality emerges at a subsequent stage, the application for the thesis to remain confidential after submission shall be made at the same time as approval is sought for examination arrangements. On final submission the student indicates if they agree to their work being deposited in the library and/or UAL Research Online.

7.3 The copyright of the thesis shall normally be vested in the student.

7.4 The thesis shall be presented in English.

7.5 There shall be an abstract of approximately 300 words bound into the written text on the page following the title page and which shall provide a synopsis of the thesis, stating the nature and scope of the work undertaken and of the contribution made to the knowledge of the subject treated.

7.6 The thesis written text shall acknowledge published or other sources of material consulted and any assistance received.

7.7 The student must confirm that the thesis has not been submitted for a comparable academic award.

7.8 In exceptional circumstances it is, however, permissible to incorporate, in a thesis covering a wider field, work that has already been submitted for a degree or comparable award, as long as both the declaration form and the thesis make clear which part of the work this is.

7.9 Where a student's research programme is part of a collaborative group project, the written text shall indicate clearly the student's individual contribution and the extent of the collaboration. The signed declaration must state how far the work contained in the thesis was the student's own work, or how far it was undertaken in collaboration with, or with the assistance of, others.

7.10 The final submission must be accompanied, where appropriate, by an archival record (such as video, photographic record, musical score, diagrammatic representation or digital storage medium) of the candidate's practice. Such a record must be in a standard retrievable form that has been agreed with the Chair to URDSC.

7.11 The length of the written part of the thesis includes foot- and endnotes, but excludes appendices, the bibliography and translations from texts that do not exist in another format and should be:

i. for a PhD: not more than 100,000 words regardless of whether the research is text practice based; the minimum word count for a text-based thesis is 60,000 words whereas for practice-based thesis it is 30,000 words.

ii. for an MPhil: not more than 60,000 words regardless of whether the research is text or practice based; the minimum word count for a text-based thesis is 40,000 words whereas for practice-based thesis it is 15,000 words.

7.12 The student shall ensure that the format and binding of the thesis is in accordance with the requirements prescribed by the University Research Degrees Sub-Committee - refer to Annex 3 (Thesis Binding and Library Access) for more details.

7.13 In the event that a thesis is not submitted within the timeframe as approved by the University Research Degrees Sub-Committee, the student will be required to pay additional tuition fees until submission.

B8 Examination

8.1 The examination for a research degree shall have the following stages:

i. the student's submission of the thesis and the examiners' independent preliminary assessment of it, which will be recorded in a written report

ii. the defence of the thesis by viva voce or University Research Degrees Sub-Committee approved alternative examination.

The viva voce examination should normally be completed within three months of the formal submission of the thesis for examination if the examiners have indicated in their preliminary reports that they are happy for the viva voce to take place.

Students submitting a thesis that includes a body of creative work may wish to arrange a visual representation of this work for the approved examiners to view prior to the oral examination as a means of familiarising themselves with the student's practice. In this case the student would be responsible for making the practical arrangements. The normal procedure would also be that the examiners view the work themselves prior to then viewing it with the student.

8.2 The submission of the thesis for examination shall be at the sole discretion of the student. While a student would be unwise to submit the thesis for examination against the advice of the supervisors, it is the student's right to do so. Equally, students should not assume that a supervisor's agreement to the submission of a thesis guarantees the award of the degree.

8.3 It shall be the responsibility of the student to ensure that a digital (PDF) version of the thesis is submitted to PGR Team at researchdegrees@arts.ac.uk before the expiry of the maximum period of registration.

8.4 A student shall normally be examined orally on the programme of work and on the field of study in which the programme lies. Where for reasons of sickness, disability or comparable valid cause, the University Research Degrees Sub-Committee is satisfied that the student would be seriously disadvantaged if required to undergo an oral examination, the University Research Degrees Sub Committee may approve an alternative form of examination.

8.5 The oral examination shall normally be held online or at the University where student requests anin person viva. The viva shall normally be chaired by a nominee of the University Research Degrees Sub-Committee. After receiving the thesis, the PGR Team will arrange the location and time of the oral examination by agreement between examiners, observer (normally the Director of Studies, see point 9.16 below) and the student considering the following guidance:

i. The date should normally be within three months of the examiners' receipt of the thesis.

ii. The viva should be held online or in person (normally on the premises of the University).

8.6 Apart from the oral examination, the student should not have any contact with the nominated examiners during the entire examination process, i.e. from submission to final approval.

8.7 University Research Degrees Sub-Committee shall ensure that all examinations are conducted, and the recommendations of the examiners are presented, wholly in accordance with these regulations. In any instance where University Research Degrees Sub-Committee is made aware of a failure to comply with all the procedures of the examination process, it may declare the examination null and void and appoint new examiners.

B9 Examiners

One external and one internal examiner shall normally examine a candidate. Two external examiners may examine a candidate where no suitable internal examiner is available. Where the candidate is a member of staff of the University or a partner college and is contracted to work over six hours a week there shall be two external examiners and one internal examiner.

9.1 Internal examiners, external examiners and the Chair of the oral examination should not be related to or have a close personal or contractual relationship with the supervisors or other members of the examining panel.

9.2 Internal examiners, external examiners and the Chair of the oral examination should not be related to or have a close personal, professional or contractual relationship with the student.

External examiners

9.3 An external examiner shall be independent of the University, Partner College or collaborating establishment and shall not have acted previously as the student's supervisor, advisor or independent panel member of the student's Confirmation panel.

9.4 An external examiner shall normally not be either a supervisor of another student at the same College, Partner College or collaborating establishment. Former members of staff shall normally not be approved as external examiners until three years after the termination of their employment with the University.

9.5 The external examiner(s) should normally:

i. be competent in the area of work being examined

ii. be experienced in research, including having published exhibited or have professional practice in the field

iii. be experienced in the examination of PGR students; or if not, then to normally have the experience of supervising at least one research degree student to completion.

9.6 The external examiner will normally be an academic from another higher education institution who has not examined a UAL PGR student in the last 3 years. It may be appropriate to appoint an examiner from outside the university sector and in such cases, the examiner must at least have an understanding of the examination process.

9.7 Where an examiner has not previously examined a PGR student then a mentoring session with an experienced member of URDSC will be offered.

Internal examiners

9.8 An internal examiner shall be defined as an examiner who:

i. is a member of staff of the University, Partner College or collaborating establishment

ii. has relevant knowledge of the thesis subject area

iii. has not been a supervisor or adviser to the student

iv. is experienced in research or has professional practice in the field

v. is experienced in the examination of PGR students; or if not, then to normally have the experience of supervising at least one research degree student to completion

vi. has not been part of the student's Confirmation interview

vii. where possible is a member of staff based at a different College from the student (partner colleges are exempt from this requirement).

9.9 University Research Degrees Sub-Committee shall appoint the examiners. The Director of Studies shall propose the examiners to the Committee for approval at least three months before the expected date of submission. The examination shall not take place until the examiners have been appointed by the Committee.

9.10 The University Research Degrees Sub-Committee will nominate a senior member of academic staff at the University with experience of at least 3 previous examinations to Chair the oral examination The Chair will oversee the oral examination and the exam panel meeting(s) and ensure that the appropriate report and recommendation is passed to the Committee. The Chair will also not normally be based at the same College as that of the candidate who is to be examined.

9.11 In appointing examiners, University Research Degrees Sub-Committee will ensure that the examining panel has the necessary expertise and experience. It is expected that there will be a total of at least three previously examined research degrees within the panel, although allowances can exceptionally be made in subject areas where there is little history of research degree activity. The total examinations of the panel exclude those of the Chair of the examination.

9.12 Normally the internal examiner should have prior experience of research degree examination, however, an internal examiner may be appointed who has subject experience but lacks examination experience, subject to University Research Degrees Sub-Committee approval. If they have not previously examined a PGR student then a mentoring session with an experienced member of URDSC will be offered.

9.13 In an examination for PhD at least one examiner shall have experience of PhD examining.

9.14 The University Research Degrees Sub-Committee shall ensure that the same external examiner is not normally approved within three years of their last research degree examination at the University, so that familiarity with the University might not prejudice objective judgement.

9.15 One of the candidate's supervisors (usually the Director of Studies) will normally be present at the oral examination as a non-participatory observer.

9.16 In exceptional circumstances the Research Degrees Sub-Committee may act directly to appoint examiners and the observer, and arrange the examination of a student.

9.17 The candidate shall take no part in the proposal or appointment of examiners and shall have no formal contact with the external examiner(s) between the appointment of the examiners and the oral examination.

9.18 No student for a research degree shall be appointed as an examiner.

9.19 Where an examination cannot be held within three months of the submission of the thesis because of the unavailability of an examiner, the Research Degrees Sub-Committee may rescind the appointment of all or any of the examiners and appoint new examiners as appropriate.

In the event that an examiner for good reasons, is not available where the viva outcome is re examination with second viva, the PGR Team will contact Director of Study with the request to propose a new examiner, using the Approval of Examination Arrangements form with an Examiner's Details form for the new examiner, which will then be considered by URDSC. If approved the PGR Team will send them the thesis and the report of first Examination complete with guidance on what the thesis will be judged against. If the Director of Study is unable to find a new examiner the student's abstract and first report will be taken to University Research Degrees Sub-Committee for recommendations of examiners.

B10 The viva voce

10.1 The examiners must each submit a written preliminary report on the thesis five working days prior to the oral examination. This report should consist of a brief indication of examiner's view of:

i. the likely outcome

ii. the nature of any corrections to be made

iii. that the examiner is happy for the viva voce to go ahead.

10.2 In order for the viva to take place the internal and external examiners need to be in agreement that this should be the case. If the examiners disagree on this point then the Chair will be responsible for making the final ruling and will report this back to the University Research Degrees Sub-Committee.

10.3 Where the examiners are of the opinion that the thesis is so unsatisfactory that no useful purpose would be served by conducting an oral examination, they may recommend that the oral examination be postponed and return the thesis for further work and resubmission. They should do this at least five working days before the viva voce examination. In such a case the examiners shall provide University Research Degrees Sub-Committee with written guidance for the student concerning the deficiencies of the thesis. The examiners shall not recommend that a student fail outright without holding an oral examination or other alternative examination. If a member or members of the examination team do not feel it would be appropriate to participate in an oral examination of the student then the matter will be referred to University Research Degrees Sub-Committee for further guidance and advice. The report approved by University Research Degrees Sub-Committee will count as first examination with the result resubmission with viva voce (see item 10.7 iii for further information) and the student will be sent the report as after first examination.

10.4 On the day of the oral examination the Chair and examiners, should meet beforehand to agree on the structure of the questioning.

10.5 The oral examination should cover all aspects of the thesis, in particular the points selected by the examiners at their preliminary meeting. The student should be given an opportunity to comment on any adverse points and on any amendments of substance that examiners are intending to recommend. Examiners may sometimes want to indicate their initial opinion of the thesis at the beginning of the oral examination, so that the student has the opportunity to challenge it. The examiners should satisfy themselves that the thesis is the student's own original work.

10.6 The oral examination may include the inspection of practical work, demonstration of software, viewing original data, or any other reasonable request from the examiners. The examiners should make such requests in advance to the student. Equally, the student may offer some form of practical introduction but this should not normally introduce material not included in the thesis; again, such an offer should be made in advance. The student may bring an annotated copy of the thesis and any other source materials to the oral. The duration of the oral will vary according to such factors as the nature of the thesis, the size of the panel.

10.7 The examiners may recommend that:

i. The student should be awarded the degree unconditionally

ii. The student should be awarded the degree subject to amendments to the thesis to be completed within two months of the notification in writing to the satisfaction of the internal and/ or external examiner (to be agreed by the examiners at the time of examination). The examiners shall provide a list of the amendments and corrections required in writing for communication to the student by the PGR Team. Amendments to be completed in two months are restricted to required changes that are typographic or grammatical in nature

or to required changes to the presentation of practice that are of a similar scale. These amendments can also include minor changes to references, re-writing of small sections of the text where this improves existing explanations or descriptions or limited amendments to the presentation of the practice that is of a similar scale. The amended thesis shall be submitted to the examiners, or to one of their number nominated by them for confirmation that the amendments are satisfactory. If the amendments are satisfactory, the examiners will report to the URDSC that the candidate has satisfied them in the examination for the PhD degree. In the event that the amended thesis is not approved by the examiner/s then the examiner/s' comments will be passed to University Research Degrees Sub-Committee for consideration.

iii. The student should be awarded the degree subject to the student successfully completing specified amendments within six months of these being notified in writing. The examiners shall provide a list of the amendments and corrections required in writing for communication to the student by the PGR Team. These amendments will be required if the thesis otherwise fulfils the criteria for the PhD degree set out in Section 7 of these regulations, but requires amendments to address errors of substance or omission, and the student satisfies the examiners in all other parts of the examination. This option is not available to examiners re-examining a thesis. The amended thesis shall be submitted to the examiners, or to one of their number nominated by them, for confirmation that the amendments are satisfactory, without the requirement to conduct a further viva. If the amendments are satisfactory, the examiners will report to the University Research Degrees Sub Committee that the candidate has satisfied them in the examination for the PhD degree. In the event that the amended thesis is not approved by the examiner/s then the examiner/s' comments will be passed to University Research Degrees Sub-Committee for consideration.

iv. The student should not be awarded the degree but be permitted to re-submit the thesis in revised form and be re-examined by all examiners, with or without an oral examination (to be agreed by the examiners), within twelve months of the notification in writing. This option is not available to examiners re-examining a thesis. The examiners shall not make such a decision without first submitting the candidate to an oral examination. The examiners should recommend resubmission only if there is sufficient evidence of original work and if the amount of further work to be undertaken is not so substantial as to constitute a new thesis. The examiners shall provide a list of the amendments and corrections required in writing for communication to the student by the PGR Team.

v. In the case of a PhD examination, the examiners may recommend to University Research Degrees Sub-Committee that the student should not be awarded the degree of PhD, but be awarded the degree of MPhil subject to all the criteria for the award of MPhil being met and the presentation of the thesis being amended to the satisfaction of the examiners.

vi. The student should not be awarded any degree and should not be permitted to re-submit the thesis. In this case the examiners shall prepare an agreed general statement of the deficiencies of the thesis and the reason for their recommendation, which shall be submitted to the PGR Team for transmission to University Research Degrees Sub- Committee and to the student.

10.8 Normally the panel is expected to inform the candidate of its recommendation on the same day of the oral examination by calling the candidate back after the examiners have adjourned for a brief discussion.

10.9 Directly following the oral examination, with the Chair's guidance the examination panel should complete and sign off the Examiners' Joint Report form indicating the panel's agreed recommendation from the options provided above and prepare a joint report. The Examiners' Joint Final Report form and list of required amendments will then be submitted to the PGR Team who will forward it to the University Research Degrees Sub-Committee for consideration. The examination panel's report should therefore be sufficiently detailed to enable the University Research Degrees Sub-Committee to reach a well-founded decision. Where the examiners are not in agreement, separate reports and recommendations should be submitted.

In all cases the examination panel's decision will only be officially confirmed following approval of the examination panel's recommendation and report by University Research Degrees Sub Committee with which rests the power to confer an award of either PhD or MPhil. The PGR Team will communicate examination panel's recommendations and reports, which have been endorsed by University Research Degrees Sub-Committee, to the candidate.

10.10 Where the examiners are not in agreement separate reports and each examiner should submit recommendations. In this case the University Research Degrees Sub-Committee may:

i. accept a majority recommendation provided that this majority includes at least one external examiner; or

ii. require the appointment of an additional external examiner. Following this appointment, there shall be one re-examination only.

Viva results

10.11.1 Unconditional Award

In the case of recommendation unconditional award, the award of PhD or MPhil will be confirmed once the candidate has submitted one hard bound copy and a digital copy (pdf) of their thesis to the PGR Team and resolved any outstanding tuition fee debts.

10.11.2 Amendments to be completed within two months

In the case of recommendation Amendments to be completed within two months, the examiners shall jointly provide a list of the corrections and amendments that are required. The candidate is required to complete these amendments within two months of official notification and to return the revised thesis to the PGR Team. Once the revised thesis is submitted the nominated examiner/s will be required to check the amended thesis and confirm whether they approve the award of PhD or MPhil.

If the award is confirmed the procedure outlined in 10.11.1 will apply. If the amended thesis is not approved by the examiner/s then the examiner/s' comments will be passed to University Research Degrees Sub-Committee for consideration.

10.11.3 Amendments to be completed within six months

In the case of recommendation of amendments to be completed within six months the examiners shall provide a list of the amendments and corrections required in writing for communication to the student by the PGR Team. The student is require to complete these amendments within six months of official notification by the research student team. This option is not available to examiners re-examining a thesis. The amended thesis shall be submitted to the examiners, or to one of their number nominated by them, for confirmation that the amendments are satisfactory, without the requirement to conduct a further viva. If the amendments are satisfactory, the examiners will report to the University Research Degrees Sub Committee that the candidate has satisfied them in the examination for the PhD/MPhil degree. If the amended thesis is not approved by the examiner/s then the examiner/s' comments will be passed to University Research Degrees Sub-Committee for consideration.

10.11.4 Re-submission

In the case of recommendation re-examination, the examiners shall jointly provide the candidate with written guidance on the deficiencies of the submission. The examiners' joint examination report will indicate whether the re-examination will be with or without a second viva and will be submitted to the Research Degrees Sub-Committee for approval. The thesis should be submitted within twelve months of notification in writing the re-examination, subject to the provisions of these Regulations, shall cover those aspects of the first examination in which the candidate's performance was not satisfactory and may cover any new or amended material included in the resubmitted thesis.

Once the candidate's revised thesis is submitted the examiners will then be required to re-examine the thesis completing the examiners' re-examination joint report form and make a recommendation to:

i. award the degree unconditionally

ii. award the degree subject to amendments to the thesis to be completed within two months of the notification in writing to the satisfaction of the internal and/or external examiner (to be agreed by the examiners at the time of examination). The examiners shall provide a list of the amendments and corrections required in writing for communication to the student by the PGR Team.

iii. award the degree subject to amendments to the thesis to be completed within six months of the notification in writing to the satisfaction of the internal and/or external examiner (to be agreed by the examiners at the time of examination). The examiners shall provide a list of the amendments and corrections required in writing for communication to the student by the PGR Team.

iv. in the case of a PhD examination, not be award the degree of PhD, but award the degree of MPhil subject to all the criteria for the award of MPhil being met and the presentation of the thesis being amended to the satisfaction of the examiners

v. not to award any degree and not to permit re-submission of the thesis. In this case the examiners shall prepare an agreed general statement of the deficiencies of the thesis and the reason for their recommendation, which shall be submitted to the PGR Team for transmission to University Research Degrees Sub-Committee and to the student.

These will also be the options available to the examiners if a second viva is required or if the examiners deemed the thesis submitted was not strong enough for the viva to go ahead after first submission.

If the award of PhD is confirmed the procedure outlined in 10.11.1 will then apply.

In the event that the amended thesis is not approved by the examiner/s or is not submitted within the specified deadline this will be passed to the University Research Degrees Sub-Committee for consideration.

10.11.5 Recommendation for the Award of MPhil

In the case of recommendation of Award of MPhil examiners shall jointly:

i. Explain briefly in the final report why they consider that the thesis could not be revised to meet the criteria for the award of PhD for which it was submitted

ii. Confirm that the thesis (subject to any specified correction or amendment) fully meets the criteria for the recommended award of MPhil. It is not enough for a thesis to fall somewhat short of the PhD criteria; it must qualify positively for the award of MPhil

iii. Specify the amendments required to meet the award of MPhil.

iv. If endorsed by the University Research Degrees Sub-Committee then the PGR Team will inform the candidate of the examination panel's recommendation and required amendments and provide the deadline as recommended by University Research Degrees Sub-Committee for the candidate's resubmission of the revised thesis to the PGR Team.

Once the candidate's revised thesis is submitted the nominated examiner/s will be required to check the amended thesis and confirm whether or not they approve the award of MPhil.

If the award of MPhil is confirmed the procedure outlined in 10.11.1 will then apply. In the event that the amended thesis is not approved by the examiner/s for the award of MPhil or submitted within the specified deadline then this will be passed to University Research Degrees Sub-Committee for consideration.

10.11.6 Non-award and Resubmission

In the case of recommendation 'Non-award and Resubmission' where the examiners recommend that a degree of an MPhil not be awarded, the candidate may not resubmit for a research degree (including an award of MPhil/PhD by Published Work) within a period of three years from the date of the original examination. Any further submission must include evidence of additional work.

10.12 Posthumous Awards

A research degree may be awarded posthumously on the basis of a thesis prepared by a student that is ready for submission for examination. In such cases evidence shall be provided that the student would have been likely to be successful had the oral examination taken place.

B11 Right of appeal

11.1 A student has the right to appeal the following decisions:

i. withdrawal from the programme of research before it has been completed on the grounds of unsatisfactory progress

ii. the outcome of Confirmation

iii. the degree outcome at examination.

Details and guidance on the University's Appeals procedure can be found here.

B12 Disciplinary code for students

12.1 There is a separate appeal procedure for student disciplinary cases. More information can be found in Annex 7 (Disciplinary code for students) of these regulations.

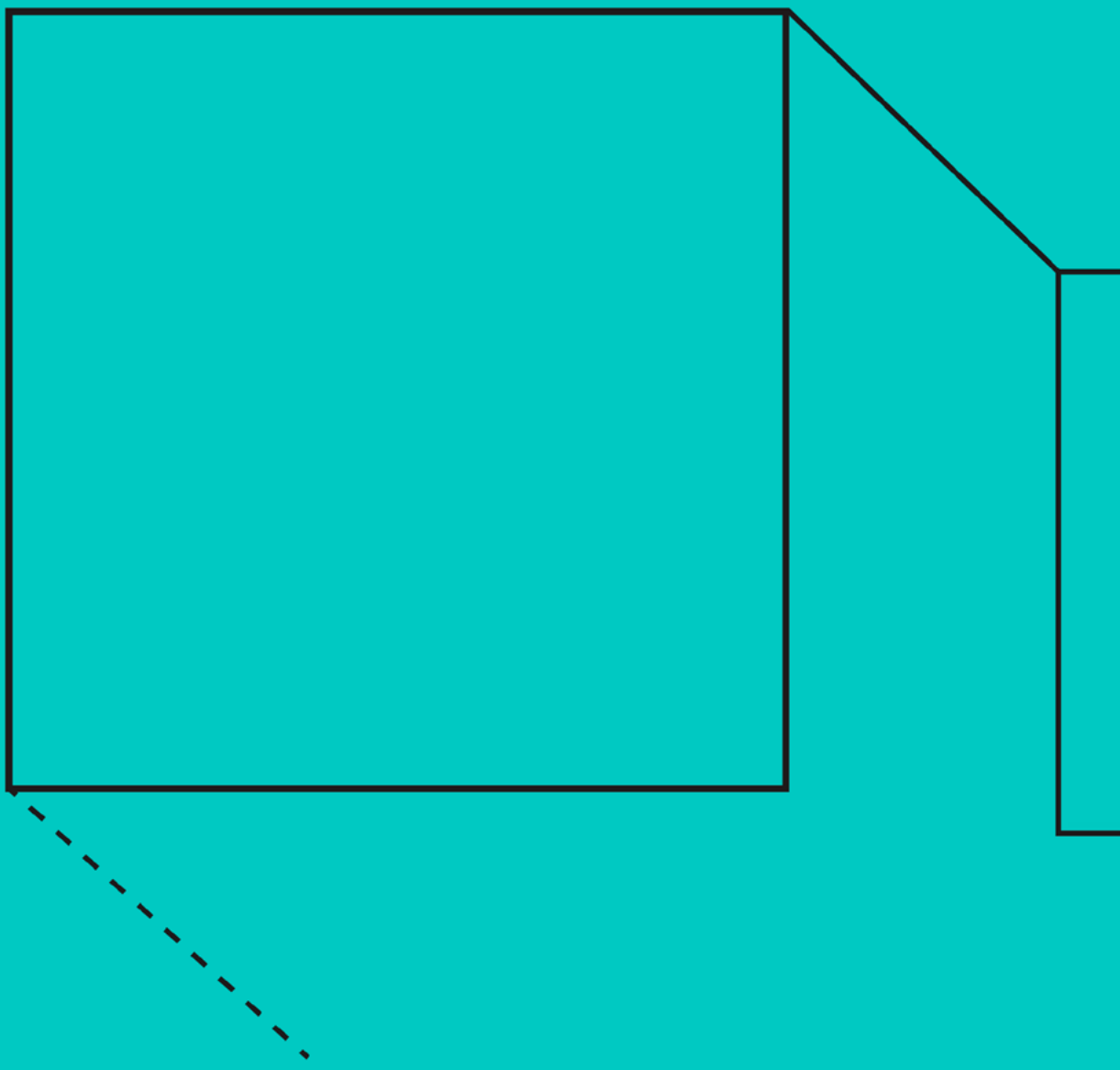
12.2 If there is evidence of plagiarism in the preparation of the thesis or if evidence comes to light after the examiners have made their recommendation, action will be taken in accordance with the University's Procedure for the Investigation of Allegations of Research Conduct Annex 7 (Disciplinary code for students) of these regulations. The definition of plagiarism is set out in Annex 2 (Definition of Plagiarism) of these Regulations.

B13 Complaints

13.1 The University provides all students with an academic contract that sets out the rights and responsibilities of students following a course of study at the University. In accordance with the Contract, all students are supplied with copies of the University's general regulations on complaint procedures, which relate to non-academic matters, complaints, which relate to academic matters and appeals, which relate to assessments. More information can be found on the Student Rights and Responsibilities webpage.

13.2 University Complaints Procedures

Further information and guidance can be found on the University's Making a Student Complaint webpage.



SECTION C

ANNEXES

Annex 1 Research degree forms

All research degree forms can be downloaded from the PGR Hub.

1) Application

Applications should be completed online through the UAL Applications system and submitted by the deadline published on the website.

2) Application for Registration Form

This form can be downloaded from PGR Hub and needs to be completed by the student and supervisory team following enrolment. More information about Registration can be found in Section A3 (Research Degree Life Cycle).

3) Supervisor Details Form

This form can be downloaded from the PGR Hub and needs to be completed by academics supervising UAL students at the start of each academic year to ensure the information held by the PGR Team is correct. The PGR team also circulates the forms at the start of the academic year to request academics to submit an updated version. This form may also be requested alongside other forms to make sure that up-to-date information is provided to the PGR Team.

4) Supervision Record Sheet

This form can be downloaded from the PGR Hub and needs to be completed by the student following each formal tutorial session. The student should then request the supervisor(s) to add their comments before circulating the final document to the complete supervisory team and uploading to their student portal where it will become attached the student's record.

5) Annual Report Form

This form can be downloaded from the PGR Hub and needs to be completed by the supervisory team and the student each year, except in the student's Confirmation year, for submission to the relevant College Research Degrees Sub-Committee meeting. Lack of a completed Annual Report may slow down the re-enrolment process as the completed forms are used as proof of approval of progress.

6) Confirmation Report Form

This form can be downloaded from the PGR Hub and needs to be completed by the supervisory team in the first instance and then following the Confirmation meeting by the Supervisory team and the Independent Academic, to reflect the student's progress since Registration (as it is used instead of an Annual Report in the year of Confirmation) and then as a report on the Confirmation documents and meeting. Once the report has been approved either by the College Research Degrees Sub-Committee (if the outcome is to resubmit in 3 to 6 months' time) or by the University Research Degrees Sub-Committee (if a decision, MPhil/ PhD/ Discontinuation, has been made), the report is sent to the student by the Secretary to the relevant Sub-Committee. The report should therefore be clear and detailed enough to reflect the student's progress and Confirmation documentation, particularly if the student is requested to make amendments to the form. If this is the case then the list of required amendments needs to be included in the document.

7) Post Registration Ethics Form

This form can be downloaded from the PGR Hub and needs to be completed by the student and supervisory team if anything in the project changes after registration that may change the ethical implications of the project (for instance, if the student decides to do interviews as part of the research). Once completed the form and any supporting documentation needs to be submitted to the Secretary of the Research and Knowledge Exchange Ethics Sub-Committee (RKEESC) for inclusion in the Committee paperwork. If the CRDSC decides that the project now represents more than minimal ethical risk, then your form will be forwarded to the Research Ethics Sub-Committee and you will not able to continue the newly introduced element until approved by RKEESC; if it is deemed to represent minimal ethical risk, then the Secretary of CRDSC will confirm this and you can continue with your research.

8) Request for Change of Mode of Study Form

This form can be downloaded from the PGR Hub and needs to be completed by the student and supervisory team if a student wants to request a change of mode of study either from full-time study to part-time study or vice versa. Changes of mode of study are only possible during the enrolment period and should therefore be received before enrolment on to your next year. It is normally only possible to change mode of study once during your degree at UAL. If you request is approved, you will receive information on the new fees you are liable for as well as the amended timeline you will be working towards.

9) Request for Change in Supervisory Arrangements Form

This form can be downloaded from the PGR Hub and needs to be completed when a student's supervisory arrangements change. The form needs to be signed by the student, the existing supervisory team and the proposed supervisory team to ensure all parties involved are aware of the proposed changes. The form should then be submitted to the PGR team with Supervisor Details Forms for the proposed team.

10) Request for Time Out from Studies of Registration Form

This form can be downloaded from the PGR Hub and needs to be completed by the student if, for good reasons, they need to take time out from their studies. Please note that for periods under 3 months UAL doesn't normally accept requests for time out, as it is assumed that this time can be made up later in the course. The Time Out from Studies form needs to be supported by the student's supervisory team and an amended workplan to completion needs to be included with the form. The student should also include as much supporting evidence for their request for time out as possible to ensure the Chair of RDSC has as much information as possible to make the decision to grant the time out or not. During the period of time out the student does not pay fees, but will also not have access to the UAL Library and should not receive supervision.

11) Application for Writing-up Status Form

This form can be downloaded from the PGR Hub and needs to be submitted by the student with a complete (digital) copy of their thesis to their Director of Studies in the first instance so the DoS can assess that:

1. This is a complete full draft
2. All the research and practice is completed
3. The student will be able to finish the thesis within the Writing Up period or by the final submission date (whichever comes first).

Once approved by the Director of Studies, the form needs to be submitted to the PGR Team so that it can be approved by the Chairs of the College Research Degrees Sub-Committee and University Research

Degrees Sub Committee.

Students can change to Writing-up status at any time during the year, however, the signed Writing-up Status form needs to be submitted to the PGR Team by the 20th of the month before the student would like their Writing Up period to start for the student to change to Writing Up status from the 1st of the following month (i.e. received by the 20th of March, Writing-up status from the 1st April).

12) Request for Extension of Registration From

This form can be downloaded from the PGR Hub and needs to be completed by the student if, for good reasons, they are unable to submit their thesis for examination by the final submission date. The form needs to be approved by the Director of Study and the Chair of the College Research Degrees Sub-Committee before submission to the Secretary of the UAL Research Degrees Sub-Committee for final approval by the URDSC Chair. If the application for extension is approved, the student will have to pay fees for the period up to submission. Normally only one extension is allowed and for a maximum of 12 months, so students are advised to be realistic in the period of extension asked for to ensure they are able to submit by the end of the extension period.

13) Examination Panel Application Form

This form can be downloaded from the PGR Hub and needs to be completed by the student's Director of Studies (with assistance from the student and the further supervisory team). The panel needs to be approved in the first instance by the College Research Degrees Sub-Committee before submission to UAL Research Degrees Sub-Committee. It is important that a completed *Examination Panel Application Form* with *Examiner Details Forms* is submitted at least 3 months before the student will submit their thesis to allow time for the UAL Research Degrees Sub-Committee to consider the panel and, if necessary, to request changes to the examination panel. The PGR Team cannot commence viva arrangements before the panel has been approved.

14) Examiner Details Form

This form can be downloaded from the PGR Hub and needs to be completed by the proposed examiners. It is the responsibility of the supervisory team to identify a suitable examination panel and to contact the proposed examiners in good time before the student submits (advisable to nominate the examination panel at Confirmation stage to avoid the student having too much contact it is with someone the supervisory team consider approaching for the examination). Once the potential examiner has agreed, the Director of Studies should request they complete the Examiner Details Form and the DoS should submit this with the Examination Panel Application Form.

15) Submission Declaration Form

This form can be downloaded from the PGR Hub and needs to be completed by the student in the first instance and signed by the Supervisory team before submission of the thesis to the PGR Team. This form confirms various aspects of the student's submission such as word count of the thesis and whether there is a practice element to the thesis. It is possible for the student to submit their thesis for examination without approval from their supervisory team, though UAL does not advise any student to do this. This form is for the PGR Team information only and is not shared with the examination panel.

16) Examiner's Preliminary Report Form

This form is sent by the PGR Team to the examination panel with the thesis with the request to complete the form at least 7 days before the date of the viva voce. On the form the examiner indicates their assessment of the thesis, the aspects of the thesis they would like to discuss in the viva and whether they are happy for the viva to go ahead. The form should be submitted to the PGR Team member who is facilitating the viva and they will then forward it to the Chair of the Examination. The Chair compares all Examiner Preliminary

Reports received before the viva and circulates them to the panel on the day before the viva. The form is not shared with the student and their supervisory team.

One outcome is that the viva does not go ahead, because the panel considers the submitted thesis not of a high enough standard for examination.

17) Examiners' Joint Final Report Form

This form is sent by the PGR Team to the Chair of the Examination and is completed following the viva voce or if it does not go ahead. This Report needs to be completed within 5 days of the Viva. It needs to be approved by the UAL Research Degrees Sub-Committee before it can be shared with the student and supervisory team. URDSC considers the clarity of the report and required amendments, fairness of the required amendments and that the report mirrors the result of the examination.

18) Resubmission Form

This form needs to be completed by the student and Director of Studies once amendments to the thesis are made following the viva (if applicable). The form can be downloaded from the PGR Hub and needs to be submitted with the amended thesis to the PGR Team.

19) Final Submission Form and British Library and Research Online Declaration Form

This form can be downloaded from the PGR Hub and needs to be completed by the student once the thesis has been approved by the examiners and the degree (MPhil or PhD) can be awarded. The student is requested to submit a hard bound copy of their thesis (see Annex 3 (Thesis binding and library access) for instructions on thesis binding) a digital copy (PDF) of the thesis, and a completed Final Submission form to the PGR Team at the Doctoral School at the University's High Holborn site.

This form also confirms whether the student gives permission for UAL to submit a digital copy of the thesis to the British Library and whether the student gives permission for UAL to publish a copy of the thesis via the UAL Research Online (UALRO) repository. If the student does not give permission, UAL will inform the British Library of this and UAL Research Online (UALRO) will hold a copy in its repository but will not publish it online. It is possible at any time for the student to change permissions.

Annex 2 Definition of plagiarism and AI misuse

Plagiarism is the presentation of another person's ideas, words, work or other intellectual or creative output as though it were your own, without appropriate acknowledgement. This may include written material, images, audiovisual material, computer code or software, data, designs, artworks, and other forms of creative or research output. Plagiarism may occur whether or not there was an intention to deceive.

It may also constitute plagiarism where the contribution of another individual to the research or its outputs is not appropriately acknowledged, including where another person has collaborated in the production of the work or has given permission for their work to be used.

Generative Artificial Intelligence

The use of generative artificial intelligence (AI) requires particular attention to authorship, attribution, and research integrity. Presenting material generated or substantially modified by generative AI as solely the researcher's own work, where such use has not been appropriately acknowledged or declared, may constitute academic or research misconduct.

Where generative AI is used in preparing a thesis or other research output, its use must be declared in accordance with University requirements. Where generative AI forms part of the research itself, for example, as a material, method, tool or collaborator within creative or research practice, its role should be documented and critically accounted for within the thesis.

Plagiarism and AI misuse can be avoided through careful and systematic acknowledgement and referencing of all relevant sources and contributions, whether textual or non-textual. Researchers should maintain appropriate records of sources and, where relevant, the use of generative AI throughout the research process. Supervisors can provide guidance on appropriate acknowledgement and referencing practices.

The University's guidance and procedures related to plagiarism are set out in the Academic Misconduct pages of the website.

Allegations of Academic Misconduct by Research Degrees Students will be dealt with under the Procedure for Investigation of Allegations of Misconduct in Research.

Annex 3 Thesis binding and library access

1. The student shall ensure that the thesis format is in accordance with the following requirements:

   i. theses shall normally be in A4 format although the Research Degrees Sub-Committee may give permission for a thesis to be submitted in another format

   ii. copies of the thesis shall be presented in a permanent and legible form in print, font size at least 11pt

   iii. the thesis may be printed on one or both sides of the page; the paper shall be white and within the range 70 g/m2 to 100 g/m2

   iv. the margin at the left-hand binding edge of the page shall be 40mm or more; other margins shall not be less than 15mm

   v. double or one-and-a-half spacing shall be used in the typescript except for indented quotations or footnotes where single spacing may be used

   vi. pages shall be numbered consecutively through the main text including photographs and/or diagrams included as whole pages

   vii. the title page shall give the following information (see example on the following page):

      a. the full title of the thesis

      b. the full name of the author (your name)

      c. That this is 'A Thesis submitted in partial fulfilment of the requirements for the degree of [Name of Degree] at the University of the Arts London

      d. the Collaborating Establishment(s), if any; and

      e. the month and year of submission (for final submission pleas use submission date of first submission).

   viii. citations must be consistent and adopt a recognised standard system, for example, Harvard (with or without footnotes), Numeric, or Running Notes.

2. The student shall submit the thesis for examination in digital format. The thesis shall be presented in a permanent binding before the degree can be awarded.

   The student's Director of Studies shall confirm that the contents of the permanently bound thesis are identical with the version submitted for examination, except where amendments have been made to meet the requirements of the examiners.

3. The permanent binding shall be as follows:

   i. the binding shall be in dark blue or black and be of a fixed type so that leaves cannot be removed or replaced; the front and rear boards must have sufficient rigidity to support the weight of the work when standing upright; and

   ii. in at least 24pt type the outside front board shall bear the title of the work, the name and initials of the student, the degree, and the year of first submission; the same information (excluding the title of the work) shall be shown on the spine of the work, reading downwards (see below for examples).

iii. the binding shall contain as an integral part of the contents all archival records of creative work.

4. The student shall additionally submit a digital copy of the thesis in the portable document format (PDF) that must be identical to the bound copy submitted for examination. A PDF copy of the final version of the thesis (a digital version of the permanent binding of the thesis) shall be submitted before the degree can be awarded. Subject to the student's agreement, the electronic version of the thesis will be placed on the UAL Research Online (UALRO) repository and the British Library EThOS through which it will be readily available online for public access. Students for whom this may cause complications in relation to third-party material, copyright and confidentiality have the right to opt out of these schemes.

Thesis Title By

Full Name Student

Thesis submitted in partial fufilment of the requirments for the Degree of Master/Doctor of Philosophy (MPhil/PhD)*

Declaration of authorship

I declare that this thesis is my own work and has not been submitted, in whole or in part, for any other academic award. Where the work of others has been used, it has been appropriately acknowledged and referenced.

(If applicable) In Collaboration with:

University of the Arts London

Name of your College

Month and Year of submission (for example: October 2026)

Generative AI Declaration

Include one of the following statements, (or suitable adaptation) as appropriate:

Where generative AI has not been used

I confirm that I have not used generative artificial intelligence to generate, develop or substantially modify the content of this submission.

Where generative AI has been used

I confirm that any use of generative artificial intelligence in the development of this submission has been appropriately declared in accordance with University requirements.

Generative AI as part of the research practice

Where generative AI has been used as a material, method, or collaborator within the research or creative practice constituting part of the submission, candidates should also include the following statement:

I confirm that where generative artificial intelligence has been used as a material, method or collaborator within the creative practice constituting part of this submission, this use is documented and critically accounted for within the thesis. This is distinct from any assistive use declared above.

Example of spine of final bound thesis

Initial and Family Name	October 2025	PhD

Thesis Title

Name

PhD

October 2025

Annex 4 Code of Practice on Research Ethics and UAL Code of Good Conduct in Research

The University is committed to supporting good practice in research and scholarly activity; it considers it to be fundamental that research should be conducted in accordance with ethical principles. This document defines the scope of the University's Code of Practice on Research Ethics, sets out the guiding principles, and outlines the obligations and responsibilities for conducting research in an ethical manner. This document is part of the University's framework for supporting good practice in research which includes the following information:

- UAL Code of Practice on Research Ethics [this document]
- UAL Guidance for Research Ethics Approval
- UAL Code of Good Conduct in Research
- Constitution and terms of reference for UAL Research Committee and Research and Knowledge Exchange Ethics Sub-Committee
- UAL Health and Safety policy
- UAL Equality and Diversity Framework
- UAL Disciplinary Code

1. Definition of Research

1.1 For the purposes of this Code of Practice, research is defined as any form of systematic, critical and/or creative enquiry that aims to contribute to a body of knowledge. It includes scholarly activity which analyses, synthesises and provides interpretations of ideas and information with the aim of contributing to the intellectual infrastructure of subjects and disciplines.

2. Applicability of the Code of Practice

2.1 This Code applies to all research undertaken under the formal auspices of the University. It applies to all research associated with the University irrespective of the source of funding or the physical location of the work. It applies to research carried out by staff and students in the course of their duties and relations with the University. Work conducted as part of professional practice carried out beyond the academy is the responsibility of the practitioner.

2.2 The Code applies to pedagogic enquiry and interventions which are beyond the normal agreements for educational purposes between teacher, student and institution.

3. Guiding Principles

3.1 The guiding principles of this Code are respect for persons, justice, and beneficence; these constitute a systematic regard for the rights and interests of others in the full range of research relationships and activities.

3.2 Respect for persons recognises the capacity and rights of all individuals to make their own choices and decisions. It refers to the autonomy and rights to self-determination of all human beings, acknowledges their dignity, freedom and rights. An important component of this principle is the need to provide special protection to vulnerable persons.

3.3 The principle of justice obliges the researcher to distribute equally the risks and benefits of participation in research. Any risks to persons participating in research must be weighed against any potential benefits – to the participants or the researchers, and also the wider benefits to society of the knowledge gained. As with the principle of respect for persons, there is a need to protect vulnerable groups.

3.4 Beneficence is the principle of doing good in the widest sense. It requires researchers to serve the interests and well-being of others. In so doing, researchers comply with the principle of neither

doing, nor permitting, any foreseeable harm as a consequence of research activities. This is the principle of non-maleficence, it is the principle of doing no harm in the widest sense.

4. Obligations and Responsibilities

4.1 It is the responsibility of researchers to conduct their research in line with the guiding principles set out above. Compliance implies giving due consideration to the ethical dimensions of any research undertaking, and this, in turn, implies that the researcher undertakes an assessment of risk in relation to these guiding principles. The University provides guidance on the assessment of risk in the UAL Guidance for Research Ethics Approval.

4.2 Researchers are responsible for ensuring they are familiar with the University's procedures for scrutinising, approving and monitoring research activity and for complying with them.

4.3 Researchers are expected to maintain the highest standards of academic integrity in conducting, publishing or exhibiting the outcomes of their research. This includes formally acknowledging the contributions and assistance of others, collaborating partners, honouring contractual agreements, copyrights, and the ownership of intellectual property and avoidance of any practice likely to mislead as to the origin, validity, novelty or ownership of what is presented.

4.4 Researchers must consider other rules of conduct that may apply to their research and ensure compliance. For example particular codes of practice and rules of engagement apply to work in archives, museums and galleries. Research in areas that are security sensitive must mitigate the risks to the researcher involved in accessing and/or storing and/or disseminating material that may be regarded as promoting or endorsing terrorist acts. Work in hospitals and other medical institutions requires proposals for research to be approved by an ethics committee approved by the Department of Health.

4.5 Research undertaken at UAL draws on a wide variety of disciplinary backgrounds. Researchers are expected to comply with the standards of professional practice, the disciplinary understandings, the ethical frameworks and guidelines which apply to the work being carried out, for example as a consequence of the methods employed, the expectations of the funding body, or as a result of the researcher's affiliation with a subject association or professional body.

4.6 In research involving active participants, in order to realise the guiding principles, several specific requirements are essential. The prior informed consent of a potential participant, and the requirements for this consent to be legally valid are set out in the UAL Guidance for Research Ethics Approval.

4.7 Where research gathers information from individual persons from which they can be identified, there is an obligation for the researcher to respect the person's privacy, rights to confidentiality and if the information is recorded in any medium as data the researcher must address data protection and comply with the Data Protection Act. Issues of confidentiality and privacy are distinct from each other and from data protection. Researchers are responsible for considering each of these in their assessment of the ethical dimensions of their research.

4.8 Researchers must acquaint themselves with legislation that is relevant to their research. Among the laws with general requirements are the Care Act, the Data Protection Act, the Freedom of Information Act, the Equality Act, the Computer Misuse Act, the Mental Capacity Act, the Obscene Publications Act, the Counter-Terrorism and Security Act, and legislation regarding working with participants unable to give informed consent, safeguarding children, the welfare of animals, uses of human tissue, and regulations about health and safety.

4.9 Contractual arrangements about the publication, dissemination, and exploitation of research including any non-disclosure agreements and intellectual property rights must be clearly set out prior to the conduct of the research.

4.10 The independence of research must be clear, and any conflicts of interest or partiality must be explicitly declared.

Code of Good Conduct in Research

Introduction

The University is committed to promoting high standards in the conduct of research. The University expects all staff and students engaged in research to act with the highest standards of integrity irrespective of the source from which their posts or research is funded.

This Code supports the University's research culture by promoting best practice in research conduct. The Code is linked to other University policies, regulations and guidelines, including the Code of Practice on Research Ethics and procedures for investigating allegations of research misconduct.

The Code outlines the responsibilities of researchers in:

- maintaining standards of academic practice and integrity in all aspects of research
- being accountable to society, to participants, to their profession, to the University and to funders of the research
- being responsible for the conduct and publication of their research, and for the activities of any staff or students under their direction
- being accountable the safety of those associated with their research projects
- being responsible for the probity of financial management
- being aware of all legal, regulatory and ethical requirements laid down by the University or any other relevant bodies.

The Code also makes clear that it is the responsibility of the University's Executive Board, Deans, Associate Deans of Research, Research Centre Directors and Research Management and Administration:

- to ensure that a climate is created that allows research to be conducted in accordance with good research practice
- to make adequate provision in training and development for all researchers, allowing them to acquire necessary skills to successfully and efficiently fulfil their research and project management responsibilities
- to provide training for supervisors in supervisory skills through a structured framework of staff development for research staff.

This Code is intended for:

- Academic, research and relevant support staff employed by the University, and other individuals carrying out research at, or on behalf of, the University;
- Postgraduate research students and their supervisors;
- Any persons with honorary positions conducting research within, or on behalf of, the University.

The term 'researchers' has been used throughout this document to refer collectively to the above groups of people. Research has been used throughout this document to refer to all aspects of the research process.

Principles

All Researchers should seek to maintain exemplary standards of academic practice and integrity in all aspects of research by reading, understanding and incorporating these principles and professional standards into their everyday work.

All Researchers have a duty of accountability to society, to participants, to their profession, to the University and to the funders of the research, to accept full responsibility for the professionalism and integrity of all aspects of the conduct and publication of their research, and for the activities of any staff or students under

their direction. This responsibility extends to reporting, in the appropriate manner, conflicts of interest, actual or potential, or suspected misconduct and concerns about poor practice.

Researchers must also accept accountability for taking steps to ensure the safety of those associated with the research process, the probity of the financial management of the research project, and for seeking to provide value for the public or private funds invested in the project. All legal, regulatory and ethical requirements established by the University or any other properly authorised bodies must be observed.

Management of Good Research Practice Professional Standards

Honesty

Researchers must be honest in respect of their own actions and in their responses to the actions of other Researchers. This applies to all aspects of the research process, including acknowledging the direct and indirect contributions of colleagues, collaborators and others. Researchers should disclose any real or potential conflicts of interest, both financial and professional, as soon as they become apparent. All Researchers must refrain from plagiarism, falsification of results, infringement of intellectual property rights, or other forms of misconduct.

The repercussions of failing to behave honestly in any of these, or other, actions can be widespread and may be regarded as a disciplinary offence.

Openness

Researchers should be as open as possible with other Researchers and the public in discussing their work and making it widely available. Once results have been published, the University expects researchers to make available relevant data and materials to others, on request, as far as confidentiality, ethics approvals, and protection of intellectual property rights and other arrangements will allow. Researchers should contact the Research Management and Administration department for advice on releasing results that might affect the potential to protect the research at a later date.

The University recognises that publication of the results of research may need to be delayed for a reasonable period to enable the University or the research sponsor to exploit or protect intellectual property arising from the research. However, any such periods of delay in publication should be kept to a minimum.

Accountability

Where available, the University expects researchers to observe the standards of practice set out in guidelines published by funding bodies, and other relevant professional bodies.

Researchers, and in particular those named as principal investigators or grant holders, must ensure that the research that they are undertaking is consistent with the terms and conditions covered by agreements between the University and the funder. This includes, but is not restricted to, ensuring that the research programme carried out is as defined in the original proposal to the funder, unless amendments have been agreed in writing; that the finance is used solely for the research purpose that it was intended; that reports are both accurate and produced on time; and that conditions relating to publication and ownership of Intellectual Property are adhered to.

Integrity

Researchers must be honest about conflict of interest issues, whether real, potential or perceived, at the earliest opportunity and at all stages of research, e.g. when applying for funding, when identifying collaborators and when reporting results. Plagiarism, deception or the fabrication or falsification of results is regarded as a serious disciplinary offence. All researchers are encouraged to report cases of suspected misconduct or malpractice and to do so in a responsible and appropriate manner in accordance with

the University's procedures for dealing with misconduct in research and for disclosing concerns about malpractice.

2. Leadership And Co-Operation In Research Groups

Within the University, it is the responsibility of the Vice Chancellor, Deputy Vice Chancellors and Heads of Colleges to ensure that a climate is created that allows research to be conducted in accordance with good research practice.

3. Accountabilities

The Deputy Vice Chancellor Research, Knowledge Exchange and Enterprise shall have overall responsibility for overseeing the review and implementation of this Code and is the person to whom any genuine concerns or allegations may be taken.

Within a College responsibility lies with the Associate Dean of Research. Within a University Research Centre responsibility lies with the Research Centre Director.

These individuals are responsible for creating an environment of mutual co-operation where all members of a research team are encouraged to develop their skills and in which the open exchange of ideas is fostered.

Project Managers

All research projects should have a designated Project Manager. For externally funded projects this will be the Principal Investigator. For postgraduate research student projects this will be the Director of Studies. The Project Manager is the person designated as taking overall responsibility within the team of researchers for the design, conduct and reporting of the study and has responsibility for ensuring that:

- the research is carried out in accordance with this Code (and related guidelines, regulations and procedures) and that all research project staff are aware of the Code and any research practice guidelines produced by relevant professional and other bodies
- the dignity, rights, welfare and safety of any research participants are safeguarded; the project complies with all legal, contractual and ethical approval requirements
- the University's research project approval process is adhered to for externally funded research;
- the research is carried out as defined in the original proposal to the funder, where applicable, and that any proposed changes to the protocol need to be approved by the appropriate sponsor, and the relevant research ethics committee where appropriate
- controlled trials are registered
- procedures are in place to collect, store and protect project data (and its integrity and confidentiality, during processing and storage), and that it is appropriately archived upon completion of the research
- reports on research progress and outcomes are produced on schedule and to an acceptable standard
- findings are open to critical review through accepted research and professional channels and disseminated promptly as appropriate to participants
- the terms of any confidentiality and intellectual property rights agreements are complied with and any intellectual property arising is managed and reported appropriately;
- any conditions regarding publication and arrangements are in place.

4. Training and Supervision

4.1 Training

The University is responsible for delivering adequate provision in training and development to all researchers, allowing them to acquire necessary skills to successfully and efficiently fulfil their research and project management responsibilities. It is the Project Manager's responsibility to ensure that the required research-related training is accessed. Good practice includes the induction of researchers to their new environment

and the relevant College and University procedures.

It is the responsibility of the Human Resources department, College Associate Deans of Research and Research Management and Administration to ensure that new staff are provided with an induction programme that contributes to understanding and adopting best practice as quickly as possible, including appropriate research training e.g. regulatory ethics approval and consents, research design, equipment use, confidentiality, data management record keeping and data protection. It is the line manager's responsibility to ensure that this induction takes place.

4.2 Supervision

The University will provide, as appropriate, training for supervisors in supervisory skills through a structured framework of staff development for research staff.

Supervisors should ensure that postgraduate research students understand their responsibility for maintaining accurate, clear, complete, durable and legible records of research activities.

Supervisors are responsible and accountable for any postgraduate research student(s) that they supervise and should ensure that students should have adequate supervision, support and training.

Supervisor responsibilities for postgraduate research are outlined in the University's Research Degrees Regulations: Code of practice for supervisors and postgraduate research students. In addition to this, they should ensure that their students are aware of and conduct research in accordance with this Code of Conduct.

5. Planning and Conducting Research

In applying for external funding, researchers should take all reasonable measures to ensure accuracy of information and compliance with University procedures. Purchasing and expenditure of funds should be in accordance with the terms and conditions of any grant or contract held for the research and the University financial regulations. The financial regulations are available on the University's website. Any further guidance on compliance with the financial regulations should be sought from the Finance department.

Researchers need to establish whether ethical approval is likely to be needed for a research project in accordance with the University's Code of Practice on Research Ethics, which is available on the Research website.

All research including the appointment of researchers must be carried out in a manner that complies with the University's Code of Practice on Equal Opportunities in Employment, the Concordat on Career Development of Researchers, the Health and Safety at Work Act (1974) and the Safety Regulations approved under this Act, the University's safety policies, the University's safety rules and other University safety management documents. College safety policies and handbooks should detail local safety rules that must also be followed. Advice on health and safety issues should be sought from College Health and Safety advisers.

All members of research groupings should be made aware of the:

- University's Code of Practice on Research Ethics
- Requirements on confidentiality of data and publication
- Appropriate methods of record keeping, data storage and disposal relevant to the discipline
- The importance of recognising and reporting unforeseen results or incidents
- All other relevant guidance, codes of practice and regulations related to their work

6. Research Misconduct

All researchers within the University are expected to observe high standards of professional behaviour both in the practice of research and in the publication of research findings.

Research misconduct relates to fabrication, falsification, plagiarism or deception in proposing, carrying out or reporting results of research and deliberate, dangerous or negligent deviation from accepted practice in carrying out research. It includes failure to follow established protocols if this failure results in unacceptable risk or harm to humans, other vertebrates or the environment, and facilitating of misconduct in research by collusion in, or concealment of, such actions by others. It also includes intentional, unauthorised use, disclosure or removal of, or damage to, research-related property of another, including apparatus, materials, writings, data, hardware or software or any other substances or devices used in or produced by the conduct of research.

Research misconduct does not include honest error or honest differences in the design, execution, interpretation or judgment in evaluating research methods or results or misconduct unrelated to the research process. Similarly, it does not include poor research unless this encompasses the intention to deceive.

Any allegations of research misconduct will be dealt with under the University's Research Misconduct procedure (see Procedure for the Investigation of Allegations of Misconduct in Research). Registered students who are alleged to be guilty of plagiarism will be considered under the University's Academic Regulations and Procedures.

7. Research Results

7.1 The Need for a Critical Approach

Researchers should always be prepared to question the outcomes of their research. The University expects research results to be checked carefully prior to being made public. Once made public, researchers should be prepared to defend their ideas, methods and results in an open and honest way.

It is important that researchers or research groupings should not become subject to other pressures such that the normal processes of research inquiry cannot be enforced, e.g. by constraints imposed by the source of funding of the research. Any pressure to produce results that suit the specific interests of a funder must, of course, be resisted. This is particularly the case where the individual researcher(s) could be perceived to have a conflict of interest, e.g. where they might have an equity share in the funder, or may hold a position (e.g. Director) or be involved in consultancy with the funder. Any such conflict of interest, whether real, potential or perceived, should be disclosed at the earliest opportunity to the Dean of Research.

7.2 Record Keeping

Researchers are required to keep clear and accurate records of the procedures followed and approvals granted, and of the results obtained, including interim results and final outcomes. This process demonstrates good research practice, safeguards researchers and the University from allegations of misconduct and assures auditors and research funders that robust academic supervision is in place.

Maintenance of records is the responsibility of researchers, who should comply with the University's Record Management Policy. Where written records are kept, e.g. notebooks, these should be properly maintained, durable and contain legible information. Record keeping can also help to ensure that intellectual property can be protected.

Where research involves processing of personal data relating to research participants, researchers are required to comply with the terms and principles of the Data Protection Act 1998 and should refer to the University's Data Protection Guidelines.

7.3 Storage and Retention of Records

Data generated in the course of research should be kept securely in paper and/or other means of data storage as appropriate. Where documentation is stored in electronic format, researchers should ensure that back-up copies are maintained, kept securely and are in a readily accessible archive. Data should be stored in such a way that permits a complete retrospective audit, and records should be monitored regularly to ensure their completeness and accuracy. If data relates to individuals, Researchers must ensure this is stored securely and confidentially, is not kept for longer than is necessary and disposed of at the appropriate time with due regard to security and confidentiality.

Researchers must meet specific requirements made by funding bodies for the public availability of research data and data retention e.g. several UK Research Councils require data to be kept for 10 years after the completion of a research project. Commercial organisations may require even longer periods.

For further guidance, see the University's Research Data Management Policy.

8. Publishing Results

The University encourages the publication and dissemination of results of research, in an appropriate form, such as papers in refereed journals, authored books etc. It is important that research output is peer reviewed where appropriate. Researchers should make all reasonable attempts to present their research to the academic community, potential users and to the public, ideally through Open Access (OA). Open Access scholarship is digital, online, free of charge and free of most copyright and licensing restrictions.

UAL Research Online is the University's Open Access collection of its research results, and fulfils any Open Access requirements that may be required by a funding body or other external agency. Where a study has involved research participants, they should normally be informed of the outcome of the study.

A publication which is similar to other publications derived from the same research must contain appropriate reference to the other publications. Any author who submits similar work to more than one publisher should ensure that each publisher is aware of this at the time of submission.

The person with overall responsibility for a research programme, typically the Project Manager, should authorise publication of results; authorisation should cover both the content of the publication and intended place of publication. In the case of research that has been funded by an external body the Project Manager should ensure that any requirements or expectations of the funding body with regard to notification prior to publication are met.

Staff are required to deposit research publications, wherever possible, in UAL Research Online, the University's Research Repository. This provides immediate world wide open- access to the University's research, increasing visibility and allowing greater discovery of expertise in the global research community.

9. Authorship and Acknowledgements

The University expects anyone listed as an author on a paper or other form of output to accept personal responsibility for ensuring that they are familiar with the contents of the output and they are able to identify their contributions to it. The practice of 'honorary authorship' is unacceptable; only those who have contributed to the research should be listed.

The roles and contributions of formal collaborators and others who directly assist or indirectly support the research must be properly acknowledged. This should extend to the body or bodies funding the project, where appropriate. It should also apply when publishing research findings, and when making public statements regarding the research. Failure to acknowledge properly all direct or indirect contributions made by other persons may be considered unprofessional conduct.

10. Intellectual Property

Intellectual Property (IP) is the general term for intangible property rights which are a result of intellectual effort. In English law the following forms of Intellectual Property Rights (IPR), the legal recognition of the ownership of IP, are recognised: copyright, patents, design rights, registered design, trademarks, know-how and confidential information.

In relation to patent applications it is important to recognise that premature disclosure through publications or discussions and the incorrect listing of inventors can lead to invalidity and loss of rights. Advice on the protection and exploitation of intellectual property can be obtained from University Enterprise and the Research Management and Administration (RMA) department.

All Researchers should make arrangements to ensure that the ownership and potential exploitation of intellectual property is clearly defined prior to the commencement of any research. Researchers should inform RMA of any IPRs that may arise from externally funded research and also inform the sponsor. Details of the University's approach to managing intellectual property are available on the University website.

11. Health and Safety

The University strives for a positive health and safety culture. Research may involve the use of potentially dangerous or harmful equipment, substances or organisms. The safety of participants and of researchers and other personnel or staff must be given priority at all times, and health and safety regulations must be strictly observed. Researchers should be familiar with, and comply with, the University's health and safety regulations and codes relevant to their research, such as contained in the University's Health and Safety policy.

Referenced University Policies

- Code of Practice on Research Ethics
- Intellectual Property Policy
- Research Degrees Regulations: Code of practice for supervisors and postgraduate research students
- Procedure for the Investigation of Allegations of Misconduct in Research
- Records Management Policy
- Research Data Management Policy
- Health and Safety Policy
- Standing Financial Orders

Annex 5 Code of Practice for Supervisors and Postgraduate Research Students

Supervisors are responsible for the academic progress and pastoral support of their students, and for liaising with Associate Deans of Research and the PGR Team on administrative matters.

They should provide the necessary guidance and support to enable their student(s) to successfully complete the research project within the required timescale.

Supervisory teams will consist of a Director of Studies and one or more co-supervisors. Supervisors should normally supervise no more than 6 FTE (Full-time Equivalent) students and staff should only act as Director of Studies for a normal maximum of 6 headcount of the 6 FTE (Supervisors and line managers should refer to the Guidelines on Internal Supervisor loading for more details).

Responsibilities of Directors of Studies (first supervisors)

Supported by the co-supervisor/s the Director of Studies has the primary responsibility for the provision of supervision and guidance of the student's programme of research. This involves:

1. Establishing, in the initial supervisory meeting and in agreement with the other members of the supervisory team:

   - a framework for supervision, including arrangements for regular supervisory meetings and meetings with co-supervisors
   - the roles and responsibilities of each member of the supervisory team
   - the stages which the student will be expected to have completed at various points in the research (i.e. registration, confirmation)
   - the developmental needs of the students in relation to the agreed programme of research and the Joint Research Councils' Skills Statement.

2. Ensuring that the project:

   a. can be completed within the prescribed period of study (normally: full-time PhD 3 years, MPhil 2 years; part-time PhD 5 years, MPhil 3 years)

   b. can be completed within the period provided for by any funding awarded to the student

   c. complies with the Code of Practice on Research Ethics

   d. is suitable for the degree (MPhil/ PhD) which the student aims to undertake.

3. Giving assistance in defining the topic of research. It is important that the student and supervisors agree this at an early stage.

4. Ensuring that:

   a. the student is aware of College, University or discipline-specific research training programmes and that they are required to attend and/or that they meet training needs identified throughout the course of supervision.

   b. the student's Continuing Professional Development (CPD) is identified and actioned throughout the programme of study.

5. Ensuring with the student that documentation relating to the various stages of research is completed properly and submitted on time to the relevant parties.

6. Ensuring adequate cover is arranged if one of the supervisors is going to be absent for a period of time.

7. Adhering to the monitoring and progress reporting timetable agreed at the start of the project. This will include the registration process, annual progress reports including the annual report for confirmation and the completion of supervision record sheets as appropriate.

8. Ensuring in relation to the examination, that:

   - the thesis title is approved by the University Research Degrees Sub-Committee following registration;
   - the internal and external examiners are nominated in good time so that the examination can go ahead as soon as possible after submission of the thesis;
   - a date is arranged for the oral examination that is convenient to the examiners and the student in liaison with the PGR Team.

9. Making available to students details of appeals regulations and the appeal procedures for research degree candidates.

Responsibilities of the Supervisory Team (Director of Studies and Co-Supervisors)

1. Meeting regularly with the student at the intervals agreed at the start of the research programme. The normal expectation for full-time students is that at least 10 formal (i.e. recorded) supervisions must take place each year. During key monitoring stages of the research such as registration and confirmation more regular contact is to be expected.

2. Ensuring that any discipline/health and safety policies are brought to the attention of the student and explained.

3. Discussing any hazards involved in the research work and how these can be dealt with, and ensuring that safety procedures are followed.

4. Responding promptly and constructively to written or practical work completed, within the timescale agreed at the start of the project.

5. When a student has an urgent need for advice or guidance, the supervisor should be able to provide it within a reasonable timescale that does not delay the student's progress.

6. Drawing the student's attention to the examination regulations for the presentation and examination of theses (including any practical work) and agreeing a timetable for completion at least a year before submission.

7. If the thesis requires corrections or re-examination the supervisory team will normally continue supervision unless there are difficulties between supervisor and student.

In addition, students may reasonably expect all their supervisors to:

1. Treat them professionally.

2. Give early advice about the nature of research and the standard expected in order to achieve the degree for which the student is aiming.

3. Arrange a supervision meeting as soon as possible after enrolment. This would normally be within

the first week for full-time students. For part-time students, this may take longer to arrange.

4. Ensure that the first meeting covers the areas set out in 2. above. If this is not possible, these areas should be covered in another way.

5. Provide advice on literature sources and other research resources available and provide some directed reading to facilitate discussion and form the basis of a contextual review.

6. Deal promptly and appropriately with any research problems.

7. Take an active role in introducing the student to meetings of learned societies, seminars, etc, and to other researchers or experts in the field or relevant artists and designers.

8. Where the student's own creative work forms part of the research, and when adequate notice is given, every effort should be made by the supervisor to attend exhibitions, performances etc, or visit studios as appropriate.

9. Provide advice on the publication and/or exhibition of research work and on the public presentations about the research.

10. Put the student in touch with specialists inside or outside the University where the student's work goes outside the supervisor's expertise. If appropriate, the supervisor should recommend the appointment of such specialists as internal or external supervisors or advisors.

11. Provide both encouragement and positive advice as well as criticism and negative comment as appropriate.

Responsibilities of students

Students are expected to:

1. Work conscientiously and independently within the parameters of the guidance offered. Students should be self-directed, but should keep their supervisors informed and up to date with research work being undertaken.

2. Participate fully in College, University and discipline-specific research training programmes as appropriate.

3. Present visual and/or written material in sufficient time for comment and discussion and turn up to supervisory meetings well prepared and with a clear agenda based on previously agreed actions and emerging issues.

4. Take note of the advice from their supervisors.

5. By the end of the probationary period (post registration and pre-confirmation) students should have:

    a. a fully defined the area of research

    b. become acquainted with the background knowledge required

    c. completed the visual research and/or literature review

    d. a clearly defined methodology

    e. a provisional framework for the future progress of the research

    f. a timetable for the remainder of the registered period of study.

6. Maintain progress in accordance with the timetable agreed with the supervisors at the outset and the University monitoring requirements.

7. Keep as systematic a record as possible of all experimental work that has been attempted and accomplished in the laboratory or studio or other workspace.

8. Ensure that the standard of their English is sufficient for the presentation of a thesis. Students whose first language is not English should seek advice and be responsible for utilising the help of the University's Language Centre.

9. Comply with the Codes of Conduct set out in Annexes 2 and 6.

In addition, supervisors may reasonably expect students to:

10. Have produced a substantial amount of visual and/or written work, even if only in draft form, by the end of the first year. The meaning of 'substantial' should be agreed by the supervisors and the student at the outset.

11. Inform their supervisors of other people with whom they discuss their work.

12. Discuss with their supervisors the form of guidance and type of comment that the student finds most helpful.

13. Take the initiative in raising problems or difficulties, however elementary or trivial they may seem. It is the student's as well as the supervisors' responsibility to initiate contact and raise issues.

14. Recognise that their supervisors may have many competing demands on their time. The student should hand in work in good time and give adequate notice of unscheduled meetings. The need for adequate notice also applies to requests for references from the supervisors.

15. Note that, while a student would be unwise to submit the thesis against the advice of their supervisors, it is within their rights so to do.

16. Remember that it is the student's responsibility to submit the thesis to the PGR Team before the expiry of the registration period.

17. Be aware of the regulations for the presentation and examination of theses together with the appeals regulations and procedures.

Annex 6 Disciplinary Code for Students

This code is made under Article 12.2 of the Articles of Government, approved by Academic Board on 22 June 2006. Subject to refinements, with advice from The Plain English Society.

This Disciplinary Code observes the Common Law rules of Natural Justice in accordance with the Articles of the Human Right Act 1996. However, the detailed procedural requirements of the act for civil and criminal proceedings, do not apply to the application of this code.

The code applies to all students in respect of University activities (but not in their dealings with its subsidiary companies such as London Artscom Ltd).

Adjustments to the process may be made to accommodate students defined as having disabilities under Disability Discrimination and allied legislation.

Further information can be found on the University's Disciplinary Code for Students webpage.

Allegations of Academic Misconduct by PGR Students will be dealt with under the Procedure for Investigation of Allegations of Misconduct in Research.

Annex 7 University Appeals Procedure

University of the Arts London Assessment Regulations

University Appeals Procedures

The review of and appeals against a decision of an examination board.

Introduction

1. The University has clear procedures for dealing with student appeals which form part of its quality assurance system and reflect current best practice. The procedures governing appeals against assessment outcomes are treated seriously without negatively affecting student rights or impartial judgement on academic progress.

2. Appeals may be submitted within the boundaries set by these regulations when a student believes they have a significant concern related to the assessment process.

3. University Secretary and Registrar. The Regulations and Procedures are approved by the Academic Board and managed by the Office of the University Secretary and Registrar. It is the University Secretary and Registrar who has the final responsibility for the procedures together with the authority to make adjudication upon any questions raised by a student, the Students' Union or member of staff in relation to any aspect of the procedure.

4. Students' Union. A student appellant may obtain representation from the Students' Union. The Students' Union can also advise on the operation of the procedures, or in relation to any aspect associated with an appeal.

5. Disability. Disabled students who require reasonable adjustments in order to make an appeal should contact the University Secretary and Registrar's Office directly. Reasonable adjustments will be arranged in consultation with the student and where necessary the Central Disability team, Mental Health Adviser or College Disability Officers. Students may be asked to provide a copy of their Needs Assessment Report in order to inform the process.

Further information can be found on the University's Course Regulations webpage.

Annex 8 Research Degree Registration Transfer Procedures

1. Scope of Procedures

These procedures apply to candidates who wish to:

a. transfer their research degree registration to University of the Arts London from another institution; or

b. register with University of the Arts London to complete their research degree after withdrawing from registration at another institution; or

c. register with University of the Arts London to complete their research degree after their registration at another institution has lapsed.

2. Applicant Information Requirements

All candidates wishing to apply for admission to read for a research degree at University of the Arts London are be required to state whether they are, or have previously been, registered for and not completed research degree study at another institution.

Transferring candidates will be expected to register with University of the Arts London for a period of no less than one year. An application should be submitted to the UAL Application Portal.

Candidates who have been registered for at another institution and who have not completed their research degree are required to upload the following information to the applicant portal:

a. A letter from the administrative authority at the current or previous institution which provides detailed information about the candidate's research degree registration at that institution and where applicable confirms that the proposed transfer is acceptable to and supported by their institution. The details about the candidate's research degree registration must include:

ii. the institution at which they are or were registered for research degree study

iii. the date on which they were registered as a research degree student at that institution

iv. the date of their confirmation (upgrade to PhD or MPhil) if passed

v. whether they are or were registered for full-time or part-time study

vi. the degree for which they are or were registered, i.e. MPhil or PhD

vii. the name(s) and contact details of their supervisor(s) at that institution

viii. the title of their research project

ix. the total length of their registration, with the dates and reasons for any periods of suspended study

b. A letter from the potential transfer student stating the details of why they wish to transfer their registration to University of the Arts London from that institution

c. A completed application for transfer and must include:

i. an academic reference from the candidate's supervisor or, if more appropriate, where they are or were registered for research degree study.

ii. a detailed case which explains the basis on which the candidate has satisfied the potential supervisor(s) and the Chair of University Research Degrees Sub Committee that they are in a position to successfully complete a research degree of University of the Arts London

ix. A completed application for transfer and must include:

x. an academic reference from the candidate's supervisor or, if more appropriate, where they are or were registered for research degree study.

xi. a detailed case which explains the basis on which the candidate has satisfied the potential supervisor(s) and the Chair of University Research Degrees Sub Committee that they are in a position to successfully complete a research degree of University of the Arts London

x. the endorsement of the Chair of University Research Degrees Sub Committee

3. Terms and Conditions of Registration

Once the admission recommendation has been approved by or on behalf of the University Research Degrees Sub-Committee, the candidate will be offered, and asked to accept, research degree registration on the understanding that they will normally be subject to a probationary period of six months for full-time students and twelve months for part-time students. At the end of this period an annual report must be submitted to the College Research Degrees Sub-Committee, following the same monitoring processes as other students, which should include:

i. an assessment of the student's progress since registration with University of the Arts London

ii. details of the formal training undertaken, including performance in any related assessment

iii. details of the supervision arrangements, including frequency, approximate duration of sessions and date of most recent contact

iv. details of any academic contributions made by the student to publications, seminars, conferences

v. details of the progress review undertaken by College for the annual report

vi. details of any concerns about the student's performance and ability to successfully complete a recommendation about continuing registration and the degree for which the student's registration should be confirmed

vii. internal supervisor(s) signature and date

Annex 9 Protocol for Online Confirmation Meetings

University of the Arts London

1. Microsoft Teams will be the platform used for UAL online Confirmations. Training on the use of Teams is available through UAL and Linked-In Learning. The Director of Studies will liaise with all parties, create the Confirmation meeting in Teams and set an agenda for the meeting. (suggested agenda attached)

2. Student must confirm that they are happy for their Confirmation meeting to take place through Teams. Microsoft Teams has the functionality for them to give their presentation.

3. Director of Studies should ensure the Confirmation Panel members are prepared to participate in the meeting through Teams and that they have access to Teams - it is best to download the Teams App as it has more functionality than the web version. All UAL staff and students have access to Teams (it can be downloaded from the web if an External Supervisor is attending and Teams is not provided by their Institution).

4. Confirmation Report and documentation to be shared with the panel by the Director of Studies one month before the meeting.

5. Confirmation Panel to meet at the appointed time and call the student to join the meeting at the time given on the agenda.

6. Once the meeting is complete the Director of Study should offer the student the opportunity to meet with Independent Academic without the presence of the supervisory team. If the student would like to do this the Supervisory team should leave the meeting and the Independent Academic will ask them to rejoin once the meeting with the student is completed.

7. Confirmation Panel to outline their recommendations to the student. Student to leave the meeting.

8. Confirmation Panel to complete Section C of the Confirmation Report form and submit to Researchdegrees@arts.ac.uk for approval by the UAL Research Degrees Committees.

Example Confirmation Panel Agenda

14:00 Confirmation Panel Meet

14:30 Director of Study calls the student to join the meeting

15:30 Student meets with Independent Academic (if requested)

16:00 Supervisory team re-joins the meeting and panel outline their recommendations

16.15 Student leaves the meeting and panel complete the report

Annex 10 Protocol for Online Viva Voce Examinations

Protocol for online Viva Voce Examinations

1. Digital thesis submissions for examination will be accepted.

2. PGR Team will liaise with everyone involved (Exam Panel, Student and Observer) about viva arrangements.

3. Microsoft Teams will be the platform used for UAL online Vivas. The PGR Team will liaise with all parties, create the viva meeting in Teams, support participants in its use and be on hand to support during the viva.

4. Student must provide written confirmation that they are happy for their viva to take place through Microsoft Teams and confirm if they wish to give a presentation (Teams has this functionality). The student's right to defer the viva until a face-to-face viva can take place will be respected.

5. Participants are advised to ensure they are prepared for the viva and have access to Microsoft Teams. For full usability it is best to download and install the desktop software instead of using a browser version.

6. Examiner's Preliminary Reports to be shared by the Chair the day before the viva takes place on the understanding that they are confidential and not to be discussed outside of the Exam Panel's Pre Meeting.

7. PGR Team to run technical check with all participants present 15 minutes before the Exam Panel's Pre-Meeting is due to commence.

8. Observer, Student and PGR Team member to leave the meeting once technical check complete so Exam Panel's Pre-Meeting can take place.

9. Chair to invite Student and Observer to re-join the meeting when Exam Panel is ready for the viva examination.

10. Chair to ask the Observer to turn off their camera and mute their microphone so they are only an observer to the meeting. This replicates the conditions in face-to-face vivas where eye contact between Student and Observer is avoided.

11. Experience has shown that online time feels longer than face to face so an hour might be an optimum duration for the actual viva, though longer will be scheduled for the meeting in case it is needed.

12. Chair will ask Student and Observer to leave the meeting when the viva is completed so they can discuss results.

13. Examination team agree viva outcome and feedback.

14. Student and Observer invited to re-join the meeting by the Chair to hear preliminary viva outcome.

15. Exam Panel to agree Joint Final Report and Chair to submit this to PGR Team within 5 days of the viva for final ratification by URDSC.

Example Viva Timings

	Before	During					After
Stage	Chair to Circulate Preliminary Reports	Pre-viva tech check by RMA Admin	Exam Panel's Pre-Meeting	Viva Examination	Exam Panel Results Discussion	Preliminary Viva Outcome	Joint Final Report Submission
Example Timings	Day before viva	12:30 - 12:45	12:45 - 13:30	13:30 - 15:30	15:30 - 15:45	15:45 - 15:50	Within 5 days of viva
Participants	Chair (sends Preliminary Reports to Examiners)	Chair, Examiners, Student, Observer and RMA Admin	Chair and Examiners	Chair, Examiners, Student and Observer	Chair and Examiners	Chair, Examiners, Student and Observer	Chair submits report within 5 days

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SE5 8UF

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Granary Building

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Kings Cross

London

N1C 4AA

Chelsea College of Arts

15 John Islip St

Westminster

London

SW1P 4JU

London College of Communication

Elephant and Castle

London SE1 6SB

London College of Fashion

105 Carpenters Road
Stratford

London

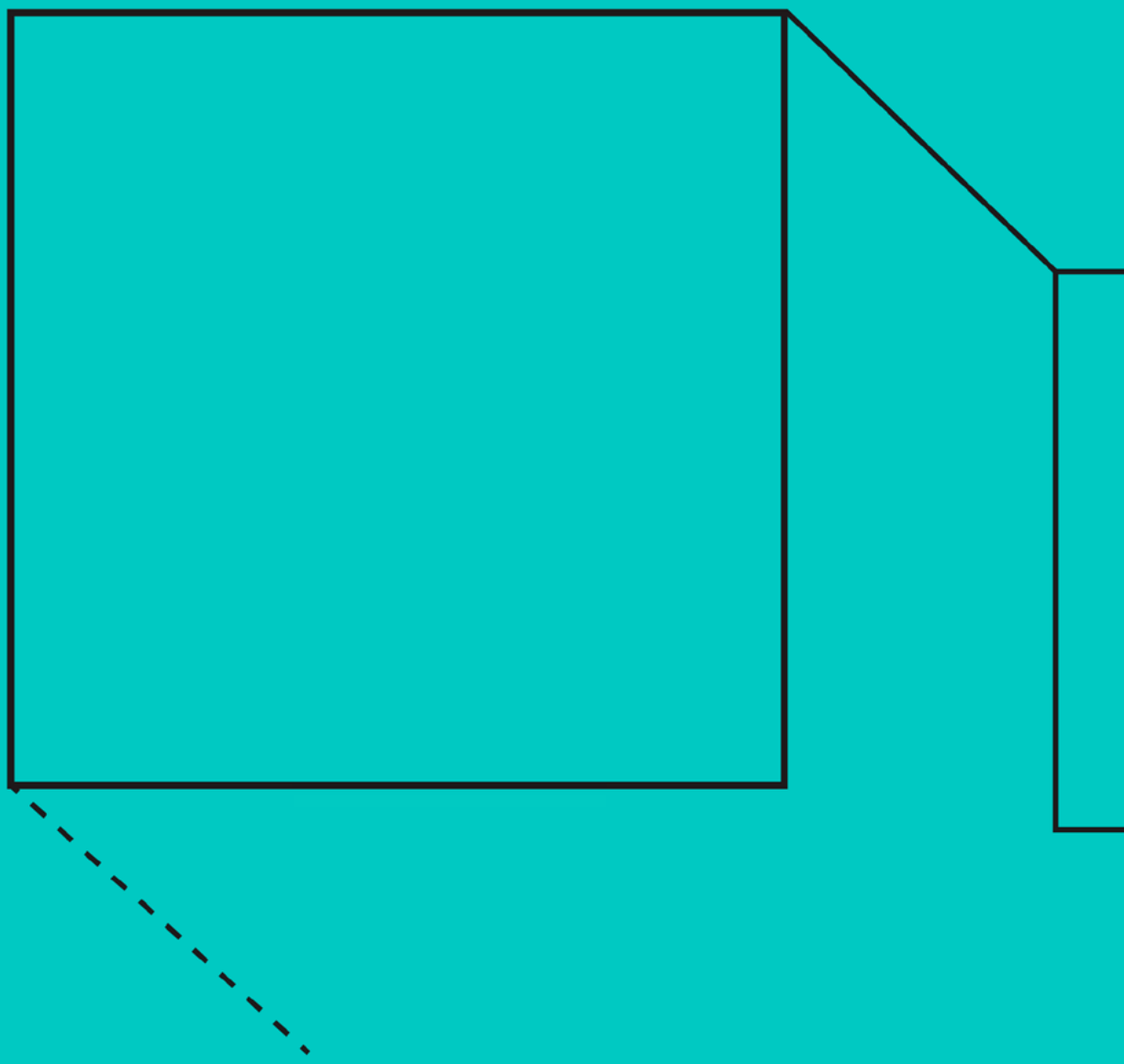
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The information in this Research Degrees Handbook and Regulations is correct at time of publication.

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