University of Brighton

Doctoral College

University of Brighton Regulations for Research Degrees

2016/17

1 Scope

Programmes of research may be undertaken in any field of study provided that the proposed programme:

(i) can be appropriately supported by supervisory experience in the University; and
(ii) is capable of leading to scholarly research and to its presentation for assessment by appropriate examiners in the form of

a) a written thesis; or

b) a written thesis which may be supplemented by material in other than written form, if appropriate; or

c) a written thesis constructed, or drawing from published work (which may include creative or scholarly work) by the researcher including an original critical appraisal of a sustained programme of research in a specific field; or

d) the candidate's own creative work where it formed part of the intellectual enquiry and presented in relation to the argument of a written thesis and set in its relevant theoretical, historical, critical or design context; or

e) the preparation of a scholarly edition of text or texts, musical or choreographical work or other original artefacts together with a substantial introduction and critical commentary which set the work in the relevant historical, theoretical or critical context.

All proposed research programmes shall be considered on their academic merits and without reference to the concerns or interests of any associated funding body.

2 Standard of research degrees

2.1 the MPhil will be awarded to a candidate who has, to the satisfaction of the examiners, presented and defended by oral examination a thesis which demonstrates that the candidate has:

i) critically investigated and evaluated an approved topic;
ii) demonstrated an understanding of research methods appropriate to the field;
iii) shown an ability to relate the findings of the study to the broader context.

2.2 the PhD, PhD by Publication and EngD will be awarded to a candidate who has, to the satisfaction of the examiners, presented and defended by oral examination a thesis which demonstrates that the candidate has:

i) critically investigated and evaluated an approved topic resulting in an independent and original contribution to knowledge;
ii) demonstrated an understanding of research methods appropriate to the field;
iii) shown an ability to relate the findings of the study to the broader context.

2.3 A Professional Doctorate will be awarded to a candidate with appropriate professional experience who has, to the satisfaction of the examiners, presented and defended by oral examination a thesis, which demonstrates that the candidate has:

i) critically investigated and evaluated an approved topic resulting in an independent and original contribution to knowledge relating to practice;
ii) demonstrated an understanding of research methods appropriate to the field;
iii) shown an ability to relate the findings of the study to the broader context;
iv) provided evidence of critical reflection through the research process.

2.4 While the University offers a range of Doctoral awards, it should be remembered that the standards and notions of the characteristic quality of a doctoral graduate are in all cases equivalent.

3 Registration periods

3.1 The minimum/maximum periods from initial registration for the respective categories (see 4.2) for research degrees are:

Category	Minimum	Maximum
MPhil		
Full-time	18 months	36 months
Part-time	30 months	48 months
PhD		
Full-time	24 months	60 months
Part-time	36 months	84 months
Professional Doctorates		
Full-time	36 months	60 months
Part-time	48 months	72 months
PhD by Publication		
Part-time	12 months (normal period of registration)	
EngD		
Full-time	48 months	72 months

3.2 The University is aware that research projects develop at different rates and that these guidelines may not always be appropriate. The University will consider, exceptionally, applications for examination within these minimum guidelines.

3.3 If a candidate has previously undertaken research as a registered candidate for a research degree, it may be appropriate to approve a shorter than usual registration period which takes account of all or part of the time already spent by the candidate on such research.

3.4 Where a candidate is prevented because of ill-health or other circumstances from making progress with the programme of research, they may suspend. Suspensions are normally granted for a period not exceeding a year at any one time and normally a student cannot suspend on more than two occasions. Retrospective suspensions will normally be permitted for a maximum three-month period. Any suspension will require the formal approval of the University. Following suspension, students are required to participate in a Return to Study meeting. Failure to do so will result in a Progression Review Panel.

3.5 Full-time candidates are advised that they should devote on average at least 37 hours per week to their research and part-time candidates on average a minimum of 12 hours per week.

3.6 Registration cannot normally be extended beyond the maximum period of registration identified at 3.4 above. Any application for extension beyond the normal period of study will have to prove that completion is possible within this maximum time. Extensions will not normally be granted for a period exceeding one year at a time.

4 Requirements for registration of candidates

4.1 The admission and registration of each candidate will require appropriate academic judgement being brought to bear on the viability of each research proposal in accordance with the procedures established by the Academic Board. The purpose of the admission and registration procedure is to ensure, in so far as it is possible, that the candidate is able to achieve the standard of the award sought; that the subject of the research itself and the research methods proposed will allow this to be achieved; and that the University is able to ensure that suitably qualified and experienced staff act as supervisors, and all other resources required can be accessed. Each registered research student will be affiliated to a specific School and supported by a College.

4.2 A person may apply for admission and registration as a research degree candidate for one of the following categories of registration:

i) the Degree of Master of Philosophy (MPhil);

ii) the Degree of Doctor of Philosophy (PhD);

iii) a Professional Doctorate.
iv) the Degree of Doctor of Engineering (EngD)

The University expects that the initial registration of PhD candidates will normally be on an MPhil with the possibility of transfer to PhD. The initial registration of Professional Doctorate candidates will be on an MRes and EngD students register directly to that award.

4.3 The normal entry requirements for registration for the Degree of MPhil and EngD are:

i) a first or second class honours degree, or other qualification which is regarded by the University of Brighton as being equivalent, and which is normally relevant to the programme of study proposed; or

ii) appropriate research or professional experience at postgraduate level. An application made by someone with this experience will be considered on its merits and will normally require independent academic references.

4.4 The normal entry requirements for registration for the Degree of PhD are:

i) a recognised Master's Degree or other qualification which is regarded by the University of Brighton as being equivalent, and which is normally relevant to the programme of study proposed; or

ii) substantial appropriate research or professional experience at postgraduate level which resulted in published work, written reports or other appropriate evidence of accomplishment. An application made by someone with this experience will be considered on its merits and will normally require independent academic references.

4.5 The normal entry requirements for registration for a Professional Doctorate are:

i) a recognised Master's Degree or other qualification which is regarded by the University of Brighton as being equivalent, and which is normally relevant to the programme of study proposed and appropriate professional experience; or

ii) substantial appropriate research or professional experience at postgraduate level which resulted in published work, written reports or other appropriate evidence of accomplishment.

4.6 The provisional research topic must be stated in order for a candidate to be considered for admission and registration.

4.7 It is the responsibility of the candidate to enrol as a research student with the University each year during her/his period of registration for a research degree. This re-enrolment is subject to satisfactory progress as approved by the Thesis Panel.

4.8 If the proposed programme of work is to be part of a group project, then the programme of research to be undertaken by the applicant and presented as her/his own work for the purposes of assessment shall be clearly distinguishable and be appropriate for the category of registration and level of award being sought.

4.9 A candidate for the Degree of PhD or MPhil will undertake an integrated programme of related studies, the performance of which may be formally assessed, in addition to the research element. This programme of work will be identified by the Thesis Panel during induction and progress against it will be reviewed at least annually. Such a programme of study shall not occupy more than one-third of the total period of registration and shall complement the research.

4.10 With the exception of specific research training courses, a candidate shall only be permitted to register for another course of study concurrently with the research degree registration if either the research degree registration is itself part-time or the other course of study is part-time, and then only provided that the supervisory team considers that the dual registration will not detract from the research.

4.11 When a candidate wishes to undertake a programme of research in which the candidate's own creative work will form, as a point of origin or reference, a significant part of the intellectual inquiry then the application for the registration of the candidate shall set out the form of the intended submission and the proposed methods of assessment.

4.12 Where a member of the University's teaching staff wishes to register for a research degree, responsibility for approving the registration team shall rest with the Head of School (or nominee).

4.13 The candidate shall abide by the obligations set down in any confidentiality agreement (see also 17.8).

4.14 All intellectual property, whether or not patentable or capable of other intellectual property protection, shall belong to the University unless agreed otherwise in writing at registration. Unless otherwise agreed, the copyright of the thesis is vested in the candidate.

5 Induction, programme of work and related studies and collaboration

5.1 A candidate for a research degree shall be required to follow a programme of induction as appropriate to the area of study as determined by the supervisory team.

5.2 It is expected that students will take a programme of related studies on the advice of their supervisory team. This programme should fulfil the following objectives:

i) to assist the candidate with the timely and successful completion of the research project;

ii) to provide the candidate with the skills and knowledge necessary for the pursuit of the
proposed research and the use of the intended research methods;

iii) to ensure that the candidate leaves with a rounded and useful range of skills for further academic work or employment outside academia*;*

d) to provide an underpinning body of knowledge relevant to the field of study;

e) to provide breadth of knowledge in related subjects.

5.3 All research students should be familiar with, and be expected to comply with, the University *Code of Good Practice in Research*. (see Appendix 1)

6 Research Plan Approval

6.1 The full-time candidate is required to submit a Research Plan for University approval within four months of initial registration, this period will be extended to seven months for part-time candidates. Candidates enrolled on Professional Doctorates under route A (refer to section 10) are required to submit a Research Plan within four months of transfer to Stage 2. Candidates enrolled on Professional Doctorates and the EngD under route B submit Research Plans as part of their progression to stage 2. Failure to submit a Research Plan without prior approval will result in a Progression Review Panel which may result in a recommendation for withdrawal of registration.

6.2 Should the Research Plan not be approved, the candidate will have one further opportunity to submit. The date of submission will be no less than one month and no more than three months from the date of the initial Research Plan Approval meeting.

Please refer to sections 6.6 and 6.7 of the code of practice for the possible outcomes of the RPA2.

7 Supervision

7.1 In approving supervision teams the university seeks to ensure that there is an appropriate level of academic support available for the student and experience of supporting research students to a successful conclusion within the supervisory team.

7.2 Each research degree candidate shall have at least two supervisors and not usually more than three.

7.3 Each supervisory team must have a lead supervisor who has primary responsibility for liaison with staff responsible for research student administration within the University and must be listed on the University's Register of Approved Supervisors. Other members of the supervisory team not on the Register will normally complete the requirements for entry onto the Register within the first year of the candidate's programme of study.

7.4 At least one supervisor shall have experience of supervising candidates to the successful completion of research degrees. In the case of a candidate registered for a PhD, one of the supervisors should have successfully supervised to PhD level.

7.5 Normally, the supervision team shall have a combined experience of research degree supervision of not fewer than two candidates to successful completion.

7.6 In addition to the supervisors, it may be appropriate to identify an adviser or advisers to contribute specialised knowledge or to provide a link with an external organisation.

7.7 A person who is registered for a research degree either with the University of Brighton or with another institution, shall normally not be eligible to act as a supervisor for a research degree candidate, but may be appointed to act as such if a special case is made. Where a student's supervisor becomes registered for a research degree other than by PhD by Publication, after the student's registration, that supervisor shall normally withdraw and alternative arrangements for supervision be made. The University will normally appoint a replacement supervisor should one of the existing supervisors be absent for any reason for a period of longer than six months.

7.8 In deciding whether the proposed supervisory arrangements are satisfactory, the existing supervision commitments, and the record of supervision of the proposed supervisors, will be considered. A supervisor shall not normally act as lead supervisor for more than six candidates.

8 Progress review

8.1 Continuation of registration of the student shall be dependent on the approval of the University at a formal Progression Review Panel. This meeting will be held at least once every year. However the University reserves the right to hold a Progression Review Panel at any point provided that at least one month's notice is given to the student and supervisors.

8.2 Should the progression of a student not be approved by the Progression Review Panel, the student must produce specified evidence and/or additional work for consideration at a second meeting of the Progression Review Panel to be held no less than one month and no more than three months after the initial progression review. Supervisors may be required to produce further evidence at this stage. The

supervision team (or lead supervisor as a minimum) will attend this meeting which must also include a representative of the Doctoral College Board who is external to the School. The student is also permitted to bring a person of their choosing.

8.3 The Progression Review Panel will consider the evidence submitted to it and if it is not satisfied that the student has met the requirements outlined in the first meeting of the Progression Review Panel, they may recommend to the Doctoral College Examinations sub-committee that the student be excluded. Should this occur, the student will have the right to submit an appeal. (see Annex 1)

9 Transfer of registration from Master to Doctor of Philosophy

9.1 A candidate who was registered initially for MPhil shall have the opportunity to submit a formal application for the transfer of their registration to PhD. This should normally be done within 18 months of initial registration for a full-time student and within three years for a part-time student.

9.2 In order to apply for transfer, a candidate must prepare a transfer report. This should normally contain the following:

a summary of progress to date;

evidence of learning against individual researcher development needs, as identified at
induction and subsequent progression points;

ii) three draft chapters including the methodology chapter, or the appropriate equivalent, depending on the subject discipline;

iii) a statement articulating the anticipated original contribution to knowledge which is likely to be made;

iv) a detailed work plan for the completion of the thesis.

9.3 Students will be required to present a summary of their work to-date to the transfer panel.

9.4 Candidates wishing to transfer to PhD must demonstrate the following:

i) critical investigation and evaluation of an approved topic which has the potential to result in an independent and original contribution to knowledge;

ii) an understanding of research methods appropriate to the field;

iii) an ability to relate the findings of the study to the broader context.

Rejection of the transfer may only be due to failure to achieve the above. Candidates will only have two opportunities to apply for transfer to a doctoral programme. The second application should normally be made within six months of notification of the first unsuccessful attempt for a full time student and within nine months for a part time student.

9.5.1 Candidates should have the right to appeal on the second rejection of the transfer application. An appeal can only be made on the following grounds:

i) there were circumstances affecting the candidate's performance of which the Thesis Panel were not aware;

ii) that there was evidence of procedural irregularity in the process (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such an irregularity;

iii) that there was evidence of unfair assessment or improper conduct on the part of one or more members of the Thesis Panel.

9.5.2 Candidates should submit a request of review of the decision to the Doctoral College Manager within one month of notification of the decision to reject the transfer application. The Doctoral College Manager will convene a panel to consider the request. The panel shall comprise of:

i) the Chair of the Doctoral College Board (or Deputy where the Chair is from the same School as the candidate);

ii) a Director of Postgraduate Studies (from an academic College other than the one in which the student is registered);

iii) a senior researcher from the School in which the candidate is registered who has had no prior involvement with the candidate.

9.5.3 The panel shall have the discretion to decide whether sufficient evidence is presented or whether they wish to interview members of the Thesis Panel or the student, who has the right to be accompanied by a person of their choosing. The panel may also require additional evidence to be provided. If the panel agrees that the candidate has valid reasons for a review they can ask the Thesis Panel to review its decision, requiring if it is considered appropriate, the opinion of the researcher identified in iii) above to be added to the debate.

9.5.4 If the panel decides that there are not valid grounds for an appeal, the decision should be communicated to the candidate. There should be no further right of appeal.

9.6 A candidate who is registered for the Degree of PhD and who is unable to complete the approved programme of work may, at any time prior to the submission of the thesis for examination, apply for the registration to be changed to that of the Degree of MPhil providing that the work has attained the required standard.

10 Transfer of registration from MRes to Professional Doctorate/EngD

10.1 All students accepted for entry to a Professional Doctorate programme will be enrolled in the first instance onto an MRes. EngD students enrol directly to EngD. Professional Doctorate and EngD students will follow one of the two following routes:

Route A (applies to ProfD in Education) - students follow the full MRes programme to completion which enables transfer to the Professional Doctorate subject to a specified grade profile (refer to course handbook).

Route B (applies to EngD and ProfD in Health) - students follow the taught element of the MRes programme (80 credits), following which they undertake a transfer process that meets the threshold of the MPhil/PhD transfer. In this instance students are assigned two supervisors (plus an industrial supervisor for EngD students) from

the outset of the MRes in order to support the development of their research proposal.

11 Examinations

11.1 The examination for the Research Degree shall have two stages: first, the submission and preliminary assessment of the thesis and accompanying material; second, the defence of the thesis by oral examination.

11.2 The Doctoral College Examination Sub-Committee is responsible for the appointment of the examining team. This must take place before the thesis can be submitted for examination.

11.3 It is the responsibility of each candidate to ensure that the thesis is submitted for examination before the expiry of the period of registration (taking account of any extension(s) which may have been approved). The submission of the thesis for examination shall be at the sole discretion of the candidate.

11.4 The candidate shall be required to submit one perfect bound copy of the thesis for each examiner to the Doctoral College normally a minimum of eight weeks before the oral examination. Once the thesis copies have been submitted and lodged in the Doctoral College, a date shall be set for the oral examination. The thesis will be sent to the examiners only when the date of examination has been set and confirmed with the candidate and all examiners involved.

11.5 When a candidate has undertaken a programme of research in which the candidate's own creative work formed, as a point of origin or reference, a significant part of the intellectual inquiry, that work will have been undertaken as part of the registered research programme. The creative work shall also be clearly presented in relation to the argument of a written thesis and set in its relevant theoretical, historical, critical or design context. The final submission shall be accompanied by a permanent record of any creative work, where practicable, bound with the thesis.

11.6 A programme of research including creative work involves the production of a thesis in which the contribution to knowledge and understanding comprises a written text and creative practice. There is a range of ways in which these elements can be configured to comprise the final output/PhD thesis:

The written element and the creative practice together comprise the 'thesis';
The creative practice supplies the data for a thesis which to all intents and purposes takes a written form, but which includes the practice (either first-hand or via documentation) in the role of 'evidence';

The creative practice is seen to carry the original contribution underlying the 'thesis', and its contribution to knowledge and understanding is addressed by the written text.

The above is not exhaustive and variations of the above may be appropriate. All such projects must explain the role of creative practice and the written text in the thesis.

The candidate is expected to demonstrate the originality of their thesis and how the creative practice synergises with the written text to produce an original contribution to knowledge. The candidate must demonstrate the relationship between their creative work and the written thesis. These elements are not examined independently.

The candidate will present their creative practice to be considered by the examiners alongside their written text in a context appropriate to the intentions of that practice. This may involve examiners attending an exhibition, them considering the creative practice as made available in the examination room on the day of the viva or through the production of an appropriate digital (or otherwise) recording of that practice.

Candidates should provide some form of permanent record of their practice to be included as part of the permanent binding of the thesis. In circumstances where the time constraints that result from the candidates broader plans for exhibition mitigate against this the candidate should explain why this is the case in the written text.

11.7 When a candidate undertakes a programme of research of which the principal focus is the preparation of a scholarly edition of a text or texts, musical or choreographic work or other original artefacts, the completed submission shall include a copy of the edited text(s) or collection of artefact(s), appropriate textual and explanatory annotations and a substantial introduction and critical commentary which set the text in the relevant historical, theoretical or critical context.

11.8 Each candidate 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, a candidate would be under serious disadvantage if required to undergo an oral examination, an alternative form of examination can be considered by the Doctoral College Examination Sub-Committee. The grounds on which an alternative form of examination may be proposed shall not include a candidate's inadequate knowledge of the language in which the thesis is to be presented.

11.9 Any failure to comply with the procedures established by the Academic Board of the University of Brighton for the examination may lead to the examination being declared null and void and to the appointment of new examiners.

11.10 A candidate shall take no part in the arrangement of the examination and have no formal contact with the external examiner(s) during the examination process.

11.11 A candidate shall be required to confirm that the thesis has not been submitted for a comparable academic award. However, a candidate should not be precluded from incorporating in the thesis, covering a wider field, work which has already been submitted for a degree or comparable award, provided that it is made clear in a formal declaration and in the thesis, which work has been so incorporated.

11.12 The thesis and the oral examination shall be in English. The candidate should, therefore, have sufficient command of the English language to complete satisfactorily the programme of work and to prepare and defend a thesis in English.

12 Examiners

12.1 A research degree shall be examined by at least two examiners, of whom at least one must be an external examiner.

12.2 Each oral examination will be chaired by a member of staff from the register of approved oral examination chairs. Each Chair must be from a School other than that where the student is registered and shall have had no prior involvement with the project, or any association with the candidate. This person shall advise the examiners on the regulations of the University but will take no part in the final academic judgement of the examiners.

12.3 The supervisors of the candidate may not serve as examiners.

12.4 A representative of the supervisory team, subject to the consent of the candidate, may attend the oral examination. He/she may participate in the discussion only if addressed directly by the examiners, shall not be present at the examiners' preliminary discussions and be required to withdraw prior to the deliberation of the examiners on the outcome of the examination.

12.5 Where there is a potential conflict of interest, or the degree is sought by means of published work, a second external examiner must be appointed. (Where a degree is sought by means of published work, please refer to section 17 for further guidance on the examination of such a degree.) Second external examiners would normally apply to candidates who are members of the University's staff. Candidates who have undertaken small amounts of work (up to 6 hours per week paid work at any point of the programme) would normally be examined by one internal and one external examiner. However they are required to provide a statement addressing potential conflicts of interest, and where a conflict is noted, a second external examiner would be required.

12.6 Examiners shall be experienced in research in the general area of a candidate's thesis and have experience as a specialist in the topic(s) to be examined.

12.7 The examining team as a whole shall have substantial experience (i.e. normally three or more previous examinations) of examining research degree candidates. Provided this is the case, an inexperienced examiner who has the appropriate expertise as a researcher in the topic(s) to be examined, may be appointed. Normally at least one examiner shall have experience of examining at the particular level to be examined.

12.8 An individual who has had a substantial direct involvement in the student's work or whose work in the focus of the research project should not be appointed as an examiner.

12.9 An external examiner shall not have acted previously as the candidate's supervisor or adviser, and shall not normally be a supervisor of another candidate registered at the University.

12.10 An external examiner shall not normally, in the last two years have acted as an external examiner on a taught course or for another research degree candidate at the University, or have been employed by the University, or be from the same institution as an external member of the supervisor team.

13 Responsibilities of the examiners

13.1 Each examiner is required to read and examine the thesis and to present an independent preliminary report to the University, normally five working days before any oral or alternative form of examination is to be held. In making the preliminary report, each examiner shall consider whether the thesis provisionally satisfies the requirements of the degree and where possible make an appropriate provisional decision subject to the outcome of the oral examination.

13.2 These reports will be issued to the other examiners prior to any oral or alternative form of examination. Before viva, the examiners should not confer or begin the process of examination in the absence of the Independent Chair. The

examiners are able at all times throughout the examination to raise matters of interest to themselves regardless of whether any reference was made to such matters in their preliminary report.

13.3 The Chair is responsible for: chairing the examination; ensuring, with the examination team, prior to the viva, agreement on the issues to be discussed; ensuring that the questioning by examiners during the examination is appropriate and fair and that the student is given every opportunity to respond to the questioning; ensuring that the viva proceeds in an orderly manner and is completed in good time; advising the examiners on the interpretation of the university's regulations; informing the candidate of the recommendations of the panel and ensuring that the candidate is informed of actions required of them; ensuring that actions resulting from the examination are understood by all; forwarding notification of the outcome to the Examinations Officer for transmission to the Research Degree Examination Sub-Committee for approval. Where there is no internal examiner, the chair will explain the post-viva process and assist the external examiners with the completion of the post-viva form.

13.4 Following the oral examination the examiners shall, where they are in agreement, present to the University, a joint report and the recommendation relating to the award of the degree and, where appropriate details of any additional work required and the timescale for its completion. The University considers that the period of time allocated for amendments is a question of academic judgement, however, exceptionally and only for good cause, an extension to this period may be granted.

13.5 The preliminary reports and joint decision of the examiners shall together provide enough detailed comments on the scope and quality of the work to enable the University to satisfy itself that the criteria for the award of the degree have been met. Where the examiners are not in agreement, they shall submit separate reports and recommendations to the University.

13.6 Following the completion of the examination and assessment process of a Research Degree, the examiners shall be able to recommend to the University one of the following:

a) that the candidate be awarded the degree for which he/she is registered;

b) that the candidate be awarded the degree for which he/she is registered subject to minor amendments being made to the thesis. Minor amendments can either take the form of minor editorial corrections or minor deficiencies, for which the maximum time permitted is normally twelve weeks

c) that the candidate be permitted to re-submit for the degree and be re-examined with or without an oral examination. The maximum time for re-submission for re-examination is normally 18 months for full-time students and 24 months for part-time students;

d) that the candidate be not awarded the degree and be not permitted to be re-examined;

e) in the case of a PhD examination, that the candidate be awarded the Degree of MPhil subject to presentation of the thesis amended to the satisfaction of the examiners. The maximum time permitted for re-submission as MPhil is normally 12 months.

13.7 Following the completion of the examination and assessment process of a PhD by Publication, the examiners shall be able to recommend to the University one of the following:-

a) that the candidate be awarded the degree for which he/she is registered;

b) that the candidate be awarded the degree for which he/she is registered subject to minor amendments being made to the original critical appraisal of his/her published work (see regulation 20.2 b);

c) that the candidate not be awarded the degree.

13.8 Where the examiners' decisions and recommendations are not unanimous, the University may:

a) accept a majority recommendation (provided that the majority recommendation includes at least one external examiner);

b) accept the recommendation of the external examiner;

c) require the appointment of an additional external examiner in accordance with the procedures approved for the appointment of examiners.

13.9 Following the requirement of minor amendments and the submission of the revised thesis, the examiners will decide whether or not the amendments are adequate. Should the revised thesis still not meet the required standard of the award, the examiners may request further iterations of the thesis within the permitted timescales in order to satisfy the requirements of the award. However, where these remain unmet the examiners will be required to produce a written report detailing how the revised thesis has not met the required amendments. Where this follows first submission, the candidate will be offered the opportunity to submit a revised thesis for re-examination.

13.9.1 If the recommendation of a pass subject to minor deficiencies which have not been met concerns a re-examination, the examiners will be required to produce a written report and make recommendations as follows:

a) in the event that the revisions were required to justify the award at Doctoral level, the examiners should normally recommend the award of an MPhil;

b) in the event that the revisions were required to justify the award of MPhil, the examiners should normally recommend that no award should be made.

13.10 Where it is decided, on the recommendation of the examiners, that the degree be not awarded and that no re-examination be permitted, the examiners shall be required to prepare an agreed statement of the deficiencies of the thesis and the reason for their decision to be forwarded to the candidate by the University.

13.11 The degrees of MPhil and PhD may be awarded posthumously, on the basis of a thesis completed by the candidate who is ready for submission for examination. In any such case, the evidence submitted shall be such as to make it clear that the candidate would have been likely to have been successful had the oral examination taken place.

13.12 Where the examiners' decision is re-examination, a PhD candidate is permitted to re-submit the thesis for the award of MPhil if he/she so chooses.

14 Re-examination

14.1 Re-examination may be permitted; normally only once.

14.2 The forms of re-examination may include:

a) the thesis only to be re-examined after revision, without holding a second oral examination;

b) a re-examination of the thesis after revision and the holding of a second oral examination;

c) a second oral examination after due time, without the need to revise or re-submit the thesis;

d) the holding of a different form of examination to test the candidate's abilities.

14.3 Following the completion of the re-examination and assessment process of a Research Degree, the examiners shall be able to recommend to the University one of the following:

a) that the candidate be awarded the degree for which he/she is registered;

b) that the candidate be awarded the degree for which he/she is registered subject to minor amendments being made to the thesis. Minor amendments can either take the form of minor editorial corrections or minor deficiencies, for which the maximum time permitted is normally twelve weeks

c) that the candidate be not awarded the degree.

d) in the case of a PhD examination, that the candidate be awarded the Degree of MPhil subject to presentation of the thesis amended to the satisfaction of the examiners.

15 Conferment of award

15.1 The Doctoral College Examination Sub-Committee shall receive the recommendation of the examining team and is responsible for the conferment of the award on behalf of the Academic Board subject to ratification by the Chair of the Board.

16 Grounds for appeals against examination decisions

16.1 Requests for a review of an examination decision concerning a research degree examination are permitted on the following grounds only:

a) that there were circumstances affecting the candidate's performance of which the examiners were not aware during the examination process, and of which the candidate could not reasonably have been expected to inform the examiners in advance;

b) that there was evidence of procedural irregularity in the examination process (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such an irregularity;

c) that there was evidence of improper conduct, prejudice or bias on the part of one or more of the examination team. Candidates may not otherwise challenge the academic judgement of the examiners.

16.2 Procedures for requesting a review of an examination decision by a research degree candidate can be found in Annex 2 of these Regulations.

16.3 Any review panel to deal with appeals shall not be constituted as an examinations board and shall not have any authority to set aside the decision of the examiners and thereby to recommend the award of the Degree.

17 The thesis

17.1 The final title of the thesis is approved when the Doctoral College Examination Sub-Committee approves the examination arrangements for the candidate, and may not be altered thereafter without the approval of the Doctoral College Examination Sub-Committee, unless the examining team makes an explicit recommendation for a revision, following the viva.

17.2 The thesis must include a statement of the candidate's objectives and acknowledge published and other sources of material consulted (including an appropriate bibliography) and any assistance received.

17.3 Where a candidate's research programme was part of a collaborative project the thesis must contain a clear statement of the candidate's individual contribution and of the extent of the collaboration.

17.4 There must be an abstract of normally a maximum of 400 words bound into the thesis which provides 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.

17.5 The candidate is free to publish material in advance of the thesis but reference should be made to any such work in the thesis. Students wishing to include a copy of this published material in both the print and electronic versions of the thesis should first ensure that their agreement with the publisher permits the inclusion of this material. Material should then either be bound in with the thesis or be placed in an adequately secured pocket at the end of the thesis, with adequate acknowledgement of the original source of publication.

Permission from the rights holders to include third party copyright material is not required for the examined thesis but is essential for publication online. Before the thesis is made available electronically, the candidate should sign a 'deposit agreement' confirming that all clearances have been obtained. If clearances cannot be obtained for all third party material, the candidate should be asked to provide a second, edited electronic version which can be added to the University of Brighton Repository and the British Library's electronic thesis service (EThOS).

17.6 A thesis should normally be in A4 format, but approval may be given for a thesis to be submitted in another format when it is apparent that the contents would be better expressed in that other format.

17.7 The text should normally comprise a maximum of:

a) 80,000 words for doctorates
b) 65,000 words for Professional Doctorates and the EngD;
c) 40,000 words for MPhils
d) 6,000 – 10,000 for PhD by Publication

It is expected that where a thesis is accompanied by other material, such as exhibited work, it will be shorter in length. Word count excludes text contained in references or appendices, but includes text contained in footnotes.

17.8 A candidate's thesis shall normally be made available to the public. In the case of theses which contain confidential material, it will be necessary to restrict access until the obligation of the confidentiality has expired.

Confidential information shall remain confidential for a period of 2 years unless otherwise agreed.

18 Submission of the final thesis

18.1 The following requirements must be adhered to in the submission of the final thesis. Guidelines for the presentation of theses are included in the regulations Appendix 1.

(i) One permanent-bound copy of each PhD thesis shall be lodged in the University of Brighton library.

(ii) One permanent-bound copy for your collaborating establishment (if applicable).

(iii) One electronic copy version on CD in PDF to be deposited with the University of Brighton Repository for uploading onto the British Library Electronic Thesis Online Service.

19 Research conducted outside the United Kingdom

19.1 If candidates propose to conduct their research outside the United Kingdom, the following conditions must be satisfied:

a) the candidates must establish close links with the University of Brighton;

b) there must be satisfactory evidence about the research which will be undertaken abroad (this includes access to facilities and the availability of supervisory support in the candidate's country);

c) the arrangements proposed for supervision must enable frequent and substantial contact to be made between the candidates and their supervisors based in the United Kingdom, including adequate face-to-face contact with the supervisors;

d) in addition, the candidate shall normally spend not less than six weeks per year in the University of Brighton.

20 Additional regulations for the award of the degree of Doctor of Philosophy on the basis of published works

20.1 Application

a) The candidate shall send to the Doctoral College a list of works on which the application is based together with a statement as to where and when the study and research on which the works were based was undertaken. A brief statement of the independent and original contribution to knowledge represented by the articles should be made. This should typically be of the order of 3000 words in length.

b) The candidate may also submit, in support of the application, unpublished works and/or works in other than written form.

c) A candidate who submits works written in co-operation with others shall state what proportion of the work was carried out personally by the candidate. The candidate is required to submit signed statements from co-authors, wherever possible, to verify the share of the work claimed by the candidate.

e) The candidate shall declare if any of the works on which the application is based have formed part of the submission for any other degree awarded to the candidate. Works submitted for another degree awarded to the candidate may not form a substantial part of the candidate's submission for the degree of Doctor of Philosophy.

f) An admissions panel is convened comprising the DPS from the College with which the application is associated, the proposed mentor and an internal assessor. The internal assessor will not be able to be proposed as the final internal examiner. Head of School approval of admissions decisions is required, although attendance on the panel is not necessary unless so desired.

g) The admissions panel shall make the decision on application and approve the appointment of a member of the University staff to act as a mentor to the applicant to advise on the construction and presentation of the thesis.

20.2 Submission and examination

a) The Doctoral College Examination Sub-Committee shall appoint not less than two examiners, as per the regulations governing appointment of MPhil/PhD examiners. Examiners must not be co-authors of any of the works on which the candidate's application is based.

b) The candidate must submit an original critical appraisal of the work submitted, together with the information provided under regulation 17. The appraisal must include a discussion of the contribution of the works submitted to the general advancement of the field or fields of study and research concerned and, unless the published works themselves include, a review of the relevant literature. This should normally be within the range of 6,000-10,000 words in length.

c) In examining the candidate, the examiners should determine whether the works submitted show that the candidate has carried out a programme of study and research comparable with that required to prepare a written thesis in the field concerned, and whether, in the light of the information submitted, the works show that the candidate has personally made a systematic study, normally in a single or

related fields, had shown originality by exercise of independent critical power and has made an original contribution to knowledge.

d) A candidate to whom the degree is not awarded may make a further application at any time, provided that such an application includes additional published works based upon further study and research.

Annex 1

Appeals to the Academic Appeals Committee following the exclusion from the University on academic grounds other than failure at assessment

1 Introduction

1.1 A student may be excluded from the University for reasons other than failure at assessment. (see regulation 8.3) Such decisions of a Board of Study, Progress Review Panel or Fitness to Practise Panel constitute recommendations to the Doctoral College Examinations sub-committee, which is ultimately responsible for the decision to exclude a student. A student who has been so excluded has the right to submit an appeal to the Academic Appeals Committee.

1.2 Where a student wishes to appeal, he/she should, within 30 working days[8] after notification of the decision of the Doctoral College Examinations sub-committee, submit an appeal in writing to the Secretary to the Academic Board either by post or electronically via the mailbox academic-appeals-regandsec@brighton.ac.uk. Students are required to complete the form entitled 'Academic Appeals: Research Degrees' when lodging an appeal with the Secretary to the Academic Board, stating the grounds for the appeal. The form is available on Studentcentral (see Student Handbook), on the University's web-site, the Doctoral College and the Students' Union.

Normally appeals submitted outside this specified timescale will be ruled invalid.

The Secretary to the Academic Board will acknowledge receipt of the appeal, in writing, normally within three working days, and refer the matter to the Academic Appeals Committee.

1.3 References in this section to a particular office holder (e.g. Registrar and Secretary/Secretary to the Academic Board) shall include their nominee.

2 Meeting of the Academic Appeals Committee

2.1 Introduction

2.1.1 The function of the Academic Appeals Committee is to establish whether there is, *prima facie*, a justified case for appeal by the student against exclusion on academic grounds other than failure at assessment and if so to consider whether to require the Doctoral College Examinations sub-committee r (acting on the recommendation from the Board of Study, Progress Review Panel or Fitness to Practise Panel) whose decision has been challenged, to reconsider his decision.

2.1.2 The Academic Appeals Committee will meet on the first convenient date, which shall not normally be more than 12 weeks (inclusive of University closures) after the request has been lodged.

The Secretary to the Academic Board will be Secretary to the Academic Appeals Committee and in summary:

[8] A working day does not include Saturdays, Sundays, public holidays or such additional days as the University is deemed to be closed.

is responsible for ensuring that the procedures are appropriately adhered to;
shall receive the formal notice of appeal;
shall convene a meeting of the Academic Appeals Committee;
shall ensure that decisions are notified to all parties concerned and that appropriate action is taken.

2.2 Timing

2.2.1 Ten working days' notice of the date, time and venue of a meeting of the Academic Appeals Committee shall be given to the members, the appellant and any other persons being required to attend. The notice to the appellant shall be sent by recorded delivery service to the address given on the written notice of appeal or via email. An appellant is required to inform the Secretary to the Academic Board in writing if he/she intends to be absent from the address given on the letter of appeal (particularly if he/she will be absent from the United Kingdom) at any time during the 12 week period.

2.3 Constitution, membership and terms of reference of the Academic Appeals Committee

The terms of reference are as follows:

A Committee of the Academic Board to act on behalf of the Board in:

i. deciding whether there is a case for appeal by the student against an examination board decision as set out in the University's General Examination and Assessment Regulations for Taught Courses;

ii. deciding whether there is a case for appeal by the student against exclusion on academic grounds other than failure at assessment as set out in:

the University's Regulations for Research Degrees
the University's General Examination and Assessment Regulations for Taught Coursesthe University's approved Fitness to Practise procedures

iii. informing the student where the case for appeal is not upheld;

iv. requiring an Examination Board or the Doctoral College Examinations sub-committee * whose decision has been challenged by the appeal to reconsider the decision where the case for appeal is upheld;

* acting on a recommendation from a Board of Study, Progress Review Panel or approved Fitness to Practise Panel

2.3.2 The Academic Appeals Committee will be composed of persons who have had no direct involvement with the student(s), or the course or the Examination Board concerned.

2.3.3 The membership of the Academic Appeals Committee shall be:

i. as Chair:
a member of the Senior Management Team,
or a Dean from an academic College other than that in which the appellant is based;

ii. a Head of School or Department, from a School other than that in which either the Chair of the Examination Board or Chair of the body making a recommendation to the Doctoral College Examinations sub-committee is based
or the academic staff member is based
or the appellant is based

iii. a member of the academic staff, from a School other than that in which either the Chair of Examination Board or Chair of the body making a recommendation to the Doctoral College Examinations sub-committee is based
or Head of School or Department is based
or the appellant is based

iv. a student of the University from an academic College other than that in which the appellant is based.

2.3.4 If it is necessary to convene the Academic Appeals Committee at short notice and in the event that none of the appointed members in a particular category (i.e. (ii), (iii) or (iv)) is available, the Chair of the Academic Board, or in his/her absence the Deputy Chair, shall have the right to replace any of the appointed members by a member of the same category, where appropriate.

2.3.5 The members eligible to serve on the Committee shall be reviewed annually by the Academic Board. The number of individuals serving in category (i) will vary, depending on the number of Senior Management Team members and the number of Faculties in the University. Up to eight individuals will be appointed in categories (ii) and (iv) and 12 individuals in category (iii).

2.3.6 Any potential member who has been involved in examining, counselling or advising an appellant will be ineligible to serve on the Committee hearing the case of that appellant.

2.3.7 A quorum of the Academic Appeals Committee shall be three members.

2.4 Procedure adopted for a meeting of the Academic Appeals Committee

2.4.1 Papers for a meeting of the Academic Appeals Committee will be available to members of the Committee, the Secretary to the Academic Board, and the appellant, and be circulated no later than five working days before the meeting. The papers will include:

notes on procedure;
the University's regulations for Research Degrees;
the appellant's appeal form (together with any supporting documentation);
appropriate information supplied to the Secretary to the Academic Board by the Doctoral College concerning the appellant's academic performance; and
any other written statement or evidence from the appellant.

Statements tabled at the meeting by the appellant shall not be permitted except by approval of the Committee and may result in the meeting being adjourned (refer 2.5)

2.4.2 The appellant must be present at the meeting of the Academic Appeals Committee and cannot be represented in absentia by a third party. The appellant may be accompanied by a person of his/her choosing. The appellant is responsible for securing the attendance of any person accompanying him/her and will inform the Secretary to the Academic Board of the name of any person accompanying him/her.

The University's provision of a hearing within the appeals procedure does not act as a Court of Law. It is therefore considered inappropriate for the parties to have legal representation. The University would therefore not normally expect the appellant to be accompanied to the meeting of the Academic Appeals Committee by a legal representative. Should the appellant choose to be accompanied by a legal representative, the University then reserves the right to its own legal representative at the meeting.

2.4.3 If the appellant does not appear and the Academic Appeals Committee is satisfied that notice of the appeal hearing was duly sent to him/her in accordance with section 2.2, the appeal lapses and the decision of the Doctoral College Examinations sub-committee will stand.

2.4.4 The Chair of the Doctoral College Examinations Sub-Committee (or his/her nominee) will be accompanied by the Chair of the Board of Study, Progress Review Panel or Fitness to Practise Panel as appropriate, and other relevant staff.

2.4.5 The Secretary to the Academic Board, or his/her nominee, shall normally be present throughout the meeting in order to advise the Committee.

2.4.6 The following procedure shall normally be adopted for a meeting:

preliminary private discussion by the Committee of the case;
statement/evidence from the Chair of the Doctoral College Examinations Sub-Committee, and any person accompanying him/her, in the presence of the appellant and any person(s) accompanying him/her;
questions by the Committee to the Chair of the Doctoral College Examinations Sub-Committee and any person accompanying him/her;
questions by the appellant and any person accompanying him/her to Chair of the Doctoral College Examinations Sub-Committee and any person(s) accompanying him/her;
further questions by the Committee;
statement/evidence from the appellant and any person(s) accompanying him/her, in the presence of the Chair of the Doctoral College Examinations Sub-Committee and any person accompanying him/her;
questions by the Committee to the appellant and any person(s) accompanying him/her;
questions by the Vice-Chancellor and any person accompanying him/her to the appellant and any person(s) accompanying him/her;
further questions by the Committee;
private meeting of the Committee on the evidence presented;
announcement by the Chair of the Committee's decision in the presence of all parties;
the Secretary to the Academic Board will inform the appellant in writing of the outcome within five working days of the meeting.

2.4.7 The Committee may decide, following its preliminary private discussion, to vary the order of proceedings. If it is not possible for the Committee to come to a final decision, but it is agreed that an adjournment (refer section 2.5) is not necessary, the Committee may reserve its decision but a decision must be made within five working days of the meeting.

The Committee, the appellant and the Vice-Chancellor may summon to appear any other person(s) whom they may consider to be material witnesses. The appellant and the Vice-Chancellor shall be responsible for informing:

the witnesses that they propose to call, of the details of the meeting and for securing their attendance; and
the Secretary to the Academic Board, of the names of the witnesses.

The Committee shall decide whether the witnesses will be called one at a time or whether they should be required to attend together.

2.4.9 The Committee shall have the discretion to decide whether sufficient information has been presented or if additional information and/or witnesses are required.

2.4.10 The Committee is not empowered to consider an appeal on grounds other than those lodged by the appellant. Any alteration to the grounds of appeal shall necessitate a fresh submission and a new hearing.

2.4.11 All decisions of the Committee shall be made by a majority vote of the members. In the event of the votes being tied, the decision shall be in favour of the appellant.

2.4.12 The proceedings of the Committee shall be confidential. In accordance with the University's guidelines on the conduct of meetings, no tape recording of the proceedings shall be allowed except by prior permission of the Chair of the Committee and the Secretary to the Academic Board. The minutes of the Committee's meeting and any resulting report shall be confidential to the members of the Committee and the Secretary to the Academic Board only, except where an appeal has been upheld. In these circumstances the minutes and/or a report will be deemed to be of assistance to the Doctoral College Examinations sub-committee when reconsidering the case (refer section 3.1).

2.5 Adjournment

2.5.1 The Committee may at any time adjourn the meeting to a subsequent meeting of the Committee. Where the day, time and venue for such a meeting are not appointed at the time of the adjournment, the Secretary to the Academic Board shall, not less than 10 working days before the day appointed, give notice to the members of the Committee, the appellant and any other persons being required to attend, of the day, time and venue of the resumed meeting.

When the meeting is resumed no fresh evidence shall, except by approval of the Committee, be produced unless either:

the substance thereof has been communicated by the appellant to the Secretary to the Academic Board not less than 10 working days before the resumed meeting; or
it is in the nature of a reply to any such evidence.

3 Procedure to be followed in the event of an appeal being upheld

If the Academic Appeals Committee upholds the appeal, it shall require the Doctoral College Examinations sub-committee (acting on a recommendation from the Board of Study, Progress Review Panel or Fitness to Practise Panel) to reconsider their decision.

3.2 If the Committee decides that there are grounds for a review, the grounds on which the Doctoral College Examinations sub-committee is to be asked to reconsider

their decision should be identified. For this purpose it shall supply the Doctoral College Examinations sub-committee with its comments, recommendations and any other evidence or information which has been produced.

If a decision is referred to the Doctoral College Examinations sub-committee, as detailed above, the Doctoral College Examinations sub-committee shall reconsider, within three calendar months of the date of the appeal hearing, the appellant's case, giving due consideration to the comments and recommendations of the Committee. The Doctoral College Examinations sub-committee will either confirm their decision or make such adjustments as in the circumstances seem just. The Doctoral College Examinations sub-committee will report their decision to the Secretary to the Academic Board who will inform the appellant and take any necessary action.

Procedure to be followed in the event of an appeal being dismissed

If the appeal is not upheld the outcomes and the justification for it will be communicated to the appellant by the Secretary to the Academic Board. There is no further right of appeal within the University.

Annex 2

Appeals against examination decisions for research degree candidates

1. Introduction and scope

1.1 This section is concerned solely with grounds and procedures for dealing with appeals arising from examination results, for example a request from a candidate that an examination decision be reconsidered. Other areas of appeal against decisions affecting a student's academic progress, (for example that a student be excluded from the University on academic grounds other than failure in an examination, or against the outcomes of disciplinary action that may be taken following a proven case of irregular behaviour in an examination or in the University) are the subject of other regulations and procedures determined by, or on behalf of, the Board of Governors and are detailed in the University of Brighton Code of Practice for MPhil, PhD and Professional Doctorates. Complaints against any actions or arrangements during the candidate's period of study, for example alleged inadequacy of supervision or other arrangements do not constitute grounds for appealing against an examination decision. Such complaints should be dealt with at the time the need arises and by using the mechanism of the Student's Complaints Procedure.

1.2 Where a research student has declared a disability, the University will endeavour to ensure that information is available to them at all stages of the procedure in appropriate formats, and advice will be sought from Student Services to ensure that any reasonable adjustments are made to the associated proceedings to accommodate the student's needs.

1.3 It is a requirement for all those involved in the procedure that all information received in connection with the appeal is treated as strictly confidential.

1.4 The Doctoral College Manager should be consulted on any matters of regulations or procedure.

1.5 References in this section to a particular office holder (e.g. Registrar and Secretary) shall include their nominee.

2. Grounds for appeals against a research degree examination decision

2.1 The grounds on which an appeal against an examination decision may be permitted are clearly laid down in the University of Brighton Regulations for Research Degrees and are reproduced below.

Appeals against a research degree examination decision are permitted on the following grounds only:

a) that there were circumstances affecting the candidate's performance of which the examiners were not aware during the examination process, and of which the candidate could not reasonably have been expected to inform the examiners in advance;

b) that there was evidence of procedural irregularity in the examination process (including administrative error) of such a nature as to cause doubt as to whether the result might have been different had there not been such an irregularity;

c) that there was evidence of improper conduct, prejudice or bias on the part of one or more of the examination team. Candidates may not otherwise challenge the academic judgement of the examiners.

(From regulation 16)

Appeals on academic grounds are not permitted.

3. Procedures for making an appeal against an examination decision

3.1 Where a candidate fails to be awarded a degree or the degree for which he/she was examined the University will immediately inform the candidate of the examination decision, and of their right to appeal against it, referring them to this section of the regulations, with which they should be provided.

3.2 Before making an appeal a candidate is encouraged to discuss the matter with a member of his/her Thesis Panel.

3.3 If the candidate decides to proceed to submit an appeal, he/she must give notice of this intention to the Registrar and Secretary within one month of the date of notification of the examination result. The notice must indicate on which of the permissible grounds the appeal is to be made.

3.4 The appellant then has a further three months from the date of giving notice of intention, to submit the appeal for consideration.

3.5 The case for appeal must be made, initially in writing and accompanied by all relevant documentation, to the Registrar and Secretary.

3.6 At this point the Registrar and Secretary (or his/her nominee) together with the Chair of the Doctoral College Board (or if the Chair has had previous involvement in the case, another member of the Research Degrees Committee with no previous involvement) and one other senior member of the University staff, i.e. a Dean or Head of School from a School other than the one in which the candidate is registered and who has had no previous involvement with the case, will consider whether the appeal is made on grounds which appear to justify it being deserving of further consideration. Appeals made on grounds which are deemed to be outside the permitted grounds, frivolous or vexatious will not be carried further. Where such a decision is reached, the Registrar and Secretary will inform the appellant to this effect within one month of receiving the appeal. The appellant may then make one further resubmission of an appeal on revised grounds if he/she so wishes for initial consideration as above.

3.7 Where a request for a review is judged, by the processes outlined in 3.6 above, to appear to be based on grounds which make it worthy of further consideration, the University will inform the appellant within one month of the decision that there is a case for review, and will convene an Appeals Panel to consider the appellant's case within three months of the decision. The appellant will be informed of the date of the Appeals Panel meeting at least one month in advance of the date of that meeting.

4. Composition and conduct of the Appeals Panel

4.1 Membership of the Appeals Panel will consist of persons having expertise of supervising and examining research degrees and who have had no previous

involvement in the case. Normally at least one member of the panel should have specific expertise relevant to the nature of the appeal. Any potential conflict of interest should be declared by Panel Members so that the Chair can take any action deemed appropriate to ensure impartiality.

4.2 The Appeals Panel will comprise:

4.2.1 As Chair, the Pro-Vice-Chancellor (Academic Affairs) or his/her nominee who fulfils the criteria above.

4.2.2 Another senior member of the University staff who fulfils the criteria above.

4.2.3 A member from outside the University who fulfils the criteria above.

4.3 A Secretary to the Appeals Panel.

4.4 The appellant must be present at the Appeals Panel meeting and cannot be represented in absentia. The appellant may be accompanied by a person of his/her choosing to support him/her.

4.5 The Appeals Panel and/or the appellant may summon to appear any other person(s) whom they may consider to be material witnesses.

4.6 The Appeals Panel will be provided with documentation in advance of the meeting, including:

This section of the Regulations for Research Degrees
The pre-viva and post-viva examination reports
The report of the Independent Chair of Examination
The appellant's letter of appeal (together with any supporting information)
Any other written statement or evidence from the appellant or other relevant persons

The appellant will be provided with a copy of the agenda for the meeting, and advised as to the composition of the Panel, and any other parties who are being invited to provide evidence.

4.7 The Appeals Panel meeting will normally include:

preliminary private discussion by the Panel;
evidence from the appellant, and any person accompanying him/her;
questions by the Panel to the appellant and any person accompanying him/her;
evidence from any other witness;
questions by the appellant to any other witness;
questions by the Panel to any other witness;
private meeting by the Panel on the evidence presented;
announcement by the Chair of the decision of the Panel in the presence of the appellant and Panel.

4.8 The Appeals Panel shall have the discretion to decide whether sufficient information has been presented and if additional information/witnesses are required before a decision can be reached.

4.9 The Appeals Panel is not an examinations board and has no authority to set aside the decision of the examiners and thereby to recommend the award of the

degree. Its function is to establish whether there is a justifiable case for requesting a review and to decide a course of action.

4.10 The Appeals Panel is not empowered to consider a review on any other grounds than those lodged by the appellant. Any alteration to the grounds of appeal would require a fresh submission and a new hearing.

5. Recommendations and outcomes

5.1 If the Appeals Panel decides that an appellant has valid grounds for a review it must either:

5.1.1 recommend to the Registrar and Secretary that the examiners be required to reconsider their decision within three months;

5.1.2 recommend to the Registrar and Secretary that new examiners be appointed and the thesis be re-examined.

5.2 The decision and the grounds on which it was reached will be communicated to the appellant by the Registrar and Secretary within one week of the Appeals Panel meeting. The Registrar and Secretary will then inform the appellant of actions required on his/her part and likewise the examiners if relevant.

5.3 If the Appeals Panel decides that there are not valid grounds for requesting a review this decision and the grounds on which it was reached will be communicated to the appellant by the Registrar and Secretary within one week of the Appeals Panel meeting. There is no further right of appeal within the University.

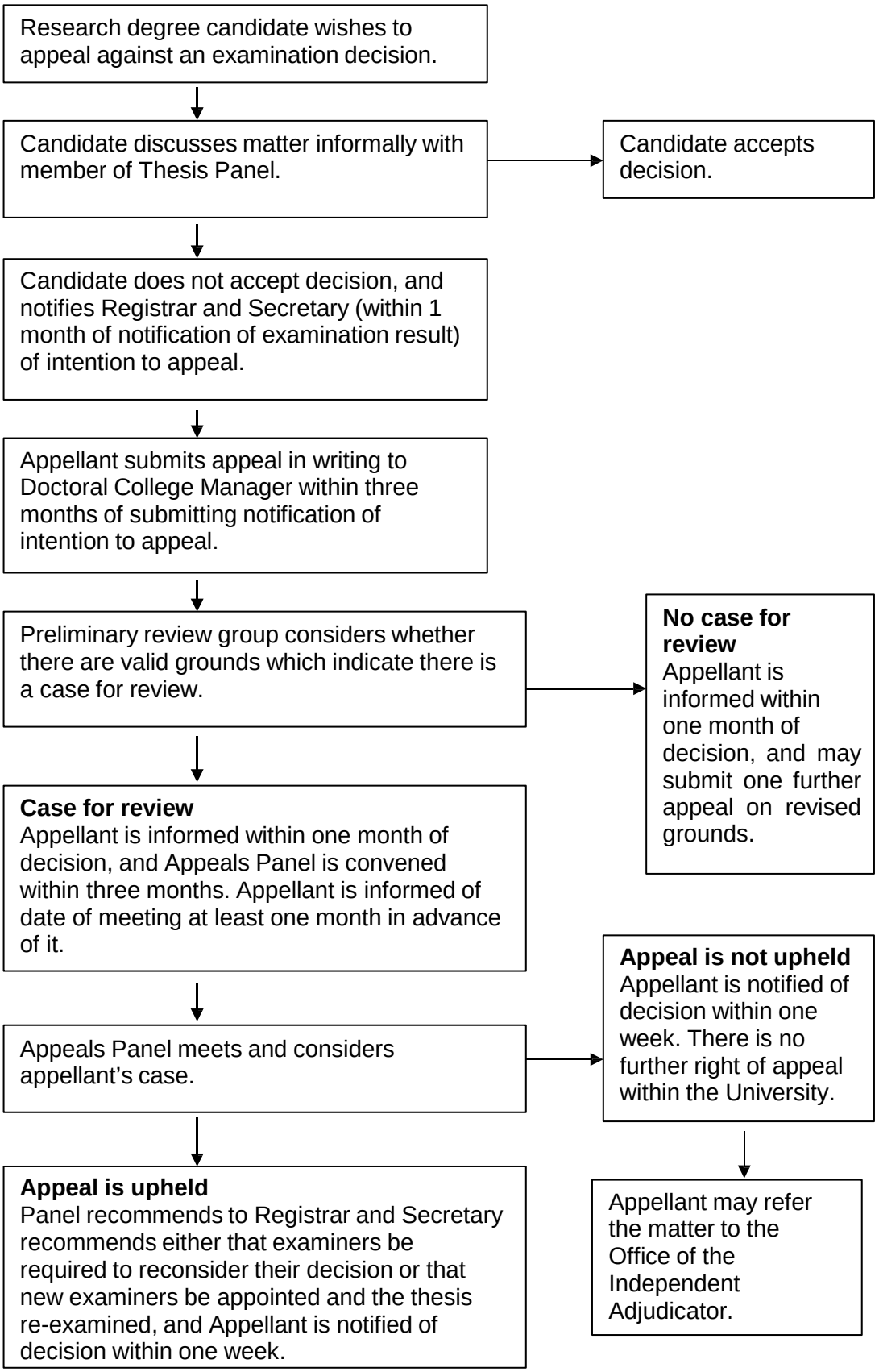
5.4 If the appellant remains dissatisfied with the outcome of the University's academic appeals procedure, then they may refer the matter to the Office of the Independent Adjudicator (OIA). This must be done within three months from the date of issue of the Completion of Procedures Letter.

5.5 Information on the Office of the Independent Adjudicator can be obtained from the Students' Union, Student Services or the OIA website.

5.6 At all stages in the above process the University shall make all reasonable attempts to assist the appellant by means of provision of relevant information and advice and to ensure that he/she is promptly informed of all decisions made concerning his/her case.

5.7 On exhaustion of the University's internal procedures, the University will issue a letter (Completion of Procedures Letter), to the appellant, confirming that the internal appeals procedures have been exhausted.

Process for appeals against examination decisions for research degree candidates



Guidelines for the Presentation of theses - Appendix 1

Introduction

These guidelines have been developed in response to a growing need for guidance, both for supervisors and research students.

General

Please ensure that the format of the text is consistent throughout the thesis.
Copies of the thesis shall be presented in a permanent and legible form either in typescript or print. Where copies are produced by any photocopying processes, these must be of a permanent nature. Where word processor and printing devices are used, the printer must be capable of producing text of a satisfactory quality.
A perfect-bound copy of the PhD thesis is kept for use by the British Library. This requirement is not necessary for MPhil theses.
A permanent-bound copy for the University of Brighton library.
A permanent-bound copy for a collaborating establishment (if applicable)
An electronic version (PDF) to be deposited with the University of Brighton Repository for uploading onto the British Library Electronic Thesis Online Service.

1 Main text

- The abstract should not normally be more than one page of A4 in length, or no more than 400 words.
- The thesis should be printed on white A4 paper between 70g/m2 and 100g/m2. Permission from the examining body must be sought if non A4 paper is used.
- Pages which are larger than A4 will be reduced when microfilmed. Writing therefore may become illegible.
- Large illustrations should be folded to fit A4 size and should not extend across both pages of the thesis.
- If the thesis contains photographs you may substitute good photocopies in the copy which is to be sent to the British Library.
- If colour is used, the quality must be of a good standard for reproduction purposes. Please ensure that pages where colour is used are marked ‘Original in Colour’.
- The thesis should be printed on one side of the paper, right hand pages (rectos) only for examination purpose, but can be printed double-sided for the final version.
- The left margin should not be less than 40mm to allow for binding and the others should not be less than 15mm.

2 Other material

- Materials not bound with the text should be inserted into a pocket on the inside back cover of the thesis or separate volume or container in an acceptable format.
- They should be clearly marked to avoid being lost.

3 Permanent Binding

- The binding should be of a fixed type so that leaves cannot be removed or replaced.

- The front and rear boards should have sufficient rigidity to support the weight of the work when standing upright.
- Each volume should not be more than 70mm thick.
- The colour of the binding should be arbelave buckram (navy blue).
- The outside front board should bear the title of the work in gold leaf in at least 24pt type. The full name of the candidate, the qualification and the year of award should also be shown on the front board.
- The spine of the work should bear the qualification, the name and initials of the candidate, and the year of award.

4 Perfect binding

Perfect binding (also known as Temporary or Soft Cover binding) should be card front and back with a strip of navy blue book cloth covering the spine. The pages should be glued together.
The colour of the card should be adagio (pale blue).
The outside cover should bear the title, the name and initials of the candidate, the qualification and the year of submission should also be shown on the front cover, in black ink Size 24 pt.

5 Videos, CDs and DVDs

Candidates submitting CD or DVD should present these in a wallet attached to the back cover of the thesis.

6 Typography

- Character size should be not less than 2mm for capitals and 1.5mm for lower case. (Ariel 12pt, Times New Roman 12pt and Helvetica 12pt are suggested fonts and sizes). Care should be taken when using smaller character size for notes as legibility may be lost when copies are made.
- Division of end of line words should be avoided.
- One-and-a-half spacing, or double if necessary, must be used in typescript except for indented quotations or footnotes where single spacing may be used.
- Paragraphs should be
  either; (i) flush left with additional space between paragraphs
  or; (ii) indented 5-10 mm with no additional spaces between paragraphs; opening paragraphs and those that follow headings are not indented.
- Right-hand justification of text is discretionary;
- Method (i) should be used if paragraphs are numbered.

7 Tables

- Locate any tables used close to the first reference in text. If there are numerous references or tables, locate them at end of text.
- Allocate 1 table per page as far as possible. If the table extends to more than one page, headings should appear on both.
- Number and title should appear below each table, in that order.
- Each row/column to clearly labelled or headed.
- Character size as in 6 above.

8 Candidate's Declaration

The following statement should be inserted into the thesis:

Declaration

I declare that the research contained in this thesis, unless otherwise formally indicated within the text, is the original work of the author. The thesis has not been previously submitted to this or any other university for a degree, and does not incorporate any material already submitted for a degree.

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9 Headings

- Headings should not normally be centred.
- Consistency is essential throughout the text.
- If used, a header should appear on the top line of the page, in a smaller size than the main text, but only in the main text. Information included should cover: - name; year of submission; page; etc.

10 Pagination

- Numbers - normally Arabic.
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11 Notes

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13 Front and end pages

- Order of text: Abstract, contents, list of tables/illustrations/accompanying material, acronyms and definitions, preface, acknowledgements, author's declaration.
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ION TRAJECTORIES AT COLLISIONLESS SHOCKS IN SPACE PLASMAS

PHILIP NEWMAN

A thesis submitted in partial fulfilment of the
requirements of the University of Brighton
for the degree of Doctor of Philosophy

April 2013

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