

ACADEMIC REGULATIONS FOR POSTGRADUATE RESEARCH AWARDS

effective from the 2026 - 2027 academic year

Document Owner:	Greenwich Doctoral College
Principal Contact:	Head of Doctoral Services
Approving Body:	Research & Knowledge Exchange Board
Date of Approval:	1 st July 2026
Date Effective From:	August 2026
Applies to: <i>(delete as appropriate)</i>	New students Continuing students Partner provision
Review Date:	Updated annually, full review every 3 years
Version:	V1.0 2026/27
Public or internal access only <i>(delete as appropriate)</i>	Public Access Internal access only
Summary/Description:	
The Academic Regulations for Postgraduate Research Awards provides the framework and criteria for the assessment, examination and awarding of a university research award.	

This document can only be considered valid when viewed via the University website. If this document is printed into hard copy or saved to another location, you must check that the version number on your copy matches that of the one on the University website. Approved documents are valid for use after their approval date and remain in force beyond any expiry of their review date until a new version is available.

Preface

The Academic Regulations for Postgraduate Research Awards should be read in conjunction with the [Postgraduate Researchers' and Supervisor's Handbook](#), which sets out the expectations and procedures in relation to the admission, training, supervision, support and progress of postgraduate researchers .

The application of the Academic Regulations for Research Awards is underpinned by University policies and procedures, to which reference is made at appropriate points within the Regulations. The University's [Postgraduate Research website](#) provides access to the University's comprehensive range of support services and development opportunities as well as guidance and forms to support the Postgraduate Research journey.

Contents

Table of Contents

A. INTRODUCTION	1
A1 Scope and Purpose	1
B. ACADEMIC FRAMEWORK	1
B1 Qualification Descriptors.....	1
B2 Awards.....	3
B3 Dual Awards, Joint Awards & Collaborations with Other Higher Education Providers	3
C. ADMISSION OF STUDENTS	4
C1 General Principles	4
C2 Doctorate by Published Work	4
C3 Higher Doctorates	5
C4 Transfer from Masters by Research to MPhil/PhD or PhD.....	6
D. REGISTRATION, CONTRACTUAL OBLIGATIONS AND ENGAGEMENT	7
D1 Registration	7
D2 Permitted Periods of Registration	8
D3 Contractual Obligations.....	11
D4 Engagement	11
E. SUPERVISION	12
E1 General Principles	12
E2 Appointment of Supervisory Teams	12
E3 Supervisory Team Requirements	12
E4 Advisers.....	13
F. PROGRESS AND PROGRESSION	13
F1 General Principles	13

PROGRAMME SPECIFIC REQUIREMENTS	14
F2 Master of Philosophy (MPhil) to Doctor of Philosophy (PhD)	14
F3 Doctorate (PhD/EdD) by Publication	16
F4 Doctor of Philosophy (PhD)	16
F5 Doctorate by Published Work (PhD)	16
F6 Professional Doctorates (EdD/DSocSci)	17

G. EXAMINATION AND ASSESSMENT 18

G1 Master of Philosophy (MPhil), Doctor of Philosophy (PhD), Doctorate by Published Work (PhD) and Professional Doctorates (EdD/DSocSci).....	18
G1.1 General Principles	18
G1.2 Request for Final Examination	18
G1.3 Oral Examination	19
G1.4 Examination Panels	20
G1.5 Examination Process	21
G1.6 Outcomes	22
G1.7 Resubmission and Re-Examination	24
G2 Doctorate by Published Work	26
G2.1 Initial Examination	26
G2.2 Resubmission	26
G3 Higher Doctorates (DSc, DTech, DLitt, LLD)	27

H. ACADEMIC APPEALS 27

I. CONFERMENT OF AWARDS 28

I1 General Principles	28
I2 Issue of award certificates	28
I3 Posthumous awards	29

APPENDIX 1: UNIVERSITY RESEARCH AWARDS MADE IN ASSOCIATION WITH APPROVED COLLABORATING HIGHER EDUCATION INSTITUTIONS/RESEARCH INSTITUTIONS 30

Regulations relating to MPhil, MPhil/PhD and PhD awards made in association with approved collaborating Higher Education/Research Institutions, Dual Awards and Joint Awards.....	30
1 Research awards made in association with approved collaborating Higher Education/ Research Institutions.....	30
2 Integrated Collaborative Programmes with International Partners (MSc/PhD Studies)	32
3 Dual Awards.....	34
4 Joint Awards	34

APPENDIX 2: RESEARCH PROGRAMMES CONDUCTED BY DISTANCE LEARNING 36

Regulations relating to arrangements for postgraduate researchers studying an MPhil, MPhil/PhD, PhD or Professional Doctorate by distance learning in the UK and overseas.	36
---	----

Additional Requirements for Postgraduate Researchers based at External Institutions	37
---	----

APPENDIX 3: CONFIDENTIALITY AND RESTRICTED ACCESS TO THESES	39
--	-----------

Regulations relating to confidentiality and restricted access to theses	39
---	----

A. INTRODUCTION

A1 Scope and Purpose

- A1.1 The role of the regulations is to maintain the quality and academic standards of the University's research degree programmes and to provide clear guidance for postgraduate researchers and staff.
- A1.2 In keeping with its designation as an autonomous degree awarding body the University requires a comprehensive, consistent and coherent framework of academic regulations, procedures and working practices in order to enable the assurance of academic standards and the consistent and equitable treatment of all its postgraduate researchers wherever they are located. The *Academic Regulations for Postgraduate Awards* (hereafter known as the *Regulations*) set out the University's minimum requirements for:
- (i) the management of research degree programmes;
 - (ii) the mechanisms for assuring the academic standards of the University's research degrees.
- A1.3 The University Research Degrees Committee is responsible for the formal ratification of all amendments, additions and variants to the *Regulations*.
- A1.4 The *Regulations* encompass all of the University's academic provision contributing to postgraduate research awards (with the exception of the Masters by Research Award).
- A1.5 Professional doctorate programmes, comprising a taught element followed by a research element, are governed by the *Academic Regulations for Taught Awards* for the taught element and the *Academic Regulations for Postgraduate Research Awards* for the research element.
- A1.6 The *Regulations* are reviewed annually by the Greenwich Doctoral College and updated to reflect any changes that may have been ratified by the University Research Degrees Committee during the previous year. Updated *Regulations* are published annually during the first full working week of August on the Student & Academic Services website together with a clear statement about changes that have been made since the previous publication.
- A1.7 Where a postgraduate researcher is in receipt of external funding from a research council, the specific UK Research & Innovation (UKRI) regulations will take precedence over the University's Academic Regulations for Postgraduate Research Awards.

B. ACADEMIC FRAMEWORK

B1 Qualification Descriptors

- B1.1 Candidates for the award of Master of Philosophy are expected to meet the Level 7 (Master's Degrees) descriptors for such awards set out in the *UK Quality Code for Higher Education, The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies*, QAA (October 2024) and the *Office for Students (OfS) Sector-recognised standards* (March 2022).
- B1.2 Candidates for the award of the Doctoral level awards of Doctor of Philosophy (PhD) and of Doctorate in Education (EdD) / Doctorate in Social and Criminal Justice (DSocSci) are expected

to meet the Level 8 (Doctoral) descriptors for such awards set out in the *UK Quality Code for Higher Education* *The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies*, QAA (October 2024) and the Office for Students (OfS) *Sector-recognised standards* (March 2022) .

Quality Assurance Agency (QAA) and Office for Students (OfS) Masters (Level 7) and Doctoral (Level 8) Qualification Descriptors:

HE qualifications as set out in the FHEQ	FHEQ level and definition		Minimum credits
PhD/DPhil	8	Doctoral degrees are awarded to students who have demonstrated: - the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication - a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice - the general ability to conceptualise, design and implement a project for the generation of new knowledge, applications or understanding at the forefront of the discipline, and to adjust the project design in the light of unforeseen problems - a detailed understanding of applicable techniques for research and advanced academic enquiry.	Not typically credit-rated
Professional doctorates			540 (minimum 360 credits at Level 8)
Research master's degrees	7	Master's degrees are awarded to students who have demonstrated: - a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of their academic discipline, field of study or area of professional practice - a comprehensive understanding of techniques applicable to their own research or advanced scholarship - originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the discipline - conceptual understanding that enables the student: - to evaluate critically current research and advanced scholarship in the discipline - to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses.	180

B1.3 Higher doctorates do not feature as part of the Quality Assurance Agency (QAA) document *The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies* (2024). There is therefore no commonly accepted UK based framework relating to the content, assessment and award of such degrees.

B2 Awards

B2.1 Master of Philosophy (MPhil):

awarded to a postgraduate researcher who meets the Level 7 descriptor set out in section B1 of the regulations, which may be summarised as having critically investigated and evaluated an approved topic, demonstrated an understanding of research methods applied to a chosen field, and has presented and defended a written thesis by oral examination (*viva voce*) to the satisfaction of approved examiners.

B2.2 Doctor of Philosophy (PhD):

awarded to a postgraduate researcher who meets the Level 8 descriptor set out in section B1 of these regulations, which may be summarised as having critically investigated and evaluated an approved topic, including demonstrating an understanding of research methods as applied to a chosen field, resulting in an independent and original contribution to knowledge, and has presented and defended a written thesis by oral examination (*viva voce*) to the satisfaction of approved examiners

B2.3 Professional Doctorates (EdD/DSocSci):

Awarded to a postgraduate researcher who has accrued 540 academic credits comprising:

- (i) A taught phase (180 Level 7/8 credits) and;
- (ii) A research phase (360 Level 8 credits) – this phase requires the successful completion of a research project that meets the Level 8 Doctoral descriptor set out in section B1 of these regulations, the topic of which may be selected from any area within the general field of the approved doctorate programme, consistent with the professional context of the student.

B2.4 Higher Doctorates:

Awarded to a candidate on the basis of submission by the candidate of a body of published work which, in the opinion of the examiners, constitutes an original, significant and sustained contribution to the advancement and/or application of knowledge, over a sustained period of time, which establishes the student as a leading authority in the field of study concerned. Current higher doctorates recognised by the University are:

- Doctor of Science (DSc)
- Doctor of Technology (DTech)
- Doctor of Letters (DLitt)
- Doctor of Law (LLD)

Other titles may be awarded to recognise equivalent endeavour in other disciplines.

B3 Dual Awards, Joint Awards & Collaborations with Other Higher Education Providers

B3.1 Dual Awards involve the granting of separate awards for successful completion of an agreed programme of study by the University and one or more formally recognised higher education providers. Further information on such arrangements is set out in Appendix 1 of this document.

B3.2 Joint Awards involve the granting of a single award for successful completion of one programme of study offered with other formally recognised higher education providers. Further information on such arrangements is set out in Appendix 1 of this document.

- B3.3 The University may enter into a formal collaboration with other formally recognised higher education providers that do not possess research degree awarding powers for the purpose of furthering the postgraduate research endeavour. Under such collaborations, the regulations set out in this document will be applied. Further information on such arrangements is set out in Appendix 1 of this document.

C. ADMISSION OF STUDENTS

C1 General Principles

- C1.1 The University's admissions policies and practices assist in meeting the strategic aims of the University and enhancing its position as a leading higher education institution.
- C1.2 The University is committed to operating admissions procedures that are fair, transparent and consistent. The University strives to admit only suitably qualified applicants who have the ability to complete their programme of study successfully.
- C1.3 With the exception of the Doctorate by Published Work, Higher Doctorate and transfer from the Masters by Research, admission requirements for postgraduate research programmes are detailed on the university's website <https://www.gre.ac.uk/research/study/apply>.

C2 Doctorate by Published Work

- C2.1 The PhD by published work is only open to current contracted members of staff of the University who have passed their probation period and those who hold a formal honorary position in connection with the University.
- C2.2 Applicants must normally meet the standard entry requirements for registration to MPhil/PhD as detailed on the university's website <https://www.gre.ac.uk/research/study/apply>.
- C2.3 Appropriate expertise in the field concerned must exist within the University so that suitable and experienced supervision may be provided to the applicant.
- C2.4 To be considered for the PhD by Published Work route, applicants, in consultation with their proposed supervisor, must submit an Application for PhD by Published Work to the Head of Greenwich Doctoral College.
- C2.5 Unpublished work cannot be used to support an application to the Doctorate by Published Work.
- C2.6 The Head of Greenwich Doctoral College will appoint a suitably experienced internal academic who has expertise within the area of research to jointly assess the application and determine whether it is likely to equate broadly to the doctoral standard normally exemplified in a written PhD thesis.
- C2.7 Where the Head of Greenwich Doctoral College has been unable to identify a suitably experienced internal academic to jointly assess the application, they may appoint a suitably experienced external academic to contribute to the assessment.
- C2.8 The Head of Greenwich Doctoral College and the internal/external academic will decide that either:

- a) The application does not have merit and cannot proceed; or
- b) The application has sufficient merit to proceed.

C2.9 In the case of (a) above, the applicant may request a review of the decision.

C2.10 Following an unsuccessful application, no further application can be submitted within two years. A re-application must demonstrate an enhanced body of work.

C2.11 In the case of (b) above, the applicant may continue through the University's standard admission procedure.

C3 Higher Doctorates

C3.1 The route to the award of a higher doctorate set out in this document is open to current contracted members of staff of the university and those who hold a formal honorary position in connection with the university.

C3.2 Both categories of applicant in C3.1 should be holders of a doctoral degree for at least five years from a recognised higher education institution.

C3.3 An applicant must submit an electronic copy of the work on which the application for the formal submission will be considered. The submission should normally consist of published materials which may take the form of:

- books
- monographs
- peer-reviewed journal papers
- peer-reviewed conference papers
- other relevant papers, specifications or design studies
- other formats of original work that support the thrust of the application

All material, other than books and/or other forms of non-paper-based formats, should be bound and contain the applicant's name, a title and contents page. An application including non-paper-based material should include a written explanation of/context to the relevance or significance of such material to the application.

C3.4 The application must be accompanied by a statement of not more than 5000 words setting out the applicant's view on the trajectory of the nature of the evidence submitted and its significance in terms of impact, from either a national or international perspective, as relevant to the discipline under consideration, to the Secretary of the University Research Degrees Committee.

C3.5 The contents of the submission should be in English, and any material included which is in a language other than English must include a verified English translation.

C3.6 Any book or paper submitted in support of the application for the degree must have been published for at least one year at the time of application.

C3.7 An applicant must state which part of the submission, if any, has been submitted for a previous academic award.

C3.8 Where an applicant submits work published jointly with other authors, they will submit a separate declaration explaining, in percentage terms, the extent of their contribution to that work, along with confirmation from each co-author to this effect. The University Research Degrees Committee reserves the right to verify the claims made by an applicant in the case of

all multi-authored works with any of the other cited authors.

C3.9 On receipt of the material submitted, the Secretary of the University Research Degrees Committee will convene a Higher Doctorate Panel comprising the:

- Deputy Vice-Chancellor (Research and Knowledge Exchange) or nominee - Chair
- Associate Dean, Research & Knowledge Exchange
- An experienced research academic with subject expertise, nominated by the University Research Degrees Committee

At this stage the purpose of the panel is to establish whether the application has suitable merit.

C3.10 Based on a report from the Panel, the University Research Degrees Committee will confirm either:

- a) The application does not have merit and cannot proceed; or
- b) The application has sufficient merit to proceed

C3.11 In the case of (a) above, the applicant may request a review of the decision.

C3.12 Following an unsuccessful application, no further application can be submitted within five years. A re-application must demonstrate an enhanced body of work.

C3.13 In the case of (b) above, the applicant may continue through the University's standard admission procedure.

C4 Transfer from Masters by Research to MPhil/PhD or PhD

C4.1 A postgraduate researcher may request to transfer their programme of study from a Masters by Research to an MPhil/PhD or PhD by submitting an application to the School Postgraduate Research Lead for the programme they are requesting to transfer to using the approved procedure in the [Postgraduate Research Student's and Supervisor's Handbook](#).

C4.2 Requests to transfer direct to PhD will only be considered by the School Postgraduate Research Lead on an exceptional basis.

C4.3 Postgraduate Researchers cannot submit an application to transfer until they have been on the Masters by Research programme for a minimum of 6 months full-time or 12 months part-time.

C4.4 To transfer from a Masters by Research programme to an MPhil/PhD or PhD a postgraduate researcher must satisfy the School Postgraduate Research Lead that:

- (i) The work completed to date is of a Masters standard.
- (ii) There is evidence of the potential for an original contribution to knowledge to be developed from future work.

C4.5 Postgraduate researchers requesting to transfer directly to a PhD will be required to attend a review meeting with the School Postgraduate Research Lead and an independent internal academic reviewer.

C4.6 The School Postgraduate Research Lead will be responsible for appointing the academic reviewer who must have had no prior involvement with the postgraduate researchers work.

- C4.7 No person external to the University is permitted to act as an academic reviewer, unless there are exceptional reasons for the School Postgraduate Research Lead to consider such a proposal (i.e. no suitable independent academic exists internally).
- C4.8 In support of the transfer application, postgraduate researchers must submit:
- (i) An up to 1000-word report on their progress with their research and how their work to date supports the case to transfer direct to PhD
 - (ii) An appropriate sample of their work that supports the case set out in (i) above
- C4.9 Supervisors may attend the review meeting with the consent of the postgraduate researcher and the School Postgraduate Research Lead. The supervisor(s) does not have the right to participate in the discussion unless invited to do so by the School Postgraduate Research Lead or Academic Reviewer.
- C4.10 On completion of the review meeting the School Postgraduate Research Lead and Academic Reviewer will determine one of the following outcomes:
- (i) The postgraduate researcher is considered suitable to transfer to PhD with immediate effect.
 - (ii) The postgraduate researcher is not suitable for transfer to PhD but may continue on the Masters by Research programme.
- C4.12 Postgraduate researchers are only permitted one attempt at transferring registration from Masters by Research to PhD. If a postgraduate researcher fails to gain approval following the first attempt, their registration, and subsequent submission for final award, will remain at Masters by Research.
- C4.13 Postgraduate researchers whose transfer request is successful will be required to complete the MPhil/PhD or PhD programme in accordance with the permitted periods of registration in section D2, minus the period of registration already undertaken on the Masters by Research programme.
- C4.14 Postgraduate researchers whose transfer request is unsuccessful will have no further opportunity to request a transfer to PhD and will be required to submit their project for a Masters by Research degree within the remaining period on the programme, plus the period taken to undertake the oral assessment.

D. REGISTRATION, CONTRACTUAL OBLIGATIONS AND ENGAGEMENT

D1 Registration

- D1.1 An applicant who accepts an offer must register as a postgraduate researcher with the University on the starting date set out in the offer letter, or as soon as possible after this date.
- D1.2 It is the postgraduate researcher's responsibility to re-register on-line with the University at the start of each academic year. Failure to re-register with the university in the September of the academic year will result in the postgraduate researcher being automatically withdrawn by the University from their programme of study.
- D1.3 A request to be reinstated where a postgraduate researcher has been withdrawn for failing to re-register will only be considered if the request is received within 2 years from the date the

postgraduate researcher was notified of the withdrawal. Reinstatement on the programme is at the discretion of the university.

- D1.4 For all postgraduate research programmes, with the exception of professional doctorates, the date the postgraduate researcher officially commences their registration with the University will be the reference date to determine all relevant matters relating to the University's processes and procedures as they relate to the postgraduate researcher.
- D1.5 For a professional doctorate/Centre for Doctoral Training programme, the official start date of the programme will be the reference date to determine all relevant matters relating to the University's processes and procedures as they relate to the postgraduate researcher.
- D1.6 A postgraduate researcher may register on a full-time or a part-time basis.
- D1.7 A postgraduate researcher may register to study by distance learning on programmes authorised to deliver this mode of study. They may register as either part-time or full-time distance learners. Further information on such arrangements is set out in Appendix 3 of this document.
- D1.8 Postgraduate researchers may transfer from full-time to part-time mode of study or vice versa. The time available for the formal submission of the thesis under the new mode of study will be calculated using the formula available in the [Postgraduate Research Student's and Supervisor's Handbook](#).
- D1.9 In exceptional circumstances, postgraduate researchers may request to transfer from distance learning to a standard full-time or part-time mode of study or vice versa using the procedures detailed in the *Postgraduate Research Students' and Supervisors' Handbook*.

D2 Permitted Periods of Registration

- D2.1 The normal minimum and maximum periods of registration with the University associated with the award of PhD (except PhD by Published Work) are set out below:
- (i) For those postgraduate researchers who registered with the university before February 2017, the normal minimum and maximum periods of registration for the completion* of the awards of MPhil and PhD are as follows:

	Minimum	Maximum
MPhil		
Full-time	18 months	36 months
Part-time	30 months	48 months

PhD (via transfer from MPhil registration, including period of MPhil registration)		
Full-time	36 months	60 months
Part-time	48 months	72 months

PhD (by direct registration)		
Full-time	24 months	36 months
Part-time	36 months	60 months

Professional Doctorates (EdD)		
--------------------------------------	--	--

Part-time	36 months	72 months
-----------	-----------	-----------

- (ii) For those postgraduate researchers who registered with the University from February 2017, the normal minimum and maximum periods of registration for the completion* of the awards of MPhil and PhD are as follows:

	Minimum	Maximum
MPhil		
Full-time	18 months	36 months
Part-time	30 months	48 months

PhD (via transfer from MPhil registration, including period of MPhil registration)		
Full-time	36 months	48 months
Part-time	48 months	84 months

PhD (by direct registration)		
Full-time	24 months	48 months
Part-time	36 months	84 months

Professional Doctorates		
Full-time	36 months	48 months
Part-time	36 months	72 months

**For postgraduate researchers where the examiners recommend them for the award they are examined for, completion refers to the date the thesis was submitted for examination. For postgraduate researchers where the examiners recommend they re-submit their thesis for a further examination, completion refers to the date the thesis was re-submitted for examination.*

- D2.2 The maximum period of registration on the PhD by Published Work route is 12 months.
- D2.3 With the exception of D2.4 and D2.5, the period of registration commences from the date the postgraduate researcher officially commences their registration with the University.
- D2.4 Where registration with the University is by transfer of an existing registration from an approved existing programme of postgraduate research at another HEI, the period of registration will start from the date of the original registration of the research programme at the previous HEI, less any authenticated period of inactivity resulting from such a transfer.
- D2.5 For professional doctorate/Centre for Doctoral Training programmes, the period of registration commences from the official programme start date.
- D2.6 Where a postgraduate researcher's registration reverts to MPhil from MPhil/PhD or PhD, the maximum permitted period of registration for an MPhil award will apply. Where the postgraduate researcher transferring has already exceeded the maximum permitted period of registration for an MPhil award, the School Postgraduate Research Lead may approve an extension to registration, which should not exceed 6 months, unless exceptional circumstances apply.
- D2.7 In exceptional circumstances a School Postgraduate Research Lead, in consultation with the Head of Greenwich Doctoral College, may consider reducing the minimum period of registration

where there is evidence a postgraduate researcher is progressing exceptionally well with their studies.

- D2.8 In exceptional circumstances a School Postgraduate Research Lead, in consultation with the Head of Greenwich Doctoral College, may consider extending the maximum period of registration for periods of no longer than 6 months at a time and normally only two such extensions will be considered.
- D2.9 Postgraduate researchers will be withdrawn by the university where they have exceeded their maximum period of registration on the programme and have not submitted a request for an extension within the 6-month period immediately following their programme end date.
- D2.10 A request to be reinstated where a postgraduate researcher has been withdrawn for failing to request an extension to their maximum period of registration will only be considered if the request is received within 6 months from the date the postgraduate researcher was notified of the withdrawal. Reinstatement on the programme is at the discretion of the university.
- D2.11 Postgraduate Researchers may request an interruption of study by following the procedure in the [Postgraduate Research Student's and Supervisor's Handbook](#). The permitted period of registration will be suspended whilst the postgraduate researcher has formally interrupted their study, up to the maximum permitted period of interruption.
- D2.12 Requests for retrospective interruptions to study are not permitted unless there are exceptional circumstances, which can be evidenced, that prevented a postgraduate researcher from applying for the interruption at the time the circumstances arose.
- D2.13 Interruptions can only be requested for whole months and will not normally be approved for more than 12 months at a time. The maximum period of interruption will not normally be permitted to exceed 24 months in total.
- D2.14 Postgraduate researchers should not engage with their studies and are not eligible to receive supervision during an approved period of interruption.
- D2.15 Postgraduate Researchers whose interruption is due to expire will need to confirm their intention to return. Dependent on your interruption period, you may be required to re-register and pay any fees due within a prescribed deadline. If a postgraduate researcher fails to return to their studies as expected and does not contact the Greenwich Doctoral College to discuss this, then they may be withdrawn from their programme.
- D2.16 Postgraduate researchers who wish to extend their period of interruption must notify the Greenwich Doctoral College as soon as possible. Postgraduate researchers will be withdrawn by the university from their programme of study where:
- (i) They fail to request an extension to their interruption, and/or they fail to re-register/re-engage with the programme after their interruption has expired.
 - (ii) The supervisors or the Greenwich Doctoral College do not approve their request to extend their interruption, and they fail to re-register/re-engage with the programme after their interruption has expired.
- D2.17 Where a former postgraduate researcher has previously chosen to withdraw from their programme of studies, they may apply to re-join the programme within a period of two years. Return would be at the discretion of the university.
- D2.18 Former postgraduate researchers may not normally return to a programme of study if they were discontinued from their studies due to lack of academic progress.

- D2.19 Returning postgraduate researchers would be required to re-join the programme in the same year of study they were in at the point they left.
- D2.20 Returning postgraduate researchers will be required to complete the programme within the maximum permitted registration period, minus any previously registered time on the programme.
- D2.21 Professional doctorate postgraduate researchers permitted to re-join the programme will be required to return any previous certificates awarded by the university before a higher award is made.

D3 Contractual Obligations

- D3.1 In registering as a postgraduate researcher of the University and consenting to the Principle Conditions of Registration, all postgraduate researchers are required to confirm that they accept the Rules, Regulations, Codes and Procedures of the University <https://www.gre.ac.uk/policies>.
- D3.2 Postgraduate researchers are expected to adhere to all relevant research student focused practices and policies in force at the University.
- D3.3 Attendance at all induction and orientation sessions is required by all registered postgraduate researchers, irrespective of prior qualifications and route of entry, and whether they have previously been a student at the University.
- D3.4 A postgraduate researcher who has been admitted to the University by transfer of an existing MPhil or PhD registration from another HEI is also required to comply with the requirements in F1 below.
- D3.5 Under the umbrella of the University's *Postgraduate Researcher Development Programme (PGRDP)*, the postgraduate researcher will follow a parallel programme of non-credit bearing related studies for the attainment of competence in research methods, of transferable and generic skills, and knowledge related to the subject of the proposed research.
- D3.6 D3.3, D3.4 and D3.5 do not apply to postgraduate researchers/candidates registered for a Doctor of Philosophy by Published Work or a Higher Doctorate.

D4 Engagement

- D4.1 Full-time postgraduate researchers are expected to devote at least 35 hours per week to their research degree.
- D4.2 Part-time postgraduate researchers registering from September 2018 should normally spend the equivalent of 16 hours per week on their research degree. Part-time postgraduate researchers who registered prior to September 2018 are expected to spend 12 hours per week on their research degree.
- D4.3 It is the postgraduate researcher's responsibility to keep in regular contact with their supervisors for the purpose of providing information on progress with their research programme and related matters, including training.

- D4.4 Where a postgraduate researcher has failed to keep in contact with their supervisor(s), the postgraduate researcher may be withdrawn from their programme of study in accordance with the agreed procedure in the University's [Student Attendance Policy](#).

E. SUPERVISION

E1 General Principles

- E1.1 School Postgraduate Research Leads are responsible for ensuring postgraduate researchers in their School receive appropriate and continuous supervision during their programme of study.
- E1.2 A postgraduate researcher shall normally have a minimum of two and no more than three supervisors
- E1.3 Supervisory teams must have appropriate subject expertise, skills and experience to monitor, support and guide a postgraduate researcher's work.

E2 Appointment of Supervisory Teams

- E2.1 For MPhil, MPhil/PhD and PhD programmes, a supervisory team that meets the requirements set out in section E3 of these regulations must be approved by the School Postgraduate Research Lead at the point of admission.
- E2.2 For Professional Doctorate programmes, within two weeks of a postgraduate researcher being approved to progress from the taught phase to the research phase, a supervisory team that meets the requirements set out in Section E3 must be submitted for approval using the process detailed in the Postgraduate Research Students' and Supervisors' Handbook.

E3 Supervisory Team Requirements

- E3.1 First and Second Supervisors should normally be permanently contracted members of staff of the University of Greenwich, except where:
- a) The research is part of a formal partnership agreement (e.g. dual or joint awards)
 - b) The research is part of a multi-institutional arrangement that forms part of a Doctoral Training Programme/Centre for Doctoral Training
 - c) The proposed supervisor is on a fixed term contract but is expected to remain in post with the university for the anticipated duration of the postgraduate researcher's registration.

In the case of a) and b), please refer to Appendix 1 of these regulations and the External Supervisor Policy.

- E3.2 At least one member of the supervisory team must have supervised at least 1 postgraduate researcher to successful completion. That completion must be comparable to the level of award being sought.
- E3.3 The First Supervisor must hold a doctoral degree and any additional members of the team must be able to demonstrate substantial research experience,
- E3.4 At least one member of the team, normally the First Supervisor, will be currently engaged in research in the relevant research area to ensure the direction and monitoring of the postgraduate researcher's progress is informed by up-to-date research knowledge and developments.

- E3.5 A supervisor can supervise a maximum equivalent of 6 full-time postgraduate researchers as a First Supervisor and an overall maximum equivalent of 10 full-time postgraduate researchers in any capacity (i.e. First, Second or Third).
- E3.6 A staff member cannot be approved to act as a member of a supervisory team where there is a potential conflict of interest (e.g. they are a partner/relative or line manager of the postgraduate researcher).
- E3.7 A postgraduate researcher is ineligible to act as a supervisor for another postgraduate researcher.

E4 Advisers

- E4.1 In addition to the supervisors, an adviser(s) may be proposed to:
- a) contribute specialist knowledge; or
 - b) enhance a link with an external organisation
- E4.2 Advisers can be proposed at any stage of the programme prior to the submission of the thesis and must be approved by the School Postgraduate Research Lead.
- E4.3 Advisers are not part of the supervisory team and do have any of the responsibilities associated with the role of a supervisor.

F. PROGRESS AND PROGRESSION

F1 General Principles

The General Principles in this section do not apply to candidates registered on the Doctorate by Published Work or Higher Doctorate – see Programme Specific Requirements for further details

- F1.1 Academic Progress will be monitored and reviewed by the School Postgraduate Research Lead and an Academic Reviewer.
- F1.2 The Academic Reviewer:
- Should have expertise close to the area of research being undertaken by the postgraduate researcher
 - Must not be part of the postgraduate researcher's supervisory team nor involved in their research.

Research Plan

- F1.3 A registered full-time postgraduate researcher is required to submit a Research Plan Approval Form to seek approval of the proposed plan of research and other related matters within 2 months of completing registration¹. The Research Plan will be considered in accordance with the procedure detailed in the Postgraduate Research Students' and Supervisors' Handbook.

¹ For students registered on a Professional Doctorate (EdD), the 2-month period will commence from the date at which progression to the research phase is approved.

- F1.4 A registered part-time postgraduate researcher is required to submit a [Research Plan Approval Form](#) to seek approval of the proposed plan of research and other related matters within 6 months of completing registration. The Research Plan will be considered in accordance with the procedure detailed in the Postgraduate Research Students' and Supervisors' Handbook.
- F1.5 Failure to secure approval within 6 months of registration for full time postgraduate researchers and 10 months of registration for part time postgraduate researchers will result in the postgraduate researcher's withdrawal from the programme.
- F1.6 Where deemed necessary, the School Postgraduate Research Lead may refer an approved research proposal to the Faculty Research Ethics Committee (FREC) for consideration.

Progress Reviews

- F1.7 Within twelve months of registration with the University and every subsequent 12-month period, postgraduate researchers must submit an annual progress report using the approved procedure detailed in the [Postgraduate Research Student's and Supervisor's Handbook](#).
- F1.8 If an annual progress report is not received within a maximum of 2 months after the 12-month period has lapsed, the postgraduate researcher may be withdrawn from their programme of study in accordance with the agreed procedure detailed in the [Postgraduate Research Student's and Supervisor's Handbook](#).
- F1.9 Where an annual progress report has been submitted and satisfactory progress is not achieved, the postgraduate researcher may be withdrawn from their programme of study in accordance with the approved procedure detailed in the [Postgraduate Research Student's and Supervisor's Handbook](#).
- F1.10 Following approval of the research plan, supervisors may at any time submit a progress report, or the School Postgraduate Research Lead may request such a report, before the next review period is due where either consider a lack of progress to be of concern.
- F1.11 A postgraduate researcher may at any time submit a progress report, before the next review period is due where they consider there is a significant issue beyond their control which is impacting on their progress.
- F1.12 Amendments to the approved arrangements for a research degree programme may only be made in accordance with the procedures detailed in the Postgraduate Research Student's and Supervisors' Handbook.
- F1.13 The regulations relating to examination arrangements and procedures are set out in Section G.

PROGRAMME SPECIFIC REQUIREMENTS

F2 Master of Philosophy (MPhil) to Doctor of Philosophy (PhD)

In addition to the Regulations listed below, the General Principles in section F1 also apply

Transfer from MPhil to PhD

- F2.1 Appropriately registered postgraduate researchers who wish to transfer registration from MPhil/PhD to PhD apply using [the Application to Transfer from MPhil to PhD](#). Applications must be made following consultation with their supervisor when it is considered that sufficient

progress has been made on the agreed programme of research to provide evidence of the development of the research to a level commensurate with Doctoral study (Level 8).

- F2.2 Postgraduate researchers are expected to have successfully transferred to PhD no later than 24 months from the date registration commenced for a postgraduate researcher studying on a full-time basis, and no later than 48 months for a postgraduate researcher studying on a part time basis.
- F2.3 The postgraduate researcher is required to participate in a transfer meeting conducted by the School Postgraduate Research Lead and the Academic Reviewer.
- F2.4 In support of the transfer application, postgraduate researchers must submit a supplementary transfer report in accordance with the requirements detailed in the [Postgraduate Research Student's and Supervisor's Handbook](#).
- F2.5 The transfer meeting must take place within three months of the date the Application to Transfer from MPhil to PhD was approved.
- F2.6 Supervisors may attend the transfer meeting with the consent of the postgraduate researcher, School Postgraduate Research Lead and the Academic Reviewer. The supervisor(s) does not have the right to participate in the transfer meeting and is required to withdraw prior to the deliberations of the School Postgraduate Research Lead and Academic Reviewer on the outcome of the meeting.
- F2.7 On completion of the transfer meeting the School Postgraduate Research Lead and the Academic Reviewer will determine one of the following outcomes:
- (i) The postgraduate researcher is considered suitable to transfer with immediate effect.
 - (ii) The postgraduate researcher is not currently demonstrating the potential to transfer but may submit a new application within 6 months that displays progression in regards to the reviewers' written comments. No further oral examination will be required.
 - (iii) The postgraduate researcher is not currently demonstrating the potential to transfer but may submit a new application within 6 months that displays progression in regards to the reviewers' written comments. A further transfer meeting will be undertaken.
 - (iv) The postgraduate researcher is not suitable for transfer to PhD but may continue on the MPhil
- F2.8 The postgraduate researcher may be advised of the recommendation on the outcome of the transfer meeting following deliberations.
- F2.9 Where there is disagreement between the School Postgraduate Research Lead and the Academic Reviewer over the readiness of the postgraduate researcher to transfer to PhD, the Faculty Head of Postgraduate Research will review the documentation and provide a majority decision.
- F2.10 Postgraduate researchers are permitted a maximum of two attempts at transferring registration from MPhil to PhD. If a postgraduate researcher fails to successfully transfer to PhD following a second attempt, their registration, and subsequent submission for final award, will remain at MPhil.
- F2.11 A postgraduate researcher may appeal the decision to remain at MPhil in accordance with the grounds for appeal stated in the *Academic Appeals Procedure (Research Awards)* <https://www.gre.ac.uk/policies/postgraduate-research>.

F3 Doctorate (PhD/EdD) by Publication

In addition to the Regulations listed below, the General Principles in section F1 also apply

- F3.1 Postgraduate Researchers registered for an MPhil/PhD, PhD or Professional Doctorate may choose to present a thesis in which sections are presented in a format suitable for submission for publication in a peer-reviewed journal. The work presented in this format must still meet the QAA Characteristics Statement, Doctoral Degree as set out in section B1.2.
- F3.2 Postgraduate researchers who elect to follow the route of Doctorate by Publication prior to submission of their thesis for examination must inform the School Postgraduate Research Lead on an annual progress report at the earliest opportunity.
- F3.3 There is no lower or upper limit on the number of publications that must be included in the final thesis for submission. This allows differences between academic disciplines.
- F3.4 It is not a requirement that all those chapters prepared in a publication format have been submitted or accepted for publication, but it is expected that a reasonable proportion have been through a peer-review journal process and at least one has been accepted. Further information on the Doctorate by Publication route can be found in the [Postgraduate Research Student's and Supervisor's Handbook](#).
- F3.5 Postgraduate researchers following the Doctorate by Publication route are permitted to switch between the 'thesis by publication format' and the 'monograph format' throughout their registration, up to the point they are preparing to submit for examination.
- F3.6 A postgraduate researcher should not be obligated to pursue the Doctorate by Publication format, and nor should this option be unreasonably withheld.
- F3.7 The decision to submit a thesis using the publication format must be endorsed by the postgraduate researcher and all members of the supervisory team, to ensure that expectations are clear and suitable planning of the research project can be facilitated.
- F3.8 Where disagreement occurs between the postgraduate researcher and members of the supervisory team over the most suitable thesis format for the research project, the postgraduate researcher's view will take priority.
- F3.9 Postgraduate researchers who submit a thesis for examination in the publication format will be examined under the arrangements and procedures set out in Section G.

F4 Doctor of Philosophy (PhD)

- F4.1 Postgraduate researchers who register directly for the PhD may request to transfer their registration to MPhil. The permitted period of registration will be adjusted in accordance with Section D2.6.

F5 Doctorate by Published Work (PhD)

- F5.1 Students will have no more than twelve months from the time of their official registration with the University to prepare and submit their work in line with the information given in section F1 General Principles.

F6 Professional Doctorates (EdD/DSocSci)

In addition to the Regulations listed below, the General Principles in section F1 apply to the research phase of the Professional Doctorate

- F6.1 During the taught phase postgraduate researcher progression and assessment is managed in accordance with the [Academic Regulations for Taught Awards](#).
- F6.2 During the research phase postgraduate researcher progression and assessment is managed in accordance with the [Academic Regulations for Postgraduate Research Awards](#).

Progression in taught phase

- F6.3 Professional Doctorate researchers are expected to progress through the programme in accordance with the processes and procedures set out in the relevant programme handbook.
- F6.4 Postgraduate researchers must successfully complete the taught phase of the programme before being considered for progression to the research phase of the award.
- F6.5 Progression to the research phase will be determined by the School Postgraduate Research Lead in accordance with the procedure detailed in the relevant *Professional Doctorate Programme Handbook*.

Approval of proposed programme of research

- F6.6 On approval of progression from the taught phase to the research phase, a full-time postgraduate researcher is required, within two months of being approved to progress, to submit a Research Plan Approval Form to seek approval of the proposed plan of research and other related matters. The Research Plan will be considered in accordance with the procedure detailed in the Postgraduate Research Students' and Supervisors' Handbook.
- F6.7 On approval of progression from the taught phase to the research phase, a part-time postgraduate researcher is required, within six months of being approved to progress, to submit a Research Plan Approval Form to seek approval of the proposed plan of research and other related matters. The Research Plan will be considered in accordance with the procedure detailed in the Postgraduate Research Students' and Supervisors' Handbook.
- F6.8 The topic of the research phase may be selected from any area within the general field of the approved doctorate programme, consistent with the professional context of the postgraduate researcher.
- F6.9 Postgraduate researchers who successfully complete the taught phase
- (i) but do not progress to the research phase, or
 - (ii) progress to the research phase but do not submit their thesis for examination,
- may be awarded the appropriate exit award relevant to the programme on the basis of sufficient academic credits accrued during the taught phase.

Progression in research phase

- F6.10 Progress and assessment in the research phase will be in accordance with the regulations for the Doctor of Philosophy (PhD) – see section F1.

G. EXAMINATION AND ASSESSMENT

G1 Master of Philosophy (MPhil), Doctor of Philosophy (PhD), Doctorate by Published Work (PhD) and Professional Doctorates (EdD/DSocSci)

G1.1 General Principles

G1.1 The examination for awards of the Master of Philosophy (MPhil), Doctor of Philosophy (PhD), including the Published Work route, and research phase of Professional Doctorate programmes will have two stages:

- the submission and preliminary, independent assessment of the thesis by at least two approved, independent examiners, and
- defence of the thesis by the postgraduate researcher at an oral examination (*viva-voce*) or other approved form of alternative examination conducted by the examiners.

G1.2 Request for Final Examination

G1.2.1 Proposals seeking approval of examination arrangements should be submitted to the School Postgraduate Research Lead in accordance with the procedures detailed in the Postgraduate Research Students' and Supervisors' Handbook

G1.2.2 Upon approval of the examination arrangements by the School Postgraduate Research Lead, external examiners must complete a satisfactory right to work check before the examination arrangements can commence.

G1.2.3 Approved examination arrangements remain valid for a period of three months from the date the external examiner(s) right to work check has been completed and the examination should occur within this time. Where there is more than one external examiner, the date used will be the date by which all external examiners right to work checks are completed.

G1.2.4 If the examination is not able to be undertaken within the three-month time limit, a three-month extension must be requested by:

- a) Where there are no changes to the original proposal, the Examinations Team making a written request to the School Postgraduate Research Lead to extend the existing approval of the examination arrangements or;
- b) Where changes are required to the information contained within the original proposal, the supervisor(s) submitting a new application for examination arrangements.

Only one such extension may be made.

G1.2.5 Once the application for examination arrangements has been approved by the School Postgraduate Research Lead, the postgraduate researcher and supervisors are not permitted to initiate contact with any member of the Examination Panel at any time during the examination process, from approval of the arrangements through to the time of their oral examination.

- G1.2.6 No aspect of the postgraduate researcher's submission may include material that has formed part of the process for the postgraduate researcher being granted a previous academic award, with the exception of partnership programmes approved under Section B or Appendix 1.
- G1.2.7 Postgraduate researchers registered for the degree of PhD, EdD or DSocSci are permitted to submit a thesis that includes chapters prepared in publication format, as detailed in section F3. It must be clearly indicated on the application for examination arrangements that the thesis being submitted for examination is in the publication format.
- G1.2.8 A thesis submitted in the Doctorate by Publication format must meet the requirements for the award of PhD set out in section B1.
- G1.2.9 Where a postgraduate researcher submits work/publications that have been co-authored or published jointly with other authors, a separate declaration must be included clearly demonstrating the extent of their contribution to such work, along with an indication of confirmation from each co-author to this effect.
- G1.2.10 The decision to submit a thesis for examination rests with the postgraduate researcher, subject to the Faculty in which the postgraduate researcher is registered confirming they have completed the programme of study.
- G1.2.11 Only one version of the thesis may be submitted prior to the oral examination.
- G1.2.12 For practice-based research, any additional materials to the thesis submitted for examination must be in their final form at the point of submission and cannot be amended once submitted.

G1.3 Oral Examination

- G1.3.1 A postgraduate researcher will 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 School Postgraduate Research Lead is satisfied that a postgraduate researcher would be under serious disadvantage if required to undergo a conventional oral examination, an alternative form of examination may be approved. Such approval will not be given on the grounds that the postgraduate researcher's knowledge of and ability in spoken English is inadequate.
- G1.3.2 The oral examination will normally be held either:
 - (i) at the University and will be conducted on a face-to-face basis, and not by electronic means; or
 - (ii) by video conference, in accordance with the *Guidance for Conducting Oral Examinations by Video Conference*.
 - (iii) In the case of practice-based research, the examination can, in part, be conducted in an off-campus location appropriate to the practice concerned (this could include, for example, an exhibition, an immersive experience, a screening, a series of performative encounters and other similar events) which is/are reasonably accessible to examiners, and which should be risk assessed where necessary. Where there is no facility for a viva in such a location, this part of the examination should take place on campus as soon as possible after the examiners' consideration of the practice concerned.

In exceptional circumstances, the oral examination may be conducted using a hybrid format of (i) and (ii) above.

- G1.3.3 The postgraduate researcher must attend the oral or other approved form of examination on the agreed date. If circumstances arise which prevent the postgraduate researcher from

attending their oral examination, they must provide a valid reason supported by documentary evidence.

If the postgraduate researcher is able to provide a substantiated valid reason for their unavailability/ absence, permission may be given to reschedule the oral examination. If the postgraduate researcher is unable to provide a substantiated valid reason, this may result in them being withdrawn from the University with no further opportunity to complete the oral examination.

G1.4 Examination Panels

G1.4.1 Membership of an approved Examination Panel will normally be:

- Chair
- One internal examiner
- One external examiner

G1.4.2 A postgraduate researcher will be examined by no less than two examiners, one of which must be an external examiner. Where the case for another examiner is justified, this must not be an additional internal examiner.

G1.4.3 Where no suitable internal examiner is available, two external examiners may be appointed.

G1.4.4 Where the postgraduate researcher is a member of staff of the University, a second external examiner will be appointed in place of an internal examiner. This does not apply to postgraduate researchers who are employed on Postgraduate Research Teaching Assistant or Job Shop contracts.

G1.4.5 If the postgraduate researcher was a member of staff at the University at the time of initial registration on the programme but subsequently leaves its employment, they will be treated as a member of staff for the duration of their studies.

G1.4.6 No postgraduate researcher registered for a research degree of the University will act as an examiner for a research degree, either as an internal examiner at the University or as an external examiner at another institution.

G1.4.7 The role of the Independent Chair is not that of an examiner. The Independent Chair will:

- a) Where possible, be a permanent senior member of academic staff of the University and;
- b) Have experience of examining at least three examinations at the Doctoral level and;
- c) Normally have experience of supervising at least two students to successful completion and;
- d) Be independent from the two examiners and;
- e) Be independent from the programme of work forming the basis of the subject matter under examination and;
- f) Not have acted in the capacity of a School Postgraduate Research Lead or an Academic Reviewer for the postgraduate researcher

G1.4.8 Examiners will be experienced in research in the general area of the postgraduate researcher's thesis and, where practicable, have experience as a specialist in the topic(s) to be examined as demonstrated by evidence of their recent published work.

G1.4.9 The internal examiner will:

- (i) normally have had previous experience of examining and/or have supervised to completion a minimum of two research degree students at Doctoral level

- (ii) not be a member of the postgraduate researcher's supervisory team or any other person closely involved with the postgraduate researcher's work
- (iii) normally be an appropriately qualified contracted member of academic staff of the University
- (iv) not normally have acted in the capacity of a School Postgraduate Research Lead or an Academic Reviewer for the postgraduate researcher

G1.4.10 The external examiner will:

- (i) normally have had previous experience of examining and/or have supervised to completion a minimum of two research degree students at Doctoral level
- (ii) be independent of the candidate
- (iii) not have acted previously as the candidate's supervisor or adviser
- (v) not have had co-authoring or collaborative involvement in the postgraduate researcher's work, nor examine a submission whose focus is the examiner's own work, nor have any links, including personal links, with the candidate which could be perceived to influence their judgement
- (vi) not be, or have been within the previous three years, a supervisor of another Doctoral researcher
- (vii) not have been an external examiner for a Doctoral researcher at the university more than three times in a three year period
- (viii) not have been employed by the University within the previous three years
- (ix) not be a registered postgraduate researcher at another institution
- (x) be able to demonstrate an understanding of examining at PhD level in the United Kingdom, or in a country that operates a PhD examination system similar to that of the United Kingdom

G1.4.11 At least one of the examiners must have experience of examining a minimum of two research degree students at Doctoral level.

G1.5 Examination Process

Initial consideration of thesis

G1.5.1 Each examiner shall provide an independent preliminary written report on the thesis.

G1.5.2 Where the examiners are of the view that the thesis submission does not meet the required standard to proceed to the oral examination, the examination process will not proceed.

G1.5.3 Where the examination process does not proceed to the oral examination, the submission will be considered a resubmission. The postgraduate researcher will have only one further opportunity to resubmit in accordance with section G1.7 *Resubmission and Re-Examination*.

G1.5.4 Normally, where examiners disagree over the readiness of the thesis for examination, the Faculty Postgraduate Research Experience Committee may request the School Postgraduate Research Lead appoint an additional external examiner. The majority view will prevail in determining the postgraduate researcher's progression to oral examination.

G1.5.5 Where the outcome of G1.5.4 is to proceed to oral examination, the examination will proceed with the originally appointed examination panel.

Oral Examination

G1.5.6 All oral examinations will be conducted in the English Language.

- G1.5.7 Supervisors may attend the oral examination with the consent of the postgraduate researcher and Examination Panel. The supervisor(s) does not have the right to participate in the examination of the postgraduate researcher but may contribute if invited to do so by the examiners. Supervisors are required to withdraw prior to the deliberations of the examiners on the outcome of the examination.
- G1.5.8 Towards the end of the examination, the Examination Panel may request the supervisor(s) withdraw prior to the student, to enable time for questioning without the supervisor(s) present.
- G1.5.9 No more than two supervisors are permitted to attend the oral examination, with priority given to the first supervisor.
- G1.5.10 The Head of the Greenwich Doctoral College may also attend any oral examination in an *ex-officio* capacity.
- G1.5.11 Examiners may informally advise their recommendation on the outcome of the examination process to the postgraduate researcher following their deliberations. The final decision rests with the Faculty Postgraduate Research Experience Committee and no informal conveyance of their recommendation to the postgraduate researcher shall have any bearing on the decision of the Committee.

G1.6 Outcomes

- G1.6.1 Where the examination process proceeds to the oral, or other approved form of examination, on completion of this the examiners will recommend an outcome to the Faculty Postgraduate Research Experience Committee in accordance with the table below:

Award	Recommendations
PhD* EdD DSocSci MPhil * not including the By Published Work route	a) The degree being sought is awarded or; b) The degree is conditionally awarded subject to minor amendments and corrections being made to the thesis to the satisfaction of the internal and/or external examiner (to be submitted within 3 months of formal notification of the examiners' decision) or; c) The degree is conditionally awarded subject to major amendments and corrections being made to the thesis to the satisfaction of the examiners (to be submitted within 12 months of formal notification of the examiners' decision) or; d) The postgraduate researcher is permitted to resubmit for the degree being sought and be re-examined in accordance with one of the following: (i) The thesis is considered satisfactory, but the postgraduate researcher is required to undergo a further oral or other approved form of examination or; (ii) The thesis must be revised and, if considered satisfactory by the examiners, the postgraduate researcher will be exempt from further examination, oral or otherwise or; (iii) The thesis must be revised and the postgraduate researcher must undergo a further oral or other approved form of examination. e) In the case of a PhD examination, the degree of MPhil is awarded subject to the presentation of the thesis amended to the

	satisfaction of the examiners or: f) In the case of an EdD examination, the postgraduate researcher is awarded a Masters Degree (MEdRes) or; g) The thesis does not satisfy the criteria for a postgraduate research award, the degree is not awarded with no opportunity for re-examination.
PhD by Published Work	a) The degree of PhD by Published Work is awarded or; b) The postgraduate researcher is permitted to resubmit for the degree being sought and be re-examined. The thesis must be revised and, if considered satisfactory by the examiners, the student will be exempt from further examination, oral or otherwise.

G1.6.2 The Faculty Postgraduate Research Experience Committee will consider the recommendation of the examiners and:

- (i) Endorse the recommendation; or
- (ii) Reject the recommendation and approve an alternate outcome

G1.6.3 Where evidence is provided to the Faculty Postgraduate Research Experience Committee of failure to comply with the regulations or procedures for examination, the Committee may declare the examination null and void and, where appropriate, request changes to the Examination Panel.

G1.6.4 Normally only one further opportunity to submit the amended thesis will be permitted within the approved timescales in G1.6.1.

G1.6.5 If the thesis is not amended to the satisfaction of the examiners by the deadline, the Examination Panel may recommend one of the following to the Faculty Postgraduate Research Experience Committee:

- a) The degree of MPhil is awarded subject to the presentation of the thesis amended to the satisfaction of the examiners or;
- b) The thesis does not satisfy the criteria for a postgraduate research award, the degree is not awarded with no opportunity for re-examination.

G1.6.6 In the case of G1.6.5 b) the postgraduate researcher will be formally withdrawn from their programme of study by the Greenwich Doctoral College with immediate effect.

G1.6.7 In the case of a PhD by Published Work the postgraduate researcher may be re-examined once subject to the satisfactory completion of additional work, but MPhil may not be awarded.

G1.6.8 Where a postgraduate researcher submits an amended thesis in accordance with G1.6.1 and either:

- (i) the external examiner becomes unable to continue in their role or
- (ii) the external examiner fails to provide a response within the specified timeframe, and all attempts to contact them have been unsuccessful, after a period of 10 working days,

the Faculty Postgraduate Research Experience Committee may:

- a) Accept confirmation from the internal examiner that the thesis has been amended to their satisfaction, where the examination team comprises of an internal and external examiner; or
 - b) Accept confirmation from the remaining external examiner that the thesis has been amended to their satisfaction where the examination team comprises of two external examiners.
- G1.6.9 Where a postgraduate researcher submits an amended thesis in accordance with G1.6.1b) and the internal examiner becomes unable to continue in their role, the Faculty Postgraduate Research Experience Committee may accept confirmation from Head of Greenwich Doctoral College that the thesis has been amended in accordance with the required amendments.
- G1.6.10 Where the examiners' recommendations are not unanimous, the Faculty Postgraduate Research Experience Committee may:
- a) Accept a majority recommendation, where the examination team comprises an internal examiner and two external examiners; or
 - b) Appoint an additional external examiner where the initial examination team comprises two examiners.
- G1.6.11 Where an additional external examiner is appointed, they must provide an independent written report on the thesis and examination reports.
- G1.6.12 Based on the reports and recommendations of the examiners and subject to seeking clarification from the Chair of the Examination Panel, the Faculty Postgraduate Research Experience Committee will either:
- a) Confirm the recommendation of the examiners or;
 - b) In exceptional circumstances, propose an amended recommendation
- G1.6.13 Following recommendation by the examiners that an award should be made, the postgraduate researcher is required to provide the Greenwich Doctoral College with a final, electronic version of the approved thesis.

G1.7 Resubmission and Re-Examination

- G1.7.1 Postgraduate researchers who fail at their first examination attempt will normally be allowed only one further opportunity for reassessment.
- G1.7.2 The manner of reassessment is determined by the original decision of the Examination Panel.
- G1.7.3 The same examination panel used to conduct the first examination should normally be used to conduct the re-examination of the postgraduate researcher.
- G1.7.4 For any reassessment requiring oral re-examination, the process is as per G1.5.6-G1.5.11.
- G1.7.5 Where the first submission did not proceed to oral examination following the examiners' preliminary reports:
- (i) The postgraduate researcher must resubmit the thesis within 12 months of the formal Examination Panel decision
 - (ii) Each examiner will consider the revised thesis and provide an independent preliminary written report
 - (iii) Following submission of the independent preliminary reports, the postgraduate researcher will proceed to oral examination
 - (iv) The examiners will recommend an outcome in accordance with G1.7.9

- G1.7.6 Where the first submission of the thesis was considered satisfactory but the postgraduate researcher was required to undergo a further oral examination (G1.6.1d)(i)):
- (i) The postgraduate researcher will undergo a further oral examination within 3 months of the date of the official notification from the Faculty Postgraduate Research Experience Committee of the Examination Panel decision.
 - (ii) The examiners will recommend an outcome in accordance with G1.7.9
- G1.7.7 Where the first submission of the thesis required revision but the postgraduate researcher was exempt from further oral examination, subject to the thesis being considered satisfactory by the examiners (F1.6.1d)(ii)):
- (i) The postgraduate researcher must resubmit the revised thesis within 12 months of the formal Examination Panel decision
 - (ii) Each examiner will consider the revised thesis and provide an independent written report
 - (iii) If both examiners deem the thesis satisfactory, the postgraduate researcher will be exempt from further oral examination and the examiners will recommend an outcome in accordance with G1.7.9
 - (iv) If both examiners deem the thesis is not satisfactory, the postgraduate researcher will undergo a further oral examination, following which the examiners will recommend an outcome in accordance with G1.7.9
- G1.7.8 Where the first submission of the thesis required revision and the postgraduate researcher was required to undergo a further oral examination (F1.6.1d)(iii)):
- (i) The postgraduate researcher must resubmit the revised thesis within 12 months of the formal Examination Panel decision
 - (ii) Each examiner will consider the revised thesis and provide an independent preliminary report.
 - (iii) Following submission of the independent preliminary reports, the postgraduate researcher will proceed to oral examination
 - (iv) The examiners will recommend an outcome in accordance with G1.7.9
- G1.7.9 Following the completion of the re-examination process the examiners will recommend one of the following outcomes to the Faculty Postgraduate Research Experience Committee:
- a) The degree being sought is awarded or;
 - b) The degree is conditionally awarded subject to minor amendments and corrections being made to the thesis to the satisfaction of the internal and/or external examiner (not applicable where the original decision was F1.6.1d)(i) or;
 - c) In the case of a PhD examination, the degree of MPhil is awarded subject to the presentation of the thesis amended to the satisfaction of the examiners or;
 - d) In the case of a professional doctorate examination, the candidate is awarded a Masters Degree or;
 - e) The thesis does not satisfy the criteria for a postgraduate research award and the degree is not awarded.
- G1.7.10 Where the examiners' recommendations are not unanimous following completion of the re-examination process, the Faculty Postgraduate Research Experience Committee may:
- (i) Accept a majority recommendation, where the re-examination team comprised an internal examiner and two external examiners.
 - (ii) Require the appointment of an additional external examiner, where the re-examination team comprised two examiners, following which the majority recommendation shall prevail.

- G1.7.11 Following approval by the examiners of any amendments, corrections or revisions, the title of the thesis must be the same as the original definitive title unless a change is recommended by the examiners.
- G1.7.12 Following recommendation by the examiners that an award should be made, the postgraduate researcher is required to provide the Greenwich Doctoral College with a final, electronic version of the approved thesis.

G2 Doctorate by Published Work

G2.1 Initial Examination

- G2.1.1 The request for examination and examination processes are as per the Doctor of Philosophy i.e. G1.2.1 to G1.2.11.
- G2.1.2 Following the examination process, the examiners may recommend either:
- a) the award of PhD by Published Work, or;
 - b) the postgraduate researcher is referred and is permitted to resubmit for the degree of PhD

G2.2 Resubmission

- G2.2.1 Postgraduate researchers who fail at their first examination attempt will normally be allowed only one further opportunity for reassessment.
- G2.2.2 Postgraduate researchers must normally submit the revised material for re-examination within 12 months of the formal Examination Panel decision and provision of feedback.
- G2.2.3 Where the thesis is deemed satisfactory by the examiners, the postgraduate researcher will be exempt from further oral examination.
- G2.2.4 Following assessment of the resubmitted material, the examiners may recommend one of the following outcomes to the Faculty Postgraduate Research Experience Committee:
- (i) the postgraduate researcher is awarded the PhD by Published Work, or
 - (ii) delay making a recommendation pending the arrangement of a further oral examination.
- G2.2.5 Where a further oral examination is required, the examiners may;
- (i) recommend the award of PhD by Published Work, or
 - (ii) the postgraduate researcher has failed to meet the standard required to make a recommendation for such an award.
- G2.2.6 Should the outcome of the further oral examination be that that the postgraduate researcher has failed to meet the standard required for such an award, no further opportunity for resubmission will be permitted.
- G2.2.7 Following recommendation by the examiners that an award should be made, the postgraduate researcher is required to provide the Greenwich Doctoral College with a final, electronic version of the approved published work and associated documentation submitted in support of the application in a format that is akin to that of a PhD thesis of the University.

G3 Higher Doctorates (DSc, DTech, DLitt, LLD)

- G3.1 In consultation with the University Research Degrees Committee, the Higher Doctorate Panel in C3 will nominate on an Application for Examination Arrangements form a minimum of three external examiners to examine the submission. The Panel may consult externally to assist in the process of identifying suitable examiners.
- G3.2 The completed Application for Examination Arrangements form should be submitted with the appropriate documentation to the University Research Degrees Committee for approval.
- G3.3 The examiners will:
- (i) be acknowledged as experts of international standing in the field, or a very closely related field, corresponding to that set out in the submission made by the postgraduate researcher.
 - (ii) be external to, and independent, of the University
 - (iii) declare any previous collaboration and/or conflict of interest
 - (iv) not normally have been within the previous three years, either a supervisor of another postgraduate researcher or an external examiner at the university
 - (v) not have been employed by the University within the previous three years
- G3.4 Each examiner will be required to submit an independent report on the merits of the submission to the Panel, which should also include a recommendation as to whether the award should be made.
- G3.5 Where there is disagreement between the reports of the examiners, with the approval of the University Research Degrees Committee, the Panel may appoint an additional examiner(s), should this be considered to be an appropriate way of arriving at an overall recommendation.
- G3.6 Based on the examiners recommendations, the Chair of the Panel is required to write formally to the University Research Degrees Committee recommending either:
- a) The award of Higher Doctorate; or
 - b) The applicant has failed to meet the standard required for the award
- G3.7 Following confirmation by the University Research Degrees Committee that an award should be made, the applicant is required to provide the Greenwich Doctoral College with a final, electronic version of the published work and associated documentation submitted in support of the application in a format that is akin to that of a PhD thesis of the university.

H. ACADEMIC APPEALS

- H1.1 Postgraduate researchers may appeal against a decision made in relation to their research programme of study in accordance with the grounds for appeal stated in the [Academic Appeals Procedure \(Research Awards\)](#).
- H1.2 Academic appeals relating to the taught phase of a Professional Doctorate programme will follow the processes and procedures set out in the university's [Academic Appeals Procedure \(Taught Awards\)](#).

I. CONFERMENT OF AWARDS

I1 General Principles

- I1.1 An academic award can only be conferred on a postgraduate researcher who has satisfied the academic requirements to qualify for the award and all other requirements of the University.
- I1.2 Authority to decide that a postgraduate researcher has satisfied the academic requirement for a research award is as follows:
- | | |
|--------------------------|--|
| Doctorates/MPhil: | <ul style="list-style-type: none">• <i>Recommended by Faculty Postgraduate Research Experience Committee</i>• <i>Ratified by University Research Degrees Committee</i> |
| Professional Doctorates: | <ul style="list-style-type: none">• <i>Completion of the taught phase confirmed by Faculty Professional Doctorates Progression and Award Board</i>• <i>Final award recommended by Faculty Postgraduate Research Experience Committee</i>• <i>Ratified by University Research Degrees Committee</i> |
| Higher Doctorates: | <ul style="list-style-type: none">• <i>Recommended by Higher Doctorate Panel</i>• <i>Ratified by University Research Degrees Committee</i> |
- I1.3 The date of conferment of a PhD or MPhil degree will be the date of ratification by the University Research Degrees Committee.
- I1.4 In very exceptional circumstances it may be necessary for an award to be rescinded. This could arise for two reasons:
- (i) If, after the award has been ratified/confirmed, it should come to the attention of the Chair of the University Research Degrees Committee/Progression and Award Board that there had been a breach of regulations which would affect the final outcome of the assessment and of which the Committee was not aware;
 - (ii) if an error in recording the decisions of the University Research Degrees Committee/Progression and Award Board was undetected up to and after the point of publishing the results.
- I1.5 In these circumstances, the Chair of the University Research Degrees Committee/ Progression and Award Board will consult with the Director of Student & Academic Services informing them of the circumstances. Subject to their advice, the following action should be taken:
- (a) if a recording error has taken place, the Chair will inform all members of the awarding body and issue a corrected record;
 - (b) where it has been established by the appropriate procedure that a breach of regulations has taken place, the awarding body should be reconvened to reconsider the results of the affected postgraduate researcher.
 - (c) In all other cases the Academic Registry will be consulted on the appropriate procedure to be followed.

I2 Issue of award certificates

- I2.1 The certificate available to a postgraduate researcher will be that specified in the regulations for the programme on which they are registered. Unless specified in the regulations, an interim certificate will not be awarded to a postgraduate researcher who is continuing to the final award.

- I2.2 Unless the award is made by an external body the certificate will be in the format approved by the University.

I3 Posthumous awards

- I3.1 In the unfortunate event of the death of a postgraduate researcher (Posthumous) or a postgraduate researcher being diagnosed with a terminal/debilitating illness (Aegrotat), the deceased/diagnosed postgraduate researcher may be recommended for an award listed under B2 in line with the *Procedures for Posthumous and Aegrotat Awards*.
- I3.2 For professional doctorates, awards will only be considered under these regulations where the deceased/diagnosed postgraduate researcher was in the research phase of the programme.

APPENDIX 1: UNIVERSITY RESEARCH AWARDS MADE IN ASSOCIATION WITH APPROVED COLLABORATING HIGHER EDUCATION INSTITUTIONS/RESEARCH INSTITUTIONS

Regulations relating to MPhil, MPhil/PhD and PhD awards made in association with approved collaborating Higher Education/Research Institutions, Dual Awards and Joint Awards

1 Research awards made in association with approved collaborating Higher Education/ Research Institutions

The regulations set out in this document will be those that will be used in situations where postgraduate research is undertaken under the auspices of the University as the formally recognised awarding body with other formally recognised higher education or research institutions that do not possess such research degree awarding powers.

- 1.1 When approved by the Research & Knowledge Exchange Board, the University may enter into a formal collaboration with other approved/recognised higher education or research-based institutions for the purpose of furthering the postgraduate research endeavour. Such collaborations must be detailed in a Memorandum of Agreement (MoA).
- 1.2 On the basis that a postgraduate researcher will be undertaking an approved programme of work leading to the award of a research degree of the University of Greenwich, such research will be conducted in accordance with the relevant academic regulations and codes of practice of the University, and these will take precedence over those of the other institution, unless indicated otherwise in this Appendix.
- 1.3 All proposals for a postgraduate researcher to undertake part of their research programme at an approved higher education institution or high-level research institution must comply with the overarching academic regulations for these awards as set out in this document and with the regulations and operational framework set out below.
- 1.4 Where international postgraduate researchers undertake part of their research at another United Kingdom institution it is essential that the necessary UKVI conditions are met. The Visa Compliance Team in Student and Academic Services must be consulted. Please note that the Visa Compliance Team would need to report a change of site to UKVI for any sponsored postgraduate researcher who is not studying at one of the main sites listed on the University of Greenwich sponsor licence.
- 1.5 The proposed supervisory arrangements, in accordance with the overarching regulations and the requirements below, should be set out in the MoA, with the final arrangements for individual postgraduate researchers being approved by the School Postgraduate Research Lead at the point of admission.
- 1.6 A range of potential supervisory arrangements may exist. The most typical is that designated first and second supervisors must be contracted members of university staff. A local/external supervisor at the other institution should be the designated third supervisor and will take

responsibility for the day-to-day supervision of the postgraduate researcher whilst they are studying at that institution.

In any other arrangement, the **minimum requirements for a postgraduate researcher** registered at the University of Greenwich are:

- a) there must be a first supervisor or co-first supervisor and one other supervisor, both of which are contracted members of university staff.
- b) The first or co-first supervisor from Greenwich should provide academic leadership for the programme and this could be in a co-leadership capacity with a local/external supervisor.
- c) One of the Greenwich supervisors should be experienced in MPhil/PhD supervision and act as “Director of Studies” for the whole team.
- d) The whole team should have the required amount of previous experience of postgraduate research supervision as detailed in the Postgraduate Research Student's and Supervisor's Handbook.

1.7 The local/external supervisor should be appropriately qualified in terms of a good alignment of expertise and research interests to that of the proposed programme of research, as evidenced by their recent publications, and normally previous successful supervisions of research awards to a level equivalent to the final award at Greenwich being sought by the postgraduate researcher. These may be assessed by the university supervisors interviewing the local supervisor. A customised CV of the local supervisor containing such information, should be appended to the admission documentation for review by the School Postgraduate Research Lead when seeking approval of the supervisory team.

1.8 The arrangements for frequent and substantial face-to-face contact between the postgraduate researcher, the local/external supervisor and the university supervisors should be set out in the admission documentation for review by the School Postgraduate Research Lead.

University supervisors should normally meet the postgraduate researcher in person at the University and other institution on an alternate basis at intervals of no more than two months for the duration of the postgraduate researcher's registration with the University. The University supervisor(s) should also keep in regular contact (at least monthly) with the postgraduate researcher and vice-versa, as to their progress and well-being.

1.9 In registering for a research degree, it is understood that a postgraduate researcher will have access to appropriate facilities at the collaborating institution. It will be the responsibility of the host Institute/Faculty to seek confirmation of this from the collaborating institution. Appropriate resources to support and facilitate the proposed research should include where applicable, but are not limited to, laboratory facilities, office and computing facilities and specialist software and access to appropriate books and journals. Details of the availability of resources should be included in the application documentation for review by the School Postgraduate Research Lead.

1.10 Should a major issue(s) arise whilst the postgraduate researcher is studying at the collaborating institution, the first supervisor should immediately report this to the School Postgraduate Research Lead or equivalent role and the Greenwich Doctoral College.

1.11 The host Institute/Faculty will be responsible for all costs associated with supervisors in visiting and meeting with the postgraduate researcher whilst they are studying at the collaborating institution.

1.12 The position on Insurance during the proposed period of study at the collaborating institution should be clarified in the MoA.

2 Integrated Collaborative Programmes with International Partners (MSc/PhD Studies)

- 2.1 When approved by the Research & Knowledge Exchange Board, the university may enter into a formal collaborative programme of study with approved/recognised international higher education or research-based institutions. Such collaborations must be detailed in a Memorandum of Agreement (MoA).
- 2.2 On the basis that a postgraduate researcher will be undertaking an approved programme of work leading to the award of a research degree of the University of Greenwich, such research will be conducted in accordance with the relevant academic regulations and codes of practice of the University, and these will take precedence over those of the other institution, unless indicated otherwise in this Appendix.
- 2.3 Postgraduate researchers may be registered with the partner institution for a Masters Degree where it is a minimum of two years in duration and has a research component that is at least one year in duration.
- 2.4 Under the terms of the MoA the postgraduate researcher will also be permitted to register for an MPhil/PhD award at the University of Greenwich, provided that:
 - (i) The normal entry requirements for this award are met at the point of admission
 - (ii) They have successfully completed the taught courses of their Master Degree
 - (iii) They undertake their Masters Degree Project at the University of Greenwich as a component of their MPhil/PhD Programme.
- 2.5 The masters level project should be assessed by a mechanism that meets the minimum requirements of the partner institution and of the MPhil/PhD transfer process at the University of Greenwich, as detailed in section E2: Master of Philosophy (MPhil) to Doctor of Philosophy (PhD) of these regulations. This will occur 12 months after registration with the University of Greenwich.
- 2.6 If the postgraduate researcher passes the transfer to PhD assessment, in accordance with the requirements in section E2 of these regulations and the Postgraduate Research Students' and Supervisors' Handbook, then they will be registered for a PhD with the University of Greenwich. Whilst this PhD programme should be treated as a PhD by transfer from MPhil as detailed in these regulations, the remaining study period must normally meet the minimum registration requirements of a PhD Direct at the University of Greenwich (i.e. 24 months full time). Any reduction to the minimum period of registration must be considered in accordance with regulation D2.7.
- 2.7 In the event a postgraduate researcher successfully transfers from MPhil to PhD with the university, they may also be awarded their Masters Degree from the partner institution.
- 2.8 If a postgraduate researcher is not successful in transferring from MPhil to PhD, in accordance regulation E2.11(iv), the assessors may recommend they be permitted to write-up their work to be submitted and examined for the award of MPhil.
- 2.9 All examinations for the award of MPhil or PhD will be conducted in accordance with Section F of these regulations. In the event a postgraduate researcher receives a recommendation of no award, they may still be considered for an award at an appropriate level by the partner institution. Any such awards are made solely by and at the discretion of the partner institution in accordance with their own regulations and awards criteria.

- 2.10 Postgraduate researchers may incorporate into their final thesis previously examined work which has been submitted to the partner institution for a degree or comparable award. This work should be clearly identified in the thesis. At least two thirds of the work submitted for PhD should derive from the period of PhD registration. The work submitted must meet the Level 8 Doctoral descriptor set out in section B1 of these Regulations. The nature of the collaborative programme should also be detailed in the thesis so that this is clear to the examiners.
- 2.11 The designated first and second supervisors must be contracted members of university staff. A local supervisor at the partner institution should be the designated co-supervisor and will take responsibility for the day-to-day supervision of the postgraduate researcher whilst they are studying at that institution. Costs relating to the appointed local supervisor will be met by the partner institution.
- 2.12 The local supervisor should be appropriately qualified in terms of a good alignment of expertise and research interests to that of the proposed programme of research, as evidenced by their recent publications, and normally previous successful supervisions of research awards to a level equivalent to the final award at Greenwich being sought by the postgraduate researcher. These may be assessed by the university supervisors interviewing the local supervisor. A customised CV of the local supervisor containing such information, should be appended to the admission documentation for review by the School Postgraduate Research Lead when seeking approval of the supervisory team.
- 2.13 The arrangements for frequent and substantial face-to-face contact between the postgraduate researcher, the local supervisor and the university supervisors should be set out in the admission documentation for review by the School Postgraduate Research Lead.
- A university supervisor should visit the postgraduate researcher in person at the partner institution at intervals of no longer than six months for the duration of the postgraduate researcher's period of study at the partner institution. Whilst at the partner institution the university supervisor(s) should also keep in regular contact with the postgraduate researcher and vice-versa, with regards to progress and their well-being.
- 2.14 In registering for a research degree, it is understood that a postgraduate researcher will have access to appropriate facilities at the partner institution. It will be the responsibility of the host Institute/Faculty to seek confirmation of this from the partner institution. Appropriate resources to support and facilitate the proposed research should include where applicable, but are not limited to, laboratory facilities, office and computing facilities and specialist software and access to appropriate books and journals. Details of the availability of resources should be included in the application documentation for review by the School Postgraduate Research Lead.
- 2.15 Should a major issue(s) arise whilst the postgraduate researcher is studying at the partner institution, the first supervisor should immediately report this to the School Postgraduate Research Lead or equivalent role and the Greenwich Doctoral College.
- 2.16 The host Institute/Faculty will be responsible for all costs associated with supervisors in visiting and meeting with the postgraduate researcher whilst they are studying at the partner institution.
- 2.17 The position on Insurance during the proposed period of study at the partner institution should be clarified in the MoA.

3 Dual Awards

- 3.1 The regulations relating to MPhil, MPhil/PhD and PhD as set out in this document will be those that will be used from the University's perspective in situations where formally approved programmes of postgraduate research form the basis of making Dual Awards with other formally recognised collaborating higher education institutions that also possess research degrees awarding powers.
- 3.2 Before any commitment is made regarding entering into any form of formal agreement relating to the award of dual research degrees, the Associate Dean for Research & Knowledge Exchange must liaise with the Deputy Vice-Chancellor (Research and Knowledge Exchange) and the Head of Greenwich Doctoral College over the matter.
- 3.3 Arrangements for the establishment of a dual award must be considered by the relevant Associate Dean for Research & Knowledge Exchange and the Head of Greenwich Doctoral College, in consultation with the Deputy Vice-Chancellor (Research and Knowledge Exchange) prior to the admission of a postgraduate researcher. To effect this requires the following to be submitted to the Greenwich Doctoral College:
 - 3.3.1 Acknowledgement that a formally approved programme of collaboration exists between the University and the other collaboration university for the purposes of making dual awards, and that the awards of MPhil, MPhil/PhD and PhD are conditional on compliance with the University's *Academic Regulations for Postgraduate Research Awards* in their entirety.
 - 3.3.2 Details of the proposed programme of research and how it is envisaged this will be undertaken between the two universities, including timescales etc.
 - 3.3.3 The name(s), qualification(s), research interests and supervisory experience of supervisor(s) who will support the postgraduate researcher whilst they are studying at the collaborating university.
 - 3.3.4 The facilities available to the postgraduate researcher whilst studying at the collaborating university.
 - 3.3.5 The arrangement for regular and substantial contact between the postgraduate researcher and University supervisors whilst the postgraduate researcher is studying at the collaborating university.
 - 3.3.6 Evidence an agreement is in place concerning the division of services and costs in supporting the postgraduate researcher in working towards the dual award.

4 Joint Awards

- 4.1 The regulations relating to MPhil, MPhil/PhD and PhD as set out in Sections A, G and H of this document will be those that will be used from the University's perspective in negotiating and agreeing on the overarching academic regulations to be used in situations where formally approved programmes of postgraduate research form the basis of making Joint Awards with other formally recognised collaborating higher education institutions that also possess research degrees awarding powers.
- 4.2 Before any commitment is made regarding entering into any form of formal agreement relating to the award of joint research degrees, the Associate Dean for Research & Knowledge Exchange must liaise with the Deputy Vice-Chancellor (Research and Knowledge Exchange) over the matter.
- 4.3 Arrangements for the establishment of a joint award must be considered by the relevant Associate Dean for Research & Knowledge Exchange and the Head of Greenwich Doctoral College, in consultation with the Deputy Vice-Chancellor (Research and Knowledge Exchange)

prior to the admission of a postgraduate researcher. To effect this requires the following to be submitted to the Greenwich Doctoral College:

- 4.2.1 Acknowledgement that a formally approved programme of collaboration exists between the University and the other collaboration university for the purposes of making joint awards, and that the awards of MPhil, MPhil/PhD and PhD are conditional on the written academic regulations being agreed and approved by the two collaborating universities.
- 4.2.2 Details of the proposed programme of research and how it is envisaged this will be undertaken between the two universities, including timescales etc.
- 4.2.3 The name(s), qualification(s) and supervisory experience of supervisors who will support the postgraduate researcher whilst they are studying at the collaborating university.
- 4.2.4 The facilities available to the postgraduate researcher whilst studying at the collaborating university.
- 4.2.5 The arrangement for regular and substantial contact between the postgraduate researcher and University supervisors whilst the postgraduate researcher is studying at the collaborating university.
- 4.2.6 Evidence an agreement is in place concerning the division of services and costs in supporting the postgraduate researcher in working towards the joint award.

APPENDIX 2: RESEARCH PROGRAMMES CONDUCTED BY DISTANCE LEARNING

Regulations relating to arrangements for postgraduate researchers studying an MPhil, MPhil/PhD, PhD or Professional Doctorate by distance learning in the UK and overseas.

The regulations set out in this appendix detail the additional programme requirements, to those detailed in Sections A-I, for postgraduate researchers who will be conducting the majority of their research off campus, either in the UK or overseas.

The regulations in this appendix do not apply to postgraduate researchers who are returning home at the end of their studies for the purpose of writing-up.

- 1.1 The University will consider applications for a postgraduate researcher to undertake the majority of their research programme off campus, either in the UK or overseas, providing that it is for a programme authorised to offer distance learning and complies with the admission requirements of the university and the regulations and operational framework set out in this document.
- 1.2 The definition of distance learning is that the postgraduate researcher will not be an on-site attendee. Whether research by distance learning is appropriate is determined by:
 - a) The research not being dependent on the use of the University's on-site facilities
 - b) Supervision being able to be appropriately delivered remotely
 - c) The postgraduate researcher being able to access all facilities, an appropriate research environment and the training and development required for them to carry out their research from wherever they will be based.
- 1.3 Arrangements for delivery of the programme of research in accordance with the:
 - Academic Regulations for Postgraduate Research Awards,
 - the Postgraduate Research Students' and Supervisors' Handbook and the
 - Student Attendance Policy

must be fully detailed in the Arrangements for Distance Learning document for review by the School Postgraduate Research Lead and the Greenwich Doctoral College. Key areas that must be detailed are:

- Supervisory arrangements
 - Access to facilities
 - Access to training and career development
 - Progression monitoring, including the arrangements for transfer from MPhil to PhD (where applicable)
 - Examination arrangements
 - Insurance
 - Any costs incurred and how these will be met
 - Access to support services
- 1.4 Postgraduate researchers studying by distance learning are permitted to attend campus for any training or events that are deemed to benefit their development as a researcher

or their programme of research. Who will meet the costs of the postgraduate researcher visiting the University to participate in such activities is to be discussed and agreed between the University and the postgraduate researcher prior to admission. Confirmation as to who will bear these costs must be detailed in the Arrangements for Distance Learning document.

- 1.5 The School/Faculty will be responsible for all costs associated with the supervisors visiting and meeting with the postgraduate researcher whilst they are studying at a distance.
- 1.6 It is the postgraduate researcher's and first supervisor's joint responsibility to liaise with the relevant University office concerning matters relating to insurance cover during the proposed period of study. This requirement applies regardless of whether the postgraduate researcher's place of work will be at home or at an external institution/organisation in the UK or overseas.

Additional Requirements for Postgraduate Researchers based at External Institutions

- 1.7 Where a distance learning research programme includes an external institution/research organisation, either in the UK or overseas, that does not meet with the definition of a formal collaboration (outlined in Appendix 1), the regulations below will apply.
- 1.8 The university, through the appropriate School Postgraduate Research Lead and the Head of Greenwich Doctoral College, must be assured that the external institution/organisation with which a postgraduate researcher is affiliated with, is either:
 - a) a bona-fide institution of higher education, or
 - b) a research institution of advanced standing recognised by the British Council, or any other equivalent authority, or
 - c) any other type of research related organisation appropriate for the research
- 1.9 Where a postgraduate researcher is based in, or has access to, an environment that is conducive to research (such as through a research or educational organisation) but is not dependent on it, a partnership agreement will not be required but a letter must be obtained from the external institution/organisation to confirm its general support for the postgraduate researcher to undertake their research on their premises.
- 1.10 On the basis that a postgraduate researcher will be undertaking an approved programme of work leading to the award of a research degree of the University of Greenwich, such research will be conducted in accordance with the relevant academic regulations and codes of practice of the University, and these will take precedence over those of the external institution, unless indicated otherwise in this Appendix.
- 1.11 The designated first and second supervisors must be contracted members of university staff that meet the requirements detailed in Section E. A local supervisor at the external institution should be the designated third supervisor and will take responsibility for the day-to-day supervision of the postgraduate researcher whilst they are studying at the external institution/organisation.
- 1.12 The local supervisor should be appropriately qualified in terms of a good alignment of expertise and research interests to that of the proposed programme of research, as evidenced by their recent publications, and previous successful supervisions of research awards to a level equivalent to the final award at Greenwich being sought by the postgraduate researcher. These may be assessed by the university supervisors

interviewing the local supervisor. A customised CV of the local supervisor containing such information should then be appended to the [Admissions Contract Proforma](#) for review by the School Postgraduate Research Lead.

- 1.13 A university supervisor should visit the postgraduate researcher in person at the external institution at intervals of no longer than twelve months for the duration of the postgraduate researcher's period of study at the external institution/organisation.
- 1.14 Should a major issue(s) arise whilst the postgraduate researcher is studying at the host institution, the first supervisor should immediately report this to the School Postgraduate Research Lead or equivalent role and the Greenwich Doctoral College.

APPENDIX 3: CONFIDENTIALITY AND RESTRICTED ACCESS TO THESES

Regulations relating to confidentiality and restricted access to theses

- 1.1 Where a postgraduate researcher of the University wishes their thesis to remain confidential for a period of time after completion of the programme of research, application for approval will normally be made to the relevant School Postgraduate Research Lead at the time the proposed examination arrangements are considered as set out on the Examination Arrangements and Thesis Submission Form, but by no later than the thesis being forwarded to the examiners. In cases where the need for confidentiality emerges at a stage after approval of the examination arrangements, an application for the thesis to remain confidential should be made immediately to the School Postgraduate Research Lead. Only in exceptional circumstances, with agreement of both examiners, and arising from the examination process, may an application be considered once the thesis has been dispatched to the approved examiners to initiate the examination process.
- 1.2 The period approved will not normally exceed two years from the date the Faculty Postgraduate Research Experience Committee confirms the examiners' recommendation to award the degree. Where a shorter period of confidentiality would be adequate, the School Postgraduate Research Lead will not automatically grant confidentiality for the maximum period of two years.
- 1.3 A successful application for confidentiality will result in:
 - (i) the electronic copy of the thesis not being made available through the Greenwich Academic Literature Archive (GALA), and
 - (ii) thesis title page and abstract not being lodged with the British Library.
- 1.4 The School Postgraduate Research Lead will normally only approve an application for confidentiality in order to facilitate an application to protect intellectual property to be lodged or otherwise to protect commercially sensitive material which is the subject of an obligation of confidentiality to a third party. The availability of a thesis may not be restricted in this way in order to pursue or protect research leads or publish a book or monograph.
- 1.5 Where a postgraduate researcher does not wish their thesis to remain confidential for a period of time after completion of the programme of research, the University, through the main supervisor, may, on good grounds, or where there is an overriding commercial concern or obligation of confidentiality to a third party, request that the postgraduate researcher's thesis is placed on restricted access in accordance with the procedure set out in regulation 1.1.
- 1.6 Normally, only one such application for confidentiality and restricted access to a thesis will be permitted.